Secure Site 101

DIVISION OF ACCOUNTABILITY SERVICES

TINA FOOTE, SECURE SITE ANALYST

KAYLEE SCOTT, USER INTERFACE ADMINISTRATOR

2015 DAS FALL Conferences for Assessment and Accountability

MICHIGAN Education

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

Thank you!

2015 DAS FALL Conferences for Assessment and Accountability
Michigan Department of Education

MICHIGAN Education