District of Columbia
Multi-State Alternate Assessment (MSAA)

MSAA System Access and Registration

Feb. 14, 2017

An overview of LEA responsibilities

- Designate LEA Alternate Assessment Coordinator
- Sign in and maintain access to the MSAA System
- Enter the names of School Test Coordinators (TC)
- Enter the names of School Test Administrators (TA) or delegate this responsibility to School Test Coordinator
- Assign School Test Administrators to classrooms, add classrooms, add students and distribute Test Administrator Manuals (TAMs) to your schools
- Designate participants (TA) and (TC) for completion of required MSAA training

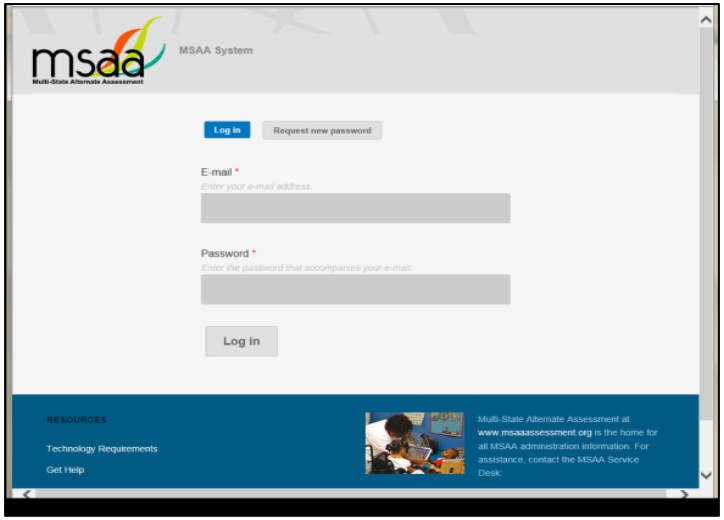
Sign-in to the MSAA System after Email Receipt

From: MSAAServiceCenter@measuredprogress.org
Subject: Important Information from the MSAA System
Date: February 16, 2017

You are receiving this email …..

- If you did not receive a welcome email message, check your spam folder
- If you can't locate the email, contact State MSAA Coordinator Tonya.Mead@dc.gov at (202) 741-5991
- Click on the link provided in the welcome email you have received to change your password

Maintain Access to the MSAA System



- Change your password
- Do not attempt to re-use the temporary link provided in the welcome email from MP

- Instead use this link or URL address for future login attempts

https://www.msaaassessment.org

Maintain Access to the MSAA System

- A user's account will become locked for one hour after five failed attempts to log in. The account can be unlocked in two ways:

  - Re-try in one hour and the account will become unlocked
    - If the user waits just 59 minutes and re-enters his/her password, the system will still be locked
    - Please wait until 60 minutes have expired

  - Unlock the account immediately by requesting a new password from the login screen

- For more information , please refer to the Test Coordinator Users Guide available here

Enter Names of Test Coordinators and Administrators

- Login to the URL: https://www.msaaassessment.org

- Click on my organization

- Select the school for which the TC or TA is affiliated

- Select the *Actions* drop down menu

- Enter the names of the TCs and TAs according to their role

Enter Names of TCs and TAs for Non public Schools

- Select my organization
- Select the school for which the TC or TA is affiliated
- Click the *Actions* drop down menu
- Enter the names of the TC and TAs according to their role

If any testing campus or non-public is not listed, please contact Tonya.Mead@dc.gov or call 202) 741-5991 for instructions

Ensure Test Administrator Assignment

- Review student names for every school listed in your LEA (including non-publics). Members of the testing cohort were registered into the MSAA system for you by OSSE
- Select a **school** listed in the My Organizations tab
- Select the *Actions* drop down menu
- Select add a classroom
- The add classroom form will open
- Enter classroom information, assign TAs and manage appropriately

Manage Classroom Information

- Once a TA is assigned to a classroom, the TA will only be able to view and start tests* for students associated with his or her classroom

  *instructions for doing so will be provided by the vendor during the March 8, 2017 webinar and subsequent training modules available on March 13, 2017

- Users can be assigned to more than one organization (school or classroom)

- For more information , please refer to the Test Administrator Users Guide

Add Students

- Contact Tonya Mead, the State MSAA Coordinator ,at Tonya.Mead@dc.gov or (202) 741-5991

Distribute TAMs to your Schools

- Watch for the TAMs to arrive directly from the testing vendor to your LEA during the week of March 8, 2017

- You may also download the TAMs from the OSSE website

- OSSE has ordered one TAM for every five students, based upon the students registered into the MSAA system by OSSE and determined eligible as of Jan. 23, 2017

- Remember to distribute the TAMs to your schools and to the non public schools serving your affiliated students

Participate in MSAA Training

- There are three specific trainings for MSAA

  - This presentation was developed by OSSE and provides an introduction to the MSAA access and registration process

  - The March 8, 2017 webinar was developed by the test vendor, Measured Progress and provides an overview of the required training modules to be made available online by March 13, 2017

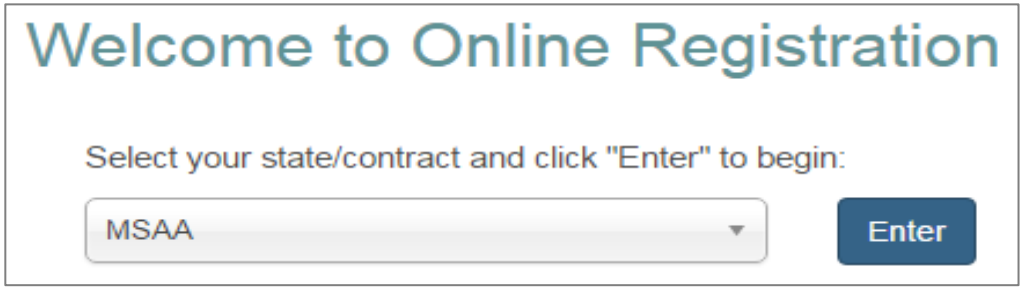
  - The training modules (broadcast by March 13, 2017) developed by the test vendor represent a requirement for administering the MSAA. A passing score of 80 percent is mandatory to gain access to the testing platform. These benchmarks were established by the consortium of states participating in MSAA

Participate in MSAA Training

- Register by **Tuesday, March 7, 2017**

  Go to: https://iregister.measuredprogress.org/client

- Select **MSAA*** from the drop-down list and click **Enter**



*During the March 8, 2017 webinar, Measured Progress will provide a general overview of MSAA and help the participants orient toward the required modules. The training modules are scheduled to be broadcast on-line by March 13, 2017

Participate in MSAA Training

- Choose a session

MSAA Test Administration Webinars , March 8, 2017
(both sessions cover the same content)
Session 1: 10 a.m.- 12:00 p.m.
Session 2: 1:00 p.m. 3:00 p.m.

- Under the ***Participant Details*** section, complete the required fields (asterisk (*) denotes required fields) and click **Register**

- You will then see a “Registration Successful!” confirmation page and receive a confirmation email with session details

Participate in MSAA Training

- Test Administrators must complete the required MSAA Test Administration Training

- The MSAA Test Administration Modules will be available March 13, 2017 and participation is required

- There are end-of-module quizzes and an end-of –training final quiz whereby Test Administrators must pass with at least an 80 percent accuracy score to administer the MSAA assessment

- More information on gaining access to the MSAA required training modules will be made available during the overview of the MSAA system held during the March 8, 2017 webinar, as the modules have not been broadcast live by the vendor yet

For more information

FIND US

ADDRESS: 810 First St. NE, 9th Floor,
Washington, DC 20002

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www.osse.dc.gov

POC: **OSSE**

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Assessment Specialist
Division of Data, Assessment & Research

Thank you!