



# How to Enter W-APT Scores

(updated 11/14/13, please check [www.michigan.gov/elpa](http://www.michigan.gov/elpa) for updated information)

The WIDA-ACCESS Placement Test (W-APT) is an English language proficiency "screener" test given to students whose parents/guardians have answered yes to at least one question on the [Home Language Survey](#). Its primary use is to help districts in determining if a student needs English Learner (EL) services. Once the assessment is administered and scored, the student information and scores must be entered into the Secure Site.

*\*The WIDA W-APT has replaced the ELPA Initial Screening assessment.*

## Request Access to Secure Site

**Before you can input scores into the Secure Site, you will need to make sure you have access to the Secure Site as well as the correct level of access. Below are directions from the [SecureSiteUserManual](#) for gaining access.**

A user must have a MEIS Login in order to login to the Secure Site system. The *Secure Site Login* screen will contain a link to the Request MEIS ID Process. If the user has a MEIS ID but does not have access to the Secure Site system, the system will display a screen to request access after logging on with you MEIS login.

### ***District Administrator Level Access***

Users requesting District Administrator functions will not be able to use the request access screen in the Secure Site System. The Secure Site login screen will provide instructions on how to obtain district administrator access with a link to the District Administrator Request form that must be completed and faxed/mailed to BAA. BAA will email the requestor when access to Secure Site has been established.

### ***Non-Public School Administrator Level Access***

Users requesting Nonpublic School Administrator functions will not be able to use the request access screen in the Secure Site System. After logging in with your MEIS login, the request for access screen will provide instructions on how to obtain non-public administrator access with a link to the Nonpublic School Administrator Request form that must be completed and faxed or mailed to BAA. The Secure Site system will email the requestor when access to Secure Site has been established.

### ***District User, School Administrator, and School User Access***

Users requesting district user, school administrator, and/or school user access to Secure Site will have the ability to submit a request using the request access screen in the Secure Site System instead of completing the paper based request form.

### **Reset/Change Password**

The Secure Site login screen will contain a **Reset MEIS Password** link for users to reset and/or change their MEIS password.

### **Request Access Screen**

1. Access the *Secure Site Login* screen <https://baa.state.mi.us/BAASecure>.

2. Type the MEIS login in the Login Id textbox.

3. Type the MEIS password in the Password textbox.

4. Click the **[Login]** button or press the Enter key.

5. The MEIS login and password combination is verified in the MEIS database.

If the MEIS login/password combination does not exist, the system will display an error message.

Correct the MEIS login Id and/or password, Request a MEIS login Id, or Reset the MEIS password.

6. If the MEIS Login is not associated with a profile in Secure Site (i.e., the user does not have access to Secure Site), the *Request Access to Secure Site* screen is displayed.

7. Unless requesting District Administrator access, click the **[Request Access to Secure Site]** to display the *Request Access to Secure Site* screen.

8. Select the appropriate role from the Select Role dropdown list.

Available roles are:

- Public School User View Only
- Non-public School User View Only
- **Public School User Add/Modify\***
- **Non-public School User Add/Modify\***
- **Public School User Administrator\***
- **Non-public School Administrator\***
- District User View Only
- **District User Add/Modify\***

**\*Needed role to enter scores into the Secure Site.**

9. Select the appropriate ISD from the ISD dropdown list. This will populate the Select District dropdown list with the districts assigned to the ISD selected.

10. Select the appropriate district from the Select District dropdown list.

**Hint: To select multiple schools, press and hold the [Ctrl] key while clicking on each applicable school.**

11. When finished selecting the appropriate entities, click the **[Request BAA Access]** button.

12. The request will be sent to the appropriate administrators' based on the access requested.

13. An email will be sent to the requestor once the request has been approved or rejected.

**\*Separate requests must be submitted to request different roles for different entities or to request multiple roles for a single entity.**

**\*To request a change or to add on an additional assessment, please contact your local District Administrator.**

## Score Information

W-APT scores can be entered and updated from the Student Demographics screen.

1. Search for your student using the Student Search function found under the *Student Information tab*.

Searches may be conducted by using the Student's Number, Barcode, UIC or Student Information with the birthdate. Click on the student's name found in the search results.

## Student Search

Search Filter

Search by

Student Number
  Barcode
  UIC
  Student Information

**Student Number\***

Search Reset

2. From the *Student Summary* screen, click the [Add Test Cycle](#) link.

## Student Summary

Student Summary

Last Name Test	First Name Test	Middle Initial 	Gender F
Birth Date 6/18/1997	Birth Order 0	Ethnicity 	Primary UIC 0387587949
Additional UICs 	Student Number 	Address 	City, State 
			Zip Code 

Split Student Records

Assessments Scheduled

Assessments Scheduled

Unassign Reassign **Add Test Cycle** Delete ELL Placement Test

Assessment History

Assessment History

Past Scores

3. The *Student Demographics* screen is displayed. Select W-APT in the Test Cycle dropdown menu. Make sure any field in red with an asterisk is complete. Once complete, click the **[SAVE]** button.

## Student Demographics

Student Demographics

<b>Test Cycle*</b> Aug-Dec (2013) W-APT W-APT	<b>ISD*</b> Ingham ISD (33000)	<b>District*</b> Lansing Public School District (33020)	<b>School*</b> Everett High School (01166)
<b>Last Name*</b> Test	<b>First Name*</b> Test	Middle Initial T	<b>Gender*</b> Female
<b>Birth Date*</b> 6/18/1997	Birth Order 0	<b>Ethnicity*</b> Two or More Races	<b>Grade*</b> 03
Primary UIC 0387587949	Additional UICs 	Student Number 	Address 
City 	State Select a State	Zip Code 	

\*If you don't see a W-APT link in the Test Cycle, you may not have the appropriate access. Please see the "Request Access to Secure Site" Section of this document for info on obtaining access.

4. The Student Demographics page will reappear. Scroll down to the ELL Placement Test section of the page. Here you can enter the Assessment Date and raw score totals found on the W-APT scoring sheets for each W-APT domain. Once complete, click the [Save] button.

ELL Placement Test

Assessment Date:

Enrollment Date:

Listening Admin:

	Listening	Reading	Writing	Speaking
Raw Scores	11	12	6	4
Performance Levels			Select a Score	
Overall Raw Score:				
Overall Scale Score:				
Proficiency Level:				

Primary Education Providing Entity (PEPE)

PEPE District:

Save Back

**Note about Kindergarten Test Form Scores** - Although the Listening and Speaking scores are combined on the score sheet for Kindergarten, tally the total scores for each column as shown above and enter each separately when entering the scores into the Secure Site.

**Important** - The Secure Site is **not** currently calculating overall W-APT scores or generating reports. Use the W-APT Scoring Sheets or Score Calculator ([www.wida.us](http://www.wida.us)) to calculate overall scores until this functionality becomes available in the Secure Site.

Please call 1-877-560-8378 for help regarding the Secure Site.

