



Northwest Evaluation Association

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MAP[®] Implementation Plan: Overview

Many tasks need to be completed to ensure a successful first MAP assessment. Today we will meet with your instructors and other staff to discuss their roles before, during, and after the assessment. We will share information about the assessment window, the behind-the-scenes work, how their roles fit in with the larger picture, and where they should go when they have questions.

By now, you should have had an implementation planning call with your NWEA implementation specialist to discuss many of the items we will cover today. This morning, we will work with you to gather as much of that information as we can in order to share it with your staff. In this workshop, we won't cover technical set-up information to prepare your schools for MAP testing; your NWEA implementation specialist is trained to assist your MAP leadership team in that process.

Please note: Technical readiness for the MAP Administration Workshop is critical to the day's success. Please refer to the *MAP Administration Workshop Overview* or contact your implementation specialist to make sure your training site is ready.

After the Main Training Module session for staff, this team will reconvene for 45 minutes. We'll finish your implementation plan, including any loose ends preparing for your first assessment, and we'll cover any ongoing professional development you and your staff might need after you have your first set of MAP data.

Who is on your MAP Leadership Team?

Assessment Coordinator _____

He/she serves as the testing coordinator. Good communication skills are critical. This person will coordinate testing processes and disseminate information/updates to staff.

System Administrator _____

He/she should have a good working knowledge of the servers and network systems within the district/school. This person should be a full-time staff member working with the district/school's technical support staff.

Staff Development Coordinator _____

As the main contact for NWEA regarding staff development opportunities, this person will be responsible for making professional development decisions and coordinating each event.

Data Administrator _____

He/she will be responsible for preparing and submitting the roster and programs files.

Administrator _____

He/she needs to understand how the tests work and help teachers understand this in order to communicate it to parents.

MAP® Implementation Plan

As you read through the plan, refer to the *Assessment Coordination Guide*, *Data Management Guide*, *System Administration Guide*, *System Administration Guide*, and *Testing Session Guide* for the tasks outlined below. Find Quick References on the home page in MARC.

Tasks	Time	Who	Resources	Answer These Questions for Staff Today
Assign Roles and Permissions to Team Members		Assessment coordinator	<ul style="list-style-type: none"> Assessment Coordination Guide Supplemental product training with NWEA implementation specialist 	<ul style="list-style-type: none"> Who will be a part of the leadership team for MAP assessments?
Create a Testing Window and Schedule Schedule test sessions at least one week prior to testing		Assessment coordinator and administrator	<ul style="list-style-type: none"> Assessment Coordination Guide MARC > Modify Preferences > Manage Terms 	<ul style="list-style-type: none"> What is the school/district window for testing? When will my class test? If we don't know yet, when will we know?
Prepare Roster Files and Program Files		Data administrator	<ul style="list-style-type: none"> Review process with NWEA implementation specialist Adding Students and Staff online training Data Management Guide 	<ul style="list-style-type: none"> Who will have access to see data? Will some staff have access to all data?
Prepare the Computer Lab Technology for Testing		System administrator and proctor	<ul style="list-style-type: none"> Review process with NWEA implementation specialist MARC > Quick References > System and Bandwidth Requirements 	<ul style="list-style-type: none"> Where will the test be given? What impact will this have on our schedules/instruction during the testing window?
Distribute Staff User Names and Passwords to Access MARC Prior to testing		Assessment coordinator or data administrator	<ul style="list-style-type: none"> Permissions by Role Quick Reference Email if the user name and password is included when importing profiles; if not, login information is provided by district staff 	<ul style="list-style-type: none"> When will I get my user name and password? What data will I be able to access?
Select and Train Lead Proctors Train proctors at least two weeks before testing Practice run one week prior to testing		Assessment coordinator, staff development coordinator, and proctors	<ul style="list-style-type: none"> Student Introduction to MAP Testing and Proctor Tips and Troubleshooting Quick Reference Testing Session Guide, Proctor Quick Start online training, and Proctor Tools online training 	<ul style="list-style-type: none"> Who will be the lead proctors? What impact will this have on our schedules/instruction during the window for testing?

Tasks	Time	Who	Resources	Answer These Questions for Staff Today
<p>Share Roles/Responsibilities with Instructors</p> <p>Share with staff at today's workshop and other staff as soon as possible</p>		<p>NWEA professional development consultant and staff development coordinator</p>	<ul style="list-style-type: none"> ■ On-site workshop <ul style="list-style-type: none"> ▶ Plans for: preparing students; communication with parents; ongoing professional development <ul style="list-style-type: none"> ▶ Basic information about: assisting the proctor before and during testing; accessing and using the data. 	<ul style="list-style-type: none"> ■ What is the plan for informing staff not in attendance today?
<p>Communicate Your School's Expectations for Accessing and Using the Data with All Staff</p> <p>Prior to first day of testing</p>		<p>District and/or school administrator</p>	<ul style="list-style-type: none"> ■ <i>MAP Reports Summary Quick Reference</i> 	<ul style="list-style-type: none"> ■ What reports are we expected to look at? ■ What are we expected to do with the data? How often?
<p>Prepare Testing Environment</p> <p>Each day of testing and in between classes of students</p>		<p>Proctor</p>	<ul style="list-style-type: none"> ■ A brief hands-on experience today ■ <i>Student Introduction to MAP Testing and Proctor Tips and Troubleshooting Quick Reference</i> ■ <i>Testing Session Guide, Proctor Quick Start</i> online training, and <i>Proctor Tools</i> online training 	<ul style="list-style-type: none"> ■ What should my students expect when we enter the lab for testing? <ul style="list-style-type: none"> ▶ We will be experiencing and discussing this with staff in the workshop today.
<p>Declare Testing Window Complete</p> <p>After all tests have been given (including make-ups)</p>		<p>Assessment coordinator</p>	<ul style="list-style-type: none"> ■ MARC > Modify Preferences > Manage Terms, click the View Update Complete for applicable term. ■ <i>Assessment Coordination Guide</i> 	<ul style="list-style-type: none"> ■ Can any assessments be given outside of the testing window?
<p>Schedule a Date/Time to Help Staff Access Their Data</p> <p>Immediately to one week after all staff have given at least one test</p>		<p>Staff development coordinator and administrators</p>	<ul style="list-style-type: none"> ■ <i>Benefits of MAP Reports for Administrators and Benefits of MAP Reports for Teachers</i> online trainings ■ Instructional Resources section in MARC 	<ul style="list-style-type: none"> ■ When will we get to see the data?
<p>Create a Plan for Ongoing Professional Development</p> <p>We will begin that today</p>		<p>Staff development coordinator, assessment coordinator, and administrators</p>	<ul style="list-style-type: none"> ■ Plan with NWEA professional development consultant <ul style="list-style-type: none"> ▶ As a MAP leadership team, you will plan for ongoing professional development to support instructors in accessing, understanding, and using their data. 	<ul style="list-style-type: none"> ■ Will we have other professional development opportunities to help us use the data to inform our instructional practice?

Typical Testing Scenario: Leadership Roles

Assessment Coordinator	System Administrator	Data Administrator	Administrator
<p>Things to Know</p> <ul style="list-style-type: none"> ■ Understand the concept of instructional level versus mastery ■ Learn to access and read reports ■ Learn to use the normative documents ■ Know the importance of measuring growth <p>Things to Do</p> <ul style="list-style-type: none"> ■ Receive an initial login to MARC; log in and change your password ■ Select the primary MAP system administrator and send this information to NWEA ■ Identify roles and communicate with team members ■ Determine user permissions ■ Provide an overview of the MAP system to team members ■ Coordinate the entire process with MAP team ■ Plan dates for instructional terms and test windows for the year (refer to the <i>Assessment Coordination Guide</i>) ■ Select tests to be administered; select students and schools to take tests within the test window ■ Determine your organization's policies for organizing and naming test sessions ■ Create a master schedule for test sessions, proctors, equipment, and locations ■ Ensure that proctors are assigned and trained ■ Coordinate the importing of roster files to make sure students are in the system before testing <p>Resources</p> <ul style="list-style-type: none"> ■ Read the <i>Assessment Coordination Guide</i>; Access <i>Manage Users</i> > Help ■ Complete the <i>Benefits of MAP Reports for Teachers and the Benefits of MAP Reports for Administrators</i> online trainings 	<p>Things to Do</p> <ul style="list-style-type: none"> ■ Receive an initial system administrator login from NWEA; log in and change your password ■ Determine your organization's policy for assigning MAP user names ■ Verify versions of standard browsers and configure them for the MAP system ■ Plan and monitor network bandwidth usage ■ Make shortcuts to the MARC web address available on computers ■ Copy lockdown browsers used for testing to computers ■ Create user profiles ■ Configure the MAP system with district-specific information ■ Make sure the computers are ready for testing <p>Resources</p> <ul style="list-style-type: none"> ■ Read the <i>System Administration Guide</i> ■ Access <i>Manage Users</i> > Help 	<p>Things to Do</p> <ul style="list-style-type: none"> ■ Receive an initial login to MARC; log in and change your password ■ Prepare roster files and programs files ■ Import roster files to begin ■ Reconcile and resolve any global errors detected by the system ■ Accept the valid data into the system by posting it ■ Create or import user profiles ■ Add or modify individual student and user profiles <p>Resources</p> <ul style="list-style-type: none"> ■ Complete the <i>Adding Students and Staff</i> online training ■ Reference the <i>Data Management Guide</i> ■ Access <i>Manage Users</i> > Help ■ Access <i>Manage Students</i> > Help 	<p>Things to Know</p> <ul style="list-style-type: none"> ■ Understand the concept of instructional level versus mastery ■ Learn how to access and read reports ■ Learn to use the normative documents ■ Know the importance of measuring growth ■ Things to Do ■ Receive an initial login to MARC; log in and change your password ■ Lead the test scheduling process ■ Assign proctors <p>Resources</p> <ul style="list-style-type: none"> ■ Complete the <i>Benefits of MAP Reports for Teachers and Benefits of MAP Reports for Administrators</i> online trainings ■ Read the <i>Reports and Instructional Resources Guide</i>
<p>Prior to Testing</p>			

Typical Testing Scenario: Leadership Roles (continued)

	Assessment Coordinator	System Administrator	Data Administrator	Administrator
During Testing	<ul style="list-style-type: none"> ■ Observe a testing session ■ Track testing progress by viewing operational reports ■ Report issues with MAP reports to the data administrator ■ Celebrate successes ■ Note next steps to improve process 	<ul style="list-style-type: none"> ■ Make bandwidth available for testing by limiting Internet usage for non-test activities ■ Observe a testing session ■ Celebrate successes ■ Note next steps to improve process 	<ul style="list-style-type: none"> ■ Observe a testing session ■ View operational reports to track testing progress and to identify issues in MAP reports ■ Correct any issues (see "Fixing Data Errors" in <i>Data Management Guide</i>) ■ Celebrate successes ■ Note next steps to improve process 	<ul style="list-style-type: none"> ■ Adjust bell schedule and P.A. system announcements ■ Observe a testing session ■ Schedule retesting and make-up sessions, as necessary ■ View reports ■ Report issues with MAP reports to the data administrator ■ Celebrate successes ■ Note next steps to improve process
After Testing	<ul style="list-style-type: none"> ■ Declare testing complete ■ View results in MAP reports ■ Analyze data ■ Schedule time with the MAP leadership team to assess the testing process (strengths and next steps) ■ Meet with the district leadership team and grade-level teams on MAP data ■ Work with the district leadership team to determine future training and resource necessary to support instructors' use of data ■ Contact NWEA to update records if people in key roles change 	<ul style="list-style-type: none"> ■ With the MAP leadership team, assess the testing process (strengths, changes, and next steps) 	<ul style="list-style-type: none"> ■ Make sure all students have tested ■ Participate with MAP leadership team to assess the testing process (strengths, changes, and next steps) 	<ul style="list-style-type: none"> ■ View results in MAP reports ■ Order the <i>District Summary Report</i> and <i>Student Growth Summary Report</i> ■ Analyze data: Grade level, class, instructor, student progress ■ Schedule time with the MAP building-level team to assess the testing process (strengths and next steps) ■ Participate with MAP leadership team to assess the testing process (strengths, changes, and next steps) ■ Schedule time to meet with grade-level teams on MAP data ■ Work with the district leadership team to determine future training and resource necessary to support instructors' use of data

Planning Professional Development to Reach Your Goals

Possible uses for MAP data within our system	What NWEA professional development resources might we use?	What other professional development resources might we use?	What internal resources (e.g., people, time, money, materials) should we consider?

Professional Development Opportunities

NWEA™ Online Professional Development Opportunities

Online Trainings: In MARC, view the *Benefits of MAP Reports for Teachers* and *Benefits of MAP Reports for Administrators* to learn about accessing reports and instructional resources.

NWEA™ On-Site Professional Development Opportunities

Stepping Stones to Using Data

Participants work with the reports available after their first test season. They engage with other faculty to create an environment responsive to all students' needs and:

- Learn how to access, interpret, and analyze data
- Learn how to use instructional resources
- Review NWEA resources and plan together to use data in ongoing work

Climbing the Data Ladder

Participants learn more about using instructional resources such as *DesCartes: A Continuum of Learning®* and *Primary Grades Instructional Data*, which differentiate instruction and improve learning.

- This workshop focuses on:
 - Using NWEA resources to differentiate classroom instruction
 - Using state standards and *DesCartes* in lesson planning
 - Using *Primary Grades Instructional Data* in lesson planning
 - Creating instructional ladders

Growth and Goals

Participants with at least two seasons of data use growth data as the basis for establishing and evaluating goals. Participants learn how to:

- Evaluate growth data and engage in effective goal-setting practices
- Work with students to set growth projections
- Analyze data over time to identify effective programs and instructional practices
- Use growth norms and research

Please have your staff development coordinator contact your account executive/account manager for more information about or to schedule workshops.

NOTES