

ACCESS for ELLs 2.0 Preparation webinar



January 22, 2016

Objectives

- This webinar is intended to prepare Local Education Agencies (LEAs) to successfully,
 - Complete the ACCESS for ELLs roster verification,
 - Order ACCESS for ELLs 2.0 testing materials, and
 - Complete all required training activities prior to test administration

Agenda

- ACCESS for ELLs 2.0 administration
 - Overview
 - Timeline
 - Tested population
- Roster Preparation Process
 - Downloading preliminary roster
 - Completing and verifying the roster
 - Uploading the updated roster
- Pre-ID labels & Testing Materials Ordering
- Training requirements
- Available Preparation Resources
 - WIDA ACCESS for ELLs 2.0 page
 - WIDA Assessment Management System (AMS)

ACCESS for ELLs 2.0 Overview

- ACCESS for ELLs 2.0 is now offered **online for students in grades 1-12**
 - Listening and speaking tests will be media-delivered
- Speaking test includes an “all-new” voice recording design and can be **group administered** for the online test
- Online **speaking test will now be scored centrally** at Data Recognition Corporation (DRC), the testing vendor, not by test administrators
- Online delivery enabled WIDA to build in **additional accessibility features**

What's New: Online vs. Paper

| Domain | Action | Online | Paper |
|------------------|--|---------------------------|---|
| Listening | Listen to pre-recorded passages... | ...on the computer | ...with a CD |
| | Students select a multiple choice response from options... | ...on the computer screen | ..on a paper test form |
| | Student response are captured... | ...on the computer | ...in the test booklets which need to be mailed back to DRC |
| Reading | Students read passages ... | ...on the computer screen | ...on a paper test form |
| | Students select a multiple choice response from options... | ...on the computer screen | ...on a paper test form |
| | Student response are captured... | ...on the computer | ...in the test booklets which need to be mailed |

What's New: Online vs. Paper

| Domain | Action | Online | Paper |
|-----------------|---|---|---|
| Speaking | Pre-recorded speaking prompts play... | ...on the computer by student | ...with a CD by Test Administrator |
| | To record answers, students speak... | ...into headsets and scored by DRC | ...to Test Administrators (TA) who must score student speech during admin |
| Writing | Students read prompts... | ...on a paper test form (Grades 1-3) | ...on a paper test form |
| | | ...on the computer screen (Grades 4-12) | |
| | Students written responses are recorded... | ...on a paper test form (Grades 1-3) | ...on a paper test form |
| | | ...keyboard or handwrite (Grades 4-5), LEA decision | |
| | ...keyboard responses, (Grades 6-12), unless unable to keyboard | | |
| | Responses are captured... | ..on the computer (and scored by DRC) | ...in the test booklets which need to be mailed |

Note: headphones with built-in microphones are required for the speaking component. Learn more about the recommended headphone specifications at <https://www.wida.us/assessment/ACCESS%202.0/documents/Headset-specifications.pdf>

Test Administration Timeline

| Task | Start Date | End Date |
|--|------------------|-----------------|
| ACCESS for ELLs roster validation | 1/22/2016 | 2/22/2016 |
| Test Materials Ordering and Pre-ID file submission | 2/29/2016 | 3/18/2016 |
| Test Setup (installation of software, etc) | 4/4/2016 | 6/3/2016 |
| Districts Receive Test Material | 4/11/2016 | 4/11/2016 |
| Test Window | 4/25/2016 | 6/3/2016 |
| Additional Test Material Window | 4/13/2016 | 5/27/2016 |
| LEAs Ship Completed Test Material to DRC | 4/27/2016 | 6/10/2016 |
| All Test Material Received at DRC | 6/17/2016 | 6/17/2016 |
| LEAs Receive Reports - Printed and Online | 8/5/2016 | 8/5/2016 |
| Post-Reporting Data Validation Window | 8/8/2016 | 8/12/2016 |
| Final Data Available to State | 8/22/2016 | 8/22/2016 |

Who takes the ACCESS for ELLs 2.0?

Students in the following groups must take the assessment until they exit English Learner (EL) status by scoring a 5.0 and above composite proficiency level.

- All students in grades K-12 who have been identified as an English Learner (EL) according to an OSSE approved EL screener.
- All first grade students who took the Kindergarten WIDA ACCESS Placement Test (K W-APT) in Kindergarten and scored FES (Fluent English Speaker) proficiency level
- ELs who opt out of services*

*According to guidance from the Department of Education,

<http://www2.ed.gov/about/offices/list/oela/english-learner-toolkit/chap7.pdf>

Roster Verification Process

Download your preliminary roster from QuickBase.



Complete, update, and verify all information.



Upload completed roster to QuickBase.



OSSE will review, reformat, and return your final roster via QuickBase.



Submit the final roster to the WIDA AMS and order testing materials.

Step 1

Download your preliminary roster from QuickBase.



Complete, update, and verify all information.



Upload completed roster to QuickBase.



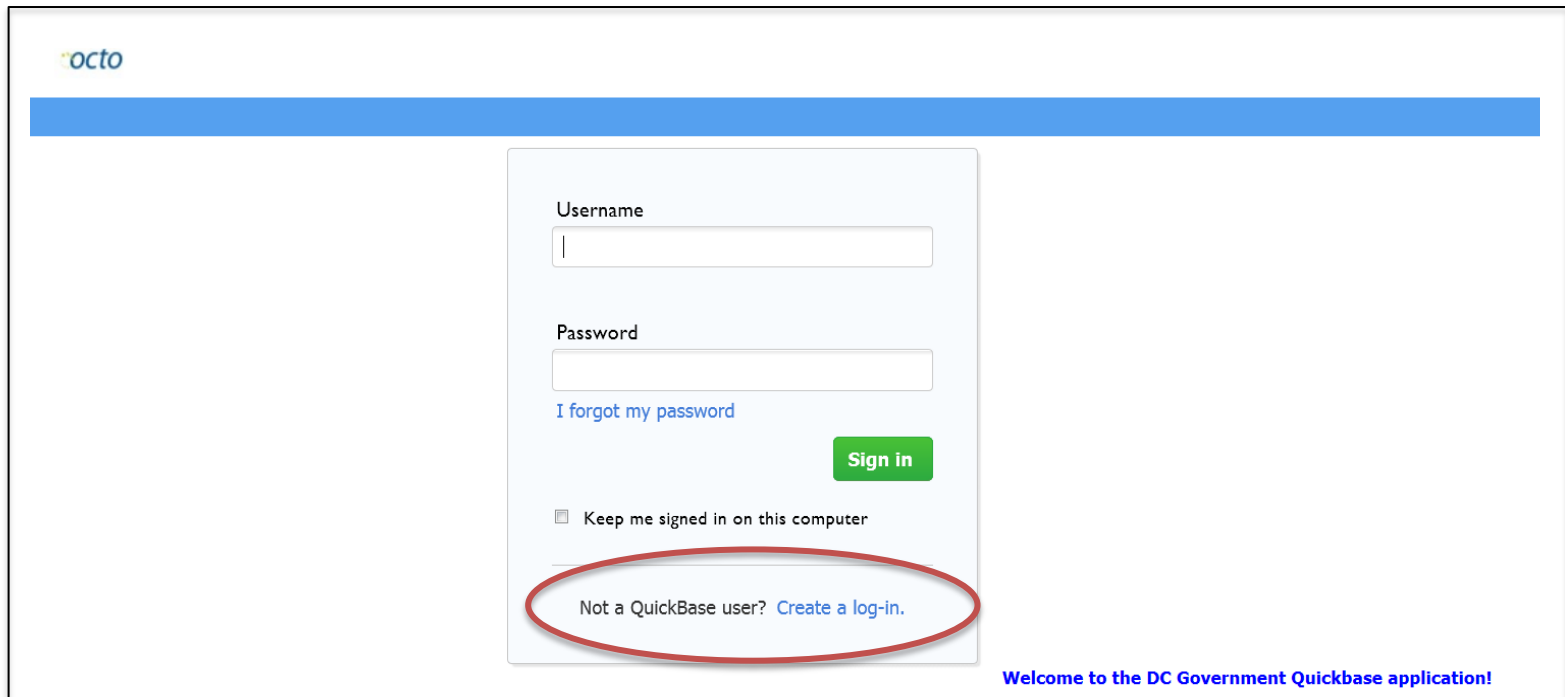
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Logging in to QuickBase

- 1.) Navigate to <https://octo.quickbase.com/>
- 2.) Log-in using user-created login credentials.
 - If you aren't a user yet, create a login.
 - If you forget your password, you can reset it.



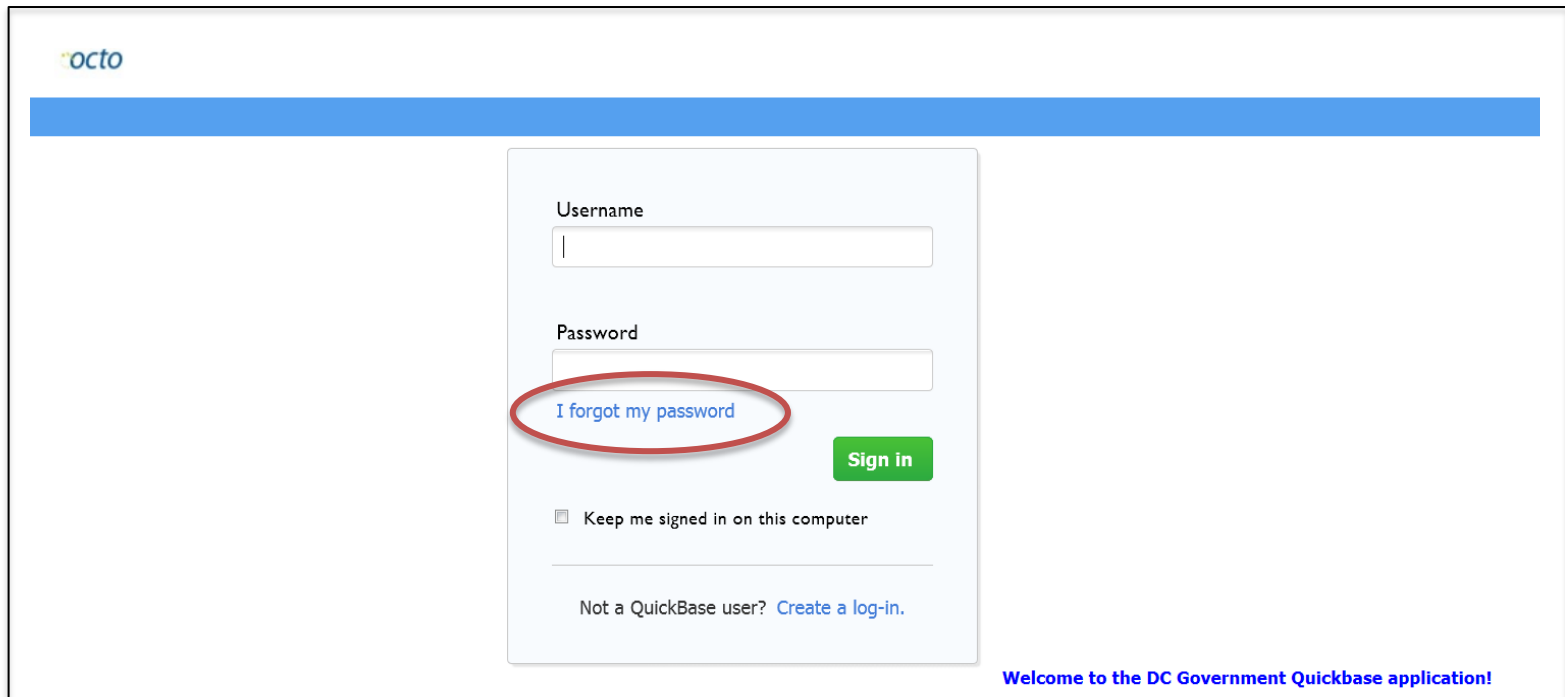
The screenshot shows the login interface for the DC Government Quickbase application. At the top left is the 'octo' logo. Below it is a blue horizontal bar. The main content area contains a light blue login form with the following elements:

- A 'Username' label above a text input field.
- A 'Password' label above a text input field.
- A blue link labeled 'I forgot my password' below the password field.
- A green 'Sign in' button to the right of the password field.
- A checkbox labeled 'Keep me signed in on this computer' below the 'Sign in' button.
- A red oval highlights the text 'Not a QuickBase user? Create a log-in.' at the bottom of the form.

At the bottom right of the page, there is a blue link that reads 'Welcome to the DC Government Quickbase application!'.

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- A "Username" label above a text input field.
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- A link "I forgot my password" circled in red, located below the password field.
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- A checkbox labeled "Keep me signed in on this computer" below the password field.
- A link "Not a QuickBase user? Create a log-in." at the bottom of the form.

At the bottom right of the page, there is a blue text message: "Welcome to the DC Government Quickbase application!"

Downloading your Preliminary Roster

- 3) Click on the ACCESS for ELLs Assessment Roster Prep app link.
- 4) Click on the ACCESS Roster Upload folder icon along the top bar.
- 5) Click on the file name under the field called "Preliminary Roster (download)".
- 6) Save the file locally and edit it.

ACCESS for ELLs Roster Prep

Import/Export Print this page

General Instructions

ACCESS for ELLs Roster Prep

LEA Spreadsheet

| Full Report | Grid Edit | Email | More | ACCESS Roster | Completed Roster (Upload) | Roster with Revisions (Upload) |
|-------------|-----------|-------|------|--|---------------------------|--------------------------------|
| | | | | Preliminary Roster (Download) | | |
| 100 | | | | <u>Perspectives Prelim Roster.xlsx</u> | | |

Step 2

Download your preliminary roster from QuickBase.



Complete, update, and verify all information.



Upload completed roster to QuickBase.



OSSE will review, reformat, and return your final roster via QuickBase.



Submit the final roster to the WIDA AMS and order testing materials.

Data elements to complete for all students

| Data Element | Definition |
|--|---|
| Native Language | Use the <i>ISO standards 639-2 codes</i> provided. If you cannot locate a language, please contact OSSE. The Top Five most common codes are <ul style="list-style-type: none"> • SPA = Spanish Castilian • AMH = Amharic • VIE = Vietnamese • CHI = Chinese • FRE = French |
| Date First Enrolled in US School | The date the student first enrolled in a school in the US -- not only at your school (<i>optional</i>) |
| Length of Time in LEP ELL Program | Number of years (rounded down) a student has been enrolled in an LEP or ELL program; Kindergarten = 0, etc. (<i>optional</i>) |
| Migrant | Migratory Child as defined by Title I, Part C, Sec. 1309; M=Migrant or N=Not Migrant |
| 504 Plan | An indication that the student has been identified as having special needs as defined in the by the Rehabilitation Act and Americans with Disabilities Act; Y = Student has a 504 plan or N = does not have a 504 plan |

Data elements to complete for all students

| Data Element | Definition |
|---------------------------------------|---|
| Bilingual/ESL Program Type | <p>Type of ESL service that the student receives. At least one Program Type must be identified; Y=Yes or blank for No</p> <ul style="list-style-type: none"> • No Additional Services – if no services are provided • Content Area Tutoring • Content-Based ESL • Developmental Bilingual • Heritage Language • Pull-Out ESL • Sheltered English Instruction • Structured English Immersion or SDAIE • Transitional Bilingual • Dual Language & Two-Way Immersion |
| State - Support Delivery Model | <p>Describes how students receive bilingual/ESL services. At least one must be identified; Y=Yes or blank for No</p> <ul style="list-style-type: none"> • Not Applicable • Inclusionary Support - Support provided in- the-mainstream classroom • Pull Out For Individualized Support - Pulled out of regular classes • Parental Refusal for Services - Parents have opted out of services for their child • Self-Contained - Usually found only in bilingual classrooms |
| Special Accommodations | <p>Testing accommodation provided; Must be in accordance with the student's IEP or 504 plan as ESL accommodations are not permitted; Y=Yes or blank for No</p> |

Data elements to complete for all students

| Data Element | Definition |
|---|--|
| Is Student Testing Online/Paper? <i>New!</i> | Describes the format in which the ACCESS for ELLs 2.0 will be administered; <ul style="list-style-type: none">• Online• Paper |
| Alternate ACCESS Tester <i>New!</i> | An indication that the EL student is eligible and will take the Alternate ACCESS for ELLs; <ul style="list-style-type: none">• Y=Yes• N=No |
| Please indicate Tier information if known for Paper Tests <i>New!</i> | An identification of the student's tier; only needs to be completed for paper test takers; <ul style="list-style-type: none">• A• B• C• dash (-) for kindergarten• Blank otherwise |

Double Check These Data Elements!

| Data Element | Definition | Purpose |
|---|--|---|
| Previously Proficient Check <i>New!</i> | Prepopulated by OSSE as 'Proficient' if a student scored 5.0 or higher in previous years. If this is the case the student already tested out of ELL services and it is assumed the LEA has moved them back in to ELL services. | OSSE needs to ensure that only students who are still receiving ELL services are assessed. This check allows both OSSE and the LEA to ensure that a student who was previously proficient and is no longer receiving services is not assessed. |
| Native Language Check <i>New!</i> | Prepopulated by OSSE as 'Check native language' if the student's native language is English, if it was please check that this information is correct. | There is concern that the native language may be incorrect if it is recorded as English. Please double-check this field for those students. |

To make other data updates

To remove students from the roster...

1. Select **REMOVE** in the **Change Required** column (to the far right).
2. Specify that the student should be removed and why in the **Comments** column

To add students to the roster...

1. Create a new **row** for the student.
2. Complete *all* associated data fields (Name, Ethnicity, etc.).
3. Select **ADD** in the **Change Required** column.

To amend data...

1. Check your LEA's Student Information System (e.g., PowerSchool) to ensure that the data are accurately entered. If the data is entered incorrectly, fix the error in your SIS.
2. Select **CHANGE** in the **Change Required** column.
3. In the **Comments** column, explain the change that needs to be made and if you made changes in your SIS. *Example: "Danielle Johnson's birthday should be 10/9/1996. Data changed on 2/26/2013 in SIS."*

Steps 3 and 4

Download your preliminary roster from QuickBase.



Complete, update, and verify all information.



Upload completed roster to QuickBase.



OSSE will review, reformat, and return your final roster via QuickBase.



Submit the final roster to the WIDA AMS and order testing materials.

Submitting your completed roster

No later than **Feb. 22, 2016**, submit your ACCESS for ELLs 2.0 roster.

To submit your roster,

- 1.) Log-in to the ACCESS for ELLs Assessment Roster Prep QuickBase application
- 2.) Click on the “ACCESS Roster Upload” folder icon along the top bar
- 3.) Click on the pencil icon to the left of the column called LEA Code (circled below).

LEA Spreadsheet

| Full Report | Grid Edit | Email | More ▾ | I ACCESS Roster | | |
|-------------|-----------------|-----------------------------|---|---------------------------|--------------------------------|--|
| | LEA_or_CBO_Code | LEA_or_CBO_Name | Preliminary Roster (Download) | Completed Roster (Upload) | Roster with Revisions (Upload) | |
| | 100 | Perspectives PCS (training) | Perspectives Prelim Roster.xlsx | | | |

- 4.) Click BROWSE where it reads "Completed Roster (Upload)".
- 5.) Click OPEN to select the file and then click SAVE.

ACCESS Roster Upload > Edit ACCESS Roster #92

LEA_or_CBO_Code 100

LEA_or_CBO_Name Perspectives PCS (training)

Preliminary Roster (Download) [Perspectives Prelim Roster.xlsx](#) Delete this

Completed Roster (Upload)

Roster with Revisions (Upload)

Obtaining your final roster

DRC requires the ACCESS for ELLs rosters to be submitted in a very specific format. This last step is designed to save LEAs time. OSSE will finalize the roster by preparing the format for submission to DRC.

- After LEAs upload their completed ACCESS rosters, OSSE will review, reformat, and return your final roster via QuickBase.
- OSSE will notify LEA LEP Coordinators when the final rosters are available for download.
- The final roster provided by OSSE is the one that should be used for ordering the Pre-ID labels.
- The final roster provided by OSSE is the one that will be used to identify the students who do not take the test as planned.

Step 5

Download your preliminary roster from QuickBase.



Complete, update, and verify all information.



Upload completed roster to QuickBase.



OSSE will review, reformat, and return your final roster via QuickBase.

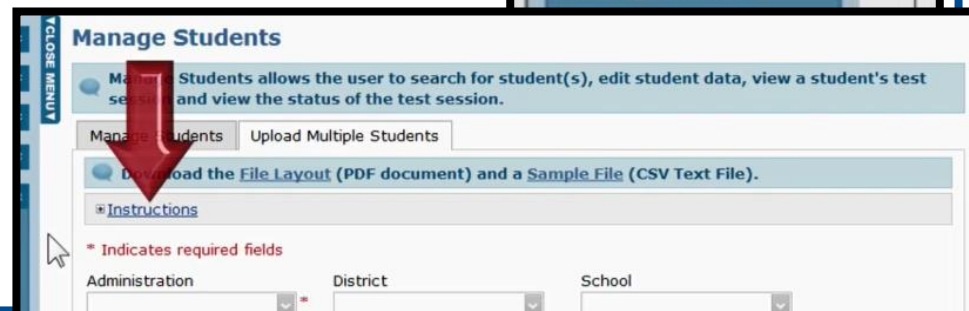
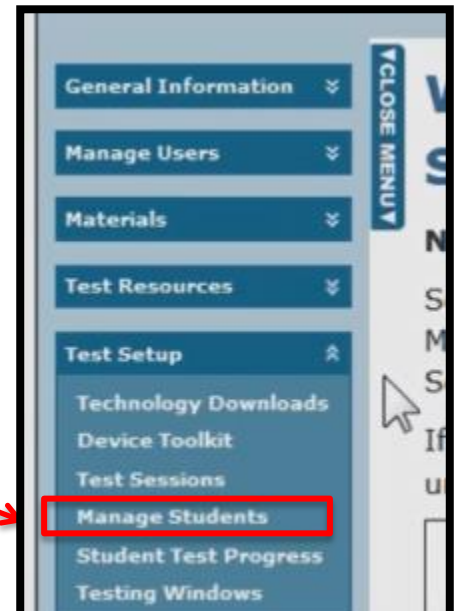


Submit the final roster to the WIDA AMS and order testing materials.

Uploading your student Pre-ID file

Three min tutorial: <https://www.wida.us/ACCESSTraining/Video/AMS/WIDA-AMS-Pre-ID-Upload.html>

- 1.) Navigate to <https://www.wida-ams.us>
- 2.) Log-in using your credentials.*
- 3.) Under Test Setup in the left hand navigation bar, select Manage Students.
- 4.) Click on the Upload Multiple Students tab.
- 5.) Read the Instructions, complete the requested information, and click Upload.



*Please email LaNysha Adams (LaNysha.Adams@dc.gov) for your WIDA AMS credentials.

Ordering Paper Materials

Six min tutorial: <https://www.wida.us/ACCESSTraining/Video/AMS/WIDA-AMS-Test-Materials-Ordering.html>

- 1.) Navigate to <https://www.wida-ams.us>
- 2.) Log-in using your credentials.*
- 3.) Under Materials in the left hand navigation bar, select Materials Ordering.
- 5.) Read the Instructions, complete the requested information, and click Complete.



*Please email LaNysha Adams (LaNysha.Adams@dc.gov) for your WIDA AMS credentials.

ACCESS for ELLs 2.0

Please go to the [ACCESS for ELLs 2.0 Training Course](#) for all training materials and resources needed to become a certified test coordinator or administrator. The following is a list of resources available by role and organized by posting date. Please click on the appropriate role tile below.

WIDA is pleased to offer weekly drop-in Q&A sessions for Test Coordinators and Test Administrators. These events will be held **each Wednesday from January 13th - April 13th from 1:00pm - 2:00pm CT.**

[Join Here](#) to log into a weekly ACCESS 2.0 Q/A session (first date January 13th).

ACCESS for ELLs 2.0 will include three roles for test preparation and administration: Test Coordinators, Test Administrators, and Technology Coordinators.

Test Coordinators are responsible for the overall coordination of test administration activities. They will coordinate with Data Recognition Corporation (DRC) to set up user accounts within the new WIDA Assessment Management System (WIDA AMS) and set up test administrators in WIDA's Training Course. They will complete the Training Course and verify that Test Administrators and Technology Coordinators have also completed their trainings and checklists.

Test Administrators are responsible for administering ACCESS for ELLs 2.0. They will complete the WIDA Training Course, including review of all applicable Test Administration Manuals and web-based modules. They will complete checklists that will be available through the WIDA Training Course to prepare for test administration activities.

Technology Coordinators are responsible for all technical and system set up for online testing and working with Data Recognition Corporation (DRC) on any local system issues. They will complete web-based trainings and checklists that will be available through the WIDA Assessment Management System (WIDA AMS).

Show Resources for: [Test Coordinators](#) [Test Admins](#) [Tech Coordinators](#)

Test Administrator Preparation

Web-based Training Requirements

All ACCESS for ELLs 2.0 Test Administrators must take the online training course, accessible at

<https://www.wida.us/ACCESSTraining/Online/index.aspx>.

Watch all applicable modules about the WIDA AMS, the ACCESS for ELLs 2.0 online administrative portal. Complete tasks in the modules as soon as possible (no later than the beginning of your district's testing window).

Web-based Training Requirements

| Role | Grades 1-12 Online | Grades 1-12 Paper | Kindergarten |
|-------------------------------|-------------------------------|--|--|
| Test Coordinator | Checklist, Web-based Training | Checklist, Web-based Training | N/A |
| Test Administrator | Checklist, Web-based Training | Checklist, Web-based Training, Speaking Quiz | Checklist, Web-based Training, Kindergarten Quiz |
| Technology Coordinator | Checklist, Web-based Training | N/A | N/A |

- Test Administrators must pass all web-based quizzes with a score of 80% or higher.
 - Training certificates on the WIDA website portal will be updated as a record of completion (these should be printed for inclusion in binder)
- All Checklists need to be completed and included in test administration binder
- All Test Administrators must complete Test Administrator training
- Training must be complete by the start of the testing window

essment/ACCESS%20FAQ.aspx

WIDA™

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ABOUT US | STANDARDS & INSTRUCTION | ASSESSMENT | PROFESSIONAL LEARNING | RESEARCH | CONSORTIUM

ACCESS for ELLs 2.0 FAQs

- ▶ General Information
- ▶ Accessibility and Accommodations
- ▶ Preparation and Training
- ▶ Ordering and Returning Test Materials
- ▶ Test Administration Procedures
- ▶ Timing
- ▶ Room Setup
- ▶ WIDA Assessment Management System (WIDA AMS)
- ▶ Score Reports
- ▶ Technology

[HOME](#) | [SITEMAP](#) | [CONTACT US](#)

NEED HELP? Contact the WIDA Client Services Center at help@wida.us or call us toll free 1-866-275-7735

WIDA is housed within the [Wisconsin Center for Education Research](#) at the School of Education, University of Wisconsin-Madison

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WIDA Resources

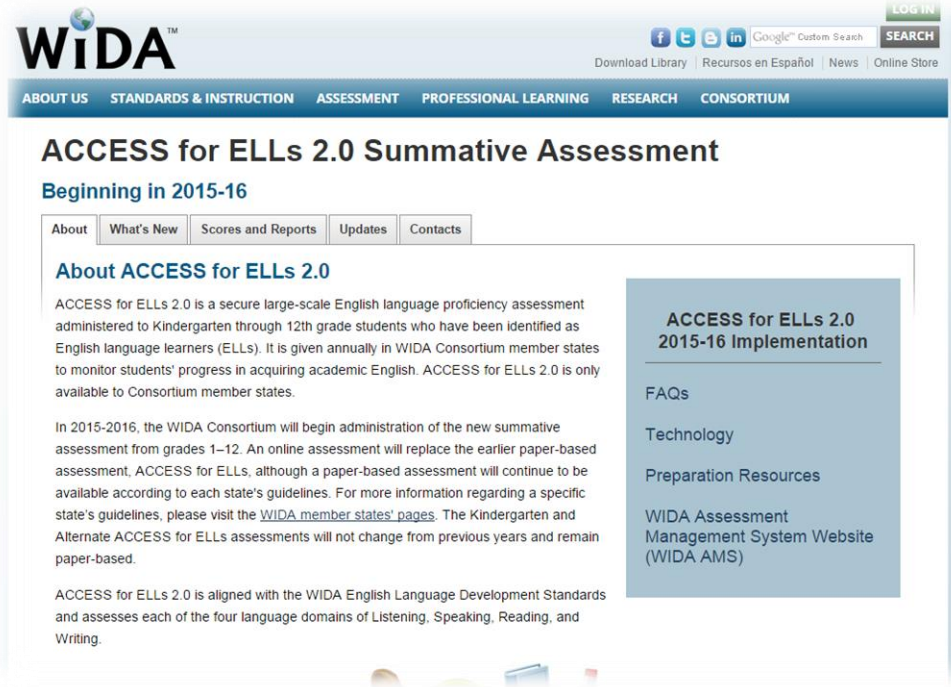
All the tools to be as prepared as you can!

The WIDA Website

The ACCESS for ELLs 2.0 webpage

(www.wida.us/ACCESS_2.0)

- Interactive checklists
- Training modules
- Technology Requirements
- Facilitator Toolkit
- FAQ document
- Link to the WIDA AMS



The screenshot shows the WIDA website's navigation bar with links for ABOUT US, STANDARDS & INSTRUCTION, ASSESSMENT, PROFESSIONAL LEARNING, RESEARCH, and CONSORTIUM. The main heading is "ACCESS for ELLs 2.0 Summative Assessment" with a sub-heading "Beginning in 2015-16". Below this are tabs for "About", "What's New", "Scores and Reports", "Updates", and "Contacts". The "About" tab is selected, showing the "About ACCESS for ELLs 2.0" section. The text describes the assessment as a secure large-scale English language proficiency assessment administered to Kindergarten through 12th grade students who have been identified as English language learners (ELLs). It is given annually in WIDA Consortium member states to monitor students' progress in acquiring academic English. ACCESS for ELLs 2.0 is only available to Consortium member states. The text also mentions that in 2015-2016, the WIDA Consortium will begin administration of the new summative assessment from grades 1-12. An online assessment will replace the earlier paper-based assessment, ACCESS for ELLs, although a paper-based assessment will continue to be available according to each state's guidelines. For more information regarding a specific state's guidelines, please visit the [WIDA member states' pages](#). The Kindergarten and Alternate ACCESS for ELLs assessments will not change from previous years and remain paper-based. ACCESS for ELLs 2.0 is aligned with the WIDA English Language Development Standards and assesses each of the four language domains of Listening, Speaking, Reading, and Writing. On the right side of the page, there is a sidebar with a heading "ACCESS for ELLs 2.0 2015-16 Implementation" and links for "FAQs", "Technology", "Preparation Resources", and "WIDA Assessment Management System Website (WIDA AMS)".

Note: Login is required for some resources. LEA ELL Coordinators should be able to add new users. If not, email LaNysha Adams at LaNysha.Adams@dc.gov.

WIDA Assessment Management System (WIDA AMS)

- Contains test software, test demo, and sample items
- Access will be granted to all Test Coordinators, Test Administrators, and Technology Coordinators (each will have distinct usernames and passwords)
- All students will be loaded into WIDA AMS whether they are taking online or paper test in February

← → ↻ <https://www.wida-ams.us> ☆ ☰

WIDA™ [Log On](#)

Test Resources ⌵
Test Demo
Sample Items

Welcome to the WIDA Assessment Management System!

This website enables you to quickly and easily access links to test preparation information for ACCESS for ELLs 2.0. You can order ACCESS for ELLs test materials, manage online test logistics, and access reports inside of WIDA AMS.

Logging In

[Click here](#) to access program content or click on the **Log On** link in the upper right corner of this page and use your email address and password.

- If you need to setup an account, forgot your password, or are having technical difficulties, please contact DRC Customer Service: WIDA@datarecognitioncorp.com or 1-855-787-9615.

Public Test Resources

- The Test Demo is a series of videos that explain how students will take the online test and interact with the test platform.
- The [Sample Items](#) provide students, parents, and educators with a better understanding of the ACCESS for ELLs 2.0 assessment that is based on the WIDA English Language Developments (ELD) Standards. These are not items that will appear on the operational test, but they provide a close proximity to the items that students will see on the test. **To access and view the Sample Items, a Chrome browser must be used.**

WIDA AMS

- One stop-resource for all tools and information needed for ACCESS for ELLs 2.0 administration
- Technology Coordinator contact information will be provided to DRC by OSSE. You will receive an email granting access to WIDA AMS.
- You will download the testing software from WIDA AMS.

WIDA
COLLEGIUM

Welcome Home! Log Out

General Information

- Home
- About WIDA
- WIDA Consortium
- WIDA Consortium

Manage Users

- My Account
- Change My Password
- My Profile

Tutorials

- WIDA Getting Started
- WIDA Getting Started
- WIDA Getting Started

Test Setup

- Technology Downloads
- Test Sessions
- Manage Students
- Student Test Progress
- Testing Windows

Test Management

- Show DRC
- Score Reports
- WIDA Consortium

Student Score Reports

- Test Results
- My Account

Welcome to the WIDA Assessment Management System!

Navigating the Site

Several helpful links are just a click away. Please take time to familiarize yourself with the navigation menu on the left. It provides access to ACCESS for ELLs 2.0 Materials Order Kit, Test Setup, Test Setup, Test Results and other useful documents/tools.

If this is your first time logging on to the WIDA Assessment Management System, your first step is to go into My Account under the Manage Users heading and update your demographic information.

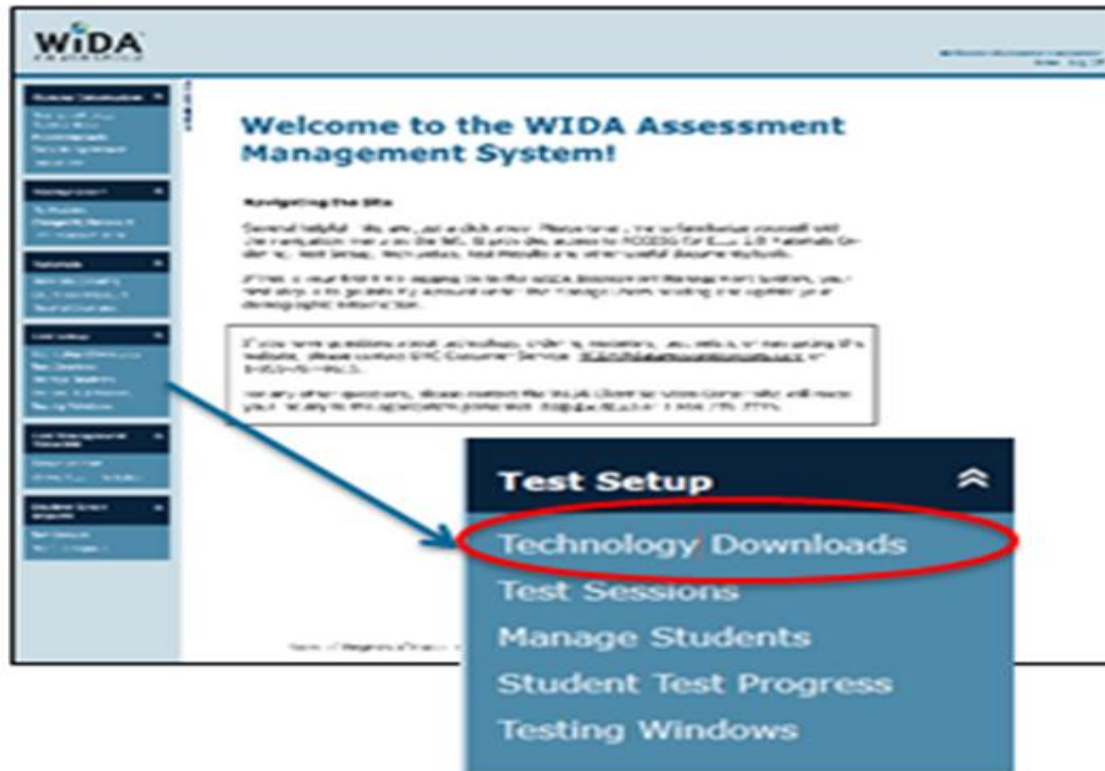
If you have questions about technology, ordering materials, test setup, or navigating the website, please contact DRC Customer Service: WIDA@dataconnections.org or 1-855-767-8625.

For any other questions, please contact the WIDA Client Services Center who will route your inquiry to the appropriate personnel. Helpdesk: 1-866-278-2734.

Home | My Account | Test Setup | Test Results | Test Sessions | Manage Students | Technology Downloads

Accessing Test Software Downloads

- You will need to download/install: 1) Testing sight manager (TSM) and 2) INSIGHT (1 student per workstation)



WIDA AMS ...continued

- Students may be unfamiliar with responding and recording their speech into a microphone. Once the software is installed, the online test has an interactive Test Practice for students to review prior to the actual test
 - Students should have ample opportunities to practice with the headset with microphone before testing.
- Please contact DRC Customer Support with questions regarding access to WIDA AMS: 1-855-787-9615 or email WIDA@datarecognitioncorp.com

Questions?

- For assistance regarding the roster verification, please email Susannah.Horton@dc.gov or Katie.Williams@dc.gov.
- All other questions can be directed to LaNysha Adams, LaNysha.Adams@dc.gov.
- If you haven't already, please click on the link in the chat box to provide your LEA Technology Coordinator Information:
 - LEA Name
 - Technology Coordinator Name
 - Technology Coordinator E-mail