

Early Literacy and Mathematics Assessment Grades K- 2 Pre-Identification of Students

Contents

Pre-Identification of Students	1
How to Get Access to the Secure Site	2
MSDS Early Roster Collection	2
Requirements for using the Early Roster File	3
Pre-ID File Upload	3
One Student at a Time	4
MSDS Copy	5
Pre-ID Student Report	6
Unassigning a Student	7

Schools/districts should administer benchmark assessments in the fall and spring in grades 1 and 2 beginning in the 2016-17 school year and beyond. There is no required testing in Kindergarten. Students in kindergarten may be given a benchmark assessment in the spring. There is no planned high stakes accountability for benchmark assessments. The assessment is only available online and is not available as paper/pencil, therefore there are no materials to order.

Schools do not need to notify the Division of Accountability Services (DAS) if you plan on assessing students with the Early Literacy and Mathematics assessment available through DAS. Students will need to be pre-identified on the Secure Site at (www.michigan.gov/baa-secure). This will allow students to be loaded into the eDIRECT, the online management system used to manage test sessions and print test tickets.

Students must have a unique identification code (UIC) assigned by MSDS before they are entered in the Secure Site. This means districts will need to obtain a UIC number for students new to the state or new to the public school system before they can pre-identified for testing if they have not already done so.

Since the test is online, after students are pre-identified on the Secure Site, they will also need to be put into Online Testing sessions either on the Secure Site or in eDIRECT. Instructions for Online Sessions can be found at www.michigan.gov/securesitetraining under the Quick Reference section. If they are not put into online testing sessions on the Secure Site by September 20, 2016 when students are loaded into eDIRECT, then they will need to be put into an online testing session in eDIRECT along with additional students pre-identified to test on the Secure Site after September 20, 2016.

There are several different ways to pre-identify students for the assessment. Instructions for each of the options along with the Pre-ID Student Report are available below. DAS will not pre-identify any students for testing as we do with other assessments. It is the responsibility of the district or school to ensure students are pre-identified on the Secure Site.

How to Get Access to the Secure Site

Users will need to know their MEIS ID, MEIS login and password to access the Secure Site. A user can go to <https://cepi.state.mi.us/meis/login.aspx/> to access their MEIS login, MEIS ID, reset their password or create a MEIS account if they do not already have one.

There are two different ways to get access to the Secure Site:

1. Users can log on to the Secure Site with their MEIS login and password. If they do not already have access to the site, the *Request Access* screen will display and allow the user to request access to the Secure Site.

The designated district administrator level user of the Secure Site will receive an email from the system indicating that a request to access the site has been made. The district administrator will then log on to the Secure Site and go to the *Security-Manage System Requests* under the *Admin Functions* menu to review and deny/approve access. The requesting user will get an email at the email address listed in the MEIS system (make sure it is correct), confirming the request was denied or accepted.

If a user already has access to the Secure Site and would like to request additional access, they will go to the *Request Access* screen under the *Security* menu after logging into the Secure Site.

2. A user can contact the designated district administrator level user directly to request access to the Secure Site. This is usually the district assessment coordinator or M-STEP coordinator. The district administrator will log into the Secure Site and click on *Security -Manage User Profiles* under the *Admin Functions* menu and create access for the user. The user will need to provide the district administrator level user with their MEIS ID (starts with an "A") in order for the district administrator to create access in the Secure Site. The user will get an email at the email address listed in the MEIS system (make sure it is correct) confirming access has been granted.

MSDS Early Roster Collection

The Early Roster is an optional collection in the Michigan Student Data System (MSDS) and is used by districts to submit projected student enrollment and for the creation of the initial Direct Certification Report. Since this is not a certified collection, it does not impact accountability nor does the submitted data become part of the students' official records.

Division of Accountability Services (DAS) can use data submitted through the Early Roster Collection for pre-identification of students for the fall (not spring) Early Literacy and Mathematics assessment if the testing component is included in the file. Since many schools submit Early Roster already, it alleviates having to submit a separate data file to the Secure Site.

The Early Roster collection is submitted by the district pupil accounting person, so the assessment coordinator will need to work with the district authorized MSDS person to ensure the files are loaded

with DAS requirements and timeframes in MSDS. The Schema for the Early Roster can be found at http://www.michigan.gov/cepi/0,4546,7-113-986_50502_53551---,00.html, click on Technical Materials header to expand the section to open up links to various documents including the Schema.

Requirements for using the Early Roster File for Early Literacy and Mathematics Pre-Identification

It is important to work with your district student pupil accounting person and give them the following information. DAS will only pull and use Early Roster records for **FALL** (cannot be used for the spring) Early Literacy and Mathematics pre-identification that meet the following requirements:

1. The record must contain the Early Literacy and Mathematics value of 10 in the “OtherTestType” field.
2. Student Validation Status must be “Error Free with Warnings” or “Error Free with No Warnings”.
3. Student Resolution Status (unique identification code (UIC) status) must be equal to “Match Found”, “New UIC Generated” or “Used Previous Resolution Result”.
4. Student must have an ethnicity provided, even though it is not a required by CEPI in the Early Roster, it is required for the Secure Site.

Students included in the Early Roster files that match the above requirements, will be pulled daily from MSDS and loaded on the Secure Site for Early Literacy and Mathematics pre-identification starting August 15, 2016.

Multiple Early Roster files can be submitted to add additional students or you can use the other pre-identification methods listed below. Students will not be unassigned from the Early Literacy and Mathematics once assigned on the Secure Site through the Early Roster. Students that need to be removed from the Early Literacy and Mathematics will need to be unassigned from the Early Literacy directly on the Secure Site.

The Early Roster file is submitted in MSDS by the authorized district student pupil accounting person. If you need assistance in identifying your authorized district MSDS user, CEPI can assist you at 517-335-0505 or cepi@michigan.gov.

Pre-ID File Upload

A .txt or .csv file can be created in DAS required format and loaded directly to the Secure Site to identify students for the Early Literacy and Mathematics. The Pre-ID File Layout can be located at the bottom of the Secure Site login page at www.michigan.gov/baa-secure along with a template. When using the template, you will need to use the layout in order to identify the format of each field and remember it **MUST** be saved as .csv file before loading it to the Secure Site.

The data for the pre-ID file may be able to be pulled from the student information system by the district student pupil accounting person. Anyone with access to the Secure Site higher than a “view only” can load the file directly to the Secure Site.

Once the file has been created and saved:

1. Log in to the Secure Site at www.michigan.gov/baa-secure with your MEIS login and password.
2. From the Assessment Registration menu, select *Pre-ID Students* from the *Pre-ID Functions* menu at the top.
3. Select *File Upload* from the *Pre-ID Method* dropdown.
4. Select the *ISD*, *District*, and *Early Literacy* from the *Destination Test Period* drop downs. The *ISD* and *District* fields may prepopulate depending on your access.
5. Click on the *Select* button next to the *File to Upload* field to select from your computer the file that was created to load to the Secure Site for Pre-ID.
6. Click Upload.

The file may take up to 15 – 30 minutes to fully load depending on the size of the file and volume of users uploading files. To check the status of your file:

1. From the Assessment Registration menu, go to Pre-ID and then click on Pre-ID File Upload Results.
2. Select the *ISD* and *District* from the drop downs and click on the Search button.
3. A list of files loaded and the status will display.
 - a. If there are errors, you can click on the *View Errors* link under the Errors column to determine the errors identified.
 - i. When viewing errors, click on the Download Errors button at the bottom right to download the records with errors into a new file.
 - ii. Correct the errors in the downloaded file. Save the file as a .csv file and load the new file using the same instructions above.

One Student at a Time

Students can be entered for the Early Literacy and Mathematics one student at a time on the Secure Site. This may not be feasible for a large group of students, but is helpful for those few students that enroll later or were missed in a previous file. Students must have a unique identification code (UIC) assigned by MSDS before they will come up on a search in the Secure Site.

1. Log in to the Secure Site at www.michigan.gov/baa-secure with your MEIS login and password.
2. Select *Student Search* from the *Student Assessments* menu at the top.
3. Put in a few letters in the *Last Name* and the *First Name* field and click the *Search* button.
 - a. By using a partial name it will broaden the search for the student.
 - b. You can also search by UIC number by clicking on the UIC radial button and entering the UIC in the UIC box that displays.
4. Click on the student's name from the returned list of students.
5. On the Student Summary page, click on the *Add Test Cycle* button to the right of the page.
6. Select the *Early Literacy* from the *Test Cycle* drop down.
7. Select the *ISD*, *District* and *School and Grade* from the drop down menus.
8. Click the *Save* button at the bottom right.

9. The *Assessment Information* section will open at the bottom of the screen. You can enter Reporting Codes (previously known as Class/Group Codes) and Research Codes if desired.
10. If you have made any changes in the Assessment Information section, click the Save button at the bottom right to save the changes.
11. The student is now pre-identified for the Early Literacy and Mathematics assessment and will be immediately listed on the *Pre-ID Student Report*.

MSDS Copy

Students can be pre-identified using the MSDS Copy function on the Secure Site. This can be done through the Secure Site and you do not need to enlist the district student pupil accounting person. This function will produce a list of students currently enrolled in the district or school in the Michigan Student Data System (MSDS) based on the Fall and/or Spring General Collections (student count day) and Student Record Maintenance (SRM) files submitted in MSDS. If the student's enrollment information has not yet been submitted in MSDS, then the student will not come up using the MSDS Copy function.

1. Log in to the Secure Site at www.michigan.gov/baa-secure with your MEIS login and password.
2. From the *Assessment Registration* menu at the top, hover over *Pre-ID* and then click on *Pre-ID Students*.
3. From the *Pre-ID Method* drop down, select *MSDS Copy*.
4. Select the *ISD* and *District* from the drop down boxes. If you have school level access, you will be required to select a *Source School*. The Source School is the school that the student is enrolled in MSDS at this time. This would be the previous school year since the fall student count day data will not be available in MSDS until after testing in mid-November.
5. Select the *Grade*. The grade is the grade the student is enrolled in MSDS. For the fall assessment, this will be the grade from the prior school year since the fall student count day data will not be available in MSDS until after testing in mid-November.
6. If you enter a *Last Name* or *First Name*, it will only bring back students matching the name entered.
7. By selecting *Yes* for *SE*, only students identified as special education in MSDS will come up in the search results. By selecting *Yes* for *LEP*, only students that are identified as limited English proficient in MSDS will come up in the search results. These fields may not be beneficial for the Early Literacy and Mathematic assessment.
8. Once you have completed the *Search Source Search Filter* section, click the *Search* button at the bottom right.
9. The *Select Destination Information* section will open along with a list of students from MSDS matching your *Source Search Filter* search.
10. In the *Destination Test Cycle*, select the *Early Literacy*, in the *Destination Grade*, select the grade the student will be in when taking the Early Literacy and Mathematics assessment. You only need to select the *Destination School*, if the student is enrolled in a different school than the school you selected in the Search Criteria section.

11. Select the students to be copied from MSDS to the Secure Site for pre-identification by placing a check mark in the first column to the far left of the student name. You can click on the *Select All* button to select all students listed on the page.
12. Click the *Submit* button at the bottom right to initiate a pre-ID file from the selected MSDS data.

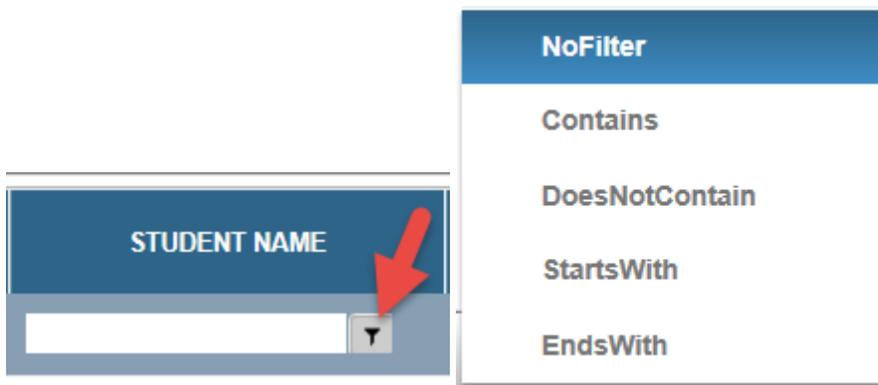
The file may take up to 15 – 30 minutes to fully load depending on the size of the file and volume of users uploading files. To check the status of your file:

1. Select *Pre-ID File Upload Results* from the *Pre-ID Functions* menu at the top.
2. Select the *ISD* and *District* from the drop downs and click on the Search button.
 - a. A list of files loaded and the status will display. If there are errors, email baa@michigan.gov.

Pre-ID Student Report

After pre-identifying students for the Early Literacy and Mathematics assessment, you can produce a list of students identified for the testing.

1. Log in to the Secure Site at www.michigan.gov/baa-secure with your MEIS login and password.
2. Select *Pre-ID Student Report* from the *Pre-ID Functions* menu at the top.
3. Select the *ISD* and *District* from the drop down boxes. If you do not have “district level” access, you will be required to select a school or your school may already be prepopulated based on your access.
4. Select Early Literacy from the *Test Cycle* drop down.
5. Click the *Search* button at the bottom right.
6. A list of students pre-identified for the Early Literacy will be displayed.
 - a. Student demographics (Special education, (SE), economically disadvantaged (ED), etc.) are updated nightly from MSDS. If you pre-ID a student today, the demographics will update from MSDS tonight.
7. Column filters at the top of each column can be used to find individual students on the reports or other information provided in each column.



8. Besides viewing the report on the screen, it can also be download and printed using the buttons at the bottom right.

Unassigning a Student

Students can be unassigned (removed) from the Early Literacy test cycle from the *Pre-ID Student Report* by clicking in the check box in the first column on the left to select the student(s) and then click on the *Unassign* button at the bottom right. This is not required but it will help to keep accurate list of students testing. Once students are available in eDIRECT, this will not remove them from eDIRECT.