



MI-Access Functional Independence (FI) Online Tools Training

The Online Tools Training program allows your students an opportunity to interact with an online program that will look and function like the test engine that will be used for the MI-Access Functional Independence online assessments.

The purpose of this “practice” test is for students to become familiar with the functionality of the test engine, learn how to use the various tools available, and practice interacting with the system by answering sample test questions.

The Online Tools Training program contains instructions on how to use the available tools within the test engine, as well as practice questions of varying types (such as independent questions, questions involving graphics, listening item questions, questions involving maps, and passage based questions). All questions on the online assessment will be what the students are used to seeing for MI-Access Functional Independence: multiple choice (question and three answer choices).

Unlike the M-STEP, there will not be any technology-enhanced items. Constructed-response items (Expressing Ideas) will be completed using the paper/pencil test by all students, even if all other sections and content areas are taken online. If your students are taking MI-Access FI online, it is important that they also complete the ELA: Expressing Ideas section using the paper/pencil format.

The sample questions will span all four content areas (ELA, Mathematics, Science, and Social Studies) and the same Online Tools Training (or practice test) will be used by all grade levels. Students may interact with this practice test as much as they wish, or as often as teachers determine is appropriate for the students.

The Online Tools Training program is available in two ways:

- **INSIGHT OTTs (require INSIGHT software download)**
To begin an Online Tools Training, have students double-click on the DRC INSIGHT Online Assessments icon. Once INSIGHT is open, the system will show three separate programs: M-STEP, MI-Access, and Early Literacy and Mathematics. They should then select **Online Tools Training** for MI-Access. Once the program opens, all students should enter the Username and Password displayed on the sign-in screen.
- **Public OTTs (software not required—must be accessed in the Chrome browser)**
These OTTs are available on the OTT portal (<https://wbte.drctedirect.com/MI/portals/mi>). If Chrome is not your default browser, you will need to copy and paste this address into a CHROME web browser. This page will show three separate programs: M-STEP, MI-Access, and Early Literacy and Mathematics. Students should then select the MI-Access **Online Tools Training**. Once the program opens, all students should enter the Username and Password displayed on the sign-in screen.