

MAPS User Guide

Quick Start Guide

MAPS: MANAGED ASSESSMENT

Quick Start Guide

Use this Quick Start Guide if...

- ... you want to get going fast
- ... you need a refresher on how MAPS works
- ... you've forgotten something simple and want a reminder

This guide can also be downloaded from the MAPS website: www.mapsassessment.com. This website also contains additional help and support information.

In this guide you'll see symbols like this: → **4-10**. This refers to the section (in this case 4) and the page – 10 – in the main manual that contains full details of the topic covered in this Quick Start Guide.

You can find a summary of what MAPS is and what it offers here → ii.

Contact details

If at any point you have a problem and you don't understand what to do contact MAPS support at TAG Learning:

Tel: 01474 357350

Email: support@mapsassessment.com

You'll find this information on the bottom of every page in this manual and the main manual. Our support team will provide help on any problem you may have and provide help on, for example, from resetting passwords to creating tasks.

Logging On

Staff members at a school (the Head Teacher, Heads of Department, Teachers) and Advisors will be given a login to MAPS comprising the following:

Username: Email address

Password: portfolio8

You will be prompted to change your password the first time you log on.

When students log on for the first time their details for the default interface are:

Username: Firstname_Surname (not case sensitive)

Password: profile (case sensitive)

If students are using the Basic Interface their login will be

Username: Firstname_Surname (not case sensitive)

Password: abc (case sensitive)

Students logging into the basic interface at home will use:

Username: Firstname_Surname (not case sensitive)

Password: abcabc (case sensitive)

For more information on the basic and iMAPS interfaces see the respective sections that follow.

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Accessing and Using MAPS

Accessing and Using MAPS

All users of MAPS access the resources using a web browser. MAPS, MAPS resources and all the work undertaken by users is stored remotely. We recommend and support the following:

Windows Computers: Internet Explorer 7

Macintosh and Windows Computers: Mozilla Firefox (all versions)

For full details on browser compatibility and other requirements from host computers → **iv**.

In the remainder of this manual we use the following colour of text to indicate information relevant for

- System Administrators: the person(s) designated to look after the system **Page 5**
- Head of Department: **Page 8**
- Teachers: **Page 11**

We have provided a page at the back of this Quick Start Guide that gives instructions for pupils and students on logging in. You may want to use this to give each child their own details as a paper copy.

Also attached is a letter that can be sent to parents and guardians to let them know more about MAPS.

Both these letters can also be downloaded and printed from the MAPS website.

Copying this Manual

You may copy this manual, or sections of it, to help the users in your establishment get the best from the MAPS system. If you wish to copy it for any other purposes please contact the MAPS Support line.

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Quick Start Guide for MAPS System Administrators

System Administrators

'System Administrator' is the title we use to describe the person given responsibility for managing the MAPS system within the establishment. This may be a head of department or ICT coordinator.

As a System Administrator you have full access to all features of MAPS and ultimate responsibility for its operation. You can:

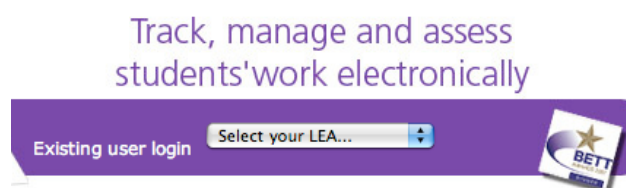
- Set up the school's MAPS account. This need be done only once when the MAPS system is first installed → **1-2**
- Set up user interfaces → **1-6, 1-7, 1-14**
- Set up teacher accounts, classess and adding pupils → **1-15**
- Assign tasks to year groups → **1-22**

Setting up the schools MAPS account

This activity is done only once, when you MAPS system is first installed. Step by step instructions are provided (→ **1-2**). This section also advises the information you must collect to set up the account and the methods that you can use to provide the information to the MAPS support team.

Logging in as an Administrator

Use your web browser to navigate to www.mapsassessment.com/la



Select your Local Authority from the drop down menu, indicated above. Scroll down and click on your LA, then when the MAPS screen for your LA comes up, click the Login button at the top right of the screen.

Note: If your LA is not listed, you have problems with your browser or you have lost your password, check the User Guide (→ 1-5) for more information or contact MAPS Support

The MAPS interfaces

MAPS provides the choice of three interfaces for allowing children to interact: iMAPS, Default and Basic.

- IMAPS interface is the most comprehensive option. It allows the use of Google Gadget tools to enable the student to customise the interface and make it their own. Find out more about this interface, and the benefits here: → **1-6**. You'll also find in this section the instructions for configuring and setting up the iMAPS interface.
- Basic has been designed particularly for KS1 pupils though you may find it suits older students with special needs (→ **1-8**)

- The Default interface is the standard interface that will appear if neither of the other interfaces have been specified; you do not have to specifically set this option.

Setting up Teacher Accounts, Classes and Pupils

For the other staff in your school to fully use MAPS you need to set up accounts for them. Here's a summary of what you need to do. For full details → **1-15**.

1. Login to MAPS as described above.
2. View the classes already set up on the system (if any) by clicking on the Portfolios tab at the top of the screen.
3. Use the buttons to the left of the screen to add a teacher, add a class or add a pupil (all the pupils in the school will have been automatically added to the system when you configure it for the first time).
4. Insert the name as the teacher
5. The user name of the new teacher that you enter will be their requested email address (they can change it later).
6. Make sure you select the correct subject. If the teacher is Head of Department, be sure to click the HoD radio button – this affects their privileges in the MAPS system.
7. Complete the form and press 'FINISHED'. Click on the tick that appears on the next screen.
8. The title and names will appear on the teacher's user area, and in messages from the teacher to pupils. When you confirm the details you will see the teacher's name on the bottom section of the 'portfolios' screen.
9. Your teacher is now ready to login to the system and to begin to assign assessment tasks.

To assign classes to the teachers you have just set up accounts for follow the instructions in the User Guide → **1-17**.

Note: a class can be assigned to more than one teacher. If you want to add multiple teachers to a class select another teacher from the drop down list and click 'FINISHED!'.

Checking, amending and adding Student/Pupil data

When you set up MAPS for the first time, the pupil/student data provided is integrated. If there are any errors in the data provided to us, this will also appear in your configured system and will need to be corrected. For full details → **1-18**. Here's a summary of how to make changes

1. Click on the 'portfolios' button. If you know which class the child with incorrect information is in, click on the link to the class. If you are not sure, type the pupil's surname into the pupil search box.
2. Click on the link to the child and then click on the edit button.

You can then change the following information for a student, including (but not limited to) the following:

- email address (optional)
- name
- classes
- UPN number (and UCI number if being entered for a qualification)
- gender
- ability to edit profile (this can be switched on or off for each pupil)
- date of birth

Note: only the Administrator can disallow the pupil from editing their profile

What if a new child joins the school? You can add new pupils/students at any time. Click on the Add Pupil button and complete the screen template that appears. You will need the following information to do so:

- email address (optional)
- name
- classes
- UPN number
- gender
- date of birth
- choice of interface

See → **1-20** for full information on setting up new children

Children not assigned to a class: the Holding Class

Particularly in the early days of using MAPS you may find that you can't assign all the children in the school to classes straight away. You may also have children who leave the school. The holding class is used for storing the names of these children and all their associated data. → **1-21**

Assigning tasks to Students/Pupils

You can assign tasks (activities stored within MAPS, either those that are supplied with MAPS or which you or your teachers have created) to year groups in the following way:

1. Login to the system to see your 'About me' page.
2. Click on the 'tasks' tab to access your Tasks portfolio.
3. Choose the task you want to assign. This might be in your task bank or in another task bank. You must import a task into your task bank before you can assign it to anyone.
4. To assign a task, click on the 'assign' link on the task list.
5. Click 'Assign to whole year?' link and by the side of the year group you want to give the same task to.
6. You will be taken to each class in the year group where you can choose pupils from each class to assign this task to. You can either select all pupils in each class or select individuals.
7. Set the start date and hand in date for this task and click 'FINISHED!'

For more information and sample screens → **1-22**.

Creating an Administrator's Portfolio

'Your Portfolio' is your home page on the MAPS system and will be the first screen that you see when you first login. From this screen you have instant access classes, overdue work and work that is awaiting marking. The first time that you see this screen can be daunting but you'll find a key to all the buttons and controls here → **1-23**.

You can modify this screen to make it more useful for your own uses. See → **1-25** for details.

If you have changed the interface from the default to the iMAPS you can make more extensive changes. Details are given here → **1-27**.

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Quick Start Guide for Heads of Department

How to login and access your Portfolio

MAPS is an Internet-based system, so you can only access it from a computer connected to the Internet. With your unique login you can access your MAPS account any time of the day or night, 365 days a year and from any computer that is connected to the Internet. This can be a computer you may use at home or away from the school.

To access your portfolio

1. Point your web browser to www.mapsassessment.com
2. Use the drop down menu (top right of the MAPS screen) to locate your Local Authority
3. When the MAPS screen for your Local Authority appears, click on the login button.

Your login details will comprise

- **Your username:** normally your school email address
- **Your password:** when you first login this will be 'portfolio8'. You must change this to something unique but memorable, the first time you log on. You will be prompted to do so.

Please remember your password as neither the MAPS Administrator nor TAG learning will have a copy of this. Your new password must be 6 or more characters long.

Your MAPS Interface and Portfolio

When you login you'll see one of two interfaces, the default or iMAPS. These are similar to those that all users will use. There is a third, basic, interface, designed for KS1/2 pupils and those with special needs.

In your role as a head of department using MAPS you will be using, on a day-to-day basis, either the iMAPS or the default interface. You can discover more about the default interface here → **2-2**. The more comprehensive and customisable iMAPS interface is explained here → **2-3**.

You can find out more about your chosen interface and how to edit it by following the links below:

- Using the default interface → **2-11**
- Using the iMAPS interface → **2-13**

Here you can discover how to customise your portfolio and interface

Viewing Classes

If you click on the 'classes' tab on the top of your screen in the default or iMAPS interface you will be able to see the classes that have been setup for you. You can then click on a Class to see details of the pupils in the class. Here you will also see a summary of which students have logged on, changed their password, whether they have a task to do or whether it is overdue! (→ **2-5**)

Note: If those displayed are incorrect, or nothing is displayed, please inform your school's MAPS Administrator.

Setting up Teacher Accounts

As Head of Department you have the ability to set up other teachers in your department with their own accounts and portfolios.

Note: Only the school's MAPS Administrator has the ability to add or delete classes and add pupils. If you need to make modifications to these please advise your Administrator

1. Click on the 'Portfolios' tab at the top of your screen
2. You will see a screen like the one below. From here you can see the classes set up for your subject and whom those classes have been assigned to. If you need to change these click on 'Edit' underneath the teacher name.
3. Click on the 'add teacher' button.
4. Fill in the teacher's details as they would want them to be seen. It is important to include a valid email address, preferably a school one so that they receive important messages. Their email address will become their username.

For full details of setting up teacher accounts and sample screens → **2-8**.

Assigning Classes

Once you have created a teacher you have to assign them to their classes. You can have more than one teacher assigned to each class.

1. If not already in portfolio's screen, click the 'portfolio' button.
2. Click the 'Edit' link underneath the name of the class you want to assign to a teacher. This screen will appear:
3. Use the drop down box next to 'Add a Teacher' to associate the correct teacher to this class. Click 'FINISHED!'.
4. If you want to add multiple teachers to a class select another teacher from the drop down list and click 'FINISHED!'.
5. If you have made a mistake or want to unassign a teacher from a class click in the link under the list of assigned teachers. At the next screen select which teacher you want to unassign and click 'FINISHED!'.
6. Your teacher is now ready to login to the system and to begin to assign assessment tasks.

For full details of assigning classes and sample screens → **2-9**.

Assigning tasks to year groups and classes

You can assign a task to a whole year group, as well as to individual classes.

1. Login to the system to see your 'About me' page.
2. Click on the 'tasks' tab to access your Tasks portfolio.
3. Choose the task you want to assign. This might be in your task bank or in another task bank. You must import a task into your task bank before you can assign it to anyone.
4. To assign a task, click on the 'assign' link on the task list. Alternatively you can open the task (click the 'View' link) and then assign it.
5. Click 'Assign to whole year?' link and by the side of the year group you want to give the same task to.

6. You will be taken to each class in the year group where you can choose students from each class to assign this task to. You can either select all students in each class or select individuals.
7. Set the start date and hand in date for this task and click 'FINISHED!'

For more details and sample screens → **2-21**.

Using and Editing and Assessment Task

You can use assessment tasks and edit the tasks within MAPS. Here's how. Detailed instructions and a tutorial walk through can be found here → **3-15**. This link also provides a section giving more information about tasks and task banks (→ **3-16**).

- Logon to the MAPS system with your username and password. Your work is found under the 'tasks' tab on the top of the screen. You will arrive at your own task screen - called 'My Task Bank'. This contains all of your tasks and links to all other tasks that are available for you.
- You can find tasks in any task bank by using the 'sort' facilities. Use the drop down arrows to search for a task from a year group, level or curriculum reference.

You can change any imported task from any of the tasks banks and adapt them for your own use by adding your own resources and deleting any resources you feel are unsuitable for the children in your school.

To edit a task click on 'Edit', written underneath the task name. This will take you to the task creation/editing area of MAPS.

Refer to → **3-17** for details on editing an existing task. You will also discover here how to tag a task with curriculum references and assign targeted learning outcomes.

Creating and Managing Cross Curricular Tasks

MAPS allows you to create assessment tasks that can be assigned to children.

Please read 'Creating an Assessment Task' in **Section 3: MAPS ... for Teachers** (→ **3-44**) for full details about creating new assessment tasks.

To find out how to import a task from one of the task banks, read 'Using and editing an assessment task' in **Section 3: MAPS ... for Teachers** (→ **3-15**)

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Quick Start Guide for Teachers

How to login and access your Portfolio

MAPS is an Internet-based system, so you can only access it from a computer connected to the Internet. With your unique login you can access your MAPS account any time of the day or night, 365 days a year and from any computer that is connected to the Internet. This can be a computer you may use at home or away from the school.

To access your portfolio

4. Point your web browser to www.mapsassessment.com
5. Use the drop down menu (top right of the MAPS screen) to locate your Local Authority
6. When the MAPS screen for your Local Authority appears, click on the login button.

Your login details will comprise

- **Your username:** normally your school email address
- **Your password:** when you first login this will be 'portfolio8'. You must change this to something unique but memorable, the first time you log on. You will be prompted to do so.

Please remember your password as neither the MAPS Administrator nor TAG learning will have a copy of this. Your new password must be 6 or more characters long.

Note: Only the school's MAPS Administrator has the ability to add or delete classes and add pupils. If you need to make modifications to these please advise your Administrator

Your MAPS Interface and Portfolio

When you login you'll see one of two interfaces, the default or iMAPS. These are similar to those that all users will use. There is a third, basic, interface, designed for KS1/2 pupils and those with special needs.

As a teacher using MAPS you will be using, on a day-to-day basis, either the iMAPS or the default interface. You can discover more about the default interface here → **3-2**. The more comprehensive and customisable iMAPS interface is explained here → **3-3**. You can also find out here how to change your interface from the default to iMAPS.

You can find out more about your chosen interface and how to edit it by following the links below:

- Using the default interface → **3-8**
- Using the iMAPS interface → **3-11**

Here you can discover how to customise your portfolio and interface. You can find out more about the basic interface here: → **3-79**.

Viewing and Managing Classes

If you click on the 'classes' tab on the top of your screen (using the default or iMAPS interface) you will see the classes that have been set up for you. If they are not the correct ones please inform your school's MAPS Administrator (→ **3-5**).

You can click on any of the listed classes you can see the pupils or students in them, listed in alphabetical order.

You can see at a glance which students have logged on and changed their password, whether they have a task to do or whether it is overdue. For illustrative screen shots and a key to the buttons and icons see **→3-5**.

You can export the data from this screen and create reports of how well your students are progressing. To learn more about this see Reports (**→3-66**).

Using and Editing an Assessment Task

You can use assessment tasks and edit the tasks within MAPS. Here's how. Detailed instructions and a tutorial walk through can be found here **→3-15**. This link also provides a section giving more information about tasks and task banks (**→3-16**).

- Logon to the MAPS system with your username and password. Your work is found under the 'tasks' tab on the top of the screen. You will arrive at your own task screen - called 'My Task Bank'. This contains all of your tasks and links to all other tasks that are available for you.
- You can find tasks in any task bank by using the 'sort' facilities. Use the drop down arrows to search for a task from a year group, level or curriculum reference.

You can change any imported task from any of the tasks banks and adapt them for your own use by adding your own resources and deleting any resources you feel are unsuitable for the children in your school.

To edit a task click on 'Edit', written underneath the task name. This will take you to the task creation/editing area of MAPS.

Refer to **→3-17** for details on editing an existing task. You will also discover here how to tag a task with curriculum references and assign targeted learning outcomes.

Self assessed tasks and how to use them

When you import a task from any of the task banks, you are asked if you want to make it 'Self-assessed'. That is, if you want the students to make an assessment of the work they have just done. If you click 'yes', when a student hands in a task s/he will be asked to tick boxes next to the outcome statements that they think describe what they have achieved. The pupil will be able to judge which level they think they have achieved. When you come to mark the work, you can see the student's assessment, and will then add your own.

At **→3-33** you can learn more about self assessed tasks and how to change non self-assessed tasks into self-assessed.

Managing your Students and their Tasks

If you click on the 'classes' tab on the top of your interface screen this will take you to the classes that have been setup for you. Click on a class to see the children in that class.

You can:

- Click on a student's name to see the student's portfolio (**→3-40**)
- Change a student's password – if they've forgotten it or can't log on (**→3-40**)
- Assign assessment tasks (**→3-41**)
- Create assessment tasks (**→3-44**)

Assessing Work

MAPS organizes work produced for assessment tasks into one location to make it easier for you to make judgments about a student's abilities. If some of the work has been produced in a non-digital format, make sure you have it to hand when making your assessment.

Note: MAPS does not make the judgment for you – it is the responsibility of the teacher who set the task to award a level to it.

You can discover if there is work awaiting assessment by logging in to your MAPS portfolio and looking at the 'About Me' screen. An indicator in the bottom right hand corner will advise if there are any tasks that need marking. Then click on the underlined number by 'Awaiting marking' (→ **3-57**).

Alternatively: Click on the class tab at the top of your portfolio and look at your class. You will see at a glance if work is 'Awaiting Marking'. Click on the numbers in the 'Awaiting Marking' column to see a list of tasks.

The assessment procedure is details here → **3-58**.

Details on marking self-assessed tasks are given here → **3-61**.

Reports and Reporting

After you have marked the work of your class you may want to see an overview of how they are doing and be able to produce a report. These reports can be useful to you, heads of departments and head teachers to track the progress being made by a class in any subject. You may also need this information when reporting to parents.

To see the reports login and click to view your class. You can find out about the data that can be presented in the reports and how it can be exported here: → **3-66**.

Sample report formats are shown here: → **3-67**.

Using the Resource Library

The Resource Library contains additional resources that are available to teachers and students. Students can access the library from their Workspace area but cannot import the resources. Teachers access the library from their Task screen and their Workspace.

Resources can be added and tagged against a subject and year group. Each resource can be made available to the whole school or just teachers. All task resources can be added to the library directly from the task.

You can access the resource library from the Tasks area of the interface. A button providing access to the resource library is to the left of the main interface window. See → **3-74** for more information on the resource library, how to use it and to add resources to it.

The Messaging System

Messaging between pupils and teachers is an important feature of MAPS. It enables written communication between pupil and teacher and in so doing provides powerful additional evidence for assessment purposes. Messages can only be sent between teacher and pupil and not between pupils and are always connected to a task. Discover more about how to read and send messages here → **3-55**. You can send messages to individuals or the whole class (→ **3-56**).

MAPS: MANAGED ASSESSMENT

Logging in information for Students and Pupils

Logging into your portfolio

To get access to your work and your portfolio you will first need to log on. You can do this from wherever you have permission to do so, including from your home. If you have any concerns, please ask your teacher. MAPS works across the internet and saves your work safely on a secure hard disc on a web server. This means that you can have access to all your work in the same way, no matter where you are or where you choose to log on. You do not have to use the same computer all the time.

Your teacher will tell you the Internet address for MAPS. Follow the instructions your teacher gives you and you'll be directed to a screen that lets you log on to MAPS. When you go there, you will see a screen that lets you log into MAPS.

1. Click on '**login**' at the top right.
2. Enter your '**Username**' – this is usually firstname_lastname, so

Make a note of your username here: _____

3. Enter your password in the lower box.

Make a note of your password here: _____

(for your security, and the security of your work do not disclose your password to any other person; if you think someone else has discovered it, let your teacher know and be prepared to change it)

4. Click on 'login' below the boxes.
5. If you forget your password, click on 'Forgotten Your Password' at the bottom of the screen. You will be asked for your username and an email will be sent to you giving further instructions.*

If you have any problems, concerns or need advice on how to log on, speak to your teacher.

**You will get an emailed response if you have submitted an email address when completing your 'edit details' section on personal information. Please note that information security details in some schools don't allow this. Talk to your teacher if you have any problems or need further advice.*

MAPS: MANAGED ASSESSMENT

Information for Parents and Guardians

Dear Parent or Guardian,

New Assessment System 'MAPS' (www.mapsassessment.com)

We are pleased to tell you that our school has decided to adopt the Managed Assessment Portfolio System (MAPS), an award-winning online service that can be used to assist with the assessment of ICT and other subjects. This has been produced by, and is managed by educational specialists TAG Learning.

The MAPS system is designed to assist teachers in making sound judgements about levels of ICT capability by tracking the whole process that the child has followed. This ensures that assessments take account of more than just a printout of the work and gives your child the best possible opportunity to demonstrate what they can do.

Each pupil has a MAPS portfolio, which is saved securely onto the Internet. Each pupil accesses his or her portfolio securely using a unique username and password combination. Pupils access assessment tasks and resources that have been assigned to them by their teachers via their MAPS portfolio. Once pupils have completed some work and saved it as a file, they can then log on to their MAPS portfolio and upload the file. As the MAPS portfolio is saved on the MAPS system, pupils are able to access their work and continue working on a task from any computer with an Internet connection (as long as it has the software they need and Internet Explorer version 6 or Mozilla Firefox web browsers).

The servers on which the MAPS system is stored are as secure as is possible and they are backed up daily to ensure the safety of the data. They, and all data stored, are rigorously checked for viruses and other infections to prevent any damage to the data.

If you have any further queries, please address these to the School's MAPS Administrator or your child's teacher.

Yours sincerely,