How Do I Prepare iPads for NWEA?

*Instructions are subject to change* - save a tree and save this PDF instead of printing.
**Last Update: 04/07/15**

To test using iPads, there is no lockdown browser. You must perform the following steps on each individually on each iPad in order to use them to administer testing. Please follow the steps as detailed and in the order listed. Instructional videos are available on [ipads.cps.edu](http://ipads.cps.edu)

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1. **Before Testing**

**A. iOS Version Check**

To check the iOS version on the iPads:
1. From the Home screen, locate and tap *Settings*
2. In the left pane, tap *General*
3. Tap the first option, *About*
4. The *Version* number must be 6.0 or greater

*NOTE: If the version number is not 6.0 or greater, please contact the ITS Service Desk for information on how to upgrade.*

*NOTE: Setup steps may vary based upon the iOS version you are using for testing. Notations have been made when there is a variance.*
B. Adjust Safari Settings

To adjust the Safari Settings on the iPads:
1. From the Home screen, locate and tap **Settings**
2. In the left pane, tap **Safari**
3. Toggle off **Open New Tabs in Background**
4. Toggle off **Block Pop-ups**
5. (iOS 6 only) Toggle off **Private Browsing**

C. Disabling Predictive Text and Auto-Correction (iOS 7 & 8 only)

In order to disable both the **Predictive Text** and **Auto-Correction** options in preparation for NWEA testing you’ll need to follow these steps:

1. From the Home screen, locate and tap **Settings**
2. In the left pane, tap **General**
3. In the right pane, scroll down and tap **Keyboard**, it is near the bottom of the list
4. In the right pane, you will see several toggles switches
   - **Auto-Capitalization**
   - **Auto-Correction**
   - **Check Spelling**
   - **Enable Caps Lock**
   - **Predictive**
   - **Split Keyboard**
   - **“.” Shortcut**

5. Tap the **toggle switch** next to **Predictive** to disable this feature
6. Tap the **toggle switch** next to **Auto-Correction** to disable this feature

 NOTE: If the toggle switch is displaying green the feature is enabled. If the toggle switch is displaying gray the feature is disabled.
D. Turning on Guided Access

You’ll need to turn on and enable the Guided Access feature for each iPad to keep the iPad in single app mode. Due to the time involved for this set up, it is recommended turning on the Guided Access feature prior to the testing day by following these instructions:

1. Tap Settings
2. In the left pane, tap General
3. In the right pane, tap Accessibility
4. In the right pane, scroll down to and tap Guided Access
5. A new pane will open with Guided Access toggle switch turned off
6. Tap the toggle switch to turn on Guided Access—additional options will appear
7. Tap Passcode Settings
8. Tap Set Guided Access Passcode to enter the four digit passcode you wish to use. You will be asked to re-enter this passcode to confirm.
   
   NOTE: You will use this passcode when starting or ending the Guided Access mode
9. Toggle on the Accessibility Shortcut switch

E. Prepare Testing Environment

1. From the home screen, tap the Safari app
2. Type the following web address into the browser address field “test.mapnwea.org”
   a. Press Go
   b. A text box message will appear that states, “This site is attempting to open a pop-up window.” Please choose Allow
   c. You should now have a Join Session NWEA MAP tab open; close any other open tabs

F.i. Enabling and Configuring Guided Access (iOS 6 & 7 only)

1. With the Safari app open, turn the iPad to landscape display
2. Quickly press the Home button three times in succession to display the Guided Access settings
3. Draw two boxes around the toolbar controls with your finger to deactivate their functionality; however, leave the Refresh button enabled so the student may still refresh the test question

4. In the lower left-hand corner beneath the words Hardware Buttons, tap Options
5. Tap the toggle switch to the right of Sleep/Wake Button to disable
6. Tap the toggle switch to the right of Volume Buttons to disable
F.ii. Enabling and Configuring Guided Access (iOS 8 only)

1. With the Safari app open, turn the iPad to landscape display
2. Quickly press the Home button three times in succession to display the Guided Access settings
3. Draw two boxes around the toolbar controls with your finger to deactivate their functionality; however, leave the Refresh button enabled so the student may still refresh the test question
4. In the lower left-hand corner beneath the words Hardware Buttons, tap Options
5. Tap the toggle switch to the right of Sleep/Wake Button to disable
6. Tap the toggle switch to the right of Volume Buttons to disable
7. Tap the toggle switch to the right of Motion to disable
8. Tap the Option button located below “Safari” to make sure Dictionary Lookup is toggled off.

9. In the upper right-hand corner, tap Start to begin the Guided Access session—you will be prompted for the passcode created earlier.

10. Quickly press the Home button three times in succession and enter passcode created when Guided Access was first turned on.

11. In the upper left-hand corner, tap End. The iPad will remember the settings for test day.

2. At Start of Testing
   A. Activate Guided Access

1. From the home screen, tap the Safari app.
2. Type the following web address into the browser address field “test.mapnwea.org”
   a. Press Go.
3. Quickly press the Home button three times in succession to display the Guided Access settings.
4. In the upper right-hand corner, tap Start to begin the Guided Access session—you will be prompted for the passcode created earlier.
5. There should be grey boxes shadowed over the Safari controls, with only the Refresh button enabled.

6. The student can now join the test session.
3. During Testing

Note: Please keep in mind that you cannot interrupt the test at the student’s iPad. Use controls on the proctor computer instead.

4. After Testing

A. How to Exit and Turn Off Guided Access

When NWEA testing is complete, Guided Access should be disabled. Follow the below process to disable Guided Access.

1. Quickly press the Home button three times in succession and enter passcode created when Guided Access was first turned on
2. In the upper left-hand corner, tap End
3. Press the Home button
4. Locate and tap Settings
5. In the left pane, tap General
6. In the right pane, tap Accessibility
7. In the right pane, scroll down to and tap Guided Access
8. A new pane will open with the Guided Access toggle switch turned on
9. Tap the toggle switch to turn off Guided Access