

OEAA Secure Site

Tina Foote

OEAA Secure Site Tech

Office of Educational Assessment
and Accountability

www.michigan.gov/oeaa-secure

Welcome/Announcement Screen

- First screen after logging on to the OEAA Secure Site.
- Contains important messages and deadlines for tasks that need to be completed on the OEAA Secure Site.
- Contains information for all assessments:
 - ELPA
 - ELPA Screener
 - MEAP
 - MI-Access
 - MME
 - MEAP-Access
 - SCAS

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 | Description | Task Start Date | Task End Date |
|------------|---|-----------------|---------------|
| MI-Access | Access contractor will provide preprinted materials for students who are 1) pre-identified in the OEAA Secure Site as of May 15 and September 12, 2008 and 2) assigned to the 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. | 5/15/2008 | 9/12/2008 |
| 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 |
| MEAP | 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 | 5/12/2008 | 11/7/2008 |

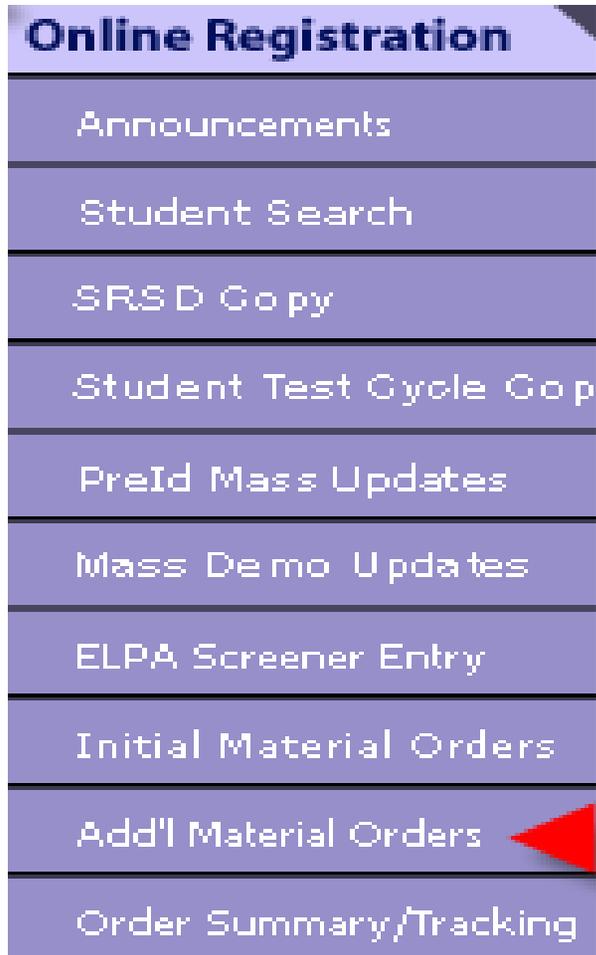
Initial Material Orders

- Initial Material Orders deadline was January 15, 2010
 - I will need more Spring 2010 ELPA materials than I ordered, what can I do?
 - Place an order during the Additional Material Order window
 - I forgot to order Spring 2010 ELPA materials, what can I do?
 - OEAA placed an order based on the pre-ID count as of January 15, 2010. If there were no students pre-ID then no order for materials was placed

Additional Material Orders

- Additional Material Orders opens February 23, 2010.
 - Last day to order testing materials will be Monday, April 19, 2010.
 - Testing must still be completed by April 23, 2010.
 - Last day to order ancillary materials will be May 7, 2010.
 - Check for your return materials as soon as you receive your assessment materials to ensure that you can meet the return deadline.
 - Pick up of materials must be on or before April 30 to avoid penalties.

Add'l Material Orders



Once logged on to the OEAA Secure Site, click on Add'l Material Orders from the menu at the left.

Add'l Material Orders

Additional Orders Search

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

SHIP TO:
 Delton Kellogg Elem. School
 Attn: :
 327 N Grove St
 Delton, MI 49046

Additional Order Counts

| Ancillary Materials | | | | | | | | | |
|----------------------|---------------------------|----------------------------|----------------------|----------------------|-----------------------|--------------------------------|--------------------------|--------------------------|------------------------------|
| Class/Group ID Sheet | School/Grade Header Sheet | Special Handling Envelopes | Paper Bands | Scorable Stickers | Non-scorable Stickers | UPS Return Shipment (RS) Label | Security Compliance Form | Scorable Packing Diagram | Non-scorable Packing Diagram |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

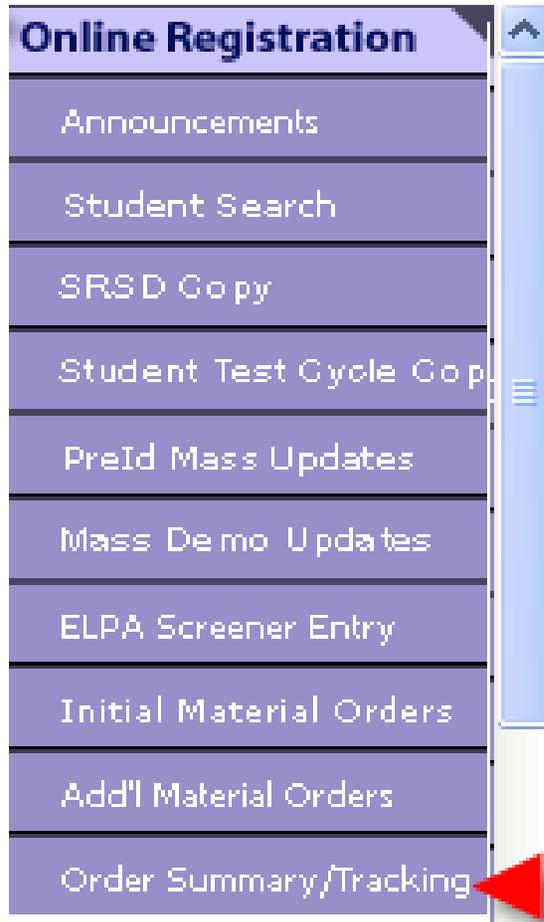
Level I Grade K

| | Test Admin Manuals | Regular Test Booklets | Braille Kit | Enlarged Print Kit | |
|------|----------------------|-----------------------|-------------|----------------------|------|
| ELPA | <input type="text"/> | <input type="text"/> | N/A | <input type="text"/> | ELPA |

Order Summary/Tracking

- Lists all Initial and Additional orders submitted on the OEAA Secure Site.
- Can view the order Detail.
- Can view the Shipment Detail (packing list) once shipped.
- Can track the shipment using the Tracking link.

Order Summary/Tracking



Once logged on to the OEAA Secure Site, click on Order Summary/Tracking link from the menu at the left.

Order Summary/Tracking

Order Summary
Search

Search Criteria

Test Cycle

ISD

District

School

Order Number

Order Status

Search Results
Report

| School | Order Number | Order Type | Order Status | Order Detail | Ordered By | Order Date | Processing Date | Completion Date | Tracking | Shipment Detail |
|--------|--------------|------------|--------------|----------------------|----------------------|------------|-----------------|-----------------|----------------------|-------------------|
| 00901 | 7917 | Initial | Complete | | Admin, MEAP | 9/21/2009 | 9/21/2009 | 9/23/2009 | View | 1 |
| 00901 | 5334 | Initial | Complete | View | <input type="text"/> | 6/10/2009 | 8/2/2009 | 9/23/2009 | View | 1 |
| 00901 | 1407 | Initial | Complete | View | Admin, MEAP | 7/31/2009 | 8/2/2009 | 9/22/2009 | View | 1 |

Pre-identification of Students

- OEAA pre-identified students based on the following:
 - Students that took the Spring 2009 ELPA and were not proficient.
 - Students that took the Fall 2009 Leaf Cycle ELPA Initial Screening and were not proficient.
 - Students marked Limited English Proficient (LEP) in the Fall 2009 Michigan Student Data System (MSDS) submission.

Pre-Identification of Students

- Districts/schools are responsible for reviewing the Pre-Identified Student Report
 - Students that are not listed that should be taking the Spring 2010 ELPA need to be added.
 - Students that are listed and will not be taking the Spring 2010 ELPA need to be unassigned.

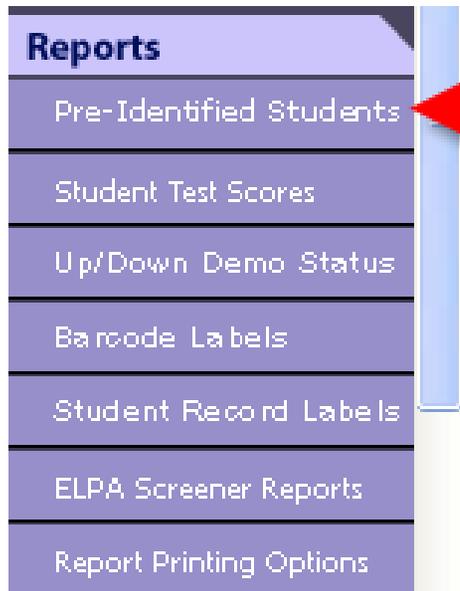
Pre-Identification of Students

- The contractor will print and ship barcode labels for students that were listed on the Pre-Identified Student Report by the end of the day on Friday, January 15.
- Districts/schools will be responsible for printing barcode labels from the OEAA Secure Site for students identified for testing January 16 and later.
- **ALL ANSWER DOCUMENTS MUST HAVE A BARCODE LABEL!**

Pre-Identified Student Report

- Always run a Pre-Identified Student Report well in advance of deadlines.
- 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.
- You should print and keep a final copy of the report. Once the testing ends, schools will no longer have access to the Pre-Identified Student Report.

Pre-Identified Student Report



Once logged on to the OEAA Secure Site, click on the Pre-Identified Students link from the menu on the left.

Pre-ID Student Reports Download Submit

Test Cycle
Spring 2010 ELPA

District
Delton-Kellogg School District (08010)

ISD
Barry ISD (08)

School
Delton Kellogg Elem. School (0901)

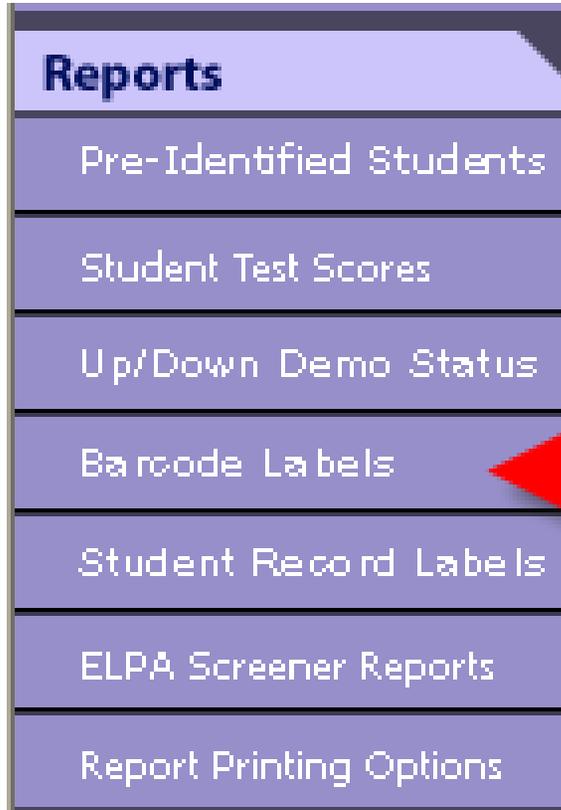
Pre-Identified Student Report

| Pre-Identified Student Report | | Ethnic Codes 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 | | | | | | | | | |
|--|------------|---|-----|--------|-----------|----|----|----|------|-----|----|
| Spring 2009 ELPA | | | | | | | | | | | |
| 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.
- Reprint and replace incorrect barcode labels. i.e. barcode was placed on answer document used by different student
- Barcode labels are not specific to content area but they are specific to school and test cycle. i.e. ELPA, MI-Access and MME.
- Use a laser printer when printing barcode labels, NOT INKJET!
- Use Avery 5161 shipping label which contains 2 columns and 10 labels in each column.

Barcode Labels



Once logged on to the OEAA Secure Site, click on the Barcode Labels link from the menu on the left.

Barcode Label Printing

Barcode Labels Search

Search Criteria

ISD
Barry ISD (08) ▼

District
Delton-Kellogg School District (08010) ▼

School
Delton Kellogg Elem. School (0901) ▼

Test Cycle
Spring 2010 ELPA ▼

Last Name First Name

Middle Initial Birth Date 

Grade Gender

After Date   Sort By

Pre-Registered For Subject / Class Group Code

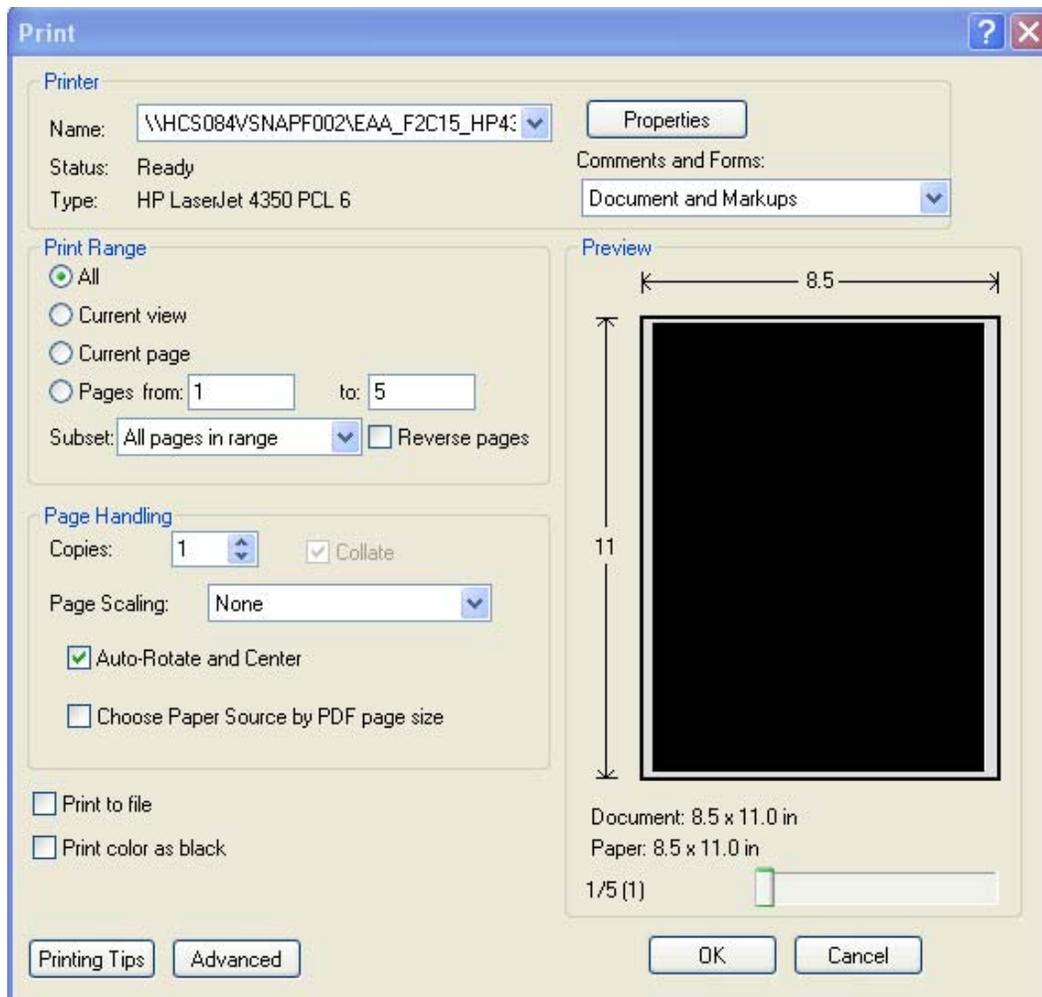
Math / Science / Social Studies / ELA /

Search Results Select All Submit

Number of Copies for Each Student: Start Print Position:

| Print | Name | Grade | Birth Date | Gender | Math / CG | Science / CG | SS / CG | ELA / CG |
|-------|------|-------|------------|--------|-----------|--------------|---------|----------|
|-------|------|-------|------------|--------|-----------|--------------|---------|----------|

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.

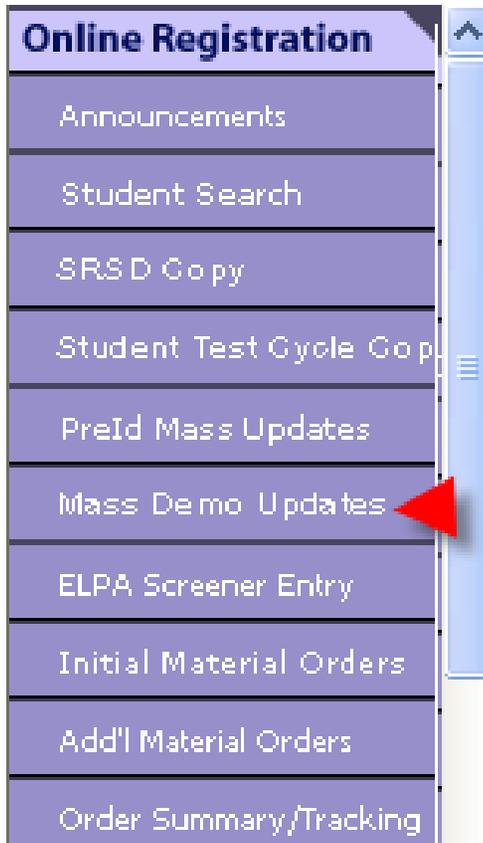
Updating Student Demographics

- Do not update student demographics (listed below) prior to the tested roster period.
- Tested roster occurs after all answer documents have been scanned by the contractor.
- OEAA will update the following demographics using the February 2010 MSDS submission just prior to 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 MSDS data is submitted correctly, demographics should not need updating.
- 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



Once logged on to the OEAA Secure Site, click on the Mass Demo Updates link from the menu on the left.

Mass Demo Updates

Search Criteria

ISD
Berrien RESA (11) [v]

School
[All] [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

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

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

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 is a time saver by eliminating a search for each student.

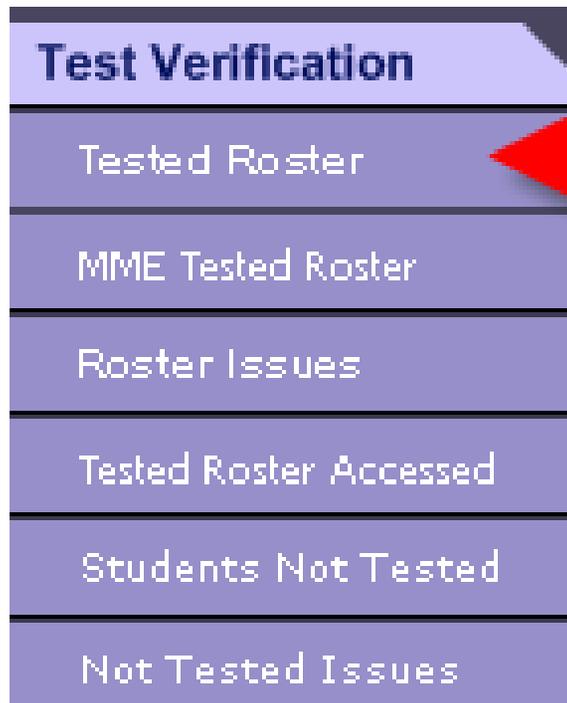
Tested Roster

- The tested roster period is after answer documents have been returned and scanned by the contractor.
- Answer documents received by the contractor are listed on the Tested Roster along with the student's demographic information.
- This is the schools LAST opportunity to review the data and make corrections and report missing answer documents prior to the reports being printed.

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, an appeal from the Tested Roster screen must be done.
- You can submit an issue for missing test, missing students, students that should be moved, and student test records that need to be combined.
- You can view the outcome of a submitted issue using the “Roster Issues” screen.
- Make sure you print the Tested Roster Report once you have completed your review. The Tested Roster will not be available once the review period has closed.

Tested Roster



Once logged on to the OEAA Secure Site, click on Tested Roster link from the menu on the left.

Tested Roster

Tested Roster

Search Criteria

ISD

District

School

Test Cycle

Primary Ethnic Group

Grade

Gender

Test Discrep

PB

Non Std
Accomm

Accomm

SE

LEP

ED

HS

Homeless

MS

FLEP

Out of
Level

Class Group Code

Math
 Science
 Social Studies
 ELA

Search Results

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

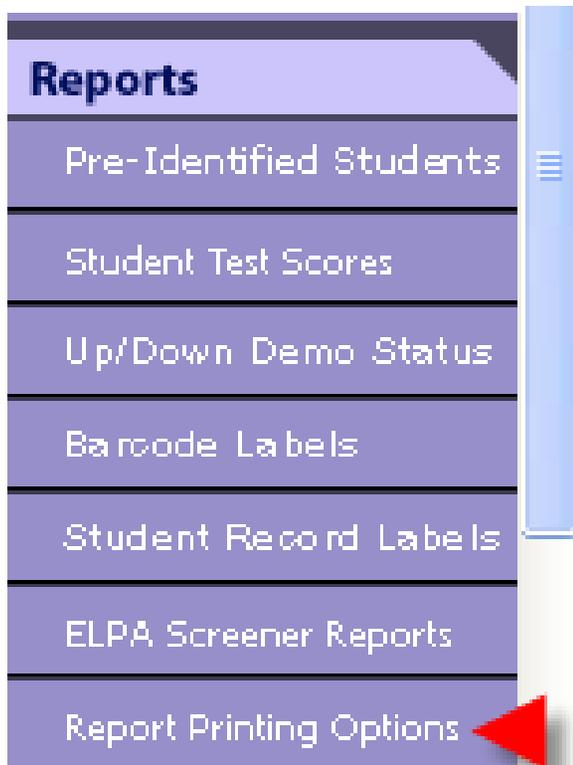
Report Printing Options

- Two options:
 - Print All Reports: Domain Summary, Class Roster, Demographic Report, Individual Student 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 is made at a school level for private schools.
- All reports are always available on the OEAA Secure Site as a .pdf for either option.
- Selection made during or after tested roster.

Report Printing Options



Once logged on to the OEAA Secure Site, select Report Printing Options link from the menu on the left.

Report Printing Option

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]

Search Results

Save

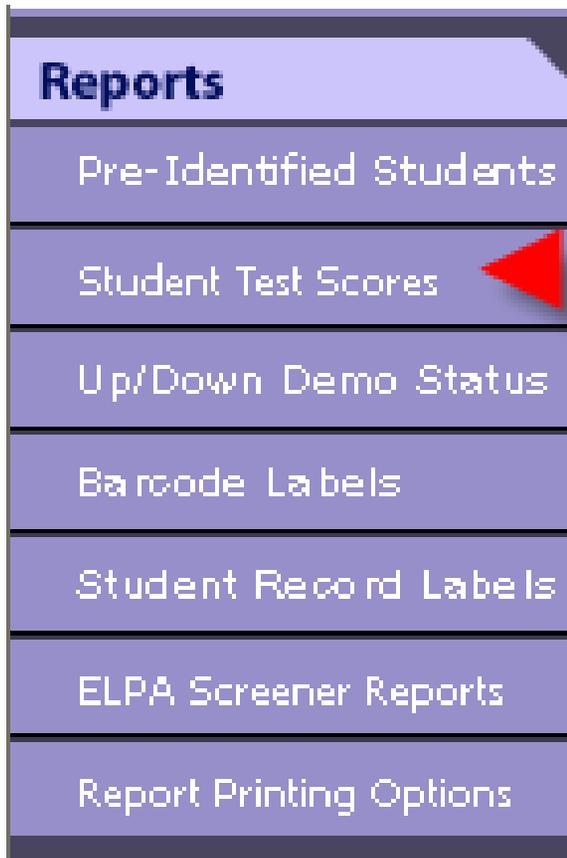
*NOTE: The report printing options apply only to printed paper reports.
Regardless of the printing option selected, all reports will continue to be available in electronic format to view, print and/or download.*

| 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 from the Student Test Scores screen.
- Electronic reports are always available prior to school receiving hard copies.
- Downloadable Student Data file available in Excel.
- Once you select the Test Cycle from the drop down, 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



Once logged on to the OEAA Secure Site, click on Student Test Scores link from the menu on the left.

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 \(modified on 8/13/2008\)](#)



OEAA Secure Site User Manual

- The OEAA Secure Site User Manual can be found in several locations on the site.
 - Log in page prior to logging in.
 - 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 Information

Office of Educational Assessment
and Accountability

877-560-8378 (toll free)

517-335-1186 (fax)

OEAA@michigan.gov