2018 eMPowerME
Enrollment Changes AFTER Scheduling Test Sessions
Updating Existing Test Sessions (adding students) and
Generating Missing Student Test Login Tickets

Background:
- The original bulk registration file of students grades 3-8 was sent from DOE to Measured Progress (MP) for eMPowerME portal on January 19, 2018
- Districts/Schools are able to view these rosters in the portal beginning on 2/12/18 and alert DOE to any discrepancies
- Any enrollment changes after 1/19/18 are handled by nightly data files from DOE. These nightly "change files" denote students who have moved in and out of one Maine district/school to another. Once these changes are identified daily in Synergy State Edition, they are entered into the nightly change file, sent to eMPowerME and changed in the portal. This process has taken up to 24 hours in the past, but there may be some delays due to the new state enrollment system.
- In circumstances where any delay in nightly enrollment change files are not showing up in the eMPowerME portal and you are scheduled to test a student, please contact the DOE Data Help Desk at MEDMS.helpdesk@maine.gov or 624-6896.

Scheduling Test Sessions:
Although rosters could be viewed in eMPowerME on 2/12/18, schools couldn't start scheduling test sessions (page 41 Portal User Guide) until 3/12/18.
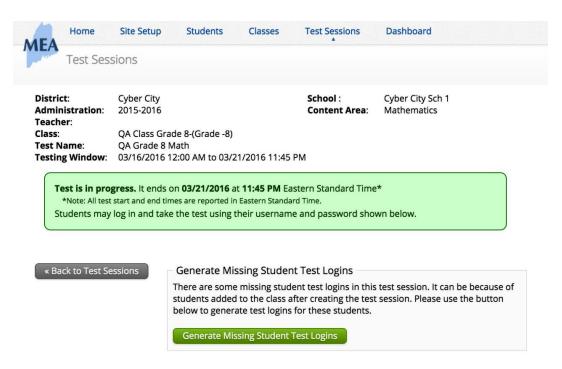
Enrollment Updates After Scheduled Test Sessions:
If there were any enrollment updates to your district/school AFTER you scheduled test sessions (e.g. students moving in to your school, students changing registration from Alternate Assessment (MSAA) to eMPowerME, grade errors/changes in Synergy, etc.), these students WILL NOT have test session tickets! The student will automatically be enrolled in the grade level classes and assigned to a test session, but to get their login credentials the DAC/STC/ITC will need to click the "Generate Missing Student Logins" button.

* The below process applies only to the students who were not in your original roster when you Scheduled Test Sessions.
** This process DOES NOT edit previous scheduled/downloaded/printed test session login tickets for other students.
*** In the process, you can print just the new updated student test session login tickets, not the entire grade roster again.

Step 1: Generate Test Logins for Updated Student(s)
- Click on the **Test Sessions** tab.
- Click the **View Details/Student Logins** link for the test session to which the updated student is scheduled.
- A message notifying the user that there are some missing student test logins in the test session will appear. Click the **Generate Missing Student Test Logins** button to generate the test logins for the students with updated accommodations.
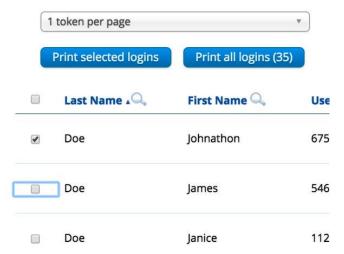
- Upon clicking the **Generate Missing Student Test Logins** button, the user will receive a confirmation message. The user can find the updated student within the testing roster to see that they have been assigned the Read Aloud form. Once the missing logins have been generated, the user can print them.

Step 2: Printing Updated Test Logins

- Using the checkboxes in the far left column, select the student(s) that need updated test logins printed.

- To generate a print file, select **1 token per page, 8 tokens per page** or **27 tokens per page** from the drop down menu above the table.
- Click **Print selected logins**.
- The student login information (names, user names, and passwords) and test logins are downloaded to a PDF file in a format that can be printed and then distributed to individual students.
- To open the file, click the **Download button** in the lower-left corner of the page. The printout includes a summary of the test session and a list of all the students scheduled to take the test, their user names and passwords, and any accommodations assigned to them.

Teacher Name:
Class Name: ELA Period 6-(Grade -6)
Test Name: ELAItemTools
Testing Window: 1/28/2016 12:00 AM to
2/29/2016 11:45 PM Eastern Standard Time*

*Note: All test start and end times are reported in Eastern Standard Time.

Student Name	Username	Password	Accommodations
Demo Doe, Demo Jane	109233727	BCA47965	Text-to-Speech ELA, Screen Zoom, Custom Masking, Reverse Contrast, Color Contrast, Turn off all universal tools
Demo Doe, Demo Jane	207567429	475C8FE4	Text-to-Speech ELA, Screen Zoom, Custom Masking, Reverse Contrast, Color Contrast, Turn off all universal tools

Each label displays the student name, test name, user name, and password. Separate the tokens with scissors, and then distribute them to the students on the day of the test.

Demo Doe, Demo Jane	**Demo Doe, Demo Jane**
Multiple Session Form	Multiple Session Form
Username: 109233727	Username: 207567429
Password: 6F2F9F4E	Password: 64D8C78F
Demo Doe, Demo Jane	**Demo Doe, Demo Jane**
Multiple Session Form	Multiple Session Form
Username: 205158489	Username: 200299713
Password: D87F8BAE	Password: 6C3D2753