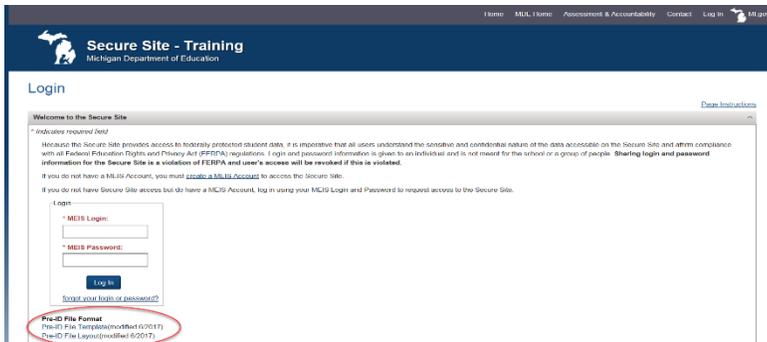# Pre-ID File Upload
OEAA Secure Site

A .txt or .csv file can be created in the required format and loaded directly to the OEAA Secure Site to identify students for an assessment. The Pre-ID File Layout is located at the bottom of the OEAA Secure Site login page at https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure along with a template. When using the template, you will need to use the layout in order to identify the format of each field and remember it must be saved as .csv file before loading it to the OEAA Secure Site.

The district MSDS person may be able to assist with pulling the data from the student information system and creating the Pre-ID File.

A separate file must be created for each TEST PERIOD. See #4 below for a list of test cycles included in a test period.

Once the file has been created:

1. Log in to the OEAA Secure Site at www.michigan.gov/oeaa-secure with your MEIS login and password.
2. From the Assessment Registration menu at the top, select *Pre-ID and then Pre-ID Students*.
3. Select *File Upload* from the *Pre-ID Method* dropdown.
4. Select the *ISD, District*, and the appropriate Test Period from the *Destination Test Period* drop downs. The ISD and District fields may prepopulate depending on your access. Test Periods are:
   - SAT, M-STEP and MI-Access test cycles are in the "Spring" test period.
   - PSAT 9 and 10 are in "Spring PSAT" test period.
   - WorkKeys is its own test period called "Spring WorkKeys".
   - WIDA is its own test period called "Spring WIDA".
   - WIDA Screener and W-APT are in the "EL Screener" test period.
   - Early Literacy is its own test period called "Fall Early Literacy" and "Spring Early Literacy".
5. Click on the *Select* button next to the *File to Upload* field to select the pre-ID file from your computer.
6. Click the *Upload* button.
7. You will immediately be taken to the Pre-ID File Upload Results page. Directions on the upload results page and how to access it at any time are below.
8. After students have been pre-identified on the OEAA Secure Site, if they are testing online, they will need to be assigned to a test session in the OEAA Secure Site by the posted deadline or in online vendor's system after the deadline. There are separate instructions titled "Online Testing Session Instructions" available for this function on the OEAA Secure Site.

Pre-Id Students

Select the method to be used to pre-identify students to a test cycle. The available options from this screen are MSDS Copy (using current student data in the Michigan Student Data System) and File Upload (using the file format located on the log in page of the site). The Pre-ID File Template and Pre-ID File Format document can be found on the log in page of the Secure Site before you log in. **When using MSDS Copy, it is important to select the grade the students are currently in MSDS. For example, for the Fall Early Literacy and Mathematics, students have not yet been submitted in MSDS for the 2016/17 school year and you will search by last year's grade level but use this year's grade as the destination grade.**

Page Instructions

Choose which method you would like to use to load students into the BAA Secure System for pre-id purposes.

Pre-Id Method
File Upload ▼

Search Filter

* Indicates required field
* **ISD**
Select an ISD ▼

* **District**
Select a District ▼

* **Destination Test Period**
Select a Test Period ▼ ← *Multiple test cycles can be included in a test period. Check the list in the instructions to verify which test cycles can be included together in a file.*

* **File to Upload**
[ ] Select

Upload   Reset

The file may take up to 15 – 60 minutes to fully load depending on the size of the file and volume of users uploading files. To check the status of your file:

1. If you are not immediately taken to the Pre-ID File Upload Results page or would like to check it at a later time, you can access it by going to Assessment Registration menu, select *Pre-ID* and then *Pre-ID File Upload* Results.
2. Select the test period from the drop down and click on the *Search* button.
3. A list of files loaded and the status will display.

Pre-Id Results

Check the status of uploaded files   Page Instructions

Search Criteria

* Indicates required field
* **Test Period**
Spring 2017 WIDA ▼

ISD
Select an ISD ▼

District
Select a District ▼

Click on the Pre-ID Students Report to go to the Pre-ID Students Report screen. Students that have been pre-ID, including in the Pre-ID File and have completed without errors will be included in the report.

Search   Reset

	BATCH ID	DISTRICT	FILE NAME	STATUS	ERRORS	SUBMITTED BY	DATE SUBMITTED	DETAILS
			pre					
Pre-Id Students Report	18411	Keys Grace Academy (63938)	Pre-ID_File_Template.csv	Completed			2/28/2016 1:41PM	Success: 109; Errors: 0
Pre-Id Students Report	18388	Keys Grace Academy (63938)	Pre-ID_File_Template.csv	Completed with Errors	View Errors		2/28/2016 9:52AM	Success: 108; Errors: 1

Click on the View Errors link to view the errors that prevented a student record from being processed.

4. If there are errors, you can click on the *View Errors* link under the Errors column to review the noted errors.
   a. You can download the records with the errors by clicking on the *Download Errors* button, correct the errors and reload the file using the steps above.

Pre-ID Import Errors

View a file's errors   Page Instructions

Error Report For Pre-ID_File_Template.csv by FoumiaRh

RECORD #	ERROR MESSAGE	ERROR DETAIL	FIELD VALUE
90	Student information in file does not match student information in UIC Master	UIC: 7062052572	7062052572

|◄ ◄ 1 ► ►| Page size: 50 ▼   1 items in 1 pages

Download the records with errors into a new file, correct the data and then reload this file in the Pre-ID Upload screen.

Print the error listing if needed to have the District MSDS person or other staff help you get the correct information.

Print   Download Errors   Back

Pre-ID File Upload   OEAA Secure Site