



## District Assessment Coordinators Career & Technical Education Directors and MAARS

### **DOE Assessment Team**

Nancy Godfrey, DOE Assessment Coordinator  
Greg Newcom, FocalPoint K12/MAARS Project Manager

Welcome to the District Assessment Coordinators (DACs) and Career & Technical Education Directors (CTE) and the Maine Accountability and Reporting System portal webinar. I'm Nancy Godfrey, the Maine DOE Assessment Coordinator.

The first part of this training is primarily targeting DACs and their roles and responsibilities. CTE Directors will also have assessment reporting access to MAARS, and the second part of this webinar will cover an overview of the MAARS confidential portal, which applies to both roles.

## What is MAARS?

### Maine Assessment & Accountability Reporting System

- ★ • Includes all Maine confidential assessment data (<https://lms.backpack.education>)
  - Science
  - Mathematics
  - ELA/literacy
  - English language proficiency
- District Assessment Coordinator (DAC) controls access to confidential data
  - District, School, Roster level access
- ★ • Public MEA results  
<https://www.maine.gov/doe/dashboard>.



MAARS is the Maine Assessment and Accountability Reporting System. It includes all Maine assessment data for all tested content areas (Science, Mathematics, ELA/Literacy) and results for the English language proficiency test, WIDA ACCESS for ELLs.

\*MAARS provides confidential information. Confidential login credentials are required. Each district has a District Assessment Coordinator, or DAC, that controls access to the confidential side. Specific confidential student information is available for specific school staff, and is given access to the system accordingly. The DAC is able to view all reports within the district in MAARS.

Public assessment data is newly housed in the \*DOE Dashboard instead of MAARS.

## Who is the DAC?

- DACs are listed in NEO


<https://neo.maine.gov/DOE/neo/Supersearch/>

**Contact Search Dashboard**

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Search for:

Superintendents	<a href="#">By Name</a>	Search for Superintendent by Superintendent Name
	<a href="#">By SAU</a>	Search for Superintendent by SAU
	<a href="#">By Town</a>	Search for Superintendent by Town
★ SAU Primary Contacts	<a href="#">By SAU</a>	Search on SAU Primary Contacts by SAU
	<a href="#">By Primary Contact Type</a>	Search on SAU Primary Contacts by Primary Contact Type
Staff Positions	<a href="#">Non Teaching Position</a>	Search on Non Teaching Position by Position Title
	<a href="#">Teaching Positions</a>	Search on all Teaching Positions by Subject, Course and Grade
Maine Schools	<a href="#">School Details</a>	Search for Open Schools by Type, Location, Gradespan
	<a href="#">Open and Closed Schools</a>	Search for Schools Opened or Closed with the last 10 years



DACs are identified in NEO and assigned by the superintendent. If in NEO a DAC is not assigned, it defaults to the superintendent.

Login credentials are NOT needed for the NEO supersearch. Indicated by the \*STAR SAU Primary Contacts you can either see the DAC per district (\*By SAU), or see all the DACs in the state \*By Primary Contact.

# Who is the DAC?

## Primary Contacts By Organization

Select Organization

[New Search](#)

Contact Type
504 Coordinator
Adult Education Director
Assessment Coordinator




When searching primary contacts by organization, or district, choose district from the dropdown and click “Search”.

The DAC, or Assessment Coordinator, is the 3<sup>rd</sup> row from the top.


# Who is the DAC?

## Primary Contacts

Select Primary Contact Type

Export to Excel 

District	Contact Name	Phone	Email Address	Address	Last Update
Acadia Academy	Colello, Julie	(207) 333-3765	julie.colello@acadiaacademy.org	12 Westminster Street Lewiston, ME 04240	4/11/2011
Acton Public Schools	Lodge, Lori	(207) 636-2100	llodge@actonschool.org	700 Milton Mills Road Acton, ME 04001	8/12/2011
Airline CSD	Bryan, Andrew	(207) 825-3364	abryan@airlineschool.org	19 School Street Orrington, ME 04474	10/3/2011
Alexander Public Schools	Flood, Trevor	(207) 853-2567	principal@alexanderelementary.org	PO Box 190 Eastport, ME 04631	9/25/2011
All Saints Catholic School	Seymour, Amy	(207) 773-6471	amy.seymour@portlanddiocese.org	510 Ocean Ave. Portland, ME 04103	10/22/2011
Andover Public Schools	Graham, Lee	(207) 362-4381	lgraham@andoverschoolmaine.org	PO BOX 70 Andover, ME 04216	7/1/2011
Appleton Public Schools	Stilwell, Susan	(207) 763-3818	susan.stilwell@fivetowns.net	444 Camden Road Hope, ME 04847	10/6/2011
Arthur R. Gould Sch.-LCYDC	Hennessy, Peter	(207) 822-2617	peter.hennessy@maine.gov	675 Westbrook Street South Portland, ME 04106	1/29/2011



When searching “By Primary Contact”, you can choose the role of “Assessment Coordinator” from the primary contact type (circled), and click search. This will give you a list of all DACs state-wide which you can export into excel, as indicated by the star.

## Wrong DAC ?!?

If the DAC in your district is not you, or needs to be changed, speak to your superintendent as NEO login credentials are needed for staff changes through the Staff Module/Certification Report.

Read Slide

## DAC Roles and Responsibilities

First and foremost, the DAC is the 'go to' person regarding communication with the DOE. Assessment announcements and emails are sent to DACs, and/or MEA specific listservs. DACs should know who to contact regarding specific assessments:

- **GENERAL ASSESSMENT COORDINATOR:**
  - Nancy Godfrey at 207-624-6775 or [nancy.godfrey@maine.gov](mailto:nancy.godfrey@maine.gov)
- **ALTERNATE ASSESSMENT COORDINATOR:**
  - Sue Nay at 207-624-6774 or [sue.nay@maine.gov](mailto:sue.nay@maine.gov)
- **ENGLISH LANGUAGE PROFICIENCY ASSESSMENT COORDINATOR:**
  - Sue Nay at 207-624-6774 or [sue.nay@maine.gov](mailto:sue.nay@maine.gov)
- **NATIONAL & INTERNATIONAL ASSESSMENT COORDINATOR:**
  - Regina Lewis at 207-624-6715 or [regina.lewis@maine.gov](mailto:regina.lewis@maine.gov)



First and foremost, the DAC is the 'go to' person regarding communication with the DOE for assessments. Assessment announcements and emails are sent directly to DACs based on the exported excel in NEO. In addition, assessment announcements are also sent to any MEA specific listserv subscribers. Please join all assessment listservs if you are not receiving this information. DACs should know who to contact regarding specific assessments at specific schools within the district.

## DAC Roles and Responsibilities

1. Have knowledge of all MEA assessments
2. Have knowledge of Calendar of Assessments
3. Have knowledge of School Test Coordinators, and how to assign MAARS access
4. Ensure that school level coordinators have login access to MAARS and that they know how to assign teacher/roster level access.
5. Have knowledge of how to ensure appropriate identification of special populations (such as ELLs and alternate test takers)



Here is an overview of the roles and responsibilities of the DAC (read slide).

We will touch upon each one individually.



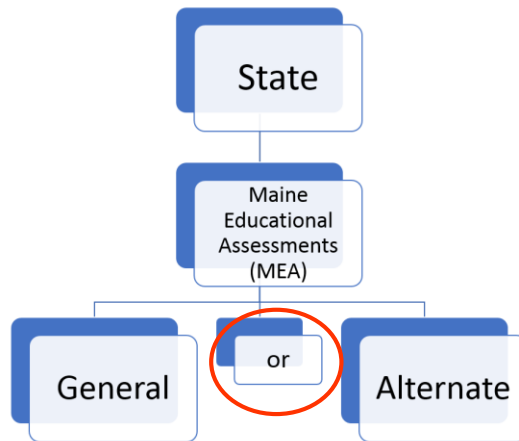
## DAC Roles and Responsibilities

6. Have knowledge of where/how to obtain all assessment related manuals, guides, forms, training, and webinars
7. Ensure that School Test Coordinators are trained, and that required assessment-related forms are signed/completed (such as Test Security Agreements or the MEA Science online PCPA)
8. Have knowledge of school testing schedules and ensure that all assessments are administered
9. Ensure submission of all assessments and verify return of any shipped/mailed materials



Read slide

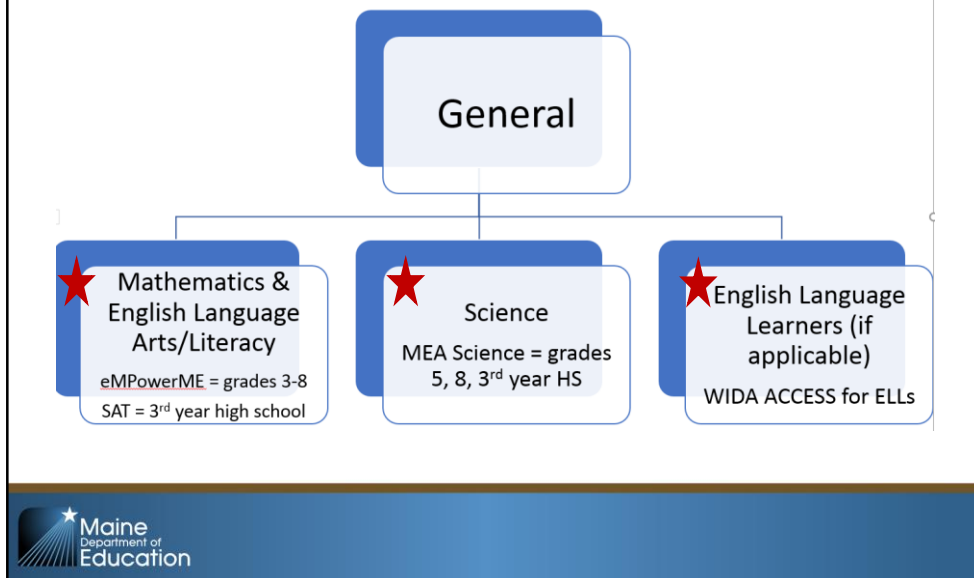
## 1. Knowledge of all Assessments



### 1. Knowledge of all assessments:

The state required assessments are called the MEA or Maine Educational Assessments. Students either participate in the general assessments \***OR** the alternate assessments in all assessed content areas. Students cannot take a general assessment in one content area, and an alternate in another.

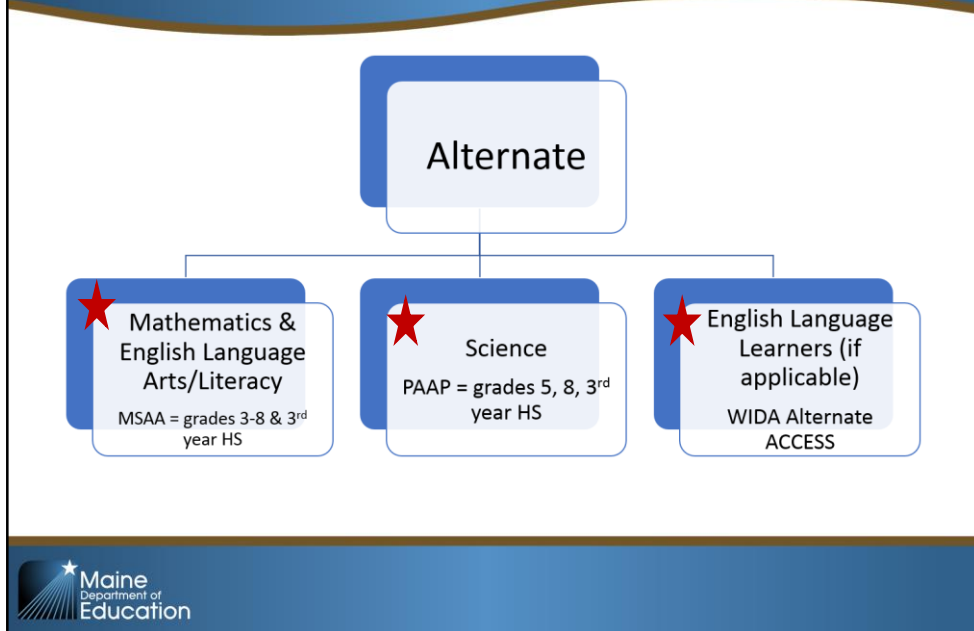
## 1. Knowledge of all Assessments continued



The General Assessments consist of:

- \*Mathematics and English Language Arts/Literacy – for students in grades 3-8 this is the eMPowerME. For students in 3<sup>rd</sup> year of high school this is the SAT.
- \*Science – for students in grades 5, 8 and 3<sup>rd</sup> year of high school this is the general MEA Science.
- \*English Learners are assessed with the WIDA ACCESS for ELLs. Remember that based on the date an EL student came to the United States and enrolled in a school for the first time, some students are exempt from the ELA portion of MEA only, and for one year only.

## 1. Knowledge of all Assessments continued



In order to be eligible for Alternate Assessments, students must have IEPs, meet alternate participation criteria, and must be flagged as alternate test takers in their enrollment:

- \*Mathematics and English Language Art/Literacy in grades 3-8 and 3<sup>rd</sup> year of high school this is the Multi State Alternate Assessment or MSAA
- \*Science in grades 5, 8, and 3<sup>rd</sup> year of high school this is the Personalized Alternate Assessment Portfolio or PAAP
- \*English language learners with IEPs and alternate indicator must take the WIDA Alternate ACCESS

We will cover in another slide how to find your population of alternate test takers.

## 2. Knowledge of Calendar of Assessments

### Test Administration Materials & Training

#### 2019-2020 MEA Administration Calendar

Assessment Title	Administration Date(s)	Administration Window	Method of Delivery	Intended For
PAAP - Alternate Science Task Bank	12/1/19 - 3/1/20	3-months	Task Bank	Teachers registering and identifying tasks for student portfolios
WIDA ACCESS for ELLs English Language Proficiency	1/6/20 - 2/28/20	8-weeks	Kindergarten: Paper Grades 1-12: Online	English learners K-12
WIDA Alternate ACCESS for ELLs English Language Proficiency	1/6/20 - 2/28/20	8-weeks	Paper / Pencil	English learners in grades 1-12 with significant cognitive disabilities
PAAP - Alternate Science	3/1/20 - 4/30/20	8-weeks	Portfolio	Students with significant cognitive disabilities; Grades 5, 8, third year HS
eMPowerME - Mathematics & ELA/Literacy	3/16/20 - 4/10/20	4-weeks	Online	Students in grades 3-8



[https://www.maine.gov/doe/Testing\\_Accountability/MECAS/materials](https://www.maine.gov/doe/Testing_Accountability/MECAS/materials)

## 2. Knowledge of calendar of assessments

The DOE Maine Comprehensive Assessment System (MECAS) home page includes a link to the full calendar of the school year's testing date. This screenshot shows just a portion of the MEA calendar.

## 2. 2018-19 MeCAS Testing Dates

### National & International Assessments

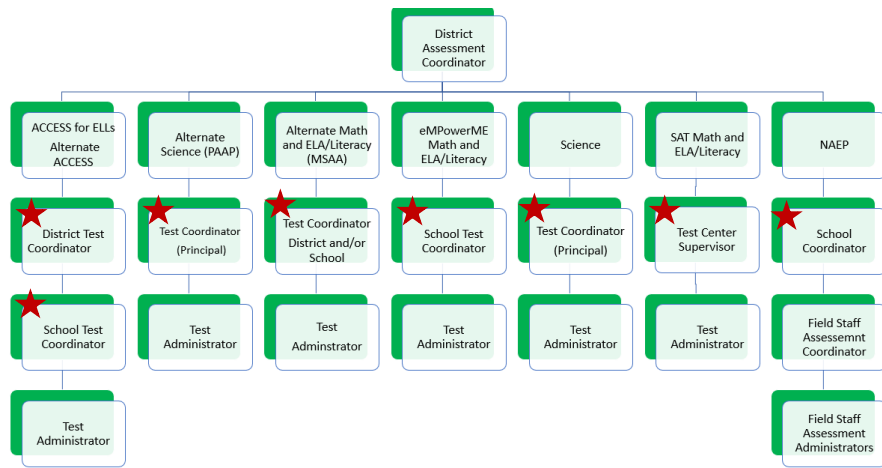
Assessment Title	Administration Date(s)	Administration Window	Method of Delivery	Intended For
National Assessment of Educational Progress (NAEP)	TBD	6-weeks	Computer-Based	Sample of selected schools
Trends in International Mathematics and Science Study (TIMSS)	TBD	9-weeks	Computer-Based	Sample of selected schools



This calendar includes not only the required MEAs, but also National and International Assessments such as the National Assessment for Educational Progress or NAEP.

**\*\*Please note that NAEP is administered every other year.**

### 3. Knowledge of school-level Test Coordinators



The DAC should know who to contact at each school in the district regarding assessments. The titles vary per MEA, but all are indicated on the chart with a “star”.

## 4. School Test Coordinators and MAARS

- Subsequent slides will describe how the DAC adds, edits and/or updates school-level account access to MAARS (school users)
- School Test Coordinators then add teachers for roster-level access in MAARS
- The MAARS User Management Guide can be found at the following link in the MAARS-Confidential tab  
[https://www.maine.gov/doe/Testing\\_Accountability/ME\\_CAS/results](https://www.maine.gov/doe/Testing_Accountability/ME_CAS/results)

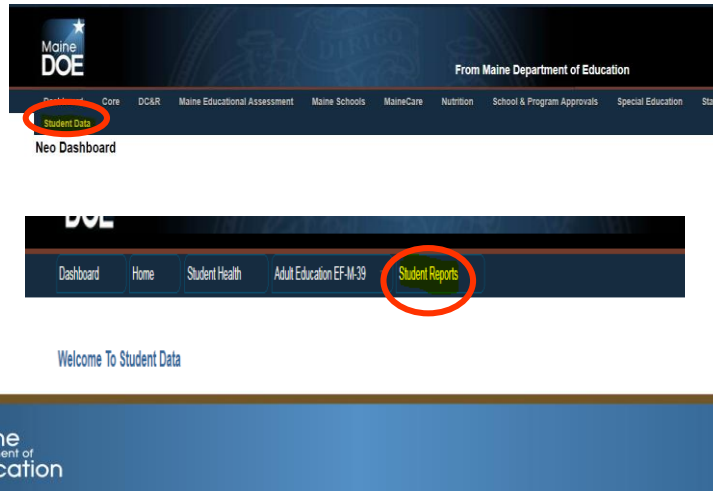


4. Ensure that School Test Coordinators have login access to MAARS and that they know how to assign teacher/roster level access. (read slide)



## 5. Identification of Special Populations in NEO

<https://neo.maine.gov/DOE/neo/Accounts/>



5. Have knowledge of how to ensure appropriate identification of special populations, such as English Language Learners and alternate test takers.

With the URL in the slide, login to NEO with your confidential username and password.

Click \*Student Data tab

Click \*Student Reports tab

## 5. NEO Identification of Alternate Testers and ELLs

Student Data Reports Dashboard

Reporting Area : Please Select

Search:

Reporting Area	Report Name	Report Description	Navigation
Assessment	<b>ACCESS for ELLs</b>	Lists students that need to take the English Language Proficiency Assessment - ACCESS for ELLs.	<a href="#">View Report</a> ★
Assessment	Accountability Certification Report	Aggregation of students enrolled on 05/04/2018 listing the assessments the students should have taken for 2018 and the demographic categories the students fall in for assessment and accountability purposes.	<a href="#">View Report</a>
Assessment	Accountability Detail Report	Details of students enrolled on 05/04/2018 listing the assessments the students should have taken for 2018 and the demographic categories the students fall in for assessment and accountability purposes.	<a href="#">View Report</a>
Assessment	<b>Alternate Assessment Report</b>	Report listing students who are eligible to take alternate assessments. This report will continue to update until end of day, March 1, 2018.	<a href="#">View Report</a>

★
Responsible/Attending District: Please Select
Attending School: All
View Report

1 of 1
 Find | Next

From this page you can either filter by Reporting Area in the dropdown menu, or click \*View Report in the report name of \*ACCESS for ELLs or \*Alternate Assessment Report.

From your \*Responsible/Attending District you can filter on Attending School for individual schools, or all schools in the district.

If you have a large district or large roster of special populations, please remember that this list may be more than \*one page. You can \*export this list to a format of your choice

## 6. Assessment Related Materials

### Maine Comprehensive Assessment System (MECAS)

Assessing student learning is an essential aspect of education, as it provides data that can lead to improved instruction and outcomes. Assessments take many forms, and each type of assessment has distinct value and purpose in a comprehensive assessment system.

The MECAS provides information about the academic progress of students, schools, and the state as a whole. The MECAS includes state assessments, known as the Maine Educational Assessments, which measure the progress of Maine students in the areas of English Language Arts and Literacy, Mathematics, and Science. The variety of assessments in MECAS allows for comparisons between Maine students and students in other states and nations. These comparisons can help educators, families and communities, and educational agencies measure quality of curriculum, address achievement gaps, and understand where additional supports may be needed.



Test Administration  
Materials  
& Training



Test  
Results



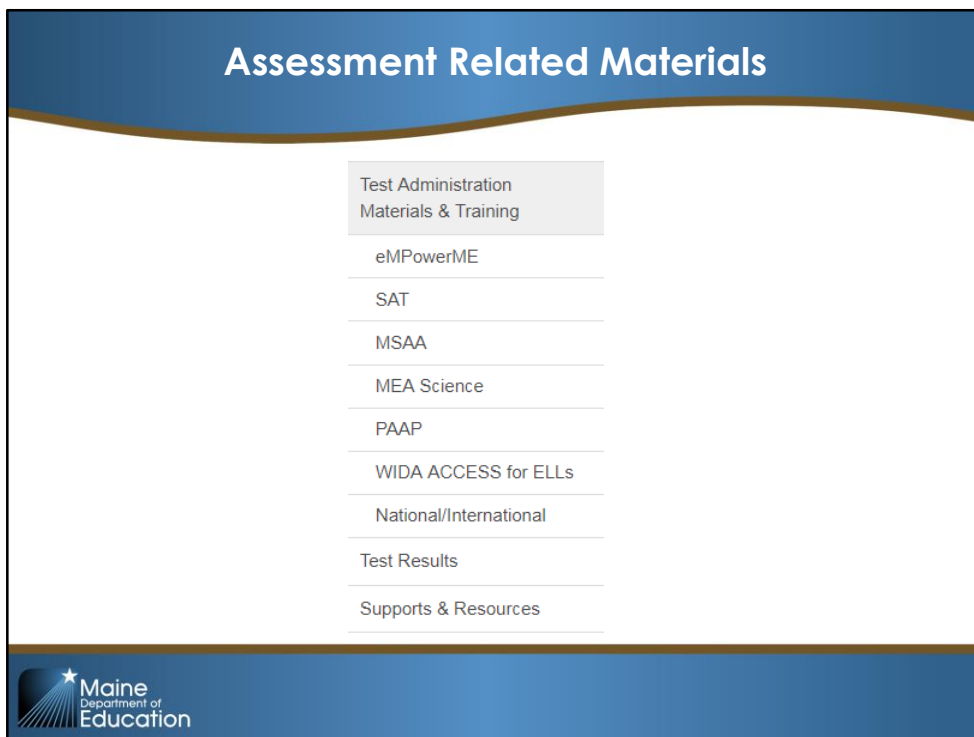
Supports &  
Resources



[https://www.maine.gov/doe/Testing\\_Accountability/MECAS](https://www.maine.gov/doe/Testing_Accountability/MECAS)

6. Have knowledge of where/how to obtain all assessment related manuals, guides, forms, training and webinars.

From the DOE MeCAS homepage URL on the slide, select \*Test Administration Materials & Training.



In Test Administration Materials & Training, on the left panel you can pick the particular assessment you are searching.

## DAC Roles & Responsibilities 7, 8 & 9

7. Ensure that School Test Coordinators are trained, and that required assessment-related forms are signed/completed (such as Test Security Agreements or the MEA Science online PCPA)
8. Have knowledge of school testing schedules and ensure that all assessments are administered
9. Ensure submission of all assessments and verify return of any shipped/mailed materials



For these tasks, the DAC relies heavily on each of the School Test Coordinators. These are listed as DAC responsibilities as the DOE will in turn rely on your oversight of these tasks, including assurance that your school level coordinators follow through with their responsibilities.

I will now turn the presentation over to Greg Newcom of FocalPointK12.

## MAARS Overview

- MAARS Confidential Reporting
- User Management

## Accessing MAARS Confidential Reporting Site





<https://lms.backpack.education>


Choose an Identity Provider to Login  
Please click on your Authentication Provider

FocalPointK12 now supports Google and Clever logins.  
(Please contact the FocalPointK12 help desk for more information)

Current users should choose the FocalPointK12 icon to log in with existing credentials.

☐ Remember Selection

 Contact Us: 800-277-4205  
Email: support@focalpointk12.com

# MAARS Confidential Landing Page

Maine DOE2

ADMIN USER

- Performance Reports
- User Management
- Roster Management
- Filters Management
- Assessments Management
- Help

## Performance Reports

Download IDs

1 of 1

100%

Find | Next

Maine Education

Welcome to the Maine Assessment & Accountability Reporting System. This site provides confidential access to information about how students performed on state assessments in mathematics, English language arts/ literacy, and science. For English learners, data are also reported for annual assessments of English language proficiency.

This site provides both **Quick Reports** and **Interactive Reports**:

- If you are a district or school level user, Quick Reports provide participation and performance data for your school and/or district.
- Quick Reports at the student level allow you to quickly access data for a particular student by entering the student's state ID or by choosing the student by name.
- Interactive Reports are more detailed customized reports for users who wish to drill deeper. As a designated user of confidential data, you will be able to drill to view detailed data for individual students.

[District & School Quick Reports](#)
[Student Quick Report](#)
[Interactive Reports](#)

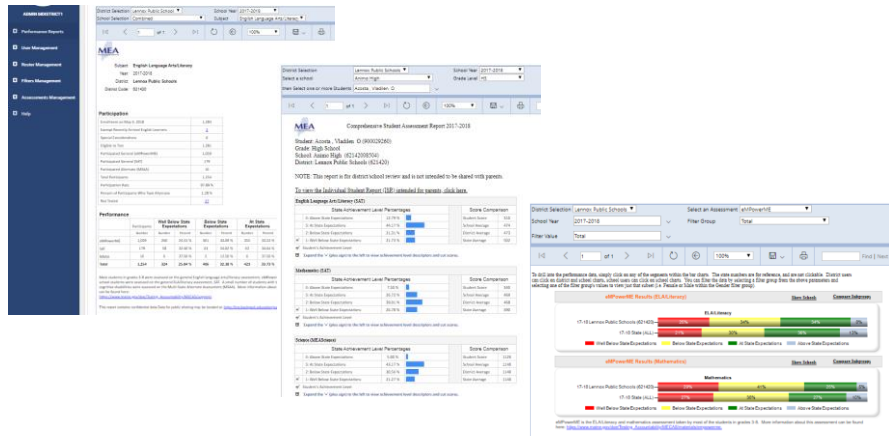
This report contains confidential data. Data for public sharing may be located at: <https://public.tableau.com/aufr/Maine.doeandfret.of.education/volume/MaineAssessments/MaineAssessments>

Maine Department of Education

1. District & School Quick Reports
2. Student (Comprehensive) Quick Reports
3. Interactive Reports



# MAARS Confidential Reporting



## MAARS User Management

- MAARS Release 1.0 provides four (4) roles for users of the MAARS application:
- MAARS Administrator (role = 'districtadmin')

The District Assessment Coordinator (DAC) may choose to designate a MAARS Administrator who will be able to add and delete users within the MAARS application by adding that person with a 'districtadmin' role. In that case, both the DAC and the MAARS Administrator will be able to assign or change users within the district.
- District User (role = 'districtuser')

The district user role provides district-wide access to all district-wide data, school-wide data and individual student data for those students with assessment results reported within the district.

## MAARS User Management

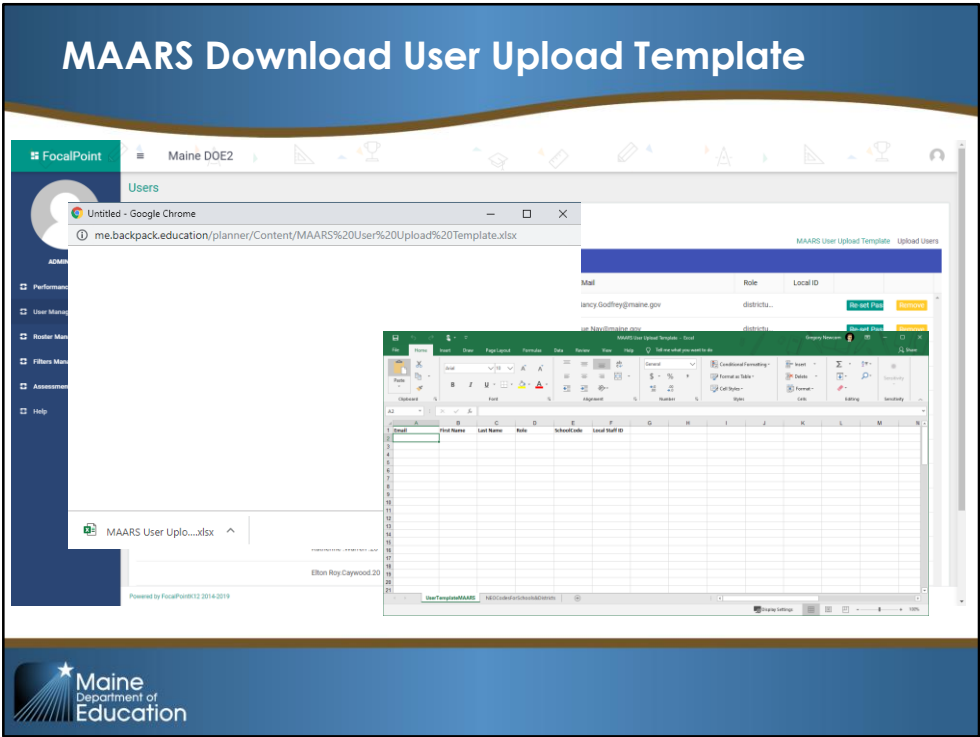
- School User (role = 'schooluser')  
The school user role provides school-wide access to school-wide data, and individual student data for those students with assessment results reported within the school.
- Roster User (role = 'rosteruser')  
The roster user role provides access to individual student data for those students with assessment results assigned to a specific roster user through the upload of a separate roster file (using the Roster Management tab).

# MAARS User Management Tab

The screenshot displays the MAARS User Management interface. On the left is a sidebar with a navigation menu including 'Performance Reports', 'User Management', 'System Management', 'Assessments Management', and 'Help'. The main content area is titled 'Users' and features a table of user accounts. Above the table, there are instructions to 'drag a column header and drop it here to group by that column'. The table columns are: School Code, Username, First Name, Last Name, Email, Role, and Local ID. Each row represents a user and includes 'Set Password' and 'Remove' action buttons. The users listed are Nancy Godfrey, Sue Nay, Varun Motay, State User, Greg TestStateOnly, and Janette Kirk.

School Code	Username	First Name	Last Name	Email	Role	Local ID	
	Nancy Godfrey 20	Nancy	Godfrey	Nancy.Godfrey@maine.gov	district...		<a href="#">Set Password</a> <a href="#">Remove</a>
	Sue Nay 20	Sue	Nay	Sue.Nay@maine.gov	district...		<a href="#">Set Password</a> <a href="#">Remove</a>
	Varun Motay 20	Varun	Motay	Varun.Motay@maine.gov	district...		<a href="#">Set Password</a> <a href="#">Remove</a>
	State User 20	State	User	greg.newcom@focalpoint12.com	stateonly		<a href="#">Set Password</a> <a href="#">Remove</a>
	Greg TestStateOnly 20	Greg	TestStat...	greg.newcom@focalpoint12.com	stateonly		<a href="#">Set Password</a> <a href="#">Remove</a>
	Janette Kirk 20	Janette	Kirk	Janette.Kirk@maine.gov	district...		<a href="#">Set Password</a> <a href="#">Remove</a>

Screenshot of how to add/edit MAARS user roles.



Screenshot of how to add/edit MAARS user roles.

## MAARS User Management Tab

Users are added through the use of an Excel template with the following information. The template can be downloaded by clicking on the 'MAARS User Upload Template' button.

Email	First Name	Last Name	Role	SchoolCode	Local Staff ID
<a href="mailto:Cindy.Jones@whatever.com">Cindy.Jones@whatever.com</a>	Cindy	Jones	districtuser		
<a href="mailto:Bill.Smith@whatever.com">Bill.Smith@whatever.com</a>	Bill	Smith	schooluser	1234	
<a href="mailto:Debbie.Walker@whatever.com">Debbie.Walker@whatever.com</a>	Debbie	Walker	schooluser	5678	
<a href="mailto:Steve.Davis@whatever.com">Steve.Davis@whatever.com</a>	Steve	Davis	rosteruser		98765

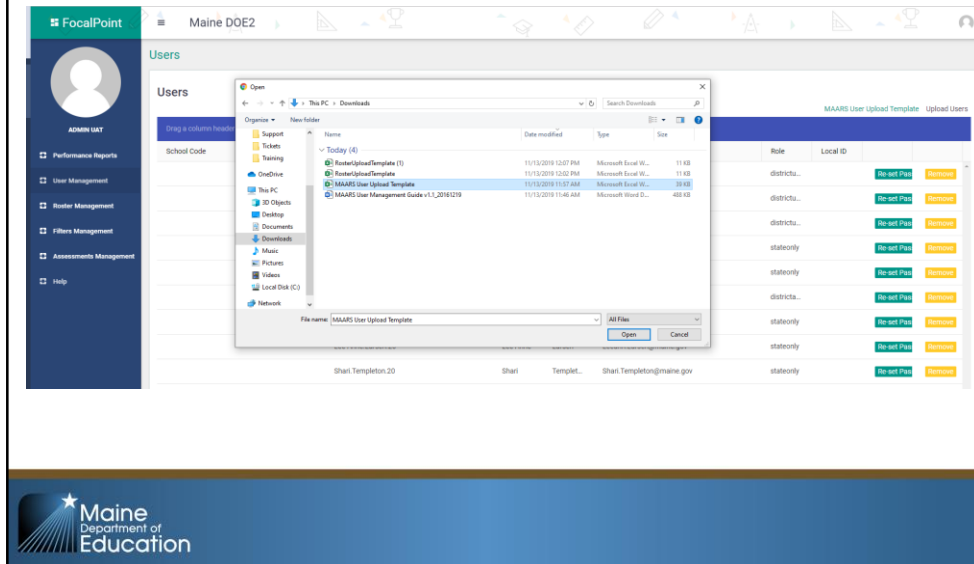
The Excel file MUST follow the above layout in order to successfully upload into the system. The columns are defined as:

- 1) Email – This needs to be a valid email address for the user. This email address will be used to provide initial password and password reset information.
- 2) First Name – This is the first name of the user.
- 3) Last Name – This is the last name of the user.
- 4) Role – This must be '[districtadmin](#)', '[districtuser](#)', '[schooluser](#)', or '[rosteruser](#)' based on the role to be provided to the user. Please refer to roles described previously.
- 5) [SchoolCode](#) – This column should be provided for all users with a role of '[schooluser](#)'. The school code must be the state-defined 4 digit school code. The second worksheet of the user upload template provides a listing of all school codes and school names as a reference. The school code column is ignored for users with a role of '[districtadmin](#)', '[districtuser](#)', or '[rosteruser](#)'.
- 6) Local Staff ID – This column is used for the role '[rosteruser](#)' and should be left blank for district or school users. This is the local (district) staff identifier typically found in the district's student information system (SIS).

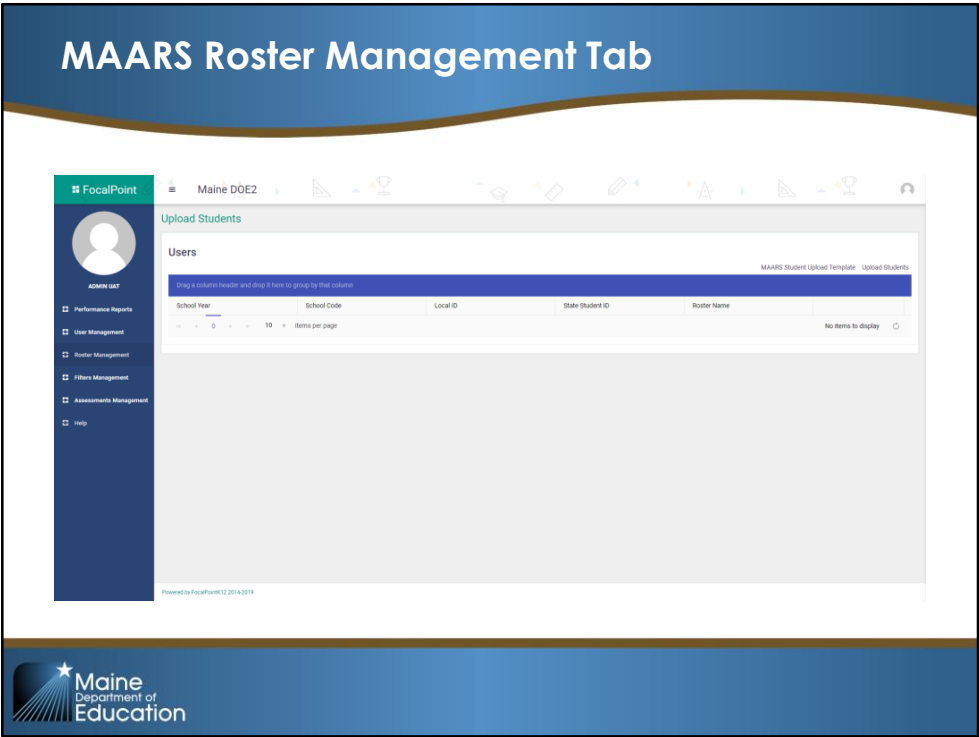


Screenshot of how to add/edit MAARS user roles.

# MAARS Upload Users Link



Screenshot of how to add/edit MAARS user roles.



Screenshot of how to add/edit MAARS user roles.



# MAARS Download Roster Upload Template

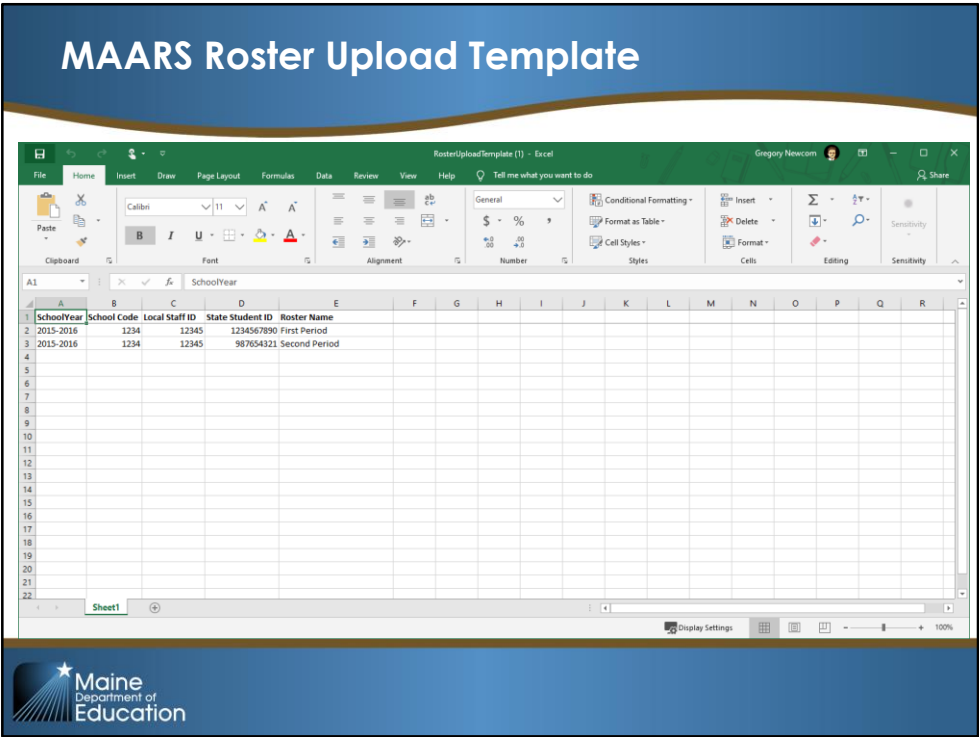
The screenshot displays the MAARS Student Upload Template interface. It features a web browser window showing the URL 'me.backpack.education/planner/Content/RosterUploadTemplate.xlsx' and a Microsoft Excel spreadsheet. The spreadsheet is titled 'RosterUploadTemplate.xlsx' and contains the following data:

School Year	School Code	Local Staff ID	State Student ID	Roster Name
2013-2014	1234	12345	1234567890 First Period	987654321 Second Period

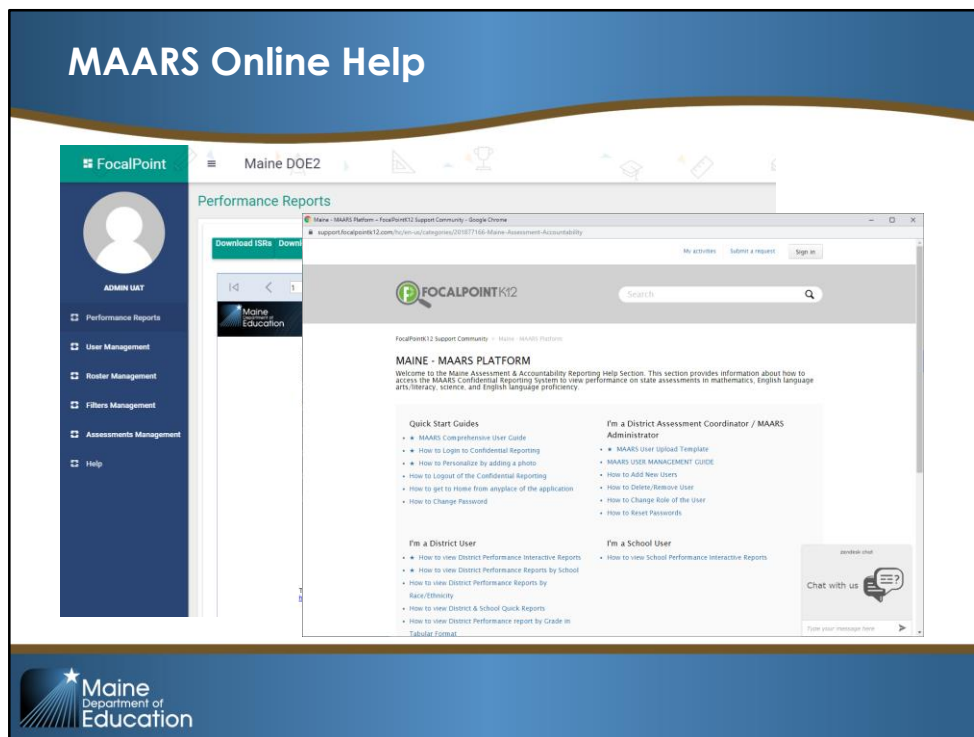
The interface also includes a sidebar with navigation options and a footer with the Maine Department of Education logo.

Screenshot of how to add/edit MAARS user roles.

School Year	School Code	Local Staff ID	State Student ID	Roster Name
2013-2014	1234	12345	1234567890 First Period	987654321 Second Period



Screenshot of how to add/edit MAARS user roles.



Screenshot of how to add/edit MAARS user roles.

## MAARS Support

MAARS Support:  
[support@focalpointK12.com](mailto:support@focalpointK12.com)  
866-377-4265 x1

