

Use of i4see Workbench for State Assessment Registration School Year 2015-2016

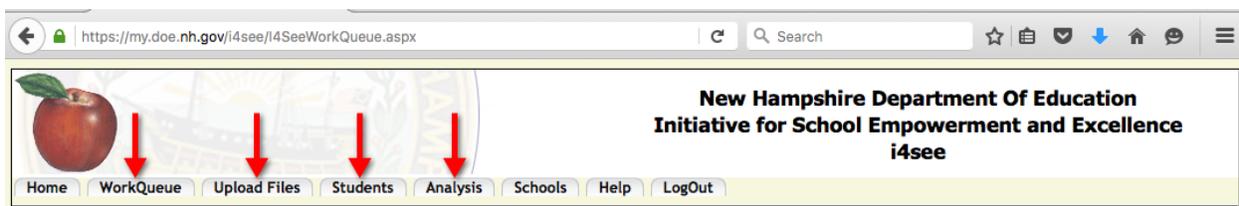
Smarter Balanced, SAT, Dynamic Learning Maps (DLM), NECAP Science and NH Alternate Learning Progressions Science (NH Science ALPs)
For questions about using the i4see workbench, please email i4see.help@doe.nh.gov.

Note: A communication went out recently for the SAT that indicated students should register on the college board website using their SASID. PLEASE KNOW, this was incorrect, **they should use the StudentAssessmentID aka SSID** when registering for the SAT on the college board website. This id should be an eight-digit identifier, beginning with '16'. If you print out labels or information sheets for students to use with their SAT voucher, please use this StudentAssessmentID. Remember in i4see, you can create a report that contains your student names along with their StudentAssessmentID (see details below). You will use the SASID (State Assigned Student ID) only when registering on the i4see workbench.

Introduction:

For each of the State Assessments, the state must know which of your students will be taking the assessment. The following describes how schools use the i4see workbench to register students for the state assessments. Please know, for each specific assessment, you will get more detailed registration information from the DOE and the Assessment vendors.

School districts should first register their students with the NH DOE via the i4see workbench. On the i4see workbench, you will be able to "Upload Files" and manage these uploads via the "WorkQueue". You are able to add individual students who join your district via the "Students" option and you can produce reports that include the studentAssessmentID (SSID) – "Analysis". These functions are described below.

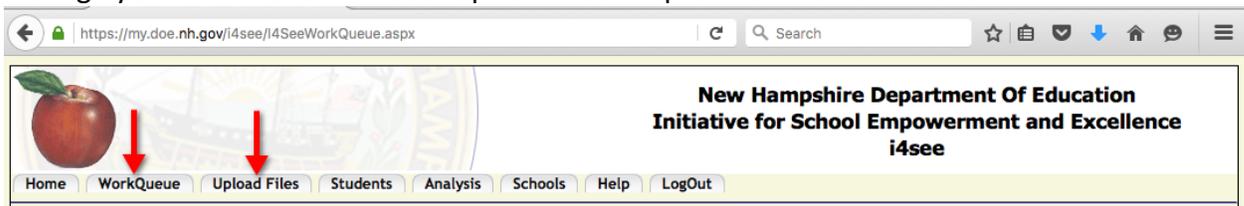


Each SAU has an [i4see coordinator](#) who should be knowledgeable in how to upload the i4see submissions.

How do I use the i4see submissions to register students?

1. i4see: Student Roster (grades 3-8 and 11)
This should be used to identify all students in your district who must take the Smarter Balanced or SAT assessments.
2. i4see: NH-Alt Registration (grades 3-8 and 11)
This should be used to identify all students in your district who must take the alternate exams – mathematics and English language arts alternative assessment administered by DLM (3-8, 11) and/or the NH Science ALPs assessment (4, 8, 11). You will have to specify which of these two (or both) that the student will be taking.
3. i4see: NECAP Science Label Registration (grades 4, 8, 11)
This should be used to identify all students in your district who must take the NECAP Science assessment. Note: It is okay, if you do not provide this NECAP submission, instead the NH DOE will use the i4see: Student Roster submission (item 1 above) and select the applicable grades (4, 8, 11). However, if you would like a different assessment grouping (one of the submission fields) for the Science Labels, you will need to provide this submission.

You can upload students on the i4see workbench. After logging in, select “WorkQueue” to manage your submissions. Select “Upload Files” to provide a new submission.



What do I have to consider as I register students?

1. Please note that a student found in multiple i4see submissions (e.g. from two schools) will be associated with the most recent submission. So, if school A registers John Smith in student roster and then next week school B registers the student, then the students records will be associated with school B when we send the registration data to the testing company.
2. It is important you include all the right students with a grade of 11, in you submissions. 11th graders should include:
 - a. Any student in grade 11 as of the testing window.
 - b. Students who were in grade 9, 10 or 11 as of Oct 1 last year, moved to grade 12 as of the testing window and never took the 11th grade assessment.
 - c. 11th grade students who have already taken the 11th grade Math and ELA SBAC (during 2014-15 or in a prior year), but are still in 11th grade, should not take the SAT and their scores will not be included in accountability reporting.

It is important that you ensure the grade is set to 11 for any student in your StudentRoster submission that should be tested in grade 11.

3. Schools must remember to include your Out of District private placements in the i4see registrations. So if you are sending students to a private special education school for example, you must include them in the Student Roster or NH-Alt Registration submissions. In the submission you would enter your SAU and District, but the school number for the private school.
Note: After submitting the data, you should contact the private school to provide them the registration information (see Reports section below).
4. After you submit your file in i4see you will be able to access reports on the i4see workbench to help provide the information needed to log students into the on-line assessment and register for the SAT (see Reports section below).
To help students register for the SAT, you might want to use the "Individual Student Cards" report. You could print labels with this report, to affix to the student vouchers. You could then collect the vouchers after registration to keep track of which students used which voucher. This might help to match students and test results if students mis-type their SSID when registering.
5. For SBAC, the students submitted via i4see will be sent to the vendor each night and available in the system for online testing the next day.
6. **The State has assigned a new student identifier called the "StudentAssessmentID" (SSID) that will be used to identify students.** State law requires that we do not provide SASID to the testing companies. You will upload the SASID as part of your i4see submissions, and we will then provide the testing company and your school the new StudentAssessmentID (see Reports section below). Please note that this id will change each year.
7. You can include all grades (i.e. K-12) in the submissions, as we will pull the appropriate grades (e.g. 3-8 and 11). It is important that you submit the correct school and grade so students can access the right assessment.

When does the DOE send the data to the testing vendors?

The state will take the i4see submitted records and send them to the testing companies based upon the testing company requirements.

1. SAT – we do not send the roster data to the vendor. Rather students register on their own. However, you will need to provide the student with his/her StudentAssessmentID (SSID). After submitting your i4see StudentRoster, you can print a report in i4see to allow you to give students their StudentAssessmentID (SSID) – see images below.
2. SBAC – beginning in the fall, the state started sending to SBAC, all students in grades 3-8, who are submitted in the i4see: Student Roster to SBAC. The full set of students is updated every night to SBAC.
3. NECAP Science – on March 25, 2016 the full set of students in grades 4, 8 and 11, found in i4see:Student Roster, will be sent to Measured Progress so they can produce labels and send them to schools. On April 29, a second extract will take any new records (new since March 25) and send them to Measured Progress for a second round of labels.

4. NH Science ALPs – On April 1, the full set of students in grades 4, 8, 11, found in the i4see:NH-Alt Registration will be sent to Measured Progress.
5. DLM – Beginning in early March, the full set of students in grades 3-8, 11 found in the i4see:NH-Alt Registration will be sent to DLM. Additionally, changes will be sent to DLM on a nightly basis. Please note the specific launch date for DLM will be communicated when it's determined.

What i4see Reports will help us manage the registration?
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The i4see:Workbench offers “Analysis”->“Anomaly and State Reports” that are available after you upload your i4see submissions. These reports can be used to help students register for the SAT, and log onto the SBAC and DLM assessments. Since the NECAP assessment is done using labels shipped to the school, you may not need these reports.

So that proctors can assist the student logon process, you can print out a roster including ‘StudentAssessmentID’. Additionally a report exists that allows you to produce individual ‘slips’ (or labels) that students can take with them when they login.

For each of these submission types, the following reports are available:

Submission Student Roster

1. ‘SBAC /SAT Students List - by School / Assessment Group / Name’ (spreadsheet)
2. ‘SBAC/SAT Students List - by School / Assessment Group / Name’ (page breaks)
3. ‘SBAC/SAT Individual Student Cards’
4. SASID – AssessmentID (SSID) spreadsheet
5. Taken by School (report of any student who is remove from your list because another school claimed the same child in their own Student Roster submission).
6. Missing 12th graders (report listing 12th graders in BOY who were in 9th, 10th, 11th grade in last year’s EOY as of Oct. 1 but have not taken an 11th grade assessment in the past. It will be noted if they are not in the Student Roster submission).

Submission NECAP Science (including Student Roster)

1. ‘NECAP Science List – by School / Assessment Group / Name’ (spreadsheet)

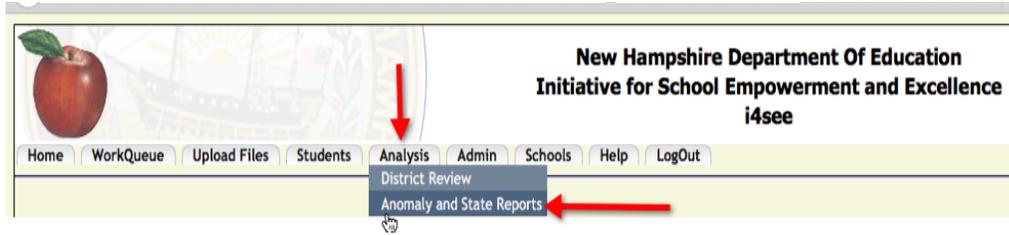
Submission NH-Alt Registration

1. ‘DLM Students by School / Name’
2. ‘NH Science ALPs List – by School / Name’

Note: Remember, for your out of district privately placed students, your district must get the registration information to the private school.

To access the reports, after logging into i4see, select “Analysis -> Anomaly and State Reports”

New Hampshire Department of Education -- i4see TIP Document
Registering Students for State Assessment



Choose the submission type (StudentRoster, NH-Alt or NECAP Science). Then select the report you would like to produce (click on the report name).

Please Select a Submission Type [Refresh](#)

Please Select a School Year

Please Select a School

[Refresh](#)

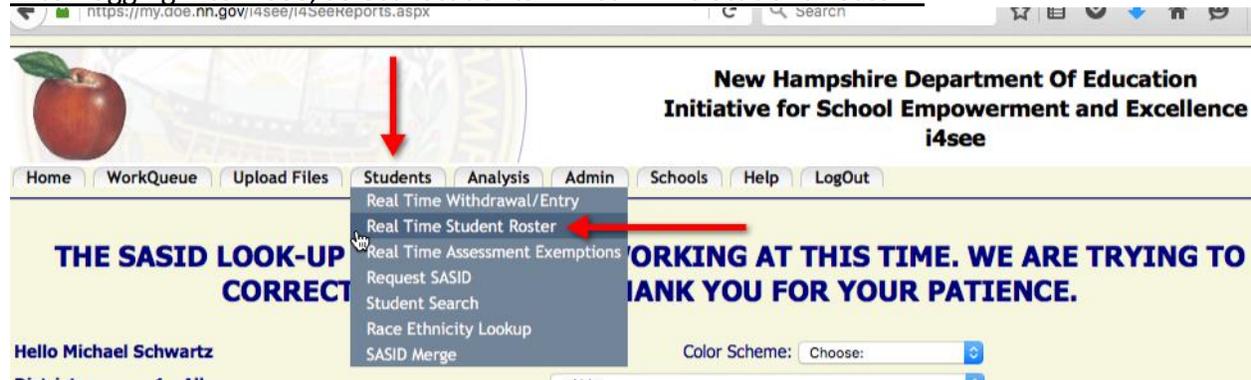
State Reports	
SBAC Students List - by School / Assessment Group / Name' (spreadsheet)	
SBAC Students List - by School / Assessment Group / Name (formatted with page breaks)	
SBAC Individual Student Cards (Compatible with Staples 12527 and Avery 8371)	
Student Roster SASID - AssessmentId List (spreadsheet)	
Students `Taken` by Another School	
High School 12th grade students who should test.	

How can I add and change student information as students transfer to (or out of) my school?

For SBAC and DLM, if a student arrives late in your district, you will want to add the record in i4see Student Roster submission. If a student switches schools in your district or changes grades, you will also want to update the record in the i4see submission. Once you update the record in the Student Roster submission, the change will be sent to SBAC or DLM that night and the student can be tested in the right school/grade the next day. For SAT, as soon as you make the change, you can reprint the roster of students (see reporting section) to access the students AssessmentID (SSID).

You can always add or delete students from your i4see submissions, upload new comprehensive batches (deleting the old batch), or uploading new batches that only contain the new students. However, you can also change one student at a time, via the “Real Time Student Roster” option.

After logging into i4see, select “Students -> Real Time Student Roster”.



You can now enter a SASID to view existing roster submissions, delete your roster submissions and/or add new roster submissions manually (e.g. to adjust your roster for a handful of students who came or left your district).

