

WIDA AMS Basics

Relevant assessments:

- **WIDA™**
 - » WIDA ACCESS for ELLs
 - » WIDA Alternate ACCESS for ELLs
 - » WIDA Screener



WIDA AMS
Overview



OEAA Secure
Site Roles for
WIDA AMS



WIDA AMS
Access Process



WIDA AMS
Resources

Assessment Coordinator Training Guide

Updated: August 20, 2019

NOTE to Reader:

The **Assessment Coordinator Training Guide** is comprised of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Training Guide Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs, of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide**, which includes information on how to use the guide
- An interactive **Table of Contents** for the training guide
- A reference list of acronym definitions, and
- Important contact information

It is recommended that you keep the **Quick Reference** chapter readily available for future use.



608 W. Allegan
P.O. Box 30008
Lansing, Michigan 48909

Website: www.michigan.gov/oeaa
Email: mde-oeaa@michigan.gov
Phone: 877-560-8378
Fax: 517-335-1186

Intro

This chapter discusses WIDA AMS, and how it will be used in the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and WIDA Screener assessments, by answering the following questions:

- ▶ What is WIDA AMS and how is it used for state assessments?
- ▶ What OEAA Secure Site role do I need to be assigned to, in order to receive access to WIDA AMS?
- ▶ Once I have a required role in the OEAA Secure Site, how does WIDA AMS access happen?
- ▶ Where can I find instructional resources and support documentation for WIDA AMS?

What is WIDA AMS and how is it used for state assessments?



WIDA Assessment Management System (AMS)

is Data Recognition Corporation's (DRC) test management system that is used to manage student online testing for the WIDA ACCESS for ELLs and the WIDA Screener.

- **Online Session management**
- **Assigning online Accommodations** for students
- **Printing student Test Tickets**
- **Scoring WIDA Screener Speaking and Writing Tests**
- **Monitoring students' Testing Status**
- **Setting up and managing Central Office Services (COS), Device Toolkit, and INSIGHT**
- **Viewing WIDA Screener, WIDA ACCESS for ELLs and WIDA Alternate ACCESS assessment reports**

It is also used to order additional paper/pencil materials for WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs:

Staff members responsible for performing the functions listed above, including **District and Building Test Assessment Coordinators** and **Technology Coordinators**, will need secure access to WIDA AMS. Test Administrators may not need secure access to WIDA AMS. They may be able to access all the content they use without a secure WIDA AMS login.

For WIDA ACCESS for ELLs, students are pre-identified for testing in the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](#), and then the student rosters are copied from the OEAA Secure Site to the WIDA AMS test management system. This initial load of students into WIDA AMS typically happens in December of each year. Once the pre-identified students are copied into WIDA AMS, Assessment Coordinators and others involved in assessment administration will then use WIDA AMS to manage testing as previously described.

Any students who are pre-identified for testing in the OEAA Secure Site after the initial load of students to WIDA AMS occurs, will automatically copy over to WIDA AMS three times a day, throughout the testing window.

Note: For the WIDA Screener, unlike the process for other state assessments, students must be entered directly into WIDA AMS system, first. Then, after these students have completed testing, an OEAA Secure Site user will add these students into the OEAA Secure Site and enter their scores there, as well.

For more information on the state assessment pre-identification process, see the [Pre-Identifying Students for State Assessments](#) chapter of this training guide.

For more information on the OEAA Secure Site and its functions, see the [OEAA Secure Site](#) chapter of this training guide.

What OEAA Secure Site role do I need to be assigned to in order to receive access to WIDA AMS?



For someone to acquire secure access to WIDA AMS, they must first have an OEAA Secure Site **District Administrator-level Authorized User** assign them to one of the specific [OEAA Secure Site](#) user roles describe here:

- **District Administrator; Public School Administrator; and Nonpublic School Administrator** roles will automatically get access to WIDA AMS, with the the ability to:
 - » access **Central Office Services (COS)**, **Device Toolkit**, and **INSIGHT**
 - » manage **Online Sessions**
 - » print **Test Tickets**
 - » assign online **Accommodations and Supports**
 - » **order paper/pencil** WIDA ACCESS for ELLs and Alternate ACCESS for ELLs **materials**
 - » monitor **Student Testing progress** for all schools within the district.
- **District/School Online Test Admin – AMS & INSIGHT Portal** role (a WIDA AMS- and DRC INSIGHT Portal-only role, at district, nonpublic, and public school levels) for the ability to:
 - » manage **Online Sessions**
 - » print **Test Tickets**
 - » assign online **Accommodations and Supports**
 - » **order paper/pencil** WIDA ACCESS for ELLs and Alternate ACCESS for ELLs **materials**
 - » monitor **Student Testing progress**

Only those who have been assigned one of these listed active user roles in the OEAA Secure Site AND who have been granted access to the WIDA Screener and/or the WIDA assessment (WIDA ACCESS for ELLs is listed as WIDA in the OEAA Secure Site) will receive secure access to WIDA AMS. For example, in order for a **Building Coordinator** to manage Test Sessions in WIDA AMS, he/she should be assigned the role of **School Online Test Admin – AMS & INSIGHT Portal**, and should also have access to the WIDA Screener and/or WIDA ACCESS for ELLs assessment in the OEAA Secure Site.

See the [Secure Site Roles and Assessment Descriptions](#) document on the [Secure Site Training web page](#) for more specific information on OEAA Secure Site roles.

Important Note: Before WIDA Administrators can administer the Speaking and Writing assessments and record scores in the WIDA AMS system, District English Learner (EL) Assessment Coordinators will need to do these things in this order:

1. verify that they, themselves, are identified in the Educational Entity Master (EEM) as the District EL Coordinator

2. verify that a WIDA AMS user who will administer and score WIDA assessments has a WIDA AMS account
3. verify that this WIDA AMS user has completed the required Speaking and Writing assessment training in the [WIDA Secure Portal](#), and
4. call the DRC WIDA Call Center at 877-560-8378 (select option 5 from the phone menu) to request access for this user to [WIDA Screener Scoring](#) for the Speaking and Writing assessments.

Once I have a required role in the OEAA Secure Site, how does WIDA AMS access happen?



Each year, starting in August, those in the OEAA Secure Site who have a designated role for WIDA AMS access will be copied from the OEAA Secure Site into the WIDA AMS system. After this initial load of users into WIDA AMS, those who are newly assigned to a WIDA AMS-required user role in the OEAA Secure Site will copy to WIDA AMS on a daily basis, through the end of May.

Each year those with the necessary roles in the OEAA Secure Site, who copied over to WIDA AMS will receive an email from DRC containing their login and password information for WIDA AMS. The login is the user's email address that is listed in the user's [Michigan Education Information System \(MEIS\)](#) account.

It's important to check your information in MEIS to ensure your email address is correct. Once the daily transfers from the OEAA Secure Site begin, it will take one to two business days for a newly registered user to receive an email from DRC containing their WIDA AMS login and password information.

NOTE: If you update your email in MEIS, you will need to log into the OEAA Secure Site (just log in), so the updated email address from MEIS will copy to the OEAA Secure Site.

If you will need access to WIDA AMS and do not have it, follow the specific instructions in the [How Do I Get Access to WIDA AMS?](#) document found on the OEAA Secure Site Training web page, in the [Security](#) section.

How do I find instructional resources and support documentation for WIDA AMS?



Step-by-step instructions for managing specific tasks are available in the [WIDA AMS User Guide](#), the [Technology User Guide](#), and other support documents that can be found in [WIDA AMS](#) once you have logged in. Go to [All Applications > General Information > Documents > Search for ALL administrations](#).

The documents found here are pertinent to [District](#) and [Building Assessment Coordinators](#), and [District Technology Coordinators](#). You can filter the document list by [District Technology Coordinator](#) or [District/Building Coordinator](#) by using the [Audience](#) drop-down menu.

You can search for documents by assessment administration, document type, or the audience. You can also click the **Show Documents** button without making any selections, to display all documents available. The documents can be viewed by clicking the PDF icon or by downloading them to your computer. To download a document, click on the Save icon under the Action column. By clicking on the column heading, you can sort the columns in descending order, and click again to change it back to ascending order.

NOTE: When reviewing the **WIDA AMS User Guide**, be aware that the following functions are not available to Michigan users:

- » Managing Your Account
- » Managing other User Accounts
- » Editing User's Permissions
- » Adding a Student to WIDA AMS

These functions are completed in the [OEAA Secure Site](#) and then transferred to WIDA AMS.

Practical Tips



- In WIDA AMS, Michigan lists the WIDA ACCESS for ELLs as **MI ACCESS**, which can lead people to confuse the WIDA ACCESS for ELLs assessment with Michigan's MI-Access alternate assessment. If you are working in AMS, you are working with WIDA tests, not MI-Access.
 - Do these things early –
 - » Work with your [OEAA Secure Site District Administrator-level Authorized User](#) to identify which users already have a role that will give them the access to WIDA AMS they need, and to determine who will need access and what their responsibilities will be in WIDA AMS.
 - » Provide instructions for users who do not have one of the required roles in the OEAA Secure Site to access WIDA AMS. Remember, directions can be found in the [How Do I Get Access to WIDA AMS?](#) document, which is located on the [OEAA Secure Site Training web page](#), under the **Security** header.
 - » Get your technology person involved to avoid technology issues.
 - Use the [Tracking Sheet for Supports and Accommodations, M-STEP, MI-Access and WIDA](#) to organize a list of supports and accommodations that need to be assigned in the DRC INSIGHT Portal. The tracking sheet is located on the [M-STEP](#) and [MI-Access](#) web pages, under **Student Supports and Accommodations** ([Recording and Tracking Resources](#)). These must be assigned before a Test Ticket is printed, to ensure they are active for the student.
- For more information on Accommodations and Support see the following chapters of the training guide:
- » [Supports and Accommodations Overview](#)
 - » [Selecting and Assigning Universal Tools, Designated Supports, and Accommodations](#)