cognia

Identification of paper testers for Spring 2022 NM-MSSA and NM-ASR

Option 1: Individual Student Selection

- 1. Log into portal: <u>newmexico.cognia.org</u>
- 2. Click on the "Administration" icon from the homepage
- 3. Then select the "Students" tab on the top menu bar
- 4. Select, from the drop-down menu, the school the student is enrolled in if DTC/STC has access to more than one school; then, a list of all students in the school will appear
- 5. Search for the student either by state student ID or by last name and select the student who will test on paper
- 6. Then click the "Edit" link next to the student's name (all the way to the right-hand side of the row)

Cyber	City Sch3-996 (Cybe s	er City-999)	*	□ View Unenrolled	Search E	By State Student ID:		0
Choose	e a Subject	Ŧ				Add Student U	pload Accommod	ations
							F	xports
Last Name 🔍	First Name 🔍	Middle Initial	🔍 State Student I	D 🔍 Tested Grade 🔍				
	First Name	Middle Initial	State Student II		View Classes	View Test Sessions		
ighteen		Middle Initial		4		View Test Sessions View Test Sessions	Enrollment Info	Edit
L ast Name Q Eighteen Eiftyseven DneEighty	Student	Middle Initial	10000018	4	View Classes		Enrollment Info Enrollment Info	Edit Edit

7. On the student record "Student Information" tab, find the options for each content area's test mode and change the mode to "Paper Only". **You must do this for each content area.**

Student Information	Accommodations	Classes
504 Plan:	Unknown *	
litle 1:	Unknown *	
New Arrival:	Unknown *	
Homeless:	Unknown *	
Foster Care:	Unknown *	
Military:	Unknown *	
ELA Test Mode:	Choose a value *	
SLA Test Mode:	Choose a value *	
MAT Test Mode:	Choose a value	
SCI Test Mode:	Choose a value *	
fears In USA Schools: *	1st year a student att 🕺 *	
Home School Status:	No *	
Not Full Academic Year BIE:	Full Academic Year *	
Not Full Academic Year BIE:	Full Academic Year *	

8. Click on the blue "Save" button at the bottom of the screen - **DON'T FORGET THIS STEP!** Otherwise, the information will not be updated.



IMPORTANT: Although the current district pre-ID upload window for spring summative assessments is open from 1/24/2022-2/11/2022*, this process MUST be completed by Wednesday, 2/2/2022** in order to ensure that all paper testers receive printed answer document student pre-ID labels.

Due to the MOY iMSSA testing window administration extension to end on 1/28 instead of 1/21, dates to these tasks were affected: *District Pre-ID Bulk Upload/Cleanup Window changed from 1/21-2/11 to start on 1/24 instead; the end date of the window remains the same. **Paper Identification Window changed from 1/18-1/26 to 1/24-2/2, both beginning and end dates changed. ***The initial orders materials shipment will arrive in state one week prior to the start of the testing window instead of two weeks prior.

Option 2: Bulk Upload Pre-ID file

- During the Pre-ID district upload/correction window, you can also upload a Pre-ID file containing the students who will test paper and ensure the columns for each content area's testing mode (columns Z through AC) are changed to indicate that they are paper only.
- Please refer to the <u>Portal User Guide</u> and <u>the Pre-ID Bulk upload files information section</u> on the help and support page for more details on the Pre-ID upload.
- IMPORTANT: Although the current district pre-ID upload window for spring summative assessments is open from 1/24/2022-2/11/2022*, this process MUST be completed by Wednesday, 2/2/2022** in order to ensure that all paper testers receive printed answer document student pre-ID labels.

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What happens if I cannot complete this process by February 2?

If you are not able to identify paper testers in the portal by the deadline, these students will not receive printed pre-ID labels for their answer documents. In those cases, you will need to manually "bubble" in the student information on the answer documents.

If you have any questions about the paper testers identification process, please contact the NM Service Desk/Client Care Center Team by calling 877-676-6722, emailing <u>nmtechsupport@cognia.org</u>, or utilizing the <u>live chat</u> feature.

