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

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

The DAC, or Assessment Coordinator, is the 3rd row from the top.
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.
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

- **ALTERNATE ASSESSMENT COORDINATOR:**
  - Sue Nay at 207-624-6774 or sue.nay@maine.gov

- **ENGLISH LANGUAGE PROFICIENCY ASSESSMENT COORDINATOR:**
  - Sue Nay at 207-624-6774 or sue.nay@maine.gov

- **NATIONAL & INTERNATIONAL ASSESSMENT COORDINATOR:**
  - Regina Lewis at 207-624-6715 or 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 send 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.
Here is an overview of the roles and responsibilities of the DAC (read slide).

We will touch upon each one individually.

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)
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
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.
The General Assessments consist of:

- *Mathematics and English Language Arts/Literacy – for students in grades 3-8 this is the eMPowerME. For students in 3rd year of high school this is the SAT.
- *Science – for students in grades 5, 8 and 3rd 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.
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 3rd year of high school this is the Multi State Alternate Assessment or MSAA*

- *Science in grades 5, 8, and 3rd 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

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.
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.**
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/MECAS/results

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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. 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
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. 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.
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 oversite 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
MAARS confidential users have access to three types of reports:

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

<table>
<thead>
<tr>
<th>Email</th>
<th>First Name</th>
<th>Last Name</th>
<th>Role</th>
<th>SchoolCode</th>
<th>Local Staff ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cindy Jones</td>
<td>Cindy</td>
<td>Jones</td>
<td>districtuser</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bill Smith</td>
<td>Bill</td>
<td>Smith</td>
<td>schooluser</td>
<td>1234</td>
<td></td>
</tr>
<tr>
<td>Debbie Walker</td>
<td>Debbie</td>
<td>Walker</td>
<td>schooluser</td>
<td>5078</td>
<td></td>
</tr>
<tr>
<td>Steve Davis</td>
<td>Steve</td>
<td>Davis</td>
<td>rosteruser</td>
<td>98765</td>
<td></td>
</tr>
</tbody>
</table>

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).

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MAARS Support

MAARS Support:
support@focalpointK12.com
866-377-4265 x1