

# MAARS

User Management Guide  
Maine Assessment & Accountability  
Reporting System

Release 1.1

12/19/2016



**MAARS Support Site:**

<https://focalpointk12.zendesk.com/hc/en-us/categories/201877166-Maine-Assessment-Accountability>

Help Desk Number: (866) 377-4265 ext. 1



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This section introduces the MAARS system and how to access the components.

# 1 INTRODUCTION

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The Maine Assessment & Accountability Reporting System (MAARS) is a web-based reporting application that provides interactive access to student assessment data. The application provides the ability to disaggregate the information by various student subgroups, offers dashboard and tabular views, provides 'click-thru' drilling into details, and supports exporting data to PDF and/or Excel.

## 1.1 ACCESSING THE SYSTEM

There are two modules to the MAARS system, Public Reporting and Confidential Reporting. The Public Reporting module provides open access to publicly reported assessment and accountability reports. The Confidential Reporting module provides secured access (user ID and password) to more detailed assessment data with the ability to drill to rosters and individual student results. The Public Reporting module is listed here simply for access to the public site. The scope of this user management guide is to document how MAARS administrators manage users for the Confidential Reporting module.

## 1.2 PUBLIC REPORTING

The Public Reporting module is accessible through the following link:

<https://lms.backpack.education/public/maine>

## 1.3 CONFIDENTIAL REPORTING

The Confidential Reporting module requires a predefined user ID and password, and is accessible through the following link:

<https://lms.backpack.education>

This section describes the user roles and permissions available in the application.

## 2 USER ROLES

MAARS Release 1.0 provides four (4) roles for users of the MAARS application:

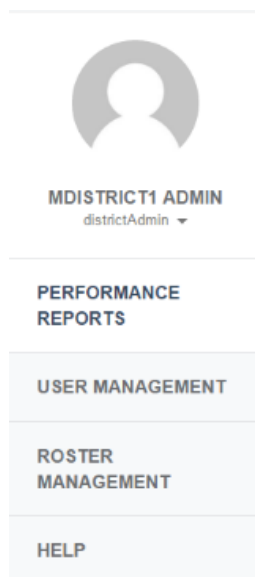
- **MAARS Administrator (role = 'districtadmin')**  
The District Assessment Coordinator (DAC) may choose to designate a MAARS Administrator who will be able to add and delete users within the MAARS application by adding that person with a 'districtadmin' role. In that case, both the DAC and the MAARS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

### 2.1 MAARS ADMINISTRATOR

The DAC and the MAARS Administrator, if designated by the DAC, have responsibility for user management for the district. The MAARS Administrator will be provided with an administrator ID and password to access the user management features of the MAARS application.

### 2.2 USER MANAGEMENT PAGE

When the MAARS Administrator logs into the application, the landing page contains a navigation panel on the left-hand side of the page with four selections:

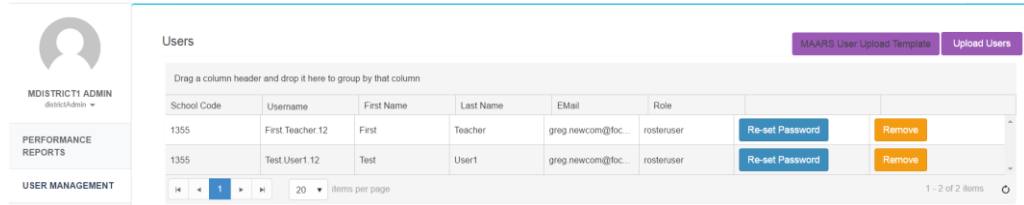


- **Performance Reports**  
Performance Reports provides access to quick reports as well as interactive dashboards and reports related to student assessment data.
- **User Management**  
User Management is only available to the MAARS Administrator and provides access for adding and deleting users.
- **Roster Management**  
Roster Management is only available to the MAARS Administrator and provides access for uploading and deleting rosters.
- **Help**  
The Help link provides access to the MAARS support site.

This section describes how to add users to the MAARS application.

### 3 USER MANAGEMENT PAGE

The user management page provides the MAARS Administrator with the ability to view current users and to add users through a simple Excel file upload process. When the MAARS Administrator accesses the page for the first time, the page will look like the picture below.



#### 3.1 EXCEL USER UPLOAD TEMPLATE

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).

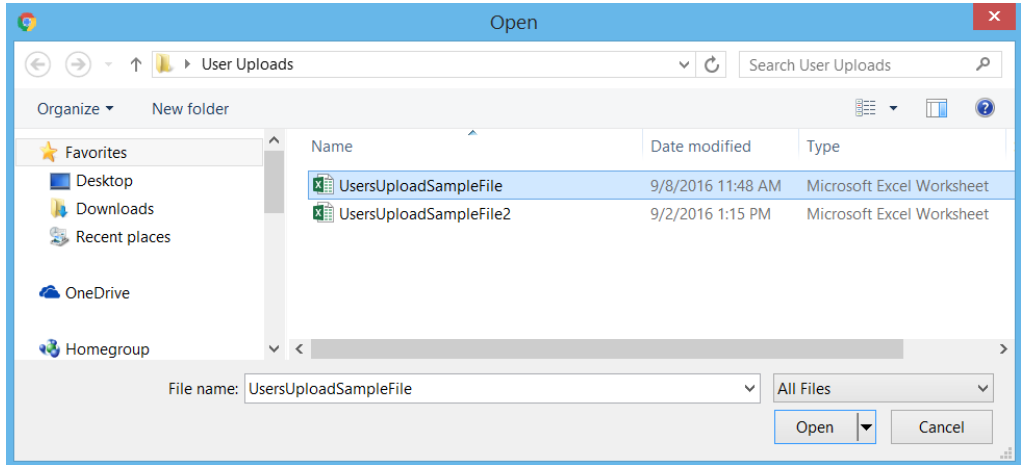
The MAARS Administrator should create an Excel file based on the above user upload template, providing the list of users to be added to the MAARS application. Adding users can be completed by clicking on the 'Upload Users' button in the top right corner of the user management page. To add additional users later, use an empty template and add only the new users.



This section describes how to navigate to and upload the user Excel file, and how to reset passwords.

### 3.2 UPLOAD USERS FILE OPEN DIALOG

Upon clicking 'Upload Users', the following file open dialog box will be displayed. Navigate on your computer to the Excel file that was created as described above and select the Excel file. Then click the 'Open' button at the bottom right of the file open dialog box.



After you click 'Open' in the above dialog box, the application will upload the file and add the users to the MAARS application.

The user management page will now be updated to display the users that have been added to the MAARS application.

The MAARS application will utilize the email addresses provided in the user upload file to notify the users that they have been granted access to the MAARS application and will provide them with 2 emails: 1) their user ID to access the MAARS application, and 2) their password to access the MAARS application.

### 3.3 RESET PASSWORDS

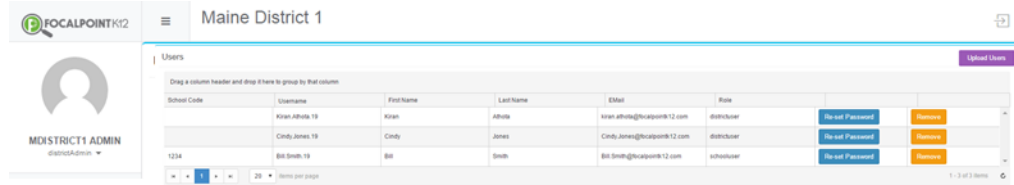
The MAARS administrator is additionally responsible for resetting passwords for users who have forgotten their password. This is easily done by simply clicking the 'Reset Password' button for the user. When you click the 'Reset Password' button, the MAARS application will email the user a new password using the email address associated with the user.



This section describes how to remove users, add additional users, and update existing users.

### 3.4 REMOVING USERS

The MAARS administrator is additionally responsible for removing users who should no longer have access to the MAARS application. This is easily done by simply clicking the 'Remove' button for the user. When you click the 'Remove' button, the MAARS application will remove the user and they will no longer be able to login with their user ID and password. If you incorrectly configure a user, you can simply remove them and re-upload them correctly using the Excel template.



### 3.5 ADDITIONAL USERS AND EXISTING USERS

Users can be added all at once with one upload, or users can be added incrementally. To incrementally add new users, start with a clean/empty Excel template and enter the new users to be added. Existing users will remain unchanged in the MAARS system.

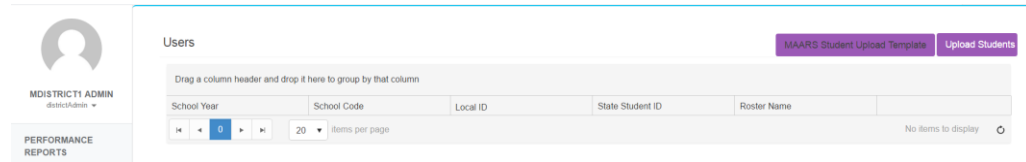
If you need to update an existing user (i.e. correct their email address, change their role, or change the school code associated with a school user) you can upload the template with the corrected information associated with the existing user. The user's first name and last name must match EXACTLY as it is configured in the system, as these two elements make up the user's unique user ID, along with an internally generated district identifier (i.e. cindy.jones.123).

If you entered the user's first name or last name incorrectly, the only way to correct this is to remove the user from the application (using the 'Remove' button next to the user's name) and upload the user again with a corrected template. The user will receive an email with their new/corrected user ID, and a second email with their new password.

This section describes how to add rosters to the MAARS application.

## 4 ROSTER MANAGEMENT PAGE

The roster management page provides the MAARS Administrator with the ability to view current rosters and to add rosters through a simple Excel file upload process. When the MAARS Administrator accesses the page for the first time, the page will look like the picture below.



### 4.1 EXCEL STUDENT UPLOAD TEMPLATE

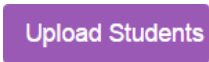
Rosters are added through the use of an Excel template with the following information. The template can be downloaded by clicking on the 'MAARS Student Upload Template' button.

| SchoolYear | School Code | Local Staff ID | State Student ID | Roster Name       |
|------------|-------------|----------------|------------------|-------------------|
| 2015-2016  | 1234        | 12345          | 123456789        | First Period      |
| 2015-2016  | 1234        | 12345          | 321432543        | First Period      |
| 2015-2016  | 1234        | 12345          | 654765876        | First Period      |
| 2015-2016  | 1234        | 12345          | 987654321        | Second Period     |
| 2015-2016  | 1234        | 12345          | 765876987        | Second Period     |
| 2015-2016  | 1234        | 54321          | 555222111        | Gifted & Talented |
| 2015-2016  | 4321        | 54321          | 333444555        | Gifted & Talented |
| 2015-2016  | 2323        | 54321          | 789987789        | Gifted & Talented |

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

- 1) SchoolYear – This needs to be in the form of '2015-2016' as an example.
- 2) School Code – This is the school code associated with the student.
- 3) Local Staff ID – This is the local (district) staff ID (typically found in the district's student information system) that is associated with the staff member on the user management page.
- 4) State Student ID – This is the state student ID for the student(s) associated with the specific roster.
- 5) Roster Name – This is a logical grouping of students for a specific staff member.

The MAARS Administrator should create an Excel file based on the above roster upload template, providing the list of students to be associated with roster users. Adding rosters can be completed by clicking on the 'Upload Students' button in the top right corner of the roster management page. To add additional rosters later, use an empty template and add only the new rosters.



### 4.2 REMOVING STUDENTS FROM ROSTERS

The MAARS administrator can remove students from rosters by clicking the 'Remove' button next to the student.

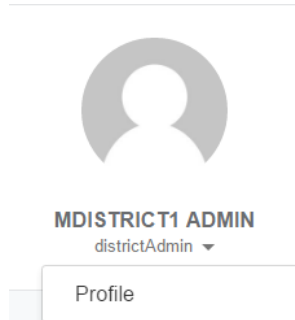


This section describes how users can change their password.

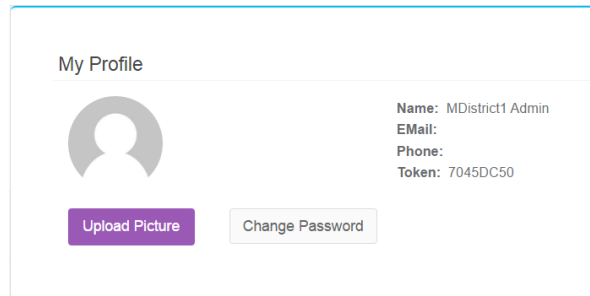
## 5 CHANGING YOUR PASSWORD

When users are added they are provided with an initial password for access to the MAARS application. Each user can change their password if so desired.

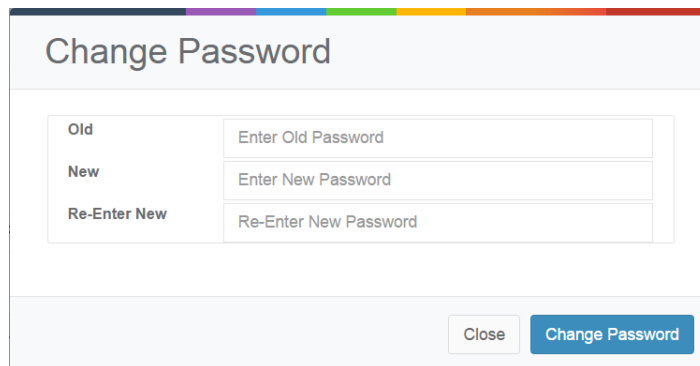
The Change Password feature is accessed by clicking on the user's role beneath the avatar on the left hand side of the page.



This will present the user with a Profile button. Clicking on the Profile button will bring the user to the following page.



From here the user can upload a picture, or click 'Change Password'. Clicking on 'Change Password' presents the user with the following screen.

A 'Change Password' form with three input fields: 'Old' (Enter Old Password), 'New' (Enter New Password), and 'Re-Enter New' (Re-Enter New Password). It includes a 'Close' button and a 'Change Password' button.

The user can enter the requested information, click 'Change Password', and the user's password will be changed.

This section describes special use cases and support.

## 6 SPECIAL USE CASES

The user ID is the combination of the first name and last name, followed by an internally assigned district identifier (i.e. cindy.jones.123). The combination of first name and last name must be unique. To assign a user access to more than one school, without providing district-wide access through the 'districtuser' role, you need to create a unique first name and last name for each school associated with a user. The user will receive 2 emails for each user ID assigned to their email address as described previously.

For example, the below represents a couple of possible approaches:

| Email                    | FirstName  | LastName      | User ID                        |
|--------------------------|------------|---------------|--------------------------------|
| Cindy.Jones@whatever.com | CindyJones | JacksonElem   | = cindyjones.jacksonelem.123   |
| Cindy.Jones@whatever.com | CindyJones | LincolnMiddle | = cindyjones.lincolnmiddle.123 |

OR

| Email                    | FirstName | LastName      | User ID                       |
|--------------------------|-----------|---------------|-------------------------------|
| Cindy.Jones@whatever.com | Principal | JacksonElem   | = principal.jacksonelem.123   |
| Cindy.Jones@whatever.com | Principal | LincolnMiddle | = principal.lincolnmiddle.123 |

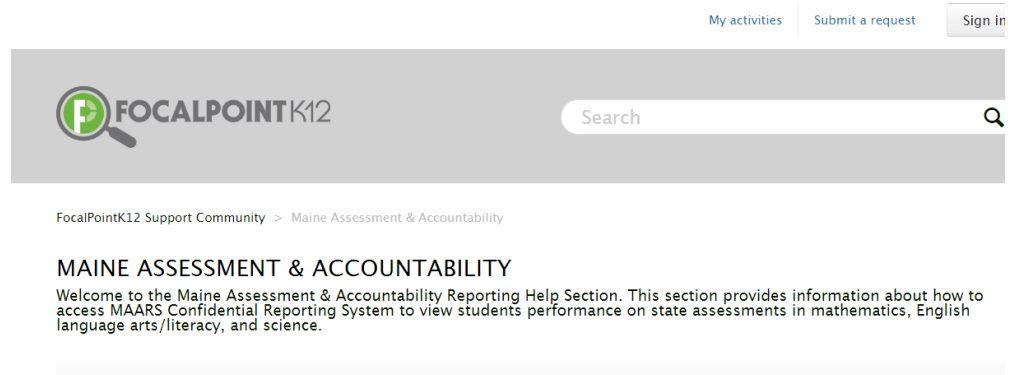
### 6.1 SUPPORT

The MAARS Support site is available at the following link:

<https://focalpointk12.zendesk.com/hc/en-us/categories/201877166-Maine-Assessment-Accountability>

The support site provides access to a variety of training materials, quick-start guides, and videos to assist you.

If you are unable to locate information needed, you can open a support ticket by clicking on the 'Submit a request' link at the top of the support page.



Additionally, you can call the help desk at (866) 377-4265 ext. 1