



SPOTLIGHT

DIVISION OF ASSESSMENT, SCHOOL IMPROVEMENT, AND SYSTEMS SUPPORT

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February 19, 2026

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Questions or Comments? Contact MDE OEAA
Assessment Questions: mde-oeaa@michigan.gov
Accountability Questions: mde-accountability@michigan.gov
Website: www.michigan.gov/oeaa | **Phone:** 877-560-8378



NEWS INFO

Welcome to the New Spotlight!

We're excited to share the refreshed version of *Spotlight*! This update was guided by your feedback. After conducting a reader survey, we carefully reviewed your suggestions and made thoughtful improvements to better meet your needs.

You'll notice a cleaner, more streamlined design with simplified links (when possible) to make navigation easier and more intuitive. The content index on the first page now includes direct links to each article, helping you quickly find the information that matters most to you. We've also added informational headers and footers to every page for greater clarity and consistency.

Importantly, while the look has evolved, our commitment to the Americans with Disabilities Act (ADA) Accessibility Standards remains unchanged. Ensuring that *Spotlight* is accessible to all readers continues to be a top priority.

We hope you enjoy the new look and feel. Your input made this possible, and we'd love to hear what you think about the update. Please share your feedback at mde-oeaa@michigan.gov.

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NEWS INFO

M-STEP Test Administrator’s Directions and Manuals Available Now



The **Spring 2026 M-STEP Test Administrator’s Directions and Manuals** for both the online and paper/pencil administrations are available on the [M-STEP web page](https://www.michigan.gov/mstep) (www.michigan.gov/mstep) under the **What’s New** and **Current Assessment Administration** sections.

The M-STEP Test Administrator’s Directions and Manuals include all required content that Test Administrators must know prior to administering the M-STEP and provide the directions that Test Administrators must read on test day.

The M-STEP Online Test Administrator’s Directions and Manual will be used for all grades and content areas.

The Paper/Pencil Test Administrator’s and Manual Documents are still provided by grade. These documents contain test directions that must be read aloud during testing sessions for each content area being tested. Test Administrators must explicitly follow the instructions provided in the M-STEP Paper/Pencil Test Administrator’s Directions.

Test Administrators are required to read the Test Administrator Directions and Manual for the test mode(s) and grade(s) they will administer prior to the test administration.

M-STEP Test Administrator’s Directions and Manuals are also printed and sent to schools in the Initial Material Order, with one copy included per 15 pre-identified students by test mode and grade.

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NEWS INFO

We Invite Your Participation in the MiLearn Use Survey



The [Michigan Linked Educational Assessment Reporting Network \(MiLearn\)](https://go.mi.gov/79w561907) (<https://go.mi.gov/79w561907>) is a free digital platform that provides access to state assessment reports for students, parents, teachers, and administrators.

To better understand MiLearn use in schools and districts, and how we may improve platform outreach, the Office of Educational Assessment and Accountability (OEAA) has created the [MiLearn Usage Survey](https://www.surveymonkey.com/r/F3WL35Z) (<https://www.surveymonkey.com/r/F3WL35Z>).

Anyone who currently works in a Michigan school district will be able to provide helpful insights. If you are in a school or district that uses MiLearn currently, have used MiLearn in the past, or have never used MiLearn, please take the time to fill out this short survey.

DRC INSIGHT Portal Available Beginning Tomorrow (Friday, February 20, 2026)

The Data Recognition Corporation (DRC) INSIGHT Portal will be available for online administrative tasks beginning tomorrow, **Friday, February 20, 2026**, for M-STEP, MI-Access, and Early Literacy and Mathematics Benchmarks Spring 2026 Administrations.

For detailed information about student management, test management, and test monitoring, review the [DRC INSIGHT Portal User Guide](https://mi.drcedirect.com/Documents/Unsecure/Doc.aspx) (<https://mi.drcedirect.com/Documents/Unsecure/Doc.aspx>).

DRC INSIGHT Portal users can:

- assign Universal Tools, Designated Supports, and Accommodations
- create and manage test sessions and print test tickets and rosters
- configure test sessions for test monitoring

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NEWS INFO

DRC INSIGHT Portal Training Resources

Visual demonstrations of many of the tasks described in the INSIGHT Portal User Guide are available in the DRC INSIGHT mini-module online videos. These include:

- [Accessing Documents in the DRC INSIGHT Portal](https://drive.google.com/file/d/100fYeBoVJ46DYCad6lQKKWIHvF9ujcJK/view) (https://drive.google.com/file/d/100fYeBoVJ46DYCad6lQKKWIHvF9ujcJK/view)
- [Searching for Students in the DRC INSIGHT Portal](https://drive.google.com/file/d/1iY0uWdUNUMAHwFpaFx1a8h0cxJdQ_BGz/view) (https://drive.google.com/file/d/1iY0uWdUNUMAHwFpaFx1a8h0cxJdQ_BGz/view)
- [Accessing the Online Tools Trainings \(OTTs\)](https://drive.google.com/file/d/1Hy8iXALnbD6ZsSRbBn9EgFqc_Zd7vMjA/view) (https://drive.google.com/file/d/1Hy8iXALnbD6ZsSRbBn9EgFqc_Zd7vMjA/view)
- [Assigning and Mass-Assigning Student Supports and Accommodations in the DRC INSIGHT Portal](https://drive.google.com/file/d/1niNf_i-UlSb3xTgPW2_y-4iNRlFvx1jU/view) (https://drive.google.com/file/d/1niNf_i-UlSb3xTgPW2_y-4iNRlFvx1jU/view)
- [Entering Student Responses in the MI-Access Online Document Portal for SI/P](https://drive.google.com/file/d/1iEChyHTrqveHwQyaFLmIET1f5rm5ZzS/view) (https://drive.google.com/file/d/1iEChyHTrqveHwQyaFLmIET1f5rm5ZzS/view)
- [Finding Student Testing Status in the DRC INSIGHT Portal](https://drive.google.com/file/d/1qyoHGIBX7NPT4kbFVRszj5mz1RyDgrEp/view) (https://drive.google.com/file/d/1qyoHGIBX7NPT4kbFVRszj5mz1RyDgrEp/view)
- [Creating Test Sessions and Printing Test Tickets in the DRC INSIGHT Portal](https://drive.google.com/file/d/1mslFU4FzMH0KMUdVH45XwTv00i-L2HR_/view) (https://drive.google.com/file/d/1mslFU4FzMH0KMUdVH45XwTv00i-L2HR_/view)
- [Using Test Monitoring in the DRC INSIGHT Portal](https://drive.google.com/file/d/1g7OWywea9PTEBFlnDDcIAktbUPGhSFwn/view) (https://drive.google.com/file/d/1g7OWywea9PTEBFlnDDcIAktbUPGhSFwn/view)
- [FI Online Answer Document for Paper Transcription Form](https://drive.google.com/file/d/1GfJoll0SyucbS7Hp1UO6IJt2RXpNpQyS/view) (https://drive.google.com/file/d/1GfJoll0SyucbS7Hp1UO6IJt2RXpNpQyS/view)

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NEWS INFO

DRC INSIGHT Portal Training Opportunities

DRC recently presented two online training sessions for the 2026 M-STEP and MI-Access administrations. The online training for 2025-26 Early Literacy and Mathematics Benchmark Assessment, provided in Fall 2025, also applies for the Spring 2026 administration.

Recordings and presentations for all online test administration trainings are available in the [DRC INSIGHT Portal](#) (<https://mi.drccdirect.com>) and on each assessment web page.

- **M-STEP Online Administration Training**
 - [Recorded Webinar](https://drive.google.com/file/d/1AjTjYx6nMSooyS5e9loO09SALTNDh36/view?usp=sharing) (<https://drive.google.com/file/d/1AjTjYx6nMSooyS5e9loO09SALTNDh36/view?usp=sharing>)
 - [Presentation](https://drive.google.com/file/d/14PFohHtXyrgNw6UkZPlMrHLA8zbnvq9q/view?usp=sharing) (<https://drive.google.com/file/d/14PFohHtXyrgNw6UkZPlMrHLA8zbnvq9q/view?usp=sharing>)
- **MI-Access Online Administration Training**
 - [Recorded Webinar](https://drive.google.com/file/d/1NnKviPSfAcccAz8li_bj9g_zl6Ybmgz9/view?usp=sharing) (https://drive.google.com/file/d/1NnKviPSfAcccAz8li_bj9g_zl6Ybmgz9/view?usp=sharing)
 - [Presentation](https://drive.google.com/file/d/1ejxZ8frKQuRgaS554j5j9C8CqPehDE8E/view?usp=sharing) (<https://drive.google.com/file/d/1ejxZ8frKQuRgaS554j5j9C8CqPehDE8E/view?usp=sharing>)
- **Early Literacy and Mathematics Online Administration Training**
 - [Recorded Webinar](https://drive.google.com/file/d/1C_9M3lgQ-d9r8mqBw-gGFupHAO4_x9Fq/view?usp=sharing) (https://drive.google.com/file/d/1C_9M3lgQ-d9r8mqBw-gGFupHAO4_x9Fq/view?usp=sharing)
 - [Presentation](https://drive.google.com/file/d/1RQPcGdzyTRR1nC5DNU-5Mpt0nOgM3-kk/view?usp=sharing) (<https://drive.google.com/file/d/1RQPcGdzyTRR1nC5DNU-5Mpt0nOgM3-kk/view?usp=sharing>)

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NEWS INFO

Secure Access to the DRC INSIGHT Portal

Access to the DRC INSIGHT Portal is provided through the Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) based on user permissions in the site. To request access to the OEAA Secure Site, view the [Requesting Access](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Secure-Site-Training/Creating-MiLogin-and-Request-Access-to-OEAA-Secure-Site.pdf) document (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Secure-Site-Training/Creating-MiLogin-and-Request-Access-to-OEAA-Secure-Site.pdf).

This chart shows which assessment staff members need access to the INSIGHT portal and the Secure Site role the user will request.

Who Needs Access?	Required or Optional	Secure Site Role
Technology Coordinators	Required	<ul style="list-style-type: none"> District Online Technology – WIDA AMS & INSIGHT Portal Public School Online Tech – WIDA AMS & INSIGHT Portal Nonpublic School Online Tech – WIDA AMS & INSIGHT Portal
District or Building Assessment Coordinators	Required	<ul style="list-style-type: none"> District Online Test Admin – WIDA AMS & INSIGHT Portal Public School Online Test Admin – WIDA AMS & INSIGHT Portal Nonpublic School Admin – WIDA AMS & INSIGHT Portal
Test Administrators	Optional (Required if using the Test Monitoring Application)	<ul style="list-style-type: none"> Public School Online Test Administrator Nonpublic School Online Test Administrator

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NEWS INFO

Early Literacy and Mathematics Benchmark Assessment Aggregate Reports are Now Available



The Office of Educational Assessment and Accountability (OEAA) is happy to announce that the Early Literacy and Mathematics Benchmark Assessment aggregate-level Demographic Reports for the Winter 2026 administration are available in the Dynamic Score Reporting System (DSRS), accessible through the OEAA [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

Detailed directions for accessing reports can be found in the Dynamic Score Reporting Site User Guide, which is located on the [Early Literacy and Mathematics web page](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath) under the **Reporting** section.

Aggregate level reports include:

Report	Description	Aggregation
Demographic Report	<ul style="list-style-type: none"> provides aggregated raw score data, which displays the average points earned and the percentage of students by percentage of points earned for selected demographic subgroups of students by grade and content 	<ul style="list-style-type: none"> School District State
Fall to Winter Change Report	<ul style="list-style-type: none"> provides aggregated raw score data, which displays fall assessment average points earned and spring assessment average points earned displays the percentage of students who had a Decrease, No Change, Increase, and No Change – Earned All Points from fall to winter for demographic subgroups of students by grade and content 	<ul style="list-style-type: none"> School District State

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COLLEGE BOARD INFO

Required Online, On-Demand Training Modules Now Available

Education Entity Master (EEM)-designated testing personnel have received email notification and automatic single-click access to these Learning Management System (LMS) modules through their [College Board professional account dashboard](http://www.collegeboard.org) (www.collegeboard.org). After clicking into the LMS, Test Coordinators are also able to monitor their coordinators progress as well as the progress of their assigned proctors, and monitors progress toward completing this training.

Proctors and monitors obtain access through their College Board professional account dashboard once their Test Coordinator has added them as staff to a Spring 2026 SAT Suite Assessment administration in Test Day Toolkit.

Register for the Upcoming School Test Coordinator Part 2 Webinar

On **Wednesday, March 4, from 1:00 to 2:30 p.m.**, College Board will offer the School Test Coordinator Part 2 Webinar for the Michigan Department of Education-provided spring administrations of SAT with Essay, PSAT 8/9, and PSAT 10.

Intended for School Test Coordinators, this webinar will cover policies, procedures, student registration, digital readiness, room readiness, irregularities, retests, required online training, and more. [Register here](https://collegeboard.zoom.us/webinar/register/WN_bRg7vVcGRqGBFAvynlGLWQ#/registration) (https://collegeboard.zoom.us/webinar/register/WN_bRg7vVcGRqGBFAvynlGLWQ#/registration).

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COLLEGE BOARD INFO

College Board's State Data Management System, Test Day Toolkit, and Bluebook

School Test Coordinators, District Test Coordinators, and Services for Students with Disabilities (SSD) Coordinators have access to the State Data Management System (SDMS), College Board's web-based platform for managing student data for state testing. These staff can view student rosters and testing statuses, waive accommodations (specific to the Michigan-provided spring administrations), and "force match" accommodations. For more information, consult [the State Data Management System User Guide](https://go.mi.gov/vok4i1910) (<https://go.mi.gov/vok4i1910>).

Enrollment changes in the Michigan Department of Education's Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure), as well as new accommodation and support approvals in College Board's SSD Online, will appear in SDMS within one business day. Updates in SDMS then take an additional business day to appear in Test Day Toolkit (TDTK). For example, if an enrollment change is made in the Secure Site on Tuesday, it will appear in SDMS by Wednesday and then in TDTK by Thursday morning. Similarly, if an SSD Coordinator waived a student's accommodation in SDMS on Wednesday, that change would be reflected in TDTK by Friday morning.

The registration and accommodation data that appears for a student in TDTK reflects how their assessment will appear in Test Day Toolkit.

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COLLEGE BOARD INFO

Open Office (Half) Hours Start Next Week

When: Thursdays at 2:00 p.m.

Where: [Register here](https://collegeboard.zoom.us/webinar/register/WN_dT3lvTFKtGih-SKQaI9d_Q) (https://collegeboard.zoom.us/webinar/register/WN_dT3lvTFKtGih-SKQaI9d_Q) to attend on Zoom.

These optional sessions are an opportunity to ask College Board any questions regarding spring testing. Session topics are listed below by week in consideration of deadlines and activities with which you will be engaged.

Topic/Date	Open Office Highlights
State Data Management System & Test Day Toolkit February 26, 2026 2:00 p.m.	<ul style="list-style-type: none"> • Access • Interaction with each other and Bluebook • Respective use
Training Proctors & Monitors (Online, On-Demand Modules) March 5, 2026 2:00 p.m.	<ul style="list-style-type: none"> • Assignment • Access • Tracking completion
General Q&A / Past Topic Reprise March 12, 2026 2:00 p.m.	<ul style="list-style-type: none"> • Accommodations • State Data Management System & Test Day Toolkit • Test Administration Staff Training
Conducting Student Readiness Check March 19, 2026 2:00 p.m.	<ul style="list-style-type: none"> • When • What / How (Screen-by-Screen) • Benefits
Test Administrations March 26, 2026 2:00 p.m.	<ul style="list-style-type: none"> • Primary (including makeup testing) • Re-test

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COLLEGE BOARD INFO

Topic/Date	Open Office Highlights
Bluebook April 2, 2026 2:00 p.m.	<ul style="list-style-type: none"> • Student Experience on test day (Screen-by-Screen)
General Q&A / Past Topic Reprise April 9, 2026 2:00 p.m.	<ul style="list-style-type: none"> • Student Readiness Check • Test Administrations: Primary/Re-test • Bluebook: Student test day experience • Worried about missed opportunities: Accommodations, SDMS/TDTK, Training
Drop-in Open Q&A April 16, 2026 2:00 p.m.	<ul style="list-style-type: none"> • Open questions and answers
Drop-in Open Q&A April 16, 2026 2:00 p.m.	<ul style="list-style-type: none"> • Open questions and answers

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COLLEGE BOARD INFO

Important Dates

- [SAT List of Important Dates](https://go.mi.gov/z7uv11876) (https://go.mi.gov/z7uv11876)
- [PSAT List of Important Dates](https://go.mi.gov/dykun1877) (https://go.mi.gov/dykun1877)

Item	Date	Description
Test Day Toolkit (TDTK) Available	Ongoing	Primary School Test Coordinators listed in the Michigan Educational Entity Master (EEM) now have access to College Board’s Test Day Toolkit to begin adding test staff and testing rooms as needed.
Required Online Training Modules for Test Staff Available	Monday, February 23, 2026	EEM)-designated testing personnel will receive email notification and automatic access through their College Board professional account dashboard (www.collegeboard.org). Proctors and monitors will obtain access through their College Board professional account dashboard once their Test Coordinator has added them as staff to a spring 2026 SAT Suite Assessment administration in TDTK.
Off-Site Request Form deadline (www.sat.org/offsiterequest)	Monday, March 2, 2026	Submit if any students enrolled in your institution need to test at a location other than a school building, such as conference center, library, district office.
School Test Coordinator Webinar, Part 2	Wednesday, March 4, 2026 1:00 – 2:30 p.m.	Register here (https://go.mi.gov/fkeep1856)

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COLLEGE BOARD INFO

College Board Publications & Past Webinar Materials



Spring 2026 College Board manuals, guides, handbooks, and tip sheets for SAT with essay, PSAT 10, and PSAT 8/9 are [now available here](https://go.mi.gov/5eir1880) (https://go.mi.gov/5eir1880).

The recording and presentation decks from the following webinars may be accessed using the links below:

- District Test Coordinator Webinar: [recording](#) | [deck](#)
- Services for Students with Disabilities Training for the Visually Impaired: [recording](#) | [deck](#)
- School Test Coordinator Webinar Part 1: [recording](#) | [deck](#)
- Comparing and Contrasting Text-to-Speech & Screen Reader Accommodations: [recording](#) | [deck](#)
- SSD Online Webinar: [recording](#) | [deck](#)
- Technology Coordinator Webinar: [recording](#) | [deck](#)

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WIN LEARNING INFO

WIN Career Readiness System Update

The [WIN Career Readiness System](#) (WIN CRS) is currently undergoing maintenance to ensure system stability and performance. Access to the system is planned to be restored on **Monday, February 23, 2026**. An email will be sent to District and Building Work Readiness Assessment Coordinators and Building Administrators in impacted buildings when access is restored.

WIN CRS is an online assessment portal where Assessment Coordinators can manage students, assign assessments and accommodations, and generate test tickets. OEAA Secure Site users with an assigned role of District Administrator, Public School Administrator, and Nonpublic School Administrator were automatically loaded into the WIN CRS.

The ability to create Test Administrators will be available the week of March 9, 2026. Watch Spotlight for more information.

Secure Site users with the roles listed above received an email from DoNotReply@wincrsystem.com with a link to verify their email and complete account setup, according to permissions in the OEAA Secure Site.

Note: These roles may differ from the Work Readiness Coordinator listed in the [Educational Entity Master \(EEM\)](#) (www.michigan.gov/eem). These roles were previously vetted for responsibilities in the OEAA Secure Site.

To verify your role in the [OEAA Secure Site](#), check the **My Profile** page under the **Security** menu. To identify administrator-level users in your district or school, use the **Who Can Update** button on the same page. Instructions are available on the [OEAA Secure Site Training](#) page.

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WIN LEARNING INFO

My Profile [Update help documentation](#)

The My Profile page can be used to manage your Secure Site access. You can verify your role, access the role description, verify the district and school that you have access to, delete a role or access to an assessment that you no longer need, request additional access, combine profiles, and update your own profile name. If an assessment or profile is removed in error, you will need to request access again.

[Collapse This Page Section](#)

My Contact Information

My Name My Email My Phone Number My MILogin User ID

[Collapse This Page Section](#)

Attached Documentation

FILE NAME	ATTACHED BY	ATTACHED DATE	VIEW
No records to display.			

[Collapse This Page Section](#)

Update Profile(s)

* Indicates required field

* Update Type

Select an Update Type

[Collapse This Page Section](#)

My Profile(s)

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SELECT	PROFILE NAME	PROFILE STATUS	ROLE	ISD	DISTRICT	SCHOOL	ASSESSMENT(S)	NO ACCESS	UPDATE
<input type="checkbox"/>	Accountability - District	Enabled	District Accountability	Berrien RESA (11000)	Berrien Springs Public Schools (11240)	All public schools	All assessments	-	-
<input type="checkbox"/>	BAA Project Manager	Enabled	State Project Manager	All entities	All entities	All entities	All assessments	-	-
<input checked="" type="checkbox"/>	District Modify - OEAA EMPLOYEE TEST	Enabled	District User Add/Modify - Assessments	Alcona-Montmorency-Alcona ESD (94200)	Atlanta Community Schools (80010)	All public schools	All assessments	-	Remove Assessment Access

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WIN LEARNING INFO

Resources to Get Started with WIN Career Readiness System

- **Office Hours Presentation**

The [WIN Wednesday Office Hours PowerPoint presentation](https://go.mi.gov/75nt51906) (https://go.mi.gov/75nt51906) from yesterday's session is available on the [MME webpage](http://www.michigan.gov/mme) (www.michigan.gov/mme). It covers:

- Logging into WIN CRSystem
- Assigning accommodations
- Building test session groups
- Generating test tickets

- **Quick Start Guides**

Detailed instructions for key processes are available on the [WIN Resource Center](https://www.winresourcecenter.com/Partnerships/mde) (https://www.winresourcecenter.com/Partnerships/mde):

- [Account Creation](https://www.winresourcecenter.com/files/pdf/MI-Resources/MI%20Quick%20Start%20Guide%20-%20Account%20Creation.pdf)
(https://www.winresourcecenter.com/files/pdf/MI-Resources/MI%20Quick%20Start%20Guide%20-%20Account%20Creation.pdf)
- [Assigning Assessments](https://www.winresourcecenter.com/files/pdf/MI-Resources/MI%20Quick%20Start%20Guide%20-%20Assigning%20Assessments.pdf)
(https://www.winresourcecenter.com/files/pdf/MI-Resources/MI%20Quick%20Start%20Guide%20-%20Assigning%20Assessments.pdf)
- [Preparing for Testing](https://www.winresourcecenter.com/files/pdf/MI-Resources/MI%20Quick%20Start%20Guide%20-%20Prepare%20for%20Test%20Day.pdf)
(https://www.winresourcecenter.com/files/pdf/MI-Resources/MI%20Quick%20Start%20Guide%20-%20Prepare%20for%20Test%20Day.pdf)

Questions or Comments? Contact MDE OEAA
Assessment Questions: mde-oeaa@michigan.gov
Accountability Questions: mde-accountability@michigan.gov
Website: www.michigan.gov/oeaa | **Phone:** 877-560-8378



WIN LEARNING INFO

Technology Verification is Due March 7

Technology Coordinators must **complete the Technology Verification Survey by Saturday, March 7, 2026**, to ensure all devices meet WIN's technical requirements. [Instructions and the verification form](https://www.winresourcecenter.com/Assessments/mi-technology-verification) (<https://www.winresourcecenter.com/Assessments/mi-technology-verification>) are available, along with:

- WIN's technical requirements
- Lockdown Browser installation steps



Be sure to share this information with your Technology Coordinator!

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TRAINING & CONFERENCES

WIN Learning Online Test Administration Training

(Repeat of 1/13/2026 training; not necessary to attend both)

Tuesday, February 24, 2026 | 10:00 a.m.

[Register here](https://go.mi.gov/0qnd81867) (https://go.mi.gov/0qnd81867)

WIN Learning Paper Test Administration Training

Wednesday, February 25, 2026 | 10:00 a.m.

[Register here](https://go.mi.gov/bc1gm1868) (https://go.mi.gov/bc1gm1868)

College Board School Test Coordinator Webinar, Part 2

Wednesday, March 4, 2026 | 1:00 - 2:30 p.m.

[Register here](https://go.mi.gov/fkeep1856) (https://go.mi.gov/fkeep1856)

Resources from Past Trainings & Conferences

Spring 2026 M-STEP District/Building Coordinator Training

Tuesday, February 17, 2026

- [Meeting Recording](https://drive.google.com/file/d/1AjTjYx6nMSooyS5e9loO09SALTNDh36/view?usp=sharing) (https://drive.google.com/file/d/1AjTjYx6nMSooyS5e9loO09SALTNDh36/view?usp=sharing)
- [Slide Deck](https://drive.google.com/file/d/14PFohHtXyrgNw6UkZPlMrHLA8zbnvq9q/view?usp=sharing) (https://drive.google.com/file/d/14PFohHtXyrgNw6UkZPlMrHLA8zbnvq9q/view?usp=sharing)

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IMPORTANT DATES

Start Date	Assessment/Task	End Date
Ongoing	M-STEP and MI-Access Request alternate online testing engine access outside of the standard testing hours of 7:00 a.m. to 4:00 p.m. on school days. Alternate INSIGHT Availability Request Form (https://go.mi.gov/039g81901)	Thursday, March 12, 2026
Friday, February 20, 2026	M-STEP Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal	Friday, May 15, 2026
Friday, February 20, 2026	MI-Access Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal	Friday, May 22, 2026
Friday, February 20, 2026	Early Literacy and Mathematics Benchmark Assessments Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal	Friday, May 29, 2026

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REMINDERS

Science Educators Invited to Participate in Science M-STEP Committees



Science educators have several opportunities to contribute to the development and quality of the Michigan Science M-STEP by serving on assessment committees throughout 2026. Educators may participate in reviewing science test items for content alignment, bias, and sensitivity; writing new stimulus and item clusters aligned to the NGSS 3-Dimensions of Learning; or analyzing data from field-tested items to inform improvement decisions. Committee work takes place between May and July and involves collaboration with fellow educators to ensure fair, rigorous, and high-quality assessments. Stipends are provided for participants' time and expertise.

[Use this link](https://web.cvent.com/survey/6c7780de-c8d8-479f-be93-52b38bfe8721/welcome) (https://web.cvent.com/survey/6c7780de-c8d8-479f-be93-52b38bfe8721/welcome) to apply to the Michigan Assessments: Application for Test Development Committee Work today!

Full details are available in the [Spotlight newsletter – January 29 issue](https://go.mi.gov/hzqs71854) (https://go.mi.gov/hzqs71854) on page 4.

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CONTACT US

OEAA Phone Tree Options

For assistance with assessment or accountability issues, **call 877-560-8378** (select the appropriate option):

Option 1: For inquiries related to state assessment policy; the OEAA Secure Site; administration of the M-STEP, MI-Access, Early Literacy and Mathematics; and Accountability Reporting

Option 2: For inquiries related to the SAT, PSAT, or WIN Work Readiness testing:

Option 1: eligibility to test and the OEAA Secure Site

Option 2: administration of the College Board assessments (PSAT 8/9, PSAT 10, SAT)

Option 3: administration of the WIN Work Readiness skills test

Option 3: For inquiries related to WIDA, the English Language Learner assessment; Call 866-276-7735 for assistance with the WIDA Screener and the WIDA Secure Portal

Option 4: For all other calls

Option 5: To report known unethical testing practices by a school on any state assessment

Option 6: To repeat these options

Mailing Address

Michigan Department of Education
608 W. Allegan Street
PO Box 30008
Lansing, Michigan 48915

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