



Using the OEAA Secure Site

www.Michigan.gov/OEAA-Secure



User ID

- Each district should have at least two district administrator level users for the OEAA Secure Site.
- OEAA will direct a user request to one of the district administrators.
- District administrators have the ability to:
 - Create new users
 - Delete users
 - Modify a user's level of access
 - Modify a user's access to building(s)
 - Reset passwords

User ID

- OEAA will create district administration level users for public schools and school administration users for nonpublic schools only.
 - The form is available by emailing oeaa@michigan.gov
- Password resets should be done by the district administration level user. If OEAA must reset a password for an active user, the user needs to send a request to oeaa@michigan.gov from their email address.

Welcome/Announcement Screen

- First screen after logging in to the OEAA Secure Site.
- Click on “Announcements” on the left at any time.
- Contains important messages in relation to the OEAA Secure Site.
- Contains important deadlines and dates in relation to tasks on the OEAA Secure Site.
- Contains information for all assessments:
 - MEAP
 - MI-Access
 - ELPA
 - ELPAS (ELPA Screener)
 - MME
 - SCAS
 - MEAP-Access

Welcome/Announcement Screen

Welcome to the OEAA Secure Site

To view important information and documents pertaining to a specific assessment: select the assessment from the dropdown menu below.

To begin working on the OEAA Secure Site: please click on the appropriate link from the menu at the left.

Announcements

Assessment: All

Assessment	Assessment	Task Start Date	Task End Date
MI-Access	<p>Access contractor will provide preprinted materials for who are 1) pre-identified in the OEAA Secure Site May 15 and September 12, 2008 and 2) assigned to MI-Access test type (Participation, Supported Independence, or Functional Independence). Districts will need to locally print pre-ID student barcode labels for students pre-identified at the OEAA Secure Site after September 12, 2008.</p>	5/15/2008	9/12/2008
SCAS	<p>Assessments for local districts that wish to assess students' achievement at the end of Algebra I, Geometry, Biology and/or English 9 this spring are now available by selecting SCAS from the Assessment drop down on this page. We ask that you not post these assessments electronically nor circulate them to staff, parents, or students. We appreciate your cooperation in this matter. Also, any printed copies of the booklets should be kept in secure storage except when being used with students.</p>	5/8/2008	5/9/2009
MEAP	<p>Printed barcode labels will be shipped from the contractor for students identified for Fall 2008 MEAP testing prior to August 1, 2008. Printed barcode labels will be sent from the contractor in a second shipment for students identified August 2 - September 11. Schools will need to print barcode labels for</p>	5/12/2008	11/7/2008

Welcome/Announcement Screen

	24 using the Material Orders/Tracking screen.		
MME	Seniors were pre-identified for the Spring 2009 MME by OEAA based on their previous MME Scores. Seniors are eligible to test if they have not previously taken the MME or if the student does not have a score in one or more MME content areas (math, science, social studies, reading, and writing).	12/15/2008	3/27/2009
SCAS	Assessments for local districts that wish to assess students' achievement at the end of Algebra I, Geometry, Biology and/or English 9 this spring are now available by selecting SCAS from the Assessment drop down on this page. We ask that you not post these assessments electronically nor circulate them to staff, parents, or students. We appreciate your cooperation in this matter. Also, any printed copies of the booklets should be kept in secure storage except when being used with students.	5/8/2008	5/9/2009
ELPAS	ELPA Screeners can be ordered by using the form available at www.michigan.gov/elpa .	11/29/2007	8/19/2010

Assessment Documents

OEAA Secure Site User Manual

[OEAA Secure Site User Manual \(updated 11/2008\)](#) PDF

Pre-ID File Format

[Pre-ID File Format Version 2.4 Effective March 12, 2008](#)
[Pre-ID Microsoft Excel Template Effective March 12, 2008](#)





Student Counts

- Click on “Student Counts” at the left.
- Student counts are used for initial materials.
 - May need to estimate
 - Opportunity to order additional materials closer to the assessment
- Counts for accommodated versions of assessment.

Student Counts

- Used to assist the contractor in quantity of materials to be printed and organizing shipping.
- If you do not enter counts:
 - MEAP, MME, and ELPA – may not receive enough materials and will not receive any accommodated versions of assessment.
 - MI-Access and MEAP-Access – will not receive any materials.
- Verify correct shipping address and contact person. If incorrect, notify district EEM Authorized User.
- Grade levels displayed for entering counts are based on the grade levels for the building in the EEM. If no grade levels are indicated in the EEM – all grade levels are displayed.

Student Counts

Student Count	Search
Test Cycle	
Test Cycle	
<input type="text" value="[Select]"/>	
Entity Information	
ISD	
<input type="text" value="[Select]"/>	
District	
<input type="text" value="[None]"/>	
School	
<input type="text" value="[None]"/>	
Student Count	

Student Counts

MEAP

Student Counts Search Save Reset

Test Cycle / ISD / District / School

Test Cycle
Fall 2009 MEAP Grades 3 - 9

District
Delton-Kellogg School District (08010)

ISD
Barry ISD (08)

School
Delton Kellogg Elem. School (0901)

Shipping Information
Select Shipping Destination
(Note: Destination selection is for the entire District)

District
 School

SHIP TO: *
Delton Kellogg Elem. School
Attn: Steve Scoville
327 N. Grove Street
Delton, MI 49046

* If the ship to information is not correct, please contact the district office to update the Educational Entity Master (EEM) with the correct shipping address or contact information.

Student Counts Last Update: 6/10/2009 2:25:40 PM User: Louise Angelo

Grade 3											
	Admin. Manual	Test Booklets	Multiple Day Test Booklets	Braille	Enlarged Print	English Reader Script	English Audio CD	English DVD Video	Arabic DVD Video	Spanish DVD Video	
Reading						N/A	N/A	N/A	N/A	N/A	Reading
Math											Math

Grade 4											
	Admin. Manual	Test Booklets	Multiple Day Test Booklets	Braille	Enlarged Print	English Reader Script	English Audio CD	English DVD Video	Arabic DVD Video	Spanish DVD Video	
Reading						N/A	N/A	N/A	N/A	N/A	Reading
Writing						N/A	N/A	N/A	N/A	N/A	Writing
Math											Math

<< Prev Next >>

- District or school level user can enter counts.
- District level user can select “Shipping Destination”.

Student Counts

MME

Student Counts Search

Test Cycle / ISD / District / School

Test Cycle Spring 2009 MME	ISD Barry ISD (08)
District Delton-Kellogg School District (08010)	School Delton-Kellogg High School (0900)

Shipping Information

Shipping Destination (Note: All materials will be shipped to the school.)	SHIP TO:* Delton-Kellogg School District Attn: 327 N. Grove Street Delton, MI 49046
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* If the ship to information is not correct, please contact the district office to update the Educational Entity Master (EEM) with the correct shipping address or contact information.

Student Counts	Last Update: User:
A. Number of Grade 11 and eligible Grade 12 sm students to be assessed with each type of material for Day 2 and Day 3. <small>* - Refer to the MME Administration Manual to determine Grade 12 eligibility.</small>	
Initial Standard Time - Regular Print (no accommodations)	<input type="text"/>
Extended Time - Regular Print (does not require any accommodated format listed below)	<input type="text"/>
Large Type (18 point font)	<input type="text"/>
Braille	<input type="text"/>
Reader Script with regular print booklet	<input type="text"/>
English Audio Cassette with regular print booklet	<input type="text"/>
English Audio DVD with regular print booklet	<input type="text"/>

- Only school level user can enter counts.
- Materials will only be shipped to the high school.

Student Counts

ELPA

Student Counts

Search

Test Cycle / ISD / District / School

Test Cycle
Spring 2009 ELPA

ISD
Barry ISD (08)

District
Delton-Kellogg School District (08010)

School
Delton Kellogg Elem. School (0901)

Shipping Information

Select Shipping Destination
(Note: Destination selection is for the entire District)

District
 School

SHIP TO: *
Delton-Kellogg School District
Attn:
327 N. Grove Street
Delton, MI 49046

* If the ship to information is not correct, please contact the district office to update the Educational Entity Master (EEM) with the correct shipping address or contact information.

Level III Grades 3-5					
	Number of Assessment Administrators	Regular Print	Braille	Enlarged Print	
ELPA					ELPA

Level IV Grades 6-8					
	Number of Assessment Administrators	Regular Print	Braille	Enlarged Print	
ELPA					ELPA

Level V Grades 9-12					
	Number of Assessment Administrators	Regular Print	Braille	Enlarged Print	
ELPA					ELPA

- District level users only can enter ELPA counts.
- District level users only can select the “Shipping Destination”.

Student Counts

MI-Access

Student Counts
Search Save Reset

Test Cycle / ISD / District / School

Test Cycle
Fall 2009 MI-Access

District
Delton-Kellogg School District (08010)

ISD
Barry ISD (08)

School
Delton Kellogg Elem. School (0901)

Shipping Information

Shipping Destination

(Note: All materials will be shipped to the district.)

* If the ship to information is not correct, please contact the district office to update the Educational Entity Master (EEM) with the correct shipping address or contact information.

SHIP TO:*

Delton-Kellogg School District
Attn:
327 N. Grove Street
Delton, MI 49046

Last Update: 6/10/2009 2:55:30 PM User: Louise Angelo

MI-Access Coordinator and Assessment Administration Manual Counts

Enter 2009/2010 MI-Access Coordinator and Assessment Administration Manual Counts:

Grade 3						
	Number of Assessment Administrators	Standard Print	Enlarged Print	Braille	Audio CD	
Participation ELA and Math	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	Participation ELA and Math
Supported Ind. ELA and Math	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	Supported Ind. ELA and Math
Functional Ind. Accessing Print	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Accessing Print
Functional Ind. Math	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Math
Grade 4						
	Number of Assessment Administrators	Standard Print	Enlarged Print	Braille	Audio CD	
Participation ELA and Math	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	Participation ELA and Math
Supported Ind. ELA and Math	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	Supported Ind. ELA and Math
Functional Ind. Accessing Print and Expressing Ideas	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Accessing Print and Expressing Ideas
Functional Ind. Math	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Math

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Next >>

- o District level users only can enter MI-Access counts.
- o All materials will be shipped to the district .

Student Counts

MEAP-Access

Student Counts Search Save Reset

Test Cycle / ISD / District / School

Test Cycle
Fall 2009 MEAP-Access

ISD
Barry ISD (08)

District
Delton-Kellogg School District (08010)

School
Delton Kellogg Elem. School (0901)

Shipping Information
Select Shipping Destination
(Note: Destination selection is for the entire District)

District
 School

SHIP TO: *
Delton-Kellogg School District
Attn:
10425 PANTHER PRIDE DR.
DELTON, MI 49046

* If the ship to information is not correct, please contact the district office to update the Educational Entity Master (EEM) with the correct shipping address or contact information.

Student Counts Last Update: 6/10/2009 2:48:14 PM User: Louise Angelo

Grade 3							
	Admin. Manual	Test Booklets	Braille	Enlarged Print	English Reader Script	English Audio CD	
Reading	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	N/A	N/A	Reading
Math		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Math

Grade 4							
	Admin. Manual	Test Booklets	Braille	Enlarged Print	English Reader Script	English Audio CD	
Reading		<input type="text"/>	<input type="text"/>	<input type="text"/>	N/A	N/A	Reading
Writing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	N/A	N/A	Writing
Math		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Math

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- District or school level user can enter MEAP-Access counts.
- All materials will be shipped to the district.

Additional Order

- Always check for school or district overage before ordering additional materials.
- Click on “Add'l Material Orders” from the left.

Additional Orders Search

Test Cycle / ISD / District / School

Test Cycle [Select] ▼	ISD [Select] ▼
District [None] ▼	School [None] ▼



Additional Order

- Each additional Order screen is specific to the assessment and materials available.
- Only grade levels identified in the EEM will be displayed. If no grade levels are identified in the EEM, all grade levels appropriate to the assessment will be displayed.
- Ancillary Materials will be available for ordering longer than test materials.

Additional Order

Additional Orders

Test Cycle / ISD / District / School

Test Cycle

District

ISD

School

Shipping Information

Select Shipping Destination
 (Note: Destination selection is for this order only.)

District
 School

* If the ship to information is not correct, please contact the district office to update the Educational Entity Master (EEM) with the correct shipping address or contact information.

SHIP TO:*

Benton Harbor Charter School
 Attn:
 455 RIVERVIEW DRIVE, SUITE1
 BENTON HARBOR, MI 49022

Additional Order Counts

Ancillary Materials					
Return Shipment Label	School/Grade Header Sheet	Class/Group ID Sheet	Special Handling Envelopes	Scorable Stickers	Non-scorable Stickers
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Grade 3

	Math Overlay	Test Booklets Reading Session 1	Test Booklets Reading Session 2	Test Booklets Other	Admin. Manual	Braille	Enlarged Print	English Reader Script	English Audio CD	English DVD Video	Arabic DVD Video	Spanish DVD Video	
Reading	N/A	<input type="text"/>	<input type="text"/>	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	N/A	N/A	Reading
Math	<input type="text"/>	N/A	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Math				

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Next >>

Order Summary/Tracking

- Track the status of your order(s) and shipment of assessment materials.
- Click on “Order Summary/Tracking” from the left.
- The following information will be available when tracking your order/shipment:
 - Order Detail for each order from Student Counts and Add'l Materials
 - Current status of ordered, i.e. pending, shipped
 - Date shipped
 - Tracking number with link to track the package through the shipping vendor i.e. FedEx or UPS
- Report button creates a printable report of all orders displayed.

Shipment Tracking

Order Summary

Search

Search Criteria

Test Cycle

[Select] ▼

ISD

[Select] ▼

District

[None] ▼

School

[None] ▼

Order Number

Order Status

[All] ▼

Shipment Tracking

Order Summary

Search

Search Criteria

Test Cycle
Fall 2009 MEAP Grades 3 - 9

District
DeWitt Public Schools (19010)

Order Number

ISD
Clinton County RESA (19)

School
[All]

Order Status
[All]

Search Results

Report

School	Order Number	Order Type	Order Status	Order Detail	Ordered By	Order Date	Processing Date	Completion Date	Tracking	Shipment Detail
00912		Initial	Open	View		6/19/2009				
03424		Initial	Open	View		6/24/2009				
05993		Initial	Open	View		6/19/2009				
08806		Initial	Open	View		6/24/2009				

- Click on “View” under Order Detail for details of order.
- Click on link under “Shipment Detail” to view the packing slip.
- Click on the link under “Tracking” to track the order.

Pre-Identification of Students

- Pre-ID students
 - Some students may be pre-identified by OEAA depending on assessment.
 - MEAP – students are loaded for grades 3-9 for most districts – but not all.
 - MI-Access and MEAP-Access – OEAA does not pre-id students.
 - ELPA – students with low ELPA screener scores, submitted as an ELL student on SRSD and students that took the previous spring ELPA.
 - MME – grade 11 students from the SRSD and eligible grade 12 students.
- One Student at a Time/New Student
- SRSD Copy
- Student Test Cycle Copy
- Pre-ID File Upload/Template



Student Search/One Student at a Time

- Click on “Student Search” from the left.
- Most students will already have a record.
- Use one or two letters of the first name, last name and DOB on a Statewide search for better results.

Student Search/One Student at a time

Student Search **Search**

Student ID Partial Info Search
 Barcode Statewide Search
 UIC

Last Name: First Name: M.I.: Birth Date:

City of Birth: Gender: M F Either Birth Order: SSN:

Primary Ethnic Group: ISD:

District:

School: Building Code: **Select**

* State Wide Search Requires Last Name, First Name, Date Of Birth

Student Search **New Student**

UIC	Student ID	Name	Birth Date	Gender	Ethnicity
		hampton, tina	9/27/1966	F	White, not of Hispanic Origin



Student Search/One Student at a Time

- Click on “Add Test Cycle” button for ELPA, MEAP, MME, MI-Access, and MEAP-Access.
- Click on ELPA Screener for ELPA screener entry.
- Required fields are in red.
- If you cannot see the grade field to the far right, may have to scroll over depending on screen size.

Student Search/One Student at a Time

Student Summary

Cancel

Student Information

Student Number	UIC	Last Name	First Name	M.I.
<input type="text"/>	<input type="text"/>	hampton	tina	<input type="text"/>
Primary Ethnic Group	City of Birth	Birth Date	Birth Order	Gender
White, not of Hispanic Origin	<input type="text"/>	9/27/1966	0	Female
Address	City	State	Zip	
<input type="text"/>	<input type="text"/>	Michigan	<input type="text"/>	



Assessments Scheduled

Unassign

Add Test Cycle

ELPA Screener

To	District	Building	Grade	Assessments Scheduled
	Lansing Public School District(33020)	Dwight Rich Middle School(5068)	07	Fall 2007 MEAP Grades 3 - 9 [U]

Assessment History

Past Scores

District	Building	Grade	Assessment History
Bridgman Public Schools(11340)	Bridgman Elementary School(0400)	06	Spring 2008 ELPA

[U] - Unassigned, [T] - Assessment Taken



Add a New Student

- Most students should already have a record.
- Always do a student search before adding a new student.
- Click on “New Student” button located on Student Search page.
- When saving new student, system will double check for a matching record.
- Fields in red are required.

Add a New Student

Student Search **Search**

Student ID Partial Info Search
 Barcode Statewide Search
 UIC

Last Name First Name M.I. Birth Date 

City of Birth Gender M F Either Birth Order SSN

Primary Ethnic Group ISD

District

School Building Code **Select**

*** State Wide Search Requires Last Name, First Name, Date Of Birth**

Student Search **New Student**

UIC	Student ID	Name	Birth Date	Gender	Ethnicity
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Add a New Student

Student Demographics Save Cancel

ISD / District / School / Test Cycle

ISD [Select] **District** [None]

School [None] **Test Cycle** [Select]

General Demographics

Student Number []	Last Name []	First Name []	M.I. []	Gender [Select]
Primary Ethnic Group [Select]	City of Birth []	Birth Date []	Birth Order []	Grade [None]
Address []	City []	State MI	Zip []	

Other Student Information

Graduation Date (MM/YYYY) [] / []	Years of Schooling [None]	Enrollment Date (MM/DD/YYYY) []
Exit Date (MM/DD/YYYY) []	First Entered USA (MM/DD/YYYY) []	

Limited English Proficiency Formerly Limited English Proficiency Economically Disadvantaged
 Migratory Status Special Education Homeless

Post-Secondary School Choices

[] 1st Choice	[] 2nd Choice	[] 3rd Choice	[] 4th Choice
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Assessment Information

Content Areas Scheduled for Assessment	Class Group Code
<input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> ELA	<input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> ELA

Add a New Student

Select	UIC	Student ID	Name	Birth Date	Gender
<input type="radio"/>			hampton, tina	9/27/1966	F

Not the Correct Student Match. Generate a new ID for the student below.

Student Demographics

Verify **Cancel**

ISD / District / School / Test Cycle

ISD: Barry ISD (08)
District: Delton-Kellogg School District (08010)
School: Delton Kellogg Elem. School (0901)
Test Cycle: Fall 2009 MEAP Grades 3 - 9

General Demographics

Student Number	Last Name	First Name	M.I.	Gender
	hampton	tina		Female
Primary Ethnic Group	City of Birth	Birth Date	Birth Order	Grade
Asian or Pacific Islander		9-27-1966		07
Address	City	State	Zip	
		MI		

Other Student Information

Graduation Date (MM/YYYY): / /
Exit Date (MM/DD/YYYY): / /
Years of Schooling:
First Entered USA (MM/DD/YYYY): / /
Enrollment Date (MM/DD/YYYY): / /

Limited English Proficiency
 Migratory Status
 Formerly Limited English Proficiency
 Special Education
 Economically Disadvantaged
 Homeless

Post-Secondary School Choices

1st Choice	2nd Choice	3rd Choice	4th Choice
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Assessment Information

Content Areas Scheduled for Assessment

<input checked="" type="checkbox"/> Math	<input type="checkbox"/> Science	<input type="checkbox"/> Social Studies	<input checked="" type="checkbox"/> ELA
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Class Group Code

<input type="checkbox"/> Math	<input type="checkbox"/> Science	<input type="checkbox"/> Social Studies	<input type="checkbox"/> ELA
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Research Code 1

<input type="checkbox"/> Math	<input type="checkbox"/> Science	<input type="checkbox"/> Social Studies	<input type="checkbox"/> ELA
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Research Code 2

<input type="checkbox"/> Math	<input type="checkbox"/> Science	<input type="checkbox"/> Social Studies	<input type="checkbox"/> ELA
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Home Schooled

<input type="checkbox"/> Math	<input type="checkbox"/> Science	<input type="checkbox"/> Social Studies	<input type="checkbox"/> ELA
-------------------------------	----------------------------------	---	------------------------------



SRSD Copy

- Click on “SRSD Copy” from the left.
- Important to note date at top left of SRSD Copy screen.
- Can only use for students that were submitted on the SRSD submission dated at the top left.

SRSD Copy



SRSD Copy Search

SRSD Data as of Student Count Date: 09/24/2008

Destination Test Cycle

Source Grade

Destination Grade

ISD

District

Source School

Destination School

Spec. Ed.

LEP

Last Name

First Name

M.I.

Select SRSD Copy List

Enter search criteria and press the Search Button.

SRSD Copy

- After you select your search criteria and click on “Search”, students submitted on the SRSD will be listed based on the search criteria.
- Select all or select only a few students to be copied over into the OEAA Secure Site.
- Once you click “Save”, a file is created and the students are loaded into the secure site.

SRSD Copy

- Once saved, Pre-ID Imported Files screen will display with status of file.
- Must click “Search” button to refresh screen to view the change in status.
- If an error is displayed, must contact OEAA.

SRSD Copy

Pre-ID Imported Files **Search**

Search Criteria

ISD
Berrien ISD (11)

District
Brandywine Community Schools (11210)

Test Cycle
Spring 2008 MME





Search Results **Download**

	Batch ID	District(s)	Test Cycle	Description	Submitter	Submitted	Completed
<input type="radio"/>	22021	Brandywine Community Schools	Spring 2008 MME	<i>File uploaded to server. Waiting for server to process file for errors.</i>	Tina Foote	4/21/2008	

--- Legend ---

- [] - Radio button that allows a user to download any errors for a selected Batch ID.
- [Batch ID] - A unique number assigned to an upload. Any requests for help or information on an upload should be made with this number.
- [District(s)] - The district for which the upload was submitted under.
- [Test Cycle] - The test cycle for which the upload was submitted under.
- [Description] - Information regarding the submitted upload.
- [Submitter] - The name of the person who uploaded the corresponding batch file.
- [Submitted] - The date/time that the file was submitted.
- [Completed] - The date/time that an uploaded file has completed all the necessary steps for Pre-ID (including the steps needed to be done by the SRSD Resolver), or the date/time that the upload failed.



Student Test Cycle Copy

- Click on “Student Test Cycle Copy” from the menu at the left.
- Allows a user to copy students from a previous test cycle into a new test cycle.
- Mostly used by private schools who do not submit SRSD.

Student Test Cycle Copy

Student Test Cycle Copy

Search

Source Test Cycle

[Select] ▼

Destination Test Cycle

[Select] ▼

Source Grade

[None] ▼

Destination Grade

[None] ▼

ISD

[Select] ▼

District

[None] ▼

Source School

[None] ▼

Destination School

[None] ▼

Spec. Ed.

[All] ▼

Last Name

First Name

M.I.

Select Student Copy List

Enter search criteria and press the Search Button.

Student Test Cycle Copy

Select Student Copy List Select All Unselect All Submit

	School	Name	Birth Date	Gender	M	S	SS	R	W
<input checked="" type="checkbox"/>	Metropolis High School (0000)	Kent, Clark	6/1/1938	M	<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>	Metropolis High School (0000)	Lane, Lois	3/14/1990	F	<input checked="" type="checkbox"/>				
<input type="checkbox"/>	Metropolis High School (0000)	Luther, Lex	2/2/1990	M	<input checked="" type="checkbox"/>				

- Select all or select the few students to be copied to the new test cycle.
- Once you click “Submit”, a file is created and the students will be loaded into the new test cycle selected.

Student Test Cycle Copy

- Once saved, Pre-ID Imported Files screen will display with status of file.
- Must click “Search” button to refresh screen to view the change in status.
- If an error is displayed, must contact OEAA.

Student Test Cycle Copy

Pre-ID Imported Files **Search**

Search Criteria

ISD
 Berrien ISD (11) District
 Brandywine Community Schools (11210)

Test Cycle
 Spring 2008 MME

Search Results **Download**

	Batch ID	District(s)	Test Cycle	Description	Submitter	Submitted	Completed
<input type="radio"/>	22021	Brandywine Community Schools	Spring 2008 MME	<i>File uploaded to server. Waiting for server to process file for errors.</i>	Tina Foote	4/21/2008	

--- Legend ---

- [] - Radio button that allows a user to download any errors for a selected Batch ID.
- [Batch ID] - A unique number assigned to an upload. Any requests for help or information on an upload should be made with this number.
- [District(s)] - The district for which the upload was submitted under.
- [Test Cycle] - The test cycle for which the upload was submitted under.
- [Description] - Information regarding the submitted upload.
- [Submitter] - The name of the person who uploaded the corresponding batch file.
- [Submitted] - The date/time that the file was submitted.
- [Completed] - The date/time that an uploaded file has completed all the necessary steps for Pre-ID (including the steps needed to be done by the SRSD Resolver), or the date/time that the upload failed.



Using the OEAA Secure Site

Session 2



Pre-ID Import File

- The file format is located on the LOG IN page before logging in or at the bottom of the Announcement page after logging in.
- Districts/schools can extract student data from their student record system.
- File must be in the required format and saved as a .csv or .txt file.
- File will be loaded by user to the OEAA Secure Site.



Pre-ID Template

- The template is an Excel file and is located on the LOG IN page before logging in or at the bottom of the Announcement page.
- File must be saved as a .csv prior to loading to the secure site.
- Districts/schools can extract student data from their student record system.
- File will be loaded by user to the OEAA Secure Site by selecting “Pre-ID Import” from the left.

Loading Pre-ID File

Pre-ID Import **Submit**

ISD	District
<input type="text" value="[Select]"/>	<input type="text" value="[None]"/>
Test Cycle	Contact E-Mail
<input type="text" value="[Select]"/>	<input type="text"/>
File To Upload (Pre-ID Import File)	
<input type="text"/> <input type="button" value="Browse..."/>	

[Pre-ID File Format Version 2.4 Effective March 12, 2008](#)

[Michigan.gov Home](#) | [Education Home](#) | [OEAA Home](#) | [Educational Entity Master](#) | [Support](#) | [Contact Us](#) | [State Web Sites](#)
[Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)
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Loading Pre-ID File

- Once saved, Pre-ID Imported Files screen will display with status of file.
- Must click “Search” button to refresh screen to view the change in status.
- If an error is displayed, click on the error link in blue for a detail of errors to be fixed.
- If more than 50 errors are found, no records will load.
- Click on the radio button to the left of the file and click on the “Download” button to download the records with errors.

Loading Pre-ID File

Pre-ID Imported Files **Search**

Search Criteria

ISD
Berrien ISD (11) District
Brandywine Community Schools (11210)

Test Cycle
Spring 2008 MME **Download**

Search Results

	Batch ID	District(s)	Test Cycle	Description	Submitter	Submitted	Completed
<input type="radio"/>	22021	Brandywine Community Schools	Spring 2008 MME	<i>File uploaded to server. Waiting for server to process file for errors.</i>	Tina Foote	4/21/2008	

--- Legend ---

- [] - Radio button that allows a user to download any errors for a selected Batch ID.
- [Batch ID] - A unique number assigned to an upload. Any requests for help or information on an upload should be made with this number.
- [District(s)] - The district for which the upload was submitted under.
- [Test Cycle] - The test cycle for which the upload was submitted under.
- [Description] - Information regarding the submitted upload.
- [Submitter] - The name of the person who uploaded the corresponding batch file.
- [Submitted] - The date/time that the file was submitted.
- [Completed] - The date/time that an uploaded file has completed all the necessary steps for Pre-ID (including the steps needed to be done by the SRSD Resolver), or the date/time that the upload failed.



Loading Pre-ID File

- A informational message may display stating that there are students to be resolved by your UIC resolver.
 - Records have loaded but there may be problems with the UIC such as a duplicate UIC, multiple UIC, or a missing UIC
 - Notify your district UIC resolver
 - There is nothing more to do on the OEAA Secure Site regarding the UIC's



Pre-ID Mass Update

- Click on “PreID Mass” Update from the left.
- Update Fields section opens after search.
- Mass updates for students already pre-identified.
 - Move to new test cycle
 - Move to new school
 - Change grade level
 - Unassign students from test cycle

PreID Mass Update

PreID Mass Updates Search

Search Criteria

ISD

District

School

Test Cycle

Grade **Assigned/Unassigned Students** **Sort By** **Sort Order**

Update Fields  Save

Destination Test Cycle **Destination School** **Grade** **Assign/Unassign Students**

Search Results Select All Unselect All

School	Student #	Student Name	DOB	Grade	Assigned / Unassigned
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Unassign Students

- Not required but recommended.
- Once unassigned, student will no longer show up on Pre-Identified Student Report or other secure site reports and screens.
- If not unassigned, will not affect AYP.
- Can unassign group of students on Preld Mass Update screen or individually on Student Demographic screen.

Unassign Students

Student Summary

Cancel

Student Information

Student Number	UIC	Last Name	First Name	M.I.
<input type="text"/>	<input type="text"/>	hampton	tira	<input type="text"/>
Primary Ethnic Group	City of Birth	Birth Date	Birth Order	Gender
White, not of Hispanic Origin	<input type="text"/>	9/27/1966	0	Female
Address	City	State	Zip	
<input type="text"/>	<input type="text"/>	Michigan	<input type="text"/>	

Assessments Scheduled

Unassign

Add Test Cycle

ELPA Screener

To	Building	Grade	Assessments Scheduled
Unassign Lansing Public School District(33020)	Dwight Rich Middle School(5068)	07	Fall 2007 MEAP Grades 3 - 9 [U]

Assessment History

Past Scores

District	Building	Grade	Assessment History
Bridgman Public Schools(11340)	Bridgman Elementary School(0400)	06	Spring 2008 ELPA

[U] - Unassigned, [T] - Assessment Taken



Pre-Identified Student Report

- Always run a Pre-Identified Student Report well in advance of deadlines by clicking on “Pre-Identified Students” from the left.
- Students will be on the report as soon as they are identified using any pre-ID tool.
- Schools will receive printed barcode labels for students listed on the report, prior to pre-ID deadlines set by OEAA.
- Students who will not, or should not, be assessed and who are unassigned from the test cycle, will not be included on the report.



Pre-Identified Student Report

- The report can be used as a tool to ensure that all answer documents are returned.
- If a student did not test, you can note on the report, by hand, the reason. This can be very useful when verifying tested roster after the assessment.
- Once the testing ends, schools will no longer have access to the Pre-Identified Student Report – Print it!

Pre-Identified Student Report

Click on Pre-Identified Students from the left

Pre-Identified Student Report		Ethnic Codes									
Spring 2009 ELPA		1: American Indian or Alaskan 2: Asian or Pacific Islander 3: Black, not of Hispanic Origin 4: Hispanic 5: White, not of Hispanic Origin 6: Multiracial 7: Other									
ISD	Wayne RESA										
District	Dearborn City School District										
School	Charles A. Lindbergh Elementary School										
Grade	00										
UIC	Student ID	Student Name	DOB	Gender	Ethnicity	SE	MS	HL	FLEP	LEP	ED

Barcode Labels

- All answer documents MUST have a barcode label.
- Reprint and replace any damaged barcode labels. i.e. student tried to peel label off, student marked through barcode, etc.
- Do not need to reprint a barcode label due to demographic changes.
- Reprint and replace incorrect barcode labels. i.e. barcode was placed on answer document but a different student used the answer document.



Barcode Labels

- Barcode labels are not specific to content area but they are specific to school and test cycle. i.e. ELPA, MEAP-Access, MI-Access, MEAP, and MME.
- Students not on the Pre-Identified Student Report will need to be assigned to the school and test cycle prior to printing barcode labels.
- Click on “Barcode Labels” from the left.

Barcode Label Printing

Barcode Labels **Search**

Search Criteria

ISD
Calhoun ISD (13) ▼

School
Beadle Lake Elementary School (0234) ▼

District
Harper Creek Community Schools (13070) ▼

Test Cycle
Fall 2008 MEAP Grades 3-9 ▼

Last Name First Name Middle Initial Birth Date 

Grade [All] ▼ Gender [All] ▼ After Date  Sort By [Default] ▼

Pre-Registered For Subject / Class Group Code

Math / Science / Social Studies / ELA /

Search Results **Select All** **Submit**

Number of Copies for Each Student: 1 ▼ Start Print Position: 1 ▼

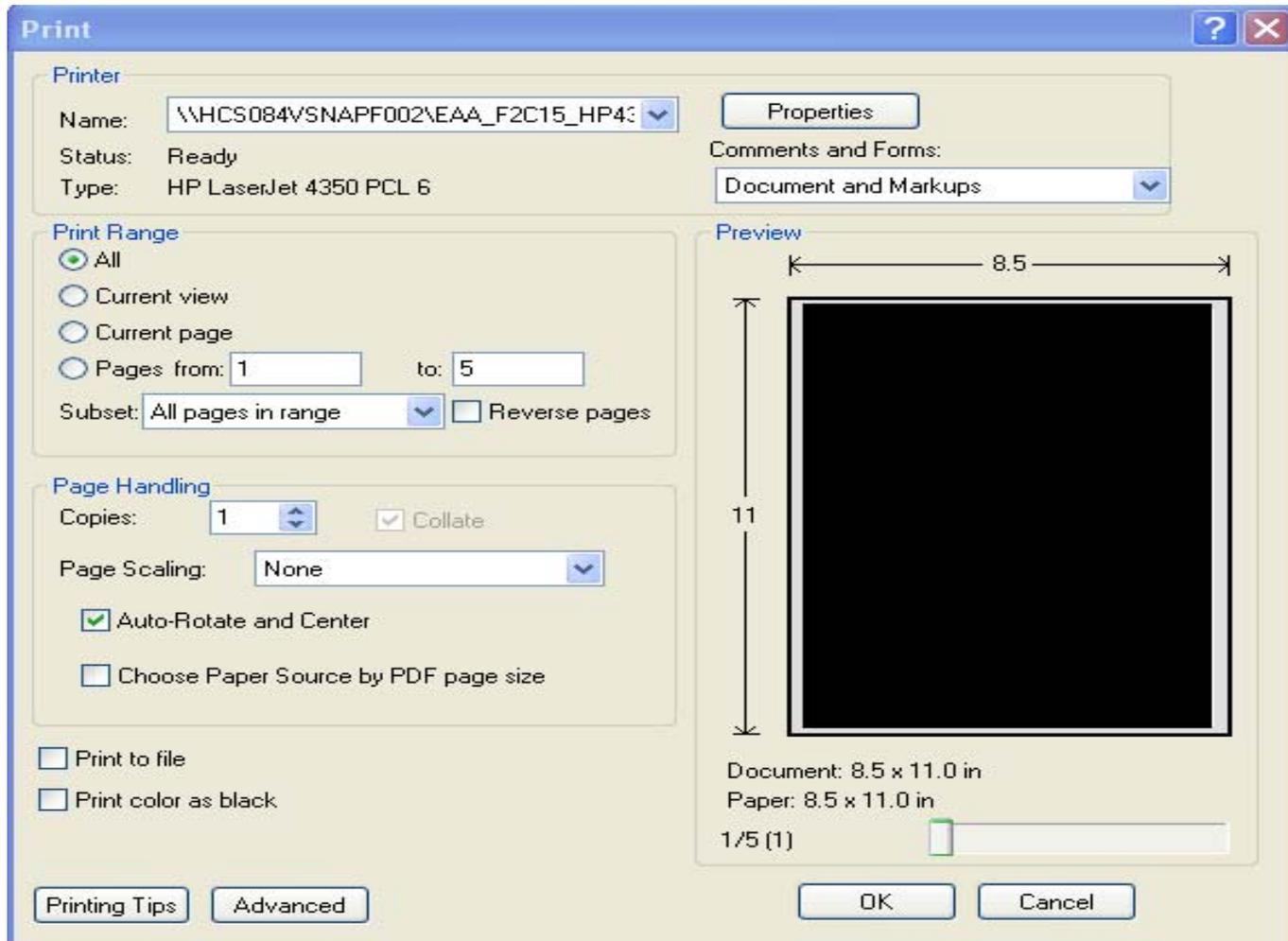
- After Date – only students identified after the date entered will be listed.
- Students will be listed based on search criteria, select students desired, click on the “Submit” button.
- Ability to select the number of barcode labels per student and also the starting print position on the sheet of labels.



Barcode Label Printing

- Make sure that Page Scaling is set to “None” and that Auto-Rotate and Center is checked.
- If you have an older version of Adobe you will not have a Page Scaling field, but instead will have Shrink to Fit or Shrink Oversized Pages. These will need to be unchecked.
- Only print barcodes locally using a laser printer, **NOT INKJET!**

Barcode Label Printing



Updating Student Demographics

- Do not update student demographics prior to the tested roster period.
- OEAA will update the following demographics using the current SRSD submission just prior to the tested roster:
 - Economically Disadvantaged (ED)
 - English Language Learners (ELL)
 - Ethnicity
 - Homeless (HL)
 - Migrant (MS)
 - Special Education (SE)
 - Feeder School Code
 - Less than a Full Academic Year (LTFAY)



Updating Student Demographics

- Demographics can be updated during the tested roster period by schools, however, if the SRSD data is submitted correctly, schools should not need to update demographics.
- Feeder School Code and LTFAY cannot be updated or changed by schools.
- Demographics can be updated through the Mass Demo Update screen or the individual student's demographic screen.



Mass Demo Updates

- Select “Mass Demo Updates” from the left.
- All fields in the Update Field section can be updated for a group of students at one time.
- Student’s names will be listed as a blue link and can be clicked on to go to that student’s demographic screen for updates. This would save time rather than doing a student search for multiple students.

Mass Demo Updates

Search Criteria

ISD
Berrien RESA (11) [v]

District
[Select] [v]

School
[All] [v]

Test Cycle
Fall 2008 MEAP Grades 3-9 [v]

Grade [All] [v] Gender [All] [v] Primary Ethnic Group [All] [v] First Entered USA Date [] [calendar]

FLEP [All] [v] LEP [All] [v] Econ. Dis. [All] [v] Spec. Ed. [All] [v] Homeless [All] [v] Migratory Status [All] [v]

Enrollment Date [] [calendar] Exit Date [] [calendar] Feeder School Code [] Grad Month [] Grad Year []

Class Group Code
 Math Science Social Studies ELA

Research Code 1
 Math Science Social Studies ELA

Research Code 2
 Math Science Social Studies ELA

Home Schooled
[All] [v] Math [All] [v] Science [All] [v] Social Studies [All] [v] ELA

Sort By [Default] [v] Sort Order Asc [v]

Update Fields  **Save**

Class Group Code
 Math Science Social Studies ELA

Research Code 1
 Math Science Social Studies ELA

Research Code 2
 Math Science Social Studies ELA

Grade [None] [v] Grad Month [] Grad Year []

FLEP [None] [v] LEP [None] [v] Econ. Dis. [None] [v] Spec. Ed. [None] [v] Migratory Status [None] [v]



Tested Roster

- Click on “Tested Roster” from the left for MEAP, MI-Access, MEAP-Access and ELPA.
- Click on “MME Tested Roster” for MME.
- The Tests Taken columns will be specific to the assessment type. i.e. ELPA, MI-Access, MEAP, MEAP-Access and MME.
- The tested roster review period is the LAST opportunity to review the data, make demographic corrections and report missing answer documents prior to the creation of reports and data files.



Tested Roster

- You can submit an issue for missing test, missing students, student that should be moved, and student test records that need to be combined from the tested roster screen.
- The tested roster can be printed and will list ALL students that were pre-identified for testing and were not unassigned – even if they did not test.
 - Can be used to determine if there are students missing from the tested roster that did test.

Tested Roster

- The tested roster screen list all students that an answer document was received by the contractor along with the student's demographic information.
- The tested roster can be downloaded using the “Download” button at the top right, update demographic information and then download using the Demographic Upload link on the menu .
 - You cannot change a student name, remove a student, add a student, or change the test taken fields on the file.
 - If a student is missing or should not be included on the tested roster for your school, you must submit an issue from the tested roster screen.



Tested Roster

- Students that have been bubbled with a non-standard accommodation (NS) and/or prohibited behavior (PB) will need to be verified and if marked incorrectly, will need to be appealed to OEAA using the tested roster screen.
 - Students marked with a NS or PB at the end of tested roster will not receive a score and cannot be appealed after the tested roster review period closes.
- The tested roster will not be available after the review period has ended – PRINT it using the Report button.

Tested Roster

Tested Roster

Search Criteria

ISD

District

School

Test Cycle

Primary Ethnic Group

Grade

Gender

Test Discrep

PB

Non Std Accom

Accomm

SE

LEP

ED

HS

Homeless

MS

FLEP

Class Group Code

Math

Science

Social Studies

ELPA

Search Results

The district that you have selected has 1 student(s) marked as prohibitive behavior and 6 student(s) marked with nonstandard accommodations. If this is incorrect, please submit an appeal before the end of the tested roster period.

										Tests Taken										
School	UIC	Student #	Student Name	Gndr	Eth	DOB	Grade	M	SC	SS	R	W	L	SP	FLEP	LEP	ED	SE	PB	NS



Tested Roster Issues

- Click on Roster Issues from the left.
- Submitted issues are reviewed by OEAA.
- Status of submitted issues can be tracked.
 - Open
 - In-Process
 - Not Found
 - Accepted
 - Rejected

Tested Roster Issues

Tested Roster Issues Search

Test Cycle [Select] ▼	Issue Type [All] ▼	Issue Status [All] ▼
ISD [All] ▼	District [None] ▼	School [None] ▼
Issue Number <input type="text"/>	Submit Date <input type="text"/> 	Gender [All] ▼
Ethnicity [All] ▼	UIC <input type="text"/>	Student # <input type="text"/>
Last Name <input type="text"/>	First Name <input type="text"/>	Sort By Submit Date ▼
		Sort Order Desc ▼

Search Results

ISD	District	School	Issue Type	Issue Status	Issue Number	Submit Date	Status Date	District Rpt Date
UIC	Student #	Name			Gender	Ethnicity	Grade	DOB

Enter search criteria and press the Search Button.



ELPA Screener Entry

- ELPA Screener is used to determine student that are English language learner (ELL) and if there is a need for ELL services.
- Scored by the schools – not the state by clicking “ELPA Screener Entry” from the left.
- Schools responsible for entering student information and scores.
- Student barcode labels can only be printed after entering scores.
- Student Record Labels are not available for the ELPA Screener at this time.

ELPA Screener Entry

ELPA Screener Entry Save Cancel

ISD / District / School / Test Cycle

ISD: Barry ISD (08) **District**: Delton-Kellogg School District (08010)

School: [Select] **Test Cycle**: Snowflake 2008-2009 ELPA Screener

General Demographics

Last Name: **First Name**: **M.I.**: **Gender**: [Select]

Primary Ethnic Group: [Select] **Birth Date**: **Grade**: 04 **Student Number**:

Years of Schooling: [None] **Native Language**: [None] **Class Group**: **Assessment Date**:

Home Sch: **FLEP**: **Homeless**: **PB**: **Enrollment Date**: **Rsrch Code 1**: **Rsrch Code 2**: **Listening Admin**: [Select]

Test Information

Listening Raw Score: [Select] **Reading Raw Score**: [Select] **Writing Raw Score**: [Select] **Speaking Raw Score**: [Select]

Accommodations	Listening	Reading	Writing Part A	Writing Part B	Speaking
Audiotape	<input type="checkbox"/>				<input type="checkbox"/>
CD	<input type="checkbox"/>				<input type="checkbox"/>
Read to Student	<input type="checkbox"/>				<input type="checkbox"/>
Enlarged Print	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Amplification System	<input type="checkbox"/>				<input type="checkbox"/>
Other Accommodations	<input type="checkbox"/>				
Nonstandard Accommodations	<input type="checkbox"/>				

- Click on “ELPA Screener Entry” from the menu at the left.
- The Test Information section is specific to a grade level and will open once the grade level is selected.
- The “Years of Schooling” field is important for AYP purposes.

ELPA Screener Reports

- Available immediately, by clicking on “ELPA Screener Reports”, after entering ELPA Screener scores have been entered.
- Only have access to scores that were entered by your school or district (depending on your level of access).
- Reports available:
 - Individual Student Report
 - Class Roster
 - Student Data File

Report Printing Options

- Click on “Report Printing Options” from the left.
- Two options:
 - Print All Reports (Class Item Analysis, Class Roster, Comprehensive Report, Demographic Report, Individual Student Report, Item Analysis Report, Parent Report, Summary Report, Student Record Labels).
 - The “Green” option: Print Individual Student Report, Parent Report, and Student Record Labels. All other reports available online.



Report Printing Options

- Default option is the “Green” option.
- Selection must be made at a district level for public schools.
- Selection made at a school level for private schools.
- All reports still available on secure site as a .pdf for either option.
- Selection made during or after tested roster.

Report Printing Options

Report Printing Options

Search

Search Criteria

Test Cycle
Fall 2008 MEAP Grades 3-9

ISD
Bay-Arenac ISD (09)

District
Bangor Township Schools (09030)

School
[All]

Save

Search Results

NOTE: The report printing options apply only to printed paper reports.
Regardless of the printing option selected, all reports will continue to be available in electronic format to view, print and/or download.

Select	Report Printing Options
<input type="radio"/>	Print All Reports (Class Item Analysis, Class Roster, Comprehensive Report, Demographic Report, Individual Student Report, Item Analysis Report, Parent Report, Summary Report, Student Labels)
<input checked="" type="radio"/>	The "GREEN" option: Print Individual Student Report, Parent Report, and Student Labels. All other reports are available online.



Student Test Scores

- Users can access score reports on the OEAA Secure Site by clicking on “Student Test Scores” from the left once notified.
- Electronic reports are always available on the OEAA Secure Site prior to the hardcopies that are shipped to school.



Student Test Scores

- Downloadable Student Data file is available on the Student Test Scores screen.
- Once you select the Test Cycle from the dropdown, the links at the bottom of the page will change specific to the test cycle. These include the Student Data File Layout, Guide to Reports, etc.

Student Test Scores

Student Test Scores **Submit**

Test Cycle
Test Cycle:

Report Type:

Report Parameters

Grade: Subject:

Home School: Test Type:

Entity Information

ISD:

District:

School:

Report Descriptions

PDF documents require [Adobe Acrobat Reader 6.01 or higher](#)

[ELPA Guide To Reports](#) PDF

[Student Data File Format \(modified on 8/13/2008\)](#)





Student Record Labels

- Student Record Labels are sent to schools with the printed reports.
- Can be reprinted by clicking on “Student Record Labels” from the left.
- Make sure that Page Scaling is set to “None” and that Auto-Rotate and Center is checked.
- If you have an older version of Adobe you will not have a Page Scaling field but instead will have Shrink to Fit or Shrink Oversized Pages. These will need to be unchecked.

Student Record Labels

Student Record Labels Search

Search Criteria

ISD
Barry ISD (08) ▼

District
Delton-Kellogg School District (08010) ▼

School
Delton Kellogg Elem. School (0901) ▼

Test Cycle
Fall 2008 MEAP Grades 3-9 ▼

Last Name

First Name

Middle Initial

Birth Date 

Grade [All] ▼

Gender [All] ▼

Search Results Select All Submit

Starting Print Position 1 ▼

Print	School	Grade	Name	Birth Date	Gender
-------	--------	-------	------	------------	--------

- All students will be listed based on search criteria entered, select the students desired, click on the “Submit” button.
- Ability to change the starting print position on the sheet of labels.



Educational Entity Master (EEM)

- Entity information updated nightly.
 - District name and state code, building name and state code, grade configuration
- Email updates and important information sent to assessment contacts, principals and superintendents listed in EEM.
- Materials shipped to address and contact person listed for assessment.
- Changes must be made in the EEM by the district authorized EEM user.

What's Coming.....

- SRSD will be changing to SDS.
 - SRSD Copy screen name will change but function will not.
 - Once fully implemented, student demographics will only be updated using SDS.
- New screen to report reason student(s) did not participate in assessment.
 - AYP purposes
 - New federal requirements



OEAA Secure Site User Manual

- The user manual for the OEAA Secure Site can be found in several locations on the site.
 - Log in page prior to logging in.
 - Bottom of the Announcement page.
 - The ? button at the bottom of the menu on the left, once you have logged in.
 - The “Support” link at the top of each page of the site.
- Contact OEAA at oeaa@michigan.gov or 877-560-8378 for additional assistance