

Online Testing Sessions

Office of Educational Assessment and Accountability (OEAA)

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Creating an Online Testing Session

After a student has been pre-identified for the Early Literacy and Mathematics Benchmark, M-STEP and/or MI-Access Functional Independence (FI) assessments, students will need to be grouped into sessions for online testing. This is the second and final step of pre-identification of students taking the assessment online. This is not used for paper and pencil testing.

Students can be put into an online session on the Secure Site by the posted deadline. If they are not in an online session by the posted deadline, they will still be loaded into eDIRECT and they can be put into an online session in eDIRECT. The Online Session page will not be available on the Secure Site after the deadline and new students will need to be put into online sessions in eDIRECT after being pre-identified on the Secure Site.

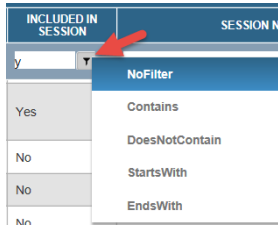
Students should be grouped into online sessions based on the primary proctor that will be administering the online assessment to the students.

To create an online session:

1. Log on to the Secure Site at www.michigan.gov/baa-secure with your MEIS login and password.
2. Hover over the *Assessment Registration* menu at the top, click on *Online Sessions* under the *Online Sessions* sub menu.
3. Select the test cycle from the Test Cycle drop down. Remember students must already be pre-identified to the test cycle.
4. Select the ISD, District, and School. If you are a district level user, if you are not required to select a School.
 - a. You can enter a full or partial student last name, student first name or student UIC number in the provided fields. This will search through sessions that have already been created that the student has already been assigned to. These search fields should only be used when searching for a student that is already in an online test session.
5. Click on the *Search* button at the bottom right to display all online test sessions that have been created for the district or school selected. If student information was entered, only the sessions that the

student has been added to will display. If there are no sessions yet created, there will be no records to display.

6. To add a new session, click on the *Create Online Session* button at the bottom right.
7. On the *Online Session Details* page, select the school from the School drop down, if not already populated and the grade level of the session you are creating from the *Grade* drop down.
8. Select the content area for this session from the *Content Area* drop down menu.
9. Select the name of the proctor for this session from the *Primary Administrator Name* drop down.
 - a. School staff names are loaded into the Secure Site using data from the Registry of Educational Personnel (REP).
 - b. A staff member must be in REP and associated to the school in order to be in the drop down menu.
 - c. If the name of the proctor is NOT listed in the drop down menu, you will need to work with your district REP person to have the teacher added. The teacher should be available in the drop down the following day. This is new this year that REP can be updated throughout the school year.
10. If there will be a second administrator for the session, select the staff person's name in the *Secondary Administrator Name* drop down. This is not required.
11. *Additional notes about the session* can be added in the text box. This is for the schools use only and will not be used by the state or transferred to the online system. This could be information such as date, time, and location of the session or anything that will be helpful for the school. If notes are added, they will display on the download and print out from the Secure Site.
12. Click on the *Save* button at the bottom right to create the new session.
 - a. If there are no students pre-identified to the school, the session will not be saved. Students must be pre-identified to the school and test cycle before a session can be created.
13. A list of student's pre-identified for the test cycle, school, grade level, content and identified as testing online will display on the page.
 - a. Just above the student listing, you will see the number of students that are pre-identified for online and paper and pencil testing along with the number of students still left to be put into a session (highlighted in red) and the number of students already in a session.
 - b. The Online Students Total, Paper/Pencil Students and Total Pre-ID number are links to the Pre-ID Student Report and will be filtered based on the number clicked. For example if you click on the Paper/Pencil Students number, the students displayed on the Pre-ID Student Report are those marked for paper/pencil testing.
 - i. The number of paper/pencil students is listed for your reference only. You do not put paper/pencil students into an online session. Early Literacy and Mathematics Benchmarks does not have an option for paper/pencil testing so this number will always be zero.
 - c. Use the filters at the top of each column to perform searches to help manage the student population for online sessions.



- d. The Reporting Code column includes a 4 digit code if entered by the school or district. This was previously the call Class/Group Code.
 - i. If you have entered a Reporting Code, you can filter the column by the code to find the group of students and assign them to an online session.
- 14. Select the students for this session by clicking in the box under the first column to the left of the student's name.
- 15. Once you have selected all of the students to be assigned to this session, click the *Submit Students* button at the bottom right of the screen.
- 16. You will received a message "Students have been successfully added and/or removed from this session." click OK.
 - a. You can print or download the data on the page by using the *Print* and *Download* buttons at the bottom right.
- 17. Click the *Back* button at the bottom right to go back out to the *Online Sessions* page.

Once a student has been assigned to a test session for a content area, they will no longer appear on the list of students to be assigned to a different test session for that content area. The list should continue to reduce until there are no longer any students available to select for a session. Remember, this is by content area based on the grade.

NOTE:

If a student(s) is not displayed in the *Online Sessions Detail* page, check the Pre-ID Student Report to verify the student has been pre-identified for the Early Literacy and Mathematics, M-STEP or MI-Access Functional Independence assessment in the correct grade and content area.

If the student has been pre-identified for testing check other online sessions already created to verify the student has not already been assigned to a session. A student will not display as available to assign to an online session if they have already been assigned to a test session for the content area (subject). Students cannot be assigned to two separate test sessions for the same content area.

Copy Sessions

Once a sessions that contains students has been created, you can easily copy the group of students into another session for a different content area. Once copied, you can still modify the session to change it from the initial session that was copied. This can be done from the Online Sessions page or the Online Sessions Detail page.

From Online Sessions page

- 1. Hover over the *Assessment Registration* menu at the top, click on *Online Sessions* under the *Online Sessions* sub menu.

2. Select the test cycle from the Test Cycle drop down. Remember students must already be pre-identified to the test cycle.
3. Select the ISD, District, and School. If you are a district level user, if you are not required to select a School.
 - a. You can enter a full or partial student last name, student first name or student UIC number in the provided fields. This will search through sessions that have already been created that the student has already been assigned to. These search fields should only be used when search for a student that is already in an online test session.
4. Click on the *Search* button at the bottom right to display all online test sessions that have been created for the district or school selected. If student information was entered, only the sessions that the student has been added to will display. If there are no sessions yet created, there will be no records to display.
5. Click in the check box to the left of the session that you wish to copy.
6. Click on the *Copy Sessions* button at the bottom right of the page.
7. The Online Session Details page will open and will have the information selected from the session that was copied. Select the Content area for this session. You can change the other information to modify the session if needed.
8. Click the *Save* button at the bottom right.
9. The session has been saved the student list will populate with the students already selected from the test session that was copied and will include students that are not yet in a test session that can be added.
10. If you make any changes to the student list by selecting or deselecting students, don't forget to click on the *Submit Students* button at the bottom right to save the changes.

From Online Session Details page

1. Hover over the *Assessment Registration* menu at the top, click on *Online Sessions* under the *Online Sessions* sub menu.
2. Select the test cycle from the Test Cycle drop down. Remember students must already be pre-identified to the test cycle.
3. Select the ISD, District, and School. If you are a district level user, if you are not required to select a School.
 - a. You can enter a full or partial student last name, student first name or student UIC number in the provided fields. This will search through sessions that have already been created that the student has already been assigned to. These search fields should only be used when search for a student that is already in an online test session.
4. Click on the *Search* button at the bottom right to display all online test sessions that have been created for the district or school selected. If student information was entered, only the sessions that the student has been added to will display. If there are no sessions yet created, there will be no records to display.
5. Click on the *Update Session* link to the right of the session name to enter the session's detail page.
6. Scroll to the bottom right of the Sessions Detail page and click on the *Copy Session* button.

7. The Online Session Details page will open and will have the information selected from the session that was copied. Select the Content area for this session. You can change the other information to modify the session if needed.
8. Click the *Save* button at the bottom right.
9. The session has been saved the student list will populate with the students already selected from the test session that was copied and will include students that are not yet in a test session that can be added.
10. If you make any changes to the student list by selecting or deselecting students, don't forget to click on the *Submit Students* button at the bottom right to save the changes.

IMPORTANT NOTE: If a student is already in a session for the content area, the student will not be copied over into the new session. Students can only be assigned to one session per content area.

View and Update an Online Session

1. Hover over the *Assessment Registration* menu at the top, click on *Online Sessions* under the *Online Sessions* sub menu.
2. Select the Test Cycle from the drop down.
3. Select the ISD, District, and School. If you are a district level user, if you do not select School you will receive a list of testing sessions created by users for the district.
4. Click on the *Search* button at the bottom right to display all online test sessions that have been created for the district or school.
5. All sessions created for the school will be listed. Click the *Update Session* link under the first column to the left of the session to be viewed or updated.
 - a. Just above the student listing, you will see the number of students that are pre-identified for online and paper and pencil testing along with the number of students still left to be put into a session (highlighted in red) and the number of students already in a session.
 - b. The Online Students Total, Paper/Pencil Students and Total Pre-ID number are links to the Pre-ID Student Report and will be filtered based on the number clicked. For example if you click on the Paper/Pencil Students number, the students displayed on the Pre-ID Student Report are those marked for paper/pencil testing.
 - i. The number of paper/pencil students are listed for your reference only. You do not put paper/pencil students into an online session. Early Literacy and Mathematics Benchmarks does not have an option for paper/pencil testing so this number will always be zero.
6. On the *Online Session Detail* page, all students that are assigned to the session will be listed and there will be a check mark in the box under the first column. Additional students that have not been assigned to a test session for the content area may also be listed.
7. To **add additional students** to the session, select the students by clicking in the box under the first column to the left of the student's name.
8. To **remove students** from the session, click in the box under the first column to the left of the student's name to remove the check mark.
9. Once you have selected all of the students to be assigned or removed from this session, click the *Submit Students* button at the bottom right of the screen.

10. You will received a message “Students have been successfully added and/or removed from this session.” click OK.
 - a. You can print or download the data on the page by using the *Print* and *Download* buttons at the bottom right.
11. Click the Back button at the bottom right to go back out to the *Online Sessions* page.

Delete Session(s)

Once a session is created, a user has the ability to delete the session from the Online Sessions page by clicking in the check box under the first column to the left of the session and click on the *Delete Session(s)* button at the bottom right of the screen. The session will be deleted and all students that were included in the session will no longer be in a session and will need to be assigned again to an online session.

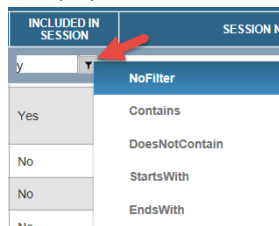
Print or download the list

When on the Online Sessions page that shows the list of sessions created for the school, you can download the information into a spreadsheet by clicking the *Download* button at the bottom right of the page. You can also print it by clicking the *Print* button at the bottom right of the page.

When on the Online Session Details page, you can download the list of students displayed on the screen which includes students assigned to the session and those left to still be assigned to a session by clicking the *Download* button at the bottom right. You can print the list by clicking on the *Print* button at the bottom right of the page.

Online Sessions Report

1. Hover over the *Assessment Registration* menu at the top, click on *Online Sessions Report* under the *Online Sessions* sub menu.
2. Select the Test Cycle from the drop down.
3. Select the ISD, District, and School. If you are a district level user, if you do not select School you will receive a list of testing sessions created by users for the district.
4. Click on the *Search* button at the bottom right to display all online test sessions that have been created for the district or school.
5. A list of all students pre-identified and designated as online testing, whether assigned or not assigned to an online session will display in alpha and grade order.
 - a. Use the filters at the top of each column to customize the report as needed to help manage the student population for online sessions.



- b. The Reporting Code column includes a 4 digit code if entered by the school or district. This was previously the call Class/Group Code.
6. The list can be printed or downloaded using the *Print* and *Download* buttons at the bottom right.