

MStep ~ Prep Info ~

MStep Information (2017):

- During the week of February 20th, we will review the MSTEP app to introduce or review the basic tools during the 21st Century classes.
- We have been reviewing keyboarding skills every other week in 21st Century and will continue to do so until MSTEP.
- We will offer co-teaching to teachers new to the MSTEP or grade level.
- The Curriculum Weebly has been updated with MSTEP information.
- Teachers will have to sign a Compliance form again this year - the principal will keep on file for 3 years.

Compliance Form:

http://www.michigan.gov/documents/mde/OSA_Security_Compliance_Form_7-29-14_466266_7.pdf

- Teachers will also have to fill out or create a class seating chart - the principal will keep on file for 3 years.

Seating Charts

Seating charts must be completed by the school for each test session conducted. Seating charts will assist with the tracking of test administrations, secure assessment materials, test tickets, and attendance. Should an irregularity occur, the MDE may ask for a copy of the seating chart. See *Appendix C – Sample Seating Charts*.

Schools can create seating chart templates that best suit their needs; however, the following minimal information must be collected for each test session:

- The test session start and stop times
- Test session name (online only)
- Test Administrator's name
- Names of any proctors who may be assisting in the room
- The location of the room, such as a room number
- The test administered, content area, and grade level
- The first and last name of the student participating in the assessment must be indicated on the chart at the location where the student was seated for testing
- If a paper/pencil test administration is occurring it is recommended that the test booklet number also be placed on the chart

Integrity Guide (seating charts):

https://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf

Updated Information:

Below are two YouTube videos to help you in preparing to prep students for the upcoming MStep. The first one explains how to get into the practice site and then how to use the tools. There's about 2 minutes of Michigan.gov website info, much of which has changed since last year, so feel free to skip ahead to the 2 minute mark.

You can use the QR code below to take you right to the practice site, and then pick up at the video's 2-minute point. You can use the video to refresh yourself, and use parts of it with the students if you would like. I think it might be better to use the video for you – *if* you need a refresher – but not necessarily students – your pacing is usually better.

The second video explains the different types of questions. These will be very helpful, especially if one of your teachers have not gone through the MStep practice before.

How to use the Tools (specific tools and their usage starts just after the 4 minute mark.)

<https://www.youtube.com/watch?v=b86tyRRZ6yg>

Question Types

<https://www.youtube.com/watch?v=HII7bfhQZGI>

Just a reminder, students have to answer all questions before being able to move on to the next section. AND once they move onto the next section they cannot go back. When they finish the test they will see a “Congratulations! You have completed the Grade ... ELA”. At any time during the test students may pause the test, then resume the test within 20 minutes. If they do not resume in 20 minutes the test will automatically Exit students and they will have to re-login when they return to the test. If a student “Ends” their test they will not be able to log back in.

Upon opening the DRC app students will see four different choices. Students should select “Online Tools Training” under the MStep banner for practice sessions and “Test Sign In” under the MStep banner for the actual assessment. If a student is having a hard time with their login have them back all the way out and try again. Many times they have selected “Test Sign In” under the MI Access banner. Remember there are no spaces before or after a student's login, and logins are NOT case sensitive.

If a student accidentally “Ends” their test Cathy Amicucci may be able to get it unlocked, but only IF they have answered 5 or fewer questions. If they have answered more than 5 the DRC will not re-open the test. As you know, sometimes during directions students may click ahead anticipating what you are instructing them to do or thinking they know what to do. In the past students have found themselves already into the test and panic. Rather than letting their teacher know they have jumped ahead, they click out of the test by “ending” the test. If this happens, Cathy Amicucci will have to contact the DRC to have the student's test unlocked. It is a good idea to practice the “Pause” portion of the test as well as explain what to do if a student suddenly find himself ahead of the teacher. Explain that they need to stay with the teacher at all

times until the teacher gives the go ahead to begin the test. But on the “off chance’ that they get too far ahead they should “Pause” NOT “End” the test.

Last year we initiated the practice through the DRC site the last week of January as coaching sessions. We spent time in 21st Century class to show kids how to access the site and how to use the tools. By now teachers should have a good handle on the test and the tools. 21st teachers should only need to go through the tools training during 21st Century class, while the classroom teachers go through the actual MStep practice with their students. 21st Century teachers may need to coach new staff members or teachers new to a grade level (ones that have not previously given the MStep).

21st Century teachers should be able to go over the basics during 21st Century classes: getting into the site through using the DRC app; going over the steps to getting into the test – double checking student info ...; introducing/reviewing/practicing the basic tools – [pointer, cross off, highlighter, sticky note, line guide, ‘?’, question guide, next buttons, pause, return to questions (when they get the error box that they haven’t answered all of the questions in that section), end/exiting the test, the help section, ‘?’, what’s this, using help, test directions, how to, and tools. Then, practice using the tools as you answer a couple of questions together. It will also be helpful to remind students of the test taking strategies they use and that they should apply those to the MStep.

The teachers will then work on MStep practice for their grade level.

21st Century teachers may want to also look at the supports and accommodations and go through it with your RR/special ed teachers so they can practice those supports with the appropriate students – they will know who will be getting those accommodations.

This year MStep directions are grade specific. The link below provides individual links for each grade level. Paper copies of the Online Administration Directions will be mailed to each school. Teachers may wait for the paper copy or use this link.

Grade Specific Online Administration Directions:

http://www.michigan.gov/mde/0,4615,7-140-22709_70117-406099--,00.html

Teacher should plan on previewing the Test Administration Directions PRIOR to the assessment. They should plan on reading through the entire booklet to better prepare for assessment day.

The administration manual explains exactly what teachers should say and do. We need to adhere to these guidelines. In addition, the manual spells out what students can and cannot have with them during testing, as well as what can and cannot be on classrooms walls.

All information regarding the content being measured **OR** test-taking strategies displayed in the testing room, in any manner or form, **MUST** be removed or covered, or it will result in a misadministration.

Examples include, but are not limited to:

- Content Displays
- Tips for Taking Tests
- Writing Formulas
- Word Lists
- Mathematical formulas/theorems
- Definitions
- Charts or maps
- Multiplication tables

*** When in doubt, cover it. Better to be safe than sorry.**

Prior to Testing

Teachers should prepare the classroom for testing:

- Remove or cover all classroom instructional materials that may affect the validity of the assessment. Do **NOT** display vocabulary words and/or definitions, examples of problems or answers, or tips on how to write responses and/or solve problems
- Ensure student testing devices are positioned in such a way that students cannot easily read another student's screen or interact with one another
- If using portable testing devices, such as a laptop, iPad, or Chromebook, ensure the devices are connected to a power source (preferred) or fully charged
- Check to make sure there are no test tickets or scratch paper left over from another testing session. If found, please return to the Building Test Coordinator
- Verify the assessment room will be free of distractions for the duration of the test session

Here is the link to the Integrity Guide for further information and/or clarifications.

http://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf

Seating Charts

This year teachers will have to fill out a seating chart for each test session. Seating charts must be completed by the teacher for each test session conducted. Seating charts will assist with the tracking of test administrations, secure assessment materials, test tickets, and attendance. Should an irregularity occur, the MDE may ask for a copy of the seating chart. *Appendix C of the Integrity Guide provides Sample Seating Charts* (pages 55-59). Principals will store seating charts and Compliance forms for three years. They may be referred back to if we are audited or show an irregularity in testing.

Schools can create seating chart templates that best suit their needs or use the ones provided in the Integrity guide. The following minimal information **must** be collected for each test session:

- The test session start and stop times
- Test session name (online only)
- Test Administrator's name
- Names of any proctors who may be assisting in the room (proctors are required when testing more than 25 students in a test session).
- The room number
- The test administered, content area, and grade level
- The first and last name of the student participating in the assessment must be indicated on the chart at the location where the student was seated for testing

Teachers may choose to create a Master Seating Chart with students' names, then fill in the above information on the day of testing.

The DRC app should be pushed out by now and should be used by students for practice sessions. Teachers may use the QR Code below to access the DRC site through Chrome.

The QR Code below is a direct link to the DRC practice site. The web address is:

<https://wbte.drcedirect.com/MI/portals/mi/>



Dan Glynn is working on pushing out the DRC app to students so you will not need to use the code above. This is for your use in the meantime.