

WIDA Initial Material Orders Secure Site

WIDA ACCESS and WIDA Alternate ACCESS for ELLs materials will be based on the pre-identification of students on the Secure Site by the initial material order deadline. Students taking the WIDA Alternate ACCESS for ELLs must be marked as paper/pencil and Tier T and students that need a paper/pencil WIDA ACCESS test, versus an online test, will also need to be marked as paper/pencil and a tier selected in the Student’s Demographic screen for the WIDA assessment. Instructions can be found in the WIDA Pre-Identification document found at www.michigan.gov/securesitetraining.

Only an Enlarged Print, Braille – Contracted and Braille – Uncontracted can be ordered through the Secure Site Initial Material Order page.

1. Log into the Secure Site at www.michigan.gov/baa-secure with your MEIS login and password.
2. Select Material Orders from the Assessment Registration menu and then select Initial Material Orders from the Material Orders menu.
3. Select the WIDA test cycle from the Test Cycle drop down.
4. Select the ISD, District and School from the drop downs.
 - a. Depending on your level of access, you may not need to select from the drop downs.
 - b. If you are a district level user, you do not need to select a school. In doing this, a list of all schools in the district will come up in the search results.
5. Click on the *Search* button at the bottom right.
6. A list of schools will display based on the Search Criteria selected.

Initial Material Orders

The Initial Order Saved column indicates if an order has been saved for the school. Testing Online indicates if the school is administering the test online. The Pre-ID Total for Paper column is the count of students pre-identified for the assessment but not identified as testing online. To create an order, update an order or view an order, click on the link in the far left column.

[Page Instructions](#)

Search Criteria

* Indicates required field

* Test Cycle: * ISD: * District: School:

Search Results

OPEN ORDER	SCHOOL	INITIAL ORDER SAVED	ORDER NUMBER	STATUS	ORDER SUMMARY	TESTING ONLINE	PRE-ID TOTAL FOR PAPER
Create Order	Adult Ed Department (06904)	no	N/A	N/A	N/A	yes	0
View Order	Bryant Middle School (00432)	yes	242472	Processing	Shipping Information	no	10

NOTE: An order can be viewed by clicking in the View Order link. Orders can continue to be updated through the Initial Material Order deadline.

7. The information displayed will assist you in managing your orders.
 - a. Open Order – The links under this column will allow you access to the order screen to create or view a current order.
 - b. School Name

- c. Initial Order Saved – This column will identify if the order has already been saved. Remember a saved order can continue to be updated until the initial material order deadline.
 - d. Order Number
 - e. Status – Once the status is changed to Processing, the order cannot be changed and any additional materials will need to be ordered during the additional material order window.
 - f. Order Summary – Once the order has been shipped, there will be a link, Shipping Information, to allow you to track your order.
 - g. Testing Online – This indicator will let you know if a building is testing online or paper/pencil to help you manage your paper/pencil material orders.
 - h. Pre-ID Total for Paper – This count will give you the number of students that are pre-identified for testing and have been selected for paper/pencil testing.
8. You can download or print the table information displayed on the screen by clicking on the *Download* or *Print* button to the bottom right.
 9. To create a new order, select the *Create Order* link under the Open Order column to the far left.

Initial Material Order Details

Test Cycle: Spring 2017 WIDA WIDA | ISD: Wayne RESA (82000) | District: Dearborn City School District (82030) | School: Dearborn Academic Center of Excellence (0242)

Shipping Information

* Indicates required field
 * Shipping Destination: District
 Address: Attn: 18700 AUDETTE ST, DEARBORN, MI 48124

Material Counts (Initial Order)

8th Grade | 9th Grade

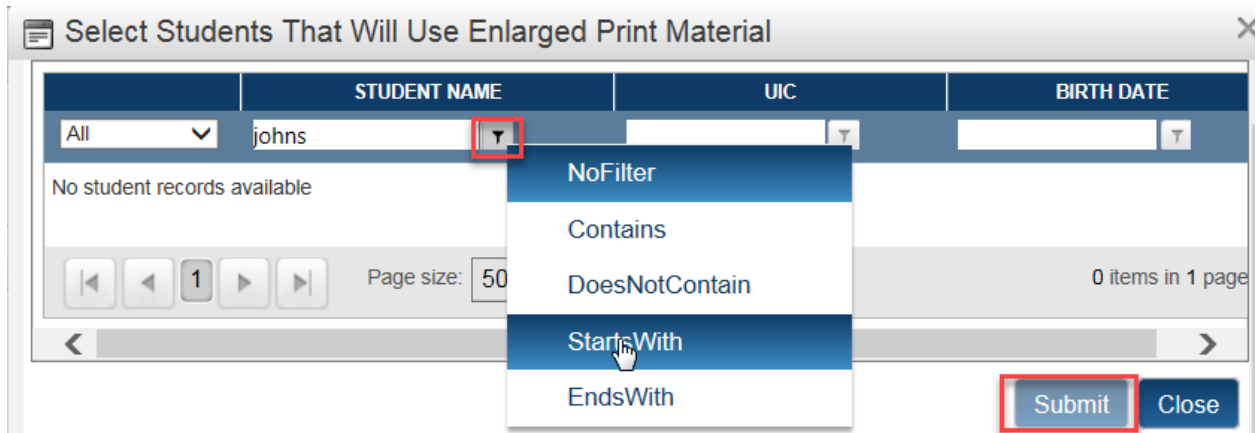
WIDA	
MATERIAL NAME	MATERIAL COUNT
Enlarged Print	<input type="text"/> Select Students
Braille - Contracted	<input type="text"/> Select Students
Braille - Uncontracted	<input type="text"/> Select Students

Save Reset Back

10. First, verify the Shipping Information.
 - a. The shipping Destination will always be “District” for WIDA and cannot be changed.
 - b. The Address and contact name is the district level English Learner Assessment Coordinator contact type from the Educational Entity Master (EEM) at www.michigan.gov/eem. If it is incorrect, contact the district authorized EEM person (usually but not always the district student pupil accounting person) and request that they update it. It must be updated by the initial material order deadline.
11. Scroll down under the Material Counts (Initial Order) section.
12. Notice there are tabs for each grade level. To order different grade levels you must click on the grade level tab first.
 - a. The grade levels displayed are based on the “Grades Actual” field for the school in the Educational Entity Master (EEM) at www.michigan.gov/eem.
 - b. If the grade levels displayed are not correct, contact the district authorized EEM person (usually but not always the district student pupil accounting person) and request that

they update it. It must be updated by the initial material order deadline to allow for ordering.

13. For WIDA, only Enlarged Print, Braille – Contracted, and Braille – Uncontracted can be ordered from the Initial Order page of the Secure Site.
 - a. All standard materials will be based on the number of students pre-identified for paper/pencil WIDA.
 - b. All WIDA Alternate ACCESS will be based on the number of students pre-ID with tier T selected.
 - c. Don't forget if you pre-ID a student or a student is already pre-ID, you must select paper/pencil testing and the tier level for the student in the Student Demographic screen accessed through the student search.
14. To order one of the available materials, click the *Select Students* link to the far right of the material.
 - a. A list of pre-identified students will come up and you must select the student(s) from the list.
 - b. You can use the filter at the top of the columns to quickly and easily find specific students.



15. Once you have selected the student(s) by placing a check mark to the left of the student's name, click on the *Submit* button at the bottom right of the screen.
16. The Material Count box to the right of the material name will now be populated with the number of students that were selected for that material type.
 - a. If you need to select or deselect students after you have already submitted, you can click on the *Select Students* link again and the list of pre-identified students will display to select additional students or to deselect students already selected.
17. Once you have completed your order, click the *Save* button at the bottom right to save your changes.
 - a. Remember you can continue to access the screen and select additional students for materials until the end of the Initial Material Order window.