

MSDS Copy

OEAA Secure Site

You do not need access to the Michigan Student Data System (MSDS) to use this feature. MSDS Copy is a function on the OEAA Secure Site.

If students have been submitted in MSDS on a general collection (fall and spring student count day) or on a student record maintenance (SRM) file as enrolled in the school, then the students can be copied into the OEAA Secure Site for pre-identification purposes. Not all schools submit SRM files on a regular basis for new enrollments, so all that may be available is the general collection file from the previous count day. This can vary by district.

1. Log in to the Secure Site at www.michigan.gov/oeaa-secure with your MEIS login and password.
2. From the menu at the top, select *Assessment Registration*, select *Pre-ID* and then *Pre-ID Students*.
3. Select *MSDS Copy* from the *Pre-ID Method* drop down.
4. Select the *ISD*, *District*, and *School* from the drop downs. If you are a district level user, you do have the option to bring up a list by district by not selecting the *Source School*.
5. Select the *Source Grade* from the drop down.
 - a. This will be the grade the student is currently enrolled in MSDS.
6. The *Last Name*, *First Name*, *Birth Date*, *SE* and *LEP* are optional fields to limit the MSDS search.
 - a. When using the *Last Name*, *First Name* and *Date of Birth* field, remember you are limiting your search to one student.
 - b. Change the *SE* (special education) field to *Yes* to display only students that are identified as special education in MSDS. This is a good filter to use when pre-identifying MI-Access students since only special education students take the MI-Access assessments. Be sure to double check your list.
 - c. Change the *LEP* (limited English proficient) field to *Yes* to display only students that are identified as LEP in MSDS. This is a good filter to use when pre-identifying WIDA students since LEP students take the WIDA. Be sure to double check your list.

Pre-Id Students

Select the method to be used to pre-identify students to a test cycle. The available options from this screen are MSDS Copy (using current student data in the Michigan Student Data System) and File Upload (using the file format located on the log in page of the site). The Pre-ID File Template and Pre-ID File Format document can be found on the log in page of the Secure Site before you log in. **When using MSDS Copy, it is important to select the grade the students are currently in MSDS. For example, for the Fall Early Literacy and Mathematics, students have not yet been submitted in MSDS for the 2016/17 school year and you will search by last year's grade level but use this year's grade as the destination grade.**

[Page Instructions](#)

Choose which method you would like to use to load students into the BAA Secure System for pre-id purposes.

Pre-ID Method
MSDS Copy

Search Filter

* Indicates required field

* ISD
Select an ISD

Source School
Select a School

Last Name

SE
All

* District
Select a District

* Source Grade
Select a Grade

First Name

LEP
All

Birth Date

Filtering by special education (SE) can be beneficial if you are pre-identifying special education students for WIDA Alternate ACCESS for ELLs or MI-Access assessments. Remember this will only return students that identified in a special education program in MSDS.

The grade the student was last submitted in MSDS. For fall assessments, this would be the grade from the previous school year.

Filtering by Limited English Proficient (LEP), also known as English Learner (EL) can be beneficial if you are pre-identifying students for WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, W-APT and WIDA Screener. Remember this will only return students identified in an EL program in MSDS.

Search Reset

7. Click on the *Search* button at the bottom right.
8. A new section, *Select Destination Information*, along with a list of students from MSDS will display.
9. Select the *Destination Test Cycle* from the drop down. This will be the test cycle the students will be pre-ID to.
10. Select the *Destination Grade* from the drop down. This will be the grade the student will be in during the testing. Most of the time, it will be the same grade that you selected as the *Source Grade*.
11. Once the *Destination Test Cycle* and *Destination Grade* have been selected, the Content Area will display the contents for the test cycle and grade.
 - a. If the students you will be selecting will not be taking all of the content areas in the Destination Test Cycle selected, then you can remove the check marks for a content area by clicking on it.
 - b. Keep in mind, if you change the content areas, it will affect the student's that you select and submit.
12. Select the students to be copied into the Secure Site by clicking in the check box in the first column to the left of the student's name.
13. Click on the *Submit* button at the bottom right.

Select Destination Information

* Indicates required field

*** Destination Test Cycle**
Spring 2017 M-STEP ▾

*** Content Area**

English Language Arts

Mathematics

Science

*** Destination Grade**
04 ▾

Destination School
Select a School ▾

The content areas will be automatically selected when the test cycle and the grade has been selected. A content area(s) can be deselected if needed.

Select the grade the student will be in during the administration of the assessment. This is particularly important for fall assessments.

Select the school where the student will be testing. The student should always test at their PEPE.

Search Results

Search Results Select All Unselect All

	SCHOOL	UIC	STUDENT NAME	BIRTH DATE	GENDER	AS OF DATE	GRADE
<input checked="" type="checkbox"/>	Delton Kellogg Elem. School (00901)	6468983082	Agnello, KAILEENE	07/11/2006	F	10/05/2016	04
<input type="checkbox"/>	Delton Kellogg Elem. School (00901)	4053502905	ALabdall, Quamoria	05/23/2007	F	10/05/2016	04
<input checked="" type="checkbox"/>	Delton Kellogg Elem. School (00901)	8256012342	AL QURAIISH, Jar'nae	02/21/2007	F	10/05/2016	04
<input type="checkbox"/>	Delton Kellogg Elem. School (00901)	6376407334	AL-Bakkal, Darshay	07/07/2007	F	10/05/2016	04

Back
Submit

The student data shown above has been masked and is not real student information.

14. You will receive a message "MSDS Copy Completed. Check Files Upload page for status of the file." Click the *OK* button.
15. After students have been pre-identified on the Secure Site, if they are testing online, they must be assigned to a test session. There are separate instructions titled "Online Testing Session Instructions" available for this function.

The file may take up to 15 – 60 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 at the top, select *Pre-ID* and then *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 review the noted errors.
 - b. Since the file is being copied from MSDS, you may need to work with the OEAA office to decide the best method to resolve the errors. You also have the option to pre-ID the student(s) using the Student Search function and pre-identifying those with errors one-at-a-time.

Home Admin Security Assessment Registration Student Assessments Reports Accountability Review Requests

Pre-Id Results

Check the status of uploaded files [Page Instructions](#)

Search Criteria

* Indicates required field

Test Period: Spring 2017

ISD: Select an ISD

District: Select a District

[Search](#) [Reset](#)

Search Results

You can access the Pre-ID Students Report using the link. All students that have been pre-identified, including those on the pre-ID file load with a status of Completed, minus the errors, will be listed.

	BATCH ID	DISTRICT	FILE NAME	STATUS	ERRORS	SUBMITTED BY	DATE SUBMITTED	DETAILS
Pre-Id Students Report	19481	East Lansing School District (33010)	MSDS Copy	Completed		scottkay	03/16/2017 11:20AM	Success: 262; Errors: 0
Pre-Id Students Report	19479	Lansing Public School District (33020)	MSDS Copy	Completed		footein	01/24/2017 10:05AM	Success: 2; Errors: 0
Pre-Id Students Report	16479	Monroe Public Schools (56010)	MSDS Copy	Completed	View Errors		01/09/2017 10:06AM	Success: 453; Errors: 2

Page size: 50

3 items in 1 pages

[Import another file](#)