MSTAR

Middle-School Students in Texas: Algebra Ready

Universal Screener Manual

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TEXAS EDUCATION AGENCY

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For MSTAR support, teachers or campuses should contact the district administrator responsible for the Universal Screener. District administrators who need assistance should contact their regional education service center.

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Overview of MSTAR

MSTAR
Middle-School Students in Texas: Algebra Ready

The purpose of the Middle-School Students in Texas: Algebra Ready (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 MSTAR Universal Screener is a formative assessment system which will be administered to students to support instructional decisions. The purpose of the MSTAR screener in grades 5 – 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 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 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 5 - 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 and 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)

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Roles and Responsibilities

District Administrator

- Each district should designate an account manager (institutional admin) within Project Share who will be responsible for processing the MSTAR enrollment file. Education Service Centers are available to provide training and support. ESC support email addresses can be found at http://mstar.epsilen.com/help.

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

IT Staff

- Review technical requirements in this document and ensure there is nothing blocking user access to 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, review workstation and browser setting requirements to ensure compatibility for MSTAR testing. The diagnostic test **Is My Computer MSTAR Friendly?** can be accessed from http://mstar.epsilen.com/compatibilitycheck/

Teacher

- 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 MSTAR teacher administration screen. Passwords will be communicated by the district.

- Work with 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 (login, start test, submit responses, and use of online highlighter). If students are taking a paper/pencil test, teachers can walk students through how to enter their responses using the virtual bubble sheet.

- Monitor testing environment. Advise students as to what they should do when testing is complete.

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- Provide scratch paper during testing. Collect scratch paper immediately after testing and destroy. Students are not allowed 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.

- Reinforcement, review, or assistance to students while taking the MSTAR assessment is prohibited and could invalidate testing results.

- Test administrators may 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."**

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Computer Requirements for Online Testing

This information is designed to help you determine if your computer meets minimum or recommended requirements. Use this section and the diagnostic test **Is My Computer MSTAR Friendly?** link at http://mstar.epsilen.com/compatibilitycheck/ to evaluate the following settings:

- Proxy Server Detection
- Operating System
- Browser Version
- Cookies Enabled
- Cache Settings
- SSL Enabled
- Screen Resolution
- Connection Speed
- Pop-up Blocking Software

The evaluation will make the following recommendations:

Network Recommendations
Since MSTAR is a dynamic website with all data stored on Project Share servers, it requires fast, unhindered connections to the Internet.

Proxy Network
The online check tests the cache settings on your desktop. If you have a proxy network, you must disable caching that ends with *epsilen.com on your proxy.

Firewalls
If you are using MS Proxy 2.0, we recommend upgrading to ISA proxy. For more information on ISA Proxy, go to http://www.microsoft.com/forefront/edgesecurity/isaserver/en/us/default.aspx.

Project Share IP Addresses
Proxy servers and other filtering software can interfere with some of the program pages, particularly those originating on the secured server. IP addresses are provided to make Project Share pages transparent to proxies and filters.

Many clients use proxies, and this means changing IP addresses so students in schools may continue to access our site. If you need to make exceptions by IP address, please contact Epsilen. Otherwise set epsilen.com as an exception domain.

- URL: mstar.epsilen.com
- Port: 80 and 443

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MSTAR Enrollment

Each district should designate an account manager (institutional admin) within Project Share who will be responsible for processing the MSTAR enrollment file. Education service centers are available to provide training and support.

A district staff member will create an MSTAR enrollment data file that will be uploaded using the MSTAR enrollment tool found in Epsilen. The file will contain the following fields and data for all teachers and students who will use MSTAR:

Field	Max. Length	Examples	Additional Information
User First Name	10	John	
User Last Name	15	Smith	
User Email Address	100	jsmith@school.org	Not required for students
User Institution ID	100	JS123456	**Unique** identifier
User Password	5-50	November	Alpha or numeric such as student ID, month of birth
User Campus ID	9	057903001	County/District/Campus
User Role	8	Student	Teacher, campus administrator, district administrator
Classroom Content Area	20	Math	Math or science
Classroom Campus ID	9	057903001	County/District/Campus
Classroom Grade	1-2	5	Grade level for this classroom
Classroom Period	1-2	1	Classroom period for this classroom
Classroom Open Date		9/1/2012	Date the classroom opens for students
Classroom End Date		6/1/2013	Date the classroom ends for students
Teacher Institution ID	100	B654321	
Teacher Campus ID	9	057903001	County/District/Campus

Password recommendations:
Districts with **existing** teacher and/or student Project Share accounts may leave the User Password field blank since the MSTAR enrollment batch file will **not** update account data for existing Project Share accounts with the exception of changing student security questions. Districts enrolling students into MSTAR who do not have Project Share accounts should assign a password such as student ID or month of birth if email addresses are not being uploaded for students since they will be unable to receive emails containing their passwords.

When the data file is ready to be processed, the district administrator will log in to Project Share and use the MSTAR Enrollment wizard in Epsilen to enroll teachers and students into MSTAR and create classes.

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***Teacher and student data may be included in the same batch file, but teacher accounts MUST exist in the system prior to processing students. Therefore, teachers should precede students in the data file. Include one entry/row for each teacher, for each period that she teaches a class that is participating in the Universal Screener. For example, if Dana Smith teaches 7th grade math five periods during the day, there must be five entries in the spreadsheet for Dana Smith, each associated with each math period.**

Please note the following:

Since districts enroll students in the MSTAR Universal Screener using the MSTAR Enrollment Wizard in Epsilen, students who are enrolled in MSTAR will also have access to the Epsilen LMS in Project Share. If a district would like to restrict student access within the Epsilen LMS, a district Project Share administrator can manage that restriction at the local level. Student accounts will be created with default settings that limit K-12 student permissions, and districts may consult their regional education service center (ESC) Project Share administrator for guidance on how to further restrict these student account settings.

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General Online Test Administration

MSTAR Universal Screener

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

Please note the following:

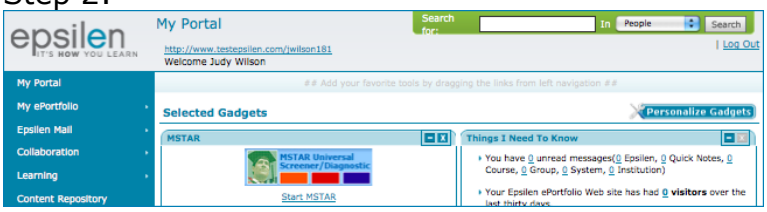
- A regular class period should provide sufficient time for administering the test.
- Each teacher will need to assign an assessment to each student who should be taking the assessment.
- The students will not be allowed to use calculators during the assessment.
- Each student should be provided STAAR 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 MSTAR account upload process:
    - Contact the district administrator responsible for the Universal Screener.
    - District administrators who need assistance with the MSTAR account upload process should contact their regional education service center (ESC) Project Share administrator.
- For assistance with technical issues while administering the assessment:
    - Contact the district administrator responsible for the Universal Screener.
    - District administrators who need assistance with the MSTAR Universal Screener assessment process (e.g., assigning assessments, reviewing student data) should contact the ESC Universal Screener contact.
- A list of ESC email addresses may be accessed at www.mstar.epsilen.com/help.
- ESCs needing assistance should contact ESC 10 at universalscreener@region10.org.
- ESCs may also contact Epsilen support as needed.

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 MSTAR through the gadget on the My Portal page in Epsilen.

   Step 1:

   Step 2:

2. Go to http://projectsharetexas.org, click on the MSTAR gadget, and log in to the MSTAR application.

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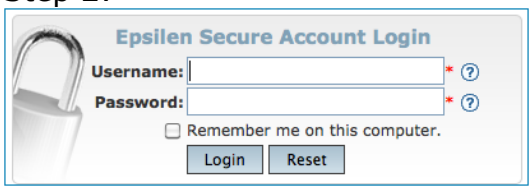
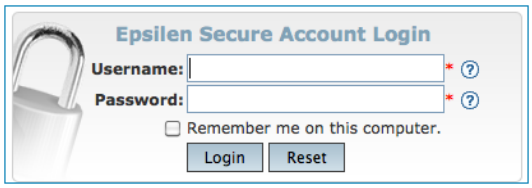
Step 1:

Step 2:



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



Usernames and passwords are not case sensitive.

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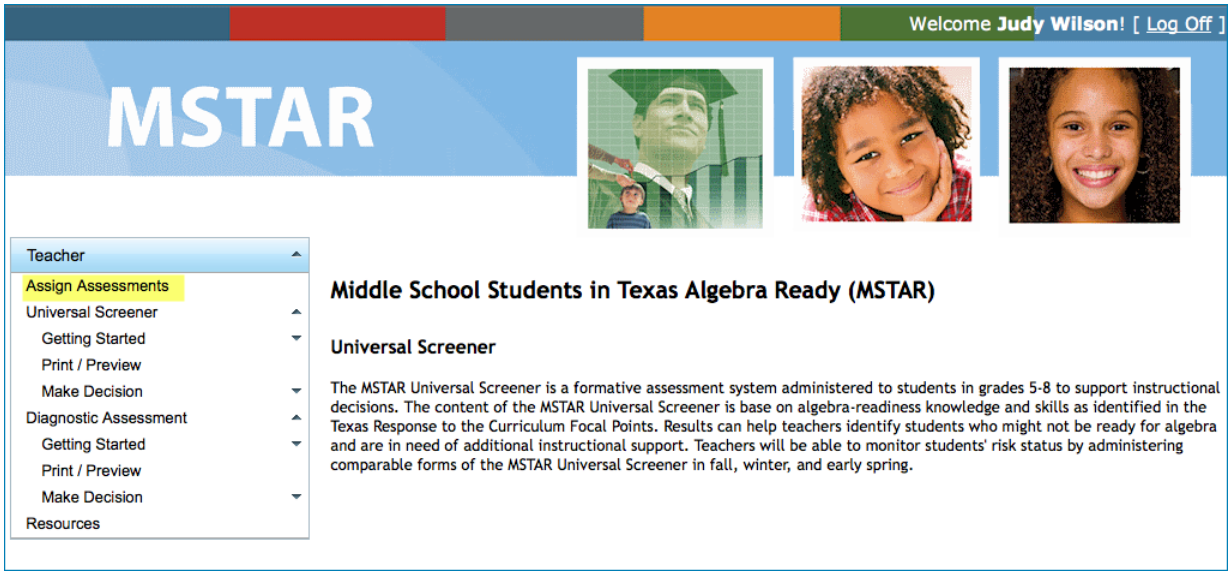
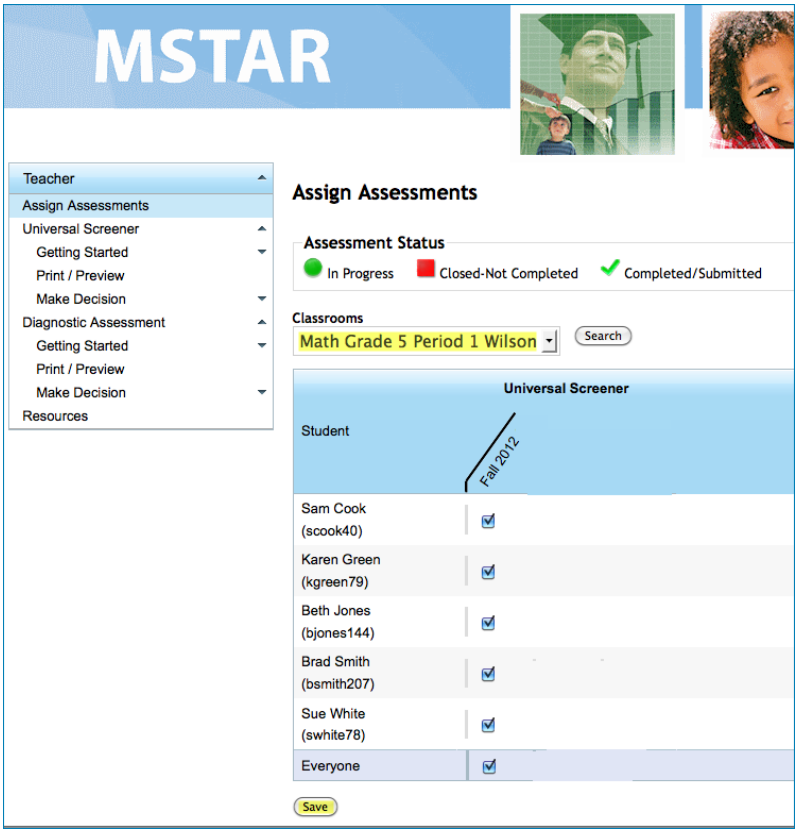
Teacher Administration

After selecting the 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. Teachers may also select **Everyone** and then remove the checks for individual students. Select **Save**.



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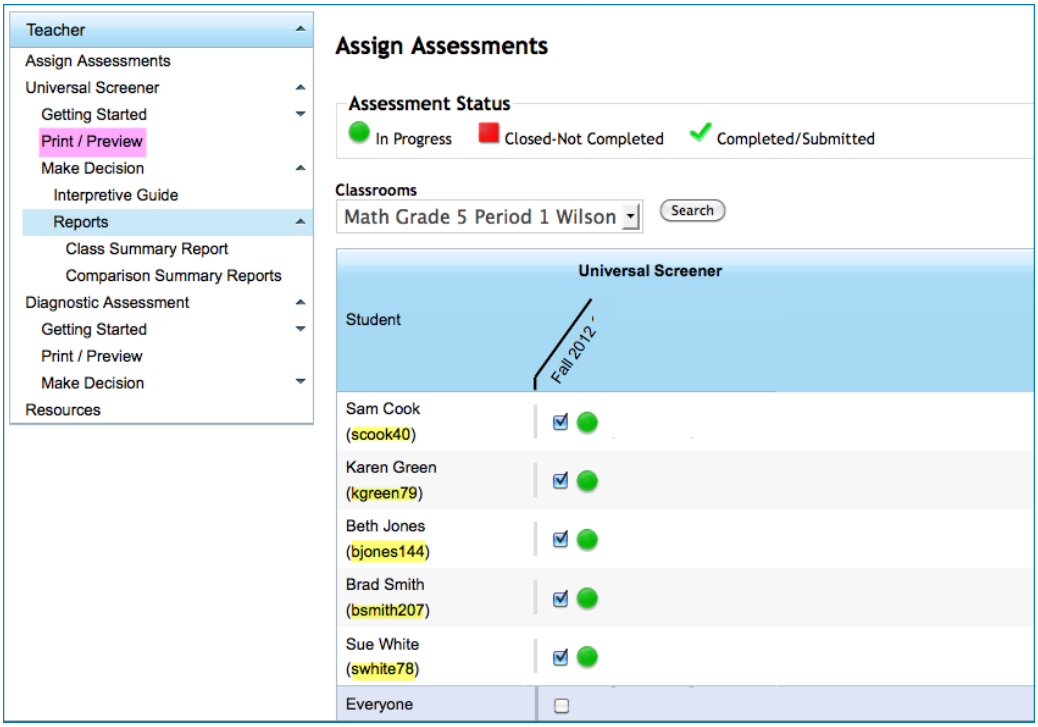
A green circle will appear adjacent to each student's name, indicating that the students now have an active assessment assigned to them. Note that student usernames are listed for each student on the class roster.



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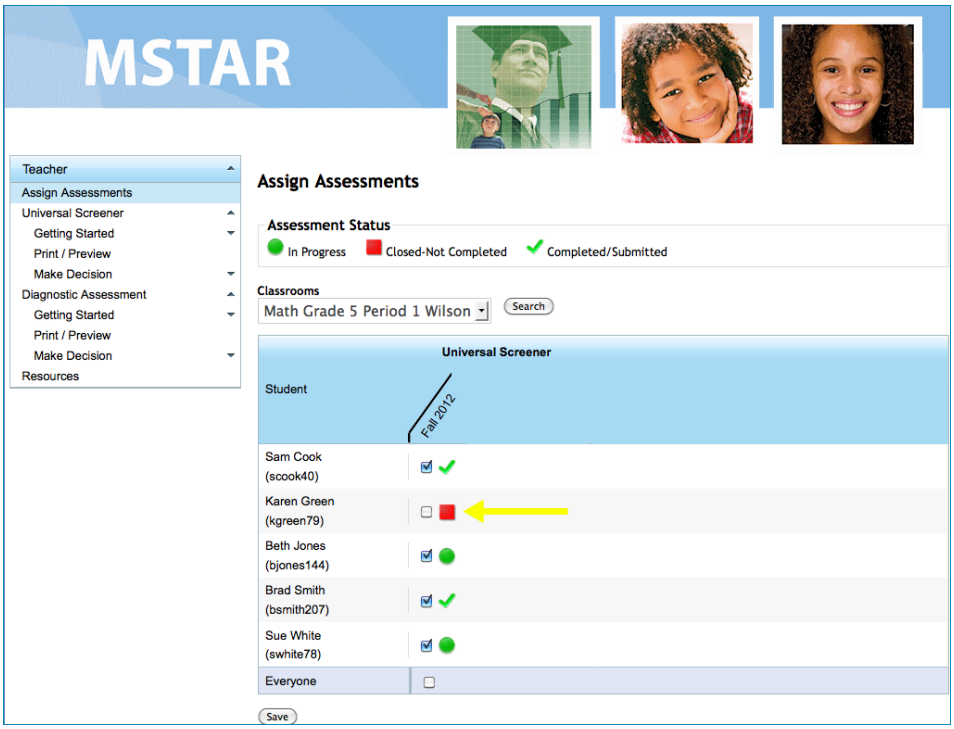
****Please note**** - Teachers should deactivate an assessment for students who cannot complete the test during the testing session. This can be done on the **Assign Assessment** screen. The teacher will remove the check mark associated with the student who hasn't completed the test. When a student assessment 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.



Printing a Test:

If the teacher needs to administer a test offline via paper/pencil, the teacher can print a copy of the test from the Print/Preview tool. After the student completes the paper administration, the teacher can input the student responses by clicking the green circle adjacent to the student's name to generate an electronic bubble-sheet 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 bubble sheet. Instructions are located in the student section.

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

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Student Procedures

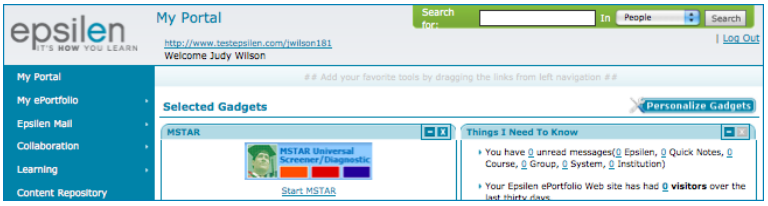
Students follow the same procedure as a teacher for logging into the Universal Screener.

There are three ways to access the screener:

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

   Step 1:

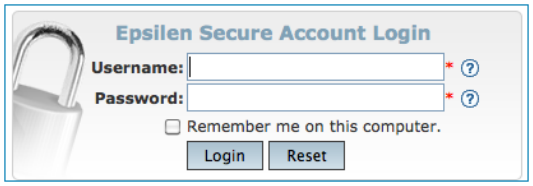
   Step 2:

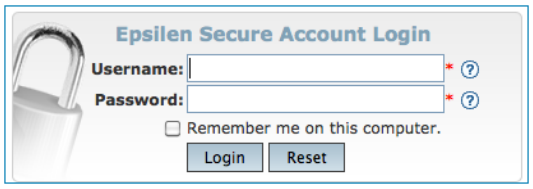
2. Go to http://projectsharetexas.org, click on the MSTAR gadget, and log in to the MSTAR application.

   Step 1:

   Step 2:

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

Usernames and passwords are not case sensitive.

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

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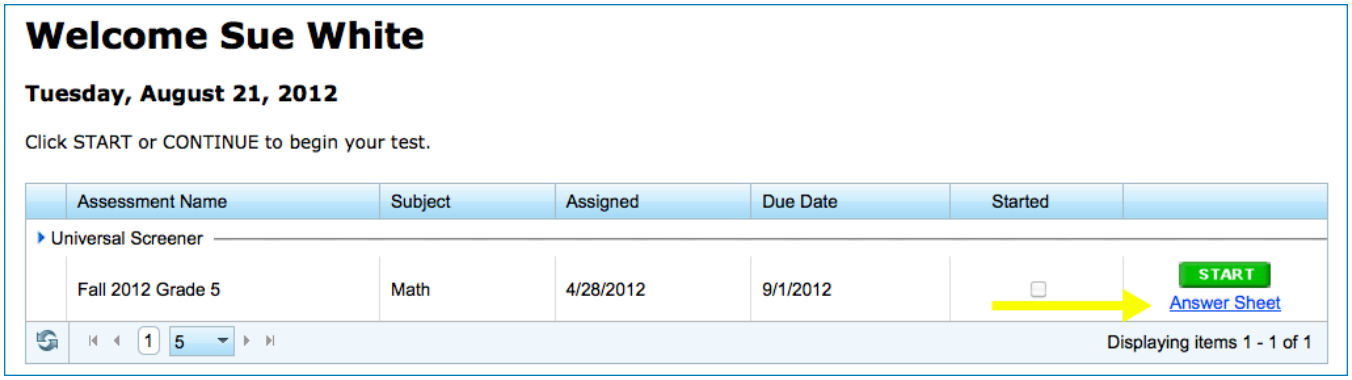
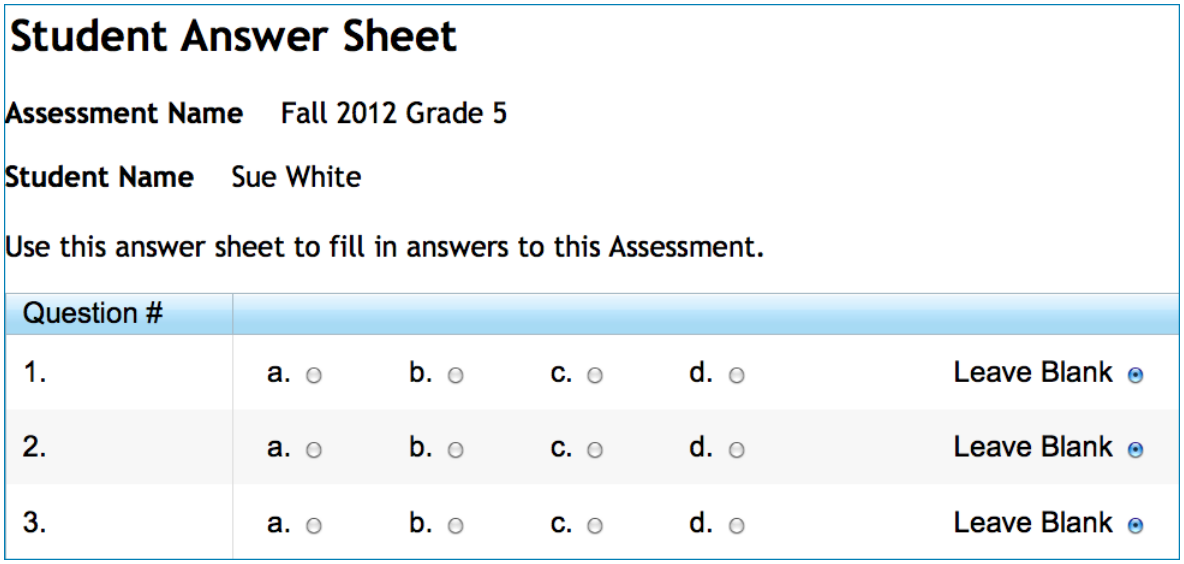
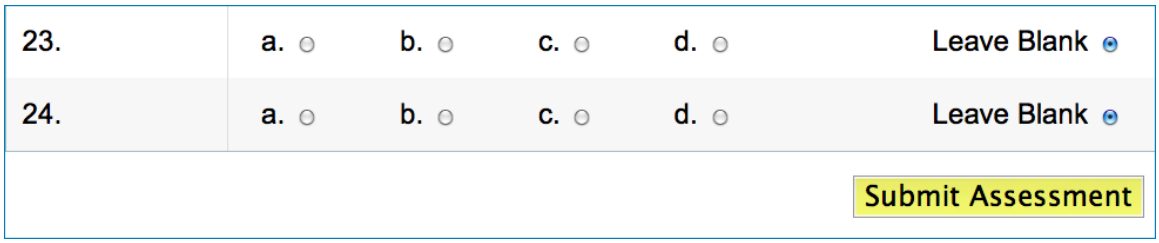
After the student selects the MSTAR application, the student home page will appear. The student will select **Start** to begin the assigned MSTAR assessment.



If the student takes an assessment on paper, he/she can enter his/her responses on a virtual bubble sheet by selecting **Answer Sheet** which can be selected from below the Start option. Teachers should plan for students to take the assessment either online or on paper. Students cannot start an assessment online and then complete it using pen and paper/the bubble sheet.



The student enters each response and then selects **Submit Assessment** when done.



To begin the assessment the student selects **Start**. He/she will be presented five screens of instructions that explain how to take the assessment. When the instructions are completed, the assessment begins. Students will use the cursor to select one response for each question. As the student progresses through the assessment, he/she will use the cursor to select a response and click on the **Next** button to proceed to the next question.

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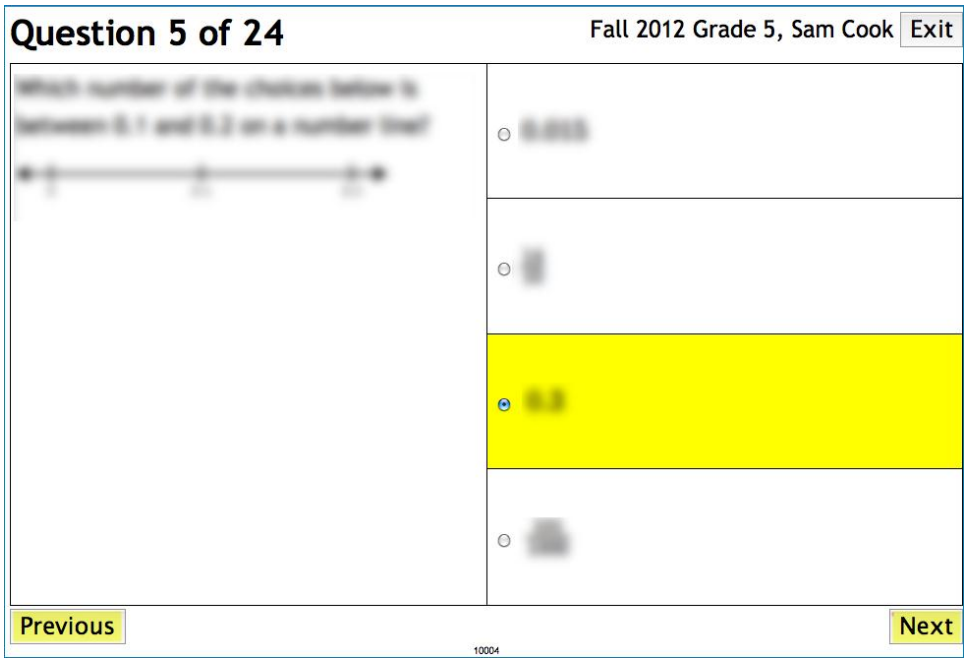
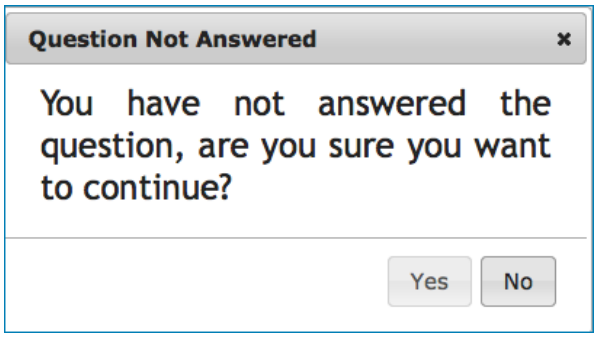
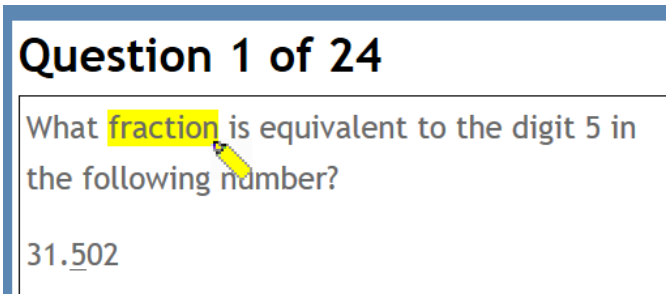


If a response is not selected and the student selects **Next**, a message appears to confirm that the student does wish to continue without answering the question. Students will be able to select **Next** and **Previous** throughout the assessment if they wish to revisit a question or skip a question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



A **highlighter** tool is available to students for 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.



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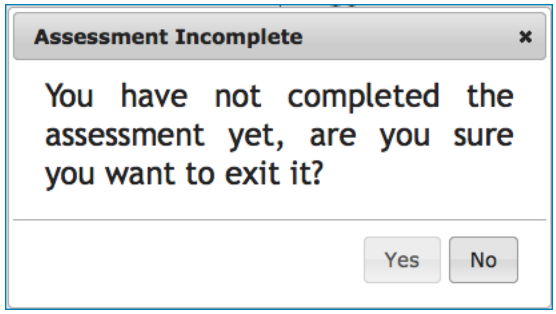
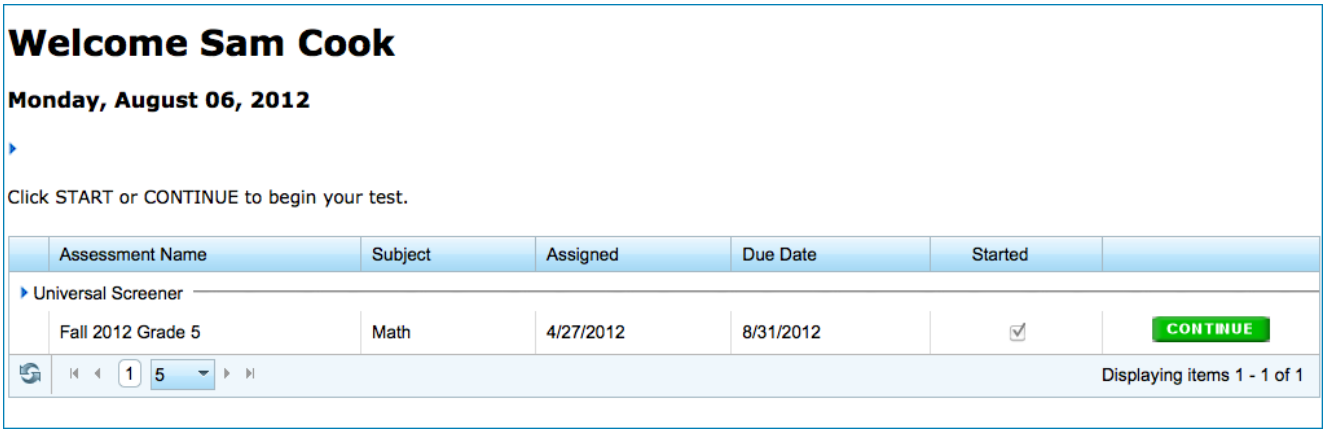
Should the student need to step away from the test, he or she can select **Exit**. After doing so the student will be presented with the option to confirm that he/she is choosing to exit.



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



****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.

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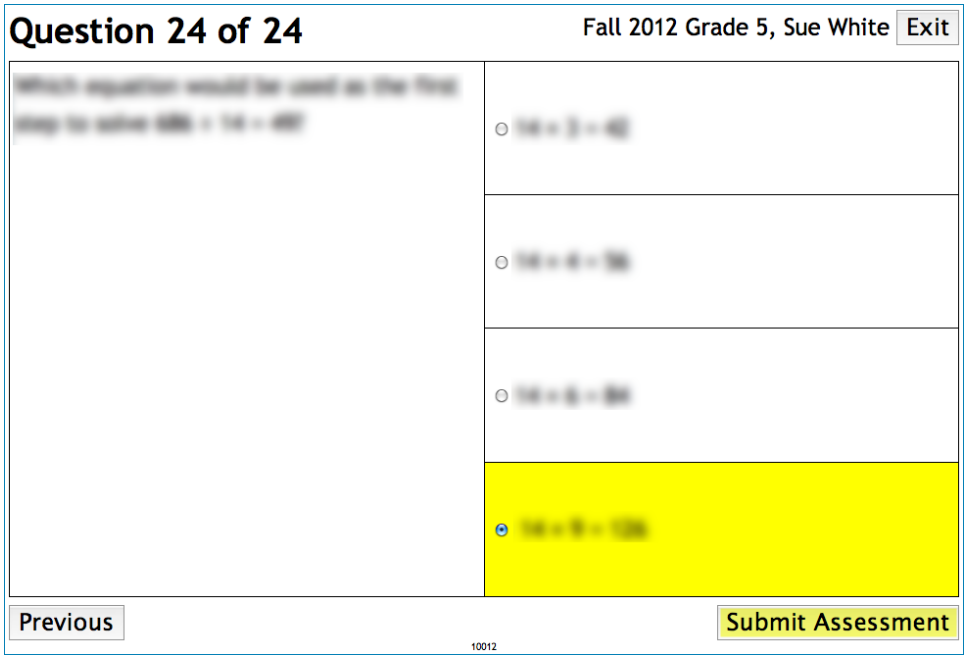
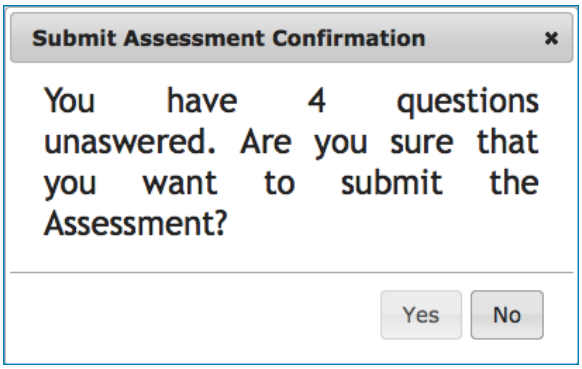
When the student reaches the last assessment item, he has the option to submit the assessment.



If the student chooses to submit the 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 **Previous** 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 the home page.

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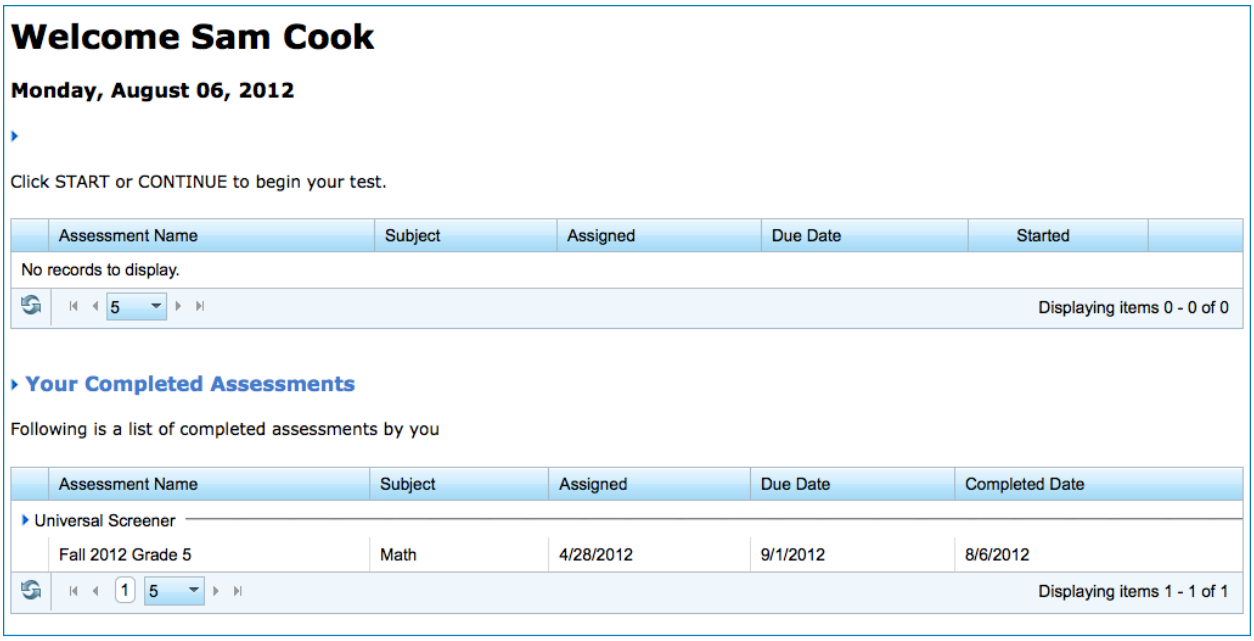

The student should log out of MSTAR and, if necessary, log out of Epsilen from the upper right corner of the screen.

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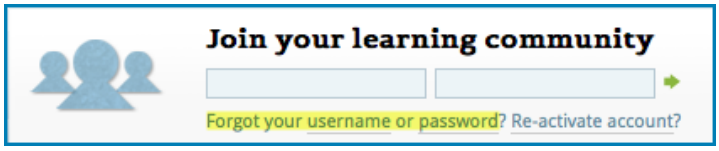
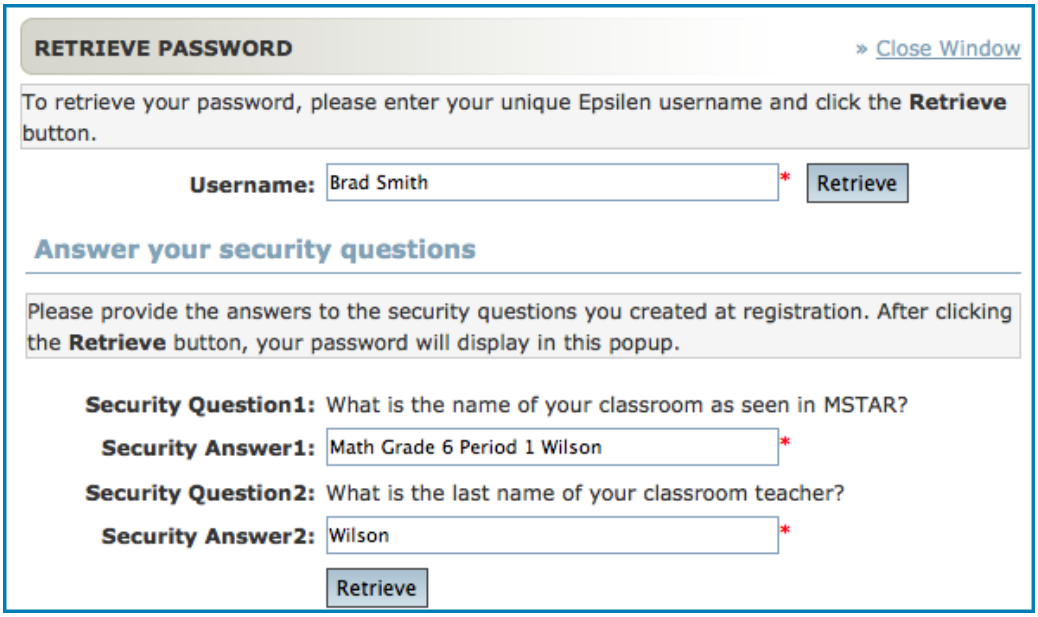
Retrieving Student Passwords

To retrieve a password, select the **Forgot your username or password?** option found at http://projectsharetexas.org in the upper right corner of the screen.



The student may also select the **I forgot my password** option at http://mstar.epsilen.com.

The student must answer two security questions to retrieve his/her password. The classroom name corresponds to the classroom that the student is assigned to in MSTAR. This classroom name is displayed in the **Assign Assessment** teacher screen and is only visible to the teacher. Answers to questions are not case sensitive or space sensitive. Teachers should plan to assist students with this process to maintain user security.



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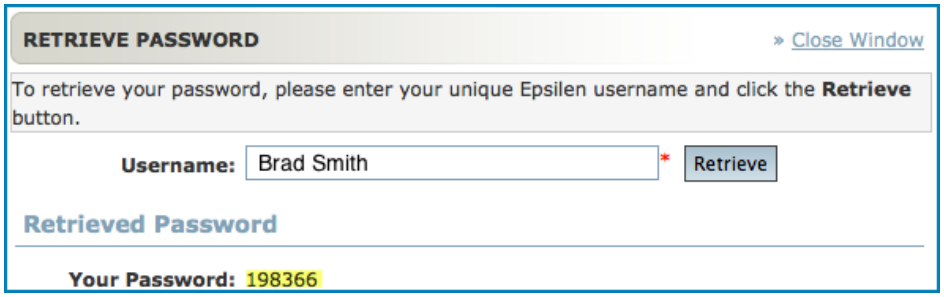
The password will be displayed for the student.



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Accommodations

Accommodations are practices and procedures that provide equitable access during instruction and assessments for students with disabilities, special needs, or 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. In addition, a student may have a temporary disabling condition (e.g., a broken arm or lost eyeglasses) which may require the use of an accommodation.

During an MSTAR assessment, as much as possible, we are asking that the accommodations offered to students during regular standardized testing also be extended. 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**. An Accommodation Request Form is not required.

- A test administrator may provide an oral administration for mathematics, science, and social studies 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." Or, 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 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.

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Online Test Administration Frequently Asked Questions

Online Test Administration Frequently Asked Questions		
1	What do I do if I was not provided login information on one of my students?	Contact campus or district administrator responsible for the Universal Screener.
2	When I try to log in to MSTAR, I'm returned to the login page.	Try the following steps to fix the problem: 1) Clear your cache (stored Internet files) of old data. 2) Make sure the system is set to accept cookies. If these steps are ineffective, contact a campus or district administrator.
3	A student signed in to his/her account, but ended up in another student's account.	This is a caching (stored Internet files) problem. One student's data is being stored on the computer, so when another student tries to sign-in on that computer, the browser refers to the previous student's data. Contact your IT administrator for help should this issue arise. 1) Clear your cache (stored Internet files) of old data. 2) Make sure your cache settings are set to check against the server every time a page is loaded. Always have students log out of MSTAR and, if appropriate, log out of Epsilen and "quit" the browser when they are finished with the program. Then, have the next student re-launch the browser. If students are ending up in other accounts on different computers, then the network proxy is probably set to enable caching. This could be caused by cookies being saved on the proxy. 3) Make sure caching is disabled on the proxy network. 4) Verify the student username and password is correct.
4	I got a "Page Cannot Be Displayed" message. How may I fix it?	You may be experiencing an intermittent Internet connection. Use the Refresh or Reload button at the top of your page to request the page again from the server. If this problem persists after refreshing, contact a campus or district administrator.
5	A test item has an error or an image that fails to load. What should I do?	Provide the question item number noted under the question and report it to ESC10 by emailing universalscreener@region10.org.
6	What do I do if a student has not completed a test within the allocated testing period?	The universal screener is not timed nor are students precluded from coming back to finish the test. There is an Exit option. Should students use this button, when they log back into their account, they will be allowed to "Continue" the test. For purposes of data integrity, teachers are encouraged to allow students to finish their tests.

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MSTAR Getting Started Guide and FAQs

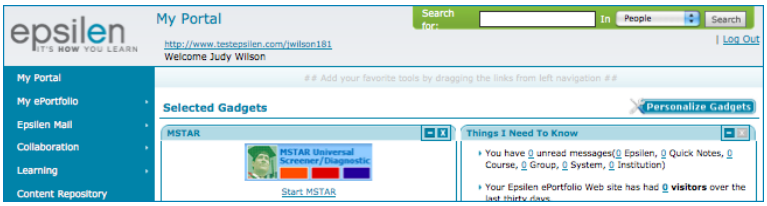
1. What steps must a district take to use the online MSTAR Universal Screener for 2012-2013?
Districts must enroll MSTAR users through an MSTAR batch file upload in Project Share.

2. How is the MSTAR Universal Screener accessed?
There are three ways to access the screener:

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

Step 1:

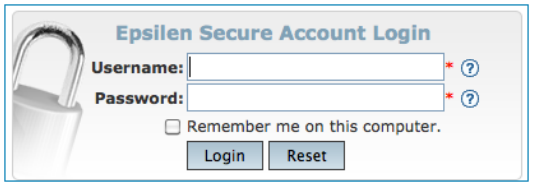
Step 2:



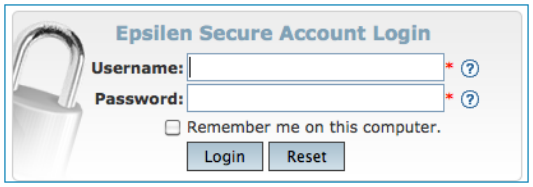
2. Go to http://projectsharetexas.org, click on the MSTAR gadget, and log in to the MSTAR application.

Step 1:

Step 2:



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



Usernames and passwords are not case sensitive.

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3. If a district already has teacher and/or student accounts in Project Share, what must be done to use the MSTAR Universal Screener?
The Project Share institution admin must enroll users through the MSTAR Enrollment batch file upload in Project Share.

4. If a district enrolls students in the MSTAR Universal Screener, will the students have access to the Epsilen LMS in Project Share? Can a district restrict student access within the Epsilen LMS?
Since districts enroll students in the MSTAR Universal Screener using the MSTAR Enrollment Wizard in Epsilen, students who are enrolled in MSTAR will also have access to the Epsilen LMS in Project Share. If a district would like to restrict student access within the Epsilen LMS, a district Project Share administrator can manage that restriction at the local level. Student accounts will be created with default settings that limit K-12 student permissions, and districts may consult their regional education service center (ESC) Project Share administrator for guidance on how to further restrict these student account settings.

5. If teachers and/or students already have accounts in Project Share, will their usernames and passwords remain the same for MSTAR?
Yes, they will have the same username and password. However, districts must ensure that institution IDs and email addresses used for enrolling users in MSTAR match those used in the initial Project Share batch file upload.

6. What is the recommended institution ID that districts should use for teachers and students?
Districts must use a **unique ID for each user**, preferably one that is extracted from a student information system. No two users, student and/or teacher, in a district may share the same ID.

7. How are students associated with instructors for MSTAR?
Classes/rosters are created from data uploaded in the MSTAR Enrollment batch file.

8. Will teachers be able to manage rosters in MSTAR?
No, class rosters are based upon the information uploaded in the MSTAR Enrollment batch file. Districts may choose to create MSTAR campus administrator accounts with limited permissions to assist with managing and updating campus batch files. ESCs can assist districts in creating these accounts.

9. What steps should a teacher take if a student isn't associated with the appropriate class?
The teacher has the following options:

- If the student is enrolled in another one of the teacher's class periods, the teacher can activate the test under the correct class.
- If the student is enrolled in a different teacher's class, the teacher can contact the district to request that a correction be made to the MSTAR enrollment file.
- If the student has not been enrolled in MSTAR, the teacher must contact the district to request that the student be added via the MSTAR enrollment file.
- The teacher can print out a test for the student to take offline.

10. How will the teacher know what the student's user name is?
Teachers will be able to view and print the class roster screen containing student user names from the MSTAR teacher administration (assign assessment) screen.

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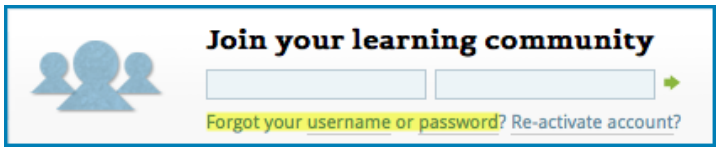
11. How will students know their password?
Districts should upload a password that students are familiar with such as their birth month, cafeteria number, student ID number, etc.

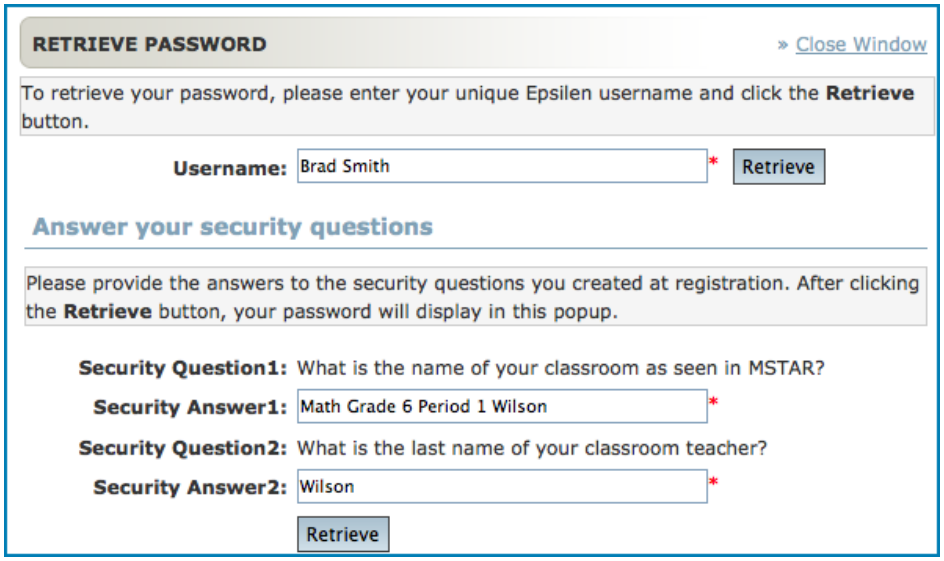
12. How can a student retrieve a password?

Select the **Forgot your username or password?** option found at http://projectsharetexas.org in the upper right corner of the screen.



The student may also select the **I forgot my password** option at http://mstar.epsilen.com.

The student must answer two security questions to retrieve his/her password. The classroom name corresponds to the classroom that the student is assigned to in MSTAR. This classroom name is displayed in the **Assign Assessment** teacher screen and is only visible to the teacher. Answers to questions are not case sensitive or space sensitive. Teachers should plan to assist students with this process to maintain user security.



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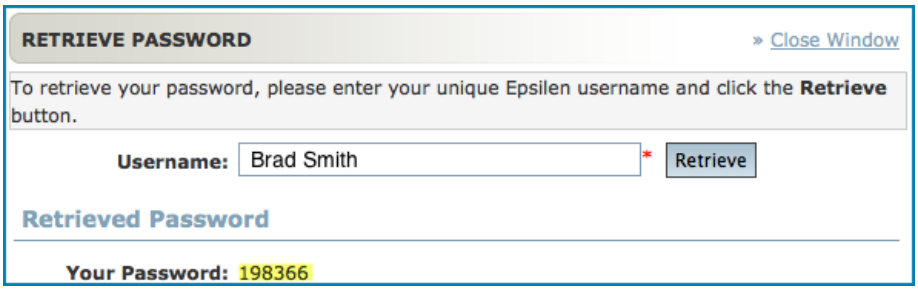

13. Who should districts contact for technical support?
For assistance with the MSTAR account upload process:

- Contact the district administrator responsible for the Universal Screener.
- District administrators who need assistance with the MSTAR account upload process should contact their regional education service center (ESC) Project Share administrator.

For assistance with technical issues while administering the assessment:

- Contact the district administrator responsible for the Universal Screener.
- District administrators who need assistance with the MSTAR Universal Screener assessment process (e.g., assigning assessments, reviewing student data) should contact their ESC Universal Screener contact.

A list of ESC email addresses may be accessed at www.mstar.epsilen.com/help. ESCs needing assistance should contact ESC 10 at universalscreener@region10.org. ESCs may also contact Epsilen support as needed.

14. Will the MSTAR screener work on mobile devices?
MSTAR is a web-based application and should be accessible from any mobile device with an up-to-date browser. **However,** it is designed and intended to be accessed from a PC or Mac.

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MSTAR Enrollment

Each district should designate an account manager (institutional admin) within Project Share who will be responsible for processing the MSTAR enrollment file. Education service centers are available to provide training and support.

A district staff member will create an MSTAR enrollment data file that will be uploaded using the MSTAR enrollment tool found in Project Share. The file will contain the following fields and data for all teachers and students who will use MSTAR:

Field	Max. Length	Examples	Additional Information
User First Name	50	John	
User Last Name	50	Smith	
User Email Address	250	jsmith@school.org	Not required for students
User Institution ID	100	JS123456	**Unique** identifier
User Password	5-50	November	Alpha or numeric such as student ID, month of birth
User Campus ID	9	057903001	County/District/Campus
User Role	8	Student	Teacher, campus administrator, district administrator
Classroom Content Area	20	Math	Math or science
Classroom Campus ID	9	057903001	County/District/Campus
Classroom Grade	1-2	5	Grade level for this classroom
Classroom Period	1-2	1	Classroom period for this classroom
Classroom Open Date		9/1/2012	Date the classroom opens for students
Classroom End Date		6/1/2013	Date the classroom ends for students
Teacher Institution ID	100	B654321	
Teacher Campus ID	9	057903001	County/District/Campus

Password recommendations:
Districts with **existing** teacher and/or student Project Share accounts may leave the User Password field blank since the MSTAR enrollment batch file will **not** update account data for existing Project Share accounts, with the exception of changing student security questions.

Districts enrolling students into MSTAR who do not have Project Share accounts should assign a password such as student ID or month of birth if email addresses are not being uploaded for students since they will be unable to receive emails containing their passwords.

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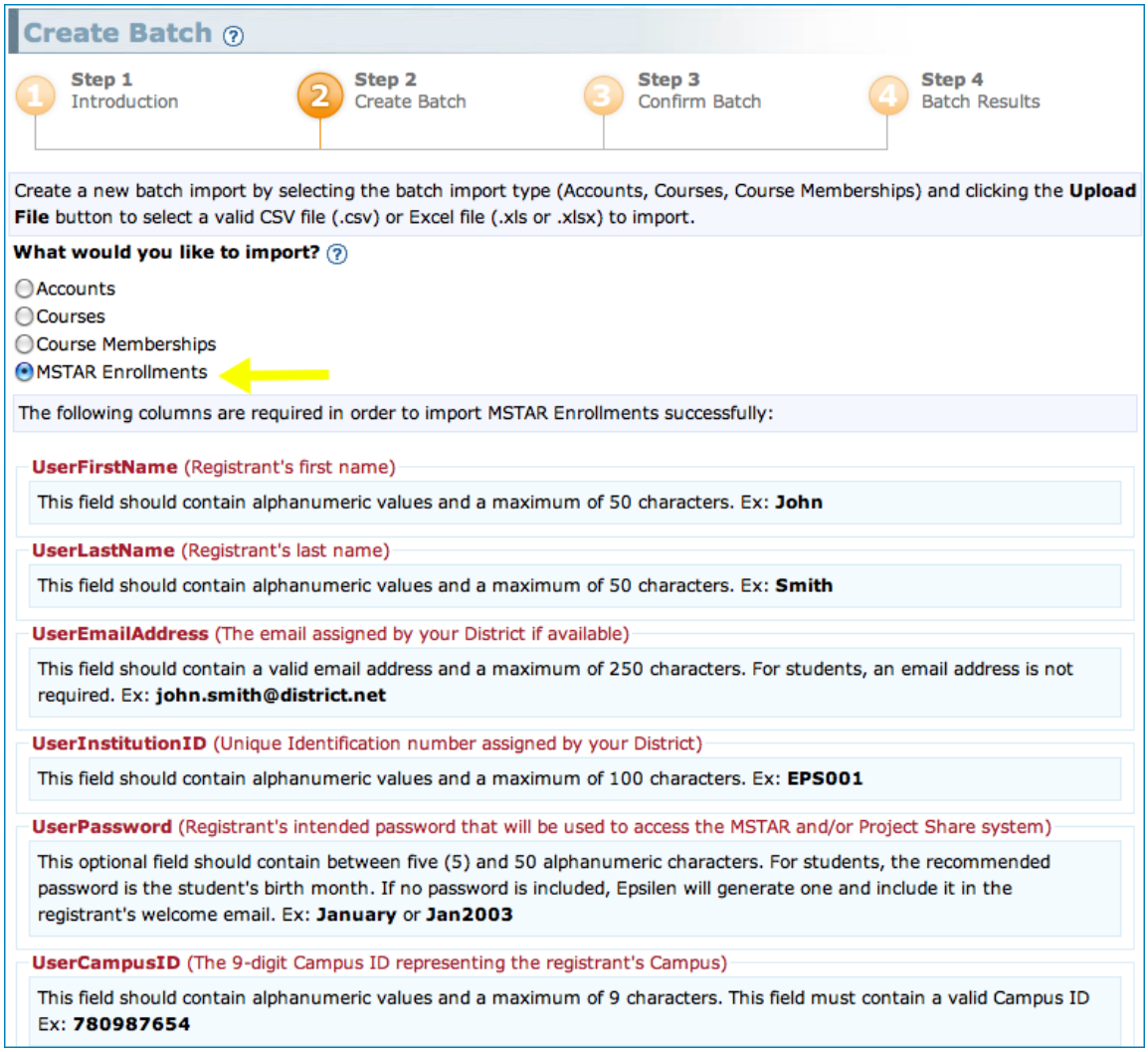
*Teacher and student data may be included in the same batch file, but teacher accounts MUST exist in the system prior to processing students. Therefore, teachers should precede students in the data file**.** It will be necessary to include one entry/row for each teacher, for each period that she teaches a class that is participating in the Universal Screener. For example, if Dana Smith teaches 7th grade math five periods during the day, there must be five entries in the spreadsheet for Dana Smith, each associated with each math period.

When the data file is ready to be processed, the district administrator will log in to Project Share and use the MSTAR Enrollment Wizard in Epsilen to enroll teachers and students into MSTAR and create classes.



Districts that have **existing** teacher and/or student Project Share accounts may need to update or correct user data used in the initial upload **before** enrolling users in MSTAR. The following scenarios and recommendations may provide information about when this might be necessary and how to accomplish the task.

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Potential Account Issues

Scenario #1

Districts cannot associate accounts with their SIS or enroll them in an MSTAR classroom because they initially added the students with an institution ID value such as a username or random value in a spreadsheet that they can no longer cross reference back to their SIS in order to perform an MSTAR enrollment. However, **if the district used a valid email address for each user that can be used to cross reference users**, it may be possible to update the accounts.

FirstName	LastName	Email	InstitutionID	AccountType	CreationDate	Password	CountyDistrictCampusID
John	Brown	brown@test.org	101	k12 student	06/08/11		123456789
Susie	Smith	smith@test.org	102	k12 student	06/08/11		123456789
Judy	James	james@test.org	103	k12 student	06/08/11		123456789

Recommendation

In this scenario, Epsilen should be able to accomplish this on the back end with a request from the ESC Project Share/Epsilen administrator and a corrected data file.

1. The ESC should work with the district to validate data and create a corrected data file.
2. The ESC Epsilen Administrator provides a work order to Epsilen requesting that accounts be updated for a particular district. The work order should include the following:
    a. District name
    b. District TEA Number
    c. Corrected data file with initial users, emails addresses, actual institution ID, and county/district/campus number

The district/ESC should allow 2 – 3 business days for this work to be completed.

Scenario #2

Districts cannot associate accounts with their SIS or enroll them in an MSTAR classroom because they initially added the students with an institution ID value such as a username or random value in a spreadsheet, and they have no way to cross reference the user accounts with their SIS in order to perform an MSTAR enrollment. This scenario is different than the previous one since there is no email address to use to cross reference users.

FirstName	LastName	Email	InstitutionID	AccountType	CreationDate	Password	CountyDistrictCampusID
John	Brown		101	k12 student	06/08/11		123456789
Susie	Smith		102	k12 student	06/08/11		123456789
Judy	James		103	k12 student	06/08/11		123456789

Recommendation

In this scenario, the best solution **may** be to delete all of the student accounts and start from scratch. Epsilen can accomplish this on the back end with a request from the ESC Epsilen Administrator. **If users have created ePortfolios and/or saved files in Project Share, this option should be a last resort, since all data will be lost.**

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1. The ESC should work with the district to determine that starting over is the best course of action.
2. The ESC Project Share Administrator provides a work order to Epsilen requesting that accounts be removed for a particular district. The work order should include the following:
    a. District name
    b. District TEA Number
    c. Account types to delete (K12 Student, Faculty, All, etc.)
    d. <u>A statement acknowledging that the request will cause ALL specified accounts and corresponding data to be removed</u>

The district/ESC should allow 2 – 3 business days for this work to be completed.

<u>Scenario #3</u>
Teachers who attend training at ESCs and don't already have an Epsilen account usually receive an account created in the service center's "Texas Education Service Center Teachers" institution. These teachers should have requested a transfer into their home district's institution, but in many cases, this request was not made. Districts will receive an error when attempting to enroll teachers in an MSTAR classroom if the teacher is not associated with their institution. Neither districts nor ESCs have an administrative tool to transfer or import users from one institution to another. Currently there is only a tool for teachers to initiate the transfer and for district administrators to approve the transfer.

<u>Recommendation</u>
Epsilen will work with individual ESCs upon request to transfer these users (teachers with "Texas Education Service Center Teachers" accounts) to the appropriate district.

<u>Scenario #4</u>
Students and/or teachers have transferred within the district and the campus ID (reflected in the county/district/campus number) has not been updated in Epsilen. This creates an issue with the institution ID since it is no longer valid when the enrollment upload is run. An error will occur.

November 2011 (Anderson H S)

FirstName	LastName	Email	InstitutionID	Account Type	CreationDate	Password	CountyDistrictCampusID
Emily	Tester		etester	K12 Student	1/1/2011		227901009

May 2012 (Johnston H S)

FirstName	LastName	Email	InstitutionID	Account Type	CreationDate	Password	CountyDistrictCampusID
Emily	Tester		etester	K12 Student	1/1/2011		227901003

<u>Recommendation #1</u>
Districts and service centers can update user institution IDs **manually** through the institutional admin interface shown below. (<u>Districts and service centers are not able to update institution IDs through a batch file</u>.)

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Recommendation #2

Epsilen can accomplish this on the back end with a request by the ESC Epsilen Administrator.

1. The ESC works with the district to determine that a bulk update is needed. A bulk update constitutes more than 100 records.
2. The ESC Epsilen Administrator provides a work order to Epsilen requesting that accounts be updated for a particular district. The work order should include the following:
    a. District Name
    b. District TEA Number
    c. A statement acknowledging that this request will cause ALL previous institution data to be updated
    d. Spreadsheet with the fields listed below. (The Epsilen report "User Information in Batch Load Format" can be used to gather the information currently stored in Epsilen.)
        i. First Name
        ii. Last Name
        iii. Email Address if applicable
        iv. InstitutionID
        v. Account Type
        vi. Creation Date
        vii. CountyDistrictCampusID, if applicable
        viii. New InstitutionID
        ix. New CountyDistrictCampusID, if applicable

FirstName	LastName	Email	InstitutionID	AccountType	CreationDate	CountyDistrictCampusID	New InstitutionID	New CountyDistrictCampusID
Emily	Tester		etester	K12 Student	1/1/11	227901009	4562231	227901003

The district/ESC should allow 2 – 3 business days for this work to be completed.

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Scenario #5

Many accounts have been created WITHOUT institution IDs via the Epsilen institution admin account manager tool. In this case, the district can re-upload a batch file of users with institution IDs. The Epsilen report "User Information in Batch Load Format" can be used to export the information currently stored in Epsilen.

In this scenario, the institution ID will be added where one did not exist previously. **PLEASE NOTE** that this is the **ONLY** scenario in which institution IDs are added for existing accounts during account provisioning. Institution IDs **CANNOT** be updated where one previously existed through a batch file upload.

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Quick Guide

MSTAR Overview for Universal Screener

This guide provides guidance and a general overview for use in administering the MSTAR Universal Screener. The MSTAR program allows educators to screen students in 5th through 8th grade for algebra readiness. The Universal Screener will be administered in the fall, winter, and spring. Teachers will assign assessments to all students.

Overview for Universal Screener

**Districts must enroll MSTAR users (teachers and students) through an MSTAR batch file upload in Project Share and provide usernames and passwords to teachers and students. See the MSTAR Enrollment document to learn about the enrollment process.

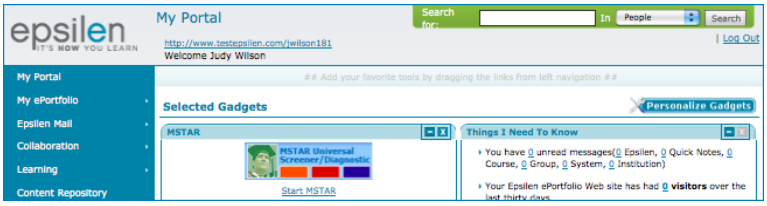
Accessing MSTAR

There are three ways to access the screener:

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

Step 1:

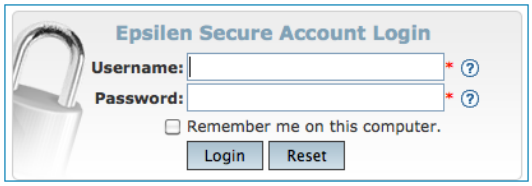
Step 2:



2. Go to http://projectsharetexas.org, click on the MSTAR gadget, and log in to the MSTAR application.

Step 1:

Step 2:



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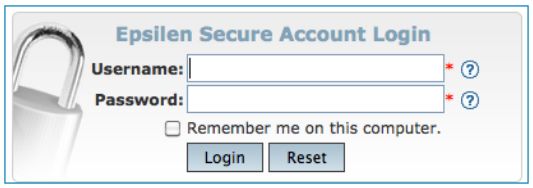
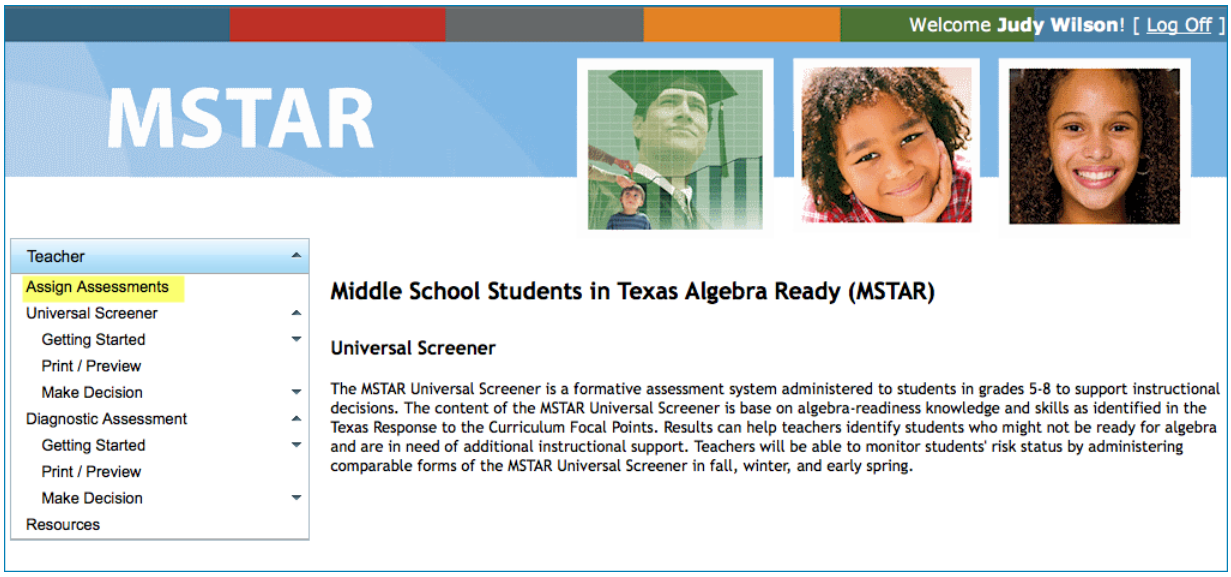
3. Go to http://mstar.epsilen.com and log in to the MSTAR application.



Usernames and passwords are not case sensitive.

Teacher Administration

After selecting the 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. Teachers may also select **Everyone** and then remove the checks for individual students. Select **Save**.

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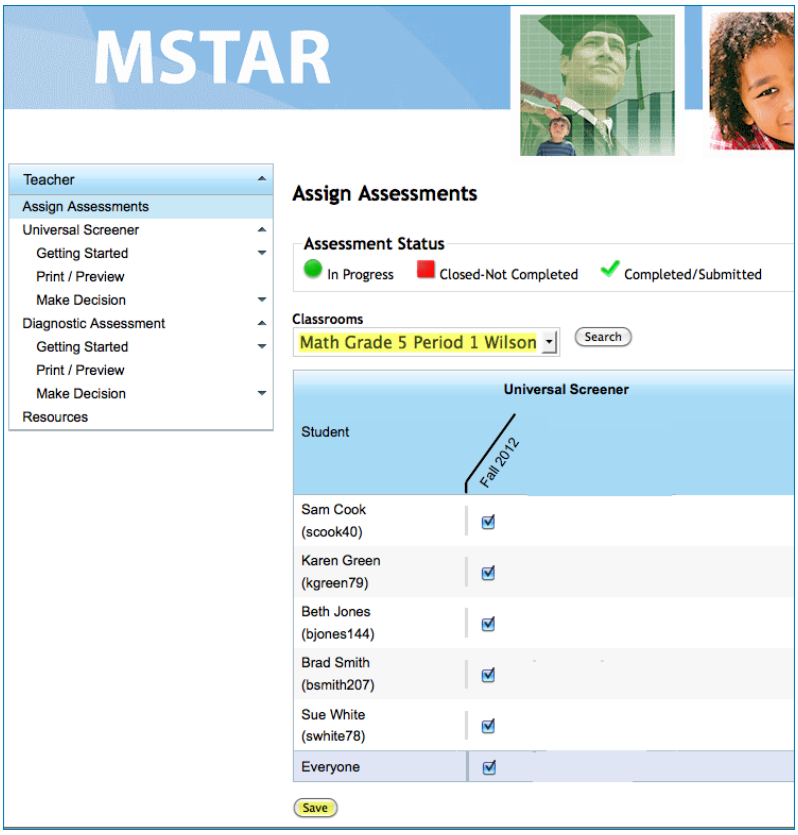

A green circle will appear adjacent to each student's name, indicating that the students now have an active assessment assigned to them. Note that student usernames are listed for each student on the class roster.

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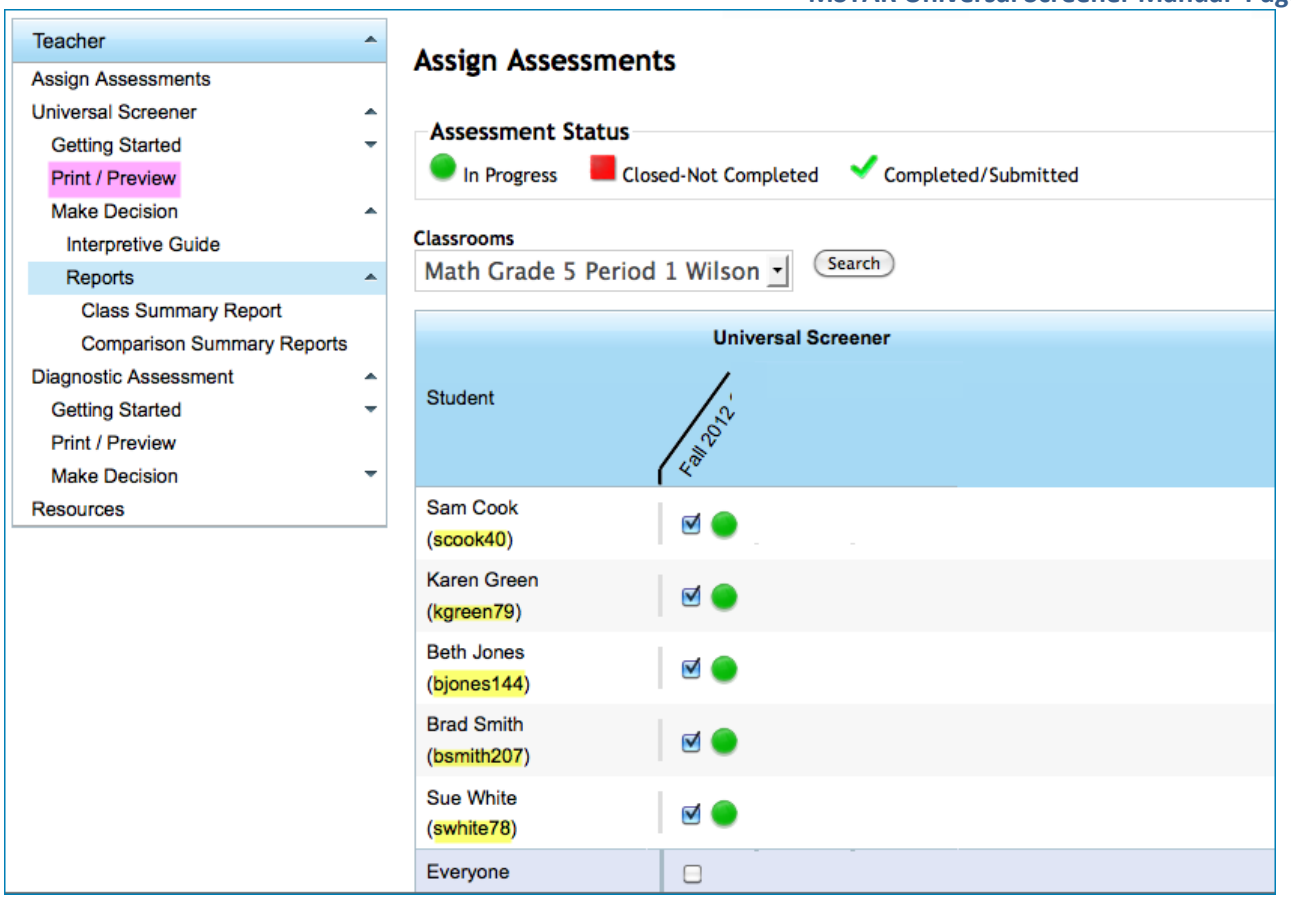

Printing a Test:

If the teacher needs to administer a test offline via paper/pencil, the teacher can print a copy of the test from the Print/Preview tool. After the student completes the paper administration, the teacher inputs the student responses by clicking the green circle adjacent to the student's name to generate an electronic bubble-sheet that the teacher completes and saves. Completing this step will allow the student results to be included in online reporting.

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

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Student Procedures

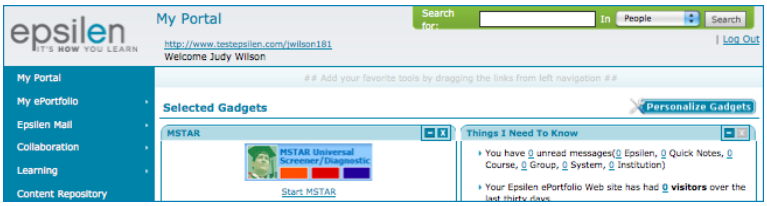
Students follow the same procedure as a teacher for logging into the Universal Screener.

There are three ways to access the screener:

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

Step 1:

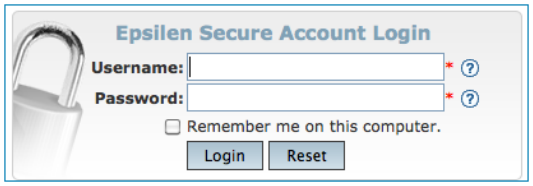
Step 2:



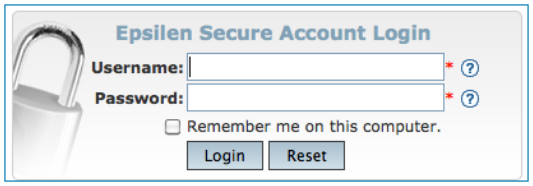
2. Go to http://projectsharetexas.org, click on the MSTAR gadget, and log in to the MSTAR application.

Step 1:

Step 2:



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



Usernames and passwords are not case sensitive.

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

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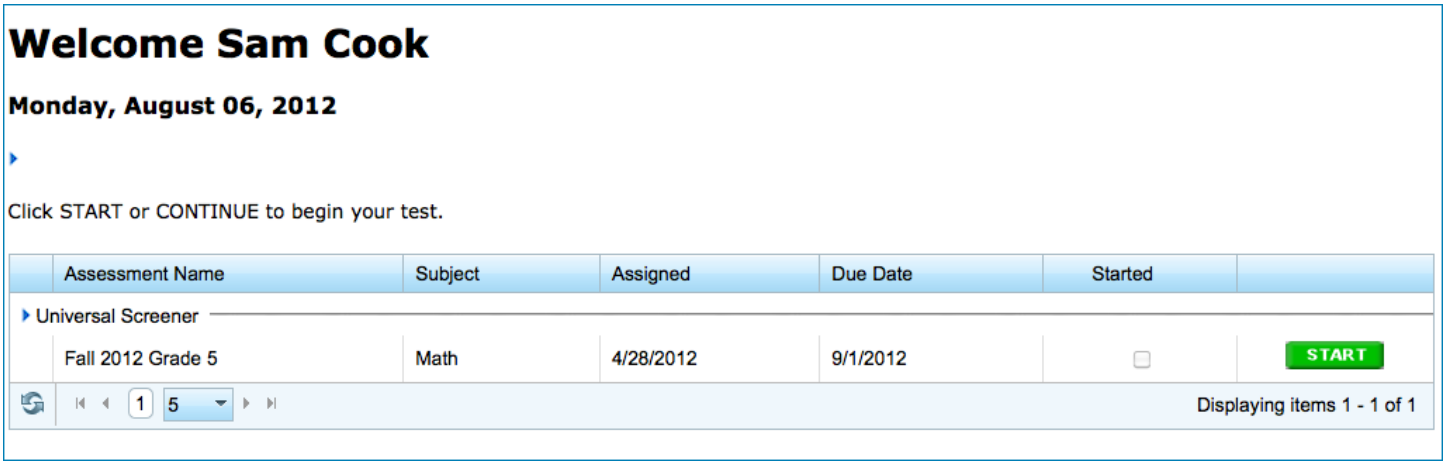
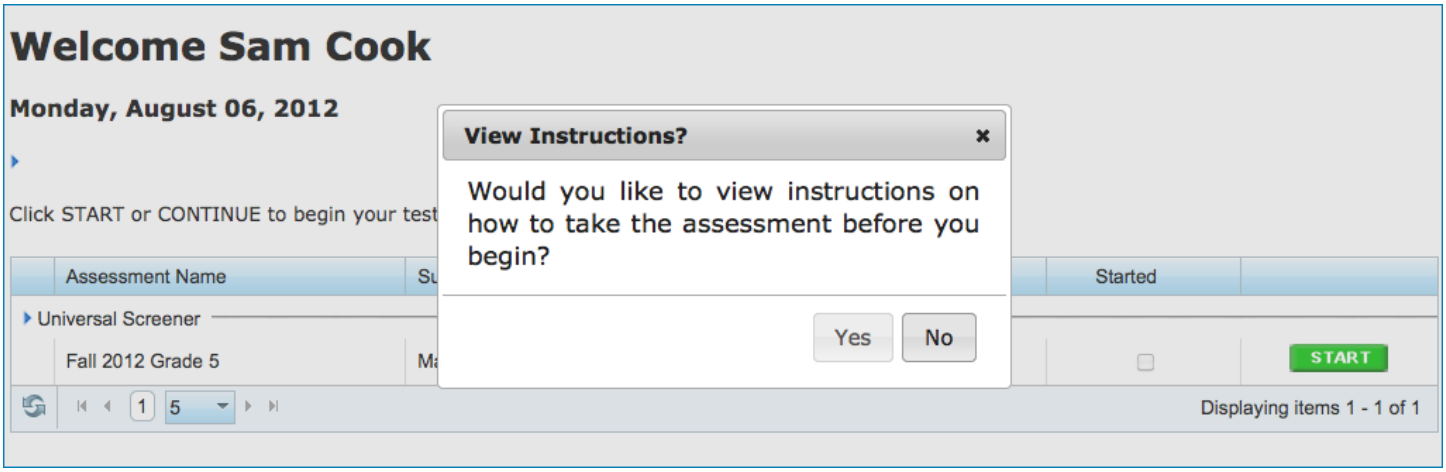
After the student selects the MSTAR application, the student home page will appear. The student will select **Start** to begin the assigned MSTAR assessment.



Teachers should direct students to view instructions for taking the assessment. The instructions consist of five information screens.



When the test begins, students will use the cursor to select one response for each question. As the student progresses through the assessment, he/she will use the cursor to select a response and click on the **Next** button to proceed to the next question.

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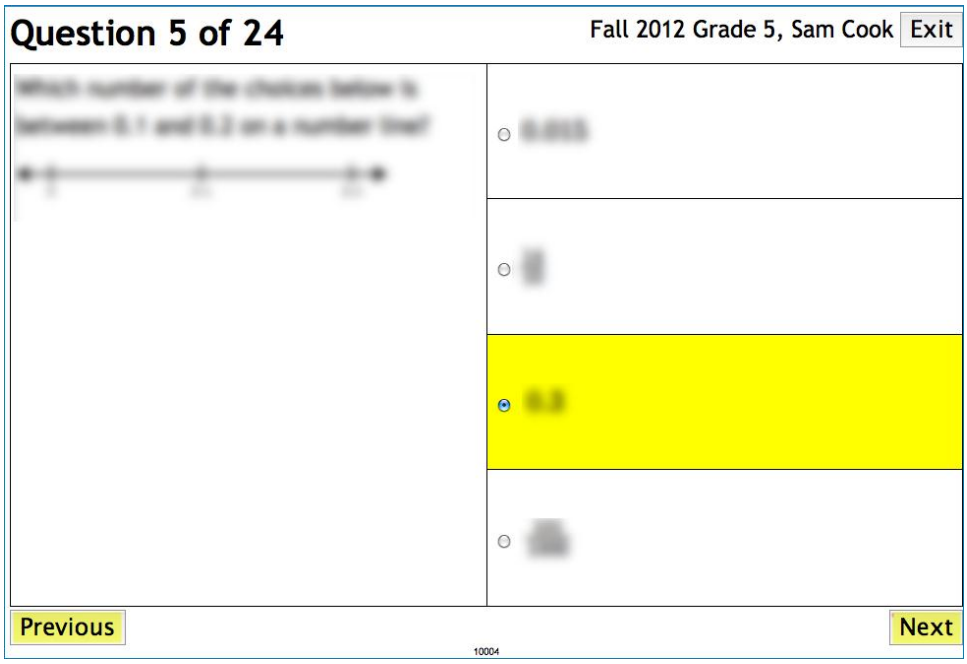
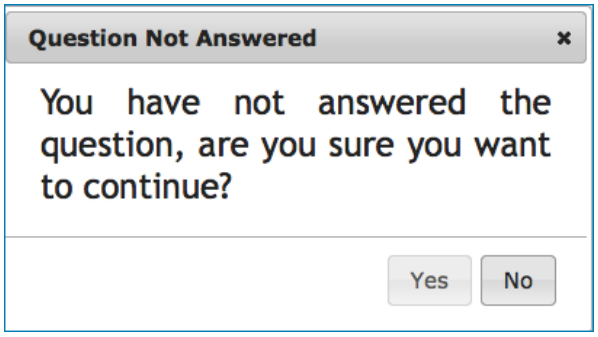
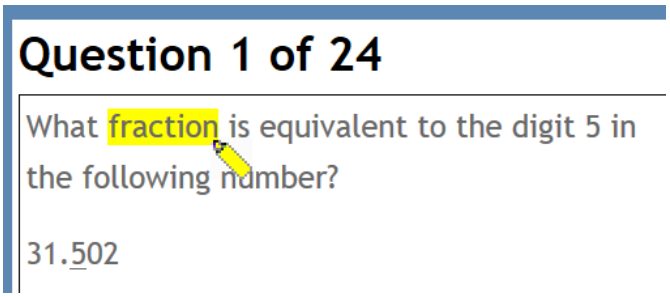


If a response is not selected and the student selects **Next**, a message appears to confirm that the student does wish to continue without answering the question. Students will be able to select **Next** and **Previous** throughout the assessment if they wish to revisit a question or skip a question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



A highlighter tool is available to students for 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.



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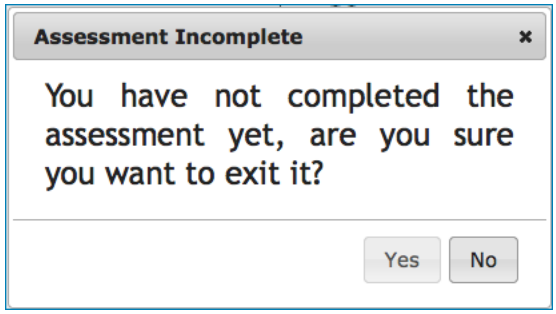
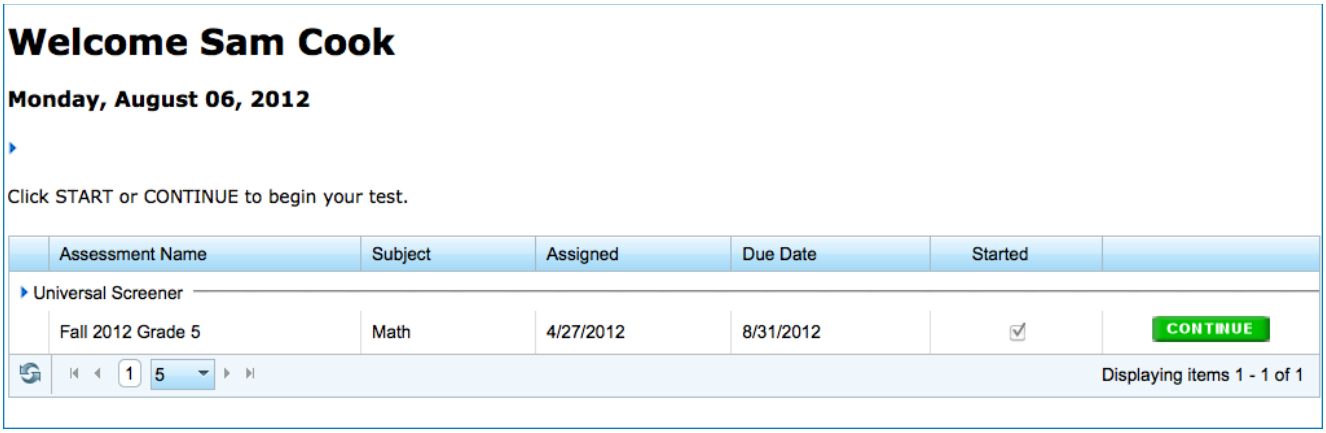
Should the student need to step away from the test, he or she can select **Exit**. After doing so the student will be presented with the option to confirm that he/she is choosing to exit.

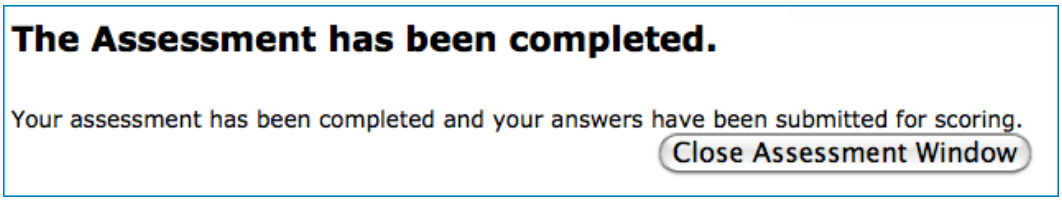


Upon returning, the student will select **continue** from the home page to finish the assessment.



****Please note**** - Teachers should deactivate an assessment for a student who cannot complete the test during the testing session. This can be accomplished by returning to the Assign Assessment screen and removing the check mark associated with the appropriate student.

When the student responds to the last question, a prompt will confirm that the test has been completed.



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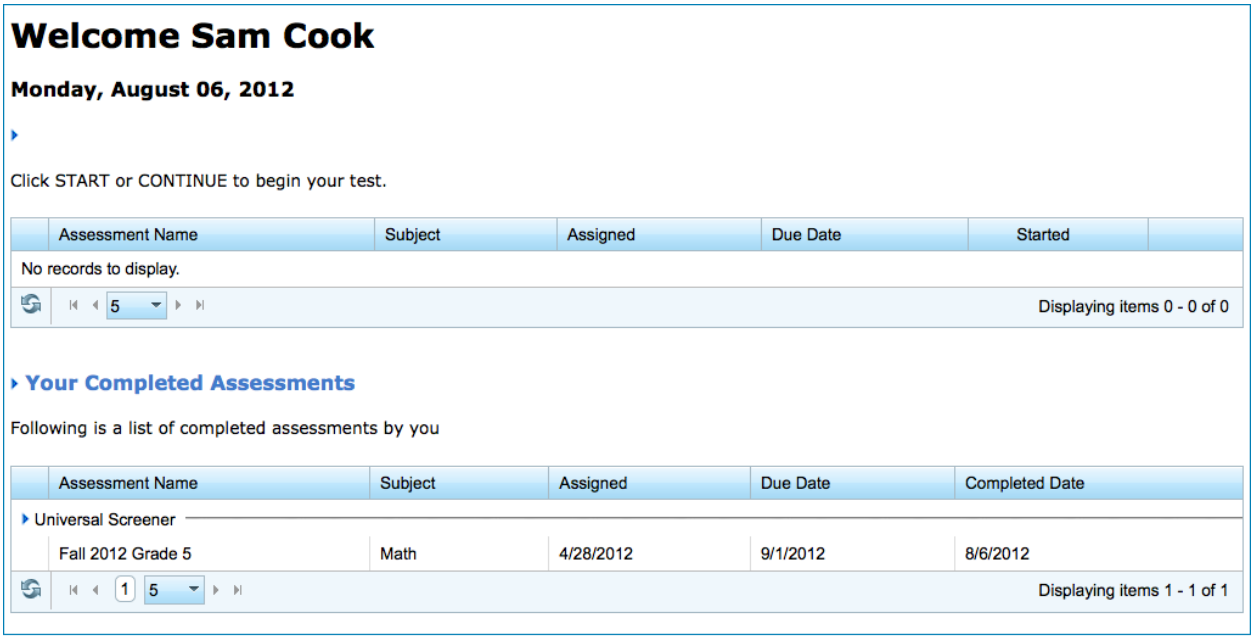
The student will be returned to the home page.



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

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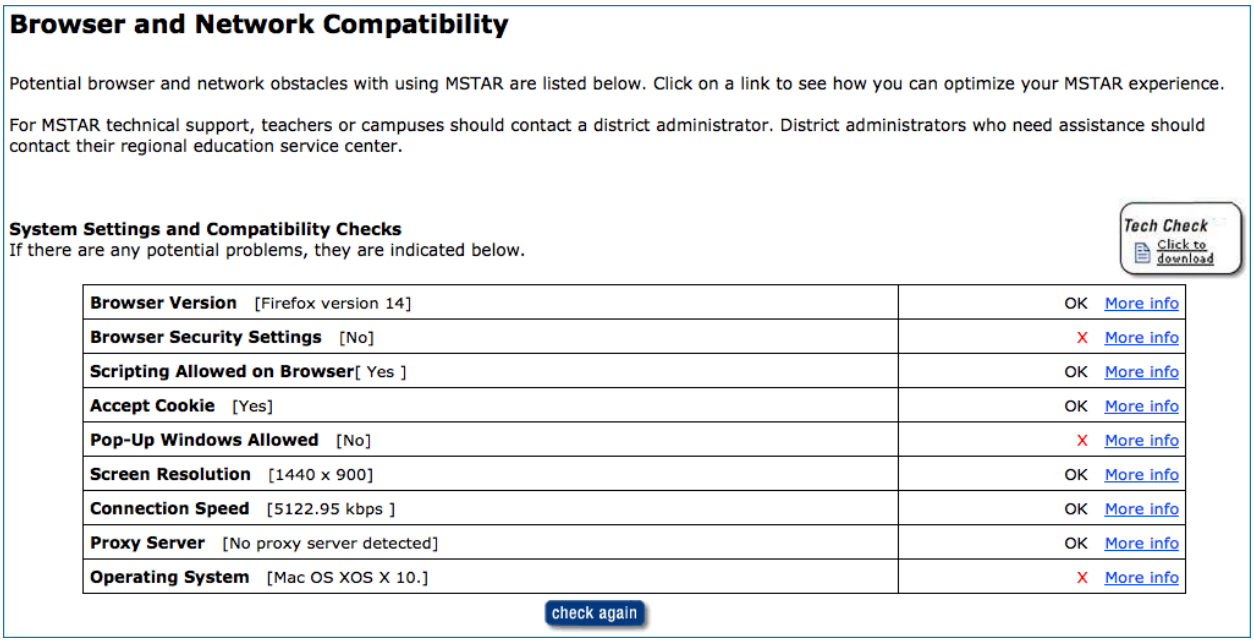
Is My Computer MSTAR-Friendly?

Select **Is My Computer MSTAR-Friendly?** from http://mstar.epsilen.com/compatibilitycheck/ to run a diagnostic test on student computers to ensure that the settings are compatible with MSTAR. If settings are not compatible, contact your district administrator or technical group. You may also choose to download additional setting information.



Browser and Network Compatibility

Potential browser and network obstacles with using MSTAR are listed below. Click on a link to see how you can optimize your MSTAR experience.

For MSTAR technical support, teachers or campuses should contact a district administrator. District administrators who need assistance should contact their regional education service center.

System Settings and Compatibility Checks
If there are any potential problems, they are indicated below.

Tech Check Click to download

Browser Version [Firefox version 14]	OK	More info
Browser Security Settings [No]	X	More info
Scripting Allowed on Browser[Yes]	OK	More info
Accept Cookie [Yes]	OK	More info
Pop-Up Windows Allowed [No]	X	More info
Screen Resolution [1440 x 900]	OK	More info
Connection Speed [5122.95 kbps]	OK	More info
Proxy Server [No proxy server detected]	OK	More info
Operating System [Mac OS XOS X 10.]	X	More info

check again

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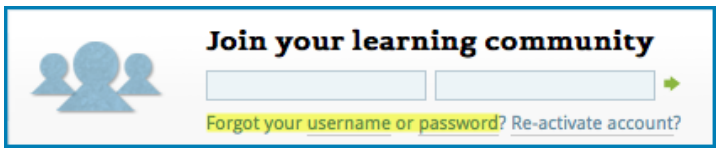
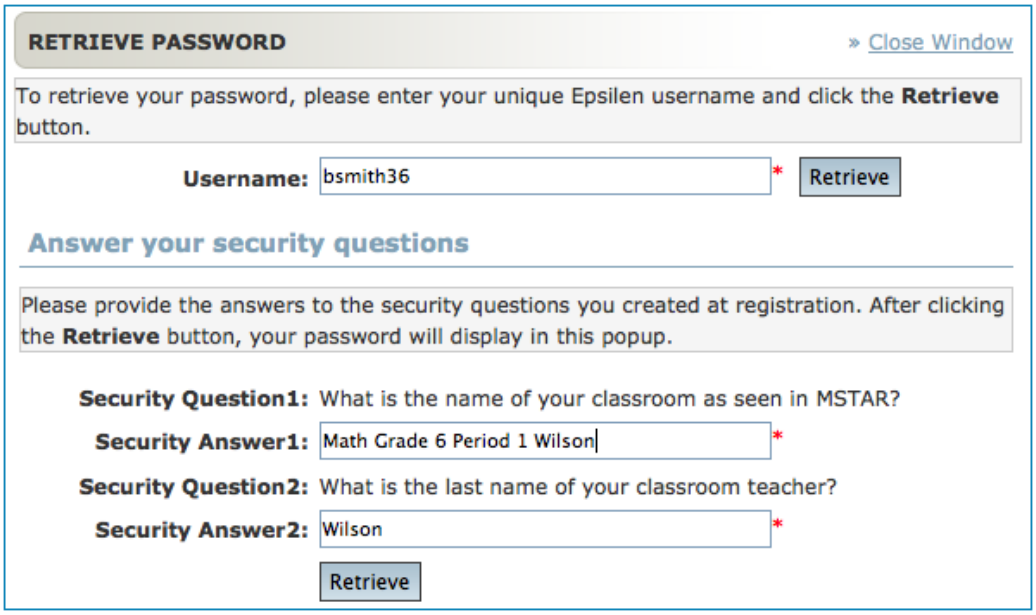
Retrieving Student Passwords

To retrieve a password, select the **Forgot your username or password?** option found at http://projectsharetexas.org in the upper right corner of the screen.



The student may also select the **I forgot my password** option at http://mstar.epsilen.com.

The student must answer two security questions to retrieve his/her password. The classroom name corresponds to the classroom that the student is assigned to in MSTAR. This classroom name is displayed in the **Assign Assessment** teacher screen and is only visible to the teacher. Answers to questions are not case sensitive or space sensitive. Teachers should plan to assist students with this process to maintain user security.



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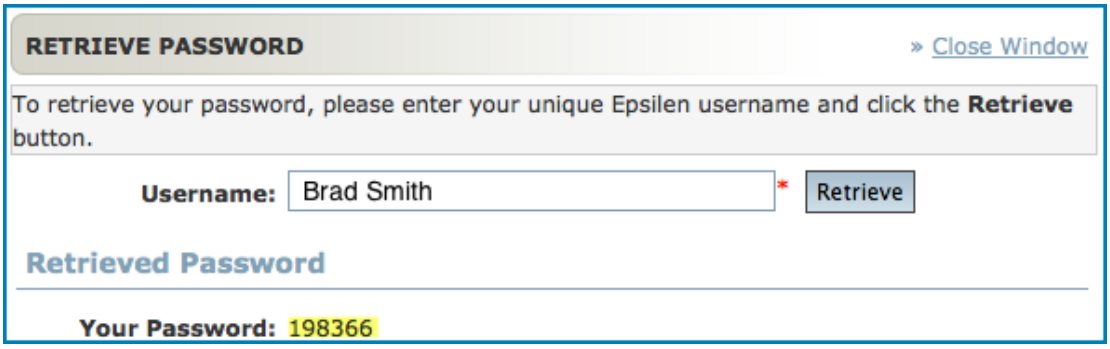
The password will be displayed for the student.



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