Secure Site
Michigan Department of Education

Mass Update Assessments

Introduction

The Mass Update Assessment function can be used to update the following information for a group of students at one time.

- Copy to a Different Test Cycle
  - This can be used to copy students from one MME component (SAT, Workkeys, and M-STEP) to another MME component. Also, to copy grade 8 students from PSAT 8 to M-STEP.
  - You can copy students from the M-STEP to the MI-Access FI, P or SI
- Reassign Assessment
  - If students have been unassigned from the current test cycle, a group of students can be reassigned to the same test cycle.
- Unassign Assessment
  - If students are not participating in an assessment that they are pre-identified to, they can be unassigned from the test.
  - It is important to note that unassigning a student from testing does NOT remove them from accountability calculations.
- WIDA Tier
  - If students are taking the WIDA Alternate ACCESS, you can identify that by changing the Tier to "T" for a group of students.
  - Only students taking a paper/pencil WIDA ACCESS and the WIDA Alternate ACCESS test in 1-12 will need a tier assigned.
- Content Areas Selected
  - If students will be taking a mix of MI-Access and/or M-STEP, *content areas* for each of the assessments can be unassigned and assigned as a group.
  - If English learner students in grades 3-7 will not be taking the ELA portion of an assessment due to the first-year exemption, the ELA can be unassigned as a group.
- Online or Paper/Pencil Test Mode
  - Students that are assigned to online testing can be changed to paper/pencil testing
  - Students that are assigned to paper/pencil testing can be changed to online testing
- Reporting Code
  - Reporting codes are a four digit or alpha code that the district or school creates and assigns to a group of students for the purpose of filtering student data files and some score reports
  - A different reporting code can be added to each content area for a student
  - Reporting codes can be set up and then used for filtering when creating online test sessions on the Secure Site (not in eDIRECT or WIDA AMS)
- Research Code 1 and Research Code 2
  - Research codes can be used by the district/school to collect additional information on a student.
  - As an example, you may wish to separate out students that were in a specific teacher's math class last year in order to filter the current year test scores by that teacher.
  - You can assign two, Research Code 1 and Research Code 2 to each content area for a group of students

Students must already be pre-identified to a test cycle in order to use this function.

Mass Update Assessments

1. Log in to the Secure Site at www.michigan.gov/oeaa-secure with your MEIS login and password.
2. From the *Student Assessments* menu at the top, select *Mass Update Assessments*.
3. Select the *Test Cycle* the students are currently pre-identified to from the dropdown menu.
4. Select the *ISD, District*, and *School* from the drop downs. If you are a district level user, you do have the option to bring up a list by district by not selecting the School.
5. Select optional fields if you want to restrict your search.
   a. If you want to restrict your search to a specific grade level, select the *grade* from the *Grade* drop down.
   b. To filter students identified as Limited English Proficient (pulled from MSDS), select *Yes* for *Limited English Proficient (LEP)*.
   c. To filter students identified as Special Education (pulled from MSDS), select Yes for Special Education (SE).
   d. To filter students identified as Homeschooled (pulled from MSDS and from the designation selected on the student demographic page), select *Yes* for Homeschooled (HS).
   e. To filter students not currently assigned but was assigned to the test cycle, select *No* from the Assigned field.
6. Click on the *Search* button at the bottom right once you have completed the Search Criteria.

Search Criteria			^
*Indicates required field			
* Test Cycle	*** ISD**	*** District**	**School**
Spring 2019 M-STEP ▼	Branch ISD (12000) ▼	Coldwater Community Schools (12… ▼	Jefferson Elementary School (01897) ▼
Special Education (SE) ◉ All ○ Yes ○ No	Homeschooled (HS) ◉ All ○ Yes ○ No	Assigned ○ All ◉ Yes ○ No	English Learner (EL) ◉ All ○ Yes ○ No
Grade All ▼			Search Reset

7. In the Search Results a list of students based on your search criteria will display along with the Mass Update Type dropdown.
8. Select one or more students that you want to apply changes to by clicking in the box under the Select column to the left of the student's name. You can use the *Select All* button at the top left of the student list to make changes to all students listed on the screen and you can use the *Unselect All* button to deselect all students.

9. From the Mass Update Type drop down, select the type of action to be applied to the selected students.
   a. **Copy to Different Test Cycle**
      i. When selected, the Copy to Test Cycle drop down will open and have the open test cycles available.
      ii. When copying students from one test cycle to another, it will NOT unassign them from the current test cycle. Unassigning a student will need to be done by the user.
      iii. Once the test cycle is selected and the appropriate students are selected, click on the *Save* button at the bottom right to save the change.
      iv. The Assigned column for the selected students will change from Yes to No.
   b. **Reassign Assessment**
      i. You will need to select All or No in the Assigned field on the Search Criteria to bring up students that were assigned to the chosen test cycle but unassigned. The Assigned filed in the Search Criteria defaults to Yes.
      ii. When selected, you can reassign students that were unassigned from the searched test cycle.
      iii. After verifying that all appropriate students are selected, click on the *Save* button at the bottom right to save the changes.
      iv. The student will now be listed on the page as assigned to the test cycle.
   c. **Unassign Assessment**
      i. When selected, you can unassign students from the test cycle that was searched. Unassigning a student only means they will not be testing, it does not exclude them from accountability calculations. If a student has exited the district or school, exit information must be submitted in MSDS by the district MSDS user, usually the student pupil accounting person.
      ii. After verifying that all appropriate students are selected, click on the *Save* button at the bottom right to save the changes.
      iii. If you have searched with Yes (this is the default) for Assigned, then the students will be removed from the list on the screen.
   d. **WIDA Tier**
      i. This is available for the WIDA assessment only.
      ii. When taking a paper/pencil test (other than kindergarten) a tier must be selected for a student. If the default tier needs to be changed, it can be changed on using this method.
      iii. The New WIDA Tier dropdown will pop up and allow a user to select the desired T.
      iv. Students that will be taking the WIDA Alternate ACCESS for ELLs will need to be identified as taking tier T. This tier selection indicates the student will be taking the WIDA Alternate ACCESS for ELLs and not the WIDA ACCESS for ELLs.
   e. **Content Areas Selected**
      i. When selected, the Mass Update Action option and list of Content Areas will open allowing you to select or deselect each of the content areas. This may not be available for some test cycles, such as WIDA since students must take all sections of the WIDA.
      ii. From the Mass Update Action column, select either *Select Content Areas(s)* to assign students to content areas they are not assigned to for the assessment or select *Deselect Content Area(s)* to remove one or more content areas for the assessment.
      iii. Select the content areas under the Content Area column that you want the change applied to. You can select more than one at a time or select *All*. If you chose *Deselect Content Area(s)* and *All* for the Content Areas, the content areas will be removed for the assessment, but the student will still be assigned to the assessment. If you want to remove the student from an assessment, they will need to be unassigned from the assessment.
      iv. After verifying that all appropriate students are selected, click on the *Save* button at the bottom right to save the changes.
      v. The content areas that have been added or removed will be displayed in the list of students.
   f. **Online or Paper/Pencil Test Mode**
      i. This is only available for assessments that can be taken online such as M-STEP, MI-Access, WIDA, and Early Literacy and Mathematics Benchmark Assessments. Note with WIDA that since a Tier would need to be selected if changing from online to paper/pencil, you can use the WIDA Tier function which will select the Tier and change the student from online to paper/pencil.
      ii. When selected, the New Test Mode and Content Areas section will open allowing you to select the test mode (Online or Paper/Pencil) and the content areas the change should be applied to.
      iii. Select either *Online (ON)* or *Paper/Pencil (P/P)* for the mode that you wish to change to for the selected students.
      iv. Select from the Content Areas column the content areas the change should be applied to for the selected students.
      v. After verifying that all appropriate students are selected, click on the *Save* button at the bottom right to save the changes.
      vi. The new mode (ON for online or P/P for paper/pencil) will show under the appropriate content area(s) on the list of students.
   g. **Reporting Codes**
      i. When selected, the Mass Update Action, Content Areas and Reporting Code fields will be displayed. Reporting Code numbers, if entered, will allow reporting to be separated by the code entered. This is not used for accountability, teacher evaluations or for any other purpose by the state.

      ii. From the Mass Update Action column, select *Add or Update* or *Remove*. This will allow you to either add or update an existing Reporting Code or remove an existing Reporting.

      iii. From the Content Areas, select the content areas the Reporting Code should be applied to. You can select *All*.

      iv. In the Reporting Code box, enter a four-digit number.

      v. After verifying that all appropriate students are selected, click on the *Save* button at the bottom right to save the changes.

      vi. The Reporting Code for each of the content areas will be displayed on the list under the Reporting Code columns.

h. Research Code 1

      i. When selected, the Mass Update Action, Content Areas and Research Code 1 box will be displayed. Research Codes, if entered, will be available on the Student Data File with the test results. This field is not used by the state in any way. This is for school or district use only and can be used to gather additional information about students tied to their assessment results.

      ii. From the Mass Update Action column, select *Add or Update* or *Remove*. This will allow you to either add or update an existing Research Code 1 or Remove an existing Research Code 1.

      iii. From the Content Areas, select the content areas the Research Code 1 should be applied to. You can select *All*.

      iv. In the Research Code 1 box, enter a two-digit number between 01 and 10.

      v. After verifying that all appropriate students are selected, click on the *Save* button at the bottom right to save the changes.

      vi. The Research Code for each of the content areas will be displayed on the list under the Research Code 1 columns.

i. Research Code 2

      i. When selected, the Mass Update Action, Content Areas and Research Code 2 box will be displayed. Research Codes, if entered, will be available on the Student Data File with the test results. This field is not used by the state in any way. This is for school or district use only and can be used to gather additional information about students tied to their assessment results.

      ii. From the Mass Update Action column, select *Add or Update* or *Remove*. This will allow you to either add or update an existing Research Code 2 or Remove an existing Research Code 2.

      iii. From the Content Areas, select the content areas the Research Code 1 should be applied to. You can select *All*.

      iv. In the Research Code 2 box, enter a two-digit number between 01 and 10.

      v. After verifying that all appropriate students are selected, click on the *Save* button at the bottom right to save the changes.

      vi. The Research Code for each of the content areas will be displayed on the list under the Research Code 2 columns.

10. Click on the Save button at the bottom right to save the changes to the selected students.