HOW-TO GUIDE

ACCESS: Pre-ID File & Initial Material Orders

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INTRODUCTION

This How-to Guide describes how English Learner Management System (ELMS) users with editing permissions can, 1) verify/modify the Mode of Administration for the spring ACCESS administration and, 2) how to designate the appropriate accommodations necessary for equitable access on the English Language Proficiency Assessment for students with a documented need. The SDE is asking districts to review the pre-populated WIDA AMS Pre-ID File fields before the mid-November Pre-ID file upload to WIDA Assessment Management System (AMS) to confirm EL information is accurate.

ACCESS: Pre-ID File

Beginning fall 2019, ***the Idaho State Department of Education (SDE) will upload one Pre-ID file for the spring ACCESS test administration. This upload will use data from*** **the English Learner Management System (ELMS).**

The Pre-ID File submission to WIDA AMS is necessary to identify Idaho English Learners (ELs) who are eligible and required to participate in the annual Idaho English Language Proficiency Assessment. Once the Pre-ID File is uploaded to WIDA AMS, districts can expect to see student information be populated within WIDA AMS for the ACCESS test administration.

ACCESS: Initial Material Orders

After the Pre-ID File is submitted to WIDA AMS, initial ACCESS material orders along with student pre-ID labels will be calculated and printed. Materials will then be shipped to district offices for distribution at a local level.

Note: Additional material orders will be the responsibility of the individual district/charter and will need to be submitted directly into WIDA AMS during the additional material ordering window.

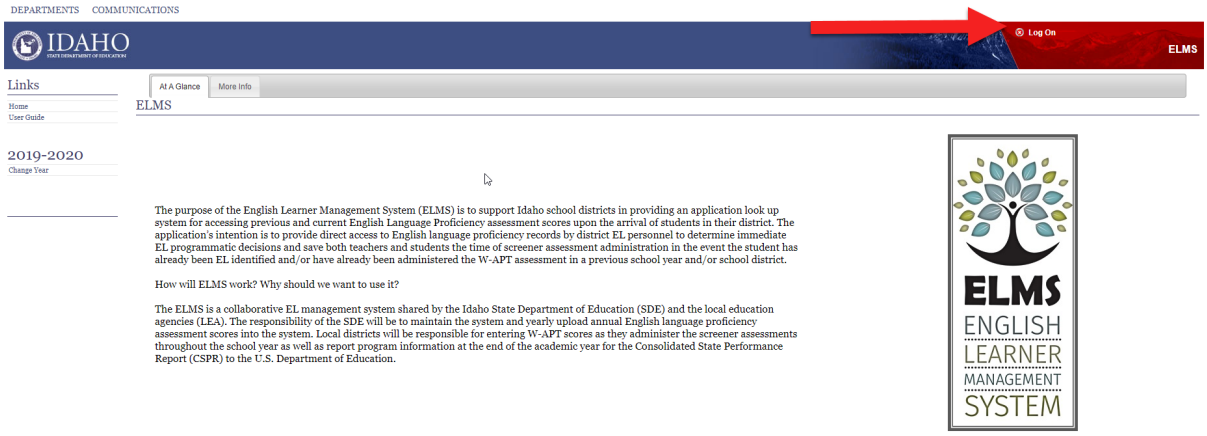
ELMS Enhancement: Mode of Administration / ACCESS Accommodations

An ELMS enhancement rendered in 2019 allows users to make the appropriate modifications to the **Mode of Administration** (if necessary) and select **Accommodations** for students who may need them on the ACCESS spring administration. The 'ACCESS Setup' column found within the EL Student Summary section of ELMS, allows users to change the pre-populated settings for the following fields: 1) the Mode of Administration, 2) the Tier of the paper test, and 3) the accommodations based on a student's documented need (504 plan or IEP).

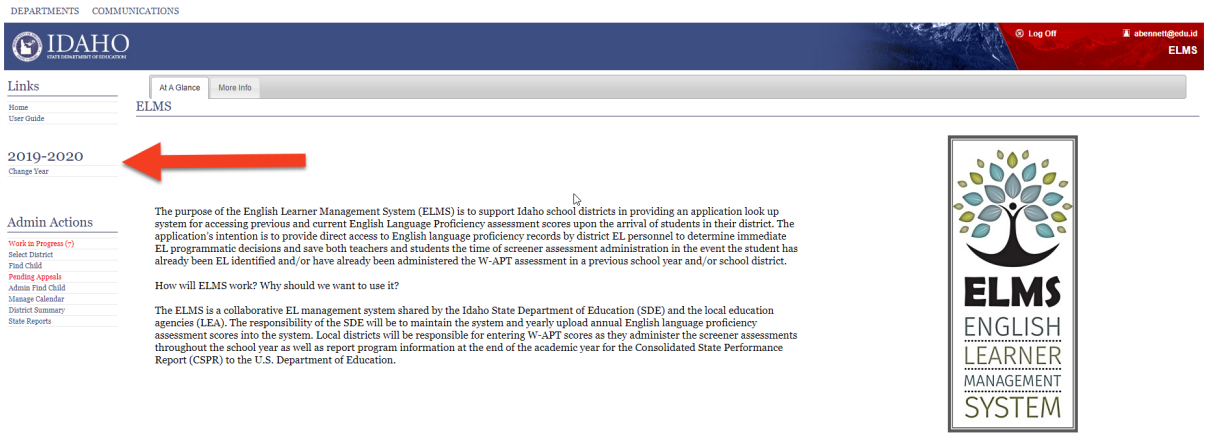
SECTION ONE: VERIFY MODE OF ADMINISTRATION

Follow the instructions below to verify the Mode of Administration (Online/Paper/Alternate/Braille/Kindergarten) is correct for your district's EL population.

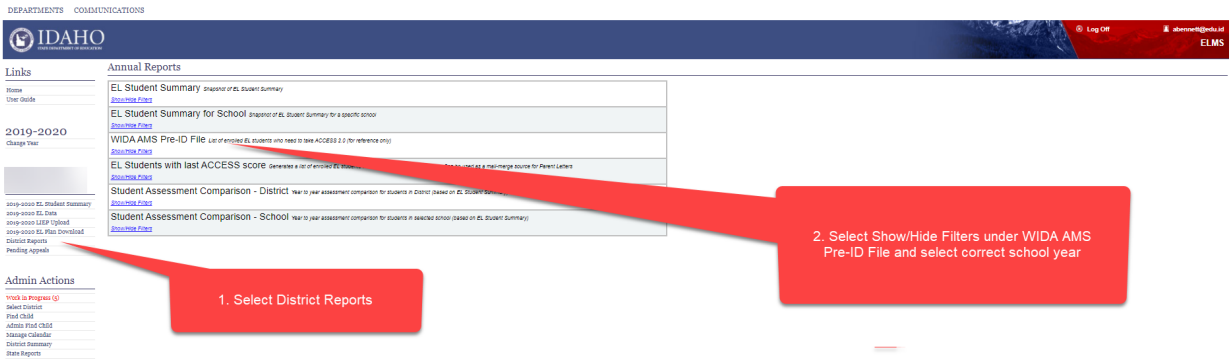
1. Go to ELMS web application. Sign in to the application by clicking on the 'Log On' button at the top of the page. To gain access to ELMS, contact your district's ISEE coordinator to request an ELMS editor role be assigned to you.



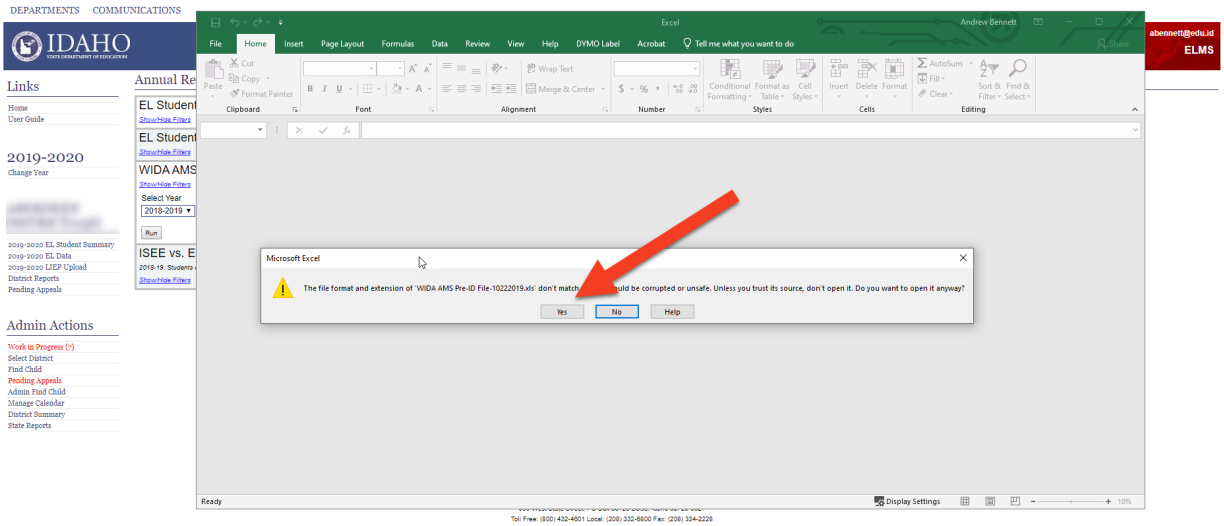
2. Select the correct year on the left-hand side of the screen.



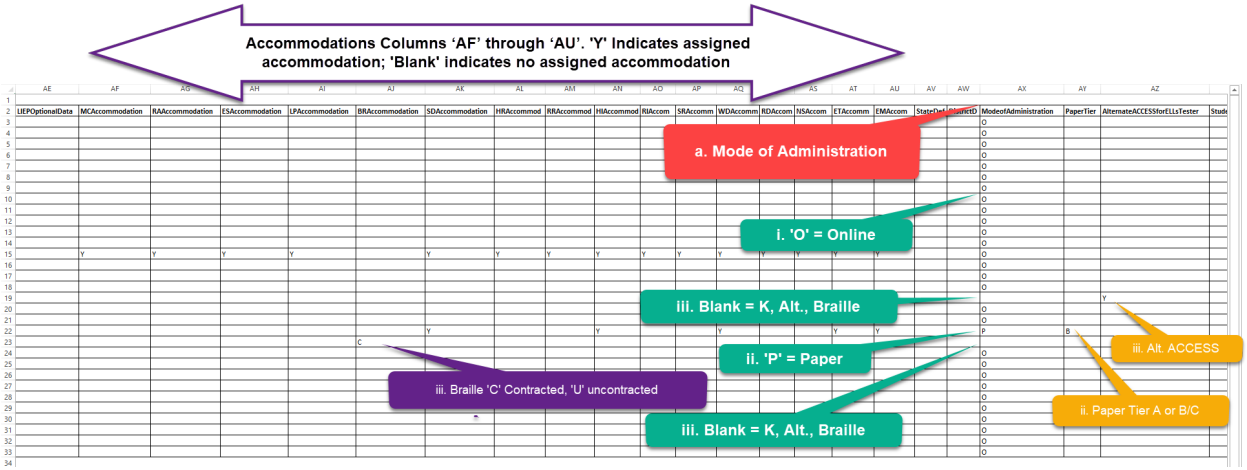
3. Select District Reports on the left-hand side of the screen. Under the heading ‘Annual Reports’, view the WIDA AMS Pre-ID File by selecting the ‘Show/Hide Filter’ text highlighted in blue. Choose the desired school year and select ‘Run’.



Select ‘Yes’ to download the WIDA AMS Pre-ID File to Excel.



4. Confirm the Mode of Administration (column AX) is correct for ELs enrolled in your district. If no modifications are made (see Section Two), the listed Mode of Administration denoted within the WIDA AMS Pre-ID File will be submitted on the state's Pre-ID file upload.

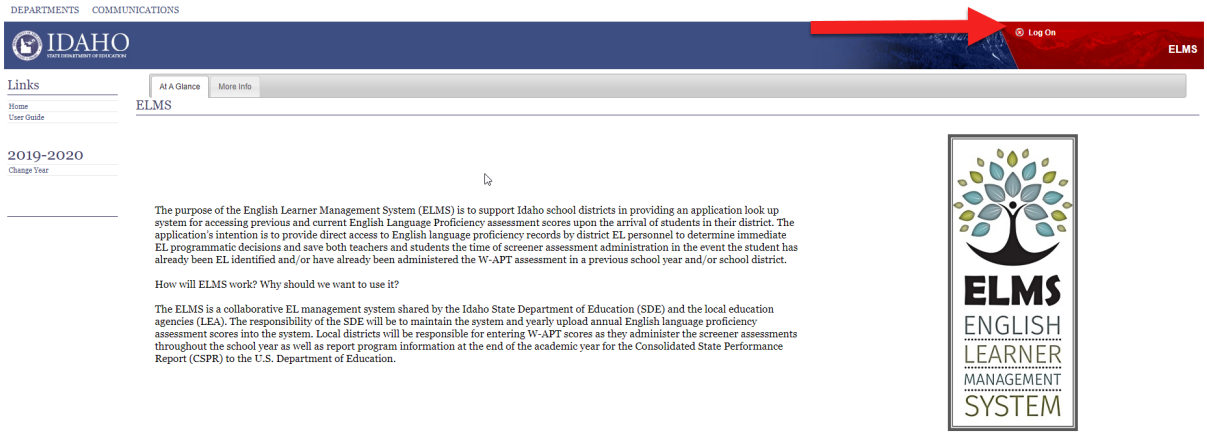


   a. Mode of Administration Column 'AX'
      i. 'O' = Online (default for grades 1-12)
      ii. 'P' = Paper (student has an 'A' or 'B' assigned in column 'AY' to designate either a paper tier of 'A' or "B/C")
      iii. Blank = Kindergarten paper test materials (DRC will calculate materials based on the grade of student column 'M')
      iii. Blank = Alternate ACCESS (student who meet the Idaho Alternate Assessment criteria will have a 'Y' in column 'AZ')
      iii. Blank = Braille (student will have a 'C' or a 'U' under column 'AJ')
         i. C = Contracted Braille, U = Uncontracted Braille
5. If a student is identified whose Mode of Administration needs to be updated, go to "Section Two: Modify Default Mode of Administration". If no modifications are needed, go to "Section Three: Assign ACCESS Accommodations". If there are no modifications that need to be made, no other action is needed.

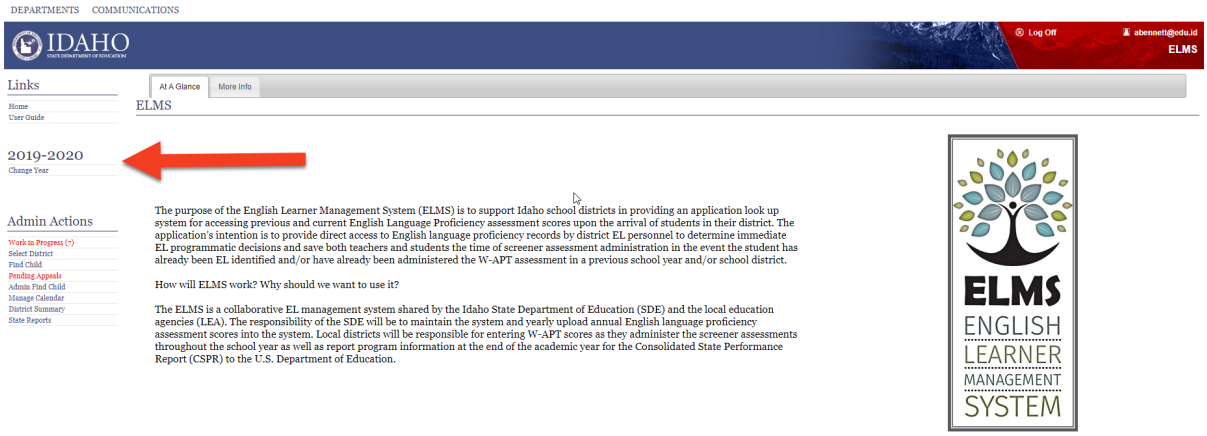
SECTION TWO: MODIFY DEFAULT MODE OF ADMINISTRATION

Only after a district has identified a student who needs their default Mode of Administration modified (see above) should they proceed to the following section. The following instructions describe the process of how to modify the Mode of Administration (Online/Paper/Alternate/Braille/Kindergarten) within ELMS.

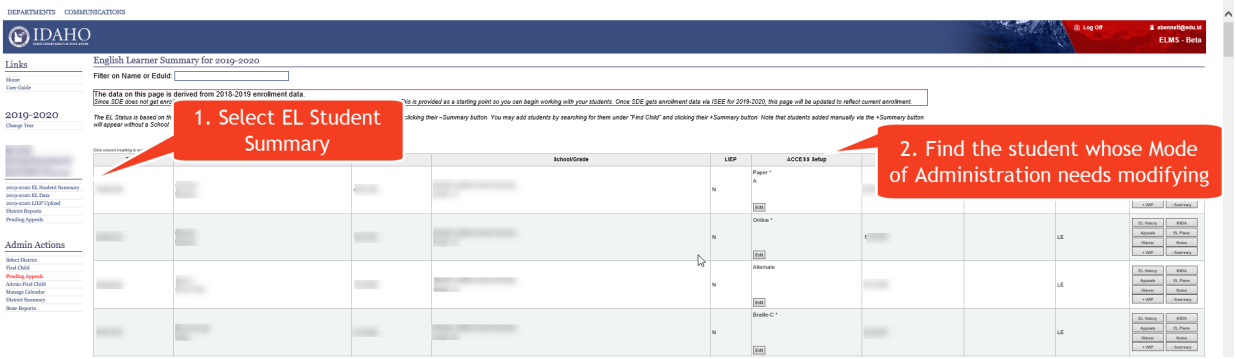
1. Go to ELMS web application. Sign in to the application by clicking on the 'Log On' button at the top of the page. If you do not have access to ELMS, contact the district ISEE coordinator to have them request this web application be assigned to you with an editor role.



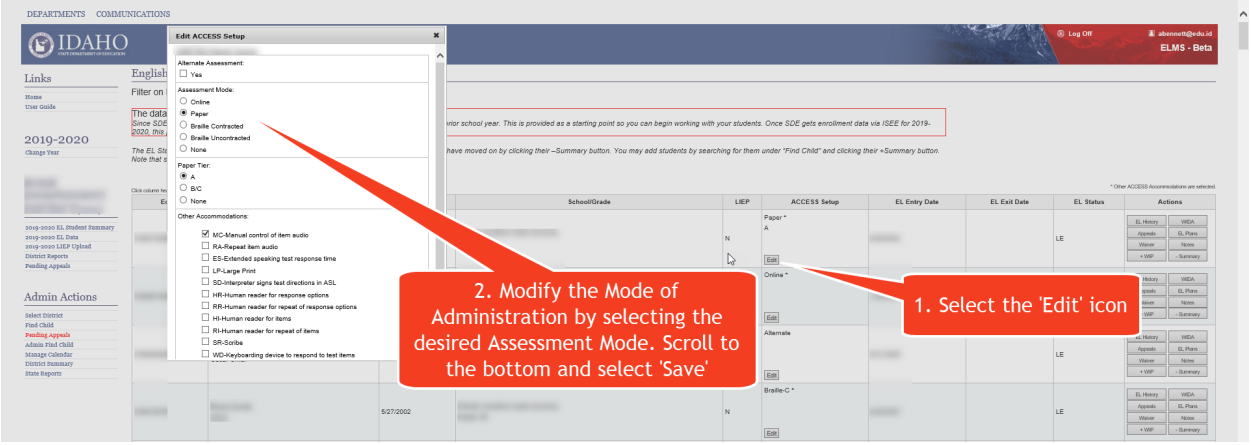
2. Select the correct year on the left-hand side of the screen.



3. Choose the 'school year EL Student Summary' at the left-hand side of the screen. Find the student whose Mode of Administration needs modifying.

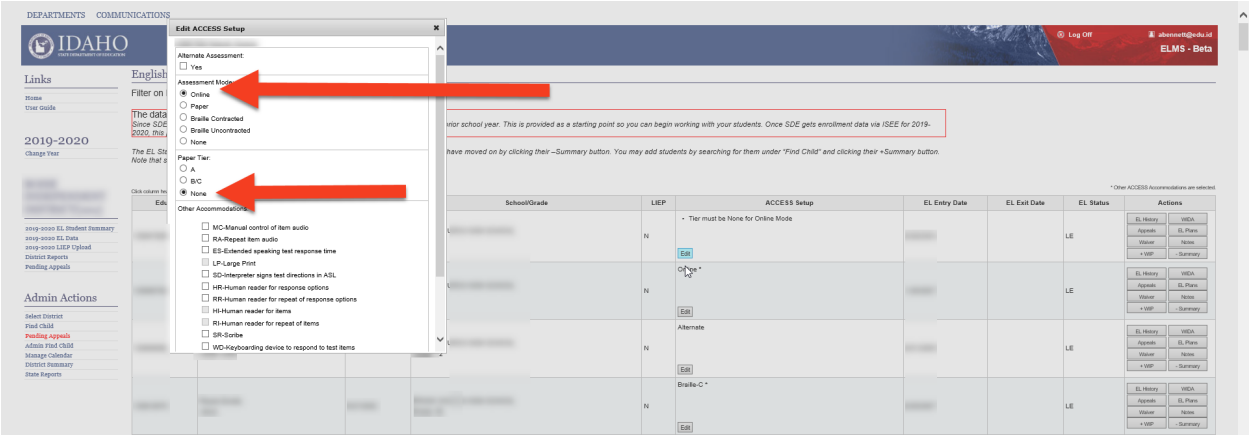


4. Under the 'ACCESS Setup' column, select the 'Edit' icon for the student you wish to modify. Once the 'Edit' icon is selected, an 'Edit ACCESS Setup' box will open. Modify the Mode of Administration by selecting the desired radio buttons under the header Assessment Mode.
    i. **Alternate Assessment is only available to students who have met the [Idaho Alternate Assessment participation criteria]**
    ii. Paper assessment mode requires a Paper Tier (A or B/C) selection

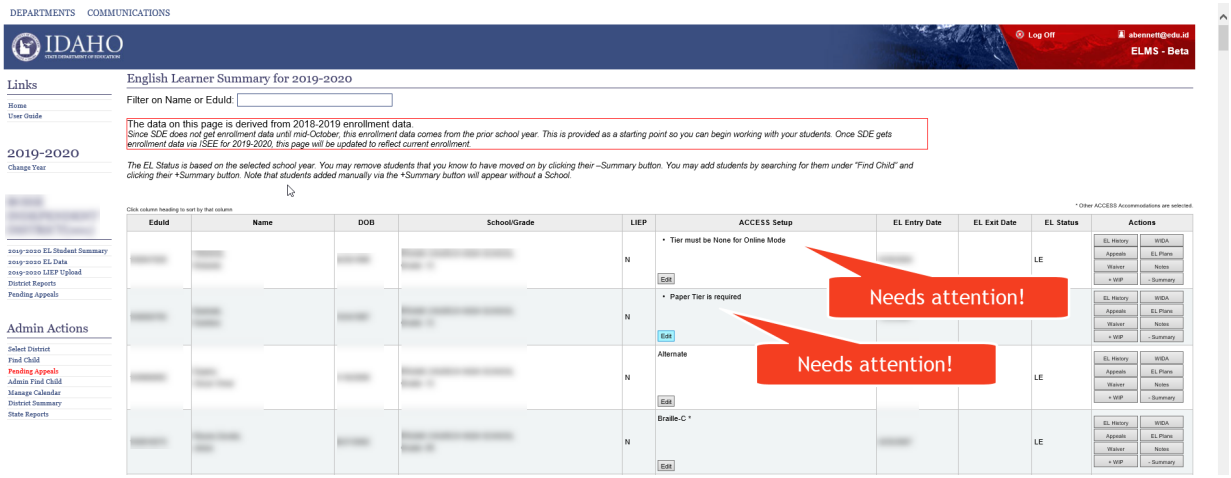


NOTE: If a Mode of Administration has already been modified, and a district wishes to modify the Mode again, the user will need to use the 'None' radio buttons.

Example: If a district changed the Mode of Administration to Paper and assigned a Tier of 'A' (see above) and then wanted to change the Mode of administration to Online, the user would select 'Online' and then select the 'None' radio button under 'Paper Tier'. After this is done, the user would need to scroll down and select 'Save'.



5. Verify the Mode of Administration has been saved correctly under the 'ACCESS Setup' column. If more attention is needed, a message will populate within the 'ACCESS Setup' column.

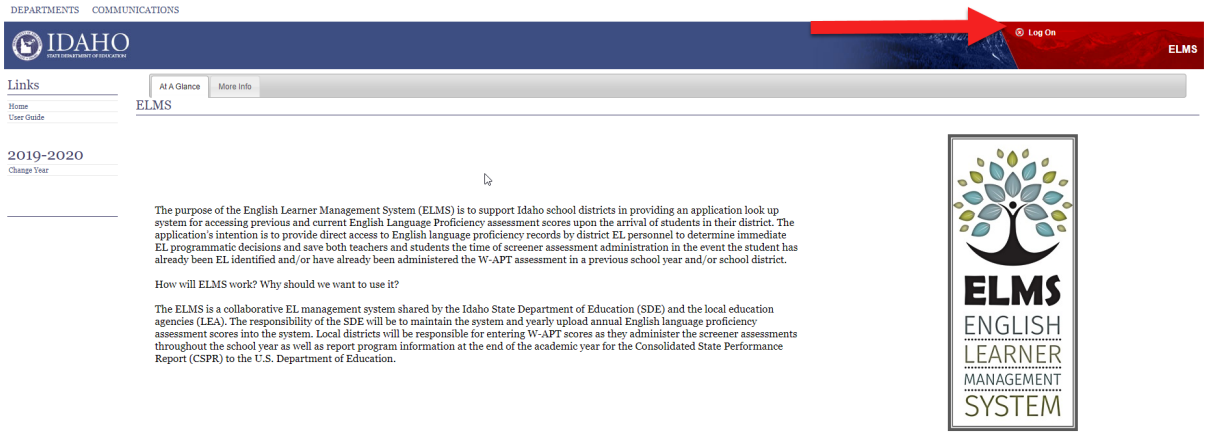


SECTION THREE: ASSIGN ACCESS ACCOMMODATIONS

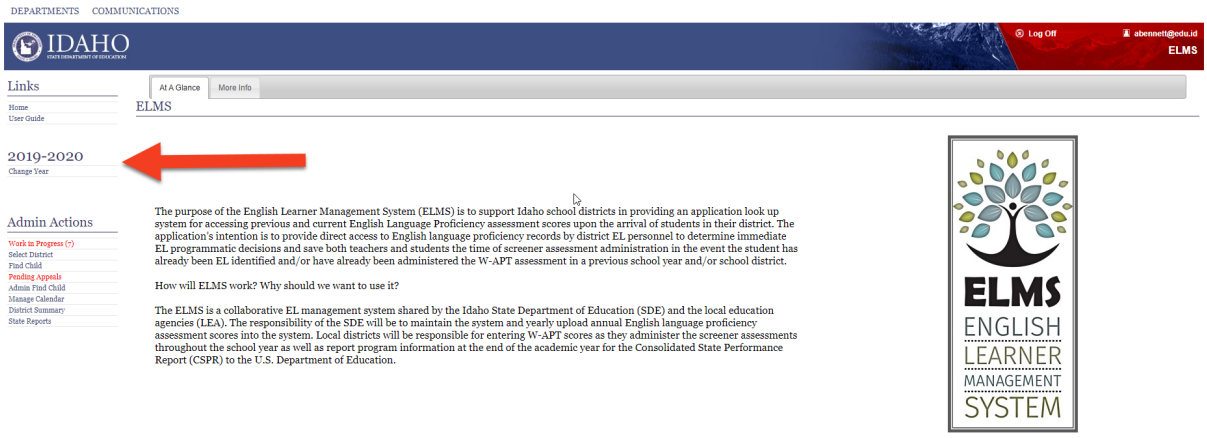
ACCESS accommodations can be assigned in ELMS and will be reflected within WIDA AMS once the Pre-ID File is submitted to WIDA AMS. Prior to the assignment of an ACCESS accommodation, a student is required to have a documented need reflected in a 504 plan or IEP. The available and allowable accommodations for the ACCESS are listed in the Accessibility and Accommodations Supplement.

NOTE: District will still be able to assign/modify accommodations after the Pre-ID File is uploaded by the Idaho SDE. However, districts will need to complete these assignments/modifications within WIDA AMS if they are not recorded prior to the Idaho SDE Pre-ID File submission.

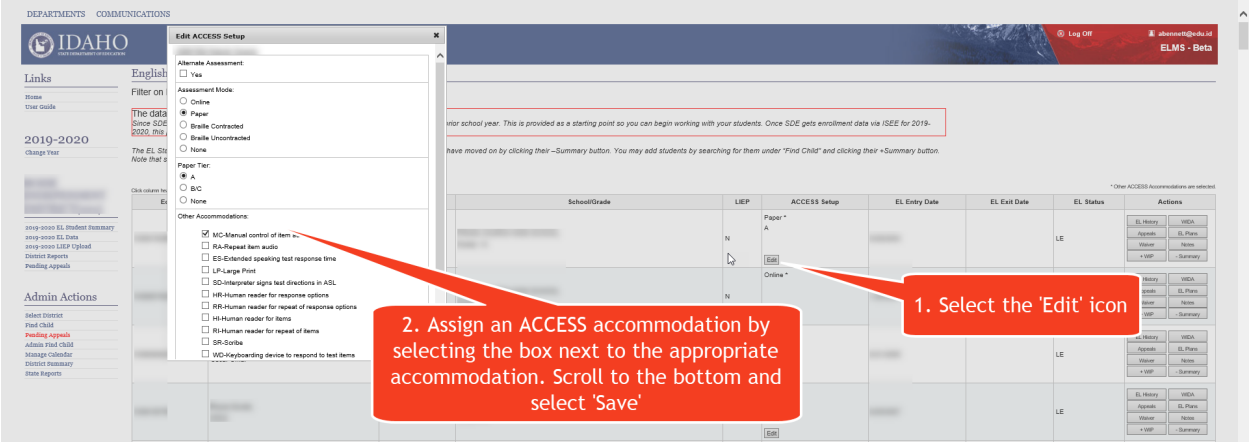
1. Go to ELMS web application. Sign in to the application by clicking on the 'Log On' button at the top of the page. If you do not have access to ELMS, contact the district's ISEE coordinator to have them request this web application be assigned to you with an editor role.



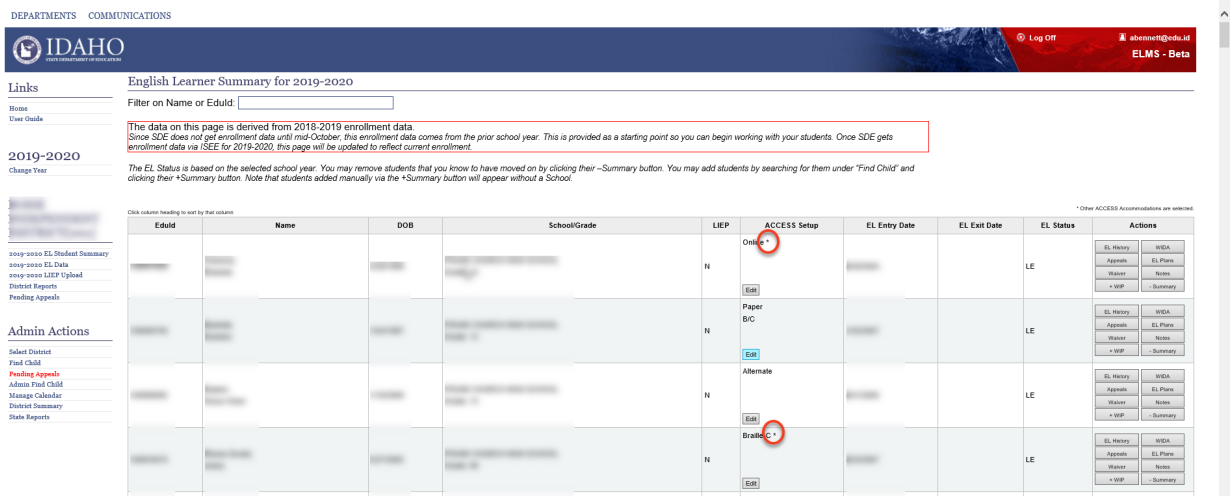
2. Select the correct year on the left-hand side of the screen.



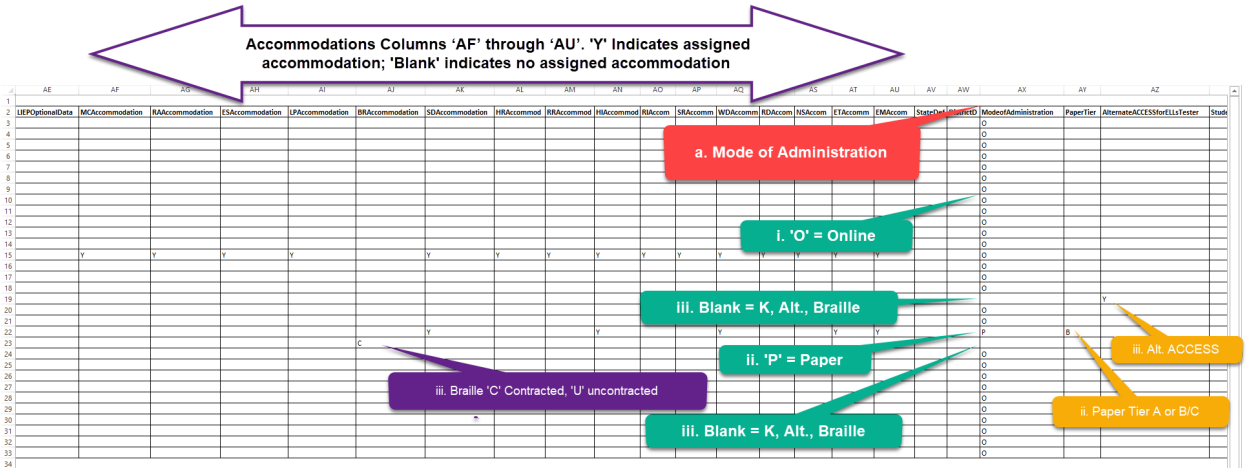
3. Choose the ‘school year EL Student Summary’ at the left-hand side of the screen. Find the student you wish to assign an ACCESS accommodation to under the ‘ACCESS Setup’ column and select the ‘Edit’ icon. Assign the documented accommodation by clicking on the box that corresponds to the appropriate accommodation. Once the desired accommodations have been selected, scroll down and select ‘Save’.



4. Verify an accommodation has been selected by reviewing the ‘ACCESS Setup’ column. Once an accommodation has been assigned, an asterisk (*) will be denoted next to the Mode of Administration.



5. Verify the correct accommodations have been selected for your EL population by reviewing columns ‘AF’ through ‘AU’ within the ‘WIDA AMS Pre-ID File’ under the District Reports (see Section One). A ‘Y’ denotes an accommodation has been recorded.



SECTION FOUR: CONFIRMING CHANGES TO MODE OF ADMINISTRATION & ASSIGNED ACCOMMODATIONS

1. It is highly recommended districts review the modifications made within ELMS after changes have been made by reviewing the 'WIDA AMS Pre-ID File' (see Section One).
   a. A 'Y' will be present under each column indicating an accommodation has been assigned ('AF' through 'AU').
   b. Mode of Administration Column 'AX'
      i. 'O' = Online (default for grades 1-12)
      ii. 'P' = Paper (student has an 'A' or 'B' assigned in column 'AY' to designate either a paper tier of 'A' or "B/C")
      iii. Blank = Kindergarten paper test materials (DRC will calculate materials based on the grade of student column 'M')
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