



**2014 ACCESS for ELLs  
Roster Preparation Webinar  
February 18, 2014**

# Agenda

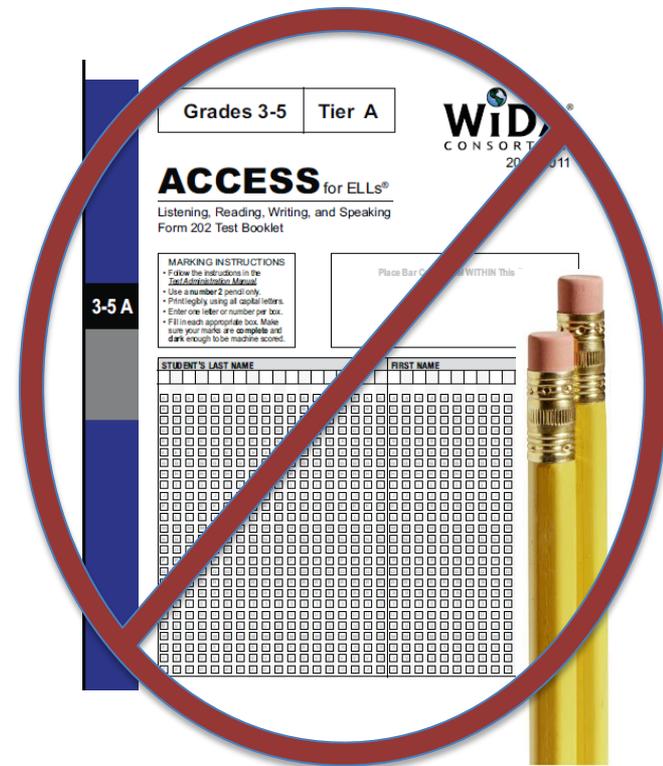


- Purpose
- Tested population
- Timeline
- Roster Preparation Process
- Ordering Pre-ID labels & Testing Materials

# Purpose



- LEAs will use the rosters to order testing materials and Pre-ID labels from MetriTech.
- This process will ensure that student rosters are complete, accurate, and valid.
- This process eliminates the need to bubble in the information on the paper form.



# 2014 ACCESS Assessment Tested Population



- All students enrolled in K-12 programs identified as Limited English Proficient (LEP) by the LEA
- 1<sup>st</sup> grade students who were identified as potential LEP students, but who scored “Exceptional” on the K W-APT

**For further details about the tested population, please contact Michelle Blakey-Tuggle (202-374-1328 or [michelle.blakey-tuggle@dc.gov](mailto:michelle.blakey-tuggle@dc.gov)).**

# 2014 ACCESS Timeline



**February 18:** Preliminary rosters made available to LEAs through QuickBase

**February 18 – March 14:** LEAs complete & verify rosters

**March 14:** Completed rosters must be uploaded to QuickBase

**March 14 – March 24:** OSSE reviews, reformats, and returns the final rosters

**March 24 – April 9:** ACCESS and Pre-ID label ordering window – LEAs submit rosters to MetriTech

**April 16:** Testing materials will be shipped to LEAs

**April 28 – May 30:** ACCESS for ELLs® testing window

# Roster Preparation Process Overview



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 Metritech website to order Pre-ID labels and testing materials.

**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.**

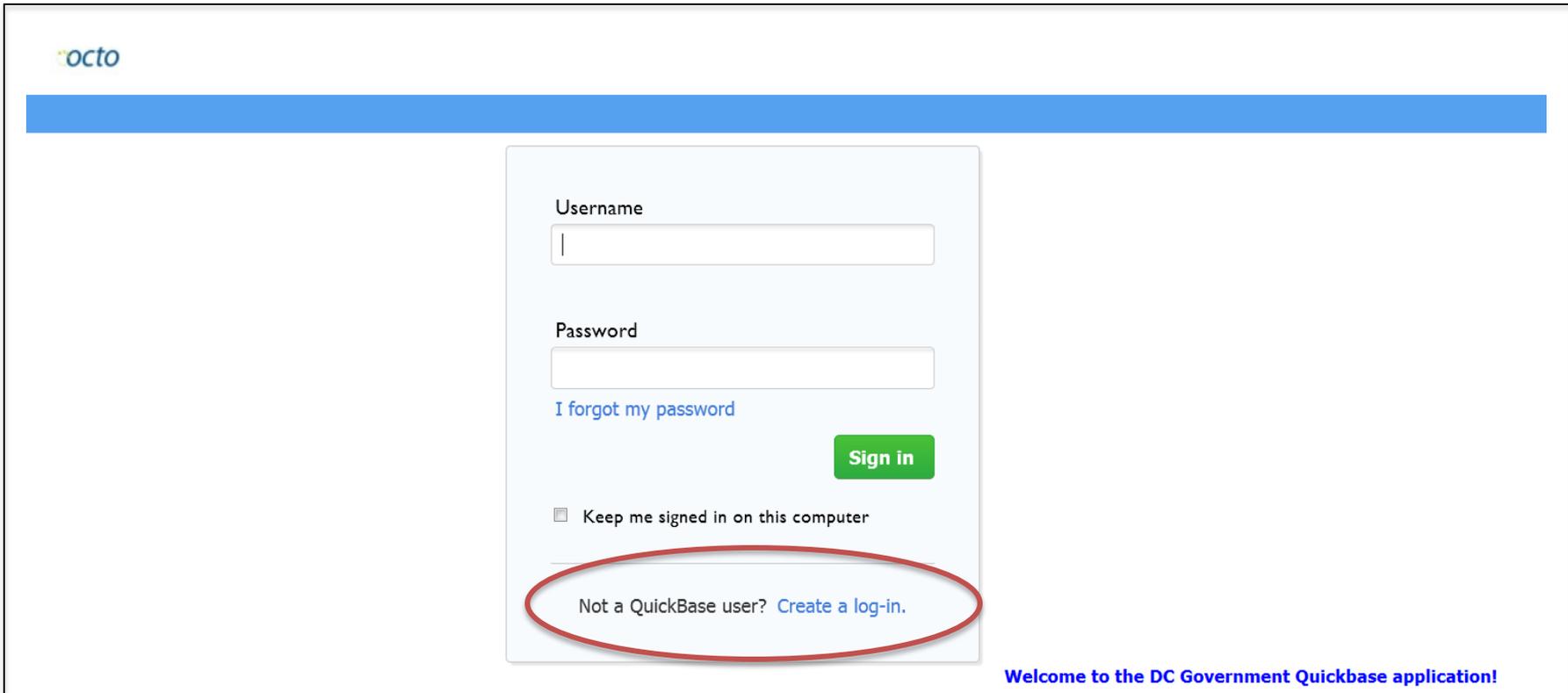


**Submit the final roster to the Metritech website to order Pre-ID labels and testing materials.**

# Logging in to QuickBase



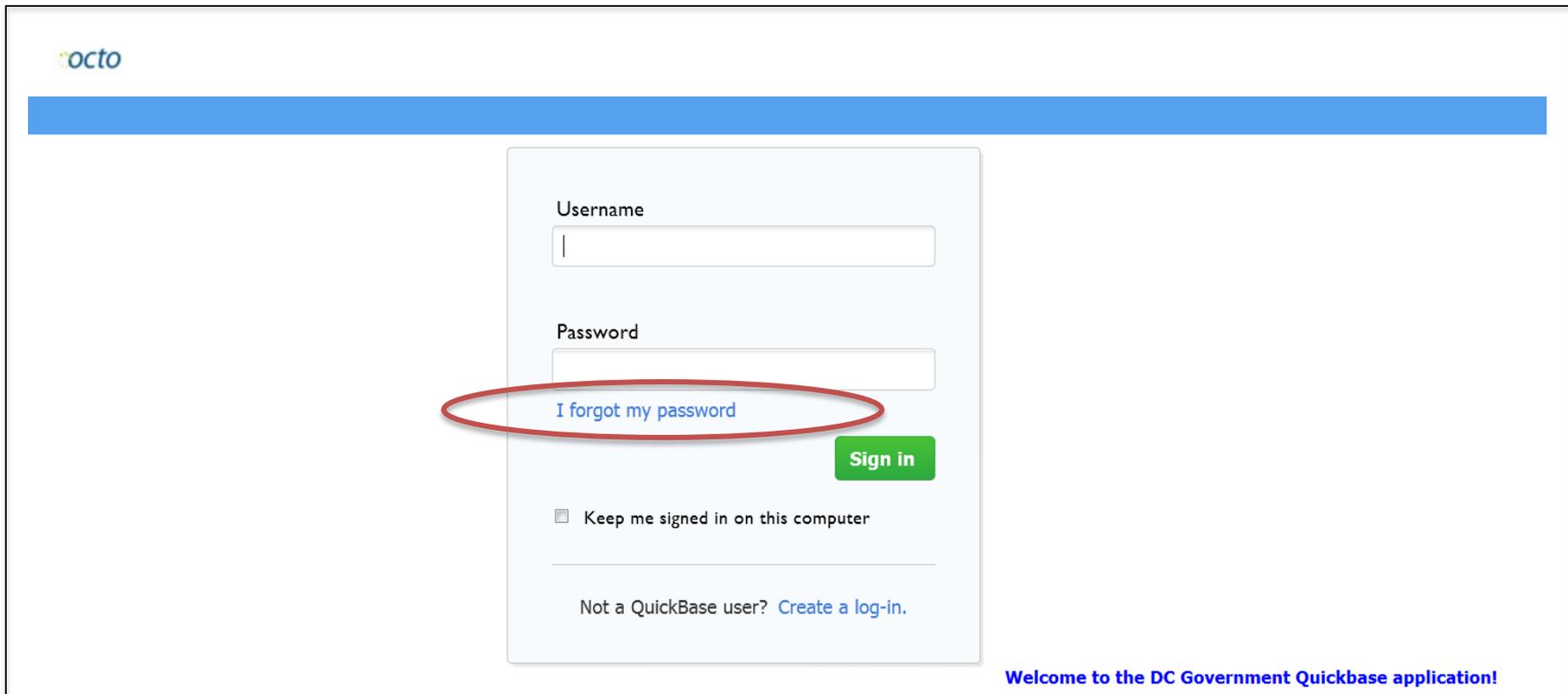
- 1.) Navigate to <https://octo.quickbase.com/>
- 2.) Log-in using user-created login credentials.
  - If you aren't a user yet, create a login.
  - If you forget your password, you can reset it.

A screenshot of the QuickBase login page. The page features a blue header with the 'octo' logo on the left. Below the header is a white login form. The form contains a 'Username' field with a cursor, a 'Password' field, a blue link for 'I forgot my password', a green 'Sign in' button, and a checkbox for 'Keep me signed in on this computer'. At the bottom of the form, the text 'Not a QuickBase user? Create a log-in.' is circled in red. Below the form, a blue footer message reads 'Welcome to the DC Government Quickbase application!'.

# 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.

A screenshot of the QuickBase login interface. The page has a blue header with the "octo" logo. The main content area is white and contains a login form. The form has two input fields: "Username" and "Password". Below the "Password" field is a blue link "I forgot my password" which is circled in red. To the right of the "Password" field is a green "Sign in" button. Below the "Sign in" button is a checkbox labeled "Keep me signed in on this computer". At the bottom of the form is a link "Not a QuickBase user? Create a log-in." In the bottom right corner of the page, there is a blue text message: "Welcome to the DC Government Quickbase application!"

# Downloading your Preliminary Roster



1. Click on the "ACCESS Test Roster Prep" app link.
2. Scroll down to the section called "LEA Spreadsheet".
3. Click on the file name under the field called "Preliminary Roster (download)".
4. Save the file locally and edit it.

ACCESS for ELLs Roster Prep

Import/Export Print this page

## General Instructions

## ACCESS for ELLs Roster Prep

**What:** This QuickBase application contains your LEA's preliminary 2014 ACCESS for ELLs roster. You must download the roster then verify,

## LEA Spreadsheet

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



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 Metritech website to order Pre-ID labels and testing materials.

# Data elements to complete for all students



Data Element	Definition
<b>Native Language</b>	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"><li>• SPA = Spanish Castilian</li><li>• AMH = Amharic</li><li>• VIE = Vietnamese</li><li>• CHI = Chinese</li><li>• FRE = French</li></ul>
<b>Date First Enrolled in US School</b>	The date the student first enrolled in a school in the US -- not only at your school ( <i>optional</i> )
<b>Length of Time in LEP ELL Program</b>	Number of years (rounded down) a student has been enrolled in an LEP or ELL program; Kindergarten = 0, etc. ( <i>optional</i> )
<b>Migrant</b>	Migratory Child as defined by Title I, Part C, Sec. 1309; M=Migrant or N=Not Migrant
<b>504 Plan</b>	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
<b>Bilingual/ESL Program Type</b>	<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"> <li>• No Additional Services – if no services are provided</li> <li>• Content Area Tutoring</li> <li>• Content-Based ESL</li> <li>• Developmental Bilingual</li> <li>• Heritage Language</li> <li>• Pull-Out ESL</li> <li>• Sheltered English Instruction</li> <li>• Structured English Immersion or SDAIE</li> <li>• Transitional Bilingual</li> <li>• Dual Language &amp; Two-Way Immersion</li> </ul>
<b>State - Support Delivery Model</b>	<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"> <li>• Not Applicable</li> <li>• Inclusionary Support - Support provided in- the-mainstream classroom</li> <li>• Pull Out For Individualized Support - Pulled out of regular classes</li> <li>• Parental Refusal for Services - Parents have opted out of services for their child</li> <li>• Self-Contained - Usually found only in bilingual classrooms</li> </ul>
<b>Special Accommodations</b>	<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>

# 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 SIS (e.g. PowerSchool) to ensure that the data is 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."*

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 Metritech website to order Pre-ID labels and testing materials.

# Submitting your completed roster



- 1.) Log-in to the “ACCESS Test Roster Prep” app in QuickBase.
- 2.) Scroll down to the section called "LEA Spreadsheet".
- 3.) Click on the pencil icon to the left of the column called LEA\_Code.

## LEA Spreadsheet

Full Report	Grid Edit	Email	More	ACCESS Roster	
	LEA_or_CBO_Code	LEA_or_CBO_Name	Preliminary Roster (Download)	Completed Roster (Upload)	Roster with Revisions (Upload)
	100	Perspectives PCS (training)	<a href="#">Perspectives Prelim Roster.xlsx</a>		

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

A screenshot of the "Edit ACCESS Roster #92" form in QuickBase. The form contains several fields: "LEA\_or\_CBO\_Code" with value "100", "LEA\_or\_CBO\_Name" with value "Perspectives PCS (training)", and "Preliminary Roster (Download)" with a link to "Perspectives Prelim Roster.xlsx" and a "Browse..." button. The "Completed Roster (Upload)" field and its "Browse..." button are circled in red. Below it is the "Roster with Revisions (Upload)" field with a "Browse..." button.

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)



Download your preliminary roster from QuickBase.



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Submit the final roster to the Metritech website to order Pre-ID labels and testing materials.

# Ordering testing materials



## To place your ACCESS booklet order:

- 1.) Access <http://www.metritech.com/wida/login.aspx>
- 2.) Enter your District's User Name and Password.
- 3.) Once logged in, select the link to Place/Update your Order for ACCESS for ELLs.
- 4.) Complete the **tier** and **form** information.

## To submit your roster & order Pre-ID labels:

- 1.) Complete steps 1 and 2 above.
- 2.) Click on the link, "Pre-ID Data File Submission with Data Checking".
- 3.) BROWSE and find your LEA's file.
- 4.) Click the SUBMIT button to post it to MetriTech's website.

The screenshot shows a web interface with a table of order options and two links below it. A red oval highlights the 'View Order' column and the 'ACCESS for ELLs' link. Another red oval highlights the two links at the bottom of the page.

Order Options	
Place/Update Order	View Order
Contact MetriTech Customer Service to order additional materials	<a href="#">ACCESS for ELLs®</a>
	<a href="#">Large Print</a>
	<a href="#">Alternate ACCESS</a>

[Pre-ID Data File Submission With Data Checking](#)

[Pre-ID Data File Upload To MetriTech](#)

**Note:** LEA ELL coordinators should receive an email from MetriTech by March 24 with your District user name & password. If you do not, contact MetriTech to obtain one (800-747-4868; [wida@metritech.com](mailto:wida@metritech.com)).

# MetriTech website screenshots





MetriTech

- CUSTOMER SUPPORT
- CATALOG
- CLIENT AREA
- ITEM WRITING
- EMPLOYMENT
- IPI LTD.

2013 - 2014 Academic Year ACCESS for ELLs



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Welcome Michelle Monday, February 10, 2014

[Logout](#)

**District Name:** Office of the State Supt of Edu

**Contact Information:**

**Contact Name:** Mrs. Michelle Blakey-Tuggle  
**Phone:** (202) 374-1328 Ext:  
**Fax:**  
**Email:** michelle.blakey-tuggle@dc.gov

**Ship Name:** Mrs. Michelle Tuggle

[Edit Your Information](#)

For information about the ACCESS for ELLs<sup>®</sup> and the WIDA Consortium visit [www.wida.us](http://www.wida.us)

**Files for your state:**

**Note:** Right-Click on the links below and choose "Save Target As" or "Save Link As" to save to your local machine.

[2014 WIDA Order Form.doc](#)  
[WIDA PreID Label Data File Format - DC 2014.pdf](#)  
[WIDA Sample PreID File - DC 2014.xls](#)

**Washington DC**

Welcome - if you have questions during the ordering process please contact Customer Service by Phone (800.747.4868) or Email ([wida@metritech.com](mailto:wida@metritech.com)).

**Order Options**

Place/Update Order	View Order
Contact MetriTech Customer Service to order additional materials	<a href="#">ACCESS for ELLs<sup>®</sup></a>
	<a href="#">Large Print</a>
	<a href="#">Alternate ACCESS</a>

[Pre-ID Data File Submission With Data Checking](#)

[Pre-ID Data File Upload To MetriTech](#)

**Key Dates for your State**

3/24/2014 - 4/9/2014  
Test Ordering Window

3/24/2014 - 4/11/2014  
Pre-ID files to MetriTech

# MetriTech website screenshots



[Back to WIDA Home](#)

## [Pre-ID Data File Submission](#)

To Upload your Pre-ID Data File to our secure website, please browse to the file and select 'Submit File'.

For a full description of file formatting, please refer to the documents listed under the section "Files for your State" on the previous page.

Name:

Email:

Phone: (  )  -  Ext:

Note:

File:

### [Uploaded Files:](#)

File Name	Date	Submitted By	Data Check	Action
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Before submitting data, please note the following:

\* Enter all data in a Microsoft Excel spreadsheet or an ASCII (a plain text file) format provided.

\* A student must appear ONLY ONCE in the data set.

\* Do not include any identifying information such as names, addresses, or phone numbers in the data set.

# Notes about MetriTech ordering



- For questions concerning this process, please contact MetriTech at 800-747-4868 or [wida@metritech.com](mailto:wida@metritech.com).
- OSSE will prepare formatting for all LEAs. Therefore, you can disregard the files on your LEA's welcome screen entitled,
  - “WIDA PreID Labels Data File Format - DC 2014.pdf “, and
  - “WIDA Sample PreID File - DC 2014.xls”

# Forms and Tiers



When placing your order, you need to know how many students are in each grade level category (form) and tier. Request only the number of tests needed for each grade (form) and tier.

Element	Definition
Form	The Form levels correspond to specific grade levels K = Kindergarten; 1-2 = Grades 1 – 2; etc.
Tier	Student's language proficiency level, based on classroom progress, past ACCESS for ELLs assessment results, and other assessment results (e.g. WIDA MODEL or W-APT) Tier A = Beginning Tier B = Intermediate Tier C = Advanced Mark a dash (-) for students in Kindergarten

# Thank you



All slides will be posted on the OSSE website. A link will be sent to all webinar participants.

For questions about the administration of the 2014 ACCESS for ELLs please contact Michelle Blakey-Tuggle at 202-374-1328 or [michelle.blakey-tuggle@dc.gov](mailto:michelle.blakey-tuggle@dc.gov).

For questions regarding the roster verification, please contact Katie Williams at 202-550-4952 or [katie.williams@dc.gov](mailto:katie.williams@dc.gov).

For questions about ordering test materials or Pre-ID labels, contact MetriTech at 1-800-747-4868.