

# MSDS Copy

## OEEA Secure Site

You do not need access to the Michigan Student Data System (MSDS) to use this feature. MSDS Copy is a function on the OEEA Secure Site. If students have been submitted in MSDS on a general collection (fall and spring student count day) or on a student record maintenance (SRM) file) as enrolled in the school, then the students can be copied into the OEEA Secure Site for pre-identification purposes. Not all schools submit SRM files on a regular basis for new enrollments, so all that may be available is the general collection file from the previous count day. This can vary by district.

1. Log in to the Secure Site at [www.michigan.gov/oeea-secure](http://www.michigan.gov/oeea-secure) with your MEIS login and password.
2. From the menu at the top, select Assessment Registration> Pre-ID>Pre-ID Student(s) with MSDS Copy.
3. Select the ISD, District, and School from the drop downs. If you are a district level user, you do have the option to bring up a list by district by not selecting the Source School.
  - a. The fields are based on the ISD, District, and school that the student is enrolled in the Michigan Student Data System (MSDS). Keep in mind that student data from the student count days (Fall and Spring) are not available until 6-8 weeks after count day.
  - b. Students that are submitted in MSDS on a student record maintenance (SRM) file are available to copy immediately.
  - c. Select the students grade that they are in the MSDS from the Grade Enrollment in MSDS drop down.
    - i. If pre-identifying the fall Early Literacy and Mathematics, the fall collection would not be available yet so students would still be listed in their grade from the previous end of year collection. This can also be true for the winter Early Literacy and Mathematics and the winter writing field tests depending on the timing.
4. If you want to limit your search to students that are identified in special education or English learners in MSDS, select the appropriate filters under the two sections.
  - a. Special Education (SE) in MSDS is a good way to filter students when pre-identifying MI-Access students since only special education students take the MI-Access assessments. Be sure to double check your list. The results are only as good as the data in MSDS.
  - b. English Learner (EL) in MSDS is a good way to filter students when pre-identifying WIDA ACCESS/WIDA Alternate ACCESS students since only English learners can take the WIDA ACCESS/WIDA Alternate ACCESS. Be sure to double check your list. The results are only as good as the data in MSDS.
5. Click on the Search button at the bottom right.

The screenshot shows the 'Pre-ID Student(s) with MSDS Copy' search interface. At the top, there is a navigation bar with 'Home', 'Admin', 'Security', 'Assessment Registration', 'Student Assessments', 'Reports', 'Accountability', 'Review Requests', and 'Help'. Below this is a breadcrumb trail: 'Home > Pre-Id Student(s) with MSDS Copy'. The main heading is 'Pre-Id Student(s) with MSDS Copy'. The search criteria section includes a note: '\* Indicates required field' and 'The Search Results returned will be based on the student's Primary Education Providing Entity (PEPE) enrollment record in the Michigan Student Data System (MSDS)'. The search criteria are: '\* ISD Enrollment in MSDS' (Berrien RESA (11000)), '\* District Enrollment in MSDS' (Brandywine Community Schools (11...)), 'School Enrollment in MSDS' (Brandywine Elementary School (003...)), and '\* Grade Enrollment in MSDS' (04). There are two filter sections: '\* Special Education (SE) in MSDS' with radio buttons for 'All students', 'Special Education (SE) in MSDS', and 'Not Special Education (SE) in MSDS'; and '\* English Learner (EL) in MSDS' with radio buttons for 'All students', 'English Learner (EL) in MSDS', and 'Not English Learner (EL) in MSDS'. At the bottom right, there are 'Search' and 'Reset' buttons.

6. Search Results will now appear based on the search criteria fields that were selected.
7. Select from the Pre-ID to Test Cycle drop down the assessment that you will be pre-identifying students to.
8. Select from the Pre-ID to School the school that students should be pre-identified to.
9. Select from the Pre-ID to Grade, the current grade of the student which will be the grade level the student will be tested.
10. Once the Pre-ID Test Cycle and Pre-ID to Grade have been selected, the Pre-ID to Content Area(s) will populate.
  - a. If the students you will be selecting will not be taking all the content areas in the Destination Test Cycle selected, then you can remove the check marks for a content area by clicking on it.
  - b. Not all assessments will allow you to change the content areas.
  - c. Keep in mind, if you change the content areas, it will affect all student's that you select and submit.
11. Select the students to be copied into the Secure Site and pre-identified by clicking in the check box in the first column to the left of the student's name. You can click on the Select All and Unselect All buttons at the top of the Select column.
12. Click on the Pre-ID Student(s) button at the bottom right.

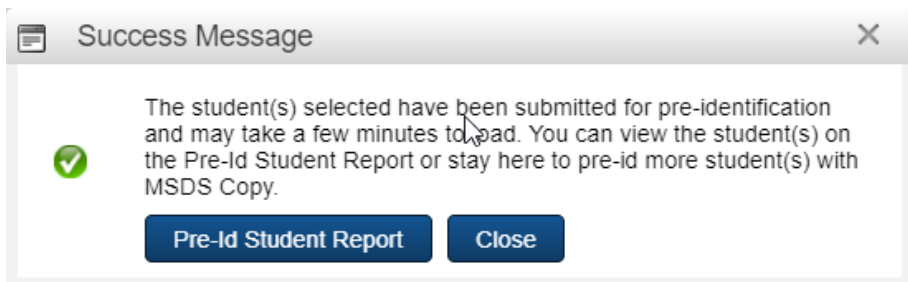
The screenshot shows a web interface for searching and selecting students. At the top, there are four dropdown menus for search criteria: 'Pre-ID to Test Cycle' (set to 'Spring 2020 M-STEP'), 'Pre-ID to School' (set to 'Brandywine Elementary School (003386)'), 'Pre-ID to Grade' (set to '04'), and 'Pre-ID to Content Area(s)' (with 'Select All', 'English Language Arts', and 'Mathematics' selected). Below these are 'Select All' and 'Unselect All' buttons. A table of 11 student records follows, with columns for 'SELECT', 'SCHOOL ENROLLMENT IN MSDS', 'UIC', 'STUDENT NAME', 'BIRTH DATE', 'GENDER', and 'LAST UPDATED FROM MSDS'. All 'SELECT' checkboxes are checked. At the bottom right, there are buttons for 'Pre-ID Student(s)', 'Download MSDS Authorized User(s)', 'Clear Filters and Sorts', 'Download', and 'Print'.

The student data shown above has been masked and is not real student information.

**NOTE:** The “Download MSDS Authorized User(s)” button will display the list of the school and district authorized users and their contact information in case you require help with your MSDS data.

13. You will receive a message “The student(s) selected have been submitted for Pre-identification and may take a few minutes to load. You can view the student(s) on the pre-ID Student Report or stay here to pre-ID more student(s) with MSDS Copy.”

Select either Pre-ID Student Report button or Close.



14. After students have been pre-identified on the Secure Site, if they are testing online, they must be assigned to a test session. There are separate instructions titled "Online Testing Session Instructions" available for this function.