

Cambium Clicksheet: How to Complete a Student Data Request (SDR)



1	Open your internet browser and log into MAP/NWEA@ https://teach.mapnwea.org/	Login For the disch determines Calculate
2	Select "Manage Test Sessions" from the menu on the left of the screen.	IMPORT PROFILES / ROSTERING MANAGE USERS MANAGE TEST SESSIONS MANAGE DATA PARTNERS MAP READING FLUENCY VIEW REPORTS MODIFY PREFERENCES
3	Next, select "Find Student to Test".	Find Students to Test
4	Select your class or students to test from the options available in the dropdown boxes. Select "Search"	Student Search Test History Search Substitution of the Search First Name Substitution of the Search Search
	Scient Scarcii	
5	Select the students to be tested in the session from the list of available students. Select "Add Students"	Student(s) Found
	Select Add Students	Add Students Cancel



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6	From the student list displayed, select the students for which you will be assigning accommodations.	Student(s) Found
	Select "Assign Test". An exam must be assigned tot he student/s prior to indicating the accommodation.	Assign Test
7	Select the students for which you will be assigning accommodations (text-to-speech in this example), and click on "Assign Accommodations".	Assign Accommodations
Q	Scroll to find the appropriate accommodations and select the accommodation by activating the checkbox. For Text-To-Speech, the 1st, 3rd and 4th boxes should be selected to replicate the level of support available on the state assessment.	ACCOMMODATIONS, UNIVERSAL AND DESIGNATED FEATURES Other DESIGNATED FEATURES FOR SOME STUDENTS Embedded Designated Features The system will provide these Text-to-speech To assign Text-to-speech, the student must be assigned a test first. Note: Text-to-speech may not be available on some tests due to state/district policy. Text-to-speech is not available on K-2 tests. Please check your state/district policy to determine whether Text-to-speech is considered an Accommodation or Designated Feature Select areas of the item that would be read aloud.
0	After the accommodations neededare selected click on "Assign" to save the selections.	✓ Answer choices Assets such as reading passages ✓ Question directions ✓ Questions/prompts More information on text-to-speech configuration options Non-Embedded Designated Features The proctor can provide these Assign Cancel
9	Select "Save Session" at the bottom of the page.	Save Session



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	Enter the Session Name	Testing Session Name
10	Use the District Naming conventions.	 3-digit campus number Subject initial (r, m, w) Grade Proctor initials Class period or HR Administration Season (Fall, Winter, Spring) (i.e. 124M03BEHRS)
	Select Save and Exit" to finish completing the test session.	Save and Exit