

Please see **5 IMPORTANT ANNOUNCEMENTS** below regarding: 1) Fall 2013 Assessments Pre-ID and IMOs Window Closing Today, 2) Fall 2013 MI-Access AMO Window Opening Date Change, 3) WIDA Access for ELLs Training Course Login Information, 4) W-APT Score Entry Now Available in the Secure Site, and 5) Fall 2013 MEAP Online Testing.

1) Fall 2013 Assessments Pre-ID and Initial Material Orders (IMOs) Window Closing TODAY, Thursday, September 12, 2013

This is a final reminder that the window to pre-identify students for any fall assessment and still receive pre-printed barcode labels closes **TODAY**, Thursday, September 12, 2013 at 5:00 p.m. Students not pre-identified by this date will need to have student barcode labels printed locally.

Initial material orders for MEAP-Access and MI-Access must also be submitted by **TODAY**, Thursday, September 12, 2013 at 5:00 p.m.

Please take this final opportunity to check your pre-identified student report and material orders in the BAA Secure Site to ensure that the correct information for your school and district is provided to our assessment contractors.

2) Fall 2013 MI-Access Additional Material Order (AMO) Window Opening Date Change

Initial material orders for MI-Access will be arriving in districts the week of September 23, 2013. Please watch for these materials and inventory them as soon as possible after receipt to ensure your order is complete and to identify what materials may need to be ordered during the AMO window. It is possible that materials may arrive toward the end of the week. The AMO window opening date has been changed from Tuesday, September 24, 2013 to **Monday, September 30, 2013** to allow orders sufficient time to arrive.

3) WIDA Access for ELLs Training Course Login Information

Because your W-APT login only provides access to W-APT materials, a separate WIDA ACCESS for ELLs Training Course Login is required in order to gain access to information, training modules, and speaking samples related to the WIDA ACCESS for ELLs. These modules and speaking samples can also be used to help prepare educators for administering the Speaking domain of the W-APT. This login can be created using the steps below.

New Users:

All new users will be required to create an account and complete the online quizzes pertaining to the sections of ACCESS for ELLs which they will administer. To create your account, simply visit www.wida.us and "Login" in the top right corner of the page. To access the account creator, please enter the following information:

Username: michigan

Password: mitten

Please note that both must be entered in all lower case letters.

At this point, you may proceed to enter your personal information. Once you have submitted the form, your account will be immediately activated. You will receive an email containing your login information, but you may login right away without having received the email. If you do not see the message, please check your spam or junk mail folders and/or check with a technical coordinator to be certain that your system is not blocking messages from help@wida.us or widahelp@wcer.wisc.edu.

Existing Users:

If you have lost or forgotten this login, please visit our website (<http://www.wida.us/RecoverPassword.aspx>) and type in your school email address to receive a password reminder email.

Please note that the user name and password for the W-APT screener and the ACCESS for ELLs tests are different.

As always, if you have any questions or concerns throughout this process, please contact the WIDA Help Desk at 866-276-7735 or email help@wida.us.

4) WIDA Access Placement Test (W-APT) Score Entry Now Available in the Secure Site

The W-APT Score Entry function is now available in the Secure Site. Though functionality is still somewhat limited, users can now enter W-APT scores for all W-APT domains. Here are the steps to enter W-APT scores:

1. Search for your student using the Student Search function found under the Student Information tab.
2. Click on the student's name found in the search results.
3. On the Student Summary page, click on the Add Test Cycle function in the Assessments Scheduled section. This will bring up the Student Demographics page.
4. On the Student Demographics page, use the Test Cycle dropdown menu to select "Aug-Dec (2013) W-APT." You will also need to complete any fields marked in red with an asterisk. Click Save at the bottom of the page.
5. The Student Demographics page will now reappear. Scroll down to the ELL Placement Test section of the page. Here you can enter the Assessment Date and scores for each W-APT domain. Once complete, click Save. Do not pay attention to the Listening Admin dropdown menu or the Performance Levels field found in ELL Placement Test section of the Student Demographics page.

IMPORTANT: The Secure Site is not currently calculating overall W-APT scores or generating reports. Use the W-APT Scoring Sheets or Calculator to calculate overall scores until this functionality becomes available in the Secure Site.

If you have any questions about the Secure Site, please email baa@michigan.gov.

5) Fall 2013 MEAP Online Testing

The following documents are now available on the MEAP website at www.michigan.gov/meap in the Fall 2013 MEAP Online Testing folder:

- Fall 2013 MEAP Online Test Administration Manual
- Student Practice Test for MIST Script
- MEAP Online User Guide to MIST
- MIST Technical Guide for MEAP
- MIST Frequently Asked Questions

In addition, recordings from the MIST for Technology Directors webinar (held 9/12/13) and the MIST for Test Administrators webinar (to be held 9/19/13) will be posted to the MEAP website as they become available.

Detailed instructions for removing the online indicator from individual students can be found in the *Secure Site Procedure and User Manual* in section 8.3.2.7 *Remove online testing to a content area* starting on page 122.

Questions?

For assessment questions, please email BAA@michigan.gov.

For accountability questions, please email MDE-Accountability@michigan.gov.

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.