



SPOTLIGHT

DIVISION OF ASSESSMENT, SCHOOL IMPROVEMENT, AND SYSTEMS SUPPORT

IN THIS ISSUE

February 26, 2026

▪ News Info

- [Updated Multiplication Table Guidance](#)
- [Deadline Approaching: Alternate INSIGHT Availability Request Window Closes March 12, 2026](#)

▪ College Board Info

- [Required Online, On-Demand Training Modules Now Available](#)
- [Register for the Upcoming School Test Coordinator Part 2 Webinar](#)
- [College Board's State Data Management System, Test Day Toolkit, and Bluebook](#)
- [Bluebook Update](#)
- [Open Office \(Half\) Hours on Thursdays](#)
- [Important Dates](#)
- [College Board Publications & Past Webinar Materials](#)

▪ WIN Learning Info

- [Good News! Test Administrators Can Be Enrolled Now in the WIN Career Readiness System](#)
- [Upcoming Dates to Remember](#)
- [Technology Survey Reminder](#)

(continues – page 2)



IN THIS ISSUE

- **Training and Conferences**
 - [College Board School Test Coordinator Webinar, Part 2](#)
 - [Past Training: Spring 2026 M-STEP District/Building Coordinator Training](#)
- **Important Dates**
 - [Deadlines Related to Alternate Online Testing Engine, WIN CRS, and Create/Manage Online Test Sessions](#)
- **Reminders**
 - [Science Educators Invited to Participate in Science M-STEP Committees](#)
- **Contact Us**
 - [OEAA Phone Tree Options](#)
 - [Mailing Address](#)

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

Updated Multiplication Table Guidance

The Multiplication Table Accommodation for the M-STEP mathematics assessment (only available for use in grades 4-7) must be requested in the Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) during the request window, which will open on **Monday, March 23, 2026**.

Directions for requesting the Multiplication Table can be found in the [Supports and Accommodations Guidance Document](https://go.mi.gov/5k3m21945) (<https://go.mi.gov/5k3m21945>).

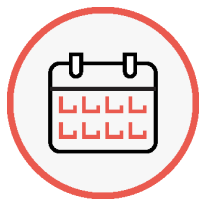
Note: Before the request is made, a student's Individualized Education Program (IEP) or 504 plan team must use the [Multiplication Table Guidance Document](https://go.mi.gov/2cdps1946) (<https://go.mi.gov/2cdps1946>) to guide their decisions regarding the assignment and use of the Multiplication Table Accommodation for the M-STEP assessment.

Test results of students who are allowed to use this accommodation but do not have an IEP/504 plan will be flagged for review by the OEAA.

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



Deadline Approaching: Alternate INSIGHT Availability Request Window Closes March 12, 2026



Assessment Coordinators who will need access to the INSIGHT testing engine before or after the standard hours (7:00 a.m. to 4:00 p.m.) for M-STEP and MI-Access testing must submit an [Alternate INSIGHT Availability Request Form](https://forms.office.com/g/53vDaenS8y) (<https://forms.office.com/g/53vDaenS8y>). Completing this form ensures the INSIGHT platform will be available for online testing of students at times that will best serve your school's testing schedule.

The required form is available on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) and [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access) under **What's New** and **Current Assessment Administration** sections.

The request window closes at **5:00 p.m. on Thursday, March 12, 2026**, and there will be no opportunity to request alternate availability after this deadline.

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



COLLEGE BOARD INFO

Required Online, On-Demand Training Modules Now Available



Testing personnel designated in the Educational Entity Master (EEM) have received email notification and automatic single-click access to online Learning Management System (LMS) modules through their [College Board professional account dashboard](#) (www.collegeboard.org). After clicking into the LMS, Test Coordinators are also able to monitor the progress of their coordinators as well as their assigned proctors and monitors 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://go.mi.gov/fkeep1856) (<https://go.mi.gov/fkeep1856>).

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



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/ujszt1943) (<https://go.mi.gov/ujszt1943>).

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 Test Day Toolkit by Thursday morning. Similarly, if an SSD Coordinator waived a student's accommodation in SDMS on Wednesday, that change would be reflected in Test Day Toolkit by Thursday morning.

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

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



COLLEGE BOARD INFO

Bluebook Update

A critical Bluebook update for Windows and Mac devices was released on **February 20, 2026**. Unless blocked, Bluebook will auto-update the next time it's opened.

To avoid overwhelming your network and causing delays, ask students to open Bluebook themselves before test day or during group readiness sessions (they don't need to sign in).

If your managed devices don't allow Bluebook auto-updates, perform manual updates to make sure testing devices are running the latest version of Bluebook, and remember to check for new releases every Friday on [Bluebook Releases](https://bluebook.collegeboard.org/technology/updates-releases/releases?SFMC_cid=EM1528768-) (https://bluebook.collegeboard.org/technology/updates-releases/releases?SFMC_cid=EM1528768-). Students must always use the latest version of Bluebook.

Technical requirements and guidance are always available at [Bluebook Technology for Professionals](https://bluebook.collegeboard.org/technology?SFMC_cid=EM1528768-) (https://bluebook.collegeboard.org/technology?SFMC_cid=EM1528768-).

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



COLLEGE BOARD INFO

Open Office (Half) Hours Happening Every Thursday

When: Thursdays at 2:00 p.m.

Where: [Register here](https://go.mi.gov/9cuy01944) (https://go.mi.gov/9cuy01944) 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
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
Bluebook April 2, 2026 2:00 p.m.	<ul style="list-style-type: none"> • Student Experience on test day (Screen-by-Screen)

(continues – page 8)

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



COLLEGE BOARD INFO

Topic/Date	Open Office Highlights
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 23, 2026 2:00 p.m.	<ul style="list-style-type: none">• Open questions and answers

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



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.
Off-Site Request Form (www.sat.org/offsiterequest) deadline	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)

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



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

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

Good News! Test Administrators Can be Enrolled Now in the WIN Career Readiness System (CRS)

Test Administrators can now be enrolled individually by the Assessment Coordinator role in the [WIN Career Readiness System](https://mi.wincrsystem.com) (<https://mi.wincrsystem.com>). The WIN CRS provides access to FERPA protected data. Access should be assigned only to users with a specific need.

Clarification regarding Role Assignments in WIN CRS and OEAA Secure Site

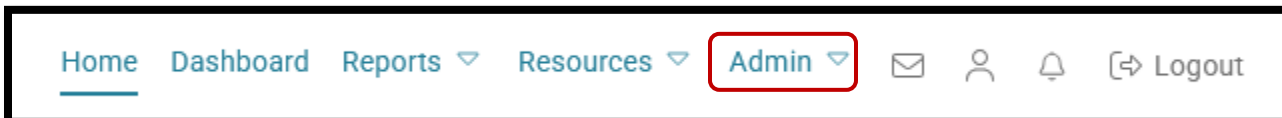
The user type that can enroll additional users in WIN CRS is the Assessment Coordinator role; this role corresponds to the District Administrator, Public School Administrator, and Nonpublic School Administrator roles in the Office of Educational Assessment and Accountability [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

Single Enrollment in WIN CRS Step-by-Step Guide

In WIN Career Readiness System, the user type that can be single-enrolled by current authorized users in CRS is called **Test Administrator**.

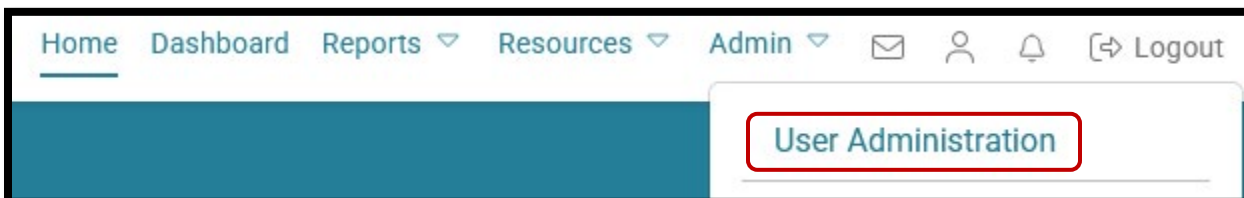
To create a new Test Administrator, follow the steps below:

1. Navigate to the Admin menu



2. Open User Administration

- a. Click **User Administration**



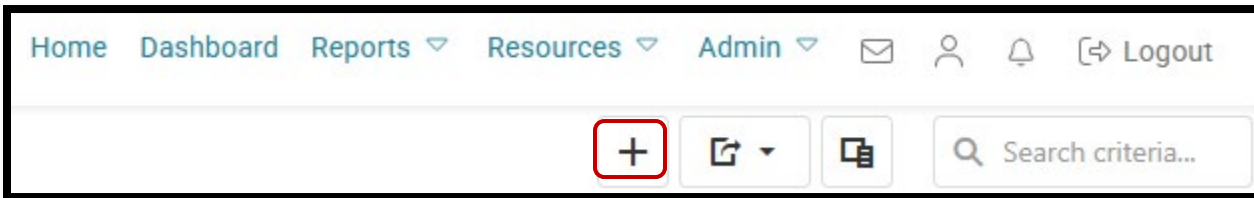
(continues – page 12)



WIN LEARNING INFO

3. Open the Add User window

- Inside the User Administration Window, click the **Plus Icon**



4. Enter the User Information

- A new window will pop up; this is where you will enter all Test Administrator details

Add New User

Personal Information

User Type: *

Organization: *

First Name: *

Middle Name:

Last Name: *

Deactivation Date:

Email:

Email has NOT been verified...

Use Email as UserName:

UserName: *

Password: *

(continues – page 13)



WIN LEARNING INFO

Completing the Form

1. Select **Test Administrator** from the **User Type** dropdown menu.
2. Select the entity into which the Test Administrator (TA) should be enrolled.
3. Fill in the Test Administrator’s **first name, last name, username, and email address**.
 - a. **Username pattern:** user’s work email handle (before the @) plus the **state assigned building code** from the Educational Entity Master (EEM)

b. Example: jpsmith12345

4. Enter a password that meets the password requirements.

5. Under **Permissions**, select from the following options:

a. Administer Users - allows TA to access User Administration, where they can search for students in their building to assign accommodations

b. Administer Organizations - allows TA to access Class Management, where they can create test session groups

c. Access Reports – provides access to student reports

d. Edit Learner Information – this permission is not available for any user in WIN CRS. Do not assign this permission

e. Edit Learner Accommodations - allows TA to set learner accommodations via User Administration

f. Proctor Assessments – allows TA to access the Assessment Assignment grid, add Test Session Groups to the grid, and unlock the assessments

6. Click **Save**.

Permissions:	Checked
<input checked="" type="checkbox"/> Administer Users	Yes
<input checked="" type="checkbox"/> Administer Organizations	Yes
<input type="checkbox"/> Access Reports	No
<input type="checkbox"/> Edit Learner Information	No
<input checked="" type="checkbox"/> Edit Learner Accommodations	Yes
<input checked="" type="checkbox"/> Proctor Assessments	Yes

(continues – page 14)



WIN LEARNING INFO

7. When asked whether to notify the user by email, select **Yes**.

Send Notification

Would you like to send an email to this user notifying them of their account and asking them to verify their email?

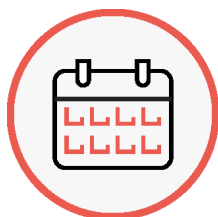
After you click Yes to send the account notification email, the new Test Administrator will receive a message at the email address you entered. The email will come from DoNotReply@wincrsystem.com.

The user must open the email and click the verification link within 48 hours to activate their account. If they do not complete this step within the 48-hour window, the link will expire and a new verification email will need to be sent.



WIN LEARNING INFO

Upcoming Dates to Remember



March 7, 2026

- Technology Coordinators must complete **Technology Verification** for the WIN Work Readiness Assessments.
- [Steps and Verification Form](https://www.winresourcecenter.com/Assessments/mi-technology-verification) (<https://www.winresourcecenter.com/Assessments/mi-technology-verification>)

Week of March 9, 2026

- Assessment Coordinators may begin **batch enrolling** Test Administrators.
- **Note:** A detailed walkthrough and video will be shared soon on the WIN Resource Center.

March 11, 2026

- The WIN Wednesday Office Hours session will include a **live walkthrough** of the batch enrollment process.

A complete list of [WIN Work Readiness Assessment Important Dates](https://go.mi.gov/keh71949) (<https://go.mi.gov/keh71949>) is available through this link.

Technology Verification is Due March 7, 2026



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!**

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



TRAINING & CONFERENCES

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/1AjTjYx6nMSooyS5e9loO09SALTN-Dh36/view?usp=sharing)
- [Slide Deck](#)
(https://drive.google.com/file/d/14PFohHtXyrgNw6UkZPIMrHLA8zbnvq9q/view?usp=sharing)

Spring 2026 MI-Access District/Building Coordinator Training

Wednesday, February 18, 2026

- [Meeting Recording](#)
(https://drive.google.com/file/d/1NnKviPSfAcccAz8li_bj9g_zl6Ybmgz9/view)
- [Slide Deck](#)
(https://drive.google.com/file/d/1ejxZ8frKQuRgaS554j5j9C8CqPehDE8E/view?usp=sharing)

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



IMPORTANT DATES

The [Assessment Calendars web page](https://www.michigan.gov/mde/services/student-assessment/assessment-calendars) (<https://www.michigan.gov/mde/services/student-assessment/assessment-calendars>) makes it easy to find important state assessment dates in the format that works best for you. The Office of Educational Assessment and Accountability provides calendars in Excel, PDF, and Google Calendar formats so you can access and use them however you prefer.

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://forms.office.com/pages/responsepage.aspx)	Thursday, March 12, 2026
Ongoing	WIN Work Readiness WIN Career Readiness System available for test administration tasks	Thursday, April 30, 2026
Ongoing	M-STEP Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal	Friday, May 15, 2026
Ongoing	MI-Access Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal	Thursday, May 21, 2026
Ongoing	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

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



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.

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



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 St.
PO Box 30008
Lansing, Michigan 48915

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