

M-STEP Online Administration Directions - Corrections

The following corrections correspond with the M-STEP Online Administration Directions you received with your printed materials.



- Review the printed M-STEP Online Administration Directions before administering the test. Using the table below, locate the position of the correction. Mark the corresponding correction number in the printed directions to guide you as you read.
- Keep this document with the M-STEP Online Administration Directions.
- The text in italics represents the text that is already in the manual and appears here for reference. The text in bold represents an insertion. Any text that is underlined should be read aloud. Text with a strikethrough should be omitted.
- Complete corrected versions of the M-STEP Online Administration Directions can be downloaded and printed at <https://mi.drceirect.com> General Information → Documents. Look for the document titled “M-STEP Online Administration Directions - Corrections.” No login is required. You may print the entire document or just the affected pages: 12, 16, and 17.

Correction Number	Appears on Page Number	Correction Text
1	12	<p>“SAY” box: <i>I will now read the Test Directions. Read the Test Directions silently as I read them aloud. Use the Next button to move to the next page to follow along.</i></p> <p>(Read Aloud for ELA LISTENING or AUDIO ACCOMMODATED assessments)</p> <p>“SAY” box: <u>You will need to listen to some information in order to answer a few of the questions on this test. To check that the sound on your computer works, follow these steps:</u></p> <p><u>1. Select Play Audio</u></p> <p><u>2. If you hear ‘If you can hear my voice, select the Sound is Working button’ select The Sound is Working button.</u></p> <p><u>3. If you do not hear ‘If you can hear my voice, select the Sound is Working button,’ select Try Again or raise your hand and ask for help.</u></p> <p>Test Administrator Directions: Instruct students to wait for you to go on. Pause to assist any students who do not hear the voice. When students are ready,</p> <p>“SAY” box: <i>You should now be on the Display Setting Test screen...</i></p>
2	16	<p><i>Not all tools are available for every test. An equation builder A graphing tool is an example of a tool that is available only for the 11th Grade Mathematics Assessment</i></p>
3	16	<p>“SAY” box: <i>Pointer: Use the pointer tool to choose an answer.</i></p> <p><i>Cross-Off: Use the cross-off tool to mark answers that you believe are NOT correct.</i></p> <p><i>Highlighter: Use the highlighter tool to highlight important information.</i></p> <p><i>Magnifier: Use the magnifier tool to enlarge the information on the screen.</i></p> <p><i>References: use the references tool to view additional pages that may help you answer test questions.</i></p> <p><i>Flag: Use the flag button, located at the bottom of the page, to mark a question you want to review at a later time. Later, the flag will serve as a reminder to return to that question.</i></p>

Correction Number	Appears on Page Number	Correction Text
4	17	<p>TEST DIRECTIONS - ELA TOOLS (Read Aloud for ELA ASSESSMENTS)</p> <p><i>"SAY" box: Spell-Check: The spell-check tool will help you to check your spelling when you have a written response.</i></p> <p><i>Writing Tools: use the writing tools to help you with written responses.</i></p>
5	17	<p><i>Continue to read additional applicable tools sections.</i></p> <p>TEST DIRECTIONS - MATH TOOLS (Read aloud for ALL MATH ASSESSMENTS)</p> <p><u>"SAY" box: Equation Builder: The equation builder will help you build mathematical equations.</u></p> <p>TEST DIRECTIONS - MATH TOOLS (Read aloud for Math, Grade 4, ASSESSMENTS)</p> <p><u>"SAY" box: Protractor: The protractor will help you measure angles.</u></p>
6	17	<p><i>"SAY" box: Ruler: The ruler tool allows you to measure an object.</i></p> <p><i>Protractor: The protractor will help you measure angles.</i></p> <p><i>Calculator: The calculator will help you with math functions.</i></p>
7	17	<p><i>"SAY" box: Graphing Tool: Use the graphing tool to help you graph functions.</i></p> <p><i>Equation Builder: The equation builder will help you build mathematical equations.</i></p>
8	17	<p>TEST DIRECTIONS - SCIENCE TOOLS (Read Aloud for Science, Grades 7 and 11, ASSESSMENTS)</p> <p><i>"SAY" box: Periodic Table: You may find the Periodic Table helpful in answering test questions. You can view more detail about an element by clicking on the element's box. The box will open in a new window and can be moved around to different parts of the screen by clicking on the box and dragging it to a new location.</i></p> <p><u>References: Use the References tool to view more information that may help you answer the questions. The Periodic Table of the Elements can be found under the References tool.</u></p>
9	19	<p>PROCEDURES FOR TESTING BREAKS, INTERRUPTIONS, OR PAUSES</p> <p><i>If a student needs to pause their test for a few minutes, use the blue Pause button in the tool bar along the bottom of the screen. Once the Pause button is selected, the test questions are removed from the screen (for test security reasons), and the student has up to 20 minutes to return and resume testing before being logged out of the test.</i></p> <p><i>If a student needs to exit the test to move to another workstation or to resume at a later time, select the Pause button, select Exit, and then select "Yes, Exit" on the pop-up screen. The student will need their test ticket to log in again. If the student will resume the test on another day, the test will need to be unlocked. Contact your Building Assessment Coordinator for information on unlocking a student assessment. If a student does not submit ("end") the test on the same day which it was started, the test will become locked. Please refer to the M-STEP TAM for guidance on locked tests.</i></p>