

WIDA ACCESS Reminders

Two ACCESS for ELLs windows open up this Monday, October 1.

Both processes are key to getting students entered into the WIDA Assessment Management System, getting the proper physical materials and getting the correct labels for those students who need physical materials.

Materials Ordering Window

10/1 – 11/8

Responsibility: District Test Coordinator or EL Coordinator

The Materials Ordering and English Learner (EL) count window opens in WIDA AMS (<https://www.wida-ams.us>) for districts to enter student counts for each school at each grade.

All students to be tested MUST be included in the student counts - even if they are only testing online and do not need paper materials.

An email with basic information about this process was sent this past Monday to those with district access in WIDA AMS. You can view that email here:

<http://s2720.t.en25.com/e/es.aspx?s=2720&e=123773&elqTrackId=9006bf4d99a54a5a8c20e728a3d517d0&elq=22023c121ef8437da1948fdeccc5a411&elqaid=4453&elqat=1>

A training video on completing this process is available on the WIDA Website at

<https://portal.wida.us/ACCESSTraining/Online/modules/OrderingMaterials/presentation.html>

Complete instructions on this process can be found in the [WIDA AMS User Guide](#). The [Test Coordinator Manual](#) also provides an overview of the steps for the ordering process.

DESE Precode Process

10/1 – 11/2

Responsibility: Generally the person working with MOSIS and the SIS in the district

Districts will complete the precode file and submit it to DESE by 11/2. Participating in the pre-code process will populate students into WIDA AMS and allow DRC to create labels for students using physical test materials.

Take the following steps to complete the precode process:

Step One: The District Test Coordinator or EL Coordinator should determine which students are ELs and need to take ACCESS. All **current** ELs take the ACCESS assessment. This includes any students marked as LEP_RCV or LEP_NRC in MOSIS. Former ELs (now coded MY1, MY2, AY3, AY4) do **NOT** take ACCESS.

Step Two: Get the file layout for the ACCESS Assessment. The layout can be found at <https://dese.mo.gov/data-system-management/core-datamosis/file-layouts-2018-2019> >2018-2019 Assessment Precode>WIDA ACCESS

Step Three: Using your student information system, populate the file with students taking the assessment. The yellow fields are required and the blue fields are optional.

Step Four: Once all your students are in the file, save the file as either a .csv or .txt format.

Step Five: Login the MOSIS Data Collection site. On the Welcome To MOSIS Data Collection page, locate the link for the 2019 WIDA ACCESS Precode.

Step Six: Click on the link that says “Run A Trial” and upload your file of students.

Step Seven: Once the file is uploaded, click on the “Errors and Warnings” link to resolve any issues with the file. If there are no issues, or once the error link shows zero (0), the “Certify” button should become active.

Step Eight: Click on the certify button and assure the data is correct.

Follow Up: At any point after certification, prior to the close of the window on 11/2, districts may verify and update their data.

To ensure you have student counts correct, please review the Assessment Pre-Code Aggregation Report (PDF).



The screenshot shows a web interface with three main sections: 'Records', 'Edits', and 'Reports'. Under 'Records', there is a link for 'Assessments'. The 'Edits' section displays a message: 'Congratulations! Your submission has no violations.' The 'Reports' section contains two links: '2018 Assessment Pre-Code Aggregation Report (PDF)' and '2018 Assessment Pre-Code Aggregation Report with Charts (PDF)'. A mouse cursor is visible over the 'Edits' section.

In the bottom left of the report, student counts by grade can be found. Please verify these numbers with the District Test Coordinator or EL Coordinator prior to the close of the window.

studentGradeLevel	Count	% Total
PK	0	0.0%
K	155	12.3%
KA	0	0.0%
KP	0	0.0%
01	142	11.3%
02	134	10.7%
03	166	13.2%
04	152	12.1%
05	136	10.8%
06	44	3.5%
07	67	5.3%
08	64	5.1%
09	57	4.5%
10	56	4.5%
11	44	3.5%
12	41	3.3%
	0	0.0%

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