Kindergarten Entry Assessment (KEA) Fall 2015
Division of Accountability Services (DAS)
Online Testing Sessions

After a student has been pre-identified for the Fall 2015 KEA assessment, 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 Kindergarten Entry Assessment (KEA). Students must first be pre-identified on the Secure Site for testing in the Fall 2015 KEA assessment before they can be added to Online Sessions. You can find directions for doing this by clicking on the KEA Pre-Identification-Fall 2015 link under the Quick Reference section at www.michigan.gov/securesitetraining.

The pre-identified students will be loaded daily into the TS Gold system from the Secure Site and grouped based on the sessions that have been set up in the Secure Site.

Students should be grouped into sessions based on the primary administrator that will be evaluating the student and entering the assessment information into the TS Gold system.

<u>Create Online Session</u>

1. Select *Online Session* from the Pre-ID Functions menu at the top of the screen.
2. Select the Test Cycle *Fall 2015 KEA.*
3. Select the *ISD, District, and School* and click the *Search* button at the bottom right of the screen.

4. Click on the *Create Online Sessions* button at the bottom right.
5. Select the *Primary Administrator Name* from the drop down and click on the *Save* button at the bottom right of the screen. If the teacher is not listed in the Primary Administrator Name drop down box, this means the teacher did not complete the required Interrater Reliability (IRR) through Teaching Strategies and will need to do so. If the teacher did complete the IRR, please contact our office through email at baa@michigan.gov or call 877-560-8378 and press option 3.

    The Grade Level, Subject and Course fields are required but with KEA they are automatically populated, so there is no need to change them.

6. The bottom part of the screen will open with summary information showing the number of students pre-ID that are already included in a session and the number of students not in a session. The list of students that are pre-ID and not in a session will be listed below the summary information.

   Select students to apply to the test session for the teacher selected by placing a check mark in the box to the left of the student names.

7. Click on the *Submit Students* button at the bottom right.
8. The selected students are now assigned to the test cycle that was just created. A confirmation message, "Session details have been saved successfully. Please assign students to session." will display, click the *OK* button in the message box.
9. To create additional sessions, go back to step 1 and following the same process.

NOTE: If no students are displayed after creating the online session, check to the Pre-ID Student Report to verify students have first been pre-identified for the Fall 2015 KEA assessment. Students that have already been pre-identified for testing will not display on the list to add to a session if they have already been assigned to a test session. Students cannot be assigned to two separate test sessions.

The Session Name will be created based on the selections made on this screen. A user cannot create their own session name. The session name will only be changed if the primary administrator is changed.

Search Online Sessions

Once a session has been created, you can continue to add students to the session, remove students from the session and view, print or download students assigned to sessions.

1. Select *Online Sessions* from the Pre-ID Functions menu at the top of the screen.
2. Select the Test Cycle *Fall 2015 KEA.*
3. Select the *ISD, District, and School*. The school field is only required if you are a school level user.
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.

Online Sessions

Only students taking the M-STEP or MI-Access Functional Independence online need to be put into an online session.

Search Criteria

Test Cycle*	ISD*	District*	School
Fall 2015 KEA KEA			

Search   Reset

Search Results: Existing Sessions

Select All   Unselect All

Refresh

	SESSION DETAILS	SESSION NAME	SCHOOL	PRIMARY ADMINISTRATOR	GRADE	SUBJECT	COURSE	IN SESSION / PRE-ID	PARTS	TOTAL MINUTES	MODIFIED BY	MODIFIED DATE
☐	Update Session	Grade 00 Kindergarten Session 1			00	Nonsubject Specific	Kindergarten	3 / 88	0	0		08/11/2015 09:49AM

Refresh

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Delete Session(s)   Create Online Session   Download   Print

5. Click on the *Update Session* link to the far left of the session you wish to view, or add and remove students from.
6. All students included in that online session will be listed and have a "Yes" in the *Included in Session* column. The students that have not yet been put into a sessions will be listed with a "No" under the Included in Session column. Don't forget you can use the column filter to filter student with either a "Yes" or a "No".
   a. Students that have "No" in the *Included in Session* column can be added to the session by placing a check mark in the box to the left of the student's name.
   b. Students that are listed with "Yes" in the *Included in Session* column can be removed from the session by clicking in the check box to the left of the student's name to remove the check mark and thus remove them from the session.

   After the changes have been completed, click *Submit Students* button at the bottom right to submit and save the changes.

7. A confirmation message reading "Session details have been save successfully" will display, click the *OK* button in the message box.

You can also Download or print the session and student details using the Download and Print buttons at the bottom right of the screen.

Division of Accountability Services   KEA Online Testing Sessions