

Initial Material Orders

OEAA Secure Site

Initial Material Orders are for students testing with paper/pencil only. Schools testing 100% of students online for M-STEP and MI-Access FI will automatically receive online testing materials if needed and do not need to place an initial material order for testing materials.

MI-Access Functional Independence Expressing Ideas is available in paper/pencil only. Schools administering the MI-Access FI online do not need to complete an order for Expressing Ideas. Materials will be sent to schools based on the number of pre-identified students.

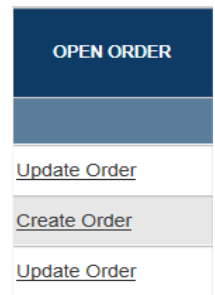
Please order the materials that you need and refrain from ordering “extras” just in case. Schools will have an opportunity to order additional materials if needed once the initial materials start arriving in schools.

Specific information and rules for each spring 2018 assessment is on the last page of this document.

To create or update an Initial Material Order:

1. Log on to the Secure Site with your MEIS login and password at www.michigan.gov/oeaa-secure.
2. From the Assessment Registration menu, select *Material Orders* and then select *Initial Material Orders*.
3. Select the appropriate assessment from the Test Cycle dropdown.
4. Select the ISD, District, and School. If you are a district level user, and if you do not select School you will receive a list schools for the district.

The returned results will display a link under the Open Order column to allow a user to 1) update an order, create an order or view an order, 2) identify under the Initial Order Save column if the school currently has an order saved, 3) identify if the school is registered for online testing under the Testing Online column, and 4) the number of students pre-identified to take the paper/pencil test (meaning they are not marked to test online) under the Pre-ID Total for Paper column.



5. To create an order, click on the *Create Order* link under the Open Order column.
 - a. If the link says *Update Order*, an order has already been saved and can still be updated.
 - i. Keep in mind, some orders are “saved” by OEAA on the last day of ordering. Check out the rules for each assessment on the last page of this document.
 - b. Orders can be updated until the deadline, when they are pulled by the contractor.
6. Verify the address and building or district coordinator name is listed correctly in the *Address* box.
 - a. If incorrect, the assessment coordinator name and/or address in the Educational Entity Master (EEM) will need to be corrected by the authorized district EEM user by the ordering deadline.
 - b. If needed, you can identify who your EEM authorized user is on the District and School Contact page of the OEAA Secure Site.
7. For M-STEP and MI-Access only, a district level user can designate the Shipping Destination to the district or to the school.

- a. If *District* is selected, all schools testing materials in the district, will be shipped to the district. Each box shipped will have the schools name on it to make it easier for the district to identify.
 - b. If *School* is selected, all testing materials will be shipped to the individual schools.
 - c. A different selection cannot be made for each building, this is a district level selection.
 - d. If the shipping destination is changed more than once by a district level user, the selection shown at the time the contractor pulls the orders will be the final choice.
8. For M-STEP and MI-ACCESS, an alternate delivery date can be selected to try and avoid spring break when schools may be in session. **NEW for Spring 2018!**
- a. The only alternate dates that are available are displayed. No other dates are available.
 - b. If the shipping destination is set to school, then a school level user can select the date for the school. If the shipping destination is set to district, then only a district level user can select the alternate date and it will be applied for all schools.
 - c. Only a district level user can change the shipping destination selection from school to district or district to school.
 - d. To request an alternate delivery date for SAT, PSAT and WorkKeys, you must follow College Board and ACT's process.

The screenshot shows a 'Shipping Information' form. On the left, there is a dropdown menu for 'Shipping Destination' with 'District' selected. In the center, there is an 'Address' field containing '509 Burcham Dr, East Lansing, MI 48823'. On the right, there are two sections for 'Shipment 1 Delivery Dates (Grades 5, 8, 11, 12)' and 'Shipment 2 Delivery Dates (Grades 3, 4, 6, 7)'. Each section has two radio button options for different date ranges. A red arrow points from the address field to the date options, with the text 'New this year!' written next to it.

9. Enter/verify the number of materials needed for students taking the paper/pencil test for each grade level.
 - a. The number of students pre-identified for testing using paper/pencil have been populated in the Test Booklet field for most assessments.
 - b. When ordering MI-Access materials make sure to scroll down and pay attention to the separate sections for MI-Access FI (Functional Independence), MI-Access P (Participation) and MI-Access SI (Supported Independence).
 - c. Only the Number of Assessment Administrators will be entered for MI-Access Participation and MI-Access Supported Independence.
 - i. The test is administered one-on-one with students and student responses are entered online by a teacher. Separate materials are not needed for each student.
10. To order Braille or Enlarged Print test booklets, click on the *Select Students* link to the far right of the material name. A pop up window will display a list of students that are pre-ID to take the paper/pencil testing. Select the student(s) that require Braille or Enlarged print by clicking in the check box in the first column to the left of the student's name. After selecting the student(s), click the *Submit* button at the bottom right of the pop up box.
 - a. If a student is not listed, check that the student is pre-identified. If the student is pre-identified, verify the student is identified as paper/pencil testing.

11. The number of students selected will be populated in the *Braille Kit or Enlarged Print Kit* field.
 - a. The kits contain student test booklets and answer documents. Do not include these students in your test booklet counts.
12. When ordering CDs and DVDs for science or social studies, you will enter the quantity of CDs or DVDs needed under the Material Count column. Under the Accommodated Student Count, you will enter the number of students using CDs or DVDs.
 - a. CDs and DVDs are not available for ELA and math, teachers will follow the Read Aloud guidelines for students needing audio for ELA and math.
 - b. CDs are used to administer the test to students one-on-one but can be reused for multiple students. The Accommodated Student count is needed to determine the number of test booklets needed for students. Do not include this count in the Test Booklet count.
 - c. DVDs can be used to administer the test to a group of 5 students or less at a time and can be reused for additional groups. The Accommodated Student count is needed to determine the number of test booklets needed for students. Do not include this count in the Test Booklet count.
13. Only Arabic and Spanish Glossary Reference Sheets can be ordered. Notice that many glossary reference sheets can be downloaded from this page. You can download and print the reference sheets now using the *Download* link to the right of each one. These will also be available prior to and during testing.
14. Make sure to click through each of the grade level tabs to order the needed grade level materials.
 - a. The grade levels are listed based on the grade levels for the school in the EEM. If the correct grade levels are not available for ordering, have the authorized district EEM user update the grades in the EEM.
15. Once you have entered your Initial Material Order, click the *Save* button at the bottom right.

Please note that M-STEP and MI-Access Test Administration Manuals will not be printed and shipped to schools. They can be downloaded from the [M-STEP \(http://www.michigan.gov/mstep\)](http://www.michigan.gov/mstep) and [MI-Access \(http://www.michigan.gov/mi-access\)](http://www.michigan.gov/mi-access) web pages.

Answer documents, return kit, and other required materials will be added to the order automatically by OEAA.

Saved orders can be viewed on the Material Order Summary page under the Material Order menu or by using the *View Order Summary Report* button at the bottom right.

Spring 2018 Assessments Initial Material Orders

SAT, PSAT 8/9 and PSAT 10

Initial material orders for SAT, PSAT 8/9 and PSAT 10 Standard Test Booklets, will be based on the number of students pre-identified on the Secure Site by **5:00 p.m. on February 13**. Accommodated materials will be sent based on the approved accommodations request submitted through the College Board. The projected number of materials that will be sent based on the pre-identification can be viewed on the Initial Material Orders page on the Secure Site. The SAT Standard Test Booklets, can only be adjusted by pre-identifying additional students and unassigning students from the testing. Don't forget to check the Initial Material Order page to verify the shipping address.

WorkKeys

Initial material orders for Standard Time, Regular Print WorkKey materials will be based on the number of students pre-identified on the Secure Site by **5:00 p.m. on February 13**. Accommodated materials, if needed, must be ordered through the Secure Site on the Initial Material Orders page by **5:00 p.m., February 13**. The projected number of Standard Time, Regular Print materials that will be sent based on the pre-identification can be viewed on the Initial Material Orders page on the Secure Site. The number of Standard Time, Regular Print materials can only be adjusted by pre-identifying additional students and unassigning students from the testing. Don't forget to check the Initial Material Order page to verify the shipping address.

M-STEP

Initial material orders for Standard Test Booklets for M-STEP materials will be based on the number of students pre-identified on the Secure Site by **5:00 p.m., February 13**. Accommodated materials, if needed, must be ordered through the Secure Site on the Initial Material Orders page by **5:00 p.m. on February 13**.

IMPORTANT NOTE: If you enter an order for accommodated materials for M-STEP and save it, the number of Standard Test Booklets will also save and will NOT continue to update based on the Pre-ID. Once an order is "Saved", you can adjust the number of Standard Test Booklets for M-STEP directly on the initial material order page if needed up through **5:00 p.m. on February 13**. If you do not enter accommodated materials on your order and "save" it, then the Standard Test Booklets will continue to update based on the students pre-identified to test through the deadline. Don't forget to check the Initial Material Order page to verify the shipping address.

MI-ACCESS Functional Independence (FI)

Initial material orders for Standard Test Booklets for MI-ACCESS FI materials will be based on the number of students pre-identified on the Secure Site by **5:00 p.m., February 13**. Accommodated materials, if needed, must be ordered through the Secure Site on the Initial Material Orders page by **5:00 p.m. on February 13**.

IMPORTANT NOTE: If you enter an order for accommodated materials for MI-ACCESS FI and save it, the number of Standard Test Booklets will also save and will NOT continue to update based on the Pre-ID. You can adjust the number of Standard Test Booklets for M-STEP directly on the initial material order page if needed up through **5:00 p.m. on February 13**. If you do not enter accommodated materials on your order and "save" it, then the Standard Test Booklets will continue to update based on the students pre-identified to test.

MI-ACCESS Supported Independence (SI) and Participation (P)

Since the MI-Access SI and P will be administered one-on-one to students and their responses entered online by the school, separate materials are not needed for each student. On the Initial Material Order page, schools will need to enter the number of administrators that will be administering the assessment by **5:00 p.m. on February 13**. Don't forget to check the Initial Material Order page to verify the shipping address.