

Reporting Code Label OEAA Secure Site

The Reporting Codes page is used to attach a label to reporting code that have been or will be created for students. For Example, students that have a reporting code entered for math of 1234 will have the label Mrs. Smith, if that is the label that you create in the Reporting Codes page. You do not have to create a label for reporting codes, this is optional along with the use of reporting codes. Reporting codes are four characters that can be made up of letters and numbers.

The Reporting Code label created will display in:

- Dynamic Score Reports for M-STEP, MI-ACCESS and Early Literacy and Mathematics Benchmarks (K-2)
- Student Data Files for M-STEP, MI-ACCESS, Early Literacy and Mathematics Benchmarks (K-2), SAT, WorkKeys, and WIDA ACCESS for ELLs 2.0

When creating reporting codes, you should not use the same reporting code across content areas or grades in a building unless it is to be applied to the same label that you create. For example, if you use a reporting code of 1234 and apply it to Mrs. Smith's math class and create a reporting code label of Mrs. Smith's Math Class, you cannot use the code of 1234 again for another teacher, content area or group unless you want them all to be labeled Mrs. Smith's Math Class.

Users of the Secure Site can enter reporting codes for groups of students at a time using the Mass Update Assessments page on the Secure Site. Detailed instructions can be found on the [Secure Site Training web page \(www.michigan.gov/securesitetraining\)](http://www.michigan.gov/securesitetraining) under the Pre-Identification section.

To create a reporting code Label:

1. Log in to the Secure Site at www.michigan.gov/oeaa-secure with your MEIS login and password.
2. From the menu at the top, select *Reporting Codes* under the Assessment Registration menu.
3. From the Test Cycle drop down select the test cycle that you wish to create reporting codes and/or create a reporting code label.
4. Make your selections from the ISD, District and School drop downs.
 - a. If you have already created a reporting code, you can filter by the four character reporting code by typing in the reporting code in the Reporting Code box.
 - b. If you have already created a reporting code label, you can enter the label name in the Reporting Code Label box to bring up only that reporting code label.

5. Click the Search button at the bottom right after you have made your selections. The list will display reporting codes that have already been created.
 - a. If you attached reporting codes to students already, the reporting codes will be listed and allow you to create a label for the reporting code.
 - b. If you already created a label for a reporting code, even if you did not attach students to the code yet, it will be listed.

Search Criteria

* Indicates required field

* Test Cycle

* ISD

* District

* School

Reporting Code ?

Reporting Code Label ?

Search Results

SELECT	REPORTING CODE	TOTAL STUDENTS	REPORTING CODE LABEL	REPORTING CODE LABEL DESCRIPTION
All	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	1234	6	Mrs. Smith Science Class	This is Mrs. Smith Advanced Science Group
<input type="checkbox"/>	2345	4	(Not provided)	(Not provided)
<input type="checkbox"/>	6789	0	Mr. Jones Social Studies	This is Mr. Jones 4th period social studies students

3 items in 1 pages

Update Reporting Codes

* Indicates required field

* Reporting Code Update Type

Reporting Code 1234 has been created, a label for the code has been created and 6 students have been attached to the Reporting Code.

Reporting Code 2345 has been created by assigning the reporting code to 4 students but a label for the Reporting Code has not yet been created.

Reporting Code 6789 has been created, a label for the code has been created but students have not yet been attached to the Reporting Code.

Select a Reporting Code Update Type

- Create New Reporting Code
- Update Label and Description
- Clear Label and Description
- Delete Entire Reporting Code
- Copy to Different Test Cycle

Select a Reporting Code Update Type

6. To do the following:

- To create a new reporting code
 - a. Select *Create New Reporting Code* from the Reporting Code Update Type drop down menu.
 - b. Enter the desired four characters in the Reporting Code field
 - c. Type the desired text in the Reporting Code Label field. This can be a teacher's name or a group name.
 - d. Type in a description of the report code in the Reporting Code Label Description field. This is optional and does not display on reports nor in the student data files.
 - e. Click the *Save* button at the bottom right of the page to save the new reporting code information.

- To update or change an existing reporting code label and/or description
 - a. Select the record by clicking in the check box under the far left Select column.
 - b. Choose the *Update Label and Description* from the Reporting Code Update Type drop down menu.
 - c. Changes cannot be made to the reporting code number. If you would like to change the reporting code number associated with students, you would need to do so on the student’s record using the Mass Assessments Update screen or on the student’s demographic screen. If there are no students associated to the selected reporting code, see instructions to delete the entire reporting code.
 - d. Make the desired changes in the Reporting Code Label and/or Reporting Code Label Description field.
 - e. Once the changes have been made, click the *Save* button at the bottom right.
- To clear a label and description
 - a. Select the record by clicking in the check box under the far left Select column.
 - b. Choose the *Clear Label and Description* from the Reporting Code Update Type drop down menu.
 - c. Click on the *Save* button at the bottom right of the screen. This will remove the Reporting Code Label and Reporting Code Label Description. This will not delete the reporting code whether students have been associated with the code or not.
- To delete the entire reporting code
 - a. Select the record by clicking in the check box under the far left Select column.
 - b. Chose the *Delete Entire Reporting Code* from the Reporting Code Update Type drop down.
 - i. Only reporting code label records that do not have students attached to it can be deleted. If you wish to remove reporting codes from students, you will need to do so in the Mass Update Assessments screen.

- c. Click on the *Save* button at the bottom right of the screen. This will delete the reporting code, label and description but only if no students are associated to the reporting code.
 - To copy a reporting code label and description to another test cycle
 - a. Select the reporting code record you wish to copy by clicking in the check box under the far left Select column.
 - b. Chose the *Copy to Different Test Cycle* from the Reporting Code Update Type drop down.
 - i. This will NOT change the reporting code associated to students.
 - ii. This will not copy the group of students associated to the reporting code to a new test cycle.
 - c. Select the test cycle you wish to copy the reporting code information to from the Copy to Test Cycle drop down.
 - i. Click on the *Save* button at the bottom right of the screen. This will copy the Reporting Code, Reporting Code Label and Description to the selected test cycle. You can now associate students to the reporting code under the selected test cycle in the Mass Update Assessments page or student demographic screen.
7. The reporting code label information can be printed or downloaded using the appropriate buttons at the bottom right of the page.

Test Cycle: Spring 2018 M-STEP
 ISD: Alpena-Montmorency-Alcona ESD (04000)
 District: Alcona Community Schools (01010)
 School: Alcona Community High School (00044)
 Generated by: footetin At 12/19/2017 8:22:19 AM
 Row Count: 4

Reporting Code	Total Students	Reporting Code Label	Reporting Code Label Description
Filter	Filter	Filter	Filter
1234	5	Mrs. Smith Science	(Not provided)
2345	4	(Not provided)	(Not provided)
5678	7	(Not provided)	(Not provided)
7894	0	mr. jones	(Not provided)