

MOECS USER GUIDES FOR THE INPUT OF ALTERNATE SCORES

1. USING THE SEARCH QUERY TO FIND CANDIDATES USING ALTERNATE SCORES

The screenshot shows the Michigan Department of Education MOECS interface. The page title is "Michigan Department of Education". The navigation bar includes links for Home, Search for Certificates / Permits / AOA's, Worklist, Teaching, Occupational (Vocational), School Psychologist, School Counselor, School Administrator, Add. Endorsements, Approval, and Reports. The "Teaching Worklist" section is active, showing a search form with the following fields: Certificate Type (dropdown), Status (Submitted), Application #, Social Security Number, Personnel Identification Code, Student Identification Number, and Uses Alternative Pass (dropdown). A "Search" button is present. Below the form, a note states: "To view the recommended applications that have not been paid, select 'Pending-Payment' in the status drop down." A red circle with the letter 'A' is placed over the "Search" button, and a red circle with the letter 'B' is placed over the note. Below the note is a table of search results:

Select	Application #	Name	SSN	Program	Certificate Type	Submitted On	Has Conviction?	Last Modified By	Summary	Uses Alternative Pass
<input type="checkbox"/>	134352	USERTHREE, TEST	XXX-XX-0222	Secondary	Provisional Teaching Certificate	9/18/2015	Yes	SYSTEM	Summary	
<input type="checkbox"/>	134402	TEST, TEST	XXX-XX-0301	Secondary	Provisional Teaching Certificate	1/12/2016	No	SYSTEM	Summary	Yes

Below the table is a "Recommend" button. At the bottom of the page, there are links for MI.gov, MOECS Home, Contact, Policies, FOIA, and Compliance, along with the copyright notice "Copyright © 2016 State of Michigan".

The table above shows a list of candidates in MOECS for recommendation of a teaching certificate or endorsement. This table will be displayed after the "Search" button is clicked.

Section A

The drop-down "Uses Alternative Pass Measure" lets the user select whether or not to display a candidate who is using alternative measures for their basic skills examination when "Search" is clicked.

- Selecting "No" will display all candidates who are either not eligible to use alternative measures or do not need to use them (for example, because of a prior passing status).
- Selecting "Yes" will display all candidates who are using alternative measures or for whom the use of alternative measures is desired.
- Selecting neither "Yes" nor "No" will simply eliminate this criteria from the search, and display *all* candidates adhering to other criteria selected regardless of their status in using alternative measures.

Section B

If a candidate's status is shown as "Yes" in the "Uses Alternative Pass Measures" column in the search result table, the candidate's application number can be clicked to allow access to the set of screens allowing users to upload alternative measure choices for the candidate.