

Mass Update Assessments

Copying Students from One MME component to the Other Two MME Components (SAT, WorkKeys, and M-STEP)

Division of Accountability Services (DAS)

When DAS pre-identifies grade 11 and required grade 12 students to the MME assessments, they will be pre-identified to all three components of the MME, SAT, WorkKeys and M-STEP (science and social studies). Unfortunately additional students that are pre-identified by the district or school will need to be pre-identified to each of the three assessments individually. We are working on changing this for spring 2017. This can be done easily and quickly in the Mass Update Assessments screen on the Secure Site once students are pre-identified to one of the three assessments.

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, if you pre-identified all new students in the SAT test cycle, select the SAT 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. Click the *Search* button at the bottom right.
6. 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.
7. From the Mass Update Type drop down, select *Copy to Different Test Cycle*.
8. From the newly opened Copy to Test Cycle drop down, click on the appropriate test cycle to be copied to such as WorkKeys or M-STEP.
9. 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.
10. The selected students will now be assigned to additional test cycle selected.
11. You can repeat for the third test cycle for newly pre-identified grade 11 and required grade 12 students.