WIDA Secure Portal

Relevant assessments:

- **WIDA™**
  - » WIDA ACCESS for ELLs
  - » WIDA Alternate ACCESS for ELLs
  - » WIDA ACCESS Placement Test (W-APT)
  - » WIDA Screener

☐ WIDA Secure Portal Overview

☐ Accessing the Secure Portal

☐ Secure Portal Resources

Assessment Coordinator Training Guide

MICHIGAN Department of Education

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NOTE to Reader:

The **Assessment Coordinator Training Guide** is composed 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.

Intro

This chapter introduces Assessment Coordinators to the **WIDA Secure Portal** and its role in the administration of WIDA assessments, by answering the following questions:

▶ What is the WIDA Secure Portal and what are its functions?

▶ How do I get access to the WIDA Secure Portal?

▶ How do I find support documentation for the WIDA Secure Portal?

What is the WIDA Secure Portal and what are its functions?

The WIDA Secure Portal is the website used by assessment administrators to prepare for administration of the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, W-APT, and WIDA Screener assessments.

The WIDA Secure Portal allows you to:

■ complete **required training** courses for the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, W-APT, and WIDA Screener administration and/or scoring

■ download and print kindergarten W-APT **assessment materials**

■ access **professional learning resources**

■ access **Test Administration Manuals (TAMs)** and related materials

■ verify **training** completion of district staff (for District English Learner [EL] Coordinators)

How do I get access to the WIDA Secure Portal?

Anyone administering any of the English Learner assessments must set up a WIDA Secure Portal account in order to log in to the portal.

If you need an account, your District EL Assessment Coordinator can create an account for you. If you are a new District EL Assessment Coordinator, you will need to be identified as the English Learner Assessment Coordinator for the district in the Educational Entity Master (EEM). Once you've been identified, you will need to send an email to mde-oeaa@michigan.gov to request that an account be set up for you.

The EEM can be updated by the Authorized District EEM User or the Nonpublic School Authorized EEM User (usually the student pupil accounting person). For more information about the EEM, refer to the **Educational Entity Master (EEM)** chapter of this guide.

If you are the District English Learner Assessment Coordinator and have not been entered in the EEM as such, email mde-oeaa@michigan.gov to request District Assessment Coordinator access to the WIDA Secure Portal.

How do I find support documentation for the WIDA Secure Portal?

The WIDA **District Test Coordinator Quick-Start Guide** includes information on the WIDA Secure Portal, and can be found under the My Account & Secure Portal section at the top of the page once you have logged in. The **WIDA Secure Portal User Guide** is also available on this page (see Figure 1).

Figure 1 – WIDA Secure Portal highlighting the Secure Portal User Guide