Spring 2015
Division of Accountability Services (DAS)
Online Testing Sessions

Creating an Online Testing Session

After a student has been pre-identified for the spring M-STEP and/or MI-Access Functional Independence (FI) assessment, students will need to be grouped into sessions for online testing. This is the second and final step of pre-identification of students taking the assessment online. This is not used for paper and pencil testing.

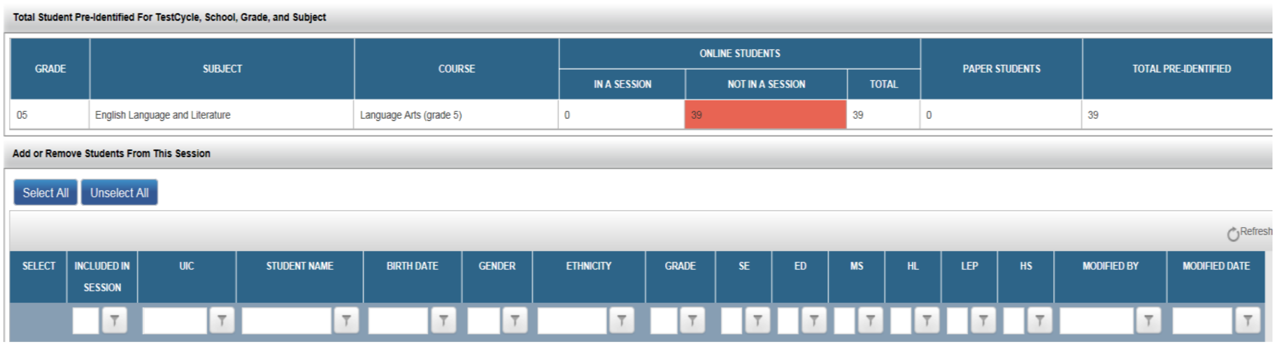
The pre-identified students included in an online session on the Secure Site prior to March 27, 2015 at 5:00 p.m. will be loaded into the contractor's e-Direct system and grouped based on the sessions that have been set up in the Secure Site. Students that are added to the pre-ID after March 27 will be loaded into e-Direct but will need to be put into an online session in e-Direct. The Online Session page will not be available to add students after March 27 and will need to be done in e-Direct.

Students should be grouped into online sessions based on the primary proctor that will be administering the online assessment to the students.

To create an online session:

1. Select Online Sessions from the Pre-ID Functions menu at the top
2. Select the Test Cycle, either *Spring 2015 M-STEP* or *Spring 2015 MI-Access FI* from the drop down.
3. Select the ISD, District, and School. If you are a district level user, if you do not select School you will receive a list of testing sessions created by users for the district.
4. Click on the *Search* button at the bottom right to display all online test sessions that have been created for the district or school.
5. To add a new session, click on the *Create Online Session* button at the bottom right.
6. On the *Online Session Details* page, select the grade level of the session you are creating from the *Grade* drop down.
7. Select the content area for this session from the *Subject* drop down menu.
   a. Social Studies is listed as Social Sciences and History
   b. ELA is listed as English Language and Literature
   c. Science is listed as Life and Physical Sciences
8. The Course field is automatically be populated.
9. Select the name of the proctor for this section from the *Primary Proctor Name* drop down.
   a. School staff names are loaded into the Secure Site using data from the Registry of Educational Personnel (REP).
   b. A staff member must be in REP and associated to the school in order to be in the drop down menu.
   c. If the name of the proctor is NOT listed in the drop down menu, you will need to submit the students under a different proctor name. The teacher that is not listed can still proctor the assessment and this does not affecting reporting.
10. If there will be a second proctor for the session, select the staff person's name in the *Secondary Proctor Name* drop down. This is not required.

11. *Additional notes about the session* can be added in the text box. This is for the schools use only and will not be used by the state or transferred to the online system. This could be information such as date, time, and location of the session or anything that will be helpful for the school.
    a. Currently the notes are not included on the Download or the Printed Report but will be soon.
12. Click on the *Save* button at the bottom right to create a new session.



13. A list of student's pre-identified for the test cycle, school, grade level and content as selected from the drop down menus will display on the page. Also just above the student listing, you will see the number of students that are pre-identified for online and paper and pencil testing along with the number of students still left to be put into a session (highlighted in red) and the number of students already in a session.
14. Select the students for this session by clicking in the box under the first column to the left of the student's name.
15. Once you have selected all of the students to be assigned to this session, click the *Submit Students* button at the bottom right of the screen.
16. You will received a message "Selected students have been assigned/unassigned successfully to session", click OK.
17. Click the Back button at the bottom right to go back out to the *Online Sessions* page.

Once a student has been assigned to a test session for a content area, they will no longer appear on the list of students to be assigned to a different test session for that content area. The list should continue to reduce until there are no longer any students available to select for a session. Remember, this is by content area based on the grade.

NOTE:

If a student(s) is not displayed in the *Online Sessions Detail* page, check the Pre-ID Student Report to verify the student has been pre-identified for the M-STEP or MI-Access Functional Independence assessment in the correct grade and content area.

If the student has been pre-identified for testing check other online sessions already created to verify the student has not already been assigned to a session. A student will not display as available to assign to an online session if they have already been assigned to a test session for the content area (subject). Students cannot be assigned to two separate test sessions for the same content area.

View and Update an Online Session

1. Select Online Sessions from the Pre-ID Functions menu at the top
2. Select the Test Cycle, either *Spring 2015 M-STEP* or *Spring 2015 MI-Access FI* from the drop down.
3. Select the ISD, District, and School. If you are a district level user, if you do not select School you will receive a list of testing sessions created by users for the district.
4. Click on the *Search* button at the bottom right to display all online test sessions that have been created for the district or school.
5. All sessions created for the school will be listed. Click the *Update Session* link under the first column to the left of the session to be viewed or updated.
    a. The *IN SESSION/PRE-ID* column indicates the number of students in the session versus the number of students pre-Identified for that grade and content area.
    b. The *PARTS* column indicates the number of parts for the Subject (content area) for the session.
    c. The *TOTAL MINUTES* column indicates the approximate total minutes for all of the parts of the Subject (content area) indicated for the session.
6. On the *Online Session Detail* page, all students that are assigned to the session will be listed and there will be a check mark in the box under the first column. Additional students that have not been assigned to a test session for the content area may also be listed.
7. To **add additional students** to the session, select the students by clicking in the box under the first column to the left of the student's name.
8. To **remove students** from the session, click in the box under the first column to the left of the student's name to remove the check mark.
9. Once you have selected all of the students to be assigned or removed from this session, click the *Submit Students* button at the bottom right of the screen.
10. You will received a message "Selected students have been assigned/unassigned successfully to session", click OK.

Delete Session(s)

Once a session is created, a user has the ability to delete the session from the Online Sessions page by clicking in the check box under the first column to the left of the session and click on the *Delete Session(s)* button at the bottom right of the screen. The session will be deleted and all students that were included in the session will no longer be in a session and will need to be assigned again to an online session.

Print or download the list

When on the Online Sessions page that shows the list of sessions created for the school, you can download the information into a spreadsheet by clicking the *Download* button at the bottom right of the page. You can also print it by clicking the *Print* button at the bottom right of the page.

When on the Online Session Details page, you can download the list of students displayed on the screen which includes students assigned to the session and those left to still be assigned to a session by clicking the *Download* button at the bottom right. You can print the list by clicking on the *Print* button at the bottom right of the page.