## NWEA (MAP) Directions:

## Reviewing Rosters in MAP Administration and Reporting Center (MARC)

To view your roster:

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- 1. Log In to Website for MARC MAP Growth and Skills: <u>https://sso.mapnwea.org/auth/login</u>
- 2. Click on "Manage Students"

MANAGE STUDENTS	During peak rostering times, the rostering process may take 1-2 hours to complete compa
MANAGE TEST SESSIONS MAP SKILLS VIEW REPORTS	MANAGE TESTING SESSIONS
	Click Find Students to Test button to search for students or, if User Role includes Instructor, click Test Find Students to Test Test My Class
	Saved Testing Sessions

3. Scroll to the bottom, click on the term. Select "Fall 2017-2018"

Only active information	a for the selector terror in the available. If no term filter is selected, all terms will be included in the search and no additional search criteria will display.
Term	
Fail 2017-2018	v v
Programs	Ethnic Groups
All programs	All ethnic groups
Grade	
All grades 🗸	
Schools	
Select School	(none selected)
Start typing be Instru- Select an Instructor be Williams	ctor's last name until results are displayed. fore selecting a class.
Classes	
All classes 🗸	
arch Clear	Ca cel

- 3. Provide your name in the box under the "Instructors" label.
- 4. Click on "Search" to view your class roster.

## Are you missing students?

IF YOU NEED TO HAVE STUDENTS ADDED TO YOUR ROSTER, PLEASE EMAIL CARMEN KENNEDY THE STUDENTS' NAME.