

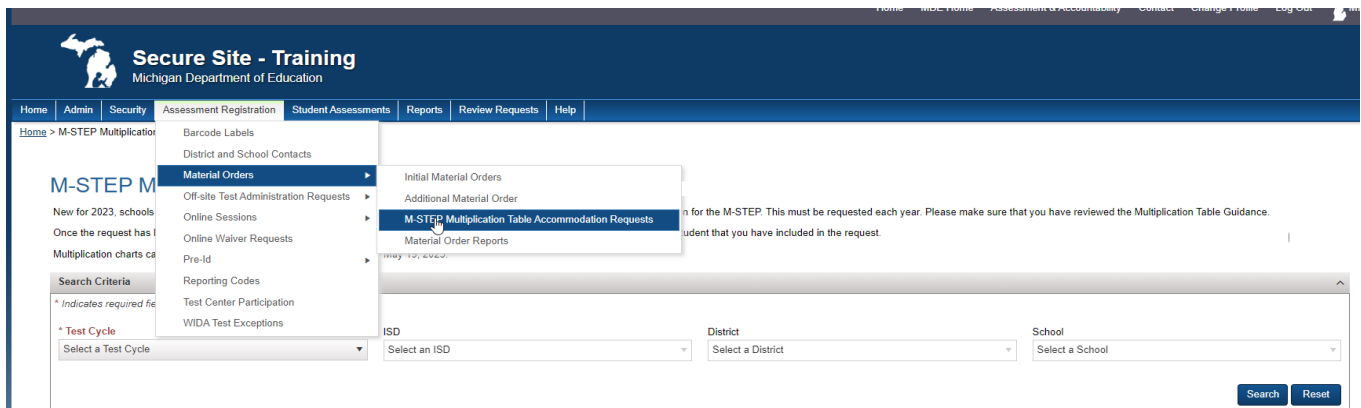
OEAA Secure Site

M-STEP Multiplication Table Accommodation Request

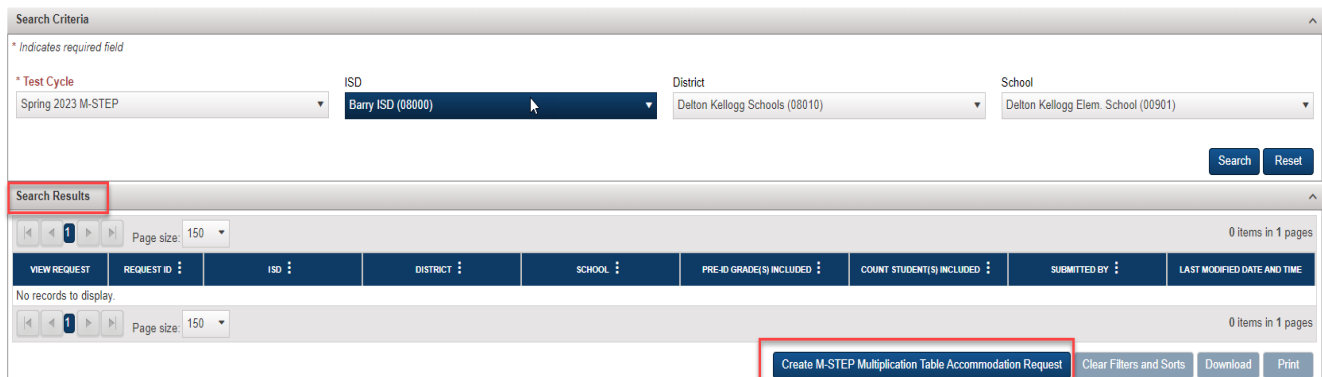
The M-STEP multiplication table is only available for grades 4-7 and is an accommodation that must be in the student's IEP or 504 plan. A preponderance of evidence should exist for the student to be provided this accommodation. To ensure that the multiplication table is appropriate for a student, please use the [Multiplication Table Guidance \(michigan.gov\)](https://www.michigan.gov/mstep) found on the [M-STEP](https://www.michigan.gov/mstep) web page.

The ability to request use of the multiplication table for students will be available on the OEAA Secure Site usually during the same time that the Additional Material Order windows is open. You can verify the date on the M-STEP List of Important Dates.

1. Log into the OEAA Secure Site at www.michigan.gov/oeaa-secure
2. From the Assessment Registration menu, select Material Orders and then M-STEP Multiplication Table Accommodations Requests



3. From the Test Cycle drop down, select the M-STEP assessment
4. Select the ISD, District and School that the student is pre-identified to if it is not already populated
5. Click on the *Search* button
6. If there is a current request, it will be listed under the Search Results. To create a request, click on the Create M-STEP Multiplication Table Accommodation Request button at the bottom right.



7. Click on the Add or Remove Student(s) button on the left just above the Student(s) Included section

M-STEP Multiplication Table Accommodation Request Details

* Indicates required field

Requester Name: Foote, Tina
Requester Phone: 517-335-7172
Requester Email: foote@michigan.gov

Test Cycle: Spring 2023 M-STEP
* ISD: Barry ISD (08000)
* District: Delton Kellogg Schools (08010)
* School: Delton Kellogg Elem. School (00901)

Add or Remove Student(s)

* Student(s) Included

Page size: 150 0 items in 1 pages

STUDENT NAME	UIC	DATE OF BIRTH	PRE-ID GRADE	SE	LAST UPDATED FROM MSDS
No records to display.					

Page size: 150 0 items in 1 pages

Clear Filters and Sorts Submit

Back

8. A pop up will open with a list of students pre-identified in grades 4-7 for the school
 - a. If a popup window does not open, make sure that popup blockers has been disabled for the OEAA Secure Site
 - b. Select the students that you are requesting the use of the multiplication table by placing a check mark to the left of the student under the Select column
 - i. If there is a student already selected from a previous request, you can deselect the student to remove them
 - c. Only students that have an IEP can use the multiplication table on the M-STEP, so the student should be identified as SE for special education.
 - i. If a student selected has a warning that the student is not SE (meaning special education), work with your authorized district MSDS user to make sure that the student’s special education status has been submitted in the Spring MSDS General Collection or that a student record maintenance (SRM) file will be submitted to indicate the student’s special education status before the posted OEAA deadline.
 - d. Once the appropriate students have been selected, click the Add or Remove Student(s) button at the bottom left of the pop up.

M-STEP Multiplication Table Accommodation Request Student(s)

Student(s) Included

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SELECT	STUDENT NAME	UIC	DATE OF BIRTH	PRE-ID GRADE	SE	LAST UPDATED FROM MSDS
<input type="checkbox"/>	Abussalam, Carole Aspen Matthew	3143380133	08/25/2013	04	No ⚠	01/02/2023 11:01 AM
<input checked="" type="checkbox"/>	Almohsen, Rhonis Eli	9878468455	05/11/2013	04	Yes	01/02/2023 11:01 AM
<input type="checkbox"/>	Almosa, Rogen	3431797335	03/21/2012	04	No ⚠	01/26/2023 07:01 PM
<input type="checkbox"/>	Andan, Najel Phillip	7103522392	06/19/2012	04	No ⚠	01/02/2023 11:01 AM
<input type="checkbox"/>	Archundia Campos, Alicia Altigracia Michael	6607742379	07/12/2012	04	No ⚠	01/02/2023 11:01 AM
<input type="checkbox"/>	Arlington, Kingzton Leeann	8375968109	06/25/2013	04	No ⚠	01/02/2023 11:01 AM
<input type="checkbox"/>	BAZZETTA, Ebraheem June	3921132188	06/07/2012	04	No ⚠	01/02/2023 11:01 AM
<input type="checkbox"/>	Belhous, Alstin	6508366472	08/11/2013	04	No ⚠	01/02/2023 11:01 AM
<input type="checkbox"/>	Bonilla DeAbreu, Leiya	9613920948	03/22/2013	04	No ⚠	01/02/2023 11:01 AM
<input type="checkbox"/>	BURKS-MOORE, KEAUSHA Grace	1439561012	08/22/2012	04	Yes	01/02/2023 11:01 AM

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Add or Remove Student(s) Clear Filters and Sorts Cancel

Student information is masked. This is not real student data.

9. After reviewing the list of students under the Student(s) Included, click on the Submit button at the bottom right.

The screenshot shows a table titled "Student(s) Included" with columns for Student Name, UIC, Date of Birth, Pre-ID Grade, SE, and Last Updated From MSIS. The table contains six rows of student information. At the bottom right, there is a "Submit" button highlighted with a red box. There are also "Clear Filters and Sort" and "Page size" dropdowns.

STUDENT NAME	UIC	DATE OF BIRTH	PRE-ID GRADE	SE	LAST UPDATED FROM MSIS
Almohsen, Rhonis Eli	9876468455	05/11/2013	04	Yes	01/02/2023 11:01 AM
BURKS-MOORE, KEAUSHA Grace	1439561012	08/22/2012	04	Yes	01/02/2023 11:01 AM
Elhaj Sleiman, Alveeana Michael	4680125160	08/20/2012	04	Yes	01/02/2023 11:01 AM
HEREDIA SANCHEZ, Dhanuj	5872519031	04/22/2013	04	Yes	01/02/2023 11:01 AM
Jarrett-Giffin, Seahona JoyceAnn	6644578807	05/15/2013	04	Yes	01/02/2023 11:01 AM
Jenkins-Pethway, Cayne Ann	9292333540	08/23/2012	04	Yes	01/02/2023 11:01 AM

Student information is masked. This is not real student data.

10. The Success Message will display and will notify the user that the Multiplication Table can be found at the top of this page and can be downloaded at any time. The link to the M-STEP Multiplication is at the top of the page under the Download the M-STEP Multiplication Table Accommodation section that opened. You can download and make copies for the students that have been identified as needing it. The link will remain available throughout the testing window.

The screenshot shows the "M-STEP Multiplication Table Accommodation Request Details" page. A green success message banner at the top states: "M-STEP Multiplication Table Accommodation Request has been submitted successfully. The link to the M-STEP Multiplication Table Accommodation can be found at the top of this page and can be downloaded at any time. You may continue to add or remove student(s) from this M-STEP Multiplication Table Accommodation Request." Below this, there is a section titled "Download the M-STEP Multiplication Table Accommodation" with a link: "DOWNLOAD ACCOMMODATION: M-STEP Multiplication Table Accommodation.pdf". A red arrow points to this link. A modal window titled "Success Message" is overlaid on the page, containing the same success message and an "OK" button. A red arrow points to the "OK" button. The background shows a form with fields for Request ID, Submitted Date and Time, Last Modified By, Last Modified Date and Time, Requester Name, Requester Phone, Test Cycle, and School.

11. If you have additional students that will need to use the multiplication table after your initial request, you will need to come back to the page and click the Add or Remove Students button and submit the request for the additional students. You can also use this button to remove a student from the request if it was in error or the student will not be using it for any reason.