

Multi-State Alternate Assessment (MSAA)

Maine Test Coordinator Training
February 29, 2016



The logo for the Multi-State Alternate Assessment (MSAA) features the lowercase letters 'msaa' in a bold, black, sans-serif font. To the right of the letters is a stylized graphic consisting of three curved, overlapping shapes in orange, yellow, and green, resembling a flame or a leaf. Below the 'msaa' text, the words 'Multi-State Alternate Assessment' are written in a smaller, black, sans-serif font.

Presenters

Maine Department of Education

Sue Nay
Charlene Tucker



The MSAA logo is located in the bottom right corner of the slide. It consists of the lowercase letters 'msaa' in a bold, black, sans-serif font, followed by a stylized graphic of three overlapping curved shapes in orange, yellow, and green. Below the 'msaa' text, the words 'Multi-State Alternate Assessment' are written in a smaller, black, sans-serif font.

Presenters

Measured Progress

Kelly Ickes

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Chris Clough



Purpose

Today's training will give Test Coordinators (TCs) a brief overview of the upcoming MSAA Administration.

- User Roles
- Timelines
- System Access
- Basic Navigation in the MSAA System
- Managing Organizations (specifically classrooms)
- Uploading Users
- TC Responsibilities
- Ordering Materials
- MSAA Resources



MSAA System User Roles



User Roles

- *Users* are the educators who access the MSAA System. The MSAA System's user roles are as follows:
 - Test Administrator (TA)
 - Test Coordinator (TC)
- Users may have one of the following hierarchy permissions:
 - State-level user
 - District-level user
 - School-level user:
 - Classroom-level user



Important Dates and Timelines



Timelines

Date:	Activity:	Notes:
February 11-March 3, 2016	State/District TCs Create Classrooms, Upload Users, and Enroll Students	ME State TC has created District TC accounts and enrolled students. District TCs will then upload school TCs and TAs and set up Classrooms (if applicable). *Please Note: Only the State TC can add or transfer students.
February 24, 2016	Training Modules Available	TCs will have a total of 4 training modules (no test required)
March 4-March 10, 2016	Platform Offline (Publishing)	Training modules WILL still be available



Timelines

Date:	Activity:	Notes:
March 8-March 15, 2016	Test Materials Window (Main Order)	<ul style="list-style-type: none"> Done via iServices
March 14-March 18, 2016	TAM Shipment Arrives in Districts	<ul style="list-style-type: none"> All materials will ship to the District, but will be identified/separated by school TAM will be sent at a 1:5 ratio (every school testing will get at least 1 TAM)



Timelines

Date:	Activity:	Notes:
March 15, 2016	Training Module Test Available	<ul style="list-style-type: none"> TAs need to pass test with an 80% or higher TA Test is available throughout administration
(Starting) March 15, 2016	TA Access to Student Profiles & Test Materials	<ul style="list-style-type: none"> TAs will not be able to access students until they pass their TA Test Rolling activity
March 28-April 1, 2016	Test Materials Shipment (main order) Arrives in Districts	
March 30-May 13, 2016	Test Administration Window	
April 4-May 20, 2016	Return Materials Window	



Accessing the MSAA System



Accessing the MSAA System

- State TCs will create accounts for District TCs
- Once a new user is created in the MSAA System, the user will receive an automated welcome email that contains a temporary URL.
- The email will come from: MSAAServiceCenter@measuredprogress.org
- To gain access to the MSAA System, click on the link within the email. When that link is clicked, the system will ask you to create a password that will be used for the MSAA System. Note that the username is always the email address to which the welcome email was delivered.
- Refer to [TC User Guide, page 9](#)



Sample Welcome Email

From: MSAAServiceCenter@measuredprogress.org
Subject: Important Information from the MSAA System

You are receiving this email because you are identified as either a Test Coordinator or Test Administrator in the MSAA System...

...You may now log in by clicking this link or copying and pasting it to your browser:

https://www.msaaassessment.org/user/reset/38348/1454962511/VlcB_rNDPbm_czH14VuhfBYf9Sh8AJNqKEQO-sTeDc8

This link can only be used once to log in and will lead you to a page where you can set your password.

After setting your password, you will be able to login at <https://www.msaaassessment.org/user> in the future using:

username: youremail@youremail.com
 password: Your password



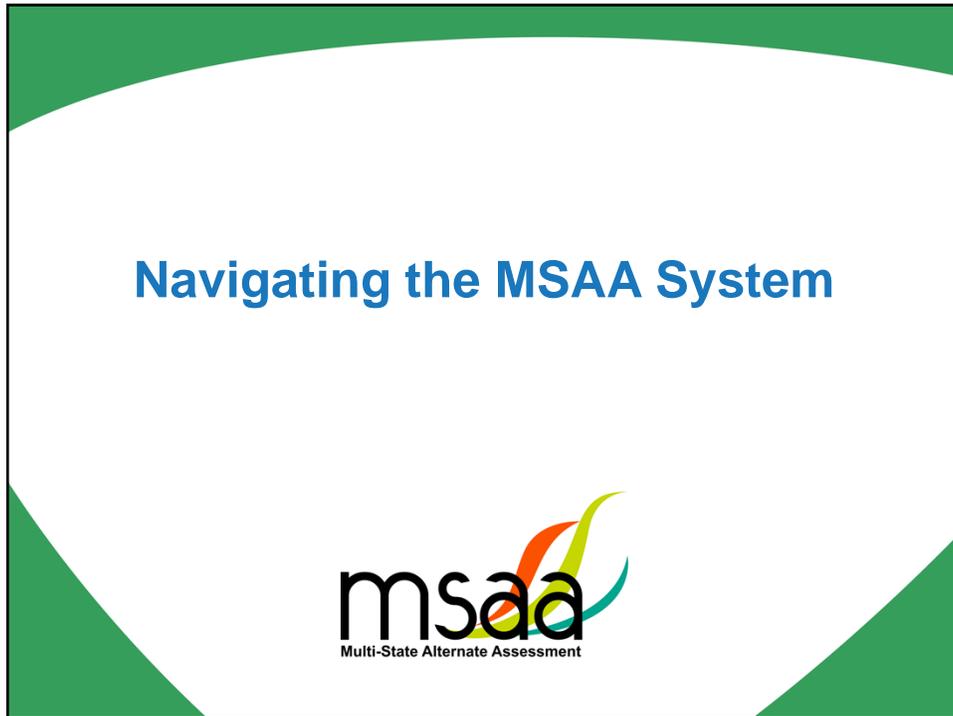
Accessing the MSAA System (continued)

Once your user account is set up and you have changed your temporary password, you can access the MSAA System anytime.

The MSAA System URL is: <https://www.msaaassessment.org/>

The MSAA System Login page will appear as seen below:





Navigating the MSAA System

At the top of the landing page is the navigation bar. As a TC you will see:

- Dashboard
- My Organizations
- Test Status Summary
- My Students
- Sample Items

At the bottom of the page is the footer with links to documents and system information

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The slide has a white background with a light gray curved graphic on the right side. The title "Navigating the MSAA System" is in blue. Below it is a paragraph of text, followed by a bulleted list of five items, each preceded by a right-pointing chevron. At the bottom is another paragraph of text and the MSAA logo, which is identical to the one in the first slide.

Navigating the MSAA System (continued)

- As a TC it is important to be familiar with how to:
 - Access Student Profile information, [TA User Guide pp.13-29](#)
 - Demographics,
 - Learner Characteristic Inventory (LCI),
 - Student Response Check (SRC),
 - Accommodations Before and After Test,
 - Access the End of Test Survey,
 - Launch and Pause-Resume the test for a student



Managing Classrooms



Classrooms are “Organizations”

- The MSAA System accepts the following organizational levels:
 - State
 - District
 - School
 - **Classroom**
- These Organizations have already been uploaded into MSAA System*
- Each organization level is defined by:
 - Org ID (unique system-generated identification that the MSAA System assigns)
 - Organization Name (name provided by the state)
 - Code (district/school code provided by state)
 - Organization Level (state, district, school, classroom)



Classrooms

- A classroom is considered a **child organization** of the school (the school would be the “parent organization”)
- Districts and Schools are already in the platform
- Refer to Managing Organizations section of the [TC User Guide, page 13](#)



Classrooms

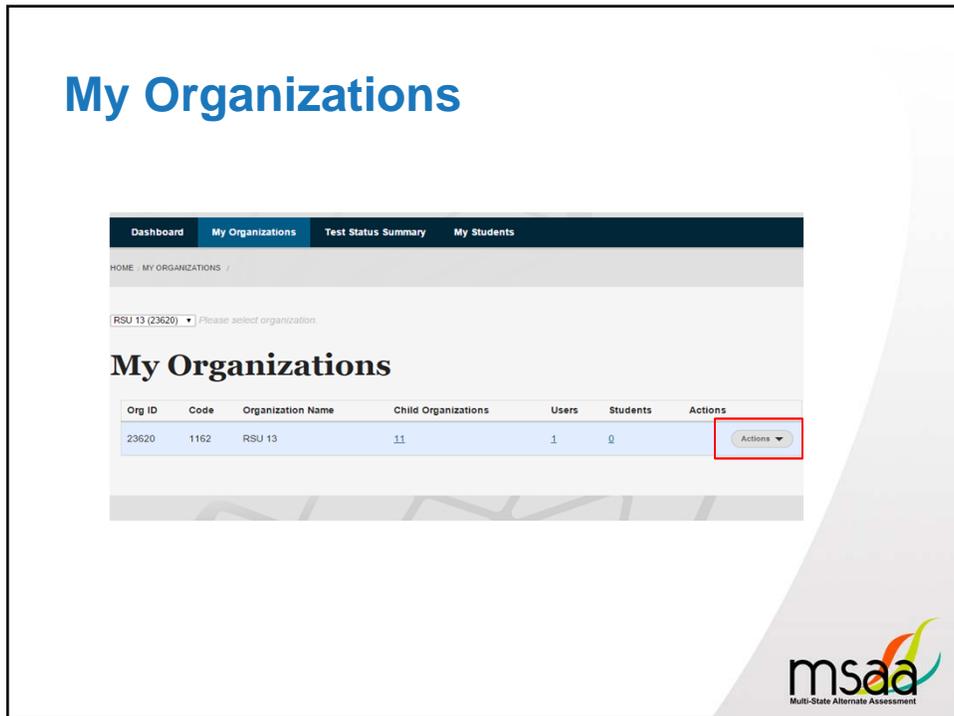
- TAs and students are assigned to organizations within the system.
- Classrooms are a way to organize the students in a school and limit the number of students TAs can see when they go to edit student profiles or start tests.
- Classrooms are an additional organization level to which TAs and students can be assigned.
- The use of classrooms is optional in Maine. If you will use classrooms, make sure to complete classroom setup during the enrollment window as it will affect the test form assignments.



Classrooms (continued)

- Recommendations for Creating Classrooms:
 - Create classrooms prior to uploading students
 - Create one class per teacher per school
 - Use the following naming protocol: Teacher Last Name_First Name
- Demo
- Refer to [TC User Guide, page 17](#) for step by step instructions on creating classrooms.





Add User

Dashboard My Organizations Test Status Summary My Students Sample Items

HOME > ADD USER

Add User

This web page allows administrators to register new users. Users' e-mail addresses and usernames must be unique.

E-mail *
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Confirm e-mail address *
Please re-type your e-mail address to confirm it is accurate.

Password * Password strength: _____

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Add User Continued

Status
 Blocked
 Active

Roles *
 test administrator
 test coordinator
 notify user of new account

Main profile

First Name *
Last Name *
Title

You must do this now

Last Name *
Title

Add an Organization

State
GA

District
01

Associate Selected Organization

Create new account

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Choose a School

South School ▼

- All
- Cushing Community School
- Gilford Butler School
- Lura Libby School
- Oceanside High School East
- Oceanside High School West
- Owls Head Central School
- Rockland District Middle School
- South School
- St George School

Associate Selected Organization



Add a School

The following table lists the organization(s) whose student information is available to the user. Click the Add Organization button to associate more organizations to the user.

Org ID	Org Name	Org Level	Actions
8	Black Mountain School	School	Remove

Add More Organizations

Create new account

A welcome message with further instructions has been e-mailed to the new user [maria_1](#).

System Users



Test Coordinator Responsibilities



Test Coordinator Overview

- 3 Levels of Test Coordinators
 - State
 - District
 - School
- Have responsibilities before, during and after administration
- Resources which outline important information
 - Test Administration Manual (TAM)
 - MSAA Assessment System User Guide for Test Coordinators



Before Test Administration Responsibilities – Test Coordinators

BEFORE TEST ADMINISTRATION
Sign and submit state-specific test security and confidentiality forms.
Complete MSAA Test Administration Training for TCs. (Not required to take End-of-Training final quiz)
Ensure TAs and TCs have received the required training and can access the MSAA System.
Communicate all information to TAs about the test received from the State MSAA Coordinator.
Ensure technology capacity is met. Work with district/school IT personnel to ensure that the MSAA System is accessible and functioning on every computer that is used for testing.
Support TAs to develop a testing schedule so that all tests will be submitted within the test window.



During Test Administration Responsibilities – Test Coordinators

DURING TEST ADMINISTRATION
Monitor to ensure implementation of appropriate test practices and appropriate student participation so that test administration is completed by May 13, 2016.
Ensure students and TAs have the materials and resources needed to administer the Test.
Maintain test security by ensuring all test materials are in a secure and locked location when not testing.
Report inappropriate test practices in accordance with State policy.
TCs report all inappropriate test practices to the State MSAA Coordinator immediately. Refer to Appendix A. State Specific Information.



Test Status Summary Table

Test Name	Test Window Ending Date	Assigned Students	Not Started	In Progress	Submitted	Closed
SIS ELA Grade 5	05-13-16	2	2	0	0	0
SIS Math Grade 5	05-13-16	7	0	3	4	0
SIS ELA Grade 8	05-13-16	2	2	0	0	0
SIS Math Grade 8	05-13-16	3	0	1	1	1
SIS ELA Grade 11	05-13-16	2	2	0	0	0
SIS Math Grade 11	05-13-16	2	1	0	1	0

Showing 1 to 6 of 6 entries
 ◀ Previous Next ▶

After Test Administration Responsibilities – Test Coordinators

AFTER TEST ADMINISTRATION

Investigate and report any inappropriate test practices and suspected irregularities to the State MSAA Coordinator.
 Refer to Appendix A for State Specific information.

Securely shred all printed copies of the test, DTAs, scoring rubrics, and student work, e.g., writing materials, etc. Return only and all ordered materials using the Return Envelope with UPS label provided in the materials shipment.

Ordering Test Materials



How to Order Procedures for Students Who Are Blind, Deaf or Deaf-Blind

- Ordered by DTC
- Order Online
 - www.iservices.measuredprogress.org
 - Select "MSAA"
 - Select District
 - Select School
 - Enter MP Ship Code included in the district's shipment of Test Administration Manuals
 - Order will be shipped to the district address



Department Web site



For Information About the MSAA:

<http://www.maine.gov/doe/alternate/admin.html>



MSAA Service Center

- Phone: 1-888-834-8879
- Email: MSAAServiceCenter@measuredprogress.org



Questions?



Thank You

