

## Role and Assessment Descriptions

### OEAA Secure Site

Below is a list of roles and descriptions of the roles available to users on the OEAA Secure Site. The roles that are used specifically to access eDIRECT and WIDA AMS can be found starting on page 4.

A list of the state assessments and descriptions that can be assigned to a user starts on page 5.

SECURE SITE ROLE NAME	DESCRIPTION OF ACCESS
<b>District Administrator</b>	<p>This role can only be requested by using the form titled Request District Administrator Access available on the log in page of the OEAA Secure Site.</p> <p>The district administrator can see and use all functions (including accountability Scorecard) in the OEAA Secure Site including creating and approve new users and inactivating users for the district. This role is the <u>only</u> role that can submit a request for an Online Waiver for a public school. This role will also receive access to WIDA AMS &amp; eDIRECT, the online management software that schools will use to manage the online tests for WIDA ACCESS (AMS), WIDA Screener (AMS), Early Literacy and Mathematics (eDIRECT) M-STEP (eDIRECT) and MI-Access (eDIRECT).</p>
<b>District</b> Accountability	User will have access to each school's accountability data files.
<b>School</b> Accountability	User will have access to selected school's accountability data files.
<b>District</b> User Add/Modify-Assessments	User will have access to each school within the district and the ability to pre-identify students for testing, unassign students from testing, order testing materials (only a district level user can order MI-Access materials), work the Accountable Students and Test Verification process, view the Online Waiver screen (cannot create an online waiver) report a testing incident, request a WIDA Test Exception, and view student test data and scores. User will NOT have access to the accountability data files.
<b>District</b> User View Only-Assessments	User will have access to each school within the district and the ability to view all student data and functions but will not have the ability to add or unassign students from testing, submit answer document issues, submit not tested reasons. User will NOT have access to the accountability data files.

SECURE SITE ROLE NAME	DESCRIPTION OF ACCESS
<b>Nonpublic School Administrator</b>	<p>This role can only be requested by using the form titled Request Nonpublic School Administrator Access available on the log in page of the OEAA Secure Site before you login.</p> <p>The user can see and use all functions in the OEAA Secure Site including creating and approve new users and inactivating users for the district. This role is also the only role that can submit a request for an Online Waiver.</p> <p>This role will also receive access to WIDA AMS &amp; eDIRECT, the online management software that schools will use to manage the online tests for WIDA ACCESS (AMS), WIDA Screener (AMS), Early Literacy and Mathematics (eDIRECT) M-STEP (eDIRECT) and MI-Access (eDIRECT).</p>
<b>Nonpublic School</b> User Add/Modify	<p>User will have access to the selected nonpublic school and the ability to pre-identify students for testing, unassign students from testing, order testing materials, work the answer document verification process and submit issues, view the Online Waiver screen (cannot create an online waiver) report a testing incident, request a WIDA Test Exception, and view student test data and scores. Nonpublic schools do not have an accountability data file.</p>
<b>Nonpublic School</b> User View Only	<p>User will have access to the nonpublic school selected and the ability to view all student data and functions but will not have the ability to add or unassign students from testing, submit answer document issues, submit not tested reasons. Nonpublic schools do not have an accountability data file.</p>
<b>Public School Administrator</b>	<p>User will have access to the selected school within the district and the ability to pre-identify students for testing, unassign students from testing, order testing materials (MI-Access can only be ordered by a district level user), work the Accountable Students and Test Verification process, view the Online Waiver screen (cannot create an online waiver) report a testing incident, request a WIDA Test Exception, and view student test data and scores. The user will also have the ability to create and approve new users on the OEAA Secure Site and inactivate users for the school selected. User will have access to the accountability Scorecard.</p> <p>This role will also receive access to WIDA AMS &amp; eDIRECT, the online management software that schools will use to manage the online tests for WIDA ACCESS (AMS), WIDA Screener (AMS), Early Literacy and Mathematics (eDIRECT) M-STEP (eDIRECT) and MI-Access (eDIRECT).</p>

SECURE SITE ROLE NAME	DESCRIPTION OF ACCESS
<b>Public School</b> User Add/Modify-Assessments	User will have access to the selected school within the district and the ability to pre-identify students for testing, unassign students from testing, order testing materials (MI-Access can only be ordered by a district level user), work the Accountable Students and Test Verification process, view the Online Waiver screen (cannot create an online waiver) report a testing incident, request a WIDA Test Exception, and view student test data and scores. User will NOT have access to the accountability data files.
<b>Public School</b> Technology/Pre-ID & Score Files	User will have access to upload a Pre-ID Student File and to student data files.
<b>Public School</b> User View Only-Assessments	User will have access to the selected school within the district and the ability to view all student data and functions but will not have the ability to add or unassign students from testing, submit answer document issues, submit not tested reasons. User will NOT have access to the accountability data files.
<b>District</b> Student Test Scores Only	User will have access to the Student Test Scores page that has previous score reports and data files and also to the Dynamic Score Reports page for all schools within the district. The user will not have access to any other functions or screens on the OEAA Secure Site.
<b>School</b> (nonpublic) Student Test Scores Only	User will have access to the Student Test Scores page that has previous score reports and data files and to the Dynamic Score Reports page for the school(s) within the district. The user will not have access to any other functions or screens on the OEAA Secure Site.
<b>School</b> (public) Student Test Scores Only	User will have access to the Student Test Scores page that has previous score reports and data files and to the Dynamic Score Reports page for the school(s) they are given access to. The user will not have access to any other functions or screens on the OEAA Secure Site.

## Accessing eDIRECT and WIDA AMS

The roles listed below will only be used as a designation that the user needs access to WIDA AMS and/or eDIRECT and what their role in WIDA AMS and eDIRECT will be, it will NOT give the user access to data or functions on the OEAA Secure Site. If you would like a user to have access to the OEAA Secure Site, the user must also be assigned one of the roles listed above.

WIDA AMS is needed for WIDA Screener and WIDA ACCESS for ELLs.

eDIRECT is needed for Early Literacy and Mathematics (K-2), M-STEP and MI-Access FI, P and SI.

District Administrator, Public School Administrator and Nonpublic School Administrators will automatically be given access to WIDA AMS and eDIRECT and do not need one of the roles listed below.

ROLE NAME IN OEAA SECURE SITE	PERMISSIONS IN WIDA AMS & eDIRECT
District Online Technology-AMS & eDIRECT Only	The user will have the ability to download the Test Site Manager (TSM) and INSIGHT testing software from WIDA AMS and/or eDIRECT
District Online Test Admin-AMS & eDIRECT Only	The user will have the ability to manage test sessions, assign accommodations, print student test tickets, and to monitor testing progress in eDIRECT and/or WIDA AMS for all schools in the district testing online
Public School Online Tech- AMS & eDIRECT Only	The user will have the ability to download the Test Site Manager (TSM) and INSIGHT testing software from eDIRECT and/or WIDA AMS
Public School Online Test Admin-AMS & eDIRECT Only	The user will have the ability to manage test sessions, assign accommodations, print student test tickets, and to monitor testing progress in eDIRECT and/or WIDA AMS for their assigned school
Non-public School Online Tech-AMS & eDIRECT Only	The non-public school user will have the ability to download the Test Site Manager (TSM) and INSIGHT testing software from eDIRECT and/or WIDA AMS
Non-public School Online Test Admin-AMS & eDIRECT Only	The non-public school user will have the ability to manage test sessions, assign accommodations, print student test tickets, and to monitor testing progress in eDIRECT and/or WIDA AMS for their assigned school

## List and Description of Assessments

ASSESSMENT NAME	ASSESSMENT DESCRIPTION
ACT	The ACT was used by the state up through Spring 2015 as the required college entrance exam.
Early Literacy	Early Literacy is an optional benchmark assessment for grades K-2 given in the fall, winter, and spring .
EL Screener	This is the parent assessment to WIDA Screener and W-APT. When selecting EL Screener, WIDA Screener and W-APT will both be selected. You can deselect one or the other if it not appropriate for the user.
ELPA	English Language Learner Proficiency Assessment was used to test the proficiency of English language learners up through Spring 2013 prior to the use of the WIDA. If a user needs access to past ELPA reports and scores, the user will need the ELPA assessment included in their access.
ELPAS	English Language Learner Proficiency Assessment Screener was used to assess students for possible English language learner designation up through Spring 2013 prior to the use of the W-APT. If a user needs access to past ELPAS reports and scores, the user will need the ELPAS assessment included in their access.
Interim Mid	This is not currently used and has no past data to view.
Interim Post	This is not currently used and has no past data to view.
Interim Pre	This is not currently used and has no past data to view.
KEA	The Kindergarten Entry Assessment was a non-required pilot program that has been discontinued, with the exception of those schools that participation in the previous pilot. There is nothing to do on the OEAA Secure Site for KEA at this time and there is no historic student data to access for KEA.
MEAP	Michigan Educational Assessment Program was the standardized test used to assess students in grades 3–9 through fall 2013 and grade 11 through Spring 2008. Even though the MEAP is no longer used, a user would need access to the MEAP to access any historic MEAP data.
MEAP-Access	MEAP-Access was used to assess students with disabilities up through Fall 2013. Even though the MEAP-Access is no longer used, a user would need access to the MEAP-Access to access any historic MEAP-Access data.
MI-Access	MI-Access is used to assess students with disabilities grades 3–8 and 11 and is the parent to MI-Access Functional Independence (FI), MI-Access Participation (P) and MI-Access Supported Independence (SI). If given only access to MI-Access without giving access to FI, P and SI, the user would only be able to order materials and not assign or unassign students for testing. It is best to give access to MI-Access along with FI, P and/or SI.
MI-Access FI	MI-Access Functional Independence (FI) is used to assess students with disability in grades 3–8 and 11 and the parent assessment is MI-Access. If given only MI-Access FI, the user will not be able to access reporting or order materials. It is best to also give the user access to MI-Access.
MI-Access P	MI-Access Participation (P) is used to assess students with disability in grades 3-8 and 11 and the parent assessment is MI-Access. If given only MI-Access P, the user will not be able to access reporting or order materials. It is best to also give the user access to MI-Access.

ASSESSMENT NAME	ASSESSMENT DESCRIPTION
MI-Access SI	MI-Access Participation (SI) is used to assess students with disability in grades 3–8 and 11 and the parent assessment is MI-Access. If given only MI-Access SI, the user will not be able to access reporting or order materials. It is best to also give the user access to MI-Access.
MME	Michigan Merit Examination is the standardize assessment for grade 11 and eligible grade 12 assessment that was used through Spring 2014. Even though the high school assessment is still called the MME, it is no longer a single test selection on the OEAA Secure Site. Even though the term MME is no longer used on the OEAA Secure Site, a user would need access to the MME to access any historic MME data.
M-STEP	Michigan Student Test of Educational Progress replaced the MEAP for grades 3-8, 11 and eligible grade 12 as the standardized assessment in spring 2015.
PLAN	The PLAN is an ACT product that is no longer available through the state and there is no data on the OEAA Secure Site for the PLAN. There is no need for users to have access to the PLAN.
PSAT 10	The PSAT 10 is a College Board product that is given to grade 8 students as part of the state assessments. Users responsible for Secure Site activities for PSAT 10 will need access.
PSAT 9	The PSAT 9 is a College Board product that is given to grade 8 students as part of the state assessments. Users responsible for Secure Site activities for PSAT 9 will need access.
PSAT 8	The PSAT 8 is a College Board product that is given to grade 8 students as part of the state assessments. Users responsible for Secure Site activities for PSAT 8 will need access.
SAT	The SAT replaced the ACT in spring 2016 as the state’s college entrance examination for grades 11 and eligible grade 12.
SCAS	The Secondary Credit Assessment System is no longer available and there is no data on the OEAA Secure Site that users will need access to.
W-APT	The WIDA-Access Placement Test replaced the ELPAS after Spring 2013 and was used to assess students for possible English language learner designation in grades K-12. As of Fall 2017, W-APT is available for kindergarten and first semester 1 <sup>st</sup> graders only. EL Screener is the Parent test cycle for W-APT and WIDA Screener.
WIDA	The WIDA replaced the ELPA in Spring 2013 to test the proficiency of English language learners in grades K-12. This is the full English language test that is given in the spring. This is not a screener.
WIDA Screener	The WIDA Screener is given to students in grade 1-12 throughout the year as needed to assist in determining if a student is an English learner (EL). This was new for fall 2017. The EL Assessment test cycle is the parent test cycle for WIDA Screener and W-APT.
WorkKeys	The WorkKeys is the state’s required work skills assessment test for grades 11 and eligible grade 12.