Secure Site 101

DIVISION OF ACCOUNTABILITY SERVICES

TINA FOOTE, SECURE SITE ANALYST

KAYLEE SCOTT, USER INTERFACE ADMINISTRATOR
State Assessments

- Kindergarten Entry Assessment (KEA) – Fall
- Interim, Grades K-2 – Spring
- WIDA, Grades K-12 – Spring
- W-APT, Grades K-12 – Ongoing
- SAT (College Entrance Exam), Grades 11, 12 – Spring
- WorkKeys (Workskills Assessment) Grades 11, 12 – Spring
- M-STEP, Grades 3-8 and 11 – Spring
- MI-Access, Grades 3-8 and 11 – Spring
- PSAT, Grades 9, 10 - Spring
Test Period, Test Cycle

- What is a Test Cycle?
  - The individual assessment
    - WIDA, KEA, SAT, WorkKeys, W-APT, M-STEP, MI-Access Functional Independence (FI), MI-Access Participation (P) and MI-Access Supported Independence (SI)

- What is a Test Period?
  - Required assessments taking place at the same time
  - SAT and WorkKeys – College Entrance and Career Ready
  - M-STEP and MI-Access FI, P and SI – Spring 2016
  - KEA – Fall 2015 KEA
  - WIDA – Spring 2016 WIDA
Pre-Identification of Students

- KEA – District loads Early Roster through MSDS or use Secure Site tools
- WIDA – DAS loads using Fall MSDS General Collection all LEP students
- W-APT – District/School inputs into Secure Site
- SAT – DAS loads using Fall MSDS General Collection all grade 11 and required grade 12
- WorkKeys – DAS loads using Fall MSDS General Collection all grade 11 and required grade 12
- M-STEP – DAS loads using Fall MSDS General Collection all grades 3 – 8 and 11 and required grade 12
Pre-Identification of Students

- MI-Access – Districts/Schools move students from M-STEP to MI-Access FI, P or SI on Secure Site
- PSAT – DAS loads using Fall MSDS General Collection all grades 9 and 10
- It is the district/school responsibility to ensure all students enrolled during testing are pre-identified on the Secure Site.
- New or missing students should be pre-identified for the assessments directly on the Secure Site by district or schools.
Pre-ID File Upload

- **Pre-ID File Layout located on login page of Secure Site**
  - A .csv or .txt file can be created using our format with data from the SIS and loaded to the Secure Site.

- **Pre-ID File Template located on login page of Secure Site**
  - Must use Pre-ID File Layout document to identify required fields and format of each field
  - File must be saved as a .csv file prior to uploading it to the Secure Site

- You can add new students to the Pre-ID File Template as they enroll and load the file prior to barcode deadline or prior to start of online testing.

- **IMPORTANT: Grades 11 and 12 students will need to be pre-ID to M-STEP, SAT, and Workkeys**
  - We are hoping to update the system to allow you to do it all at once instead of each separately.
Pre-ID File Upload

- Log on to the Secure Site
- Select Pre-ID Students from the Pre-ID Functions Menu
- Select File Upload from the Pre-ID Method drop down
- Select ISD, District, Destination Test Period
  - Click the Select button to the right of File to upload and select the file you created from your computer.
  - Click the Upload button at the bottom right.
Pre-ID File Upload

- You can include multiple *test cycles* in the file if they are in the same test period.
- Go to Pre-ID File Upload Results from the Pre-ID Functions menu to check the status of the file.
- If there are more than 50 errors, no student records will load.
- If there are errors, click on the *View Errors* link.
  - You can download the errors by using the Download button at the bottom of the View Errors page.
  - You can fix the errors in the file and upload the file.
Student Search

- Click on Student Search from the Student Information menu.
- Enter Last Name, First Name
  - You can do a partial name search.
- You can also search by UIC number.
- When searching, the system will search through tested records and MSDS.
  - This means every student should be found.
  - Refine your search if the student is not in the search results.
- Be careful not to select the incorrect student from the search results.
Key point to know - only students who have been submitted as enrolled in the school in MSDS will come up in the MSDS Copy.
- If students are entered into the district student information system, this does not mean they are in MSDS.

Select Pre-ID Students from the Pre-ID Functions menu
- Select MSDS Copy from the Pre-ID Method drop down
- SE is Special Education – good way to filter students who are identified as special education for the MI-Access test
- LEP is Limited English Proficient – good way to filter students who are identified as LEP for the WIDA test

You are creating a file and loading it through this process, so don’t forget to check the Pre-ID File Upload screen to ensure it loads without errors.
Pre-ID Student Report

- Full list of students that are pre-identified for testing
- Ensure all students enrolled during the testing window are pre-identified.
  - Search by Test Period to ensure students are taking all of the required assessments for that period.
- Students can be unassigned (removed) from the test cycle on the Pre-ID Student Report screen.
  - This does not remove the student from accountability.
- Look for highlighted students – means the UIC is unresolved
- Print or download the Pre-ID Student Report
Online Sessions

- Currently used for KEA, M-STEP, MI-Access and now WIDA for students testing online (not paper/pencil)
- Students are grouped by the testing session they will test in, not necessarily by their teachers.
- If teacher is not in the administrator drop-down, you will need to choose a different administrator for the online session.
  - Using a different administrator will not affect testing, reporting or teacher evaluation.
  - For KEA, a teacher must complete the IRR before they will appear in the drop-down, therefore you should NOT select a different administrator for KEA.
  - Administrator drop-down is populated by Registry of Education Personnel (REP) and KEA is populated by teachers that have completed the IRR.
Material Orders

- Initial and Additional Material Orders are two separate screens.
- Additional Material Orders do not open until the Initial Material Orders start arriving in schools.
- Schools testing online – there may be a student or two who require a paper/pencil test; don’t assume you do not need to place an order.
- Do not order “just in case” - there will be another opportunity to place orders if needed.
Material Orders

- **SAT**
  - Standard material order populated based on number of students pre-identified
    - Accommodations requested and approved by the College Board will be deducted from the pre-ID amount.
    - Schools will be able to view but not modify the orders.

- **WorkKeys**
  - Standard material order populated based on number of students pre-identified
    - Accommodations ordered through ACT
    - Schools will be able to view but not modify the orders.
Material Order

- **PSAT**
  - Materials will be ordered based on pre-identification of students.

- **WIDA**
  - Test will be online for Spring 2016
  - Paper/pencil test will be ordered through WIDA
  - Braille and Enlarged print order through Secure Site

- **KEA**
  - Student observations are entered online - there are no materials to order.
Material Orders

M-STEP and MI-Access (Grades 3-8 and 11)

- Districts or schools will be required to enter the number of paper/pencil materials needed including accommodated versions of the test (i.e., Braille, large print, audio CD, etc.).
- If no paper/pencil materials, including accommodated versions, are needed an order does not need to be placed.
- If school is testing online, students using paper/pencil should be deselected from online testing in the student demographic page or Mass Update page.
Material Order Report

- Details of saved material orders can be viewed
- Once materials have been shipped tracking link can be viewed approximately two weeks before testing
  - Packing list can be viewed before boxes are received
- Districts users can view for the full district
• Different type of reports are available for different years and assessments - what is listed is what is available.

• Summary Reports are available at the State, ISD and District Level
  o State Level Report – Select State Summary Report from the ISD field
  o ISD Level Report – Select the ISD and ISD Summary Report from the District field
  o District Level Report – Select the ISD, District and District Summary Report from the School field.

• Homeschooled – if changed to “Yes”, only students who are marked as homeschooled will be included in the report.
Student Test Scores

- Student Data File is always released before reports
  - Download the data file and the file format and delete the columns that are not necessary for viewing scores.
  - You are not affecting the original data file and can download the full file again when needed.
- Student Data File, Aggregate Data File and Student Feeder File Formats are included at the bottom of the page.
  - The Test Cycle must first be selected from the Test Cycle drop-down to bring up the appropriate links.
- If reports do not come up, check for pop up blockers.
Secure Site Resources

- Call 877-560-8378, select option 3
- Email [baa@Michigan.gov](mailto:baa@Michigan.gov)

- Keep your contact information in MEIS up-to-date. Your email address and phone number are used by the Secure Site.
Chat with Kaylee
Thank you!