

# **MAPS USER GUIDE:**

## **Introductory Notes and Contents**

## **MAPS: MANAGED ASSESSMENT**

### Introducing MAPS

#### **Introduction**

Thank you for investing in MAPS.

MAPS is a powerful tool for your school and a crucial part of your eAssessment strategy. This guide is designed to provide you with all the information that you need to operate and exploit MAPS at your school.

For those who are new to MAPS we have also produced the MAPS Quick Start Guide, which provides the essential information to get you going. The Quick Start Guide is included with this manual but, if it has gone astray you can download a copy from the MAPS website: [www.mapsassessment.com](http://www.mapsassessment.com).

#### **What is MAPS?**

*Developed closely with teachers and LA advisors, MAPS is a robust web application designed to save teachers time and make assessment more effective and manageable.*

MAPS - Managed Assessment Portfolio System – is an online portfolio and assessment system, accessible 24 hours a day all year round from school or home. Teachers can create, assign and mark assessment tasks and students can complete those tasks and store their work within their own portfolio on TAG Learning's secure server. Teacher and student information and data are kept secure and individual accounts are protected by unique usernames and passwords.

Teachers can mark, work seeing the whole process that went behind the task and not just a printout. There is also an inbuilt messaging system within MAPS which allow students and teachers to discuss tasks and ask for help.

It is an ideal platform for moderation across the school and LA. The students can see at the touch of a button what is expected of them and teachers can comment on student's work as it progresses. Moderation notes can be attached so that teachers in school and across LAs can see how that work was moderated.

Guide created by Fran Greenaway, Curriculum Adviser, Karim Derrick, Senior Developer of MAPS and Helen Wilkes, MAPS trainer

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## **MAPS: MANAGED ASSESSMENT**

### Vital Information

Need help? Advice? Got a problem? The MAPS Support team are here to help.

### **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](mailto:support@mapsassessment.com)

You'll find this information on the bottom of every page in this manual.

Our support team will provide help on any problem you may have, for example, resetting passwords or creating tasks.

### **MAPS Usernames and Passwords**

Your Head Teacher, Heads of Department, Teachers and Advisors will be given a login to MAPS comprising the following:

**Username: Email address**

**Password: portfolio8**

When a user logs on to MAPS for the first time they will be asked to change their password.

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

**Username: Firstname\_Surname**

**Password: profile**

If students are using the Basic Interface their login will be

**Username: Firstname\_Surname**

**Password: abc**

Students logging into the basic interface at home will use:

**Username: Firstname\_Surname**

**Password: abcabc**

Usernames are not case sensitive but **passwords are**. Students will need to change their password and are encouraged to use something memorable.

## MAPS: MANAGED ASSESSMENT

### Operating system and browser compatibility

#### Compatibility

All users of MAPS access the resources using a web browser. We aim to make MAPS as compatible with the technologies used in web browsers as possible. To ensure that your experience of using MAPS is the best, we make the following recommendations with regard to compatibility:

Windows Computers: Internet Explorer 7.



Macintosh and Windows Computers: Mozilla Firefox (all versions).



MAPS will work with other browsers, or other versions of browsers but ultimate compatibility is not assured and so no other recommendations are currently made.

These compatibilities apply to browsers used in the respective institution and also to the browsers used by pupils and students if they continue their assignments at home.

MAPS is compatible with Windows and Macintosh OS X.



Certain resources within MAPS may require Adobe/Macromedia Flash Player 6 (or higher) and Adobe Reader (formerly known as Acrobat Reader) are installed in your web browser. These are already installed on most web browsers but if yours does not feature them, you may need to download them. This is a simple and, for the most part automated task (follow the links below), but you may need to seek assistance from your computer system administrator or ICT Coordinator. Subject to the rules at your institution, some computer networks may need a network administrator (usually the ICT coordinator) to allow downloading.



Download the Flash Player plug-in for your browser from:

**[www.adobe.com/support/flash/downloads.html](http://www.adobe.com/support/flash/downloads.html)**



Download the Adobe Acrobat Reader (Adobe Reader) from:

**[www.adobe.com/products/acrobat](http://www.adobe.com/products/acrobat)**

MAPS is compatible with Microsoft Windows Vista



## **MAPS: MANAGED ASSESSMENT**

### MAPS Versions

MAPS is offered in three versions:

- **Primary Edition:** optimised for the needs and resources of primary schools and young learners.
- **Standard Edition:** optimised for secondary schools and secondary school students.
- **eQualification Edition:** designed to meet the needs of eQualifications.

For the resources offered in these editions please refer to the Appendix to this User Guide.

Versions are entirely compatible and it is possible to transfer data seamlessly between them. It is also possible to add the functionality of any version to another.

## **MAPS: MANAGED ASSESSMENT**

### How to use this manual

This manual is designed to help all users of MAPS to get the best from it. It features separate, self contained sections for:

- System administrators – the person – or persons – designated to look after the system
- Head of Department
- Teachers
- Students and Pupils

Each section gives all the information required for those specific users.

There is also an additional section that includes information on the resources included in MAPS either as part of the basic package or available as optional extras.

We have also produced a companion 'Quick Start Guide' for MAPS that includes all the information to get users up and running fast.

### **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.

### **Electronic versions of this manual**

Electronic versions of this manual, in PDF format may be downloaded from the MAPS website: [www.mapsassessment.com](http://www.mapsassessment.com). Each section is also available separately for swifter downloading.

### **Updates to this manual**

New features and new functions will be added to MAPS as part of our policy of continual development. We will provide new sections for this manual to explain how to use these. You will receive these manual updates by post, or you can download them from the website.

### **Additional help and support**

The website [www.mapsassessment.com](http://www.mapsassessment.com) contains further help and support. The MAPS Support Line – 01474 357350 - is also available to you to answer any further questions you may have

# MAPS: MANAGED ASSESSMENT

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These numbers will be modified before final printing to account for changes

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