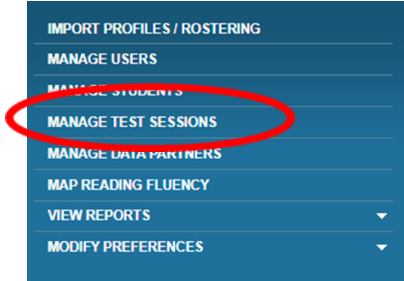
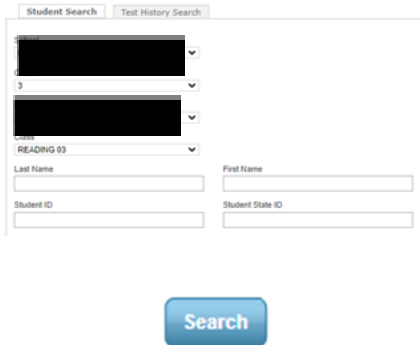
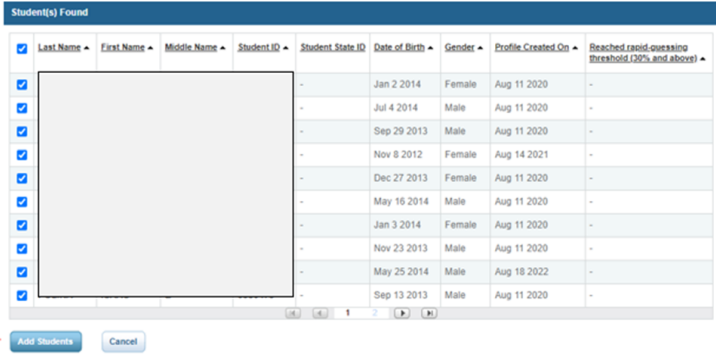




Cambium Clicksheet: How to Complete a Student Data Request (SDR)

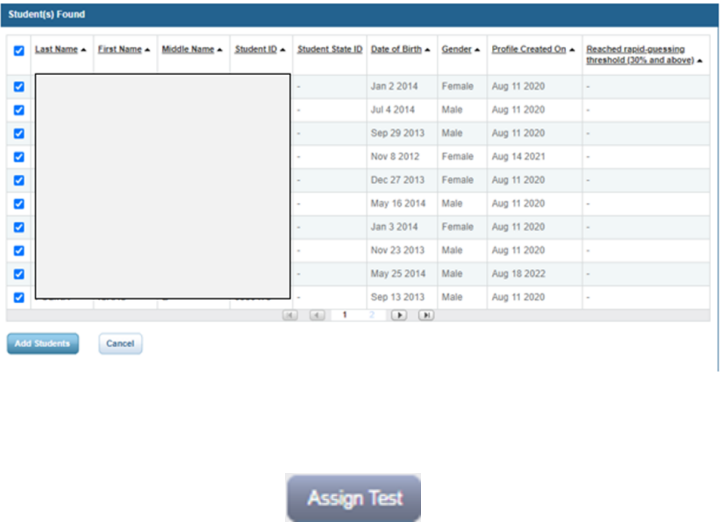
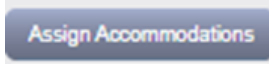
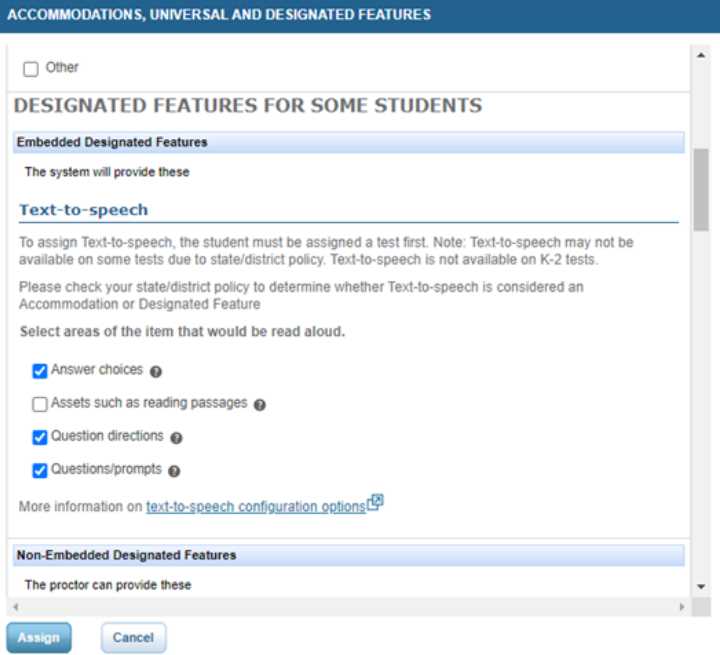


1	Open your internet browser and log into MAP/NWEA@ https://teach.mapnwea.org/	
2	Select “Manage Test Sessions” from the menu on the left of the screen.	
3	Next, select “Find Student to Test”.	
4	Select your class or students to test from the options available in the dropdown boxes. Select “Search”	
5	Select the students to be tested in the session from the list of available students. Select “Add Students”	



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



6	From the student list displayed, select  the students for which you will be assigning accommodations. Select "Assign Test". An exam must be assigned to the student/s prior to indicating the accommodation.	
7	Select  the students for which you will be assigning accommodations (text-to-speech in this example), and click on "Assign Accommodations".	
8	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. After the accommodations needed are selected, click on "Assign" to save the selections.	
9	Select "Save Session" at the bottom of the page.	



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



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