Spring 2015
Division of Accountability Services (DAS)
Initial Material Orders

Schools will need to place an Initial Material Order for M-STEP and MI-Access materials to ensure timely and accurate delivery of assessment materials. If you are a school that is testing online, you may still have some students that require the paper/pencil test or an accommodated version of the test.

Please order the materials that you need and refrain from ordering "extras" just in case. Schools will have an opportunity to order additional materials if needed once the initial materials start arriving in schools.

To create or update an Initial Material Order:

1. Log on to the Secure Site with your MEIS login and password at https://baa.state.mi.us/BAASecure/Login.aspx.
2. Select *Initial Material Orders* from the Material Orders menu at the top.
3. Select either *Spring 2015 M-STEP* or *Spring 2015 MI-Access* from the Test Cycle dropdown.
4. Select the ISD, District, and School. If you are a district level user, and if you do not select School you will receive a list schools for the district.

The returned results will display a link under the Open Order column to allow a user to 1) update an order or create an order, 2) identify under the Initial Order Save column if the school currently has an order saved, 3) identify if the school is registered for online testing under the Testing Online column and 4) the number of students pre-identified to take the paper/pencil test (meaning they are not marked to test online) under the Pre-ID Total for Paper column.

5. To create an order, click on the *Create Order* link under the Open Order column.
   a. If the link says *Update Order*, an order has already been saved and can be updated.
   b. Orders can be updated until 5:00 p.m., February 18, 2015 when it is pulled by the contractor.

Division of Accountability Services   Initial Material Orders

Initial Material Order Details

Initial Material Order Details

Test Cycle	ISD	District	School
Spring 2015 M-STEP	Kent ISD (41000)	Grand Rapids Public Schools (41010)	Buchanan School (00436)

Shipping Information

Shipping Destination*

School

Address
Attn:
1775 BUCHANAN AVE SW
GRAND RAPIDS, MI 49507

6. Verify the address and building or district coordinator name is listed correctly in the *Address* box.
    a. If incorrect, the M-STEP or MI-Access shipping address in the Educational Entity Master (EEM) will need to be corrected by the authorized district EEM user.
    b. If the coordinators name is incorrect, the M-STEP or MI-Access coordinator in the EEM will need to be corrected by the authorized district EEM user.
7. Only a district level user can designate the Shipping Destination for M-STEP. If the *Shipping Destination* is not selected, it will remain at the default of *School*. All MI-Access materials will be sent to the district, there is no option available to send to schools.
    a. If *District* is selected, all schools testing materials in the district, will be shipped to the district. Each box shipped will have the schools name on it to make it easier for the district to identify.
    b. If *School* is selected, all testing materials will be shipped to the individual schools.
    c. A different selection cannot be made for each building, this is a district level selection.
    d. If the shipping destination is changed more than once by a district level user, the selection shown at the time the contractor pulls the orders will be the final choice.

Material Counts (Initial Order)

3rd Grade	4th Grade	5th Grade

English Language Arts

MATERIAL NAME	MATERIAL COUNT	ACCOMMODATED STUDENT COUNT	
Test Booklet	3		
Braille Kit *			Select Students
Enlarged Print Kit *			Select Students

Mathematics

MATERIAL NAME	MATERIAL COUNT	ACCOMMODATED STUDENT COUNT	
Test Booklet	3		
Spanish Test Booklet			

8. Enter the number of materials needed for students taking the paper/pencil test.
    a. The number of students pre-identified for testing using paper/pencil have been populated in the Test Booklet field by DAS for M-STEP and MI-Access Functional Independence only.
        i. This number will NOT change based on the pre-ID after an order is saved, however, you can go back in and change it until 5:00 p.m., February 18, 2015.

    b.   When ordering MI-Access materials make sure to scroll down and pay attention to the appropriate sections for MI-Access FI (Functional Independence), MI-Access P (Participation) and MI-Access SI (Supported Independence).

    c.   Only the Number of Assessment Administrators will be entered for MI-Access Participation and MI-Access Supported Independence.

    d.   MI-Access Functional Independence Expressing Ideas is available in paper/pencil only. Schools administering the MI-Access FI online must complete an order for Expressing Ideas.

9. To order Braille or Enlarged Print test booklets, click on the *Select Students* link to the far right of the material name. A pop up window will display a list of students that are pre-ID to take the paper/pencil testing.

    a.   If a student is not listed, check that the student is pre-identified. If the student is pre-identified, verify the student is not identified for online testing.

10. Select the student(s) that require Braille or Enlarged print by clicking in the check box in the first column to the left of the student's name. After selecting the student(s), click the *Submit* button at the bottom right of the pop up box.

11. The number of students selected will be populated in the *Braille Kit* or *Enlarged Print Kit* field.

    a.   The kits contain student test booklets and answer documents. Do not include these students in your Test Booklet count.

12. When ordering CDs and DVDs for science or social studies, you will enter the quantity of CDs or DVDs needed under the Material Count column. Under the Accommodated Student Count, you will enter the number of students using CDs or DVDs.

    a.   CDs and DVDs are not available for ELA and math, teachers will follow the Read Aloud guidelines for students needing audio for ELA and math.

    b.   CDs are used to administer the test to students one-on-one but can be reused for multiple students. The Accommodated Student count is needed to determine the number of test booklets needed for students. Do not include this count in the Test Booklet count.

    c.   DVDs can be used to administer the test to a group of 5 students or less at a time and can be reused for additional groups. The Accommodated Student count is needed to determine the number of test booklets needed for students. Do not include this count in the Test Booklet count.

Social Studies

MATERIAL NAME	MATERIAL COUNT	ACCOMMODATED STUDENT COUNT	
Test Booklet	0		
Braille Kit *			Select Students
Enlarged Print Kit *			Select Students
Audio CD			
Arabic DVD			
English DVD			
Spanish DVD			
Reader Script			

13. Only Arabic and Spanish Glossary Reference Sheets can be ordered. Notice that many glossary reference sheets can be downloaded from this page. You can download and print the reference sheets now using the *Download* link to the right of each one. These will also be available prior to and during testing.

Arabic Glossary Reference Sheet			Download
Cantonese Glossary Reference Sheet			Download
Eastern Punjabi Glossary Reference Sheet			Download
Ilokano Glossary Reference Sheet			Download
Korean Glossary Reference Sheet			Download
Mandarin Glossary Reference Sheet			Download
Russian Glossary Reference Sheet			Download
Spanish Glossary Reference Sheet			Download

14. Make sure to click through each of the grade level tabs to order the needed grade level materials.
    a. The grade levels are listed based on the grade levels for the school in the EEM. If the correct grade levels are not available for ordering, have the authorized district EEM user update the grades in the EEM.

Material Counts (Initial Order)

3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade

15. Once you have entered your Initial Material Order, click the *Save* button at the bottom right.

IMPORTANT: Even though numbers may have been populated by DAS, the orders are not saved until a district or school level user logs into the Secure Site and saves the order.

Answer documents, return kit, M-STEP manuals and other required materials will be added to the order by DAS prior to the shipping contractor pulling the orders.

Saved orders can be viewed on the Material Order Summary page under the Material Order menu.