

# **M-STEP Online Administration Directions**

Michigan Student Test of Educational Progress

Spring 2015

Michigan Department of Education  
Office of Standards and Assessment



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## USING THIS MANUAL

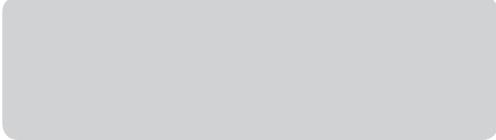
- This manual is intended to be read ***in addition*** to the Test Administrator sections of the M-STEP Test Administration Manual (TAM). This document is available electronically at <https://mi.drctdirect.com> by selecting **General Information** then **Documents**.
- This manual is also intended to be an instruction manual for test administration. More detailed information can be found in the M-STEP TAM.
- It is expected that you will read this manual in its entirety PRIOR TO your first testing day.
- This manual was revised on 3/24/2015. It can be printed and used IN PLACE OF the M-STEP Online Administration Directions that were sent with your printed materials and the accompanying correction sheet.

## ONLINE ASSESSMENTS COVERED IN MANUAL

These test directions apply to the following assessments:

Assessment	Grades
ELA	3–8, 11
ELA – Performance Task (Presented in 2 parts)	3–8, 11
Math	3–8, 11
Math – Performance Task	3–8, 11
Science	4, 7, 11
Social Studies	5, 8, 11

KEY

Icons	Descriptions
 	<p>Speak the words in the gray box.</p>
 	<p>This is a tip to help with a smooth testing experience.</p>
 	<p>Information specific to iPads</p>
 	<p>Information specific to Chromebooks</p>

**ADMINISTERING THE ONLINE TOOLS TRAINING (OTT)**

The Online Tools Training (OTT) is an essential part of the testing process, particularly for schools that are new to online testing. For detailed instructions on how to administer OTTs, please refer to the OTT Administration Directions available electronically at <https://mi.drcedirect.com> by selecting **General Information** then **Documents**. Additionally, the M-STEP TAM will provide more information about using OTTs.

**BEFORE TESTING CHECKLIST**

- Ensure INSIGHT software is installed on all testing devices
- Ensure you know how to launch INSIGHT on the type of device students will be using to test
- Ensure students have practiced using the OTT and viewed tutorials, if available
- Read this entire document prior to testing
- Read the Test Administrator sections of the M-STEP Test Administration Manual (posted online at <https://mi.dracedirect.com>)
- Clearly understand the scheduled testing time, including breaks
- Before beginning Performance Task sessions, ensure all students have participated in the Classroom Activity no more than three days prior to testing (see M-STEP Test Administration Manual posted online at <https://mi.dracedirect.com> for more information).
- Prepare the classroom for testing:
  - Remove or cover all classroom instructional materials that may affect the validity of the assessment. **Do not display** vocabulary words and/or definitions, examples of problems or answers, or tips on how to write responses and/or solve problems.
  - Ensure student testing devices are positioned in such a way that students cannot easily read another student's screen or interact with one another
  - If using portable testing devices, such as a laptop, iPad, or Chromebook, ensure the devices are connected to a power source (preferred) or fully charged
  - Check to make sure there are no test tickets or scratch paper left over from another testing session. If found, please return to the Building Test Coordinator.
  - Verify the assessment room will be free of distractions for the duration of the test session
- Obtain a student test ticket for each student who will be testing. Test tickets are secure materials and should be securely stored until you are ready to pass them out. Students will require a separate ticket for each part of the test.
- Count the test tickets you will be using for this test session. Make a note of this number so you know how many tickets to collect after students have signed in.

**TIP!**

*Take a few minutes to review all the parts of this document you will need to read aloud during testing. Use sticky notes or sticky flags to give yourself a quick reference to the next set of directions to read.*

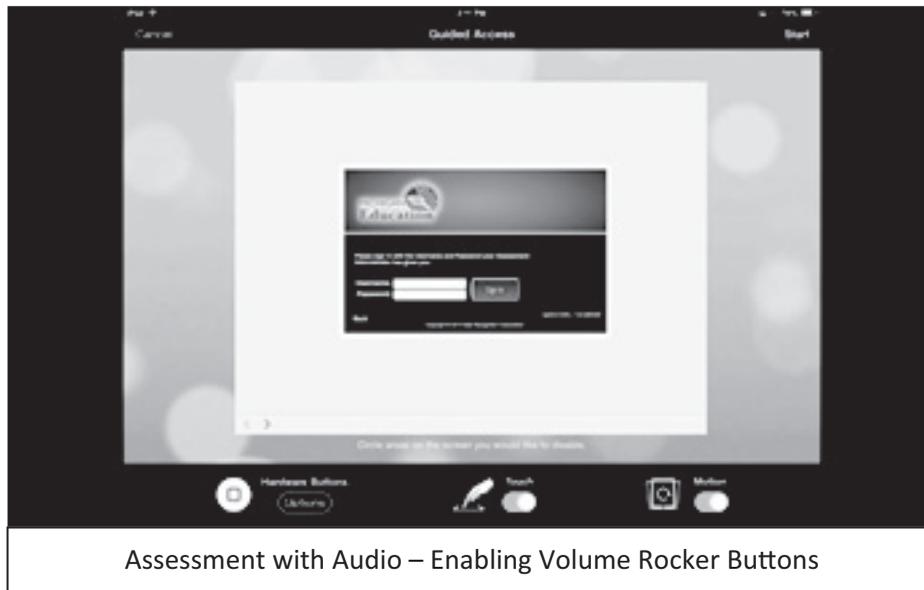


**iPAD/CHROMEBOOK:** *If your students are testing on an iPad or Chromebook, there are a few additional tasks you'll need to be aware of. It is important to review this information BEFORE the first day of testing to ensure a smooth testing experience.*



**iPAD:** If you are administering the ELA Listening or an assessment with an audio accommodation, you will want to make sure the volume rocker buttons are enabled to adjust headphone volume. To enable the rocker buttons, triple click the home button again (after you have started Guided Access\*). See page 9 and the M-STEP TAM for more information. You will be prompted to enter the four-digit passcode. Please remember to shield this passcode from student view.

On the following screen, look for “Hardware Buttons” on the bottom left. Select “Options” and ensure “Volume Buttons” is enabled (green). Click “Resume” in the top right corner to return to testing in Guided Access mode.



Please note that Guided Access needs to be stopped on each device once the test session is finished.

\*More information on Guided Access can be found in the M-STEP TAM.

## PERMITTED ITEMS IN TESTING ROOM

Students may only have required testing materials and any accommodations specified in the student’s IEP, Section 504 Plan, and EL instruction documentation at their work spaces during testing.

Item	Permitted?
Calculator	NO – All necessary calculating and graphing tools are provided within the test engine.
Pencil	YES – Students taking all assessments will have scratch paper.
Highlighter	NO – A highlighting function is included within the test engine.
Graph paper (provided by testing vendor)	YES – For students taking <i>math</i> assessments in grades 6–8 and 11. Graph paper will be provided by the testing vendor as part of testing materials. NO – For students taking all other assessments.
Additional paper (provided by School/District)	YES – Blank scratch paper is <i>allowed</i> for ELA, Science, and Social Studies assessments and <i>required</i> for Math assessments.
CD and DVD Players	NO – Not needed for online testing.
Headphones (provided by School/District)	YES – For tests with an audio component (ELA does have a listening component for each grade). NO – For tests that do not have an audio component.

### Accommodations

Refer to page 10 for more information.

## TEST DIRECTIONS—INTRODUCTION—ALL M-STEP (GRADES 3–8 AND 11) ASSESSMENTS

1. **Online Test directions are the same for all tests so please insert the test name in the appropriate blank as you read the directions to students.**
2. Make sure that each student is sitting at a separate testing device and that each device is turned on and the desktop/home screen is visible.
3. Make sure that no student is in possession of a cell phone, camera, or other personal electronic device. It is recommended that Test Administrators collect any electronic devices prior to distributing any test materials.
4. All tools may not be available for every assessment. For example, calculators will not be used for grades 3–5 in Mathematics or on any ELA test.

**SAY:**

**Welcome to the M-STEP (Please Insert Name of Test) \_\_\_\_\_. We are now ready to begin. Carefully follow the directions and give this test your best effort.**

**I will now pass out headphones (if applicable), scratch paper, and your test ticket. Do not click anything on your computer until I tell you to do so.**

**TIP!**

Distribute test tickets **LAST** after you have completed the following three steps. Make note of the number of test tickets you are distributing so you will know how many to collect after students have signed in.

1. Instruct students that they should not open anything on their computers until they are told to do so. The device desktop/home screen should be visible until you instruct students to open INSIGHT.
2. Distribute and ensure students have all allowed test materials.
3. Have students check to ensure their name and birthdate match what is printed on the test ticket (birthdate is used to distinguish between students with the same name).

**Test Materials Needed for M-STEP**

Materials Needed by Test Administrator	Materials Needed by Students
This booklet	Testing device
Class set of test tickets for each part of the assessment	Pencil
 Password to disable Guided Access on iPads at the completion of testing (iPad ONLY)	Headphones for ELA listening or accommodations
	Blank scratch paper
	Graph paper for Mathematics grades 6–8 and 11
	Test ticket

**SAY:**

**Each of you now has a test ticket. Check to make certain that your name and correct date of birth appear on the test ticket and it has the correct name of the assessment (Name of assessment) \_\_\_\_\_. Raise your hand if your test ticket does not have your name, your correct date of birth, or the correct assessment name on it.**

Correct any ticket distribution errors. If a test ticket contains incorrect student information, please report the issue to your Building Assessment Coordinator immediately.

## TEST DIRECTIONS—TEST SIGN-IN

(Read Aloud for ALL ASSESSMENTS)

**SAY:**

Now we are ready to begin. First, launch INSIGHT on your computer [or iPad]. You should see the Michigan Department of Education screen with a picture for M-STEP and a picture for MI-Access. Is there anyone who does not see this screen?



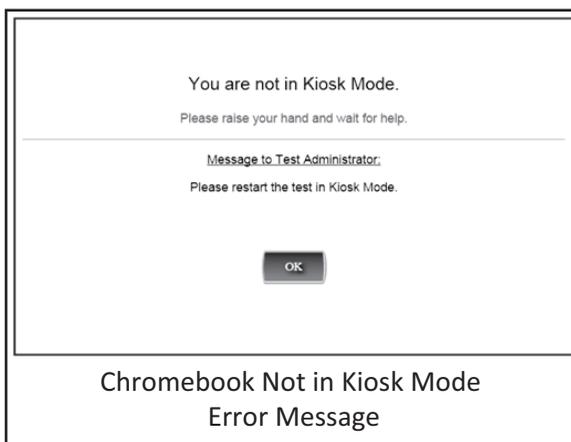
Pause to assist students if necessary. If a student receives an error message, note the content of the error message and contact the M-STEP Technology Coordinator or M-STEP Building Assessment Coordinator. It is acceptable to move the student to another computer.

DURING TESTING



**CHROMEBOOK:** Students can NOT be logged in to a Google account. As a guest, they should be directed to launch INSIGHT by selecting “apps” from the taskbar. This will launch INSIGHT in “kiosk mode.” If the app is launched while signed in to a Google account, they will receive an error.

Login steps are the same as for the desktop/laptop version, except that students will use their finger to move the cursor (instead of a mouse). Please remember that students should be using an external keyboard, and if they’ve already been taught, they can use the “tab” key to move the cursor between fields.



When all students are ready,

**SAY:**

On the left-hand side of the screen, under M-STEP, click on *Test Sign In*. You should then see the sign-in screen appear. Is there anyone who does not see the sign-in screen?



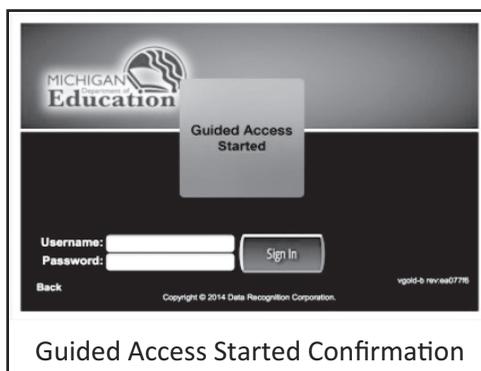
Test Sign-In Screen

Pause to assist students if necessary.



**iPAD:** For students testing on iPads, **turn on Guided Access\*** by triple clicking the home button. After you have triple clicked the home button, check for confirmation that Guided Access has started. A square message box will appear momentarily (see the screenshot).

You may choose to have students complete this step.



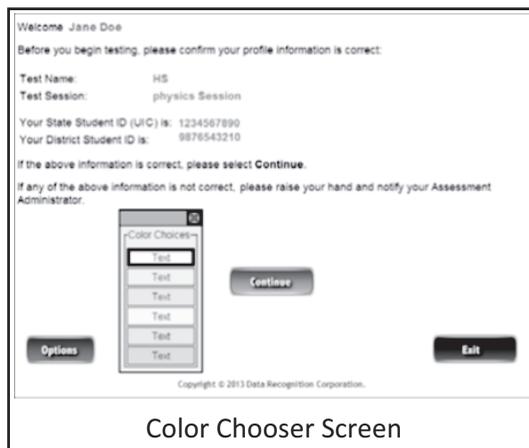
Guided Access Started Confirmation

Please note that Guided Access will need to be stopped by the Test Administrator on each device once the test session is finished (see page 21).

\*For more information on Guided Access, refer to the M-STEP TAM.

## ACCOMMODATIONS

Color Chooser or Contrasting Text accommodations are available using the Options button for visually impaired students who require this accommodation. Individually assist these students.



All other accommodations should be turned on in eDIRECT by the Building Assessment Coordinator.

When all students are ready,

**SAY:**

**You may now enter your Username and Password in the spaces provided on the screen. Your individual Username and Password are found on your test ticket. If you need assistance, please raise your hand. When you have finished entering your Username and Password, click on the Sign In button in the middle of the screen.**

**Please do not go ahead. We will do several screens together to review sign-in, navigation, and available tools.**

Pause while students enter their login credentials. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student and to each grade/content/part. A student's date of birth can be used to verify that the correct test ticket is given to a student.

**TIP!**

*If a student receives an "invalid login," click the "back" button in the bottom left corner of the sign-in screen. Select Test Sign In below the M-STEP icon (be sure you are **not** clicking below the MI-Access icon) and try again. Verify correct Username and Password have been entered.*

When all students are ready,

**SAY:**

**When you have clicked on the Sign In button, a welcome screen with your name opens. Is there anyone who does not see the welcome screen with your name?**

Pause to assist students as necessary.

When all students are ready,

**SAY:**

**Look at the information on the welcome screen and make sure that the following facts about you are correct:**

- **Your first name, middle initial (if available), and last name**
- **Your test name**
- **Your test session**
- **Your State Student ID (also called your UIC)**
- **Your district student ID (if available)**

**TIP!**

*This screen is the first opportunity to turn on the color chooser for **students with vision impairments that require this accommodation**. See the accommodation section on page 10 for more information.*

**SAY:**

**If the information about you is correct, click on the continue button. If the information is not correct, raise your hand.**

Pause to assist students as necessary.

When students are ready,

**SAY:**

**After you have clicked on the continue button, the test selection screen will open. Is there anyone who does not see the test selection screen?**

Pause to assist students as necessary.

When all students are ready,

**SAY:**

**We are now ready to begin the test. Use your pointer to select (test name). Once you have selected the test name, the test directions screen should open. Is there anyone who does not see the test directions screen?**

**TEST DIRECTIONS—SYSTEM CHECK AND TEST SECURITY****(Read Aloud for ALL ASSESSMENTS)****SAY:**

I will now read the Test Directions. Read the Test Directions silently as I read them aloud. Use the *Next* button to move to the next page to follow along.

**(Read Aloud for ELA LISTENING or AUDIO ACCOMMODATED ASSESSMENTS)****SAY:**

You will need to listen to some information in order to answer a few of the questions on this test. To check that the sound on your computer works, follow these steps:

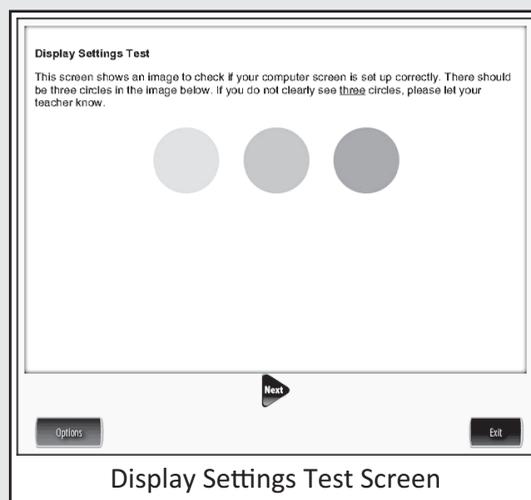
1. Select Play Audio
2. If you hear “If you can hear my voice, select the Sound is Working button,” select The Sound is Working button.
3. If you do not hear “If you can hear my voice, select the Sound is Working button,” select Try Again or raise your hand and ask for help.

Instruct students to wait for you to go on. Pause to assist any students who do not hear the voice. When students are ready,

**(Read Aloud for ALL ASSESSMENTS)****SAY:**

You should now be on the Display Settings Test screen.

This screen shows an image to check if your computer screen is set up correctly. There should be three circles in the image below. If you do not clearly see *three* circles, please raise your hand.



If a student's screen does not show the three circles, have the student exit the test and move the student to an open workstation if available. Contact the Building Assessment Coordinator regarding the computer.

When students are ready,

**SAY:**

**If you were able to clearly see three circles, please select the *Next* button to continue.**

Check monitors to confirm that all students are now on the “Test Security” page.

**SAY:**

**You should now be on the Test Security screen.**

**You are about to take the Michigan Student Test of Educational Progress, or M-STEP. In order for the results to be valid, you must not**

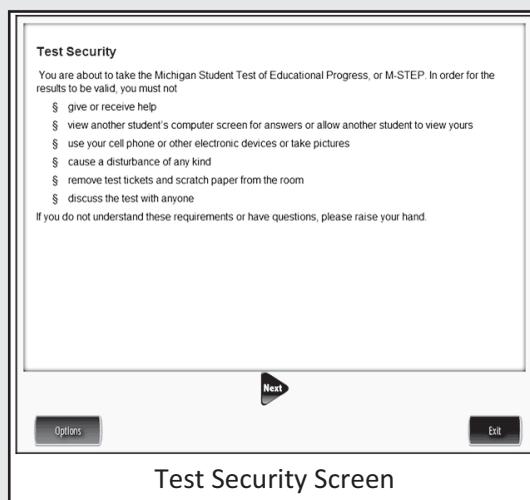
- **give or receive help**
- **view another student’s computer screen for answers or allow another student to view yours**
- **use your cell phone or other electronic devices or take pictures**
- **cause a disturbance of any kind**
- **remove test tickets and scratch paper from the room**
- **discuss the test with anyone**

***If you do not understand these requirements or have questions, please raise your hand.***

Pause for questions.

**SAY:**

**Now select the *Next* arrow to go to the next page.**



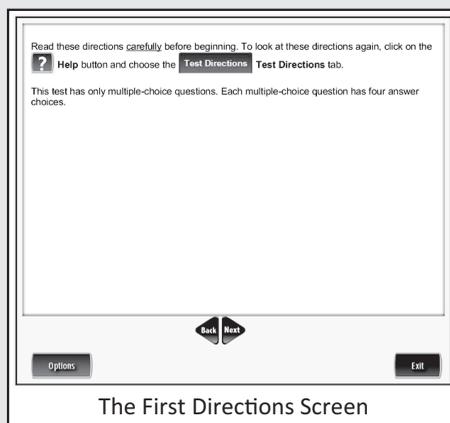
## TEST DIRECTIONS—NAVIGATION AND TOOLS

(Read Aloud for ALL ASSESSMENTS)

Check monitors to confirm that all students are on the first directions page.

**SAY:**

**Read these directions carefully before beginning. To look at these directions again, select the Help button and choose the Test Directions tab. Select the Next arrow to go on.**



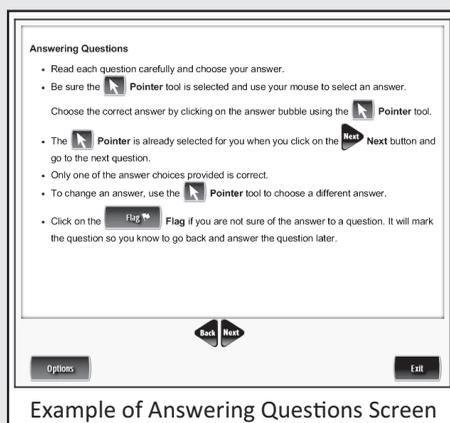
Check monitors to confirm that all students are on the Answering Questions page.

**SAY:**

**You should now be on the Answering Questions screen.**

- **Carefully read each question and its directions.**
- **Be sure the pointer tool is selected and select your answer. Some questions may require more than one response.**
- **The pointer is already selected for you when you click on the Next arrow and go to the next question.**
- **To change an answer, use the pointer tool to choose a different answer.**

**Now select the Next arrow to go to the next page.**



Check monitors to confirm that all students are on the Navigation page.

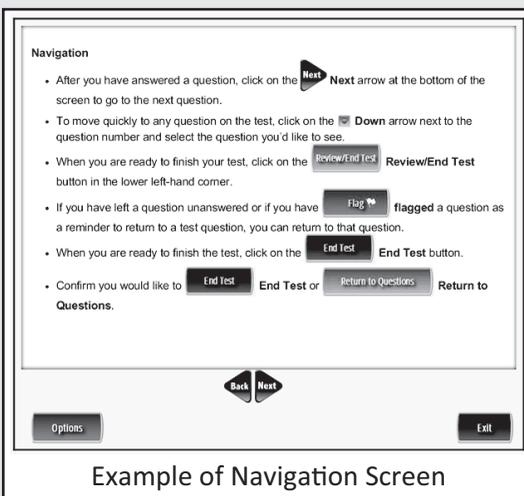
## TEST DIRECTIONS—NAVIGATION

(Read Aloud for ALL ASSESSMENTS)

**SAY:**

You should now be on the Navigation screen.

- After you have answered a question, click on the Next arrow at the bottom of the screen to go to the next question.
- Use the Back arrow to go back to a question you have already answered.
- To move quickly to any question on the test, click on the Down arrow next to the question number and select the question you'd like to see.
- When you have reached the end of the test, the Next arrow will not appear.
- Once you are at the end of the test, click on the Review/End Test button in the lower left-hand corner.
- If you have left a question unanswered or if you have flagged a question as a reminder to return to a test question, you can return to that question.
- To complete your test, click the "End Test" button and follow the on-screen directions.

*Now click the Next arrow to go to the next page.*

Example of Navigation Screen

Check monitors to confirm that all students are on the Tools page.

## TEST DIRECTIONS—TOOLS

(Read Aloud for ALL ASSESSMENTS)

**SAY:**

You should now be on the Tools screen.

- Use the online tools to assist you during the test.
- You can use more than one tool at a time.
- To close a tool, click on the tool again.

Not all tools are available for every test. A graphing tool is an example of a tool that is available only for the 11th Grade Mathematics Assessment.

**SAY:**

**Pointer:** Use the pointer tool to choose an answer.

**Cross-Off:** Use the cross-off tool to mark answers that you believe are NOT correct.

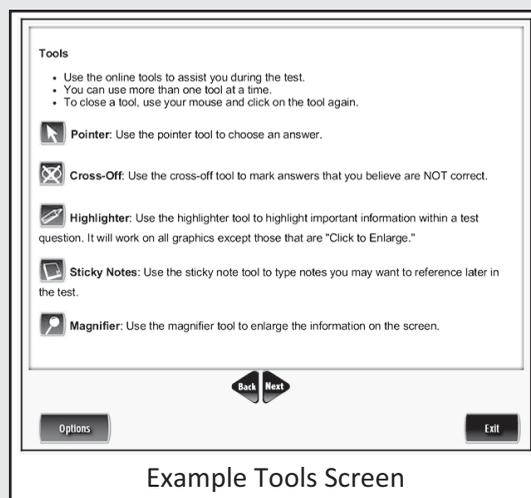
**Highlighter:** Use the highlighter tool to highlight important information.

**Magnifier:** Use the magnifier tool to enlarge the information on the screen.

**Line Guide:** Use the line guide tool to help you track a single line of text as you are reading.

**Sticky Notes:** Use the sticky note tool to type notes on the screen.

**Flag:** Use the flag button, located at the bottom of the page, to mark a question you want to review at a later time. Later, the flag will serve as a reminder to return to that question.



Continue to read additional applicable tools sections.

## TEST DIRECTIONS—ELA TOOLS

(Read Aloud for ELA ASSESSMENTS)

**SAY:**

*Writing Tools:* Use the writing tools to help you with written responses.

Continue to read additional applicable tools sections.

## TEST DIRECTIONS—MATH TOOLS

(Read Aloud for ALL MATH ASSESSMENTS)

**SAY:**

*Equation Builder:* The equation builder will help you build mathematical equations.

Continue to read additional applicable tools sections.

## TEST DIRECTIONS—MATH, GRADE 4, TOOLS

(Read Aloud for Math, Grade 4, ASSESSMENTS)

**SAY:**

*Protractor:* The protractor will help you measure angles.

Continue to read additional applicable tools sections.

## TEST DIRECTIONS—MATH, GRADES 6–8 AND 11, TOOLS

(Read Aloud for Math, Grades 6–8 and 11, ASSESSMENTS)

**SAY:**

*Calculator:* The calculator will help you with math functions.

Continue to read additional applicable tools sections.

## TEST DIRECTIONS—MATH, GRADE 11, TOOLS

(Read Aloud for Math, Grade 11, ASSESSMENTS)

**SAY:**

*Graphing Tool:* Use the graphing tool to help you graph functions.

Continue to read additional applicable tools sections.

## TEST DIRECTIONS—SCIENCE TOOLS

(Read Aloud for Science, Grades 7 and 11, ASSESSMENTS)

**SAY:**

*References:* Use the References tool to view more information that may help you answer the questions. The Periodic Table of the Elements can be found under the References tool.

## TEST DIRECTIONS—HELPFUL TESTING HINTS

### (Read Aloud for ALL ASSESSMENTS)

When you have read all applicable tools sections, prompt students to go on. Note that the tools may be listed on multiple pages.

**SAY:**

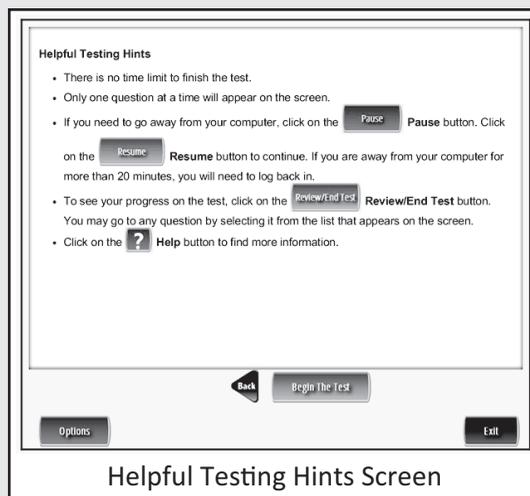
Now select the *Next* arrow to go to the next page.

Check monitors to confirm that all students are on the Helpful Testing Hints page.

**SAY:**

You should now be on the Helpful Testing Hints screen.

- There is no time limit to finish the test.
- Only one question at a time will appear on the screen.
- If you need to go away from your computer, click on the **Pause** button. Click on the **Resume** button to continue. If you are away from your computer for an extended period, you may need to log back in.
- Click on the help button for more information.

**SAY:**

Are there any questions about the test directions?

Answer all questions.

When all students are ready,

**SAY:**

To start the test, select the green “Begin the Test” button at the bottom of the screen. Remember to select the Pause button if you need to pause your test for any reason.

You may begin.

## MONITORING DURING TESTING

Collect and recount all student test tickets after students have logged in. Ensure the number of tickets matches the number noted from before testing. Student test tickets are considered secure material. Save these tickets in case a student is logged off and needs it again. Each individual test session requires a different test ticket. **You will not reuse test tickets from one session to the next. Test tickets should be returned to the Building Test Coordinator with all secure materials at the end of each testing session.**

As students are working, move around the room to ensure students are working on the correct part. If a student has selected an incorrect part, select Pause and then Exit to return to the test sign-in screen.

Maintain a secure and distraction-free test environment.

## PROCEDURES FOR TESTING BREAKS, INTERRUPTIONS, OR PAUSES

If a student needs to pause their test for a few minutes, use the **blue Pause button** in the tool bar along the bottom of the screen. Once the Pause button is selected, the test questions are removed from the screen (for test security reasons), and the student has up to 20 minutes to return and resume testing before being logged out of the test.

If a student needs to exit the test to move to another workstation or to resume at a later time, select the Pause button, select Exit, and then select "Yes, Exit" on the pop-up screen. The student will need their test ticket to log in again. If a student does not submit ("end") the test on the same day which it was started, the test will become locked. Please refer to the M-STEP TAM for guidance on locked tests.

## TESTING IRREGULARITIES

Please refer to the M-STEP Test Administration Manual.

## COMPLETING THE TEST SESSION

Collect and recount test tickets. Students who have completed their test will not need these test tickets again, and tickets should be returned to the Building Assessment Coordinator. If students have NOT completed their test, return test tickets to the Building Assessment Coordinator for secure storage until testing can resume. A new test ticket can be printed by the Building Coordinator, if necessary.

## EXITING THE INSIGHT TEST ENGINE

Students using a desktop, laptop, or Chromebook can simply exit INSIGHT once they have finished. Ensure you can see the desktop or home screen of every testing device before a student is dismissed. This is particularly important for 1:1 devices that stay with the student (such as a Chromebook, laptop, or iPad).



**iPAD:** For students testing on iPads, you will need to turn OFF Guided Access in order for the student to exit INSIGHT and use other apps on the device. This must be done for each individual iPad. To turn OFF Guided Access, triple click the home button. On the following screen, click "End" in the top right corner. You will be prompted to enter a four-digit passcode. This passcode should have been provided to you by your Building Assessment Coordinator or Technology Coordinator. Students may NOT complete this step. It must be completed by a test administrator. The password is considered a secure material and should be entered outside of student view.







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