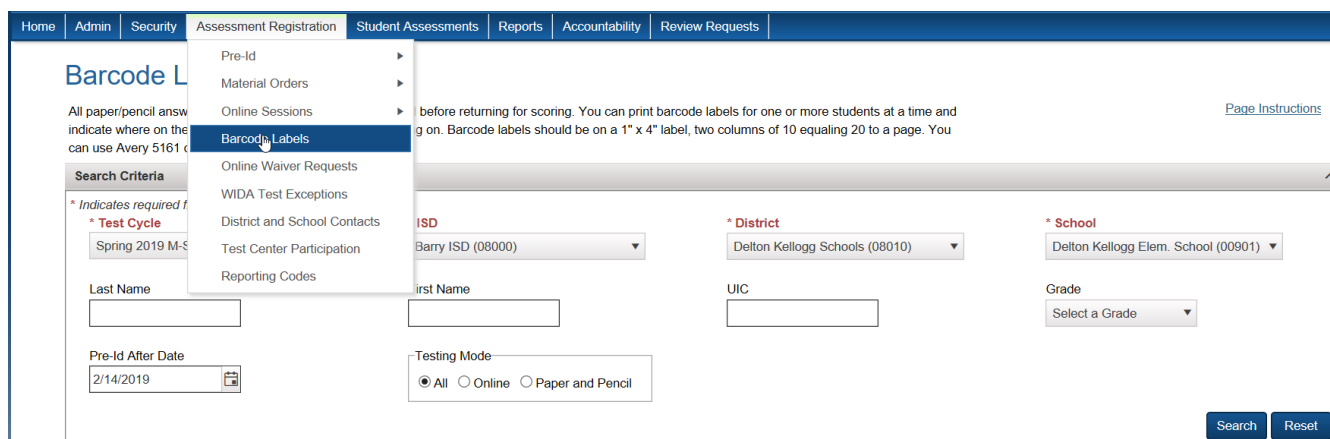## Printing Student Barcode Labels

All paper/pencil answer documents must have a student barcode label placed on it before the answer document is returned for scoring. This barcode label can be either the one sent from the testing vendor or one the school can print from the OEAA Secure Site. If a barcode label is not placed on the answer document, OEAA cannot guarantee the scoring of the test or the accuracy of reporting to the correct student and school.

- Barcode labels for the WIDA ACCESS and WIDA Alternate ACCESS for ELLs can NOT be printed from the OEAA Secure Site. The student barcode that is sent from the vendor or the District/School barcode also sent from the vendor are the only two barcode labels acceptable on these answer documents/booklets. See the WIDA Test Administration Manual for directions about the District/School labels.
- Barcode labels are specific to an assessment, student, grade level, and a school
- The assessment name will be printed on the barcode label and that label can only be used on that assessment answer document
- Barcode labels from the Secure Site will look different than those printed from the vendor.
- Barcode labels contain student information and should always be kept secure. If barcode labels have been printed and are not needed, they should be destroyed based on your school's policies.

Student must be pre-identified to the assessment before a barcode label can be printed for. If you are unsure of how to access the Pre-ID Student Report or change the mode of testing for student, you can find the instructions at www.michigan.gov/securesitetraining under the Pre-Identification of Student section.

Before attempting to print the barcode labels from the Secure Site, make sure you have the correct labels on hand. You can use the Avery 5161 or Avery 5961 which is a 1"x4" label, two columns of 10 equaling 20 to a page.

1. Log on to the OEAA Secure Site at www.michigan.gov/oeaa-secure with your MEIS login and password.
2. From the Assessment Registration menu at the top select Barcode Labels.
3. Select the Test Cycle, ISD, District, and School from the drop downs.
   a. A last name, first name, or a UIC can be added to the search if looking for an individual student.
   b. Grade level can be selected to reduce the number of student's returned in the search.
   c. Pre-ID After Date – the date that you enter will display only students that were pre-identified to the assessment on the Secure Site AFTER the date entered. This is a great way to filter groups of students that you need to print a barcode.
      i. For example, if the testing vendor sent barcode labels for students that were pre-identified by February 13, 2019, you could enter the date of February 14, 2019 and it would only print labels for students that were pre-identified after that date that the vendor would not have sent barcode labels.
   d. The Testing Mode can also be used to filter students that are pre-identified to paper/pencil testing.
      i. If a student is taking the M-STEP or MI-Access paper/pencil, their pre-ID record should be changed from online to paper/pencil. The barcode can still be printed if the student is showing as testing online. The barcode is not specific to the mode of testing.
4. Click on the *Search* button at the bottom right.

5. The list of students will display based on the selections made in the Search Criteria.
   a. Select the student's that you need to print a barcode label for by clicking in the check box under the first column at the far left placing a check mark for the student.
   b. Select the starting position that labels should begin printing on the label sheet. For example, if 3 labels have already been used, select 4 from the drop down.
      i. Please note that each time to place a label sheet through the printer the labels can start to take on a grey color. If the sheet starts to get medium shade of grey, please discontinue using it for answer document purposes.
      ii. The labels are numbered from the left column down to the right column.
      iii. Select the number of copies for the labels that you are printing. You will need one for each answer document for the student. If there is only one answer document, only one label will be needed. With M-STEP you may need 2 – 4 labels depending on the grade level.
6. Click the *Print Barcode* button at the bottom right.
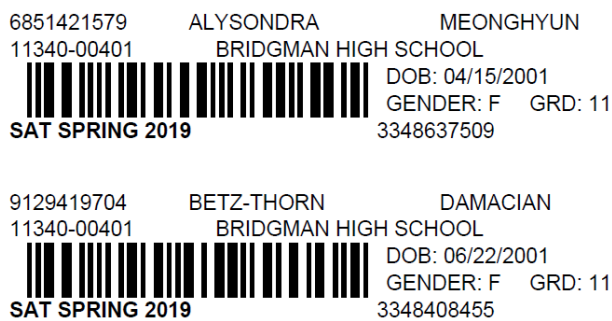
Student name and information has been masked and is not real.

    a. Barcode Printing Instructions will come up, please make sure to read the instructions to ensure that the barcode labels will print successfully.

    b. Make sure pop up blockers are disabled for the OEAA Secure Site.

   c. When ready, click on OK.
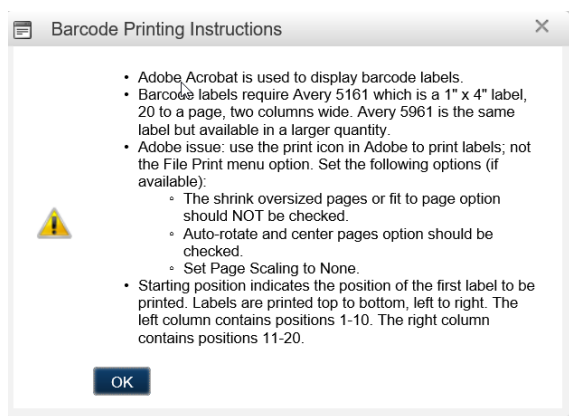
7. The barcodes should open in a pdf document. If they do not open, check for a popup blocker.

Student name and information has been masked and is not real.

8. Click on the printer icon at the top right.

    a. Make sure Shrink oversized pages, Shrink to fit, Fit or Auto-rotate and center pages is not selected. (these options will be based on the version of adobe reader you have)

    b. Make sure Actual size if available is selected.

    c. Ensure the orientation is Auto portrait/landscape or Portrait is selected.
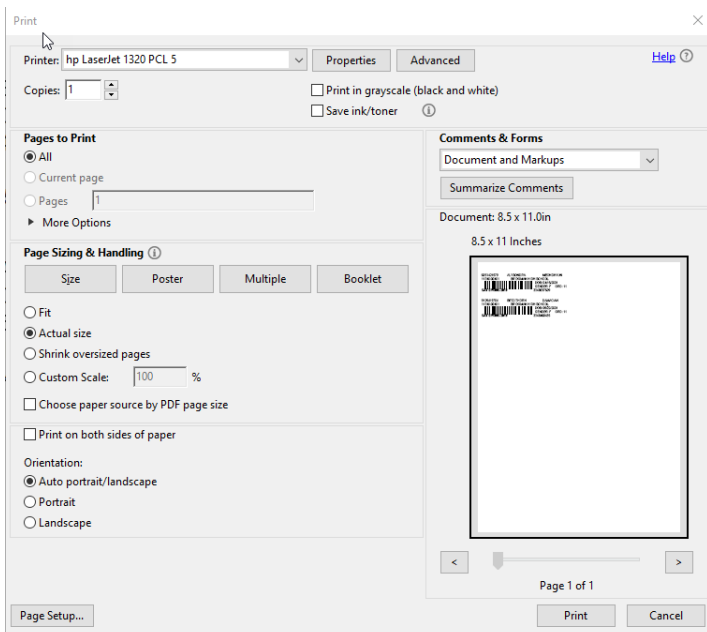
Student name and information has been masked and is not real.

9. Click on the *Print* button at the bottom right to print the barcode labels.