

Mass Update Assessments

Copying Students to MI-Access Assessments

Division of Accountability Services

In order for a students to take the MI-Access Functional Independence, Participation and Supported Independence it must be in their Individualized Education Program (IEP). Since DAS does not have access to a student's IEP, we are not able to pre-identify students for the MI-Access assessments. With this in mind, when DAS pre-identifies student, they will all be pre-identified to the general assessment. Districts or schools will need to move these students from the general assessment to MI-Access. Students can be copied from the general assessment to the appropriate MI-Access assessment as a group on the Mass Update Assessments page of the Secure Site.

1. Log in to the Secure Site at <https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure> with your MEIS login and password.
2. From the Student Assessments menu at the top, select Mass Update Assessments.
3. Select the Test Cycle from the drop down menu. You will need to select the test cycle the students are currently pre-identified in. For example, all students grade 3-8 and 11 will be pre-identified to M-STEP, select M-STEP from the drop down menu.
4. Select the ISD, District and School from the drop down menus. If you are a district level user, you are not required to select a school.
5. To limit your search, you can select the grade, Limited English Proficient (LEP), Special Education (SE), Home schooled. For this case, we are dealing with MI-Access students therefore it may be beneficial to limited the search to special education students by selecting "Yes" for Special Education. This will limit the search to students that were identified in MSDS as special education and pre-identified to the general assessment.
6. Click the *Search* button at the bottom right.
7. A list of students matching the search criteria entered will come up under the Search Results. Also note that a new drop down titled Mass Update Type also will appear.
8. You will want to unassign students from the test cycle that will not be taking the test for any reason, this includes because they will be taking the MI-Access test.
9. From the Mass Update Type drop down, select *Unassign Assessment*.
10. From the student list, select the students by clicking in the check box in the first column to the left of the student's name. Once you have selected all appropriate students, click on the *Save* button at the bottom right.
11. The students will now be unassigned from the test cycle selected in the search criteria.
12. Now to assign them to MI-Access, change the Assigned field in the Search Criteria section to "No". This will bring up all students that were assigned to the searched test cycle but have been unassigned.
13. Click on the *Search* button to the right.
14. A list of students that were assigned to the test cycle but are now unassigned will come up, including the ones that you just unassigned.
15. From the Mass Update Type drop down, select *Copy to Different Test Cycle*.
16. From the newly opened Copy to Test Cycle drop down, select the appropriate MI-Access test cycle that the students will be taking.

17. From the student list, select students by clicking in the check box in the first column to the left of the student's name. Once you have selected all appropriate students, click on the *Save* button at the bottom right.
18. The student will now be assigned to the MI-Access Test Cycle. You can verify the student is assigned to the test cycle in the student's demographic screen or on the Pre-ID Student Report.