

MiLearn Student Assessment Score Reporting Site Educator User Guide

**A Guide for Accessing
and Navigating the
MiLearn Student
Assessment Score
Reporting Site**

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Family Educational Rights and Privacy Act (FERPA) Reports ~~that provide student level data~~ include federally protected student data. It is imperative that report users understand the sensitive and confidential nature of the data presented in the reports and comply with all [Family Educational Rights and Privacy Act](#) regulations.

Introduction

This user guide for the MiLearn Student Assessment Score Reporting Site will show you how to access, navigate, and use the site to view your students' Michigan Student Test of Educational Progress (M-STEP) MI-Access, PSAT™ 8/9, SAT® with Essay, ACT® WorkKeys®, and/or WIDA assessment results. The MiLearn site provides several reports showing your students' performance on these state assessments.

How You Can Use the MiLearn Student Assessment Score Reporting Site

The MiLearn Student Assessment Score Reporting Site is a tool that allows you to access two to three years of your current students' and/or your prior students' state summative test results through your district's Student Information System (SIS), even if they took the state summative assessments in another district.

Assessment Reports Available in the MiLearn Student Assessment Score Reporting Site

You have permissioned access to several assessment reports in the MiLearn Student Assessment Score Reporting Site, based on your access level. Your district determines which reports you have access to.

M-STEP

The Michigan Student Test of Educational Progress, or M-STEP, measures what students know and can do in relationship to state academic standards in each grade and content area. Students in Michigan are assessed by the M-STEP in the following content areas:

- **English language arts:** Grades 3-7
- **Mathematics:** Grades 3-7
- **Social studies:** Grades 5, 8, and 11
- **Science:** Grades 5, 8, and 11*

** Individual student-level scores for the science field test are not reported in MiLearn for the for the 2018 or 2019 academic years.*

The M-STEP Reports tell you how your students did when they took the spring M-STEP. You can see the scores they earned in English language arts, mathematics, and social studies.

Your students and their families can also view their own M-STEP score reports through the MiLearn Student Assessment Score Reporting Site.

For more information on the M-STEP state summative student assessment score reports, see the [Interpretive Guide to M-STEP Reports](#) document.

Grade 8 Testing

Students in the 8th grade are tested in social studies, science, mathematics, and English language arts. The Grade 8 Student Overview Report includes scores from the following assessments:

- M-STEP Science and Social Studies (Note: Science was a field test in 2019 and individual student-level scores are not reported in MiLearn for the 2018-2019 school year)
- PSAT 8/9 for grade 8 for ELA and mathematics

Your students and their families can also view their own Grade 8 score reports through the MiLearn Student Assessment Score Reporting Site. For more information on the reports available for students testing in grade 8, see the [Michigan Grade 8 Testing Interpretive Guide to Reports](#), available on the [PSAT web page](#) (www.michigan.gov/psat) and the [PSAT 8/9 Understanding Scores](#) document.

Michigan Merit Examination (MME)

Students in the 11th grade take the Michigan Merit Examination or MME. The MME Student Overview Report includes the following scores:

- SAT college entrance exam, which provides scores for English language arts (ELA) with essay and mathematics
- M-STEP Science and Social Studies assessments (Note: Science was a field test in 2019 and individual student-level scores are not reported in MiLearn for the 2018-2019 school year)
- ACT WorkKeys work skills assessment

Your students and their families can also view their own MME score reports through the MiLearn Student Assessment Score Reporting Site. For more information on the MME state summative student assessment score reports, see the [Interpretive Guide to MME Reports](#) document.

MI-Access

MI-Access Student Roster and Student Overview Reports are available through the MiLearn Student Assessment Score Reporting Site. MI-Access is Michigan's alternate assessment system and is designed for students who have, or function as if they have, significant cognitive impairments, and whose IEP (Individualized Education Program) Team has determined that General Assessments, even with accommodations, are not appropriate.

The reports are available for the three MI-Access assessment levels:

- Functional Independence – FI
- Supported Independence – SI
- Participation – P

Your students' families can also view their child's MI-Access score results through the MiLearn Student Assessment Score Reporting Site. Students cannot access their own MI-Access score reports.

For more information on the MI-Access assessment student score reports, see the [Interpretive Guide to the MI-Access Reports](#) document.

WIDA

The WIDA ACCESS for ELLs and the WIDA Alternate ACCESS for ELLs are required K-12 yearly tests of students' English language abilities in Listening, Reading, Writing, and Speaking. Only students who are identified as English Learners (ELs) take these tests. If you are an ELL teacher, or have students who are designated as English learners in MSDS, you may have access to their WIDA reports.

There are reports from two WIDA assessments in the MiLearn Student Assessment Score Reporting Site:

- WIDA ACCESS for ELLs
- WIDA Alternate ACCESS for ELLs

The WIDA Alternate ACCESS for ELLs is a large-scale test of English language proficiency of English Learners (ELs) who have, or function as if they have, a significant cognitive disability.

Your students and their families can also view their own WIDA score reports through the MiLearn Student Assessment Score Reporting Site. For more information on the WIDA Score Reports, see the **WIDA ACCESS for ELLs 2.0** and the **WIDA Alternate ACCESS for ELLs Interpretive Guide for Score Reports** documents located on the [WIDA website](https://wida.wisc.edu) (<https://wida.wisc.edu>). Select the **Assess** tab and choose the appropriate **Scores and Reports** link.

Accessing the MiLearn Site

Step 1: Log into your district's **Student Information System (SIS)**. Your district may use PowerSchool, Skyward, MISTAR, Infinite Campus, or Synergy as a SIS (figure 1).



Figure 1: Student Information Systems supported by MiLearn

Step 2: Find the link for **State Assessments** and select the link.

Step 3: On the Authorized Use Policy (AUP) screen to MiLearn (Figure 2): Select **I Agree** to continue.

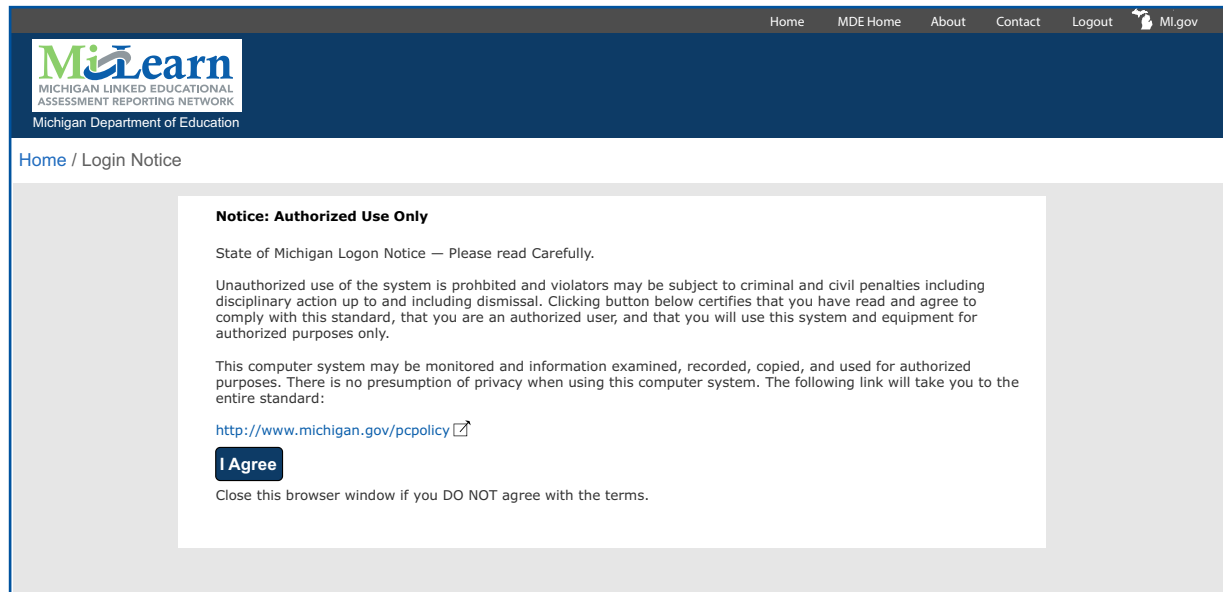


Figure 2: Authorized Use Policy Screen

Step 4: Once you are in the **MiLearn** site, you will see the Welcome page (Figure 3):

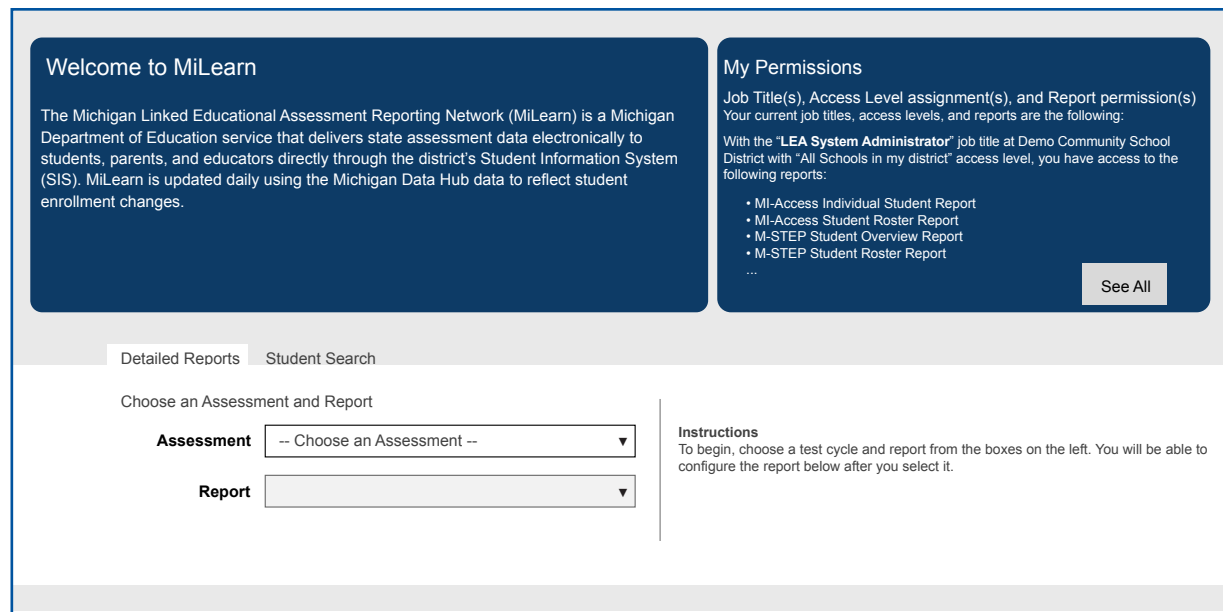


Figure 3: The MiLearn Welcome page

On the left side of the screen, a box containing the **Welcome to MiLearn** message is displayed (Figure 4).

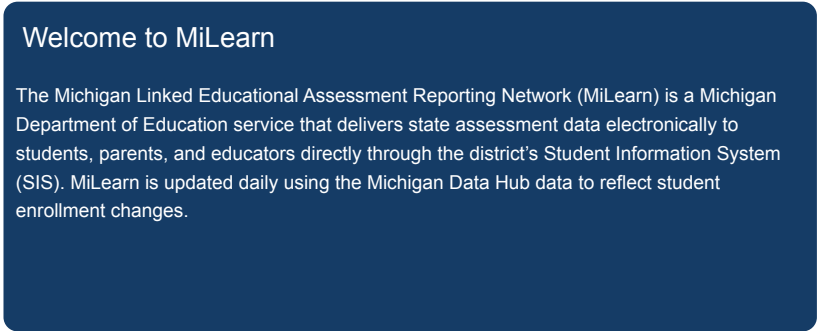


Figure 4: Welcome to MiLearn

On the right side of the screen, there is a box titled **My Permissions** (Figure 5), which contains a list of all reports that you may have access to.

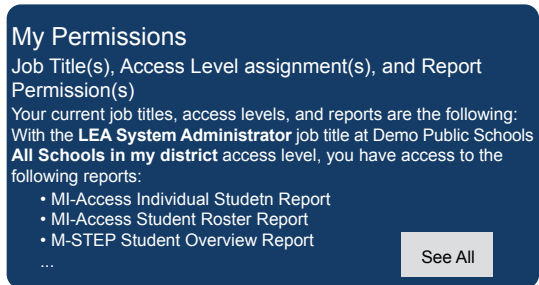


Figure 5: My Permissions

Your district determines which reports you have access to. To expand this list, select **See All**. A pop-up window will open, displaying the expanded list (Figure 6).

My Permissions

For each school-access level assignment below, you have permission to access the listed report(s). If the list differs from what you expect, you should notify your SIS administrator.

Job Title(s), Access Level assignment(s), and Report permission(s)

Your current job titles, access levels, and reports are the following:

With the “Teacher” job Title at Demo Elementary School with “Only my classes” access level, you have access to the following reports:

- MI-Access Individual Student Report
- MI-Access Student Roster
- M-STEP Student Overview Report
- M-STEP Student Roster Report
- Grade 8 Testing Student Overview Report
- MME Student Overview Report
- WIDA School Frequency Report
- WIDA Student Detail Report
- WIDA Student Roster Report

For the report(s) listed, you have access to student assessment data for students in the School – Class section(s) with which you are associated.

Class Sections

Your Class Sections for the 20XX-20XY school year are:

Demo Elementary School

- Year Round - HOMEROOM KINDERGARTEN AM - AM
- Year Round - HOMEROOM KINDERGARTEN PM - PM
- Year Round - LANGUAGE ARTS READING - Rdg
- Year Round - LANGUAGE ARTS WRITING - Wrt
- Year Round - MATH - Mth
- Year Round - SCIENCE - Sci
- Year Round - SOCIAL STUDIES - SS

Figure 6: Expanded list of permissions

Accessing Score Reports in MiLearn

Step 1: Under the Welcome message, there are two options for accessing student assessment score reports; select the **Detailed Reports** tab or the **Student Search** tab (Figure 7).

Welcome to MiLearn

The Michigan Linked Educational Assessment Reporting Network (MiLearn) is a Michigan Department of Education service that delivers state assessment data electronically to students, parents, and educators directly through the district's Student Information System (SIS). MiLearn is updated daily using the Michigan Data Hub data to reflect student enrollment changes.

My Permissions

Job Title(s), Access Level assignment(s), and Report permission(s)
Your current job titles, access levels, and reports are the following:

With the "LEA System Administrator" job title at Demo Community School District with "All Schools in my district" access level, you have access to the following reports:

- MI-Access Individual Student Report
- MI-Access Student Roster Report
- M-STEP Student Overview Report
- M-STEP Student Roster Report
- ...

See All

Detailed Reports Student Search

Choose an Assessment and Report

Assessment -- Choose an Assessment --

Report

Instructions

To begin, choose a test cycle and report from the boxes on the left. You will be able to configure the report below after you select it.

Configure the Report

Advanced Mode ☐ OFF

There is nothing to configure yet.

Figure 7: Report search options in MiLearn

The **Detailed Reports** tab provides a step-by-step process for accessing reports (Figure 7).

The **Student Search** tab allows you to choose an individual student from a list (Figure 8). To see an individual Student Overview Report, select a student's name.

Detailed Reports Student Search

Find students in your classes

Refine the results of your search by entering a search term into the boxes that appear above each column in the table below

Clear Filters

Show 25 entries

Previous 1 2 3 4 5 ... 424 Next

Student Search

Filter Name	Filter School	Filter Grade	Filter MM/DD/YYYY	Filter Test Period
Name	School	Grade	Birth Date	Test Period
Sample Student A	Demo High School	Twelfth grade	04/21/20XX	Spring 20XX M-STEP
Sample Student B	Demo Elementary School	Fifth grade	12/25/20XX	Spring 20XY M-STEP
Sample Student C	Demo Elementary School	Fifth grade	01/01/20XX	Spring 20XY M-STEP

Figure 8: Student Search Option

Step 2: Choose an **Assessment** (Figure 9) from the **Detailed Reports** tab. You are able to choose from the assessments your current or former students may have taken in previous years, and for which there are data.

Choose an Assessment and Report

Assessment

-- Choose an Assessment --

M-STEP

MI-Access FI

Report

Instructions

To begin, choose a test cycle and report from the boxes on the left. You will be able to configure the report below after you select it.

Figure 9: Choose an Assessment

Step 3: Choose a **Report** from the drop-down list (Figure 10). You are able to choose from the reports available from each assessment your current or former students may have taken in previous years, and for which there are data.

Choose an Assessment and Report

Assessment

M-STEP

Report

-- Choose a Report --

M-STEP Student Overview

M-STEP Student Roster

Instructions

To begin, choose a test cycle and report from the boxes on the left. You will be able to configure the report below after you select it.

Figure 10: Choose a report

Step 4: Choose the way you will configure the report to produce the information you want – the guided mode (default) or the advanced mode.

The guided mode (the default) will give you a list of search criteria based on Test Cycle, School Year, School, Teacher, Class, Grade Level, Subject, and Proficiency Level.

To continue in the guided mode, select **Next**. You will be prompted to choose the **School Year** (up to three years) (Figure 11).

Configure the Report

Advanced Mode ☐ OFF

1 Test Cycle

2 School Year

3 School

4 Teacher

5 Class

6 Grade Level

7 Subject

← Prev

Next →

All fields are required.

Test Cycle

Spring 20XX M-STEP

Progress

Select the Test Cycle

Select the test cycle for which you wish to see assessment results. MiLearn currently only provides access to the previous two Test Cycles

Figure 11: Configure the report – guided mode

As you select each option, you will be prompted to continue the configuration process. When each step in the process is completed, the arrows will turn green. When all steps are completed, the Next button changes to the **Run Report** button (Figure 12). Note: There may be multiple options in each step of the configuration process. The system will prompt you to choose an option.

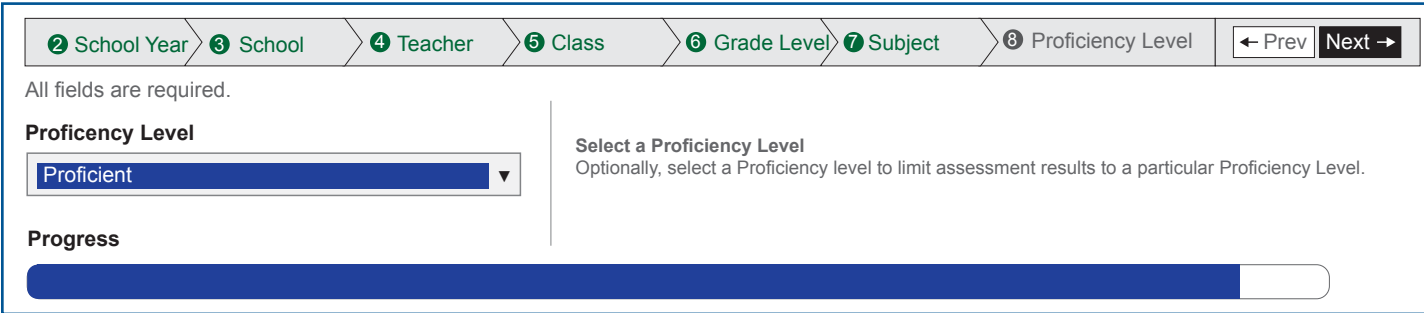


Figure 12: Configure the report – run report

When you have configured the report based on the options you want, select **Run Report**. The Assessment Results page will begin loading (Note: This may take a few seconds).

You may also elect to use the Advanced Mode to configure the report. To do so, choose the **Advanced Mode** toggle switch on the Configure the Report screen (Figure 13).

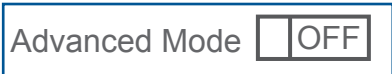


Figure 13: Advanced Mode Switch

The same search options, as in the guided mode, will appear in a vertical format (Figure 14).

When you have configured the report based on the options you want, select **Run Report**.

In either mode, when Run Report is activated, the Assessment Results page for the assessment selected will display.

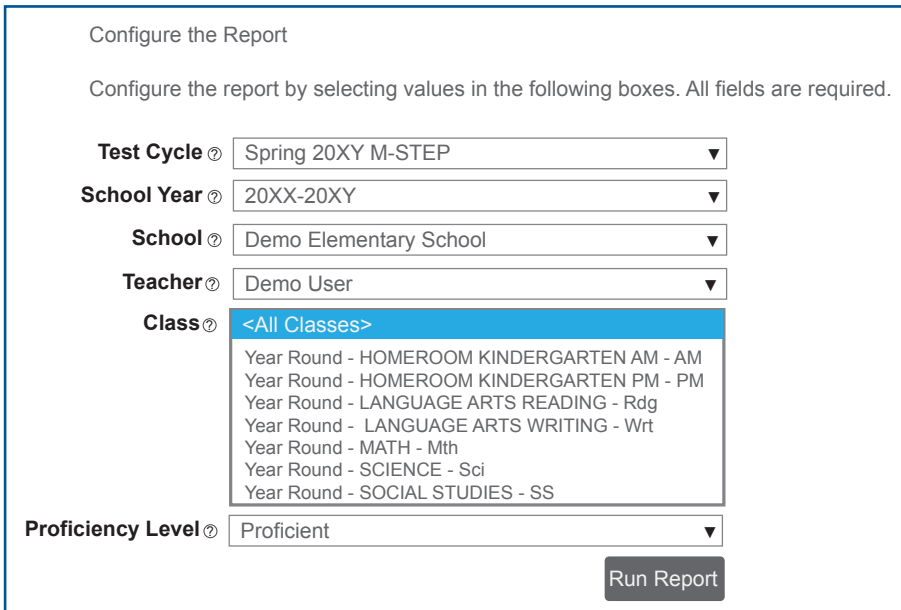


Figure 14: Configure the report – Advanced mode

Report Features

Reconfigure Reports, Related Reports, Help and Export

Reconfigure Reports, Related Reports, Help and Export are features found on all reports.

- To reconfigure the existing reports, select **Reconfigure this Report** (Figure 19). You will be returned to the Reconfigure the Report menu (Figures 10-12).



Figure 15: Reconfigure this report

- Under **Related Reports**, you can see all reports for the assessments that the rostered students have taken (Figure 16).

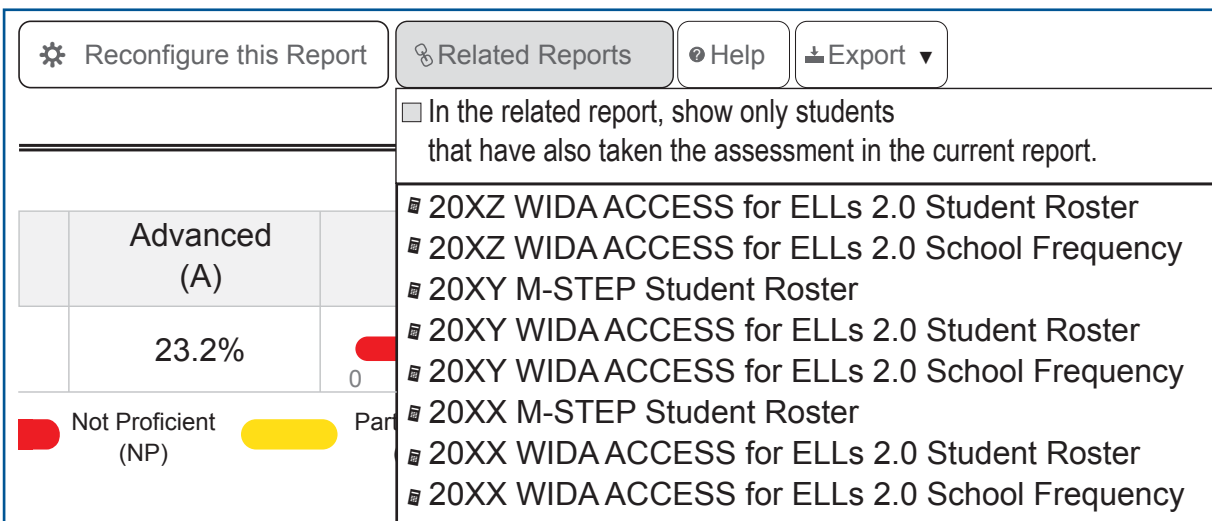



Figure 16: Related reports

- To see more information about the displayed report, select **Help** to open a PDF document (Figure 17). The Help documents detail what is included in each report. There is a different Help document for each report in the MiLearn Student Assessment Score Reporting Site.



Help Document

20XX Student Roster Report

The Michigan Student Test of Educational Progress (M-STEP) Student Roster Report provides information about student performance by content area.

The report is divided into five main sections:

- Overall Proficiency Summary**
Overall proficiency summary data for each group is displayed in graphic format for each group.

- State: state proficiency summary information is provided as tested. As tested means that the group of scores in the represented aggregate group represent the group of scores according to the time of testing location.
- District: district proficiency summary information is provided as tested
- School: school proficiency summary information is provided as tested.
- The rostered students' proficiency summary information is provided as rostered. As rostered means the group of scores in the represented aggregate group represent the group of scores according to the current roster of students in MiLearn updated nightly from the district student information system (SIS).

Spring 2019 M-STEP – Student Roster Report

District: [dropdown] | School: [dropdown] | Teacher: <All Teachers> | Class: <All Classes> | Grade: [dropdown]
 Performance Level: <All Levels> | Subject: [dropdown]

Grade 06 | English Language Arts

Proficiency Summary

Entity Aggregation	No. Valid Tests	Mean Score	Not Proficient (N%)	Partially Proficient (P%)	Proficient (P%)	Advanced (A%)
Rostered Students	12	120	42.4%	27.8%	22.2%	7.4%

Overall Proficiency Summary

To view State and District proficiency summary data, click on the carrot (outlined above). The view will expand to show this data:

Figure 17: MiLearn Help Document

- To download a report document that can be printed and/or saved, select **Export**. The reports can be downloaded to a PDF document of the report or a CSV file that can be opened in MS Excel (Figure 18).

⚙ Reconfigure this Report
🔗 Related Reports
🔗 Help
📄 Export ▼

Export to PDF

Export to CSV

Figure 18: Export Option

Assessment Report Results

M-STEP Reports

There are two M-STEP Reports available to educators in the MiLearn Student Assessment Score Reporting Site:

- M-STEP Student Roster Report (Figure 19)
- M-STEP Student Overview Report (Figure 25)

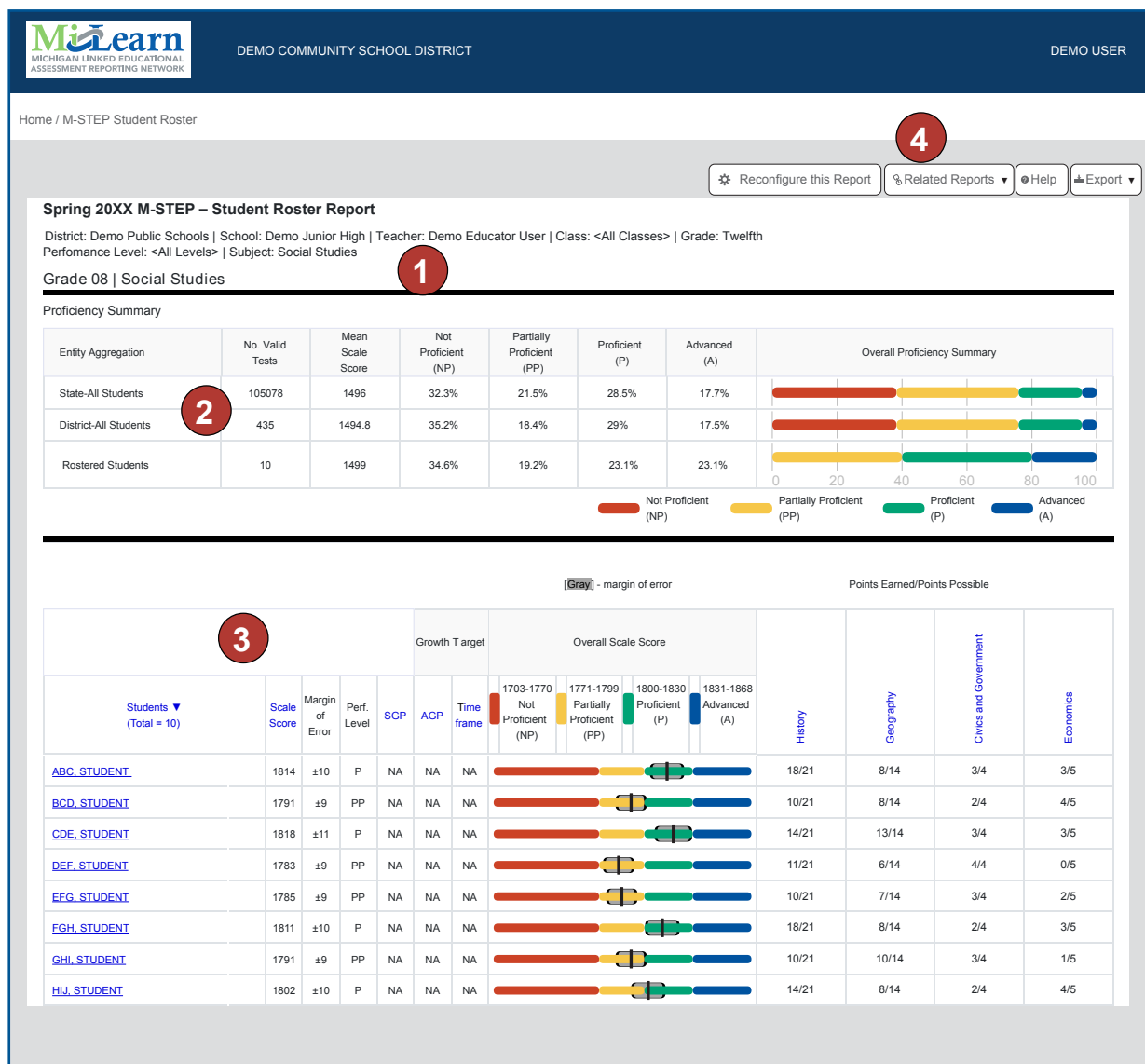


Figure 19: M-STEP grade 8 Student Roster Report for social studies

The M-STEP Student Roster Report has several sections, as labeled:

- 1 **Report Information:** This part contains information about the District, School, Teacher, Class, Grade, Proficiency Level, and Subject Area (Figure 19).
- 2 **Overall Proficiency Summary:** This section contains an overall proficiency summary of the current roster of students in table and graphic format (Figure 20). The **Rostered Student** proficiency summary results are calculated based on the current roster information provided by your district’s Student Information System (SIS). **Entity Aggregated** proficiency summary results are pre-calculated based on the student roster of the school, district, and/or state at the time the assessment was administered.

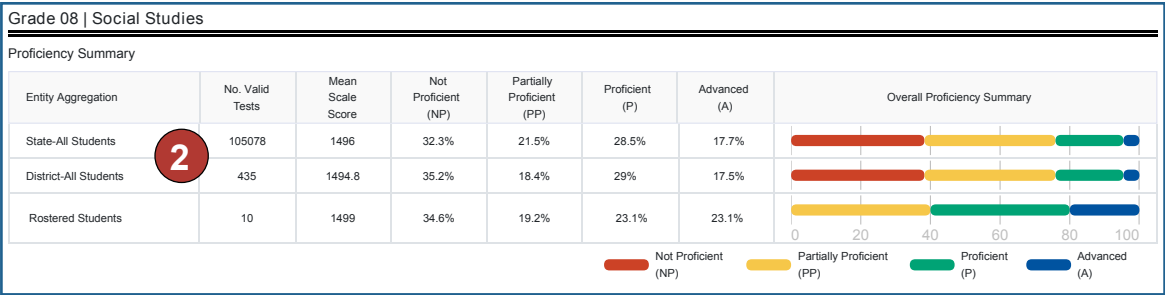


Figure 20: Overall Proficiency Summary section

- 3 **Rostered Students Information:** This section contains an alphabetical listing of the rostered students, their overall content performance in both table and graphic formats, and their claim (ELA and mathematics) or discipline (social studies) information (Figure 21).



Figure 21: Social studies – sortable columns

The Students column in this report can be sorted alphabetically by selecting the blue header at the top of the column. Select the link to sort in descending order and select it twice to sort in ascending order.

All numeric columns with blue headers in this section can be sorted. Select the link once to sort from highest to lowest and select it twice to sort from lowest to highest. The list of students will update as each column is sorted. For example, when the Scale Score column is selected, the results will be sorted from the highest scale score to the lowest and the resulting list of students will also be sorted by proficiency level.

The **Claims** (ELA and mathematics) and **Discipline** (social studies) columns in this section can be sorted by selecting the blue header on the respective columns (Figure 22). The Passage-based Writing column in the M-STEP ELA report is also sortable.

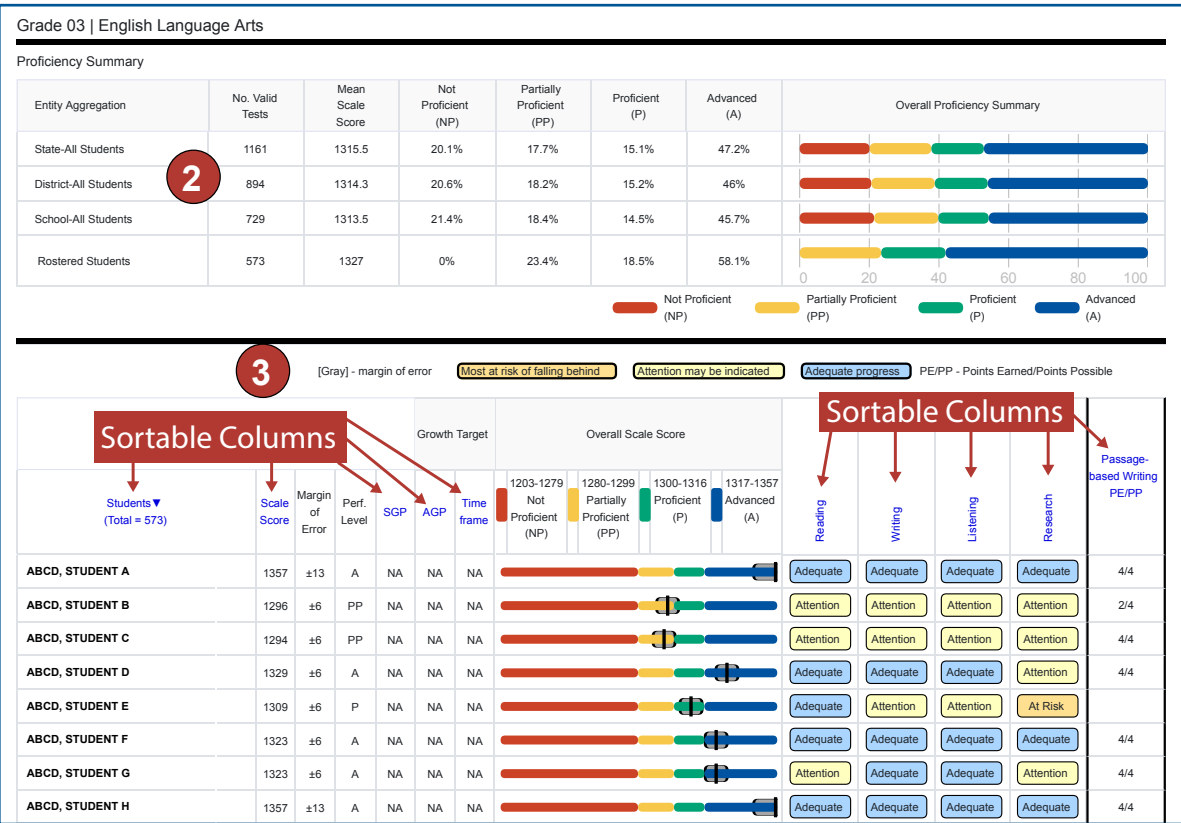


Figure 22: ELA Student Roster

4 **Reconfigure Reports, Related Reports, Help and Export:** This section can be found on all reports. Refer to the [Report Features](#) chapter on page 11 for more information.

The **Student Overview Report** is a new report in the MiLearn Student Assessment Score Reporting Site for 2019 (Figure 23). The report shows all content areas for an individual student in one report. To access the Student Overview Report, click on an individual student name in the Student Roster Report.

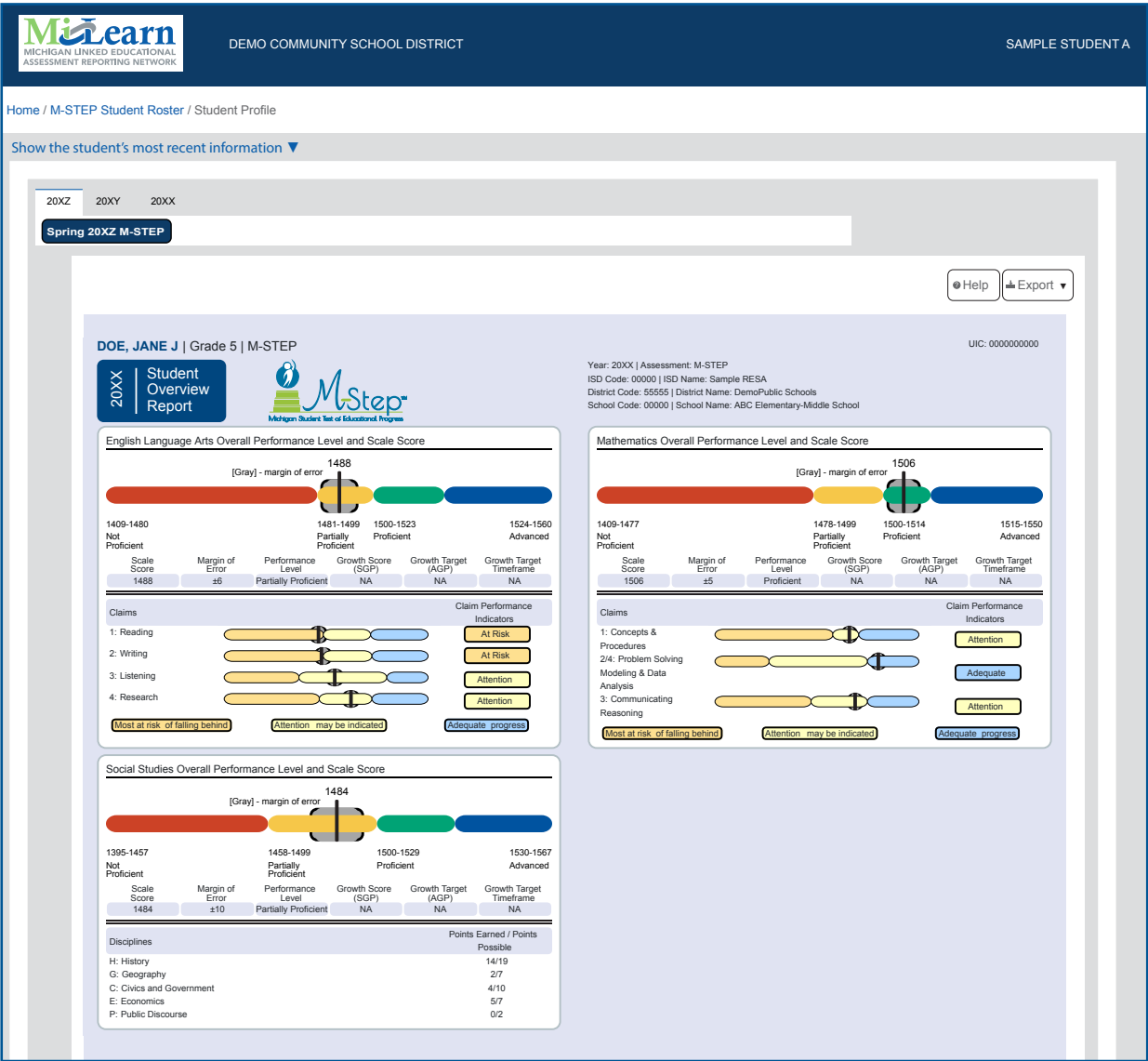


Figure 23: M-STEP Overview Report

To return to the Student Roster Report, select the blue link in the breadcrumb at the upper left of the report screen (Figure 24).

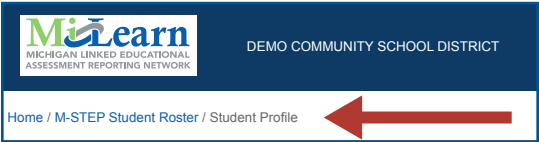


Figure 24: Student Roster breadcrumb

Grade 8 Testing Student Overview Report

In the Student Overview Report, educators can also see student assessment scores for their students who took the M-STEP and PSAT 8/9 for grade 8 assessments in 8th grade (Figure 25).

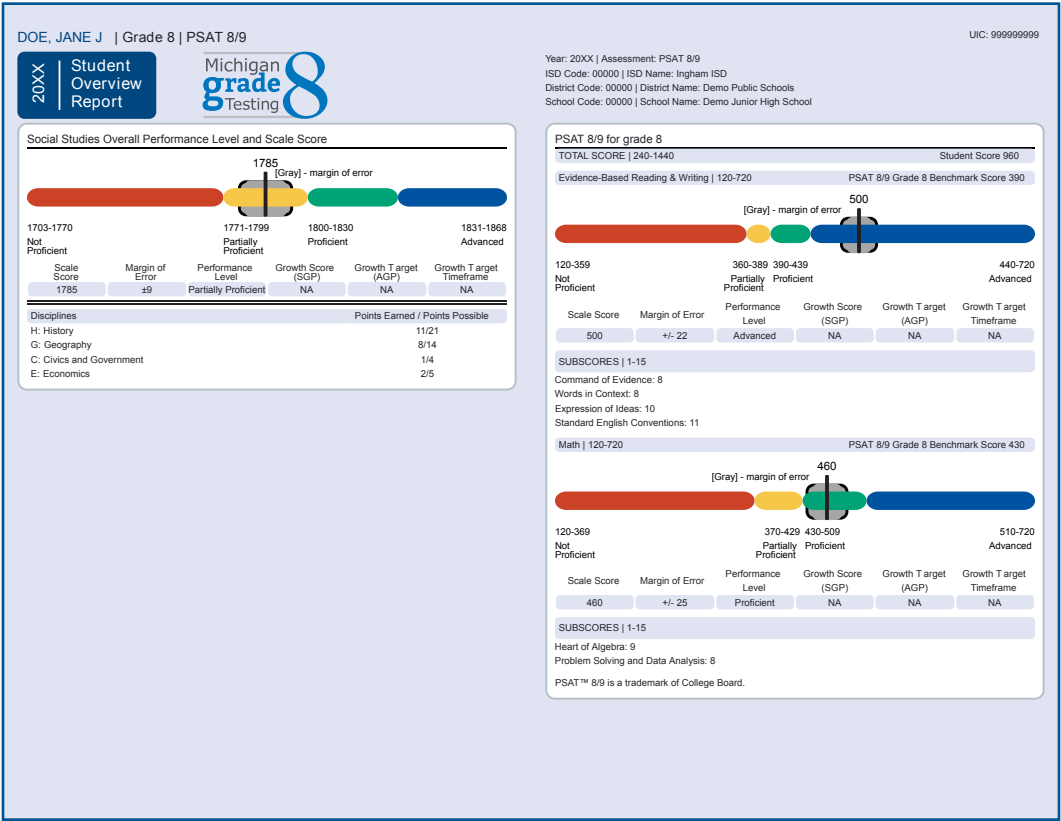


Figure 25: Michigan Grade 8 Testing Student Overview Report

Michigan Merit Examination (MME) Student Overview Report

Educators can also see student assessment scores for their students who took the MME assessment in 11th grade in the Student Overview Report (Figure 26). Scores from three assessments are included in the Grade 11 report:

- Grade 11 M-STEP in Social Studies
- SAT with Essay
- ACT WorkKeys

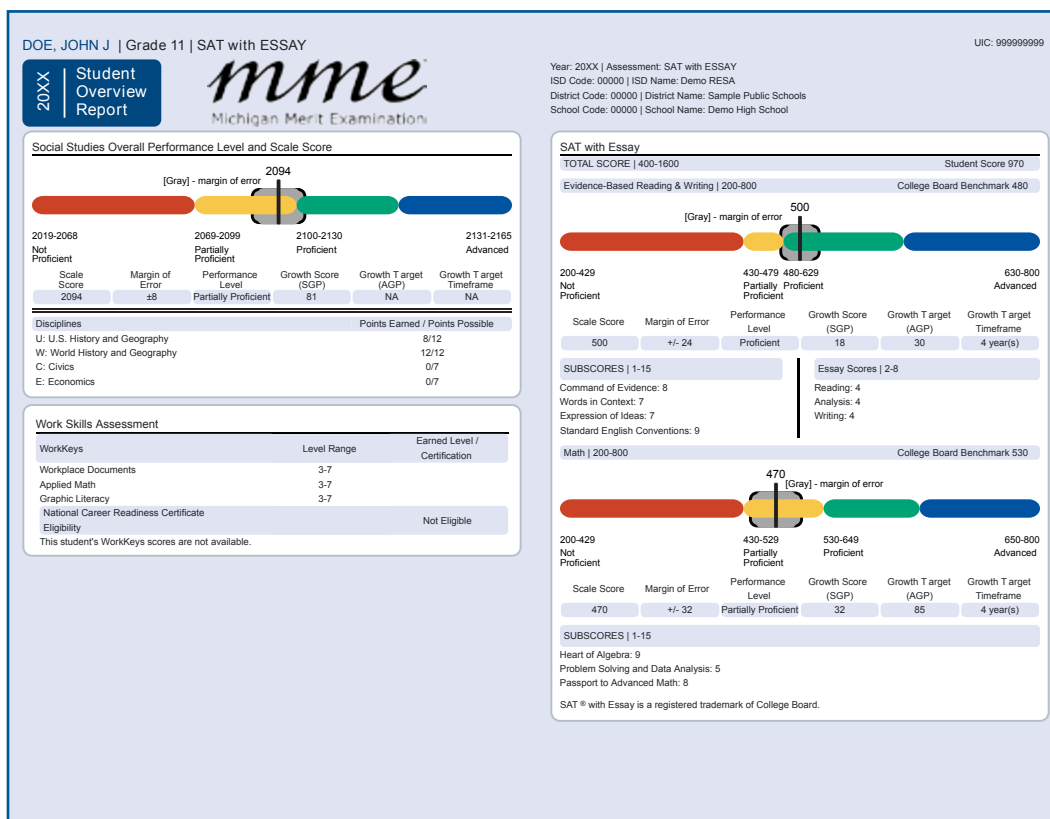


Figure 26: MME Grade 11 Student Overview Report

WIDA Reports

You may have access to six WIDA assessment reports in the MiLearn Student Assessment Score Reporting Site (Figure 27):

- WIDA ACCESS for ELLs
 - ☐ WIDA ACCESS for ELLs Student Roster Report
 - ☐ WIDA ACCESS for ELLs Student Detail Report
 - ☐ WIDA ACCESS for ELLs School Frequency Report
- WIDA Alternate ACCESS for ELLs
 - ☐ WIDA Alternate Access for ELLs Student Roster Report
 - ☐ WIDA Alternate ACCESS for ELLs y Student Detail Report
 - ☐ WIDA Alternate ACCESS for ELLs School Frequency Report

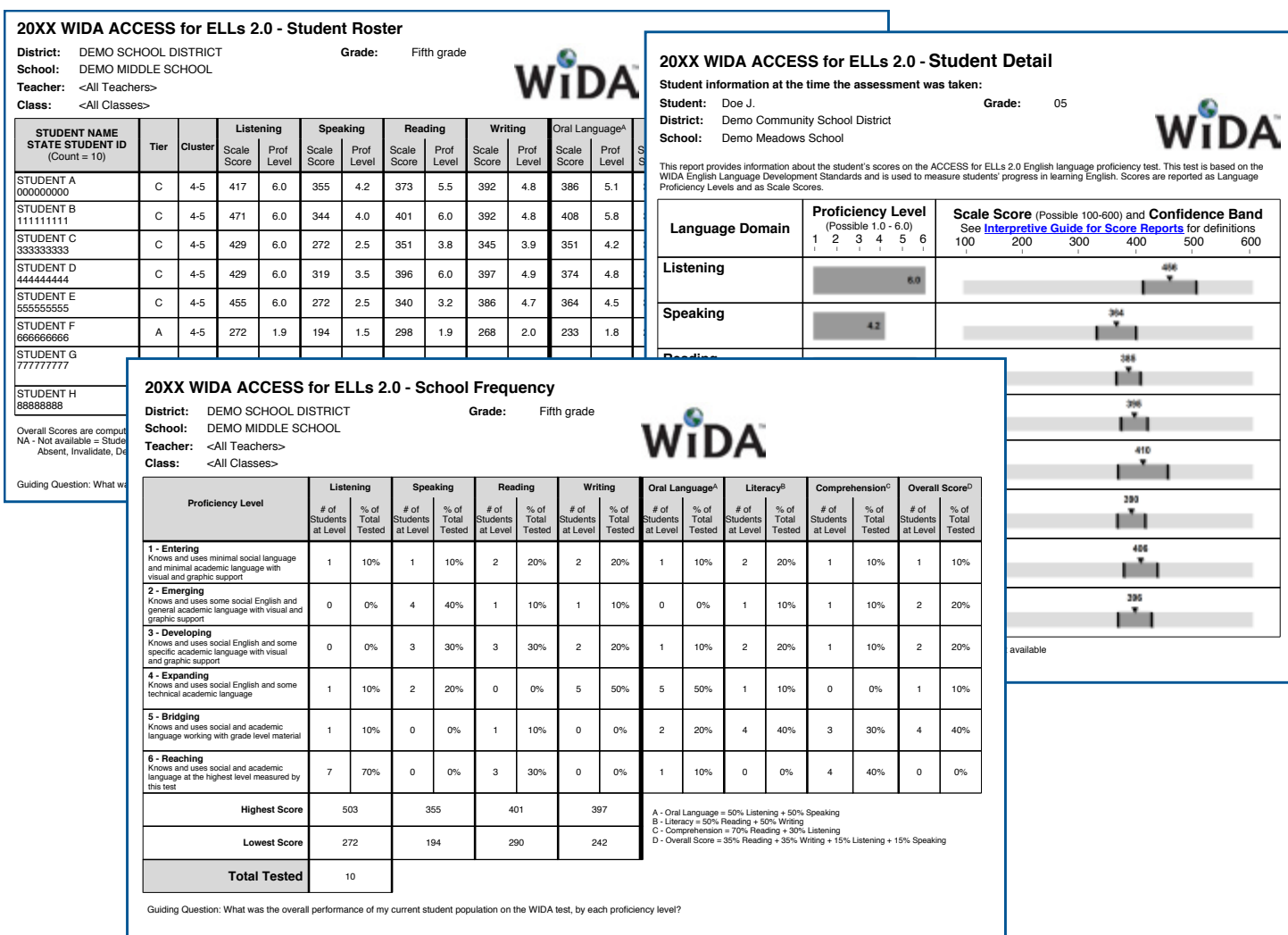


Figure 27: WIDA ACCESS for ELLs Student Roster, Student Detail, and School Frequency Reports

The MiLearn reports show the overall performance of your current students on the WIDA ACCESS for ELLs (Figure 27) or the WIDA Alternate ACCESS for ELLs (Figure 28), in each area tested or by each proficiency level. You will only see these reports if one or more of your students is identified as an English Learner (EL) and took one of the WIDA tests in the spring.

The WIDA Alternate ACCESS for ELLs is a large-scale test of English language proficiency of English Learners (ELs) who have, or function as if they have, a significant cognitive disability.

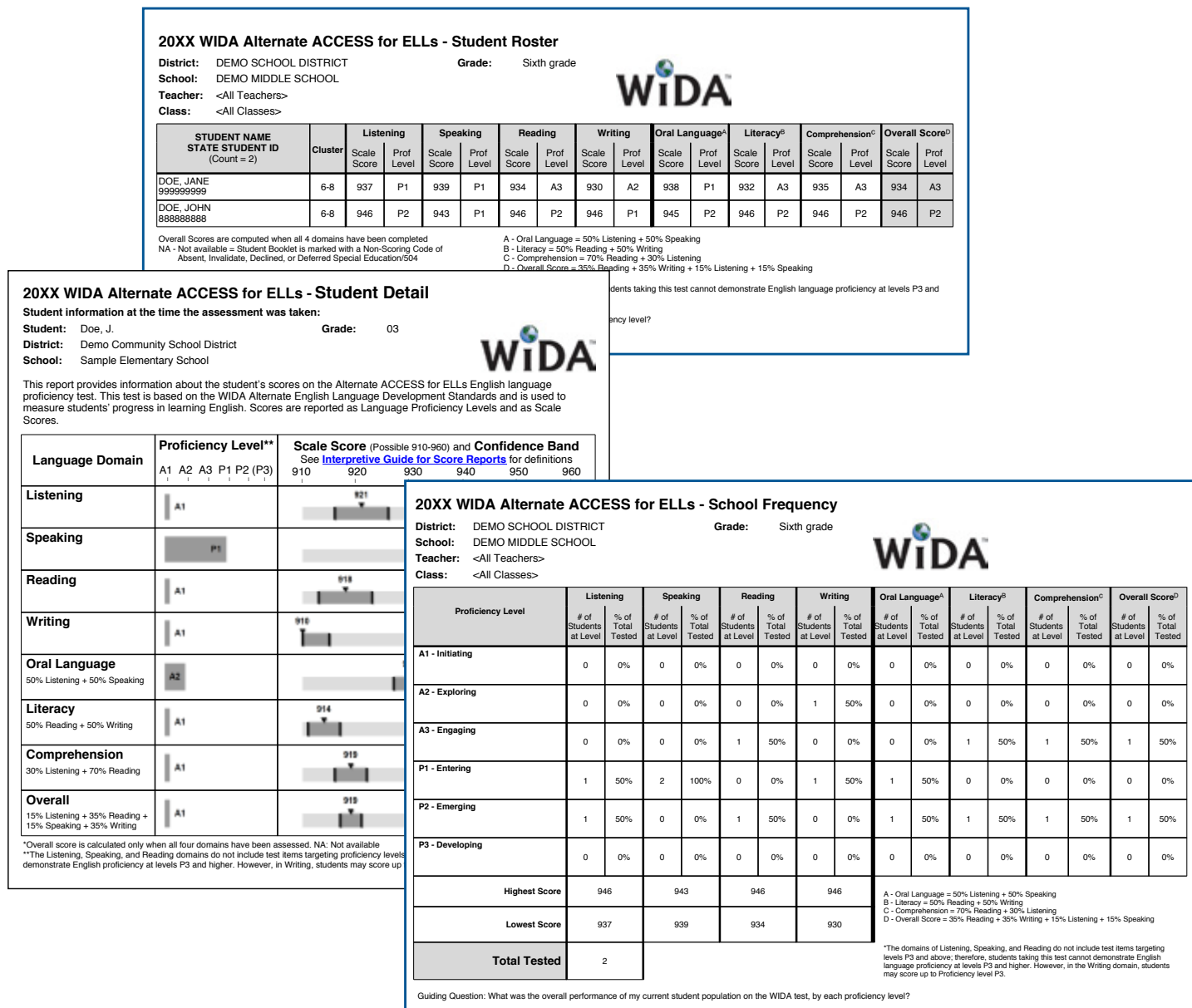


Figure 28: WIDA Alternate ACCESS for ELLs Student Roster, Student Detail, and School Frequency Reports

MI-Access Reports

There are six MI-Access Student assessment reports available in the MiLearn Student Assessment Score Reporting Site that you might have access to (Figure 29).

- MI-Access Functional Independence Individual Student Report
- MI-Access Functional Independence Student Roster Report
- MI-Access Supported Independence Individual Student Report
- MI-Access Supported Independence Student Roster Report
- MI-Access Participation Individual Student Report
- MI-Access Participation Student Roster Report



Figure 29: MI-Access Reports

There is an added function in the MI-Access Functional Independence Student Roster Report that allows a PDF download of the individual student’s response to the Expressing Ideas/Student Writing Response portion of the FI assessment. To download the PDF, select **Student Writing Response** (Figure 30).

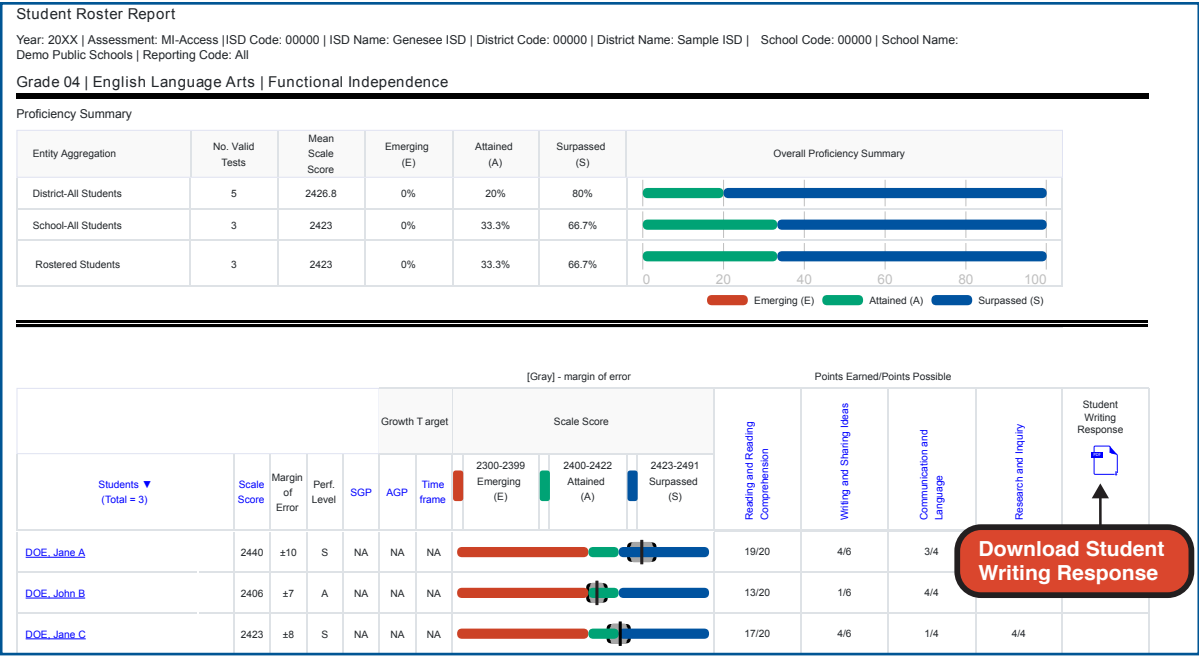


Figure 30: Download Student Writing Response

Contacting the MiLearn Project

If you need more information, there are several options in the upper right corner of the MiLearn page.

- **Contact the MiLearn Project Team** (Figure 31)

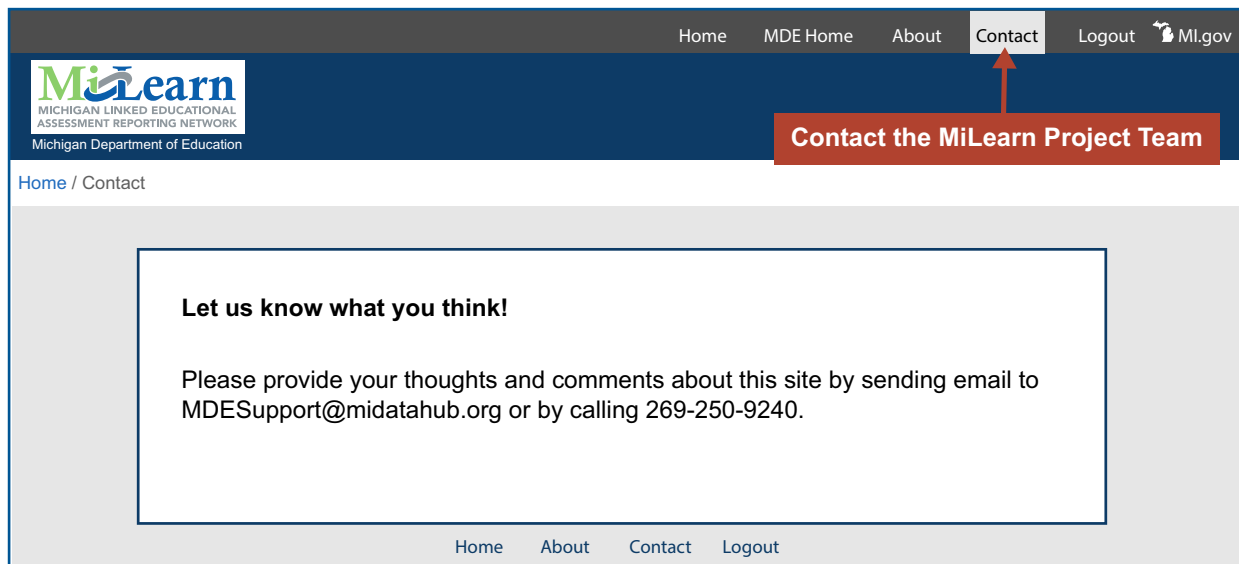


Figure 31: Contact MiLearn

- **About the MiLearn Project** (Figure 32): When you select the **About** link, you will see the following message:

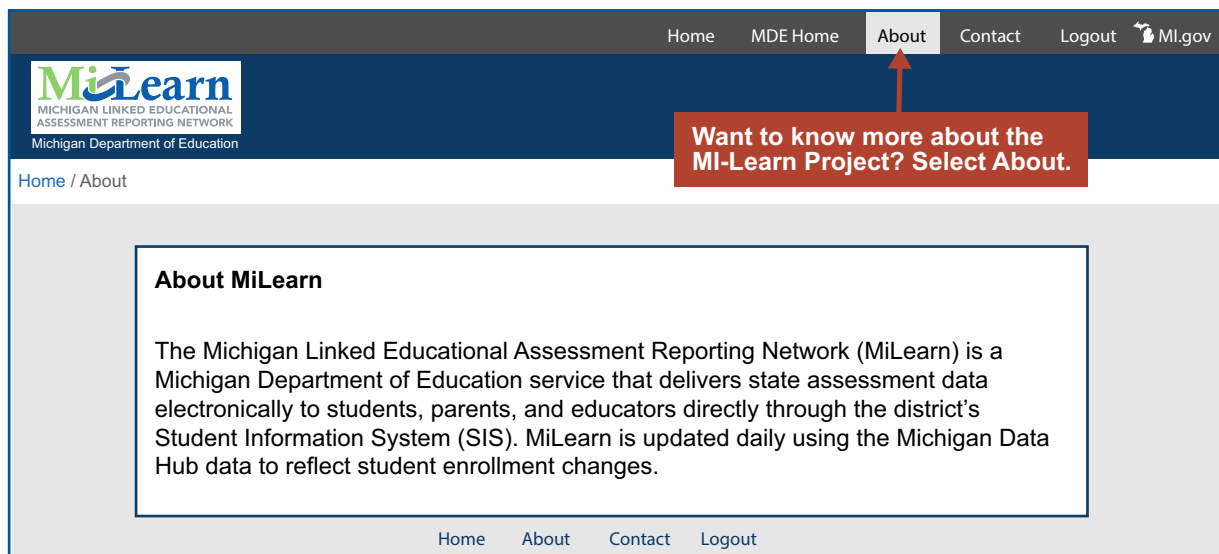


Figure 32: About MiLearn

Logging Out of MiLearn

When you are done viewing your student's scores, be sure to log out of MiLearn by selecting one of the logout links on the page (Figure 33).

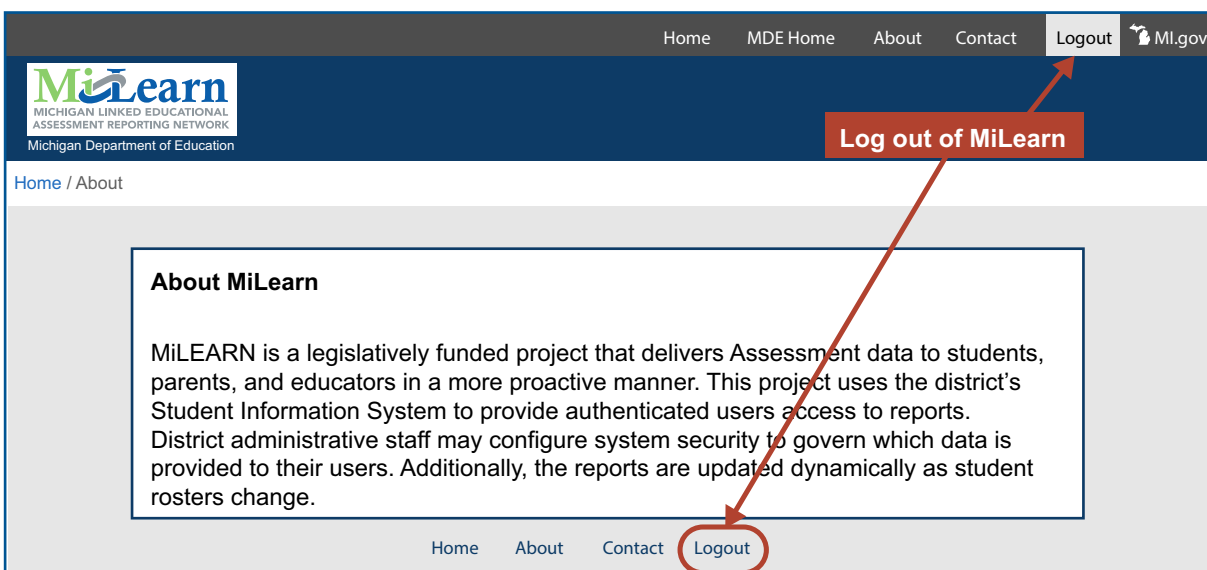


Figure 33: Log Out of MiLearn

Once you are logged out, you will see the message below (Figure 34):

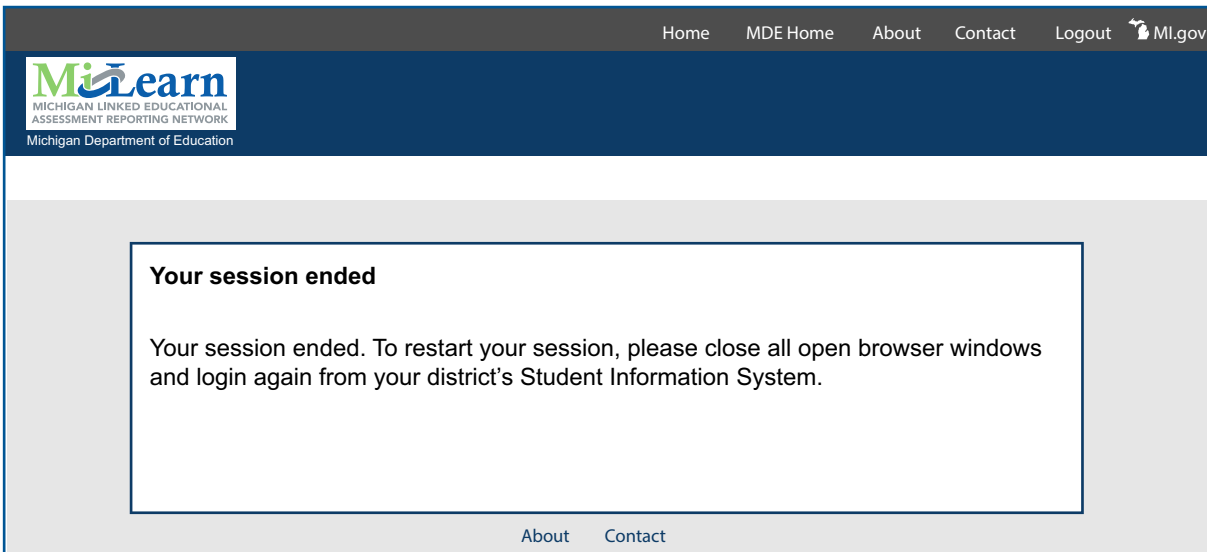


Figure 34: Session Ended screen

Thank you for using this guide. We hope you have found it helpful for accessing and navigating the MiLearn Student Assessment Score Reporting Site.