



**Montana**

**Office of Public Instruction**

# Access to Assessment Systems

Marcy Fortner | Office of Public Instruction | Assessment Division

**2020 OPI Data and Assessment Conference**

# Session Objectives

- Learn to navigate the MontCAS sites and portals.
- Learn how to manage user accounts to administer the MontCAS assessments.
- Be familiar with the levels of accounts in the different portals and sites.
- Have a list of resources to provide additional support for navigating the systems.

# Who is here today?

1. [www.menti.com](http://www.menti.com)
2. Plug in the code
3. Respond to the question:

What is your role at your school/district?

# You want me to go where?

---

Smarter Balanced **AMSA** ?  
msaa **DRE Direct**  
**MSA** ACCESS for ELLs  
PANext **ORS** **MontCAS** ?  
WIDA **AMS** **TIDE** ePass **WIDA**  
? **AIR PORTAL**  
**ACT with Writing**



# Assessment Overview

**MontCAS**

Montana  
Comprehensive  
Assessment  
System

I

## **SBAC**

Smarter  
Balanced  
Assessment  
Consortium

## **MSAA**

Multi  
State  
Alternate  
Assessment

## **ACT** with Writing

American  
College  
Testing

## **MSA**

Montana  
Science  
Assessment

## **AMSA**

Alternate  
Montana  
Science  
Assessment

## ACCESS for **ELLs**

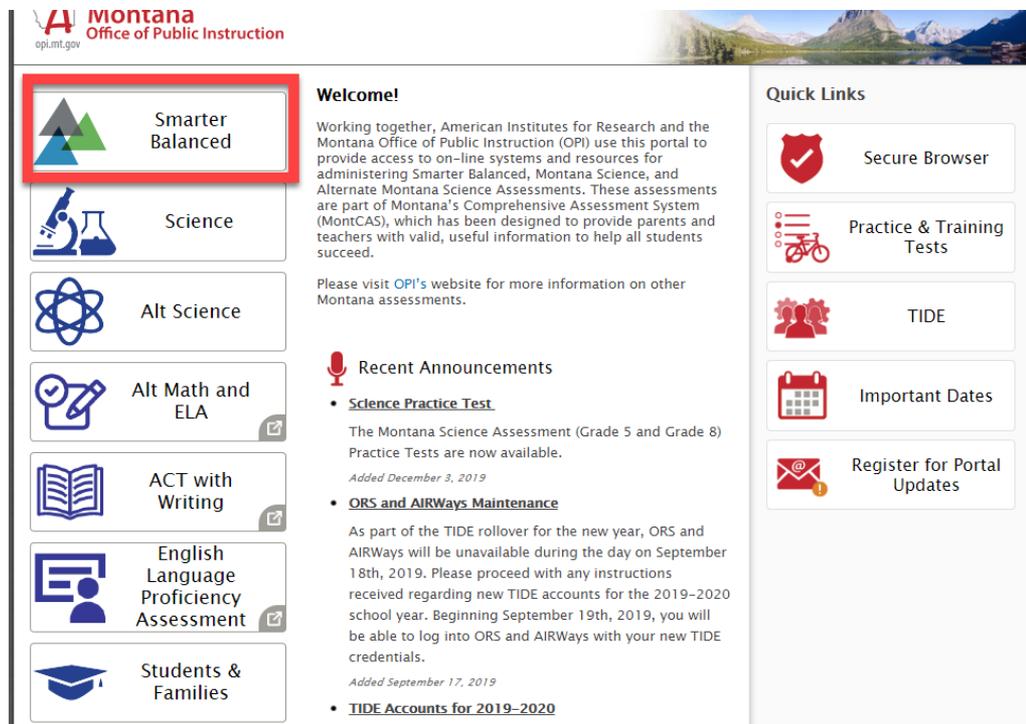
English  
Language  
Learners

Smarter Balanced test management is located in the MT/AIR Portal. The portal provides access for user management, summative and interim test management and administration, and score reporting.

Additional support for the Smarter Balanced assessment can be found on the Smarter Balanced website, and resources to support formative classroom work can be found on the Digital Library site.

## Assessment Management Site: AIR/MT Portal

URL: <https://mt.portal.airast.org/>



**Montana**  
Office of Public Instruction  
opi.mt.gov

**Smarter Balanced**

**Science**

**Alt Science**

**Alt Math and ELA**

**ACT with Writing**

**English Language Proficiency Assessment**

**Students & Families**

**Welcome!**

Working together, American Institutes for Research and the Montana Office of Public Instruction (OPI) use this portal to provide access to on-line systems and resources for administering Smarter Balanced, Montana Science, and Alternate Montana Science Assessments. These assessments are part of Montana's Comprehensive Assessment System (MontCAS), which has been designed to provide parents and teachers with valid, useful information to help all students succeed.

Please visit OPI's website for more information on other Montana assessments.

**Recent Announcements**

- Science Practice Test**  
The Montana Science Assessment (Grade 5 and Grade 8) Practice Tests are now available.  
*Added December 3, 2019*
- ORS and AIRWays Maintenance**  
As part of the TIDE rollover for the new year, ORS and AIRWays will be unavailable during the day on September 18th, 2019. Please proceed with any instructions received regarding new TIDE accounts for the 2019-2020 school year. Beginning September 19th, 2019, you will be able to log into ORS and AIRWays with your new TIDE credentials.  
*Added September 17, 2019*
- TIDE Accounts for 2019-2020**

**Quick Links**

- Secure Browser
- Practice & Training Tests
- TIDE
- Important Dates
- Register for Portal Updates



Home Users Resources FAQs Supported Browsers

**A+ Montana**  
Office of Public Instruction  
opi.mt.gov

TIDE

Practice & Training Test Administration

TA Practice and Training Site

AIRWays Interim Reporting

Test Administration

Interim Assessment Viewing Application

Smarter Balanced Resources

Manuals for Online Testing

Online Reporting System

Test Administrator Certification

Digital Library

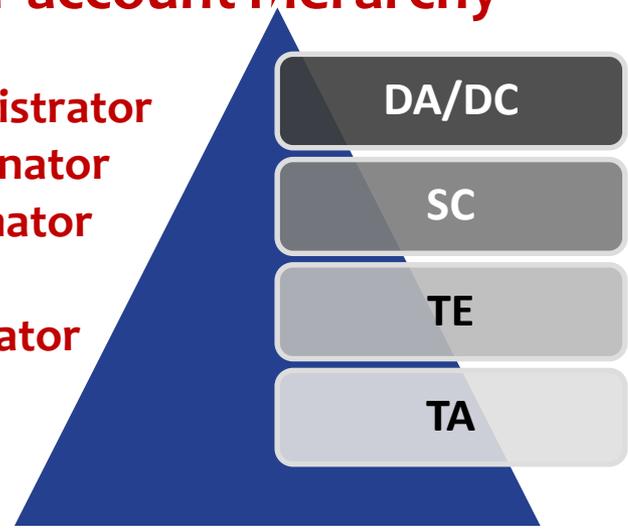
Inbox



A padlock indicates a secure log in is required to gain access to the next screen.

## AIR Portal user account hierarchy

- DA: District Administrator**
- DC: District Coordinator**
- SC: School Coordinator**
- TE: Teacher**
- TA: Test Administrator**



## User Roles and Access to Montana Comprehensive Assessment Systems for 2019-2020

The following table indicates which users can access the features and tasks within each Montana Comprehensive Assessment online testing system. The corresponding user guide for each system contains complete information about each feature.

Task or Site	DA*	DC*	SC*	TE*	TA*
<b>Test Information Distribution Engine (TIDE)</b>					
<b>Managing Students</b>					
Viewing/Exporting Test Settings	✓	✓	✓	✓	✓
Editing Test Settings	✓	✓	✓	✓	✓
Uploading Test Settings through File Uploads	✓	✓	✓	✓	
Printing Test Tickets	✓	✓	✓	✓	✓
<b>Managing Users</b>					
Adding Users	✓	✓	✓		
Viewing/Editing/Exporting Users**	✓	✓	✓		
Uploading User through File Uploads	✓	✓	✓		
Deleting Users	✓	✓	✓		
<b>Managing Rosters</b>					
Adding Rosters	✓	✓	✓	✓	
Viewing/Editing/Exporting Rosters**	✓	✓	✓	✓	
Uploading Rosters through File Uploads	✓	✓	✓	✓	
Printing from Roster List	✓	✓	✓	✓	
Deleting Rosters	✓	✓	✓	✓	
<b>Appeals</b>					
Filing an Appeal	✓	✓	✓		
<b>Monitoring Test Progress</b>					
Generating Plan and Manage Testing Reports	✓	✓	✓	✓	✓
Generating Test Completion Rates Reports	✓	✓	✓	✓	✓
Generating Test Status Code Reports	✓	✓	✓		

Task or Site	DA*	DC*	SC*	TE*	TA*
<b>Test Information Distribution Engine (TIDE)</b>					
<b>Accessing Global Features</b>					
Downloading Files from the Inbox	✓	✓	✓	✓	✓
<b>Test Administration (TA) Sites</b>					
Accessing TA Interface	✓	✓	✓	✓	✓
Accessing TA Certification Site	✓	✓	✓	✓	✓
Accessing Assessment Viewing Application	✓	✓	✓	✓	✓
<b>Online Reporting System (ORS)</b>					
<b>Managing Score Reports</b>					
Viewing School Listing Report	✓	✓	✓		
Viewing Teacher Listing Report	✓	✓	✓	✓	
Viewing Roster Listing Report	✓	✓	✓	✓	
Viewing Student Listing Report	✓	✓	✓	✓	
Viewing Individual Listing Report	✓	✓	✓	✓	
<b>Managing Reports</b>					
Viewing Summary Statistics	✓	✓	✓	✓	
Retrieving Student Results	✓	✓	✓	✓	
<b>Searching Students</b>					
Searching for Students	✓	✓	✓	✓	
<b>AIRWays</b>					
District Assessment Report	✓	✓			
School Assessment Report	✓	✓	✓		
Teacher Assessment Report	✓	✓	✓	✓	
Student Assessment Report	✓	✓	✓	✓	
Managing Roster	✓	✓	✓	✓	
Managing Test Reasons	✓	✓	✓	✓	
*DA - District Administrator; DC -District Test Coordinator; SC – School Test Coordinator; TE – Teacher; TA – Test Administrator ** Some roles have view-only access to this feature.					

In the AIR Portal, user management takes place in the TIDE tile (Test Information Distribution Engine).



*DA, DC, and SC view*

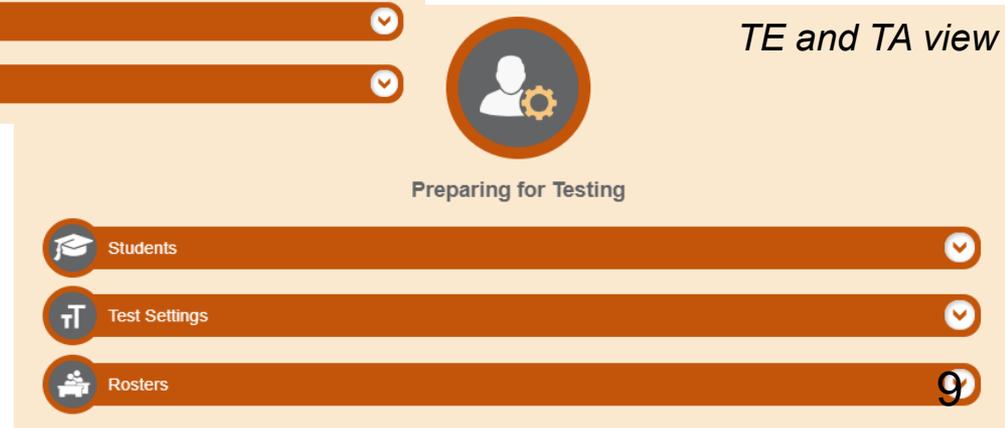


Preparing for Testing

- Users
- Students
- Test Settings
- Rosters

This interface shows a user management menu for DA, DC, and SC roles. It features a circular icon with a person and a gear, followed by the text 'Preparing for Testing'. Below this are four orange horizontal buttons with icons and labels: 'Users' (person icon), 'Students' (graduation cap icon), 'Test Settings' (test icon), and 'Rosters' (classroom icon). Each button has a dropdown arrow on the right.

*TE and TA view*



Preparing for Testing

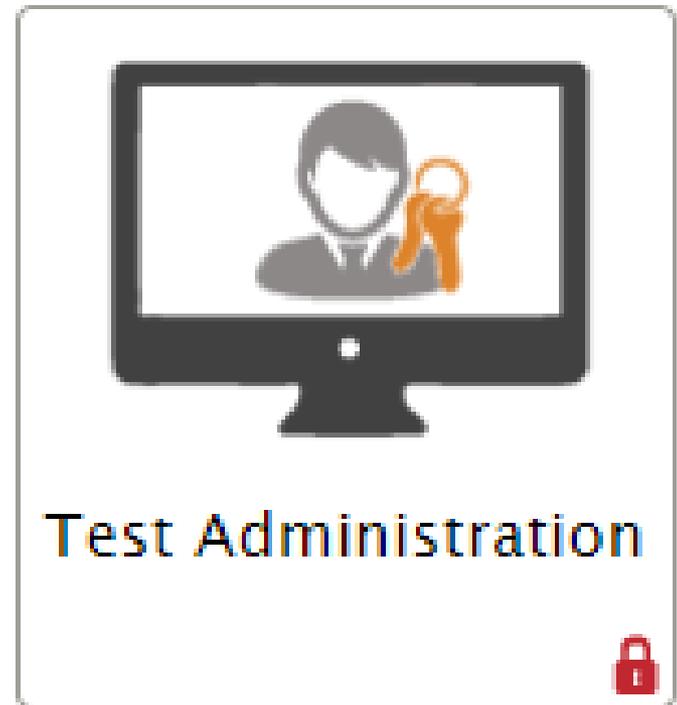
- Students
- Test Settings
- Rosters

This interface shows a user management menu for TE and TA roles. It features a circular icon with a person and a gear, followed by the text 'Preparing for Testing'. Below this are three orange horizontal buttons with icons and labels: 'Students' (graduation cap icon), 'Test Settings' (test icon), and 'Rosters' (classroom icon). Each button has a dropdown arrow on the right.

**SC role and above will have access to user management in the TIDE tile.**

Test Administration is accessed on the AIR Portal with the “Test Administration” tile from the home page.

Both Summative and Interim test administration is found in this tile.



Using the Online Reporting System (ORS) tile, users can view and download student results and view score reports.



### District & School Level Data

Name	Number of Students	Average Scale Score	Percent Proficient	Percentage in Each Achievement Level
Montana	11005	2424 ±1	48	26 26 25 23
X District		2434 ±12	53	19 28 31 22
School X		2434 ±12	53	19 28 31 22

### Class Level Data

Name	SSID	Scale Score	Achievement Level
		2416 ±23	Level 2
		2403 ±25	Level 2
		2347 ±29	Level 1

### Student Level Data

Target	Areas of Strongest and Weakest Performance	Areas Where Performance Indicates Proficiency
<b>Reading</b>		
Literary Texts		
Target 1 (Literary Text) KEY DETAILS: Given an inference or conclusion, use explicit details and implicit information from the text to support the inference or conclusion provided.	=	✓
Target 2 (Literary Text) CENTRAL IDEAS: Identify or determine a central message, lesson or moral and explain how it is conveyed in the text through key details, key events, or the sequence of events.	=	○
Target 3 (Literary Text) WORD MEANINGS: Determine intended meanings of words, including words with multiple meanings (academic/tier 2 words), based on context, word relationships, word structure (e.g., common roots, affixes), or use of reference materials (e.g., beginning dictionary), with primary focus on determining meaning based on context and the academic (tier 2)	=	○ 11

## Training Tiles



Practice & Training  
Test Administration



TA Practice and  
Training Site



Test Administrator  
Certification

## Interim Assessment Tiles



AIRWays Interim  
Reporting



Interim Assessment  
Viewing Application

**Remaining  
tiles on the  
Smarter  
Balanced  
Home Page**

## Inbox Tile



Inbox

## Resource Tiles



Digital Library



Smarter Balanced  
Resources



Manuals for Online  
Testing



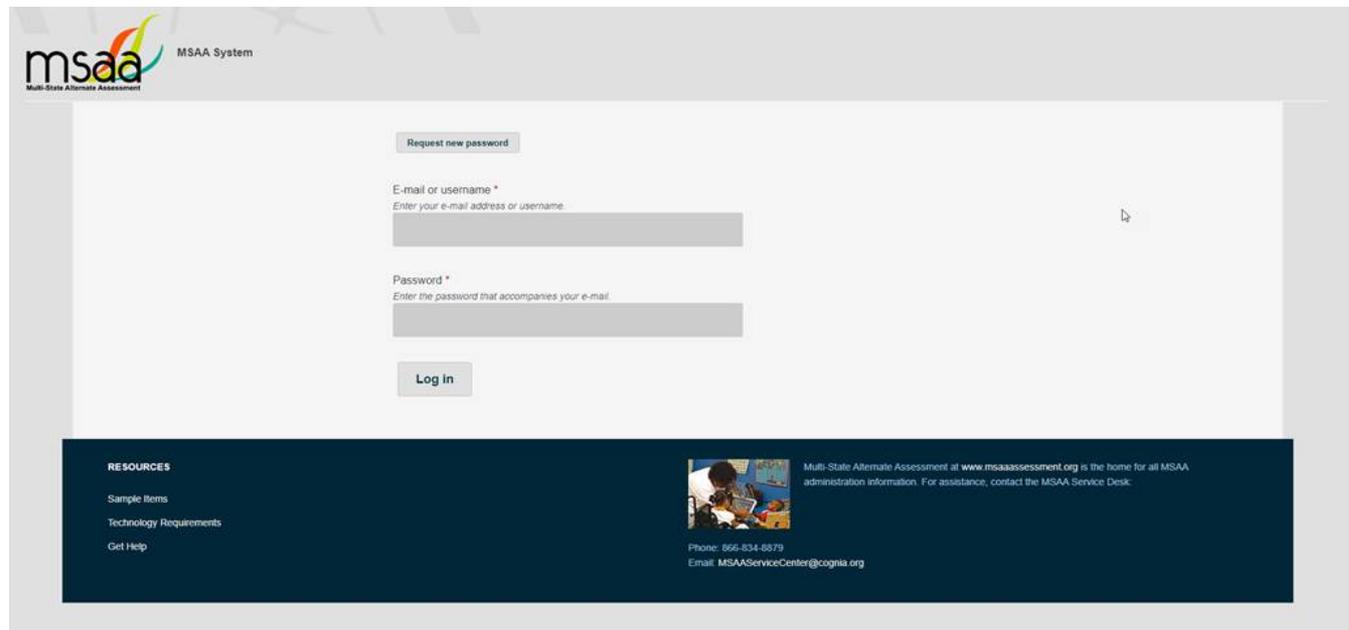
- Instructional Resources
  - Ideas, activities, tools, and lessons for classroom use
- Professional Learning Resources
  - Focus on educator professional development, mentoring, and coaching
- Playlist Resources
  - Digital Library resources that focus on same or similar content
  - Organized into progressions of skills or understanding

URL:

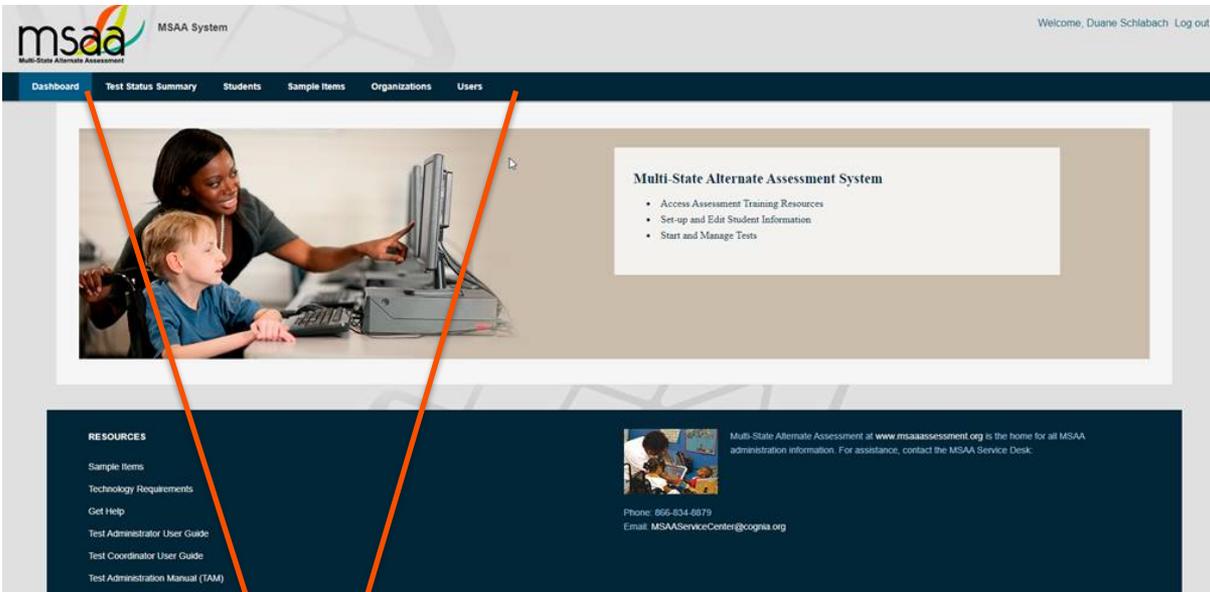
<https://www.msaaassessment.org/user?destination=tap/users>

- Secure user access
- Everything in one place

*The MSAA system is currently down. It will be accessible by users in March.*



The screenshot shows the MSAA System login interface. At the top left is the MSAA logo with the text "MSAA System" and "Multi-State Alternate Assessment". Below the logo is a "Request new password" button. The main form area contains two input fields: "E-mail or username \*" with the instruction "Enter your e-mail address or username" and "Password \*" with the instruction "Enter the password that accompanies your e-mail". Below these fields is a "Log In" button. At the bottom of the page, there is a dark blue footer containing "RESOURCES" with links for "Sample Items", "Technology Requirements", and "Get Help". To the right of the resources is a small image of a child and text providing contact information for the MSAA Service Desk: "Multi-State Alternate Assessment at www.msaaassessment.org is the home for all MSAA administration information. For assistance, contact the MSAA Service Desk. Phone: 866-834-6879 Email: MSAAServiceCenter@cognia.org".



The screenshot shows the MSAA System dashboard. At the top left is the MSAA logo and the text "MSAA System". At the top right, it says "Welcome, Duane Schlabach Log out". Below this is a navigation bar with tabs: "Dashboard", "Test Status Summary", "Students", "Sample Items", "Organizations", and "Users". The main content area features a large image of a teacher and a student at a computer. To the right of the image is a box titled "Multi-State Alternate Assessment System" with a bulleted list: "Access Assessment Training Resources", "Set-up and Edit Student Information", and "Start and Manage Tests". Below the main content is a "RESOURCES" section with links to "Sample Items", "Technology Requirements", "Get Help", "Test Administrator User Guide", "Test Coordinator User Guide", and "Test Administration Manual (TAM)". To the right of the resources is a small image of a student and text: "Multi-State Alternate Assessment at [www.msaaassessment.org](http://www.msaaassessment.org) is the home for all MSAA administration information. For assistance, contact the MSAA Service Desk. Phone: 855-834-6879 Email: [MSAAServiceCenter@cognia.org](mailto:MSAAServiceCenter@cognia.org)".

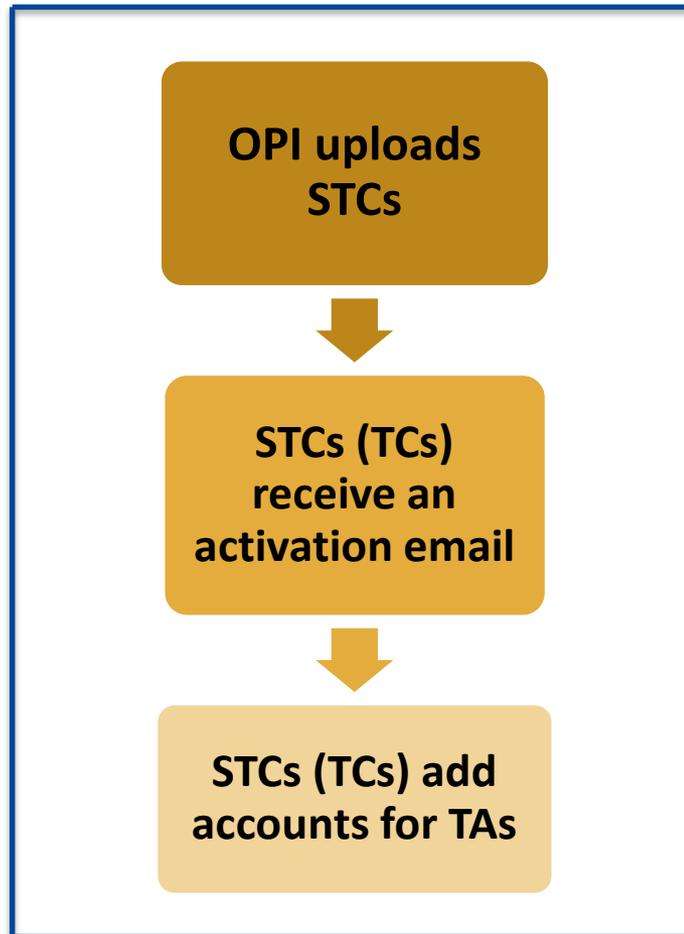
### Tabs include:

- **Test Status Summary** – the area in which users can manage testing and check on test status
- **Students** – the student management area (the OPI uploads students)
- **Sample Items** – to view sample items for the assessment
- **Organizations** – a list of the schools attached to your district
- **Users** – the area for user management

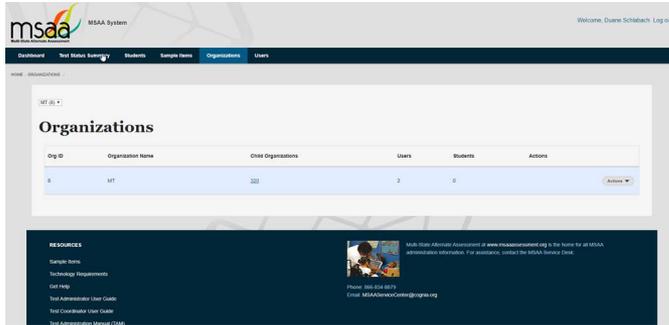


A close-up view of the navigation tabs from the MSAA System dashboard. The tabs are: "Test Status Summary", "Students", "Sample Items", "Organizations", and "Users".

### Users

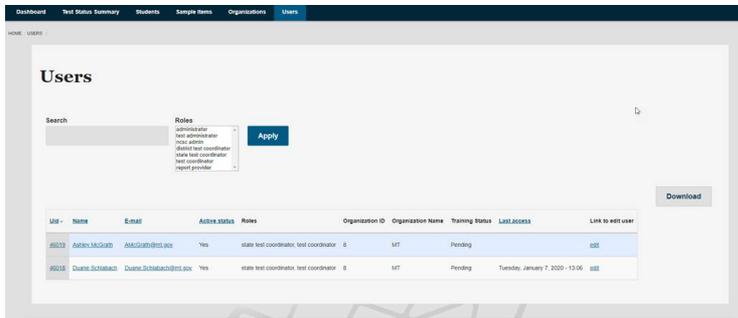


- In the MSAA system:
- STCs are referred to as TCs (Test Coordinators)
  - TAs are referred to as TAs (Test Administrators)



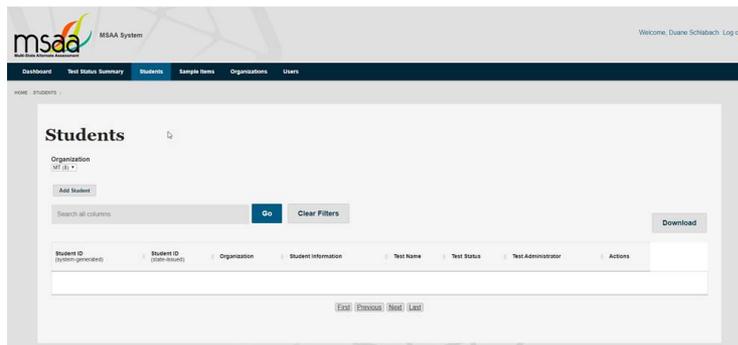
The Organization tab provides STCs with information about the organizational ID, Child organizations, users, and students.

### Organization tab



The Users tab is the screen in which STCs will add the TC user accounts for their districts and school.

### Users tab

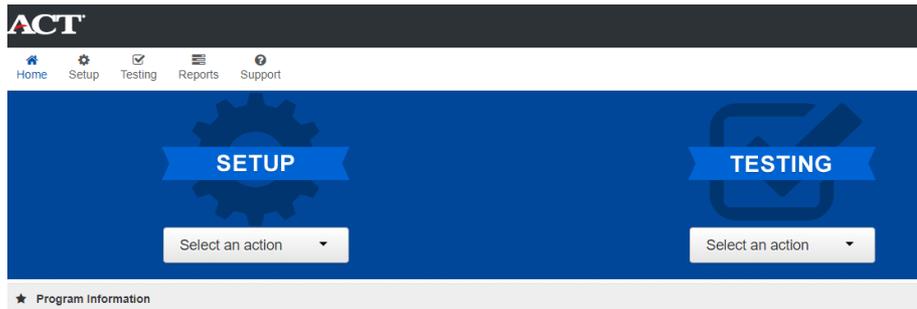


The Students tab can be used to view and confirm student profiles.

### Students tab

The ACT with Writing is our ELA, Math, and Science assessment for Grade 11 beginning this year. ACT is one of the assessments with two sites – an assessment management portal and an informational site.

## PearsonAccess Next (PA<sup>Next</sup>)



★ Program Information

Montana State Testing  
Phone: 844.867.2569  
Website: [Montana Office of Public Instruction](#)

**ACT with Writing Test Dates:**

Initial Paper - Standard test day  
March 24, 2020

Initial Paper - Accommodations window  
March 24 - 27, 2020

March 30 - April 3, 2020

Initial Online - Standard & Accommodations window  
March 24 - 26, 2020  
March 31 - April 2, 2020

## ACT State and District Testing Montana Page State of Montana

ACT State Testing



### Welcome to Your Testing Program

## Navigating Your ACT State Testing Webpage

Features, Organization, and Resources

Watch Video →

PearsonAccess<sup>Next</sup> (PA Next)

URL: <https://testadmin.act.org/customer/index.action>

- Secure site – username and password required
  - Test Management – Online and Paper
    - Student Management
      - User Management
        - Reporting

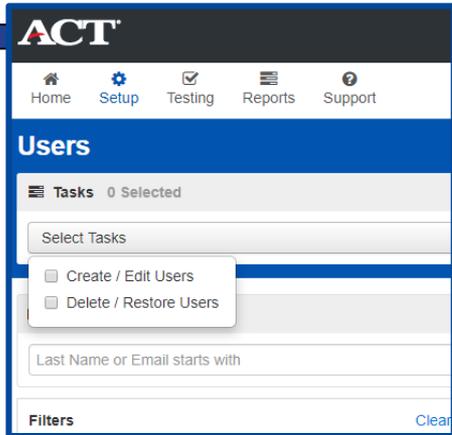
## PA Next: “Contacts” versus “Users”

### Contact

- Receives ACT communications
- Must also be a ‘user’
- Only 2 may be entered in the system
- ‘District Coordinator’ and ‘Test Administrator’

### User

- Can perform tasks in PA<sup>Next</sup>
- Does not receive ACT communication
- ‘Room Supervisor’ and ‘Technology Coordinator’



The OPI uploads STCs to the system as District Coordinators – ‘DC’. The DC is a user and a contact and the STC then adds school level staff.

## Test Administrator

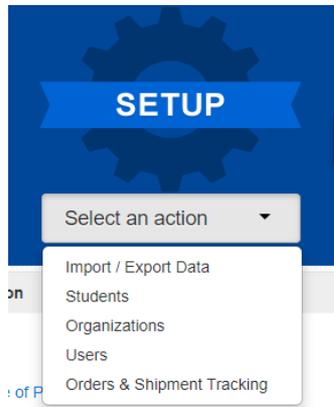
- If there is an ACT Test Coordinator at the district, he/she is added as a ‘user’ and a ‘contact’.

## Technology Coordinator

- Added as ‘users’ for online testing.
- Will not receive ACT communications.

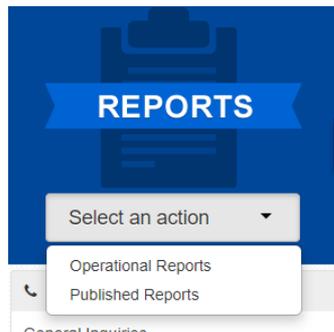
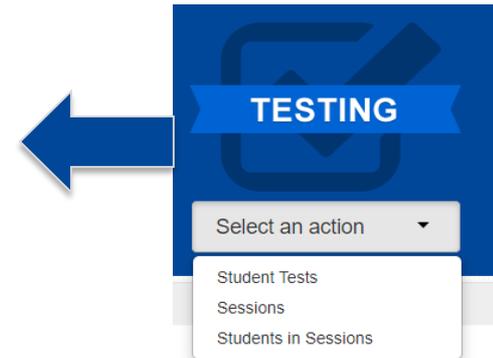
## Room Supervisor

- Added as ‘users’ for online testing.
- Will not receive ACT communications.



In addition to User Management, this tab is used for student management and materials ordering. Tasks under these items are assigned by ACT and 'Contacts' will receive communication about when and how to complete them.

The 'Testing' icon is used only for systems electing to administer the ACT with Writing online. Online test management is completed here.



The 'Reports' icon provides access to reports in the following categories:

- Student and Registration reports
- Online Testing reports
- Orders & Shipment Tracking reports

## ACT State and District Testing: Montana Page

url: <https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/montana/the-act.html>

### State of Montana

ACT State Testing



Welcome to Your Testing Program

### The ACT Test

Learn about the administration of the ACT test.

The ACT Test Resources

### PreACT

Information about the administration of the PreACT.

PreACT Resources

## The ACT Test: Montana

### Important Dates

#### Test Dates

##### The ACT Taken on Paper

- Initial Test Date: March 24, 2020
- Accommodations Testing Window: March 24 - 27, 2020 and March 30 - April 3, 2020
- Makeup Test Date: April 7, 2020
- Makeup Accommodations Testing Window: April 7 - 10, 2020 and April 13 - 17, 2020
- Emergency Paper Test Date: April 21, 2020
- Emergency Accommodations Testing Window: April 21 - 24, 2020 and April 27 - May 1, 2020

##### The ACT Taken Online

- Online Testing Window: March 24 - 26, 2020
- Makeup Online Window: April 7 - 9, 2020 and April 13 - 16, 2020
- Emergency Online Window: April 21 - 23, 2020 and April 28 - 30, 2020

[Schedule of Events \(pdf\)](#)

### Quick Links

[PearsonAccess<sup>next</sup>](#)

[Test Accessibility & Accommodations System \(TAA\)](#)

To search a variety of state testing content, click [here](#)

### Contact Information

ACT General Questions:  
800.553.6244, ext. 2800  
[contact form](#)  
Accommodations:  
800.553.6244, ext. 1788  
[ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

State Code: 27

State Policy Questions:  
OPI Assessment: 844.867.2569  
Website: [Montana Office of Public Instruction](#)

## Important Links

[Schedule of Events](#)

[PearsonAccess<sup>next</sup>](#)

### Orientation

- Get oriented with the testing program.

### Configuration

- Configure testing setup and systems.

### Verification

- Verify needs for accommodations and/or supports.

### Preparation

- Prepare for testing.

### Administration

- Administer the test successfully.

### Transportation

- Transport materials and data to ACT.

### Interpretation

- Interpret score reports and test data.

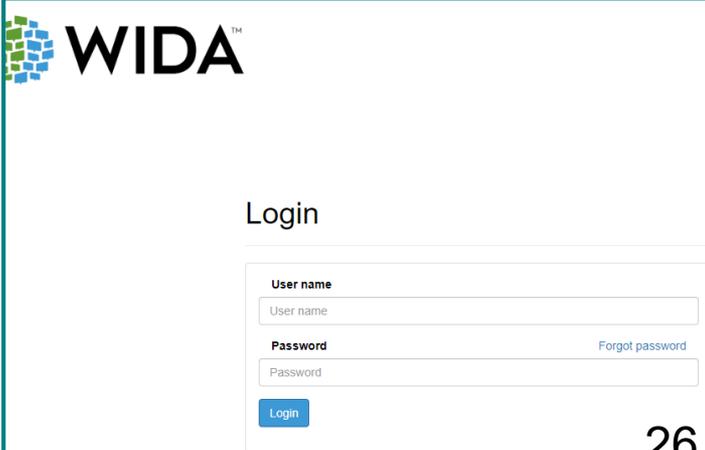
There are two sites associated with the ACCESS for ELLs assessment.

- **WIDA AMS**
  - **ACCESS for ELLs test management site**
  - **WIDA Screener Online management site**
  - **Hosted by DRC (many people refer to this as the ‘DRC site’)**
- **WIDA Secure Portal**
  - **Test Administrator training site**
  - **Test preparation, administration, and post-testing resources live here**
    - **Test Administrator’s Manual**
    - **Training Courses and Webinar**

## WIDA Secure Portal (the training site)

**URL:** <https://identity.wida.us/account/login>

- **Secure site: username and password required**
- **Before, during, and after testing resources**
- **Training courses**
- **Webinars**



The image shows a screenshot of the WIDA Secure Portal login page. At the top left is the WIDA logo, which consists of a grid of colored squares (green, blue, yellow) followed by the text "WIDA™". Below the logo, the word "Login" is centered. The login form contains two input fields: "User name" and "Password". The "User name" field has a placeholder text "User name". The "Password" field has a placeholder text "Password" and a "Forgot password" link to its right. Below the input fields is a blue "Login" button.

# ACCESS for ELLs

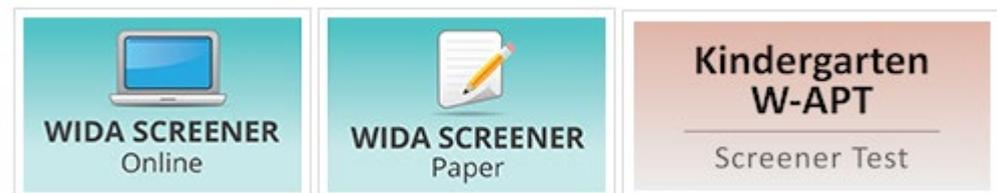
## ACCESS for ELLs Training Courses



Training tiles take user to self-guided training courses to prepare for administering the **ACCESS for ELLs** assessments. The Facilitator Toolkit has resources designed for trainers who facilitate face-to-face trainings.

The WIDA Screener or the W-APT test materials and training can be accessed on the Screener Test Materials & Training tiles.

## Screener Test Materials & Training





# ACCESS for ELLs

ACCESS for **ELLs**

English  
Language  
Learners

## WIDA AMS – test management site

**URL:** <https://www.drctdirect.com/all/eca-portal-ui/welcome/WIDA>

- **Secure site: username and password required**
- **Student management**
- **ACCESS for ELLs test management**
- **WIDA Screener Online management site**
- **Materials management**
- **Reports management**

**DATA RECOGNITION CORPORATION**

Welcome to the WIDA Assessment Management System (AMS)!

This website supports your preparation for and administration of ACCESS for ELLs suite of assessments and WIDA Screener Online.

**Logging into WIDA AMS**

To access WIDA AMS, login using your username (email address) and password. If you do not know your username or password use the forgot username or password link.

If you do not have a WIDA AMS login, please see the "Logging in" section of your state page by selecting your state from the WIDA consortium map or drop down on the WIDA website. The WIDA Client Services Center can also assist you.

**Please Log In**

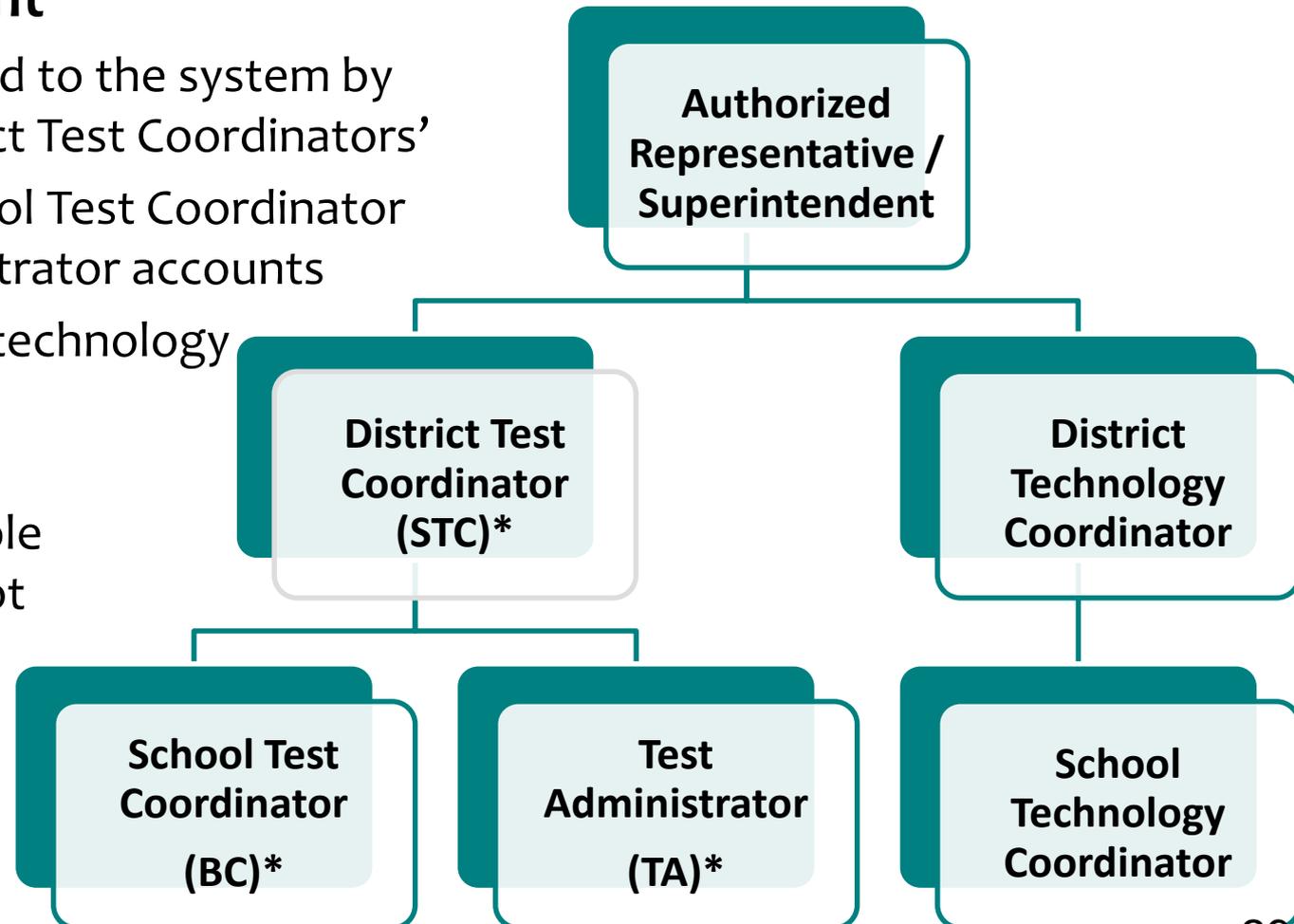
Username  
  
username is required

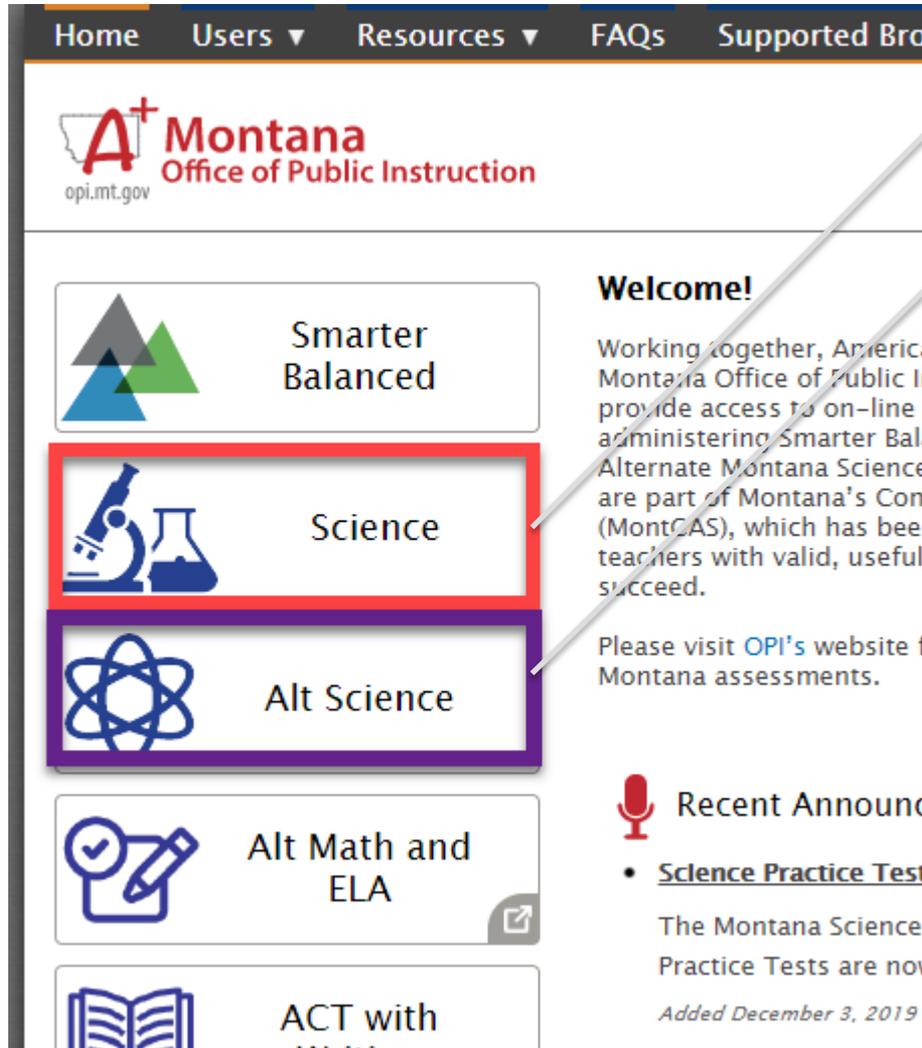
Password  
  
password is required

[Forgot your username or password?](#)

## User Management

- STCs are uploaded to the system by the OPI as ‘District Test Coordinators’
- STCs create School Test Coordinator and Test Administrator accounts
- STCs also create technology user accounts
- On the chart, the \* indicates OPI role designations – not WIDA Secure Portal role designations





The screenshot shows the Montana Office of Public Instruction website. The navigation bar includes Home, Users, Resources, FAQs, and Supported Bro. The main header features the Montana A+ logo and the text 'Montana Office of Public Instruction'. Below the header, there are several content blocks: 'Smarter Balanced' with a logo of three triangles; 'Science' with a microscope and flask icon, highlighted with a red border; 'Alt Science' with an atom icon, highlighted with a purple border; 'Alt Math and ELA' with a pencil and checkmark icon; and 'ACT with' with an open book icon. A 'Welcome!' message is visible, along with a 'Recent Announcements' section featuring a microphone icon and a link to 'Science Practice Test'.

## Montana Science Assessment

## Alternate Montana Science Assessment

Assessment management site:  
**AIR/MT Portal**

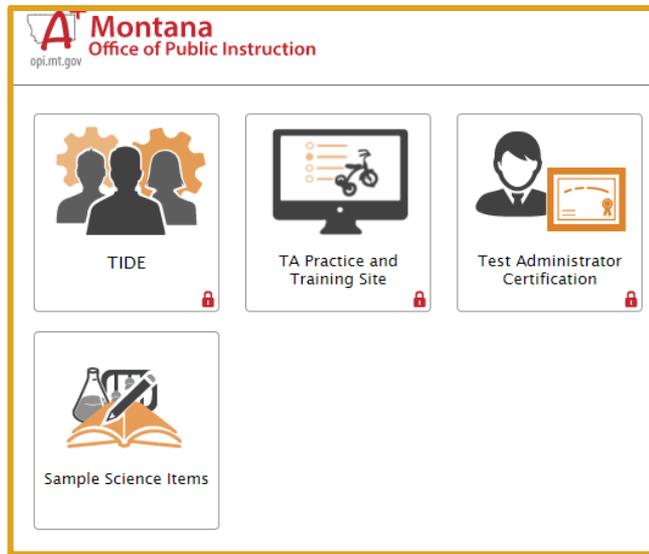
**URL:**

**<https://mt.portal.airast.org/>**

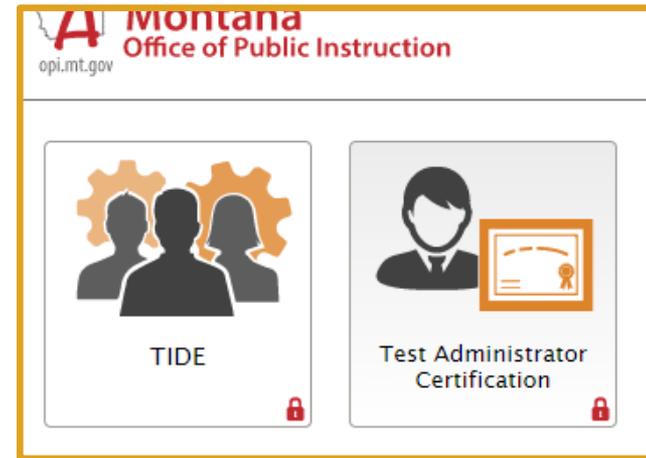
- Same portal as the Smarter Balanced assessment
- Same user hierarchy

The tiles for science mirror the Smarter Balanced tiles in the AIR/MT Portal.

## Montana Science Assessment



## Alternate Montana Science Assessment



# Resources

## Smarter Balanced, Montana Science Assessment, Alternate Montana Science Assessment

- AIR/MT Portal Montana Help Desk
  - 1-877-365-7915
  - [mthelpdesk@air.org](mailto:mthelpdesk@air.org)

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## MSAA – Multi State Alternate Assessment

- MSAA Service Center
  - 1-866-834-8879
  - [MSAAServiceCenter@cognia.org](mailto:MSAAServiceCenter@cognia.org)

## ACT with Writing

- PA Next and ACT State and District Testing Montana Page
  - 1-800-553-6244, ext. 2800 (general)
  - 1-800-553-6244, ext. 1788 (accommodations)
  - [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org) (accommodations)

## ACCESS for ELLs

- WIDA AMS (DRC) site
  - 1-866-276-7735
  - [help@wida.us](mailto:help@wida.us)
- WIDA Secure Portal
  - 1-866-276-7735
  - [help@wida.us](mailto:help@wida.us)



# Resources

**MontCAS**

Montana  
Comprehensive  
Assessment  
System

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## Montana Office of Public Instruction Assessment Division

- 1-844-867-2569
- [OPIAssessmentHelpDesk@mt.gov](mailto:OPIAssessmentHelpDesk@mt.gov)

# Questions?

**Office of Public Instruction  
Assessment Division**  
[OPIAssessmentHelpDesk@mt.gov](mailto:OPIAssessmentHelpDesk@mt.gov)  
**844-867-2569**