



OEAA Secure Site

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Secure Site Analyst



Secure Site

- The Secure Site is located at www.Michigan.gov/oeaa-secure
- If you don't have access, go to www.Michigan.gov/securesitetraining and click on the “How do I get access to the Secure Site” link for instructions

Test Center Participation Page

- Verify the ACT, SAT, and PSAT establishment process has been completed for a school
- Lists status of participation and establishment along with ACT and College Board AI and High School Codes
- Updated daily through the process
- This page is used in no way to complete the participation process

Test Center Participation Page

Click on Test Center Participation from the Assessment Registration menu

The screenshot shows the Michigan Department of Education website. The header includes the Michigan state logo and the text "Secure Site Michigan Department of Education". A navigation bar contains links for Home, Admin, Security, Assessment Registration, Student Assessments, Reports, Accountability, and Review Requests. The "Assessment Registration" menu is open, showing a list of options: Pre-Id, Material Orders, Online Sessions, Barcode Labels, Online Waiver Requests, WIDA Test Exceptions, District and School Contacts, Test Center Participation (highlighted with a mouse cursor), and Reporting Codes. Below the menu, the "Test Center Participation" page content is visible, including a "Search Criteria" section with a "2018-2019" dropdown, a "District" dropdown, and a "School" dropdown. There are also checkboxes for "Participating in" tests: SAT, PSAT 8/9 for 8, PSAT 8/9 for 9, PSAT 10, and ACT WorkKeys. A "Search" button and a "Reset" button are located at the bottom right of the search area.

Test Center Participation Search Results

ISD	DISTRICT	SCHOOL	PARTICIPATING IN SAT	SAT AI CODE/ HIGH SCHOOL CODE	SAT TEST LOCATION CODE	PARTICIPATING IN PSAT 8/9 FOR 8	PSAT 8 AI CODE/ HIGH SCHOOL CODE	PARTICIPATING IN PSAT 8/9 FOR 9	PSAT 9 AI CODE/ HIGH SCHOOL CODE
<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>						
Clinton County RESA (19000)	Bath Community Schools (19100)	Bath High School (00218)	Yes	230170	81234	N/A	N/A	Yes	230170
Clinton County RESA (19000)	Bath Community Schools (19100)	Bath Middle School (04880)	N/A	N/A	N/A	Yes	231161	N/A	N/A

PARTICIPATING IN PSAT 10	PSAT 10 AI CODE/ HIGH SCHOOL CODE	PARTICIPATING IN ACT WORKKEYS	ACT WORKKEYS HIGH SCHOOL CODE
<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>
Yes	230170	No	N/A
N/A	N/A	N/A	N/A

District and School Contacts Page

- List all assessment school contact types from the Educational Entity Master (EEM)
- Changes to the list must be done in the EEM by the district authorized EEM user
 - Who's the districts EEM authorized user? You can find them and their contact information on the District and Schools Contact page!
- Users can use it to identify district and school level contacts

District and School Contacts

- Changes made to the EEM will be reflected on the page the following day
- District and School Contact page can be used to find any district or school assessment contact person

District and School Contacts Search

The screenshot displays a web application interface for searching contacts. On the left, a vertical navigation menu is open, listing various roles. The role 'EEM Authorized User' is highlighted with a red circle. The main content area features a search form with two dropdown menus: '* District' and 'School'. Below these are 'Search' and 'Reset' buttons. A text block above the form provides instructions on how to use the search function and how to update the EEM if contact information is missing or incorrect.

Home | Ad | District Assessments | Reports | Accountability | Review Requests

act information from the Educational Entity Master (EEM) at www.michigan.gov/eem. It is important to see if you have a contact type missing, you can select the Contact Type from the drop down and then "out" from the Contact Type Search Option that opens. **If contact information is missing or incorrect, (usually but not always the district pupil accounting person) to update the EEM.** The information is updated

[Page Instructions](#)

* District: Select a District
School: Select a School

Search Reset

District and School Contacts Search Results

Search Results

DISTRICT	SCHOOL	ENTITY CONTACT TYPE	CONTACT NAME	CONTACT PHONE NUMBER	CONTACT EMAIL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Allegan Area Educational Service Agency (03000)	-- District Contact --	District Assessment Coordinator			
Allegan Area Educational Service Agency (03000)	-- District Contact --	MI-Access Coordinator			
Allegan Area Educational Service Agency (03000)	-- District Contact --	M-Step Coordinator			
Allegan Area Educational Service Agency (03000)	-- District Contact --	School Report Card Contact			

Clear Filters and Sorts

Download

Print

Off-Site Testing Request

- Off-Site Testing Requests for SAT and PSAT must go through College Board
- New for 2020 - WorkKeys and M-STEP submit on OEAA Secure Site

Pre-Identification of Students

- January 8, 2020 OEAA will pre-identify all grade 8, 9, 10, 11 and required grade 12 students from the Michigan Student Data System (MSDS) for the spring assessments
 - Fall General Collection (student count day data)
 - Student Record Maintenance (SRM) files
 - The Pre-Id Student Report will be available to schools 8:00 am, January 3, 2020
 - Schools will be responsible for pre-identifying additional students directly on the Secure Site

Pre-Identification of Students

- Schools will receive barcode labels for student paper/pencil answer documents for students pre-identified by 5:00 p.m., February 12, 2020
- Schools will be expected to print barcode labels from the Secure Site for students taking the paper/pencil assessments that are pre-identified after February 12, 2020

Pre-Identification of Students

- M-STEP students testing online will need to be put into online sessions on the Secure Site by 5:00 p.m., February 24
 - Students will be transferred to DRC INSIGHT Portal (formerly eDIRECT) in the test sessions
 - DRC INSIGHT Portal will be available March 6, 2020
 - School will need to continue to be pre-identify students directly on the Secure Site through the end of testing for all assessments
 - Students taking the online M-STEP will be transferred to the DRC INSIGHT Portal three times a day
 - Students pre-identified after February 24, will need to be put into online sessions in the DRC INSIGHT Portal and not the Secure Site

Pre- ID File Upload

- Upload a Pre-ID File

- Pre-ID File Layout on log in page of Secure Site
 - File can be created by the school or district and must be a .txt or .csv file
- Pre-ID File Template on log in page of Secure Site
 - Must use the Student Data File along with the template for column formatting
 - Must save as a .csv file
- A separate file must be created for each test period
 - Spring 2020 test period = SAT, MI-Access, PSAT 8 and M-STEP
 - Spring 2020 WorkKeys test period = WorkKeys
 - Spring 2020 PSAT = PSAT 9, PSAT 10

Pre-File Layout

Column	Field Name	Field Length	Data Type	Data Requirements
A	School Building Code	5	Text	State assigned school number, cannot be blank
B	AssessmentShortName	10	Text	Abbreviated assessment name (See Assessments Table above)
C	SDSGradeCode	2	Text	Student Grade – 00 = K, 01-12, cannot be blank
D	Last Name	50	Text	Student Last Name – ‘a-z’, ‘A-Z’, ‘.’, ‘-’ or a space. The field can contain a space but the entire field cannot be blank; <i>the field cannot contain commas.</i>
E	First Name	50	Text	Student First Name – ‘a-z’, ‘A-Z’, ‘.’, ‘-’ or a space. The field can contain a space but the entire field cannot be blank; <i>the field cannot contain commas.</i>
F	Middle Name	50	Text	Student Middle Name – ‘a-z’, ‘A-Z’ or a space; <i>the field cannot contain commas.</i>
G	Ethnicity	1	Numeric	Student Ethnicity 1 - American Indian or Alaska Native 3 – Black or African American 4 – Hispanic or Latino 5 – White 6 – Two or More Races 9 – Asian 0 – Native Hawaiian or Other Pacific Islander

Pre-ID Template

Pre-ID_File_Template [Read-Only] [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

Normal Bad Good Neutral Calculation
Check Cell Explanatory... Input Linked Cell Note

AutoSum Fill Sort & Find & Filter Select

N6

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	School Building Code	Assessment ShortName	SDSGrade Code	Last Name	First Name	Middle Name	Ethnicity	Date Of Birth	Gender	Birth Order	Street Address	City	State Code	Zip Code	UIC	Student Number	SE	LEP	MS	ED	Entered USA Date	FLEP	Homeless	HomeSchool	AP Reporting Code	AP Research Code 1	AP Research Code 2
2																											
3																											
4																											
5																											
6																											

Pre-ID File Upload

Home | Admin | Security | **Assessment Registration** | Student Assessments | Reports | Accountability | Review Requests

Pre-ID Students

Select the method to upload Michigan Student Data. The Pre-ID File Template and Pre-ID File Format document can be found in the Pre-ID File Upload section. **MSDS Copy, it is important to select the grade the students are currently in MSDS for the 2018/19 school year and you must use this year's grade as the destination grade.**

Pre-ID Students

- Pre-ID
- Material Orders
- Online Sessions
- Barcode Labels
- Online Waiver Requests
- WIDA Test Exceptions
- District and School Contacts
- Test Center Participation
- Reporting Codes

* Indicates required fields

* **Pre-ID Method**

MSDS Copy

File Upload

* **Test Period**

* **ISD**

* **District**

* **File to Upload** (the format of the file must be comma delimited .csv or .txt)

Pre-ID File Format

[Pre-ID File Upload Template](#) (modified 9/2018)

[Pre-ID File Upload Layout](#) (modified 9/2018)

[Page Instructions](#)

Pre-ID File Upload Results

Home Admin Security Assessment Registration Student Assessments Reports Accountability Review Requests

Pre-Id Results

Check the status of uploaded files

Search Criteria

* Indicates required field

* Test Period
Cycle I Aug-Dec (2016) V

Pre-Id
Material Orders
Online Sessions
Barcode Labels
Online Waiver Requests
WIDA Test Exceptions
District and School Contacts
Test Center Establishment

Pre-Id Students
Pre-Id Student Report
Early Roster Load Results
Pre-Id File Upload Results

ISD
Select an ISD

District
Select a District

Search Reset

[Page Instructions](#)

Search Results

	BATCH ID	DISTRICT	FILE NAME	STATUS	ERRORS	SUBMITTED BY	DATE SUBMITTED	DETAILS
Pre-Id Students Report	18202		Pre-ID_WAPT_Upload_Dec1.csv	Completed		RotterHe	12/1/2016 10:44:13 AM	Success: 4; Errors: 0
Pre-Id Students Report	18201		PreID.VA.WAPT.csv	Completed with Errors	View Errors	AdamsSam	11/30/2016 6:12:42 PM	Success: 167; Errors: 7

Pre-ID One Student at a Time

- Students can be pre-ID one student at a time through Student Search

The screenshot shows the 'Student Search' page in a web application. The navigation bar includes 'Home', 'Admin', 'Security', 'Assessment Registration', 'Student Assessments', 'Reports', 'Accountability', and 'Review Requests'. The 'Student Assessments' menu is open, showing options: 'Student Search', 'Mass Update Assessments', 'Incident Reports', and 'Accountable Students & Test Verification'. The 'Student Search' option is selected. Below the navigation, there is a 'Student Search' section with a description: 'Students must have a UIC number in order to locate student records from the Secure Site and from the local school system. If a student is new to the state or new to the public school system and does not have a UIC number, they will not come up in the search results. If the student pupil accounting person to get a UIC number for the student.' A 'Page Instructions' link is also present. The 'Search Criteria' section contains several input fields: 'Search by' (radio buttons for 'Student Information', 'UIC', and 'Barcode', with 'UIC' highlighted in a red box), '* Student Last Name' (text input with 'fo'), '* Student First Name' (text input with 'ti'), 'Student Middle Initial' (text input), and 'Student Birth Date' (text input with 'MM/DD/YYYY'). 'Search' and 'Reset' buttons are at the bottom right. The 'Search Results' section shows a table with columns: 'PRIMARY UIC', 'SECONDARY UICS', 'STUDENT NAME', 'BIRTH DATE', 'GENDER', and 'ETHNICITY'. The table contains two rows of data.

PRIMARY UIC	SECONDARY UICS	STUDENT NAME	BIRTH DATE	GENDER	ETHNICITY
4500253700		Foley Jr., Timbra L.K.	06/11/2008	Male	Black or African American
4677615228		Foriest-Smith, TIMMESHAM	06/14/1994	Female	White

Pre-ID One Student at a Time

Student Summary

[Page Instructions](#)

Student Demographics

Student Name	Birth Date	Gender
Romo-Gomez, Leonara	10/05/2002	Male
Primary UIC	Secondary UIC(s)	Ethnicity
	Student does not have Secondary UIC(s)	Black or African American
Address		
Data not available		

Assign to Different Student

Current Assessments

Pre-Id Student Unassign Reassign District and School Contacts

SELECT	BARCODE	SCHOOL	GRADE	ASSESSMENT	CONTENT AREA	TEST MODE ⓘ	STATUS
No records to display.							

Pre-ID One Student at a Time

Student Demographics

** Indicates required field*

* Test Cycle Spring 2019 SAT	* ISD Select an ISD	* District Select a District	* School Select a School
* Last Name Romo-Gomez	* First Name Leonara	Middle Name	* Gender Male
* Birth Date 10/5/2002	* Primary UIC UIC Status Pending	* Ethnicity Black or African Am...	* Grade Select a Grade
Birth Order 0	Additional UICs	Student Number	Address
City	State Michigan	Zip Code	

Other Student Information

WIDA Tier (EL Students Only) Select a Tier	Years of Schooling (EL Students Only) n/a
Year First Entered USA School (EL Students Only)	Feeder School Code
EL <input type="checkbox"/> FEL <input type="checkbox"/> SE <input type="checkbox"/> HS <input type="checkbox"/> MS <input type="checkbox"/> ED <input type="checkbox"/> HL <input type="checkbox"/> FC <input type="checkbox"/> MC <input type="checkbox"/>	

Pre-ID One Student at a Time

Content Areas Selected

SELECT	CONTENT AREA	CONTENT AREA SELECTED	TEST MODE	INCLUDED IN ONLINE SESSION	ONLINE SESSION NAME	REPORTING CODE	RESEARCH CODE 1	RESEARCH CODE 2
<input checked="" type="checkbox"/>	English Language Arts	No	<input checked="" type="radio"/> Paper/Pencil <input type="radio"/> Online	-		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Mathematics	No	<input checked="" type="radio"/> Paper/Pencil <input type="radio"/> Online	-		<input type="text"/>	<input type="text"/>	<input type="text"/>

MSDS Copy

- Student data for pre-ID can be copied from MSDS into the Secure Site for a test cycle
- The MSDS data will be from the Fall MSDS General Collection (fall student count day) and student record maintenances (SRM) files submitted
 - If new students have not been submitted in MSDS, they will not come up on the MSDS Copy function
 - Check with your district student pupil accounting person to determine their practice and timing of when they submit new student enrollment in MSDS
 - Student data for pre-ID can be copied from MSDS into the Secure Site for a test cycle
 - The MSDS data will be from the Fall MSDS General Collection (fall student count day) and student record maintenances (SRM) files submitted

MSDS Copy

Pre-ID Stu

Select the method to Michigan Student Data document can be found **are currently in MSDS school year and you**

- Pre-Id 
 - Pre-Id Students
 - Material Orders
 - Online Sessions
 - Barcode Labels
 - Online Waiver Requests
 - WIDA Test Exceptions
 - District and School Contacts
 - Test Center Participation
 - Reporting Codes

screen are MSDS Copy (using current student data in the site). The Pre-ID File Template and Pre-ID File Format **Copy, it is important to select the grade the students** **acy and Mathematics, students have not yet been submitted in MSDS for the 2018/19** **but use this year's grade as the destination grade.**

[Page Instructions](#)

Pre-ID Students

* Indicates required fields

* **Pre-ID Method**

MSDS Copy File Upload

* **ISD Enrollment in MSDS** 

* **District Enrollment in MSDS** 

School Enrollment in MSDS 

* **Grade Enrollment in MSDS** 

Special Education (SE) in MSDS  All Yes No

English Learner (EL) in MSDS  All Yes No

MSDS Copy

Select Destination Information

* Indicates required field

* Destination Test Cycle

Select a Test Cycle

* Content Area

* Destination Grade

Select a Grade

School

Select a School

Search Results

Search Results

Select All

Unselect All

	SCHOOL	UIC	STUDENT NAME	BIRTH DATE	GENDER	AS OF DATE	GRADE
<input type="checkbox"/>	Delton-Kellogg High School (00900)	5034570894	<u>Anaya, BIANNCA</u>	08/23/1999	F	10/07/2015	11
<input type="checkbox"/>	Delton-Kellogg High School (00900)	1262743673	<u>Anson, TOLIESHA</u>	06/22/1999	F	10/07/2015	11
<input type="checkbox"/>	Delton-Kellogg High School (00900)	3801681572	<u>Aukerman, TSAIKE</u>	06/20/1999	M	10/07/2015	11
<input type="checkbox"/>	Delton-Kellogg High School (00900)	5771678888	<u>...</u>	05/14/1999	M	10/07/2015	11

Back

Submit

Pre-Identification of MME Students

IMPORTANT:

Students must be pre-identified to all three MME assessments SAT, WorkKeys and M-STEP separately. This is important for barcode labels and for accurate initial material orders paper/pencil testing and transferring to the DRC INSIGHT Portal for M-STEP online testing

Grade 8 students must be pre-identified in the PSAT 8 AND M-STEP

Mass Update Assessments

- Students pre-identified to one of the three MME components can be copied over as a group to the remaining two MME components
- Students pre-identified to PSAT 8 or M-STEP can be copied over the other assessment

Mass Update Assessments

Home Admin Security Assessment Registration Student Assessments Reports Accountability Review Requests

Mass Update Assessments

[Page Instructions](#)

Search Criteria

** Indicates required field*

*** Test Cycle**

Select a Test Cycle

*** ISD**

Select an ISD

*** District**

Select a District

School

Select a School

Grade

All

Special Education (SE)

All Yes No

Homeschooled (HS)

All Yes No

Assigned

All Yes No

Limited English Proficient (LEP)

All Yes No

Search

Reset

Mass Update Assessments

Search Criteria

** Indicates required field*

*** Test Cycle** Spring 2017 M-STEP *** ISD** Barry ISD (08000) *** District** Delton Kellogg Schools (08010) School Delton-Kellogg High School (00900)

Grade All **Special Education (SE)** All Yes No **Homeschooled (HS)** All Yes No **Assigned** All Yes No **Limited English Proficient (LEP)** All Yes No

Search Reset

Search Results

** Indicates required field*

*** Mass Update Type** Copy to Different Test Cycle *** Copy to Test Cycle** Spring 2017 WorkKeys WorkKeys

Select All Unselect All

SELECT	SCHOOL	ASSIGNED	STUDENT NAME	UIC	BIRTH DATE	GRADE	CONTENT AREA SELECTED - TEST MODE				REPORTING CODE				
							ELA	MA	SC	SS	ELA	MA	SC	SS	EL
<input checked="" type="checkbox"/>	00900	Yes	Anaya, BIANNCA	5034570894	08/23/1999	11	N/A	N/A	Yes - ON	Yes - ON					
<input checked="" type="checkbox"/>	00900	Yes	Anson, TOLIESHA	1262743673	06/22/1999	11	N/A	N/A	Yes - ON	Yes - ON					
<input checked="" type="checkbox"/>	00900	Yes	Aukerman, TSAIKE	3801681572	06/20/1999	11	N/A	N/A	Yes - ON	Yes - ON					

Save  Print

Pre-ID Student Report

- Use to ensure students are pre-identified to all three components of the MME (SAT, WorkKeys, and M-STEP science and social studies)
- Use to ensure grade 8 students are pre-identified to PSAT and M-STEP
- Download into an Excel Spreadsheet and move columns and add columns as needed to organize your testing such as:
 - Use it as a checklist to ensure all paper/pencil answer documents are returned
 - Use it to keep a list of students that did not test and jot down the reason – you will need this information later
 - Use it to create a testing schedule

Pre-ID Student Report

Home Admin Security Assessment Registration Student Assessments Reports Accountability Review Requests

Pre-ID Student

The Pre-ID Student Report will show results for all pre-identified students. Pre-identified assessments must be pre-identified. To unassign a student, click the "Unassign" button at the bottom of the student's row.

- Pre-Id ▸
 - Pre-Id Students
 - Pre-Id Student Report
 - Early Roster Load Results
 - Pre-Id File Upload Results
- Material Orders ▸
- Online Sessions ▸
- Barcode Labels
- Online Waiver Requests
- WIDA Test Exceptions
- Test Center Establishment

students, including home schooled students, taking online or paper and pencil assessments. To unassign a student, click the "Unassign" button at the bottom of the student's row.

[Page Instructions](#)

Search Criteria

* Indicates required field

* **Test Period**

Select a Test Period

* **Test Cycle**

Select a Test Cycle

Testing Mode

All Online Paper and Pencil

Select Content Areas

* **ISD**

Select an ISD

* **District**

Select a District

School

Select a School

Search

Reset

Pre-ID Student Report

Search Criteria

* Indicates required field

* **Test Period** OR * **Test Cycle**

Select a Test Period Spring 2017 M-STEP

* **ISD** * **District** School

Barry ISD (08000) Delton Kellogg Schools (08010) Delton-Kellogg High School (00900)

Testing Mode: All Online Paper and Pencil

Select Content Areas:

- Check All
- English Language Arts
- Mathematics

Search Reset

Pre-IDed Students

	SCHOOL	UIC	STUDENT ID	STUDENT NAME	BIRTH DATE	GENDER	GRADE	ETHNICITY	LEP	SE	ED	HL	MS	HS	PREID DATE	ENGLISH LANGUAGE ARTS	MATHEMATICS	SCIENCE	SOCIAL STUDIES
<input type="checkbox"/>	Delton-Kellogg High School (00900)	5034570894	12768	Anaya, BIANCA M	08/23/1999	F	11	Hispanic or Latino	N	N	N	N	N	N	11/29/2016			MSTEP - ON	MSTEP - ON
<input type="checkbox"/>	Delton-Kellogg High School (00900)	1262743673	14467	Anson, TOLIESHA P	06/22/1999	F	11	White	N	N	Y	N	N	N	11/29/2016			MSTEP - ON	MSTEP - ON

Unassign Print Download

Total Pre-IDed Students

GRADE	ENGLISH LANGUAGE ARTS		MATHEMATICS		SCIENCE		SOCIAL STUDIES		TOTAL FOR GRADE	
	PAPER	ONLINE	PAPER	ONLINE	PAPER	ONLINE	PAPER	ONLINE	PAPER	ONLINE
11	0	0	0	0	0	8	0	8	0	8
Total for Content Area	0	0	0	0	0	8	0	8	0	8

Print Download

Barcode Labels

- All paper/pencil answer documents require a student barcode label on it for scoring
 - Missing barcodes can impact scoring and association to the correct student
 - Answer documents without barcodes may not be scored
- Barcode labels for students pre-identified on the Secure Site by 5:00 p.m., February 12 will be printed and shipped from the contractor
- New students pre-identified after February 12, missing or damaged barcode labels must be printed by the school from the Secure Site

Barcode Label

- There is a different barcode label for each assessment
- SAT, WorkKeys, M-STEP, PSAT 8, PSAT 9 and PSAT 10 barcode labels must be used on the correct answer document
- The assessment name (Spring 2020 SAT, Spring 2020 WorkKeys, etc.) will print on the barcode label based on the Test Cycle you select, ensure it is placed on the correct answer document

Barcode Label

Barcode Labels

[Page Instructions](#)

Search Filter

Test Cycle* Spring 2015 M-STEP
ISD* Barry ISD (08000)
District* Delton Kellogg Schools (08010)
School* Delton Kellogg Elem. School (00901)

Last Name
UIC
Pre-Id After Date
First Name
Birth Date
Middle Initial
Grade
Gender

Search Reset

Search Results

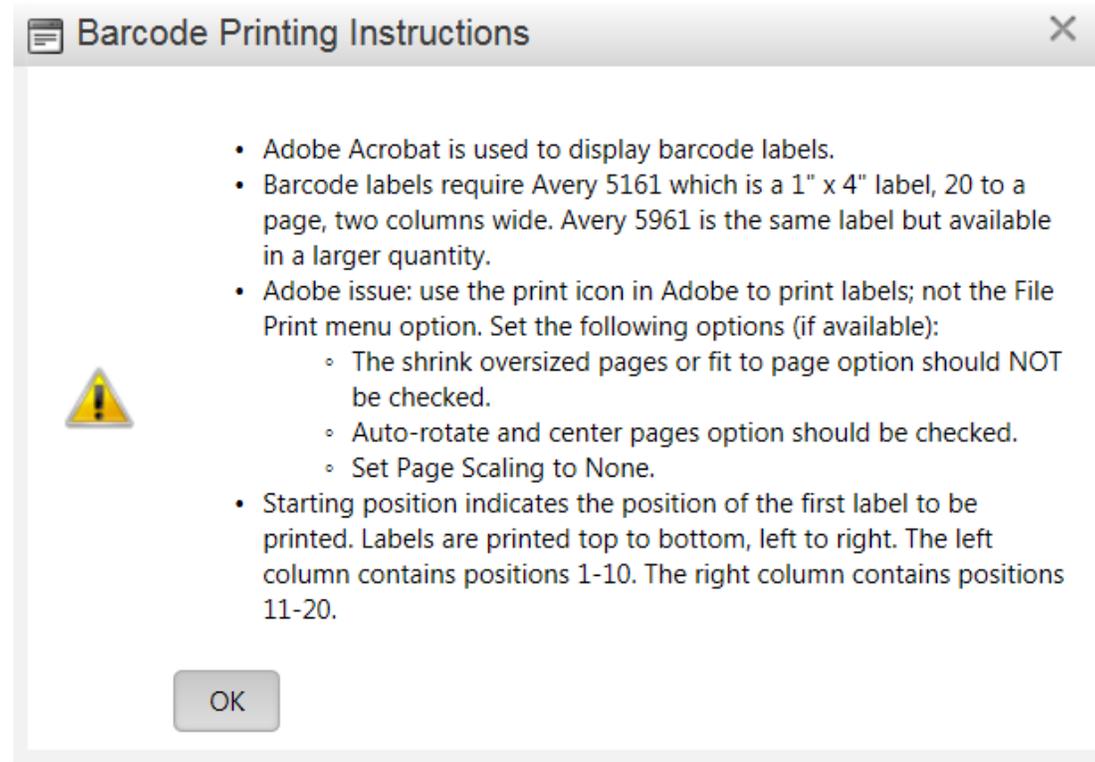
Search Results

	SCHOOL	UIC	LAST NAME	FIRST NAME	BIRTH DATE	GENDER	PRE-ID DATE	GRADE	ELA	MA	SC	SS
<input type="checkbox"/>	Delton Kellogg Elem. School (00901)	9074950397	Anderson	KRISTAPHER	04/13/2005	M	01/06/2015	03	MSTEP	MSTEP		

Starting Position: 1
Number of Copies: 1

Date

Barcode Labels



A dialog box titled "Barcode Printing Instructions" with a close button (X) in the top right corner. On the left side of the dialog, there is a yellow warning triangle icon with a black exclamation mark. The main content area contains a bulleted list of instructions. At the bottom left of the dialog, there is an "OK" button.

Barcode Printing Instructions

- Adobe Acrobat is used to display barcode labels.
- Barcode labels require Avery 5161 which is a 1" x 4" label, 20 to a page, two columns wide. Avery 5961 is the same label but available in a larger quantity.
- Adobe issue: use the print icon in Adobe to print labels; not the File Print menu option. Set the following options (if available):
 - The shrink oversized pages or fit to page option should NOT be checked.
 - Auto-rotate and center pages option should be checked.
 - Set Page Scaling to None.
- Starting position indicates the position of the first label to be printed. Labels are printed top to bottom, left to right. The left column contains positions 1-10. The right column contains positions 11-20.

OK

Barcode Labels

- Labels will come up in Adobe
 - Make sure pop up blockers are disabled
- Click the Printer Icon in adobe to print and follow the previous printing instructions that displayed.
- Do not click on File and print, this is part of the web browser and will not print the labels.

SAT and PSAT Material Orders

- SAT standard materials will be sent based on the number of students pre-identified on the Secure Site minus the approved accommodation applications
 - Accommodated materials will be sent based on the approved applications submitted in College Boards SSD system
 - Standard material count will be based on the number of students pre-identified in Secure Site on February 12 at 5:00 pm
 - Important to have all your students pre-identified to ensure the proper number of initial materials
 - Standard material order can be viewed on the Initial Material Order page but it can only be changed by the number of students pre-identified for testing
 - Accommodated versions cannot be viewed on the order screen

SAT and PSAT Material Orders

- Additional material orders, if needed, can be entered on the Additional Material Order page of the Secure Site
 - March 27 – April 7
 - These are additional initial day material, not make up orders
- Makeup materials will be ordered through College Board April 14 - April 16
 - An email with instructions will be sent to the contacts listed in the EEM
 - Short window, mark on your calendar
 - PSAT – you will use initial day testing materials and additional material can be ordered April 14 – April 16

WorkKeys Material Orders

- WorkKeys standard materials will be based on the number of students pre-identified on the Secure Site
 - Standard material count will be based on the pre-ID in Secure Site on February 12 at 5:00 pm
 - The number of standard materials can only be updated based on the number of students pre-identified
 - Important to have all your students pre-identified to ensure the proper number of initial materials
- Schools must enter in accommodated material orders on the Secure Site by 5:00 pm, February 12
 - The number of accommodated versions ordered will be subtracted from the standard materials order

WorkKeys Material Orders

- The full initial material order can be viewed on the Initial Material Order page of the Secure Site
- Additional material orders, if needed, can be entered on the Additional Material Order page of the Secure Site March 23– April 7
- Make Up tests will be ordered from the Additional Material Order page of the Secure Site April 15 – April 16
 - Short window – mark your calendar

M-STEP Material Order

- M-STEP initial standard material orders will be based on the students pre-identified **AND** selected for paper/pencil testing as of 5:00 pm, February 12
 - You can view this on the Initial Material Order screen of the Secure Site
- Accommodated materials will be ordered from the Initial Material Order screen on the Secure Site
 - Braille and Enlarged Print will require the selection of the student(s)
- If an accommodated version is ordered and saved, students may continue to be pre-ID but you will need to manually change the number of standard materials on the order screen by 5:00 pm, February 12
- Additional materials can be ordered from the Additional Material Order page of the Secure Site April 7- April 28

Accessing Material Order Pages

The screenshot shows a web application interface with a top navigation bar containing the following tabs: Home, Admin, Security, Assessment Registration, Student Assessments, Reports, and Accountability. The 'Assessment Registration' tab is currently selected. A dropdown menu is open from this tab, listing the following options: Pre-Id, Material Orders, Online Sessions, Barcode Labels, Online Waiver Requests, WIDA Test Exceptions, District and School Contacts, Test Center Establishment, and Reporting Codes. The 'Material Orders' option is highlighted in blue, and its sub-menu is open, listing: Initial Material Orders, Additional Material Order, Emergency Material Order, and Material Order Reports. The 'Initial Material Orders' option is circled in red. Below the main menu, there is a 'Search Filter' section with a text input field and a 'Select a Test Period' button. The page content area on the left shows the text 'Secure Site' and 'Check the Home page'.

Create or Edit an Order

Initial Material Orders

The Initial Order Saved column indicates if an order has been saved for the school. Testing Online indicates if the school is administering the test online. The Pre-ID Total for Paper column is the count of students pre-identified for the assessment but not identified as testing online. To create an order, update an order or view an order, click on the link in the far left column.

[Page Instructions](#)

Search Criteria

** Indicates required field*

*** Test Cycle** Spring 2018 WorkKeys WorkKeys

*** ISD** Barry ISD (08000)

*** District** Hastings Area School District (08030)

School Hastings High School (05882)

[Search](#) [Reset](#)

Search Results

OPEN ORDER	SCHOOL	INITIAL ORDER SAVED	ORDER NUMBER	STATUS	ORDER SUMMARY	TESTING ONLINE	PRE-ID TOTAL FOR PAPER
Create Order	Hastings High School (05882)	no	N/A	N/A	N/A	no	0

1 items in 1 pages

[Download](#) [Print](#)

This may say view order if an order has been saved. You can still adjust the order if needed before

Verify Shipping Address

Initial Material Order Details

Test Cycle

Spring 2017 M-STEP

District

East Lansing School District (33010)

School

East Lansing High School (01025)

M-STEP, district user can select school or district to ship to
SAT, PSAT and WorkKeys will only be shipped to school

Shipping Information

* Indicates required field

* Shipping Destination

School

Address 

Attn: Tina Foote
501 BURCHAM DRIVE
EAST LANSING, MI 48823

Material Order

Material Counts (Initial Order) ▼

Extended Time, Regular Print Book:

Accommodations, Arabic Audio DVD with Regular Print English Book:

Accommodations, Spanish Extended Time, Regular Print Spanish Book:

Accommodations, Braille UEB with Regular Print Book:

Accommodations, American Spanish Braille with Regular Print Spanish Book:

Accommodations, English Audio DVD with Regular Print English Book:

Standard Time Administration Manual:

Accommodations, Translated Test Instructions:

Accommodations, Spanish Audio DVD with Regular Print Spanish Book:

Incident Reports

- This is for M-STEP
 - To report an incident for SAT, PSAT or ACT WorkKeys, follow College Board and ACT instructions
- Complete an incident report:
 - Requesting a new test (online or paper/pencil)
 - Reporting a student who is resuming testing (paper/pencil only)
 - Reporting test irregularities and misadministrations
 - Marking a test “Do Not Score” (paper/pencil only)
 - Marking a test “Prohibitive Behavior,” and
 - Marking a test “Nonstandard Accommodation”
- Check the M-STEP manual for more details

Incident Reports

Home Admin Security Assessment Registration Student Assessments Reports Accountability Review Requests

Incident Reports

When completing the Search Criteria fields below, do not

incident report that was already submitted for a student.

[Page Instructions](#)

The Incident Report page can only be used for M-STEP and M-STEP
WorkKeys manuals

or Workkeys assessments, please follow the instructions in the SAT and

Accountable Students & Test Verification

Student Search

Mass Update Assessments

Incident Reports

Search Criteria

* Indicates required field

* Test Cycle

Select a Test Cycle

ISD

Select an ISD

District

Select a District

School

Select a School

Student Last Name

Student First Name

Student UIC

Search

Reset

Incident Reports

Search Criteria

* Indicates required field

* **Test Cycle**

Spring 2017 M-STEP

ISD: Select an ISD

District: Select a District

School: Select a School

Student Last Name:

Student First Name:

Student UIC:

[Search](#) [Reset](#)

Search Results

VIEW/UPDATE	REPORT ID	ISD	DISTRICT	SCHOOL	GRADE	INCIDENT CATEGORY	INCIDENT SUBCATEGORY	STATUS	CREATED BY	SUBMITTED DATE	ASSIGNED TO
Review Report	2295				11	Other	Other	Submitted		11/15/2016 04:13 PM	-
Review Report	2060				03	Misadministration	Wrong test administered	Additional Information Requested		10/10/2016 10:20 AM	-

 [Create Incident Report](#) [Download](#) [Print](#)

Incident Report

* Indicates required field

Requestor Name  Foote, Tina	Requestor Phone  [Redacted]	Requestor Email  [Redacted]	CC Email [Empty]
Contact Title  [Empty]	Contact Name  [Empty]	Contact Phone  [Empty]	Contact Email  [Empty]
Test Cycle Spring 2017 M-STEP	* ISD Select an ISD	* District Select a District	* School Select a School
* Grade Select a Grade	* Content Area Select a Content Area	* Testing Mode <input type="radio"/> Paper/Pencil <input type="radio"/> Online	
* Incident Category Select an Incident Category	* Incident Subcategory Select an Incident Subcategory		* Date and Approximate Time Incident Occurred [Empty]  

Incident Description

* Indicates required field

* Incident Description

The description should be as complete as possible and include:

- a list of staff involved by name and role, 
- a description of the incident, and 
- whether security of any test item or secure material was potentially compromised. 



Incident Report

Request Action

* Indicates required field

* Resolution Action

- No resolution action needed
- Unlock online sessions 
- Regenerate online sessions 
- Order emergency paper materials

Students Involved or Impacted

* Indicates required field

* Were specific students involved in or impacted by the incident?

- Yes
- No

Attach Documentation

Attach documents to support the Report (Allowed extensions are: .doc, .docx, .xls, .xlsx, .csv, .txt, .pdf)

Select

Print

Save

Save and Submit

Accountable Students and Test Verification

- Three functions in this process
 - Verify enrollment for accountability reporting
 - Available in May
 - Verify the receipt of answer documents, paper/pencil and online
 - Available in May/June
 - Verification of students not tested
 - Available in June

Accountable Students Enrolled and Demographics

- Verification of accountable students and demographics

- List of enrolled students and demographics will be available on the Secure Site to view
 - Based on Fall and Spring MSDS collections and student record maintenance (SRM) files submitted in MSDS
- Last opportunity to update MSDS with student enrollment, exit and demographics for accountability and assessment reporting
- Need to involve the district MSDS person
 - You can use the District and School Contact page of the Secure Site to find your district MSDS person
- This is for grades 3-8, 11 and some required grade 12
 - Does not include grades 9 and 10

Answer Documents Received and Not Tested

- Verify answer documents have been received and processed by the contractor
 - Paper/pencil
 - Online
- Only opportunity to submit Missing Test
- Only opportunity to appeal incorrectly identified M-STEP prohibitive behavior and nonstandard accommodation designations
- This is available SAT, PSAT 8/9, PSAT 10, WorkKeys and M-STEP

Answer Documents Received and Not Tested

- Opportunity for schools to submit a reason a student did not test
 - Possible accountability participation exemption
 - Required for federal reporting
- Available for grades 3-8, 11 and some required 12
 - Does not include grades 9 and 10

Accountable Students & Test Verification

Things to do ahead of time....

- Inform your student pupil accounting person that OEAA will pull student enrollment, exits and demographics for accountability and assessment reporting in June
 - Using an “as of date” on or before May 29, 2020
 - June deadline will be announced later
 - This will be for grades 3-8, 11 and required grade 12
- OEAA will **not** use the MSDS End of Year Collection, so Student Maintenance Files (SRM) will need to be submitted to update student information
- Watch for additional communications in the Spotlight

Accountable Students & Test Verification

Things to do ahead of time....

- Districts do NOT have to wait to update MSDS until the OEAA review period, SRMs can be submitted after the spring MSDS general collection and through testing
 - Give a copy of the Best Practices, MSDS Reporting Guide for Trouble-free Accountability Data located at www.Michigan.gov/securesitetraining to the district student pupil account person

Accountable Students & Test Verification

Things to do ahead of time....

- Ask teachers to keep track of students that did not test with the reason why and turn that information in to a centralized person
 - This will not be needed for grades 9 and 10
 - You will need this to identify if a test is missing or was not taken
 - You will need this to select a reason a student did not test in June
 - Required federal reporting
 - Possible accountability exemption for participation

Secure Site Support

www.michigan.gov/Securesitetraining

Email mde-oeaa@Michigan.gov

Call 877-560-8378, select option 3