

Secure Site 101



DIVISION OF ACCOUNTABILITY SERVICES

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State Assessments



- Kindergarten Entry Assessment (KEA) – Fall
- Interim, Grades K-2 – Spring
- WIDA, Grades K-12 – Spring
- W-APT, Grades K-12 – Ongoing
- SAT (College Entrance Exam), Grades 11, 12 – Spring
- WorkKeys (Workskills Assessment) Grades 11, 12 – Spring
- M-STEP, Grades 3-8 and 11 – Spring
- MI-Access, Grades 3-8 and 11 – Spring
- PSAT, Grades 9, 10 - Spring

Test Period, Test Cycle



- What is a Test Cycle?
 - The individual assessment
 - ✦ WIDA, KEA, SAT, WorkKeys, W-APT, M-STEP, MI-Access Functional Independence (FI), MI-Access Participation (P) and MI-Access Supported Independence (SI)
- What is a Test Period?
 - Required assessments taking place at the same time
 - SAT and WorkKeys – College Entrance and Career Ready
 - M-STEP and MI-Access FI, P and SI – Spring 2016
 - KEA – Fall 2015 KEA
 - WIDA – Spring 2016 WIDA

Pre-Identification of Students



- KEA – District loads Early Roster through MSDS or use Secure Site tools
- WIDA – DAS loads using Fall MSDS General Collection all LEP students
- W-APT – District/School inputs into Secure Site
- SAT – DAS loads using Fall MSDS General Collection all grade 11 and required grade 12
- WorkKeys – DAS loads using Fall MSDS General Collection all grade 11 and required grade 12
- M-STEP – DAS loads using Fall MSDS General Collection all grades 3 – 8 and 11 and required grade 12

Pre-Identification of Students



- MI-Access – Districts/Schools move students from M-STEP to MI-Access FI, P or SI on Secure Site
- PSAT – DAS loads using Fall MSDS General Collection all grades 9 and 10
- It is the district/school responsibility to ensure all students enrolled during testing are pre-identified on the Secure Site.
- New or missing students should be pre-identified for the assessments directly on the Secure Site by district or schools.

Pre-ID File Upload



- Pre-ID File Layout located on *login* page of Secure Site
 - A .csv or .txt file can be created using our format with data from the SIS and loaded to the Secure Site.
- Pre-ID File Template located on *login* page of Secure Site
 - Must use Pre-ID File Layout document to identify required fields and format of each field
 - File must be saved as a .csv file prior to uploading it to the Secure Site
- You can add new students to the Pre-ID File Template as they enroll and load the file prior to barcode deadline or prior to start of online testing.
- **IMPORTANT:** Grades 11 and 12 students will need to be pre-ID to M-STEP, SAT, and Workkeys
 - We are hoping to update the system to allow you to do it all at once instead of each separately.

Pre-ID File Upload



- Log on to the Secure Site
- Select Pre-ID Students from the Pre-ID Functions Menu
- Select File Upload from the Pre-ID Method drop down
- Select ISD, District, Destination Test Period
 - Click the Select button to the right of File to upload and select the file you created from your computer.
 - Click the Upload button at the bottom right.

Pre-ID File Upload



- You can include multiple *test cycles* in the file if they are in the same test period
- Go to Pre-ID File Upload Results from the Pre-ID Functions menu to check the status of the file
- If there are more than 50 errors, no student records will load
- If there are errors, click on the *View Errors* link
 - You can download the errors by using the Download button at the bottom of the View Errors page.
 - You can fix the errors in the file and upload the file.

Student Search



- Click on Student Search from the Student Information menu.
- Enter Last Name, First Name
 - You can do a partial name search.
- You can also search by UIC number.
- When searching, the system will search through tested records and MSDS.
 - This means every student should be found.
 - Refine your search if the student is not in the search results.
- Be careful not to select the incorrect student from the search results.

MSDS Copy



- Key point to know - only students who have been submitted as enrolled in the school in MSDS will come up in the MSDS Copy.
 - If students are entered into the district student information system, this does not mean they are in MSDS.
- Select Pre-ID Students from the Pre-ID Functions menu
 - Select MSDS Copy from the Pre-ID Method drop down
 - SE is Special Education – good way to filter students who are identified as special education for the MI-Access test
 - LEP is Limited English Proficient – good way to filter students who are identified as LEP for the WIDA test
- You are creating a file and loading it through this process, so don't forget to check the Pre-ID File Upload screen to ensure it loads without errors.

Pre-ID Student Report



- Full list of students that are pre-identified for testing
- Ensure all students enrolled during the testing window are pre-identified.
 - Search by Test Period to ensure students are taking all of the required assessments for that period.
- Students can be unassigned (removed) from the test cycle on the Pre-ID Student Report screen.
 - This does not remove the student from accountability.
- Look for highlighted students – means the UIC is unresolved
- Print or download the Pre-ID Student Report

Online Sessions



- Currently used for KEA, M-STEP, MI-Access and now WIDA for students testing online (not paper/pencil)
- Students are grouped by the testing session they will test in, not necessarily by their teachers.
- If teacher is not in the administrator drop-down, you will need to chose a different administrator for the online session.
 - Using a different administrator will not affect testing, reporting or teacher evaluation.
 - For KEA, a teacher must complete the IRR before they will appear in the drop-down, therefore you should NOT select a different administrator for KEA.
 - Administrator drop-down is populated by Registry of Education Personnel (REP) and KEA is populated by teachers that have completed the IRR.

Material Orders



- Initial and Additional Material Orders are two separate screens.
- Additional Material Orders do not open until the Initial Material Orders start arriving in schools
- Schools testing online – there may be a student or two who require a paper/pencil test; don't assume you do not need to place an order.
- Do not order “just in case” - there will be another opportunity to place orders if needed.

Material Orders



- SAT

- Standard material order populated based on number of students pre-identified
 - ✦ Accommodations requested and approved by the College Board will be deducted from the pre-ID amount.
 - ✦ Schools will be able to view but not modify the orders.

- WorkKeys

- Standard material order populated based on number of students pre-identified
 - ✦ Accommodations ordered through ACT
 - ✦ Schools will be able to view but not modify the orders.

Material Order



- PSAT
 - Materials will be ordered based on pre-identification of students.
- WIDA
 - Test will be online for Spring 2016
 - Paper/pencil test will be ordered through WIDA
 - Braille and Enlarged print order through Secure Site
- KEA
 - Student observations are entered online - there are no materials to order.

Material Orders



- M-STEP and MI-Access (Grades 3-8 and 11)
 - Districts or schools will be required to enter the number of paper/pencil materials needed including accommodated versions of the test (i.e., Braille, large print, audio CD, etc.).
 - If no paper/pencil materials, including accommodated versions, are needed an order does not need to be placed.
 - If school is testing online, students using paper/pencil should be deselected from online testing in the student demographic page or Mass Update page.

Material Order Report



- Details of saved material orders can be viewed
- Once materials have been shipped tracking link can be viewed approximately two weeks before testing
 - Packing list can be viewed before boxes are received
- Districts users can view for the full district

Student Test Scores



- Different type of reports are available for different years and assessments - what is listed is what is available.
- Summary Reports are available at the State, ISD and District Level
 - State Level Report – Select State Summary Report from the ISD field
 - ISD Level Report – Select the ISD and ISD Summary Report from the District field
 - District Level Report – Select the ISD, District and District Summary Report from the School field.
- Homeschooled – if changed to “Yes”, only students who are marked as homeschooled will be included in the report.

Student Test Scores



- Student Data File is always released before reports
 - Download the data file and the file format and delete the columns that are not necessary for viewing scores.
 - You are not affecting the original data file and can download the full file again when needed.
- Student Data File, Aggregate Data File and Student Feeder File Formats are included at the bottom of the page.
 - The Test Cycle must first be selected from the Test Cycle drop-down to bring up the appropriate links.
- If reports do not come up, check for pop up blockers.

Secure Site Resources



- www.Michigan.gov/securesitetraining
- Call 877-560-8378, select option 3
- Email baa@Michigan.gov
- Keep your contact information in MEIS up-to-date. Your email address and phone number are used by the Secure Site.

Chat with Kaylee



A large, empty rectangular area with a light beige background, intended for a chat interface. A solid green horizontal bar is located at the bottom of the page.

Thank you!