

ADDING A SCHOLAR TO YOUR TESTING SESSION

**Use these directions to add a scholar who may not be on your list for some reason. He/she needs to test so add him/her to your testing roster.*

1. Select [**ADD MORE STUDENTS**].
2. Select [**SCHOOL**].
3. Select [**GRADE**].
4. Type the **LAST NAME** of the scholar.
5. Click [**SEARCH**].
6. Select the scholar you need. Remove the checkmarks from any scholar you DO NOT want.
7. Click [**ADD STUDENT**].
8. Click [**SAVE AND RETURN TO TESTING**].
9. Find the scholar's name in the list that you added. Put a **checkmark** by his/her name.
10. Select [**ASSIGN TEST**].
11. Click on [**SAVE SESSION**].

ASSIGNING A NEW TEST IN THE SAME TESTING SESSION

NOTE: Ideally, a scholar should take no more than one full MAP test per day.

1. Confirm student status is Completed, Terminated, or Suspended.
2. Select the student, and then select [Test Again].
3. The student status changes from Completed to Awaiting Student.
4. Select the student and click [Assign Test(s)] to assign a new test.
5. Instruct the student to sign in again with the same session name and password.