ESTAR/MSTAR

Elementary/Middle-School Students in Texas: Algebra Ready

Universal Screener Manual

TEA™
TEXAS EDUCATION AGENCY

Copyright

© 2013 Texas Education Agency
Copyright (c) Notice:
The materials are copyrighted (c) and trademarked (tm) as the property of the Texas Education Agency (TEA) and may not be reproduced without the express written permission of TEA, except under the following conditions:

- Texas public school districts, charter schools, and Education Service Centers may reproduce and use copies of the Materials and Related Materials for the districts' and schools' educational use without obtaining permission from TEA.

- Residents of the state of Texas may reproduce and use copies of the Materials and Related Materials for individual personal use only without obtaining written permission of TEA.

- Any portion reproduced must be reproduced in its entirety and remain unedited, unaltered and unchanged in any way.

- No monetary charge can be made for the reproduced materials or any document containing them; however, a reasonable charge to cover only the cost of reproduction and distribution may be charged.

Private entities or persons located in Texas that are not Texas public school districts, Texas Education Service Centers, or Texas charter schools or any entity, whether public or private, educational or non-educational, located outside the state of Texas MUST obtain written approval from TEA and will be required to enter into a license agreement that may involve the payment of a licensing fee or a royalty.

For information contact: Office of Copyrights, Trademarks, License Agreements, and Royalties, Texas Education Agency, 1701 N. Congress Ave., Austin, TX 78701-1494; phone 512-463-9270 or 512-463-9437; email: copyrights@tea.state.tx.us

©2013 Texas Education Agency. All Rights Reserved.

Contents

Copyright 2
Overview of ESTAR/MSTAR 4
Elementary and Middle-School Students in Texas: Algebra Ready 4
Roles and Responsibilities 5
Project Share District Administrator 5
IT Staff 5
ESTAR/MSTAR District Administrator 5
ESTAR/MSTAR Campus Administrator 5
Teacher 6
ESTAR/MSTAR District Administrator 7
Editing and Viewing Schools 9
Moving students 11
Accessing Reports 12
ESTAR/MSTAR Campus Administrator 13
Moving students 15
Adding a Classroom 16
Editing Student Information 16
Editing Teacher Information 16
Accessing Reports 17
ESTAR/MSTAR Teachers 18
ESTAR/MSTAR Universal Screener 18
Teacher Administration 21
MSTAR Diagnostic Assessment References 23
Printing a Test: 24
Accessing Reports: 25
Accommodations 26
ESTAR/MSTAR Students 27
Student Procedures 29

For ESTAR/MSTAR support, teachers or campuses should contact the district administrator responsible for the Universal Screener. District administrators who need assistance should contact the Texas Math Support Center at mathtx@esc13.net.

©2013 Texas Education Agency. All Rights Reserved.

Overview of ESTAR/MSTAR

ESTAR/MSTAR
Elementary and Middle-School Students in Texas: Algebra Ready

The purpose of the ESTAR/MSTAR program is to implement strategies designed to increase the preparedness of middle school students to meet standards and pass assessments in Algebra I. The ESTAR/MSTAR Universal Screeners are components of a formative assessment system which will be administered to students to support instructional decisions. The purpose of the ESTAR/MSTAR screener in grades 2 – 8 is to allow teachers to identify students who are at risk for not meeting the curricular expectations as identified in the Texas Response to Curriculum Focal Points.

The ESTAR/MSTAR program is designed to do the following:

- Increase mathematics content knowledge for teaching and instructional effectiveness in order to improve teachers' abilities to increase performance for struggling students and those at risk for failure in mathematics
- Develop the skills and knowledge of school leaders to support and facilitate mathematics instruction
- Provide services to students who are at risk of not meeting passing requirements on the Algebra I End-of-Course (EOC) assessments

The program goals of the ESTAR/MSTAR program are to

- increase the number of students who are academically ready to meet the passing standard on the EOC assessment in Algebra I;
- plan, design and implement systemic programs to support the improvement of grades 2 - 8 teachers' mathematics knowledge and instructional effectiveness and create a deeper understanding of the mathematical concepts and skills needed to prepare students for algebra;
- create opportunities for teachers to receive in-classroom coaching in order to improve effectiveness in the use of instructional and Response to Intervention (RtI) strategies for mathematics;
- ensure students participate in a challenging curriculum that meets or exceeds the mathematics grade level TEKS for which the student is enrolled to focus on preparing middle school students for the Algebra I EOC assessment;
- equip school leaders to support and monitor teachers' efforts to increase student achievement in mathematics; and
- provide parents with opportunities to dialogue with teachers at more frequent intervals about their child's progress in mathematics.

(http://www.tea.state.tx.us/index3.aspx?id=5348&menu_id3=814)

©2013 Texas Education Agency. All Rights Reserved.

Roles and Responsibilities

Project Share District Administrator

- Each district should designate an account manager (institutional admin) within Project Share who will be responsible for processing the ESTAR/MSTAR enrollment file. The Texas Math Support Center is available to provide training and support. Please contact mathtx@esc13.net.

- A district staff member will create an ESTAR/MSTAR enrollment data file that will be uploaded using the ESTAR/MSTAR enrollment tool found in Epsilen. Districts may choose to create ESTAR/MSTAR campus administrator accounts with limited permissions to assist with managing and updating campus batch files. The Texas Math Support Center can assist districts in creating these accounts.

- The Project Share Administrator will be able to move students from one campus to another within the district as it becomes necessary.

IT Staff

- IT staff should review technical requirements in this document and ensure there is nothing blocking user access to ESTAR/MSTAR (projectsharetexas.org or mstar.epsilen.com) or anything that will block pop ups, as pop up blockers may not allow graphics to be displayed in a question.

- Prior to testing window, IT staff should review workstation and browser setting recommendations to ensure compatibility for ESTAR/MSTAR testing. The resource **Is My Computer ESTAR/MSTAR Friendly?** can be accessed from https://mstar.epsilen.com/compatibilitycheck/.

ESTAR/MSTAR District Administrator

The ESTAR/MSTAR District Administrator will be responsible for moving students among campuses as students change schools.

ESTAR/MSTAR Campus Administrator

The campus administrator for ESTAR/MSTAR will be responsible for:

1. moving students between classes within the campus.
2. adding classes for a teacher.
3. editing information about students, teachers or classes.

©2013 Texas Education Agency. All Rights Reserved.

Teacher

Classroom teachers should perform the following steps:

- Administer ESTAR Universal Screener to students in grades two, three, and four and administer MSTAR Universal Screener to students in grades five, six, seven, or eight during the testing window.
- Administer screener online or via paper/pencil. If you are administering the test online, please have student usernames and passwords available. Teachers will be able to view and print a class roster containing student user names from the ESTAR/MSTAR teacher administration screen. Student passwords will be communicated by the district.
- Work with the campus administrator to schedule computer access during the test window, if online administration is your preference.
- Follow instructions for assigning test to class and log in with a student username to ensure workstation compatibility before testing begins.
- Provide a quiet and secure environment for students to access and take the test.
- Walk through testing instructions with students (log in, start test, submit responses, and use online highlighter). If students are taking a paper/pencil test, you can walk students through how to enter their responses using the virtual bubble sheet.
- Monitor the testing environment. Advise students as to what they should do when testing is complete.
- Provide scratch paper during testing. Collect scratch paper immediately after testing and destroy. Ensure that students do not to use calculators during testing.
- Assist students during testing should they encounter a computer issue.
- Ensure that each student receives STAAR reference materials for use during testing. The reference materials can be accessed in teacher resources or by using the following url: http://www.tea.state.tx.us/student.assessment/staar/math.
- Ensure accommodations for students who need them are provided for online administration.
- Do not provide reinforcement, review, or assistance while they are taking the ESTAR/MSTAR assessment as such assistance is prohibited and could invalidate testing results.
- Do answer questions about directions or procedures, but not assessment content. If a student persists in asking for this type of help, a suggested response is **"I can't answer that for you; just do the best you can."**

©2013 Texas Education Agency. All Rights Reserved.

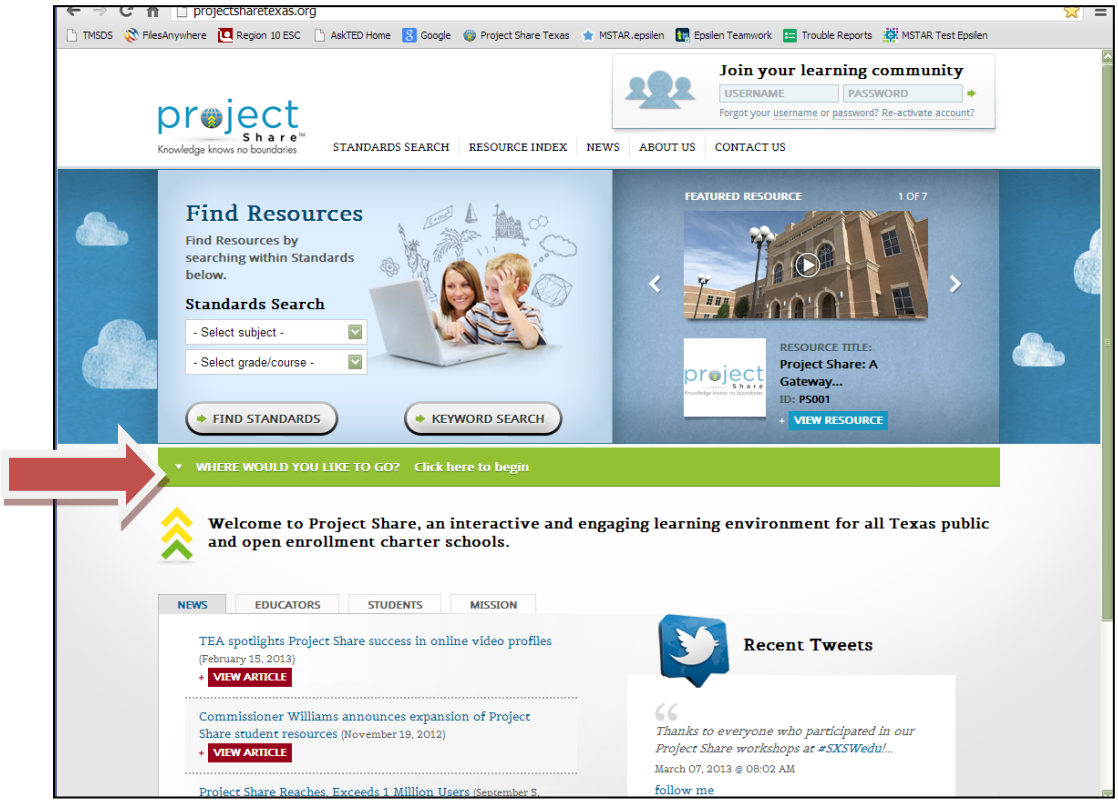
ESTAR/MSTAR District Administrator

The district administrator for ESTAR/MSTAR will be responsible for moving students between campuses within the district, editing school information, and creating or deleting campus administrators from current ESTAR/MSTAR accounts. The district administrator will be able to view reports with information about the district's performance and can view teacher reports.

There are three ways to access the Universal Screener.

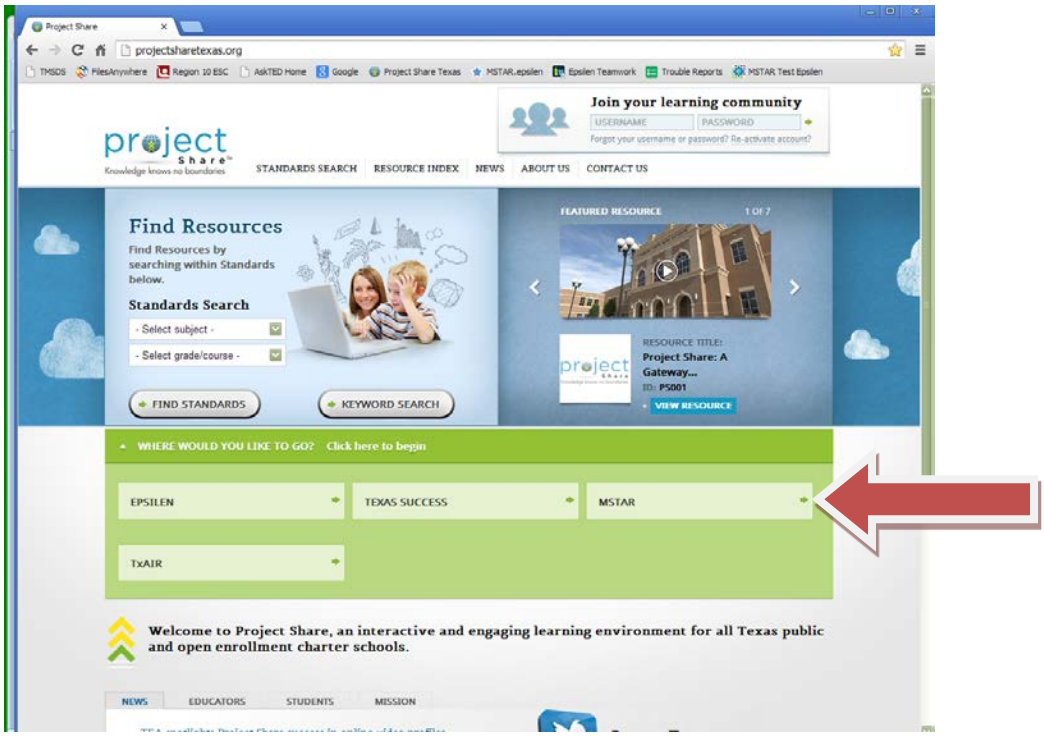
1. Go to http://projectsharetexas.org, log in to Project Share in the upper right corner, and enter ESTAR/MSTAR through the gadget on the My Portal page in Epsilen.

2. Go to http://projectsharetexas.org and click on "Where Would You Like To Go."

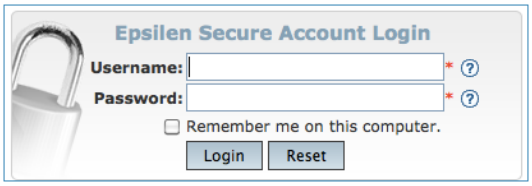


©2013 Texas Education Agency. All Rights Reserved.

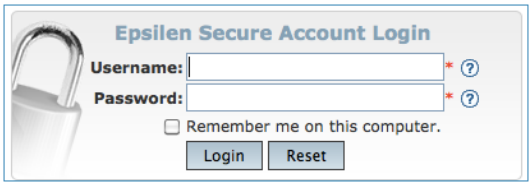
Click on ESTAR/MSTAR.



Log in to the ESTAR/MSTAR Application.



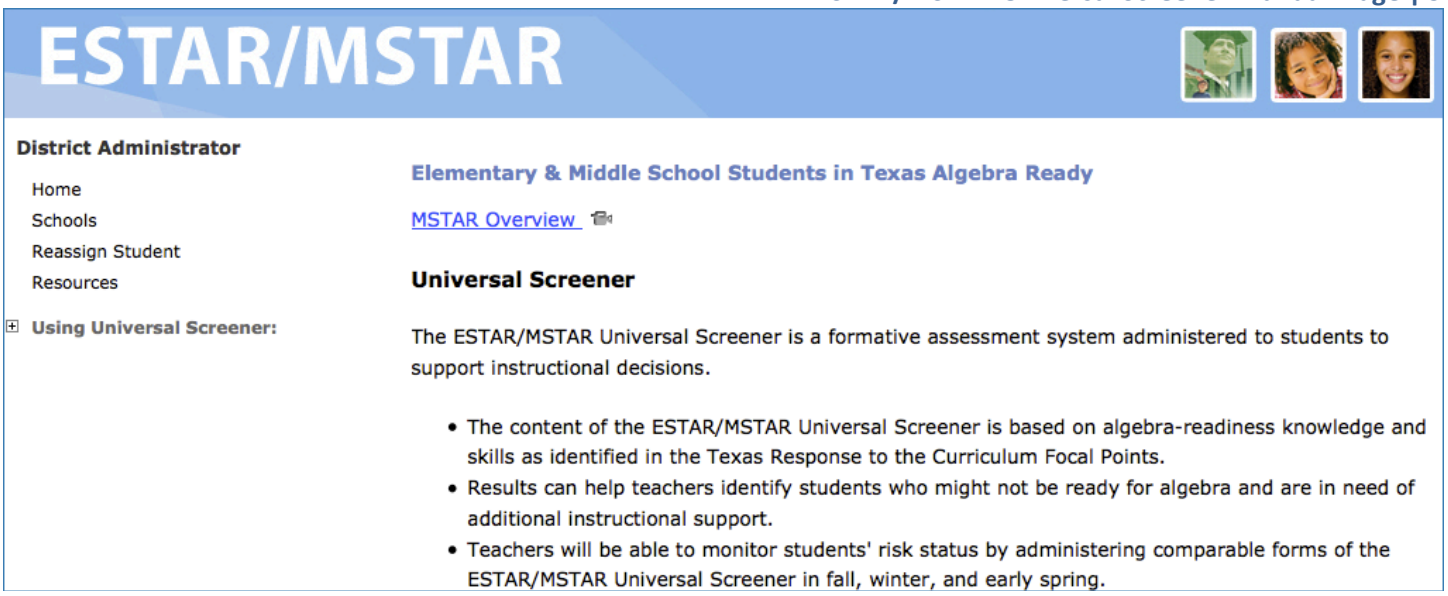
3. Go to http://mstar.epsilen.com and log in to the ESTAR/MSTAR application.



Usernames and passwords are not case sensitive.

After logging in the District Administrator will see the following screen with menu choices on the left side of the window.

©2013 Texas Education Agency. All Rights Reserved.



Editing and Viewing Schools

Select **Schools** from the menu to view a list of schools in the district. Hover over the down arrow to the right of a school name to select **View** or **Edit**.

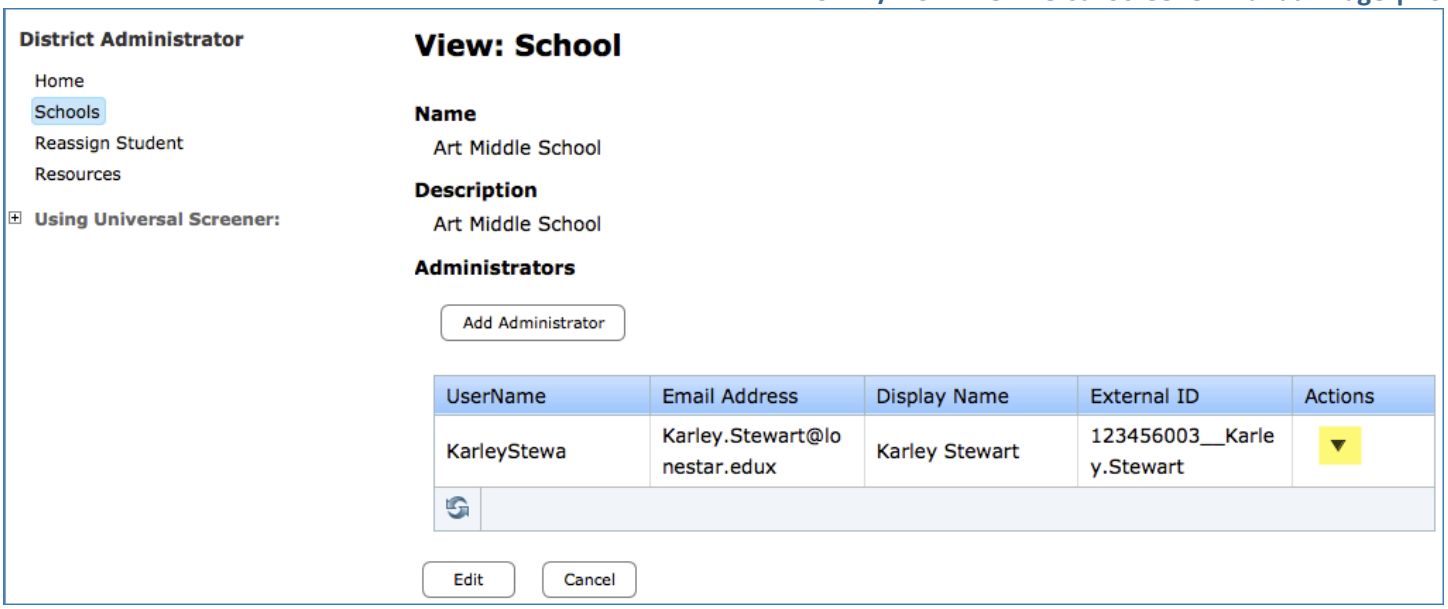
Editing School Information

Selecting the **Edit** icon will show the name and description of the selected school which can then be edited. When finished editing, click on the **Save** button or **Cancel** button to return to the list of schools.

Viewing School Information

Selecting the **View** icon will show the name, description, and campus administrators for the selected school. Campus administrators may be added to schools using the Add Administrator tool. You may also view, edit, or delete current campus administrators from each school.

©2013 Texas Education Agency. All Rights Reserved.

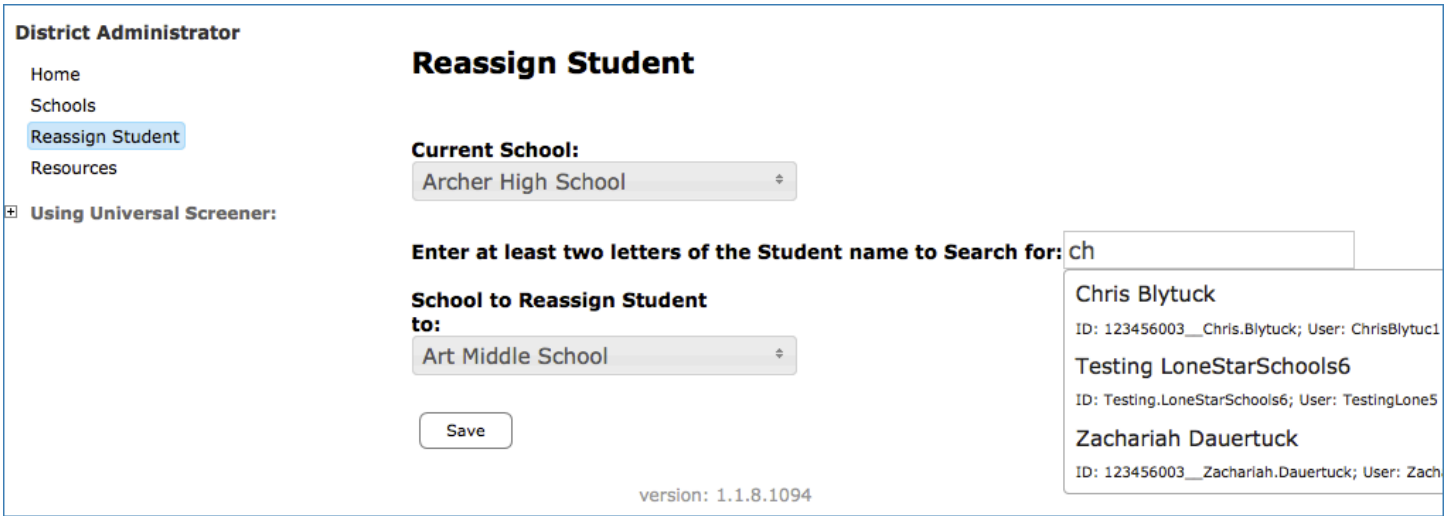


©2013 Texas Education Agency. All Rights Reserved.

Moving students

To move a student from ***one campus to another***, complete the following steps:

- Select **Reassign Student.**
- Select **Current School.**
- Enter at least two letters of the student's name. Matching names will be displayed.
- Select/highlight student.
- Select **School to Reassign Student to.**
- Select **Save.**



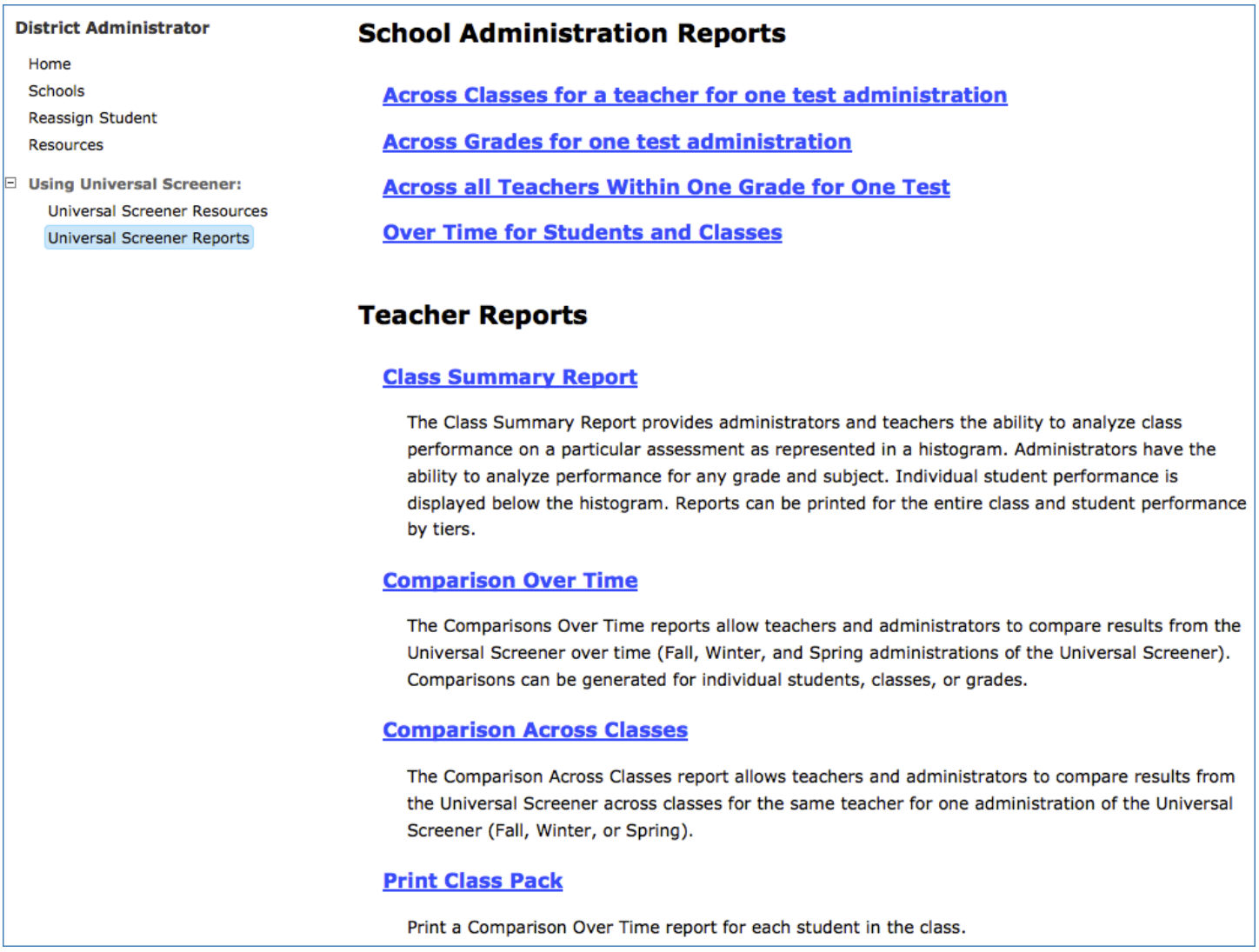
After the student is assigned to the new campus, the campus/school administrator will enroll the student in the appropriate class. The district administrator does not have access to enroll the student in a classroom.

©2013 Texas Education Agency. All Rights Reserved.

Accessing Reports

To access reports, select **Using Universal Screener** and then **Universal Screener Reports**. The district administrator has the option to view reports designed specifically for administrators or to view teacher reports.

For detailed information about interpreting Universal Screener reports, users should join the ESTAR/MSTAR Universal Screener online course http://www.epsilen.com/crs/13205959 **available in Project Share.**



©2013 Texas Education Agency. All Rights Reserved.

ESTAR / MSTAR Campus Administrator

The campus administrator for ESTAR/MSTAR will be responsible for the following:

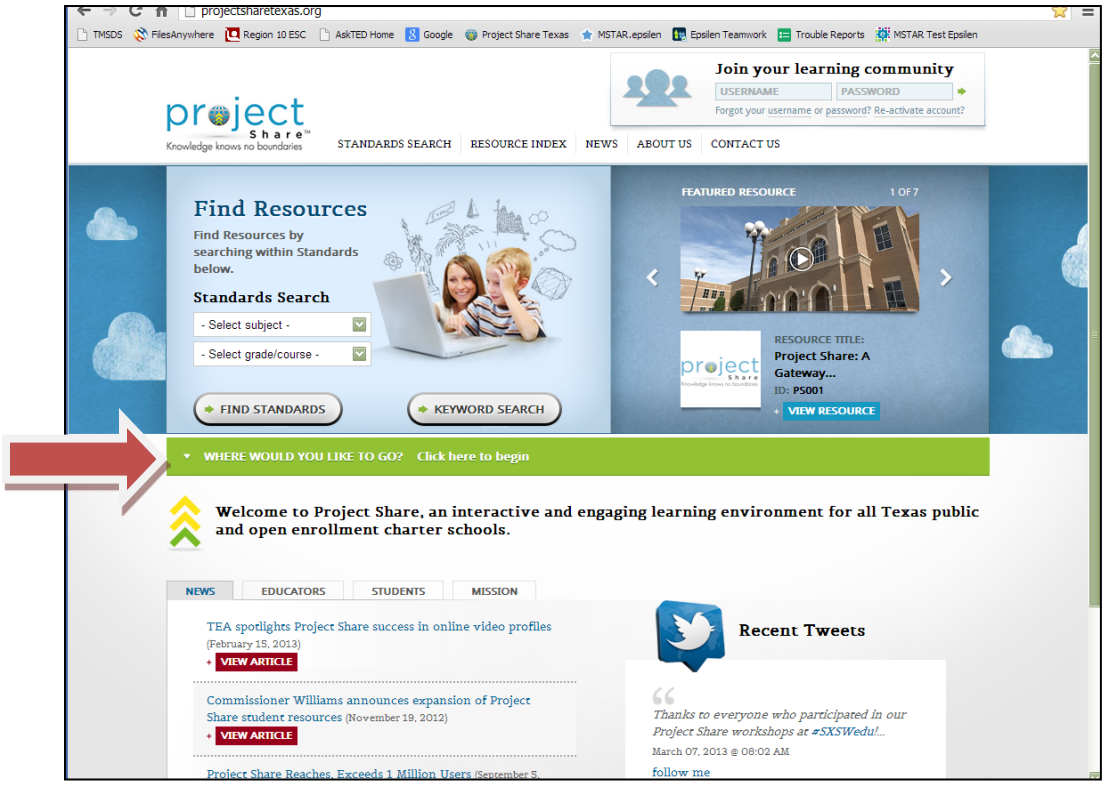
1. Moving students between classes within the campus
2. Adding classes for a teacher
3. Editing information about students, teachers or classes

The campus administrator will be able to access reports with information about the school's performance.

There are three ways to access the Universal Screener.

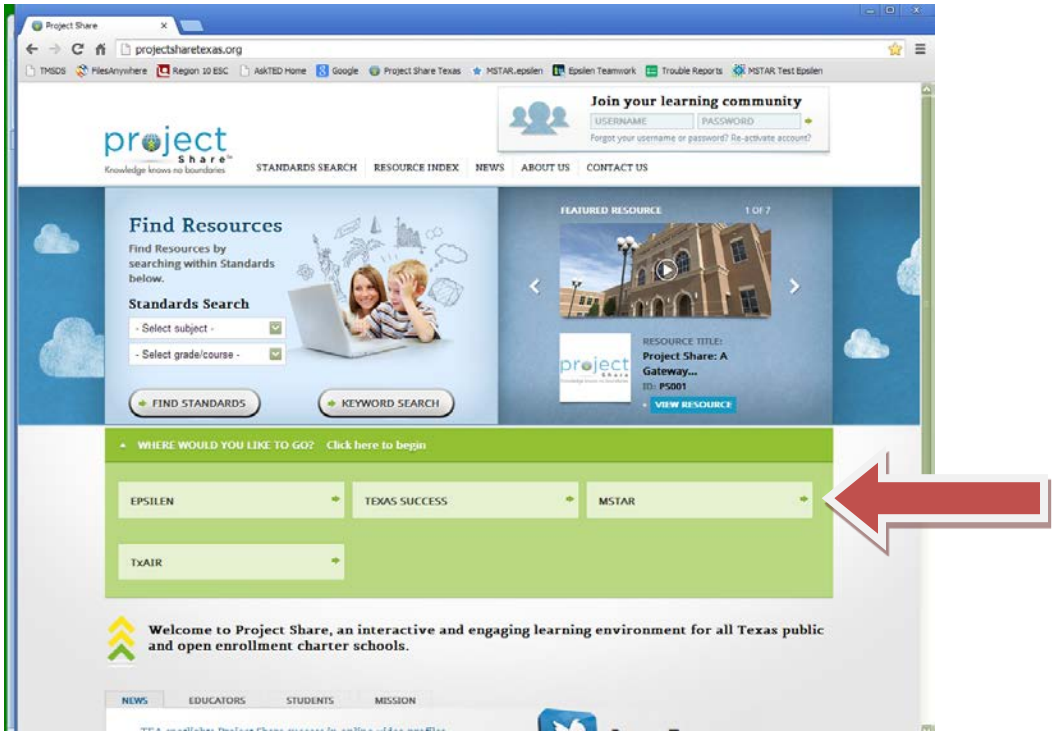
1. Go to http://projectsharetexas.org log in to Project Share in the upper right corner, and enter ESTAR/MSTAR through the gadget on the My Portal page in Epsilen.

2. Go to http://projectsharetexas.org and click on "Where Would You Like To Go."

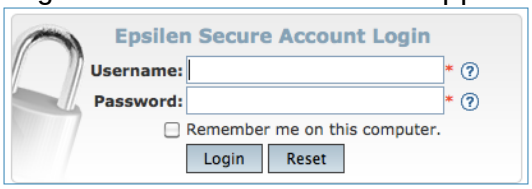


©2013 Texas Education Agency. All Rights Reserved.

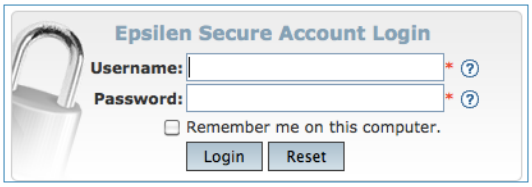
Click on ESTAR/MSTAR.



Log in to the ESTAR/MSTAR application.



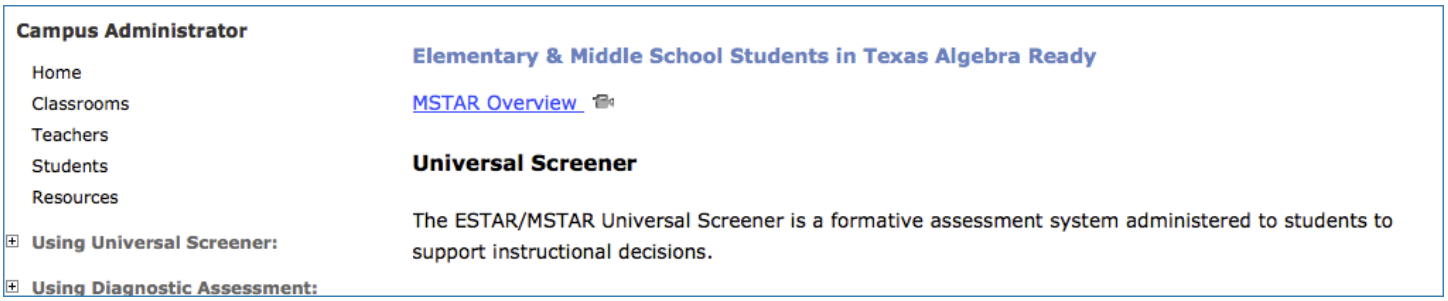
3. Go to http://mstar.epsilen.com and log in to the ESTAR/MSTAR application.



Usernames and passwords are not case sensitive.

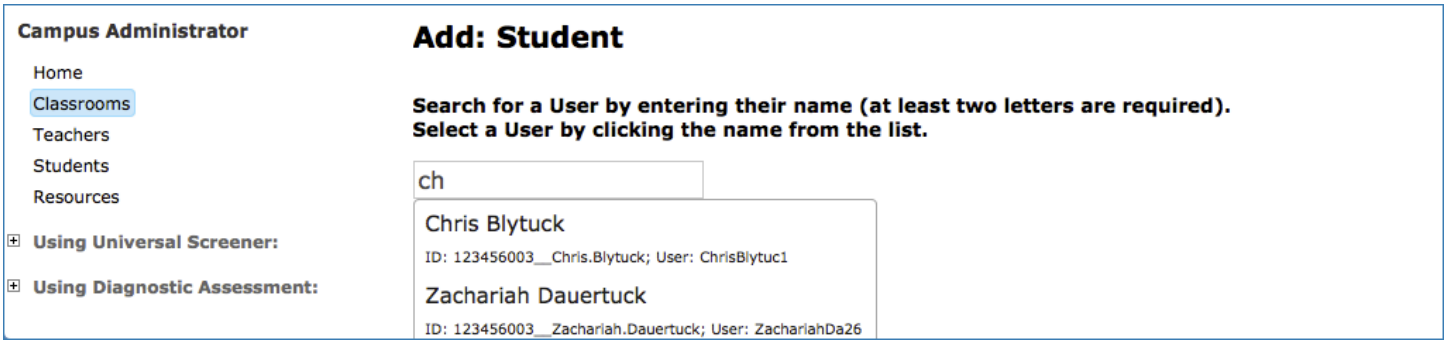
©2013 Texas Education Agency. All Rights Reserved.

Moving students



To move a student from ***one class to another***, complete the following steps:

- Select **Classrooms** and identify the classroom that the student will be added to
- Hover over the down arrow in the action column on the right and select **View** to see the class roster
- Select **Add Student**
- Enter at least two letters of the student's name. Matching names will be displayed. Do not search by username.



- Select/highlight student.
- Select **Save**. The student is now added to the new class.
- To remove a student from a class, select **Classrooms** and identify the classroom that the student will be removed from.
- Hover over the down arrow in the action column on the right and select **View** to see the class roster.
- Scroll to the right within the classroom list so that the action column is visible.
- Hover over the down arrow in the action column on the right and select **Delete.**
- If the student displayed is the correct one, select **Delete** to confirm the deletion.

©2013 Texas Education Agency. All Rights Reserved.

Adding a Classroom

To ***add a classroom for a teacher***, complete the following steps:

Select **Classrooms.**
Select **Create New** at the top of the resulting list.
Select the teacher from the drop down menu.
Enter the **External ID** for the teacher (institution ID that was batch uploaded for that teacher).
Enter a **Class Name.**
Choose a **Grade Level** from the drop down list.
Select **Save.**

The campus administrator can then select to edit the class and add students as described in the preceding section.

Editing Student Information

To ***edit student information***, complete the following steps:

Select **Students.**
Find the name of the student that needs to be edited.
Scroll to the right within the student list so that the action column is visible.
Hover over the down arrow in the action column on the right and select **Edit.**
Update the appropriate information.
Select **Save.**
Students may also be edited from the classroom list.

NOTE: Changes to a student's name, ID, or grade level will not update the database. What has been uploaded using the batch upload process will remain current.

Editing Teacher Information

To edit teacher information:

Find the name of the teacher that needs to be edited.
Scroll to the right within the student list so that the action column is visible.
Hover over the down arrow in the action column on the right and select **Edit.**
Update the appropriate information.
Select **Save.**

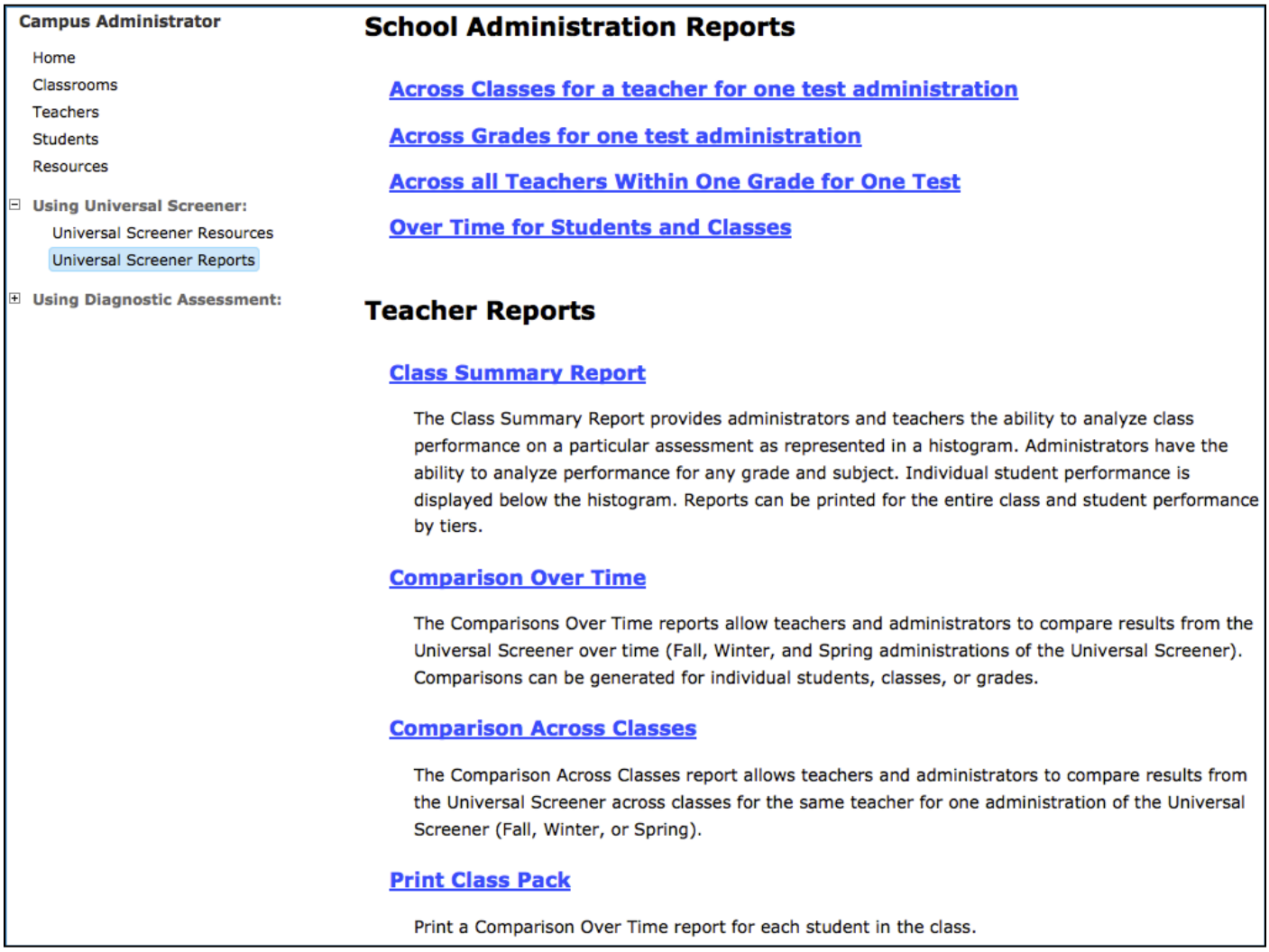
NOTE: Changes to a teacher's name or ID will not update the database. What has been uploaded using the batch upload process will remain the current information.

©2013 Texas Education Agency. All Rights Reserved.

Accessing Reports

To access reports, select **Using Universal Screener** and then **Universal Screener Reports**. The campus administrator has the option to view reports designed specifically for administrators or to view teacher reports.

For detailed information about interpreting Universal Screener reports, users should join the ESTAR/MSTAR Universal Screener online course http://www.epsilen.com/crs/13205959 **available in Project Share.**



©2013 Texas Education Agency. All Rights Reserved.

ESTAR / MSTAR Teachers

ESTAR / MSTAR Universal Screener

Administration of the ESTAR/MSTAR Universal Screener will be available either online through Project Share or paper/pencil, via a printable form from the application.

Please note the following:

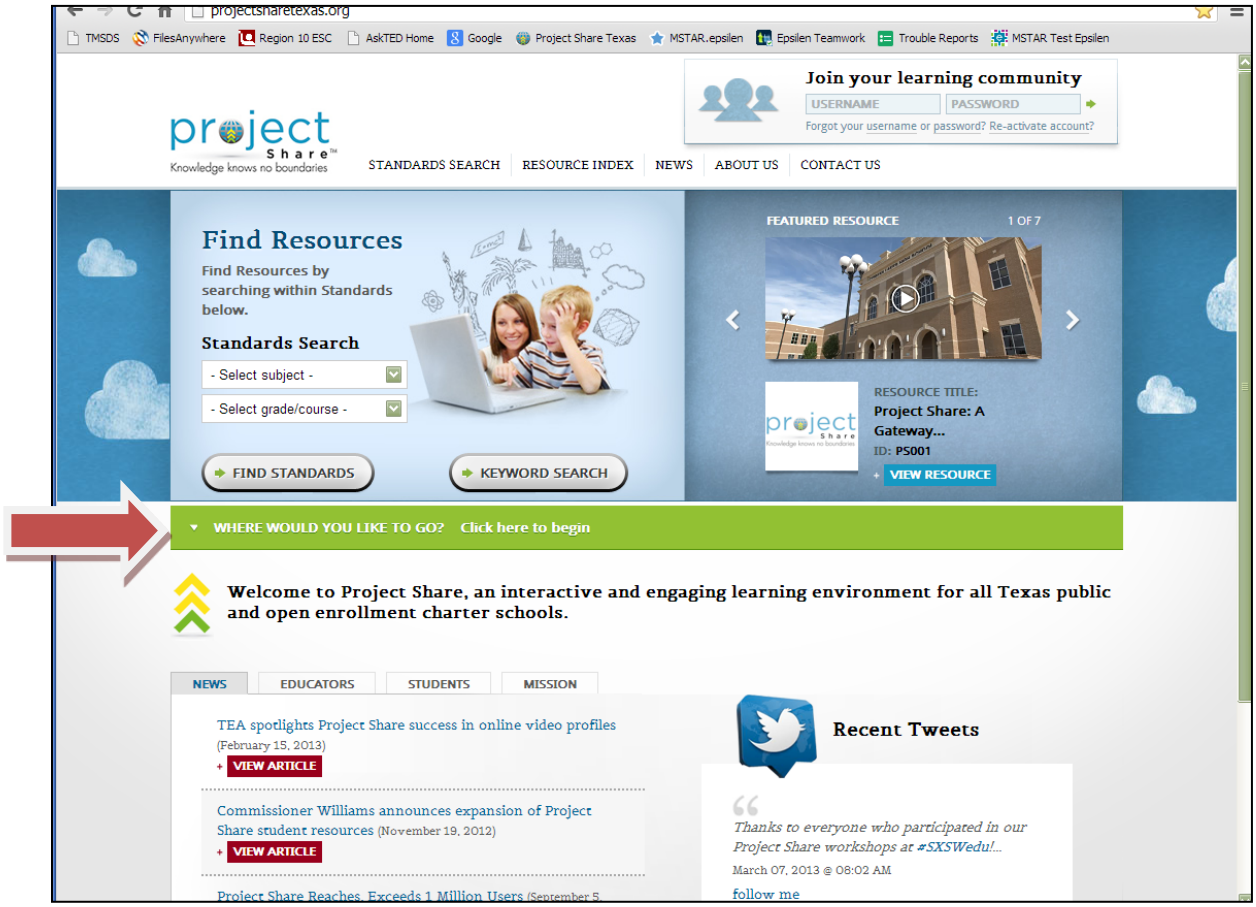
- A regular class period should provide sufficient time for administering the test.
- Each teacher will need to assign an assessment to each student who should be taking the assessment.
- The students will not be allowed to use calculators during the assessment.
- Each student should be provided STAAR Reference Materials, which can be accessed under the following link: http://www.tea.state.tx.us/student.assessment/staar/math and in the Resources section in the MSTAR portal.
- For assistance with the ESTAR/MSTAR account upload process, contact the district Project Share administrator responsible for the Universal Screener.
- District Project Share administrators who need assistance with the MSTAR account upload process should contact the Texas Math Support Center.
- For assistance with technical issues while administering the assessment, contact the district IT administrator responsible for the Universal Screener.
- District Project Share administrators who need assistance with the MSTAR Universal Screener assessment process (e.g., assigning assessments, reviewing student data) should contact the Texas Math Support Center.
- Education service centers (ESCs) needing assistance should contact the Texas Math Support Center at mathtx@esc13.net.

There are three ways to access the Universal Screener.

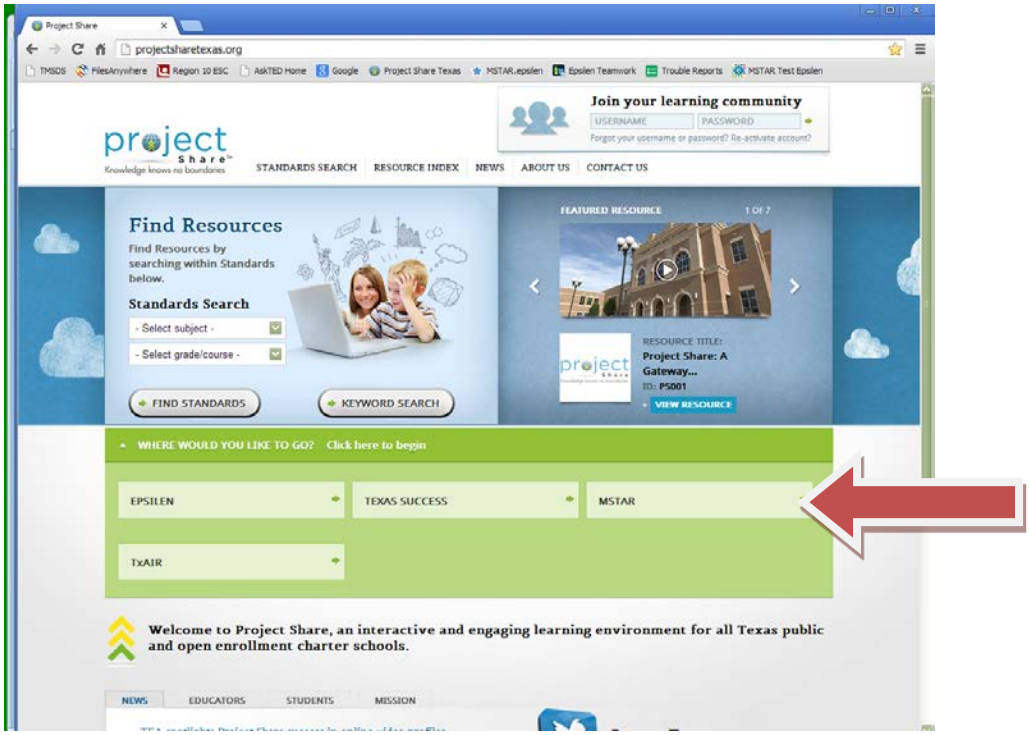
1. Go to http://projectsharetexas.org and log in to Project Share in the upper right corner, and enter ESTAR/MSTAR through the gadget on the My Portal page in Epsilen.

©2013 Texas Education Agency. All Rights Reserved.

2. Go to http://projectsharetexas.org and click on "Where Would You Like To Go."

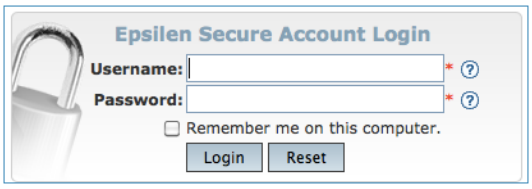


Click on ESTAR/MSTAR.

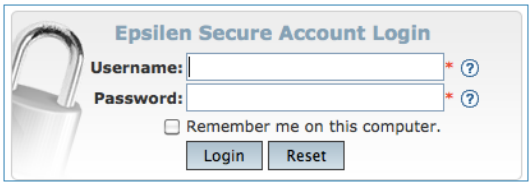


©2013 Texas Education Agency. All Rights Reserved.

Log in to the ESTAR/MSTAR Application.



3. Go to http://mstar.epsilen.com and log in to the ESTAR/MSTAR application.

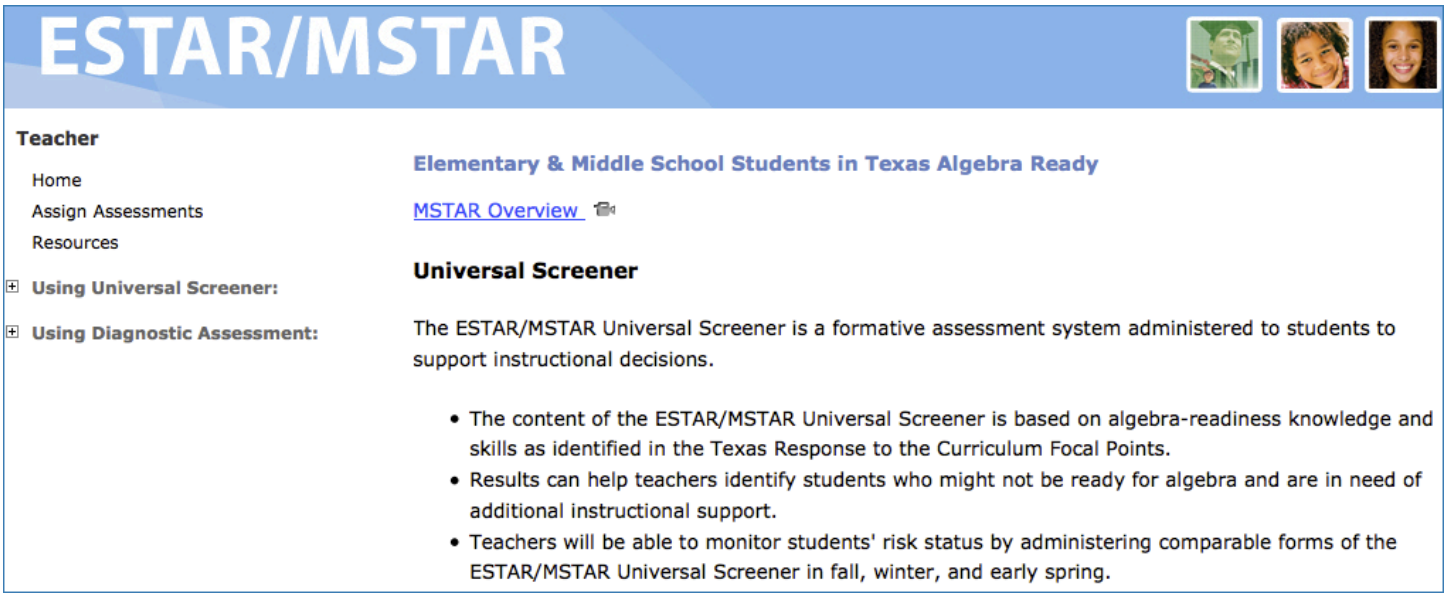


Usernames and passwords are not case sensitive.

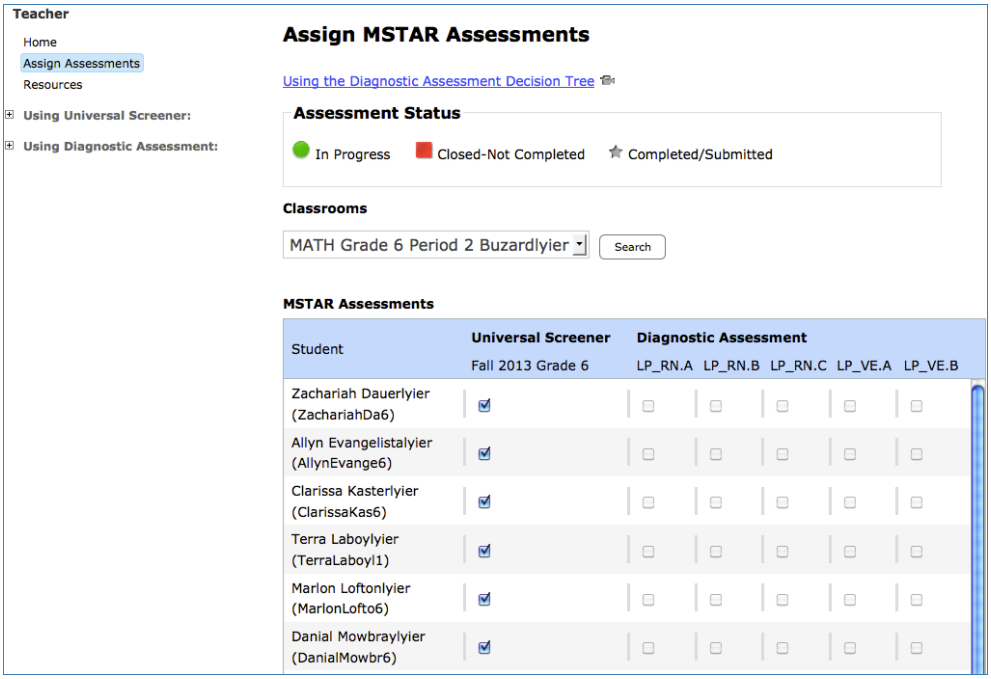
©2013 Texas Education Agency. All Rights Reserved.

Teacher Administration

After you select the ESTAR/MSTAR application, the teacher home page will appear.

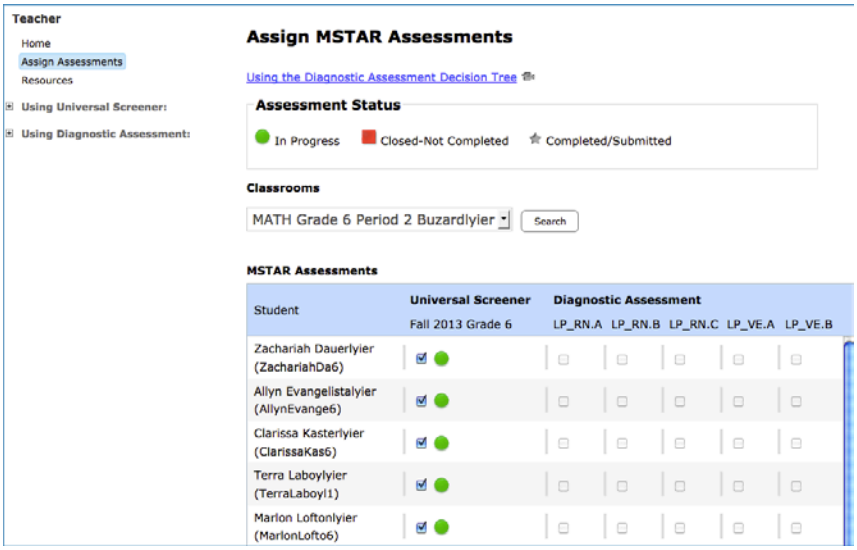


To assign an assessment to students, select **Assign Assessments** from the menu. Select the desired classroom from the classroom menu. Select individual students or select **Everyone** to assign the assessment to all students in the classroom. You may also select **Everyone** and then remove the checks for individual students. Select **Save**. Teachers who teach multiple grade levels should take care to assign the appropriate grade level assessment to students.

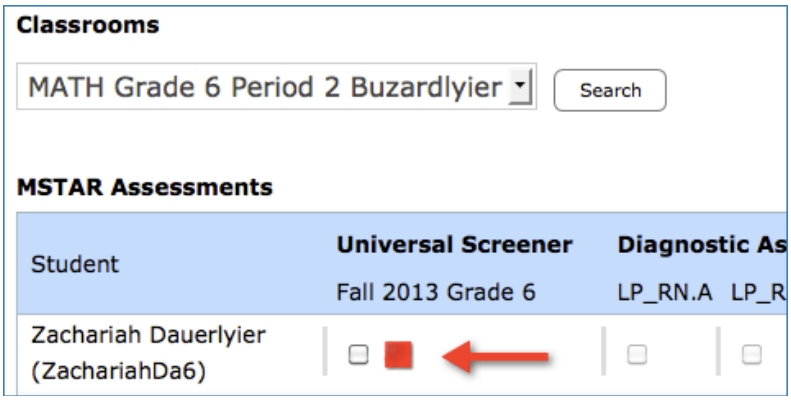


©2013 Texas Education Agency. All Rights Reserved.

A green circle will appear adjacent to each student's name, indicating that the students now have an active assessment assigned to them. Note that student usernames are listed for each student on the class roster.



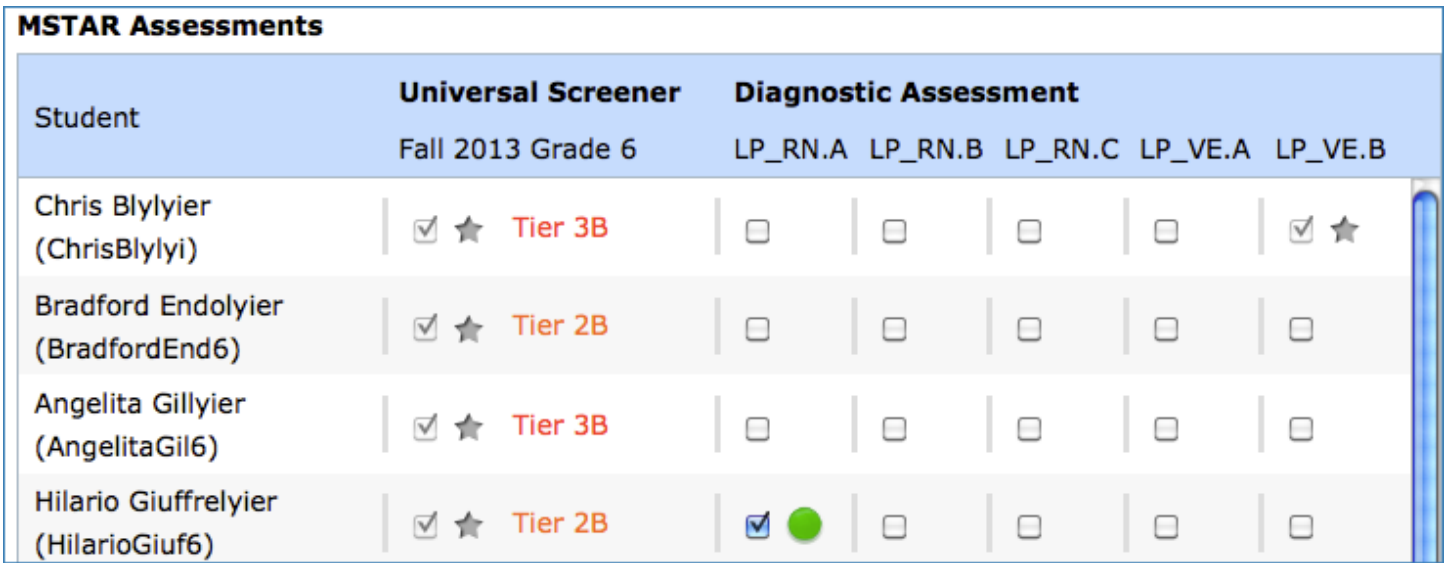
****Please note**** - Teachers should deactivate an assessment for students who cannot complete the test during the testing session. This can be done on the **Assign Assessment** screen. The teacher will remove the check mark associated with any student who hasn't completed the test. When a student assessment has been deactivated, a red square will appear by the student's name on the **Assign Assessment** screen designating that the assessment is closed and not completed. The teacher can reactivate the test by placing a check in the box for the appropriate student. Student responses will be saved from the previous session.



©2013 Texas Education Agency. All Rights Reserved.

MSTAR Diagnostic Assessment References

Beginning with the winter 2013-2014 screening window, teachers accessing MSTAR assessments for students in grades 5 – 8 will notice that the MSTAR Diagnostic Assessment is available to them after students complete the screener. The result of each student's Universal Screener tier is recorded on the Assign Assessment Screen. An MSTAR Diagnostic manual and resources are available for use with students who are identified as not on-track for algebra readiness based on the results of the MSTAR Universal Screener. The ESTAR Diagnostic Assessment will be available for use in 2014-2015.



©2013 Texas Education Agency. All Rights Reserved.

Printing a Test:

If a teacher needs to administer a test offline via paper/pencil, the teacher may print a copy of the test from the **Print/Preview** tool. This option is found by selecting **Using the Universal Screener** and then **Print/Preview**. When the student completes the paper administration, the teacher may input the student responses by clicking the green circle adjacent to the student's name to generate an electronic answer document that the teacher completes and saves. Completing this step will allow the student results to be included in online reporting.

Students also have an option to input their responses on a virtual answer document. Instructions are located in the student section.

Teachers should be aware that when an assessment is taken online, questions are randomized. However, if the test is printed and the teacher or student inputs the responses from the paper copy, the questions will not be random and will match the virtual answer document.

If a teacher inadvertently enters student responses incorrectly, the teacher may return to the appropriate student, click the green check mark, and the answer document will open and the responses can be updated and resubmitted.

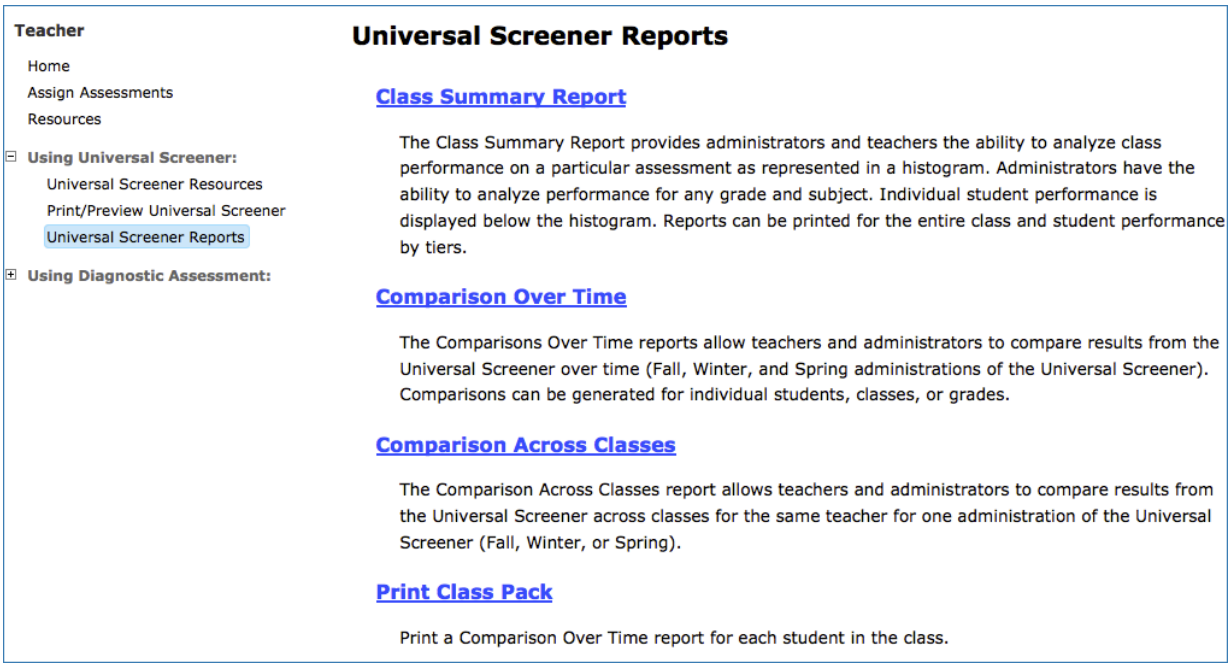
If a class roster is not correct, the teacher should contact the campus or district Project Share administrator responsible for the Universal Screener.

©2013 Texas Education Agency. All Rights Reserved.

Accessing Reports:

1. Select **Using Universal Screener.**
2. Select **Universal Screener Reports.**
3. Select the desired report and data to be reported.

For detailed information about interpreting Universal Screener reports, users should join the ESTAR/MSTAR Universal Screener online course http://www.epsilen.com/crs/13205959 **available in Project Share.**



©2013 Texas Education Agency. All Rights Reserved.

Accommodations

Accommodations are practices and procedures that provide equitable access during instruction and assessments for students with disabilities or special needs and eligible English language learners (ELLs) who need linguistic accommodations.

Accommodations are intended to reduce or eliminate effects of a disability or limitation, but not to reduce learning expectations. A student may have a temporary disabling condition (e.g., a broken arm or lost eyeglasses) which may require the use of an accommodation.

Accommodations offered to students during regular standardized testing should also be offered during an ESTAR/MSTAR assessment, to the extent possible. Updates on state expectations regarding accommodations are available from the following links:
http://www.tea.state.tx.us/student.assessment/accommodations/staar-telpas/
http://www.tea.state.tx.us/student.assessment/ell/staarl/

A student may have a temporary or permanent disabling condition that interferes with the ability to physically manipulate test materials, such as test booklet pages, rulers, etc. The student must direct the test administrator very specifically regarding all steps necessary when manipulating the materials (for example, when to turn the page or where to place the ruler). **For online administrations, the test administrator may assist a student who is unable to move the mouse to navigate the online test. The student must provide specific directions to the test administrator regarding how to navigate the test. The test administrator may not provide feedback regarding the correctness of the student's directions**.

- A test administrator may provide an oral administration to students who meet the eligibility criteria. An oral administration may include different levels of reading support for each student, such as reading only a few words or phrases, reading multiple sentences throughout the test, or reading the test in its entirety.

- **A student who loses focus easily may need general visual, verbal, or tactile reminders to stay on task. For example, a test administrator may say "You need to continue working" or "You are on page X." The test administrator may gently tap a student's shoulder to redirect his or her attention to the test.**

- In order to provide a language accommodation, trans-adapted versions of the test can be found under the **Print/Preview** tool. This test will have one question per page to match what a student will see when he/she is logged in to the ESTAR/MSTAR Universal Screener program. When online, the student will see one question in English, use the printed trans-adapted paper version to read the same question in Spanish, and mark his/her answer on the online system.

Accommodations are not empirically validated.

©2013 Texas Education Agency. All Rights Reserved.

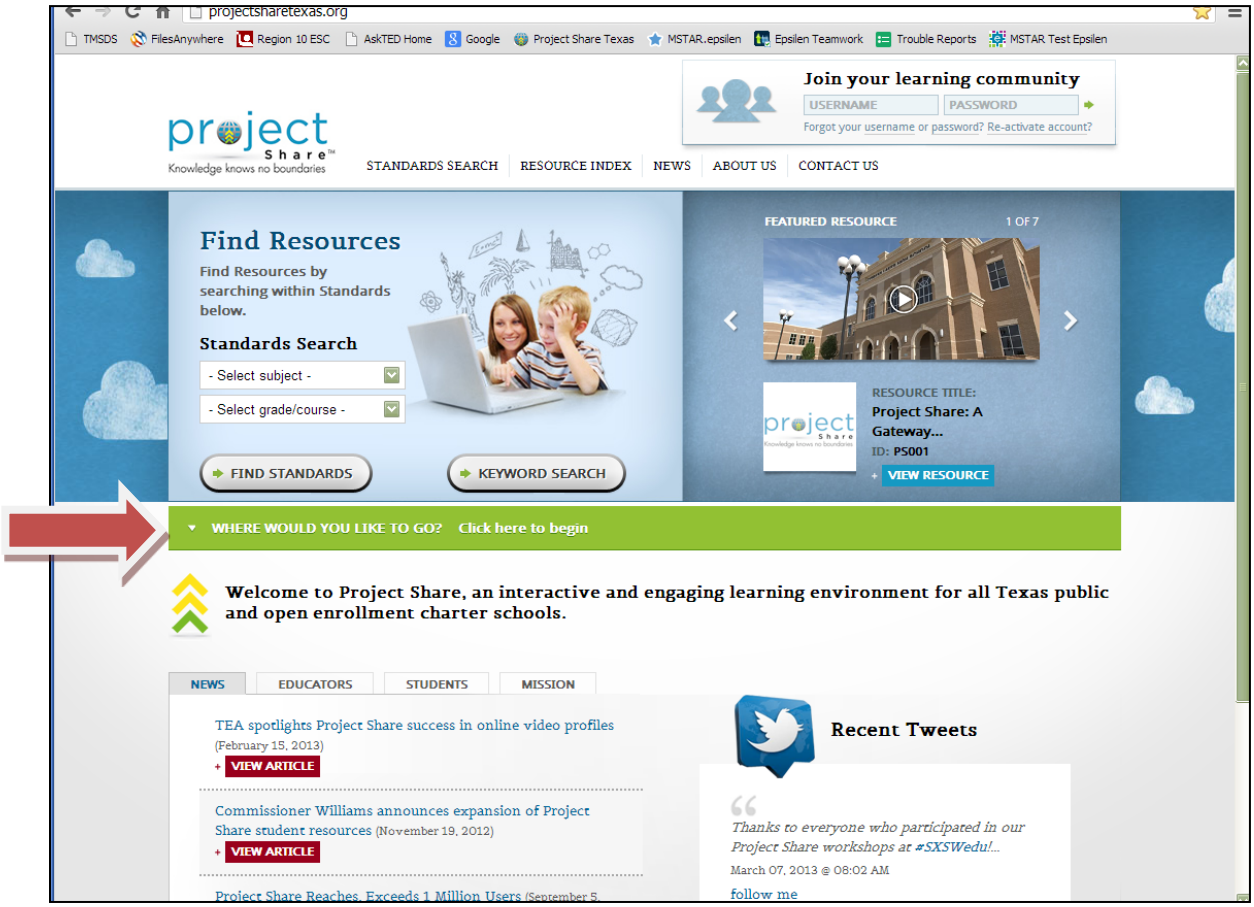
ESTAR / MSTAR Students

Students follow the same procedure as a teacher for logging into the Universal Screener.

There are three ways to access the screener:

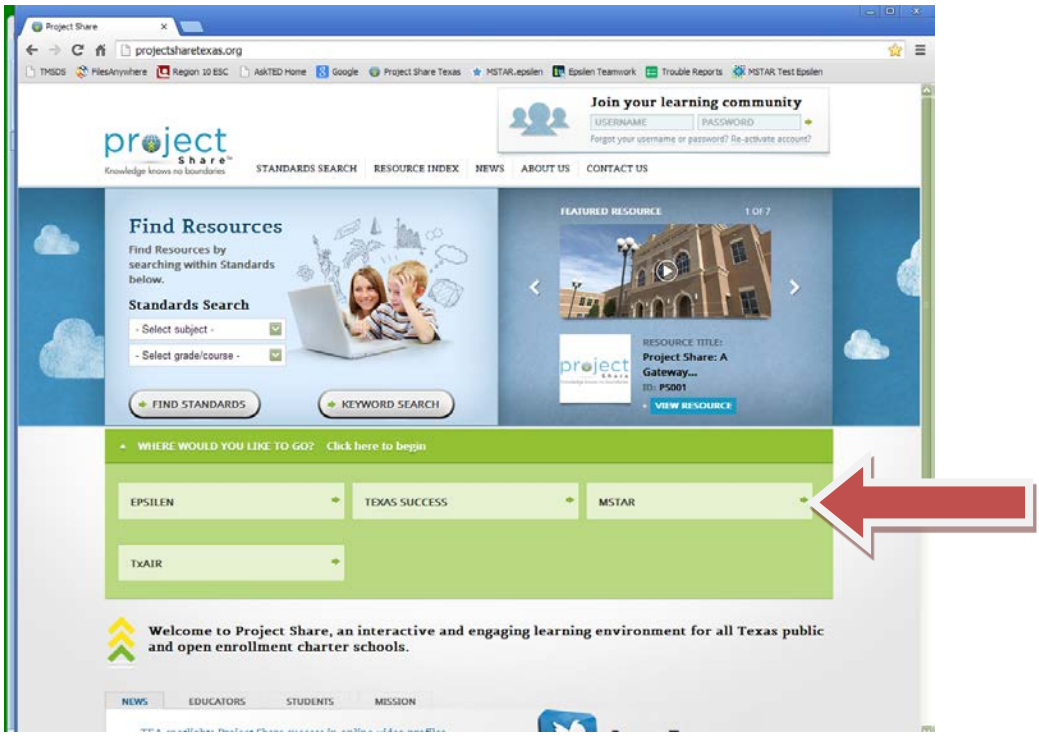
1. Go to http://projectsharetexas.org log in to Project Share in the upper right corner, and enter MSTAR through the gadget on the My Portal page in Epsilen.

2. Go to http://projectsharetexas.org and click on "Where Would You Like To Go."

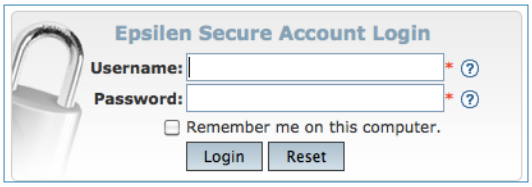


©2013 Texas Education Agency. All Rights Reserved.

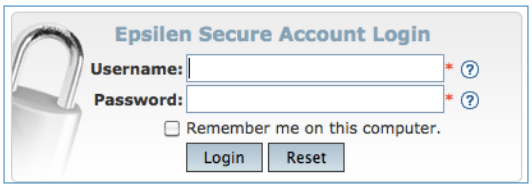
Click on ESTAR/MSTAR.



Log in to the ESTAR/MSTAR Application.



3. Go to http://mstar.epsilen.com and log in to the ESTAR/MSTAR application.



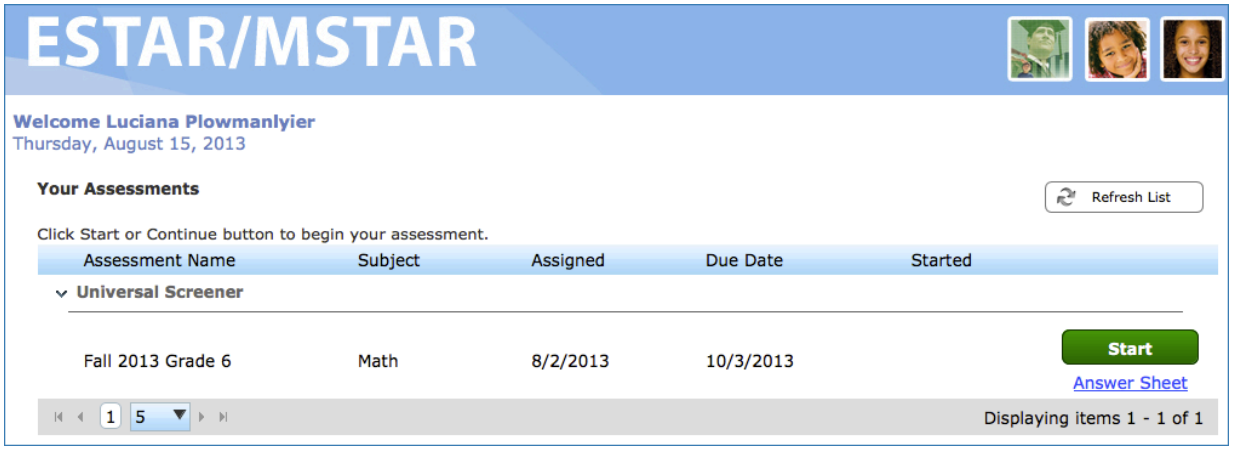
Usernames and passwords are not case sensitive.

The district-provided username and password are used for all logins.

©2013 Texas Education Agency. All Rights Reserved.

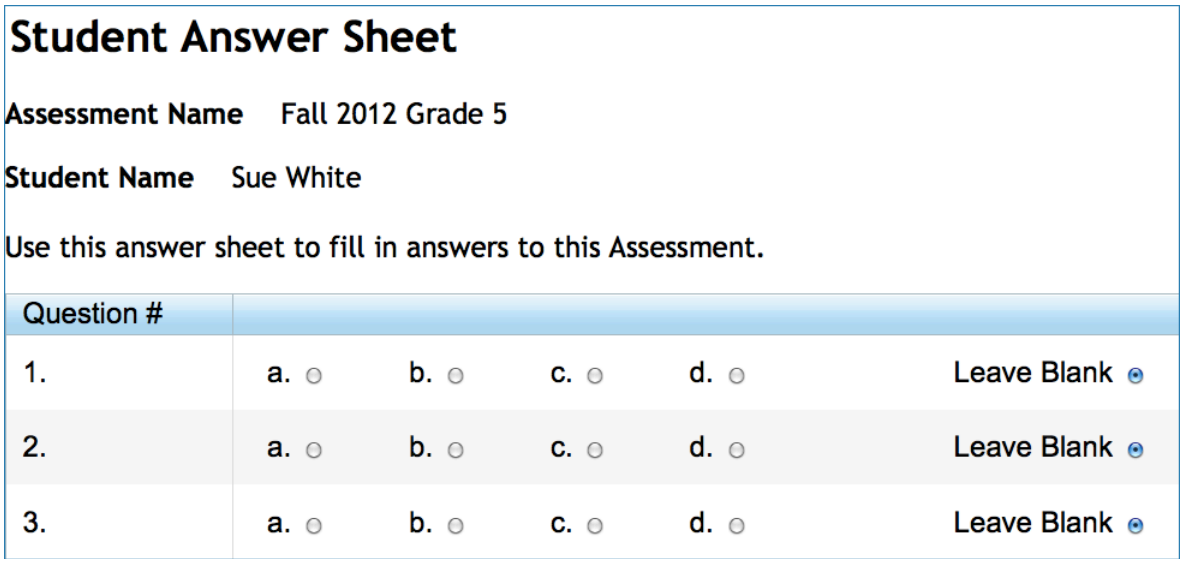
Student Procedures

After the student selects the ESTAR/MSTAR application, the student home page will appear. The student will select **Start** to begin the assigned ESTAR/MSTAR assessment.

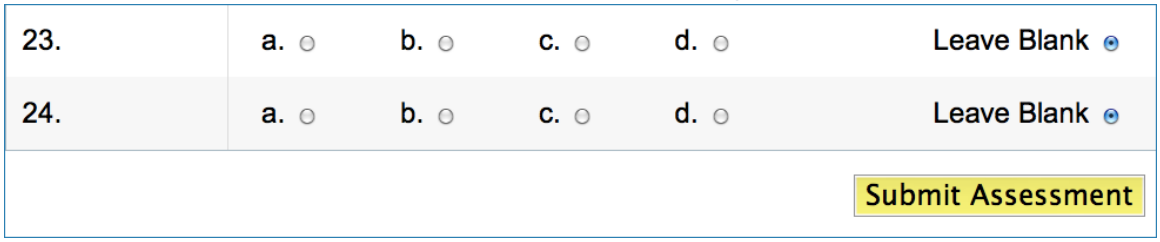


If the student takes an assessment on paper, he/she may enter his/her responses on a virtual answer document by selecting **Answer Sheet** from the home page below the **Start** option. Teachers should plan for students to complete the assessment either online or on paper but not in combination. Students cannot start an assessment online and then complete it using pen and paper.

Teachers should be aware that when an assessment is taken online, questions are randomized. However, if the test is printed and the student inputs the responses from the paper copy, the questions will not be random and will match the virtual answer document.



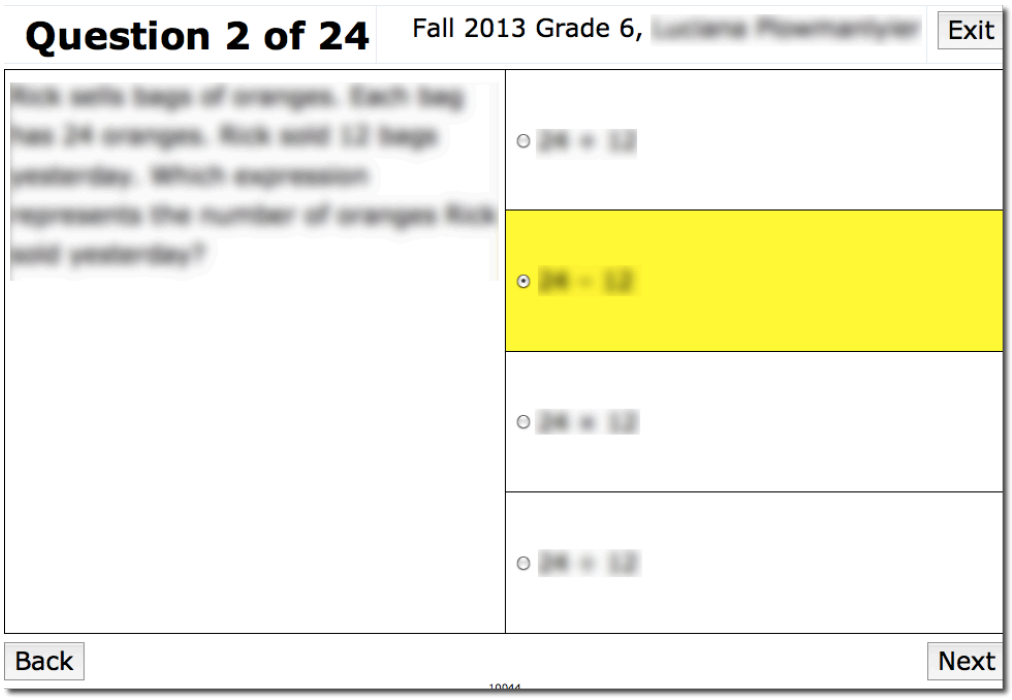
©2013 Texas Education Agency. All Rights Reserved.



The student enters each response and then selects **Submit Assessment** it is complete.

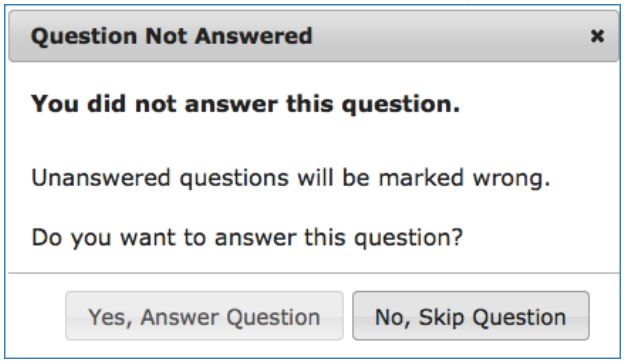
To begin the online assessment the student selects **Start**. **He/she will be presented with five screens of instructions that explain how to take the assessment. Teachers should explain to students that the first few screens contain instructions.** When the instructions are completed, the assessment begins. Students will use the cursor to select one response for each question.

To progress through the assessment, the student will use the cursor to select a response and click the **Next** button when ready to proceed to the next question.

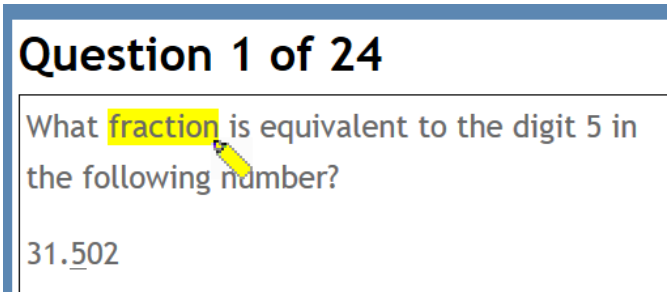


If a response is not selected and the student selects **Next**, a message appears to confirm that the student does wish to continue without answering the question. Students will be able to select **Next** and **Back** throughout the assessment if they wish to revisit a question or skip a question and return to it.

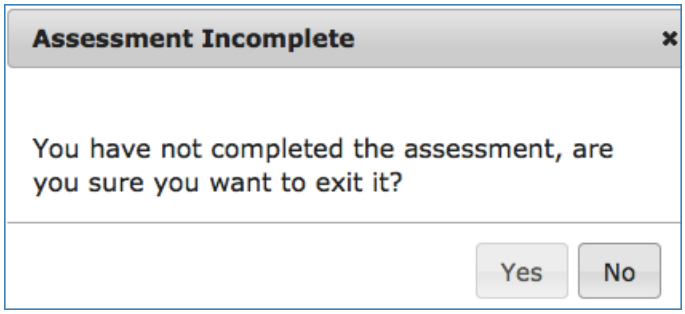
©2013 Texas Education Agency. All Rights Reserved.



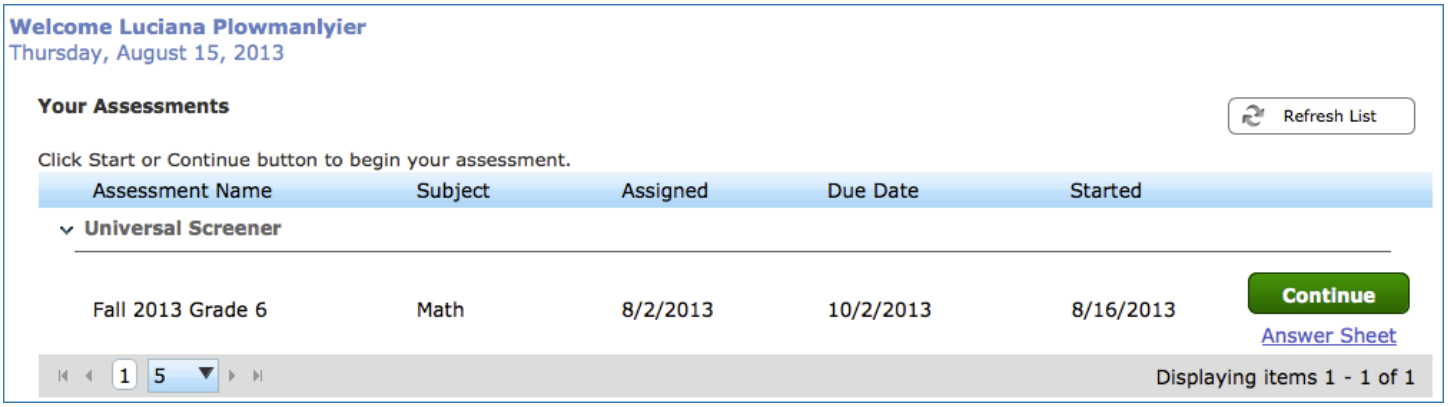
A **highlighter** tool is available to students to use during the assessment. To highlight text, the student should click the word(s) to highlight. Notice that the cursor changes into a highlighter pen when hovered over text. To remove the highlight, click on the word again.



Should the student need to step away from the test, he or she can select **Exit**. After doing so the student will be presented with the option to confirm that he/she is choosing to exit.



Upon returning, the student will select **continue** from the home page to finish the assessment.

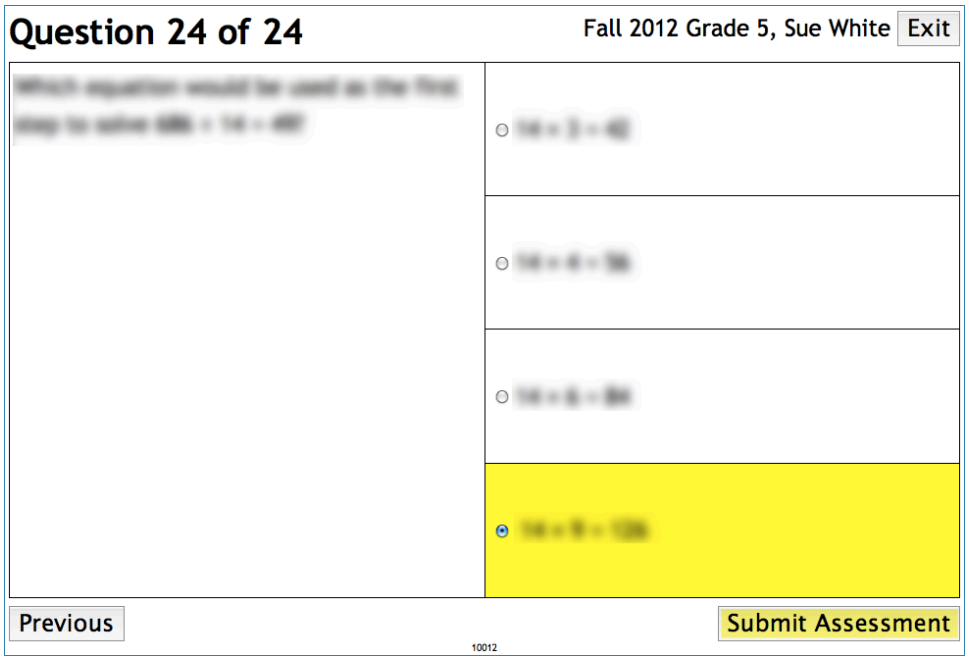


©2013 Texas Education Agency. All Rights Reserved.

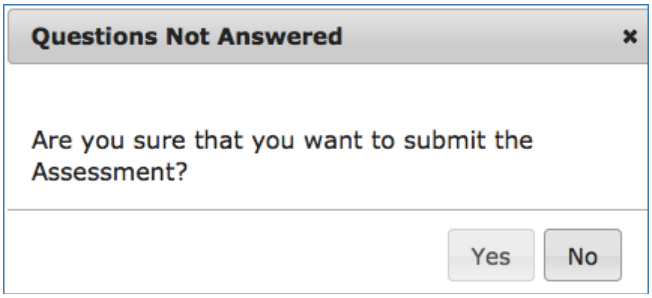
****Please note**** - Teachers should deactivate an assessment for students who cannot complete the test during the testing session. This can be done on the **Assign Assessment** screen. The teacher will remove the check mark associated with the student who hasn't completed the test. When a student assessment has been deactivated, a red square will appear by the student's name on the **Assign Assessment** screen designating that the assessment is closed and not completed.

©2013 Texas Education Agency. All Rights Reserved.

When the student reaches the last assessment item, he has the option to submit the assessment.

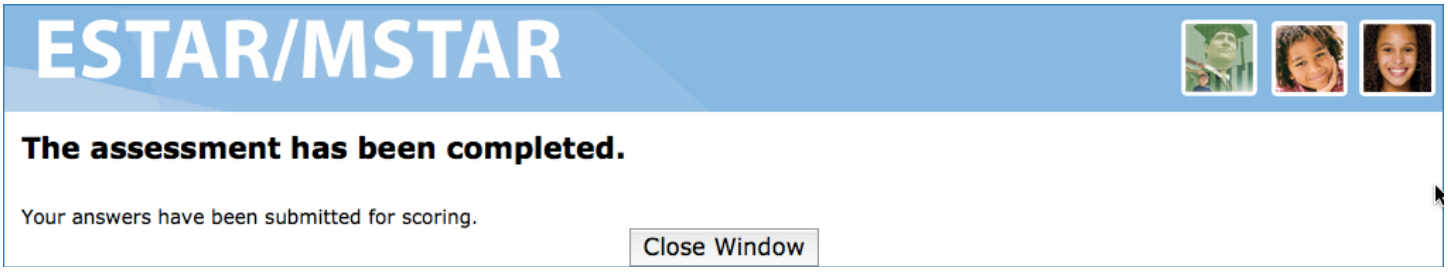


If the student selects **Submit Assessment** and has not responded to each item, a prompt will remind the student that he has unanswered questions.



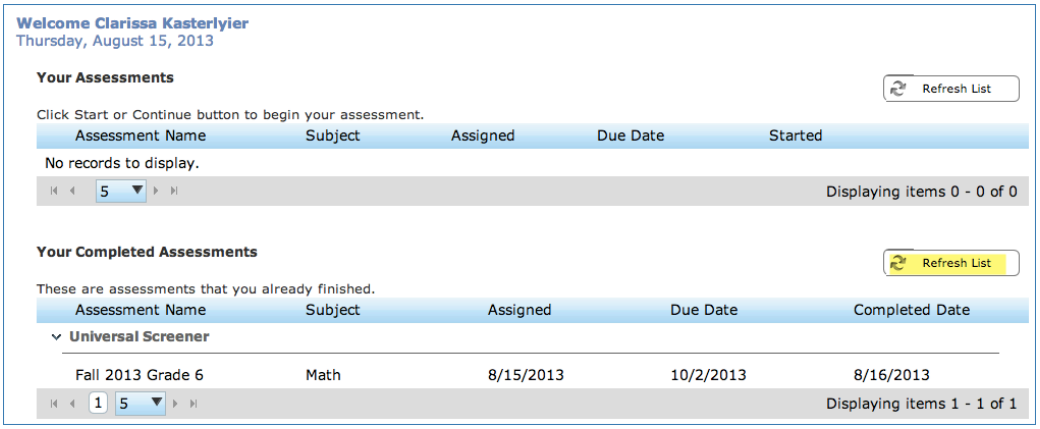
To continue working and finish answering the missed questions, the student will select **No** and will use the **Back** button to page back to the unanswered question/s. After answering all the questions, the student will use the **Next** button to return to the last question to submit the assessment.

After submitting the assessment, the student will be returned to a page that confirms that the assessment has been completed and submitted.



©2013 Texas Education Agency. All Rights Reserved.

The student should close the window and the home screen will be presented. It may be necessary to click on the **Refresh List** button so that the assessment will appear under the completed assessment list.



The student should log out of ESTAR/MSTAR and, if necessary, log out of Epsilen from the upper right corner of the screen.

©2013 Texas Education Agency. All Rights Reserved.