



District Assessment Coordinator and Assessment Administrator Quick Guide for MTAS Score Entry

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This quick guide provides instructions on the administrative tasks related to MTAS score entry for PearsonAccess Next users with the role of District Assessment Coordinator or Assessment Administrator.

User Roles and Teacher Assignments

If the person entering MTAS score data in your district has a user role of District Assessment Coordinator (DAC) or Assessment Administrator (AA), teacher assignments are not needed. The MTAS Score Entry user role should **not** be added to users with the DAC or AA user role.

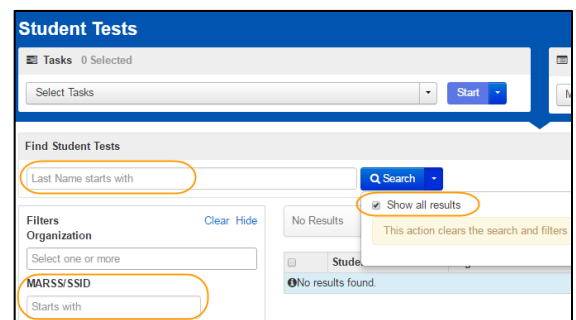
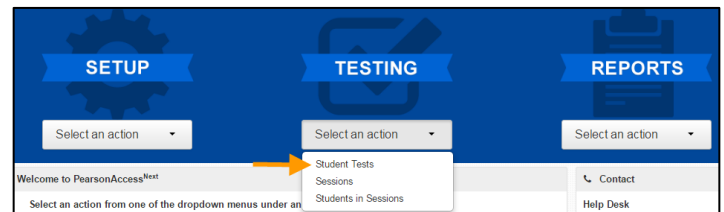
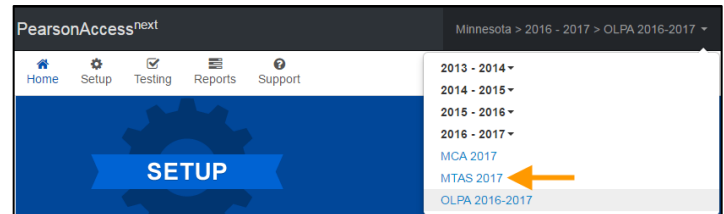
To enter Learner Characteristics Inventory (LCI) data **only**, teacher assignment is not required for users with MTAS Score Entry, DAC, or AA roles for students within their organization.

Instructions for entering LCI and MTAS score data in PearsonAccess Next are available in the *MTAS Score Entry Quick Guide for Test Administrators*.

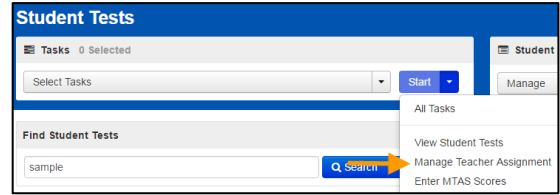
Assign a Teacher to a Student Test

If teachers (i.e., users with the MTAS Score Entry user role) are entering MTAS score data, the DAC or AA must first assign them to student tests. NOTE: All students who are enrolled in your district and have an MTAS test assignment in Pretest Editing in Test WES will be sent in precode files to Pearson for the applicable grades and subjects; MTAS must be indicated for each subject the student is eligible for.

- Once you have signed into PearsonAccess Next, verify that the MTAS 2017 test administration is selected. To change the test administration, select the current test administration in the black bar at the top of the page, select the 2016–2017 dropdown, as needed, and then select **MTAS 2017**.
- From the Home page, under **Testing**, select **Student Tests**.
- Select students, up to 25 at a time, whose test(s) need to be assigned.
 - To view all students with eligibility: Select the dropdown menu next to **Search** and select the checkbox next to **Show all results**.
 - To search for students individually: Under **Find Student Tests**, begin entering the student's last name in the "Last Name start with" field or under Filters, MARSS/SSID, begin entering the student's MARSS/SSID number.
 - Select the checkbox next to the individual student test(s) or select the top left checkbox to select all student test(s) to be assigned.

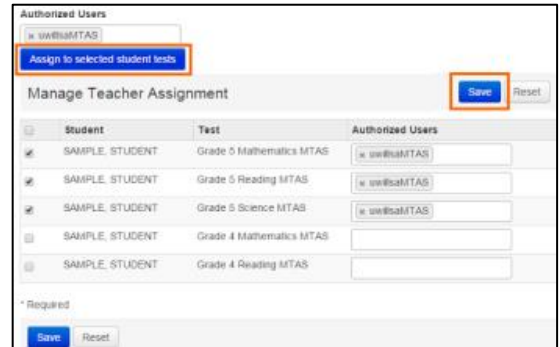
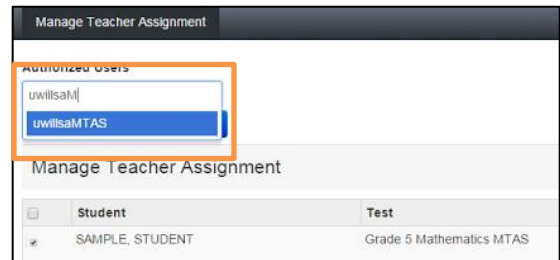
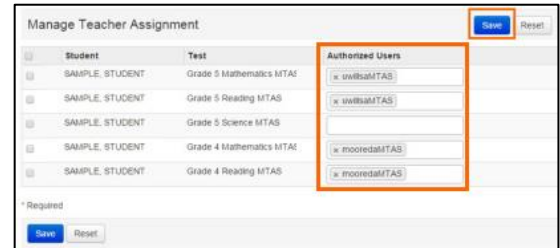


4. Select the dropdown menu to the right of the **Start** button and select **Manage Teacher Assignment**.



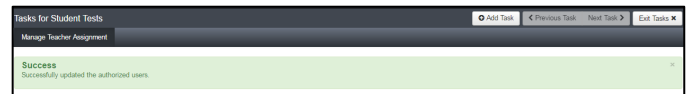
5. Assign a teacher to student test(s). **NOTE:** Teachers can be assigned to an individual test or to multiple tests.

- To assign to an individual test:
 - Under the Authorized Users column on the right for each student test, begin entering the teacher's username. Select the teacher's username from the list.
 - Then select **Save**.
- To assign one teacher to multiple tests:
 - Select the checkbox next to the student test(s) or the top left checkbox to select all student tests for which you wish to assign a teacher.
 - Under the Authorized Users field on the top left, begin entering the teacher's username. Select the teacher's username from the list and select **Assign to selected student tests**.
 - The teacher's username will then display in the Authorized Users column on the right for those student tests. Then select **Save**.

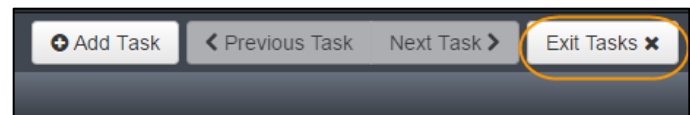


NOTE: Only users with the MTAS Score Entry role will display as options to select under either of the Authorized Users fields.

Once Save is selected, a "Success, Successfully updated the authorized users" message will appear on the green bar.



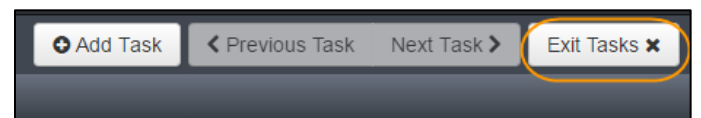
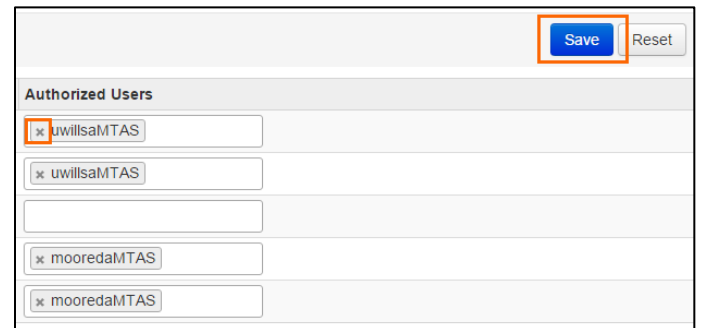
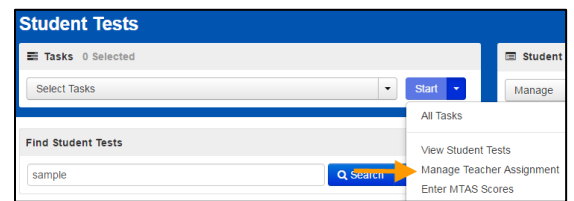
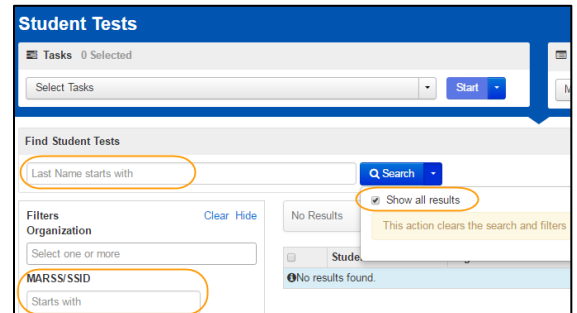
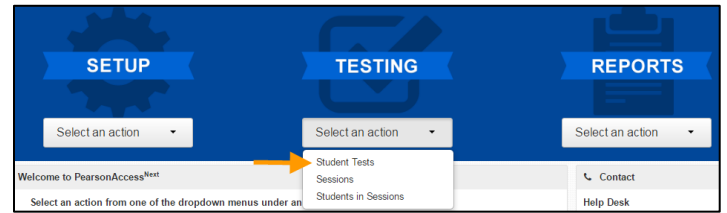
6. Select **Exit Tasks** at the top right to return to the Student Tests.



Remove or Change a Teacher from an Assigned Student Test

Teacher assignments can be removed or changed throughout the testing window.

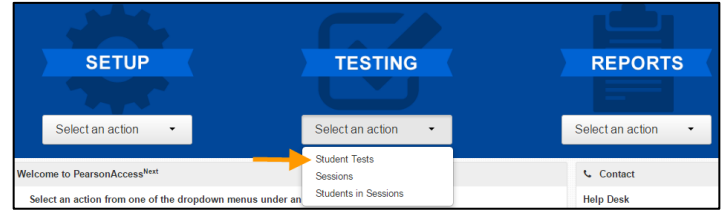
- From the Home page, under **Testing**, select **Student Tests**.
 - Select students whose test(s) need to be removed or changed.
 - Select the dropdown menu to the right of the **Start** button and select **Manage Teacher Assignment**.
 - Under the Authorized Users column on the right, find the teacher to remove by selecting the X next to the teacher's username for each student test. Select **Save**.
- Once Save is selected, a "Success, Successfully updated the authorized users" message will appear on the green bar.
- To assign a different teacher, follow the steps shown above under *Assign a Teacher to a Student Test*.
 - Select **Exit Tasks** at the top right to return to the Student Tests screen.



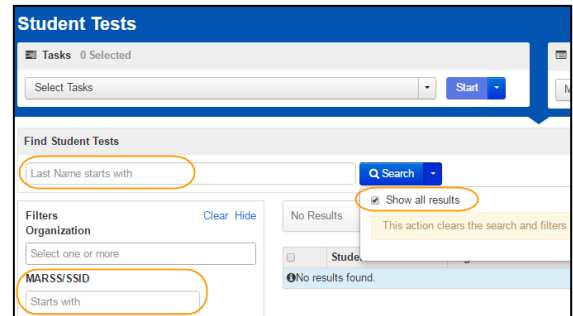
Unsubmit a Test

If an MTAS test was submitted in error, DAC and AA user roles have the permission to unsubmit the test during the MTAS testing window.

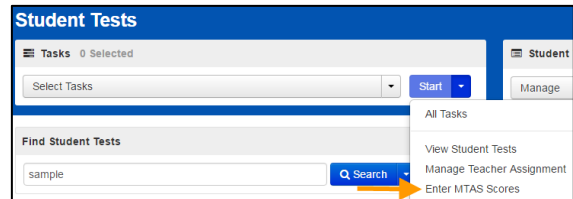
1. From the Home page, under **Testing**, select **Student Tests**.



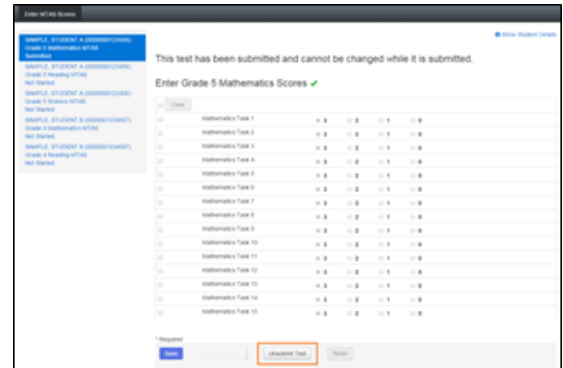
2. Select the student(s) whose test needs to be unsubmitted.



3. Select the dropdown menu next to the right of the **Start** button and select **Enter MTAS Scores**.

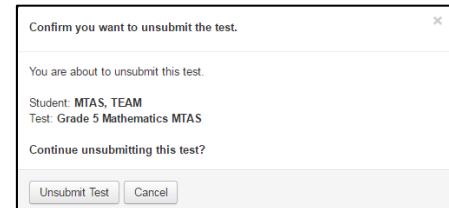


4. The student test(s) selected are displayed on the panel on the left. If you selected multiple student tests, confirm that the correct test to be unsubmitted is selected (highlighted in blue).

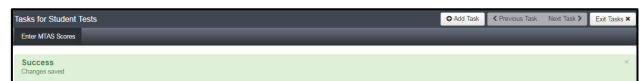


5. Select **Unsubmit Test**. (The Unsubmit Test button is only available when the test has already been submitted.)

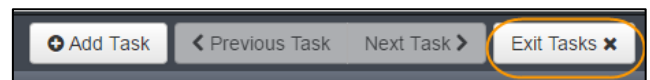
6. Select **Unsubmit Test** to confirm you want to unsubmit the test.



Once Unsubmit Test is selected, a “Success, Changes saved” message will appear on the green bar. The test status will revert to the status the test was in prior to being submitted, and score entry can be resumed.



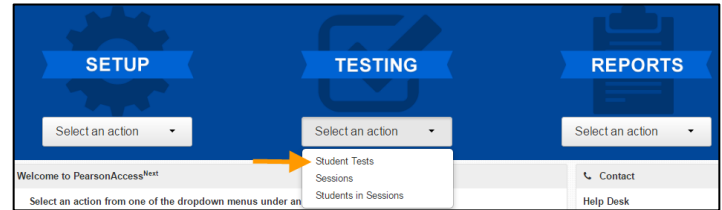
7. Select **Exit Tasks** at the top right to return to the Student Tests screen.



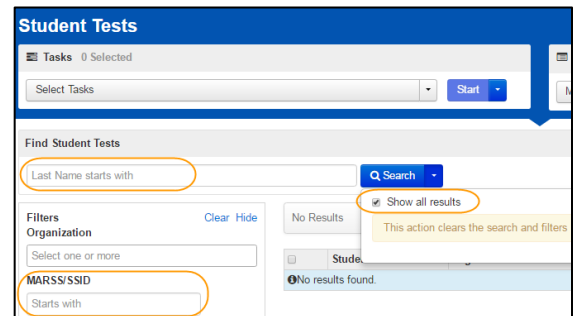
Indicate a Test/Accountability Code

There may be situations where a DAC or AA user role needs to indicate a test/accountability code. If an invalidation or refusal must be indicated for a student's test, the test/accountability code may be entered during the testing window or during Posttest Editing in Test WES. Refer to the *Procedures Manual for the Minnesota Assessments* for more information on when test/accountability codes should be indicated.

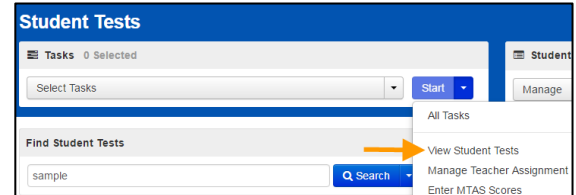
1. On the Home page, under **Testing**, select **Student Tests**.



2. Select the student(s) whose test needs the test/accountability code indicated.



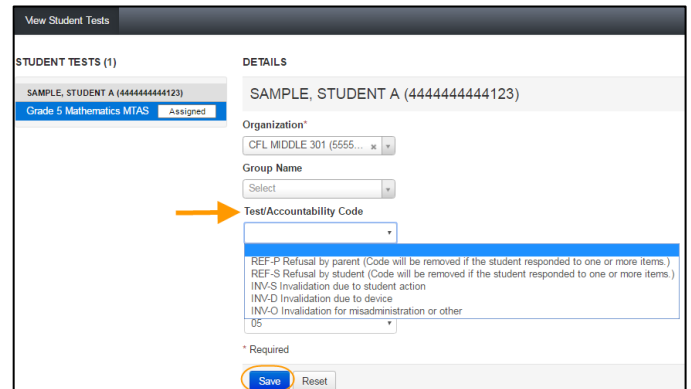
3. Select the dropdown menu next to the right of the **Start** button and select **View Student Tests**.



4. From the **Test/Accountability Code** dropdown menu, select the appropriate code:

- REF-P Refusal by parent
- REF-S Refusal by student
- INV-S Invalidation due to student action
- INV-D Invalidation due to device
- INV-O Invalidation for misadministration or other

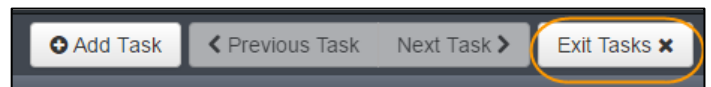
NOTE: The REF-P and REF-S test accountability codes should only be indicated if the student did not start testing. If the student completed one or more items and the code is indicated, it will be removed in Posttest Editing.



5. Select **Save**. Once Save is selected, a "Success, Changes saved" message will appear on the green bar.



6. Select **Exit Tasks** at the top right to return to the Students in Sessions screen.

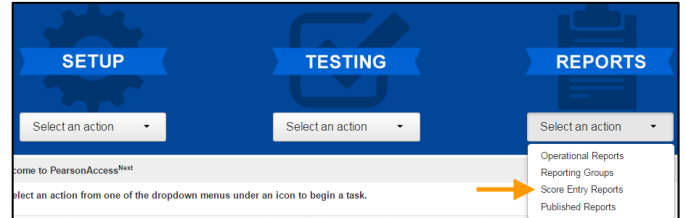


If needed, remove or change a test/accountability code by completing steps 1-3 above. Then, from the **Test/Accountability Code** dropdown menu, select the appropriate code to change the code or select the blank field to remove the code and then select **Save**.

Access Status Reports

Specific MTAS reports of data entry status are available in PearsonAccess Next. DACs and AAs have access to four status reports: two at the district level and two at the school level.

- From the Home page, under **Reports**, select **Score Entry Reports**.

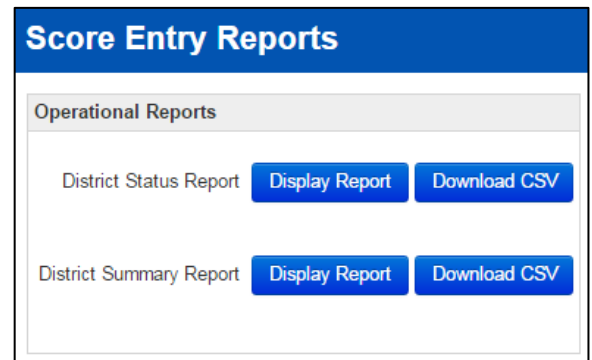
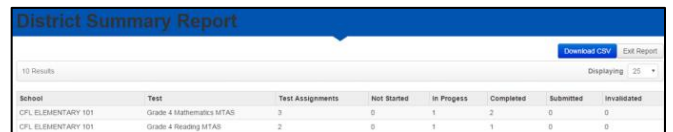


- Select **Display Report** or **Download CSV** for either the status or summary report

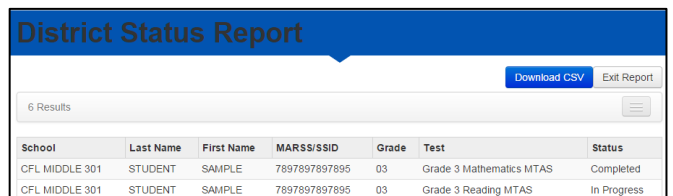
All status reports are updated in real time.

NOTE: If your PearsonAccess Next user role is at a district level, you must change your organization to a school prior to accessing school-level reports.

- The District Summary Report and School Summary Report display the score entry status of MTAS tests, sorted by grade and subject.
- The District Status Report and School Status Report display the score entry status of each student's MTAS test assignment(s).

School	Test	Test Assignments	Not Started	In Progress	Completed	Submitted	Invalidated
CFL ELEMENTARY 101	Grade 4 Mathematics MTAS	3	0	1	2	0	0
CFL ELEMENTARY 101	Grade 4 Reading MTAS	2	0	1	1	0	0



School	Last Name	First Name	MARSS/SSID	Grade	Test	Status
CFL MIDDLE 301	STUDENT	SAMPLE	7897897897895	03	Grade 3 Mathematics MTAS	Completed
CFL MIDDLE 301	STUDENT	SAMPLE	7897897897895	03	Grade 3 Reading MTAS	In Progress

The status of the data entry for a given MTAS test is displayed on the Enter MTAS Scores screen on the panel on the left. The data entry progress for a student's MTAS test will be one of the following:

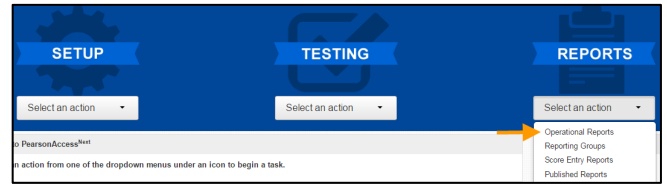
Status	Explanation
Not Started	No scores have been entered or all scores have been cleared and then the test was saved.
In Progress	At least one score has been entered and saved, but the test has not been complete or, submitted.
Completed	All test data, including passage access for reading, have been entered and saved. NOTE: If there is no score entered for a task because it was not administered, you will not see the test in "Completed" status.
Submitted	The test has been submitted for scoring, and can no longer be edited. If an MTAS test was submitted in error, see the <i>Unsubmit a Test</i> section above. NOTE: Unlike the "Completed" status, once the test has been submitted, the summary report will not indicate whether all task scores were entered or some were left blank. The scores entered can be verified on the Enter MTAS Scores screen, as needed.

NOTE: Test/accountability codes are not reflected on the status reports. To verify test/accountability codes indicated, go to the View Student Tests screen; see the *Indicate a Test/Accountability Code* section for more information.

Access MTAS Scores without LCI Data Report

A report is available in PearsonAccess Next to view MTAS scores that have been entered without entering LCI data. LCI data must be entered once for each student.

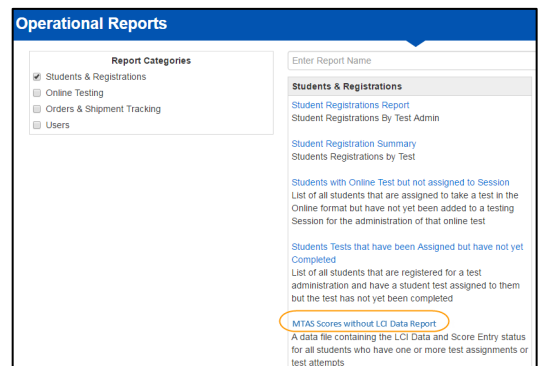
1. From the Home page, under **Reports**, select **Operational Reports**.



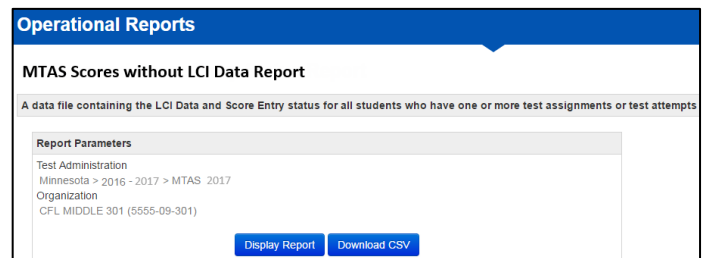
2. Select the checkbox next to the **Students & Registrations** category.



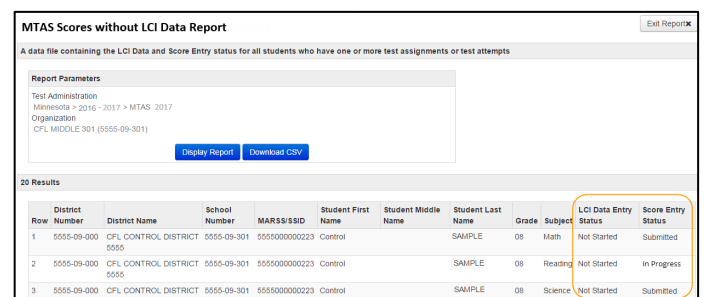
3. Select **MTAS Scores without LCI Data Report**.



4. Select either **Display Report** or **Download CSV**.



5. In the LCI Data Entry Status column, "Not Started" displays for all student tests on the report. The Score Entry Status column displays the data entry progress for a student's MTAS test (e.g. In Progress, Submitted). Ensure the LCI data is entered for each student before the testing window closes.



Row Number	District Number	District Name	School Number	MARSS/SID	Student First Name	Student Middle Name	Student Last Name	Grade	Subject	LCI Data Entry Status	Score Entry Status
1	5555-09-000	CFL CONTROL DISTRICT	5555-09-301	5555000000223	Control		SAMPLE	08	Math	Not Started	Submitted
2	5555-09-000	CFL CONTROL DISTRICT	5555-09-301	5555000000223	Control		SAMPLE	08	Reading	Not Started	In Progress
3	5555-09-000	CFL CONTROL DISTRICT	5555-09-301	5555000000223	Control		SAMPLE	08	Science	Not Started	Submitted