



Idaho Department  
of Education

# WIDA AMS Student Import File

English Language Proficiency Assessment

2024-2025 Webinar Series

November 7, 2024



# Webinar Objectives

Participants will be able to:

- describe the purpose of the WIDA AMS Student Import File.
- explain the District Test Coordinator's role as it pertains to the student import file.
- Describe the ACCESS for ELLs elements that can be verified/modified in ELMS.
- Explain the procedure to verify/modify student information in ELMS.

# WIDA AMS Student Import File Purpose

# WIDA AMS Student Import File Purpose

- Creates Pre-ID labels for all ELs identified in Idaho
- Defines the quantity of physical test materials needed for ACCESS for ELLs administration
  - Online, Kindergarten, Alternate, Paper, Large Print, Braille
- Rosters ELs into WIDA Assessment Management System (AMS)
  - ACCESS for ELLs Online generic test registrations (sessions)
- Populates WIDA AMS with student IEP/504 accommodation(s)

# DTC & State Coordinator Roles

# WIDA AMS Student Import File District & State Coordinator Roles

## District Test Coordinator Role

- Review district WIDA AMS Student Import File in ELMS
- Verify student information is correct in ELMS
  - EL Student Summary & WIDA AMS Student Import File
- Make necessary modifications to a student's: Mode of Administration and/or accommodations

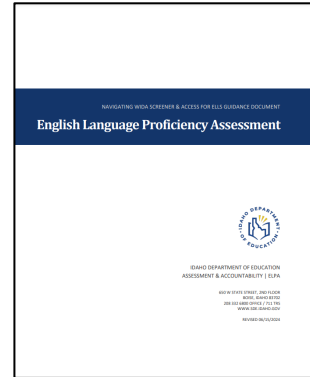
## State ELPA Coordinator Role

- Upload a comprehensive State WIDA AMS Student Import File to DRC

# WIDA AMS Student Import File How-to Instructions

Detailed steps on how-to prepare, verify, and modify the WIDA AMS Student Import File can be found in the [ELPA: Navigating WIDA Screener and ACCESS for ELLs Guidance Document](#)

- **Appendix 12: Initial Materials Order & WIDA AMS Pre-ID File**
  - Verify ACCESS for ELLS Mode of Administration (pp. 57-62)
  - Modify Mode of Administration (pp. 60-62)
  - Assigning ACCESS for ELLs Accommodation (pp. 63-66)
  - Confirming Changes in ELMS (p. 66-67)



# Reminder District Review Due Date

**WIDA AMS Student Import File – Last Date to Review  
November 26, 2024: 5:00PM MT**





# Preparing the WIDA AMS Student Import File Overview

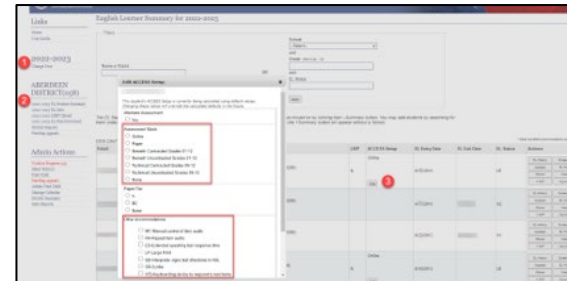
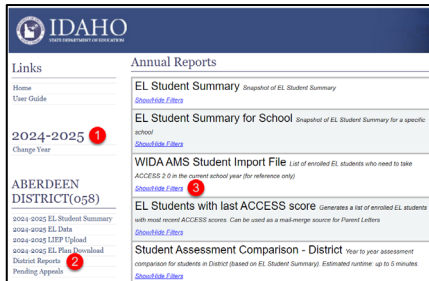
# WIDA AMS Student Import File - Preparation Timeline

**October 17, 2024 – November 26, 2024**

- DTC reviews WIDA AMS Student Import File in ELMS
  - ELMS > District Reports > WIDA Pre-ID File
- DTC reviews ELs' ACCESS for ELLs "Mode of Administration"
  - District Reports: "WIDA AMS Student File"
  - EL Student Summary: "ACCESS Setup" column
- DTC coordinates with special education team to identify/confirm/modify ACCESS for ELLs accommodations
  - ELs require a documented IEP/504 Plan
  - EL Student Summary: "ACCESS Setup" column

# WIDA AMS Student Import File – Preparation ELMS

- ELMS “Editor” role required to Prepare the WIDA AMS Student Import File
- Current WIDA AMS Student Import File Review
  - ELMS > District Reports > WIDA AMS Student Import File
- EL Student Summary > ACCESS Setup Column
  - Modify Mode of Administration
  - Add/Modify Accommodations



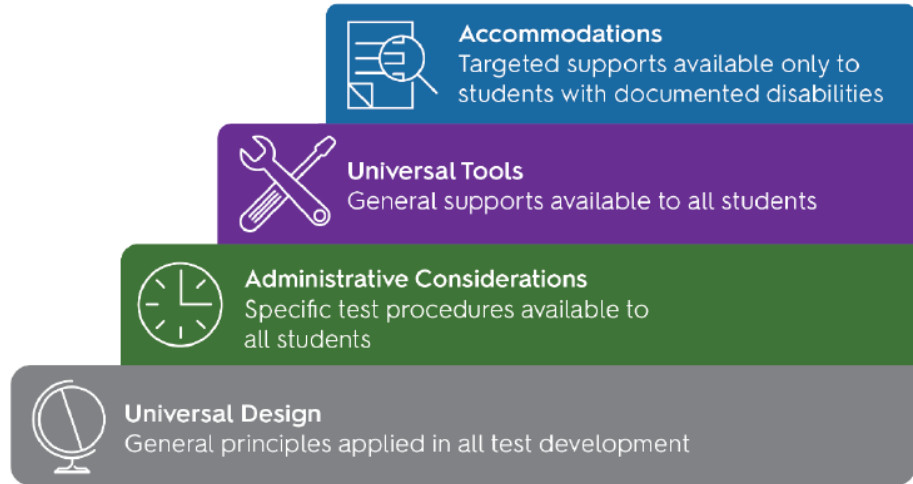
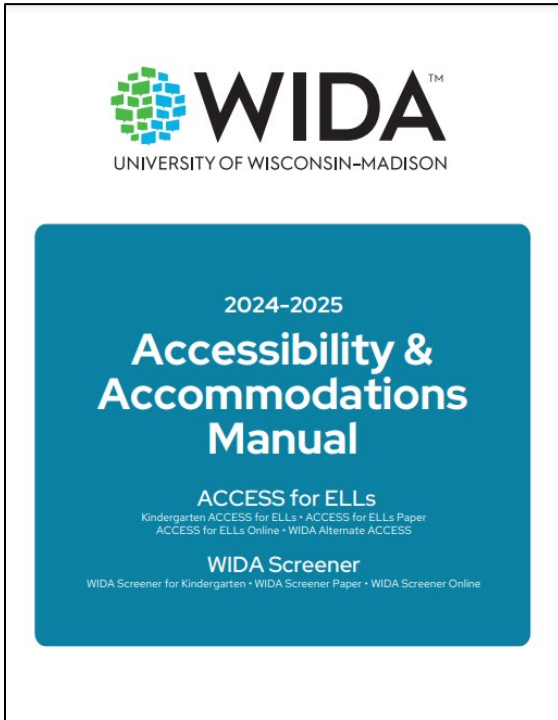
# WIDA AMS Student Import File – Preparation

## EL Student Summary & District Reports



- EL Student Summary: Selections made using the ACCESS Setup column 'Edit' function will transfer to the District Report - 'WIDA AMS Student Import File'
- District Reports: Other useful fields reported on WIDA AMS Student Import File
  - Column "A": Validation Issues
  - Column "B": ACCESS Setup Changes – Date student record was updated using the 'Edit' function
  - Column "P": Primary Disability
  - Column "Q": Secondary Disability
  - Column "V": Length of Time in LIEP/EL Program
  - Column "AD": Date First Enrolled in US School
  - Column "AM": Current EL Status (L1, LE, EW)
  - Column "AO": LIEP Program

# WIDA AMS Student Import File – Preparation Accessibility & Accommodations Manual 2024-2025

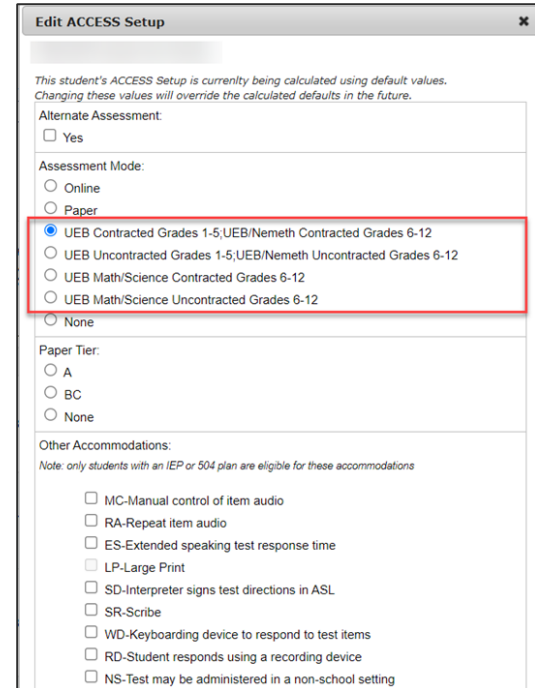


<https://wida.wisc.edu/sites/default/files/resource/Accessibility-Accommodations-Manual.pdf>

# WIDA AMS Student Import File – Preparation Braille

## The following Unified English Braille (UEB) options are available:

- UEB Contracted grades 1-5/ Nemeth Contracted Grades 6-12
- UEB Uncontracted grades 1-5/ Nemeth Contracted Grades 6-12
- UEB Math/Science Contracted Grades 6-12
- UEB Math/Science Uncontracted Grades 6-12



**Edit ACCESS Setup** x

*This student's ACCESS Setup is currently being calculated using default values. Changing these values will override the calculated defaults in the future.*

Alternate Assessment:  
 Yes

Assessment Mode:  
 Online  
 Paper

UEB Contracted Grades 1-5,UEB/Nemeth Contracted Grades 6-12  
 UEB Uncontracted Grades 1-5,UEB/Nemeth Uncontracted Grades 6-12  
 UEB Math/Science Contracted Grades 6-12  
 UEB Math/Science Uncontracted Grades 6-12  
 None

Paper Tier:  
 A  
 BC  
 None

Other Accommodations:  
*Note: only students with an IEP or 504 plan are eligible for these accommodations*

MC-Manual control of item audio  
 RA-Repeat item audio  
 ES-Extended speaking test response time  
 LP-Large Print  
 SD-Interpreter signs test directions in ASL  
 SR-Scribe  
 WD-Keyboarding device to respond to test items  
 RD-Student responds using a recording device  
 NS-Test may be administered in a non-school setting

# ELMS

# WIDA AMS Student Import File

# Encoded Defaults

# EL Student Summary – ACCESS Setup

## Encoded Defaults – Mode of Administration



1. Students in grade: '00', are ordered Kindergarten ACCESS for ELLs materials.
  - a. Mode of administration column "AJ" is blank
2. Students in grades: 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, and 12 are placed into an ACCESS for ELLs Online test session.
  - a. Grades 01, 02, and 03 are ordered a Writing Student Response Booklet
  - b. Students in grades 01, 02, and 03 are not placed into a Writing test registration in WIDA AMS
3. Students in grades: 00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, and 12 who took Alternate ACCESS for ELLs in the previous year are ordered an Alternate ACCESS for ELLs.
4. Students in grades 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, and 12 who took ACCESS for ELLs Paper in the previous year are ordered a paper version
  - a. \*The designated Paper ACCESS for ELLs Tier should be reviewed prior to the State's WIDA AMS Pre-ID upload.



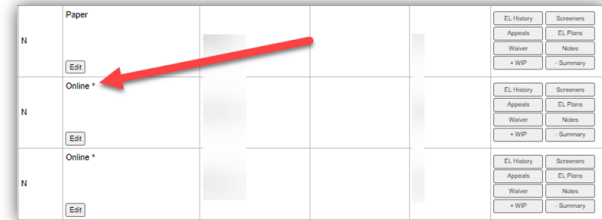
# EL Student Summary – ACCESS Setup Encoded Defaults – Accommodations

**Accommodations assigned to an individual student during the previous year, are assigned to the student automatically for the current administration year.**

- Assigned accommodations must be reviewed each year
- DTC and special education team validate accommodation(s) is still documented within the student's IEP/504 Plan

# EL Student Summary – ACCESS Setup Encoded Defaults – Accommodations

- Students assigned an accommodation have an (\*) denoted under the ACCESS Setup column in the EL Student Summary
- Within the WIDA AMS Student Import File, each accommodation is listed as an abbreviation of the accommodation (Column “AI”).
  - Multiple accommodations assigned are separated by a piping symbol.



AG	AH	AI	Mode of Administration
Y		RA	O
Y		ES	O
Y		MC SR NC	O
Y		RA	O
Y		ES RA	O
Y		ES	O
Y		IR	O
Y		IR SR	O
Y		RA	O
Y		IR	O
Y		ES	O
Y		IR RA	O
Y	Y	ES	O
Y		ES	P
Y		ES	O
Y		ES	O
Y		ES	O
Y		ES	O
Y		ES	O
Y		IR	O

Student must have an IEP or 504 Plan to have an accommodation assigned.

WIDA AMS Pre-ID File: Column 'AI' identifies the accommodation(s) assigned to a student.

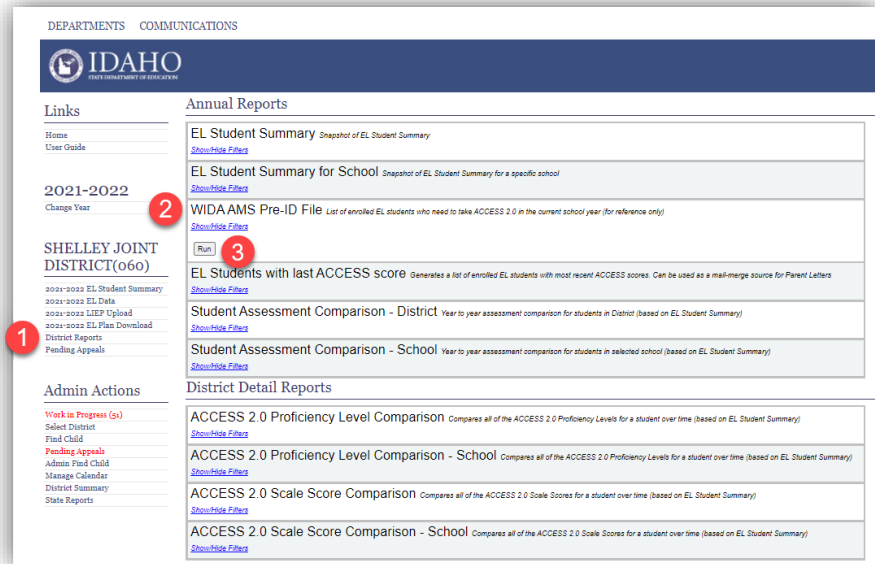
# ELMS

## Reviewing the WIDA AMS Student Import File

# Reviewing the WIDA AMS Student Import File Download

## Download the WIDA AMS Student Import File from ELMS

1. Select 'District Reports'
2. Select the 'Show/Hide Filters' link under WIDA AMS Student Import File
3. Select 'Run'
4. Select 'Yes' when prompted



DEPARTMENTS COMMUNICATIONS

IDAHO  
STATE DEPARTMENT OF EDUCATION

Annual Reports

Links

- Home
- User Guide

2021-2022

Change Year

SHELLEY JOINT DISTRICT(060)

- 2021-2022 EL Student Summary
- 2021-2022 EL Data
- 2021-2022 LIEP Upload
- 2021-2022 EL Plan Download
- District Reports
- Pending Appeals

Admin Actions

- Work in Progress (5)
- Select District
- Find Child
- Pending Appeals
- Admin Find Child
- Message Calendar
- District Summary
- State Reports

EL Student Summary Snapshot of EL Student Summary  
[Show/Hide Filters](#)

EL Student Summary for School Snapshot of EL Student Summary for a specific school  
[Show/Hide Filters](#)

WIDA AMS Pre-ID File List of enrolled EL students who need to take ACCESS 2.0 in the current school year (for reference only)  
[Show/Hide Filters](#)  
**Run**

EL Students with last ACCESS score Generates a list of enrolled EL students with most recent ACCESS scores. Can be used as a mail-merge source for Parent Letters  
[Show/Hide Filters](#)

Student Assessment Comparison - District Year to year assessment comparison for students in District (based on EL Student Summary)  
[Show/Hide Filters](#)

Student Assessment Comparison - School Year to year assessment comparison for students in selected school (based on EL Student Summary)  
[Show/Hide Filters](#)

District Detail Reports

ACCESS 2.0 Proficiency Level Comparison Compares all of the ACCESS 2.0 Proficiency Levels for a student over time (based on EL Student Summary)  
[Show/Hide Filters](#)

ACCESS 2.0 Proficiency Level Comparison - School Compares all of the ACCESS 2.0 Proficiency Levels for a student over time (based on EL Student Summary)  
[Show/Hide Filters](#)

ACCESS 2.0 Scale Score Comparison Compares all of the ACCESS 2.0 Scale Scores for a student over time (based on EL Student Summary)  
[Show/Hide Filters](#)

ACCESS 2.0 Scale Score Comparison - School Compares all of the ACCESS 2.0 Scale Scores for a student over time (based on EL Student Summary)  
[Show/Hide Filters](#)

# Reviewing the WIDA AMS Student Import File Mode of Administration



## Review the WIDA AMS Student Import File for default/modified selections

- **Mode of Administration (Column AJ)**
  - O = Online ACCESS (default mode - grades 1-12)
  - P = Paper ACCESS for ELLs
    - An 'A' or 'B/C' is assigned in column "AK" and designates paper tier
- **Blank = Kindergarten ACCESS for ELLs**
  - Grade in column "V" is '00'
- **Blank = Alternate ACCESS for ELLs**
  - Student meets the Idaho Alternate Assessment Participation Criteria
  - A 'Y' is present in column "AL"
  - \*Cannot have Large Print (LP) accommodation selected
- **Blank = Braille**
  - An 'NC', 'NU', 'TC', or 'TU' is present in column "AI"



# Reviewing the WIDA AMS Student Import File Mode of Administration

- Review the WIDA AMS Student Import File for student default selections
  - ACCESS for ELLs Accommodations (Column “AI”)**

Braille <b>(NC, NU, TC, TU)</b>	Interpreter signs test directions in ASL <b>(SD)</b>
Extended testing of a test domain over multiple days <b>(EM)</b>	Large Print <b>(LP)</b>
Extended Speaking test response time <b>(ES)</b>	Manual control of item audio <b>(MC)</b>
Extended speaking test response time <b>(ES)</b>	Repeat item audio <b>(RA)</b>
In-Person Human Reader <b>(IR)</b>	Scribe <b>(SR)</b>
Repeat In-Person Human Reader <b>(RP)</b>	Student responds using a recording device, which is played back and transcribed by the student <b>(RD)</b>
Word processor or similar keyboarding device to respond to test items <b>(WD)</b>	Test may be administered in a non-school setting <b>(NS)</b>

# ELMS

## Modifying Mode of Administration & Accommodation(s)



# Modifying ACCESS for ELLs in ELMS Mode of Administration & Accommodations

After the first ISEE upload to the State, the “ACCESS Setup” column appears under the EL Student Summary

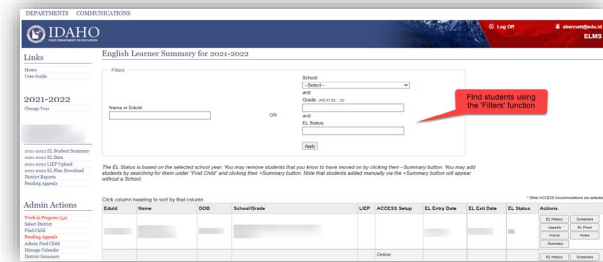
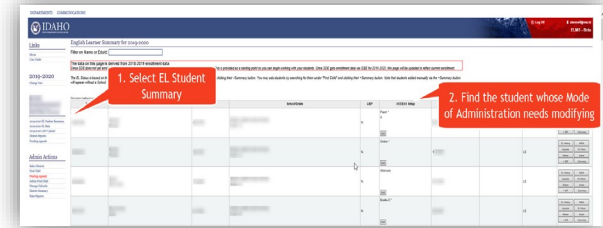
- ACCESS for ELLs Mode of Administration and Accommodations may be assigned using the “Edit” function

The screenshot shows the 'English Learner Summary for 2019-2020' page. The table below is a simplified representation of the data shown in the image:

SchoolGrade	LEP	ACCESS Setup
	N	Paper* A
	N	Online*
	N	Alternate
	N	Braille-C*

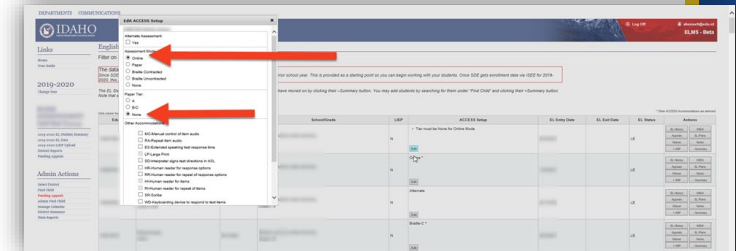
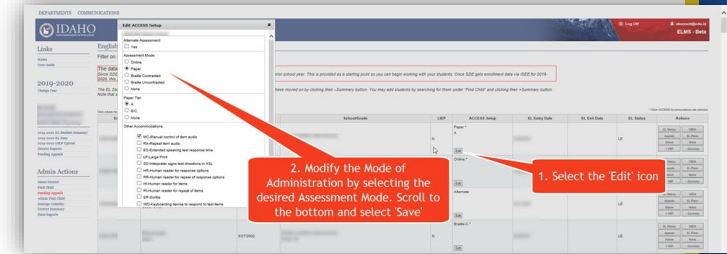
# Modifying ACCESS for ELLs in ELMS Mode of Administration & Accommodations

1. Select “EL Student Summary”
2. Find student whose ACCESS for ELLs Mode of Administration/Accommodation needs modification
  - a. To quickly find a student use the ‘Filters’ function. Filter students by name, EDUID number, school, grade, or EL status
3. Select the “Edit” icon under the ‘ACCESS Setup’ column for the student you wish to modify



# Modifying ACCESS for ELLs in ELMS Mode of Administration & Accommodations

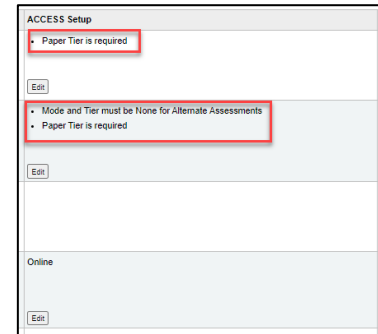
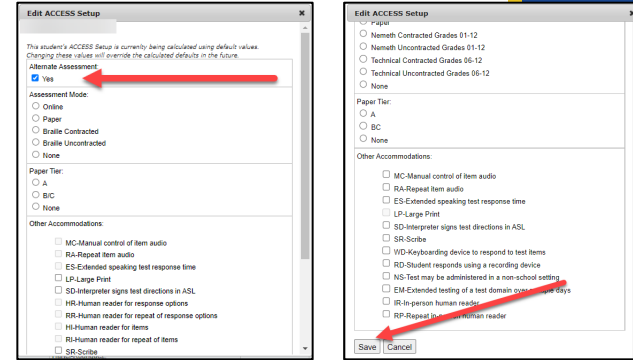
4. Once the “Edit” icon is selected, the “Edit ACCESS Setup” box opens
5. Modify the Mode of Administration by selecting the radio button next to the mode you wish to choose (Assessment Mode)
  - Online
  - Paper
    - Must select a paper Tier when a paper assessment mode is selected



# Modifying ACCESS for ELLs in ELMS

## Mode of Administration & Accommodations

6. Select “Yes” under Alternate Assessment to designate that the student requires the Alternate ACCESS for ELLs form
  - Student must meet the [IDAA Participation Criteria](#)
7. Select “Save”
8. Verify Mode of Administration change is saved correctly by reviewing the “ACCESS Setup” column.
  - If more attention is needed, a message will populate within the “ACCESS Setup” column alerting the user to the error



# Modifying ACCESS for ELLs in ELMS

## Mode of Administration & Accommodations

### Selecting an appropriate Tier for Paper ACCESS for ELLs

- **Tier A** is most appropriate for ELs who have an ***overall PL score of 2.0 or below***. Other considerations include:
  - Have arrived in the U.S. or entered school in the U.S, within this academic school year without previous instruction in English; OR
  - Currently receive literacy instruction ONLY in their native language; OR
  - Have recently tested at the lowest level of English language proficiency.
- **Tier B/C** is most appropriate for ELs who have an ***overall PL score that is above 2.0***. Other considerations include:
  - Have social language proficiency and are beginning to approach or have acquired academic language proficiency in English; OR
  - Have acquired some literacy in English or are approaching grade level literacy in English; OR
  - Child is likely to meet the state's Exit criteria for support services by the end of the academic year.

# Modifying ACCESS for ELLs in ELMS Mode of Administration & Accommodations

## Select the “None” radio button to address multiple Mode of Administration modifications

*NOTE: If a Mode of Administration has already been modified, and a district wishes to modify the Assessment Mode again, the user will need to use the ‘None’ radio button.*

*Example: If a district changed the Mode of Administration to Paper and assigned Tier ‘A’ (see above), and then wanted to change the Mode of administration to Online, the user would need to select ‘Online’ and select the ‘None’ radio button under ‘Paper Tier’. After this is done, the user would need to scroll down and select ‘Save’.*

# Modifying ACCESS for ELLs in ELMS Mode of Administration & Accommodations

The “Edit” function is also used to assign an accommodation to an EL with a documented need (student with an IEP or 504 Plan)

- The available accommodations are listed dependent on the selected ACCESS for ELLs Mode of Administration

**Edit ACCESS Setup**

Assessment Mode:

- Online
- Paper
- Nemeth Contracted Grades 01-12
- Nemeth Uncontracted Grades 01-12
- Technical Contracted Grades 06-12
- Technical Uncontracted Grades 06-12
- None

Paper Tier:

- A
- BC
- None

Other Accommodations:

- MC-Manual control of item audio
- RA-Repeat item audio
- ES-Extended speaking test response time
- LP-Large Print
- SD-Interpreter signs test directions in ASL
- SR-Scribe
- WD-Keyboarding device to respond to test items
- RD-Student responds using a recording device
- NS-Test may be administered in a non-school setting
- EM-Extended testing of a test domain over multiple days
- IR-In-person human reader
- RP-Repeat in-person human reader

**Edit ACCESS Setup**

Assessment Mode:

- Paper
- Nemeth Contracted Grades 01-12
- Nemeth Uncontracted Grades 01-12
- Technical Contracted Grades 06-12
- Technical Uncontracted Grades 06-12
- None

Paper Tier:

- A
- BC
- None

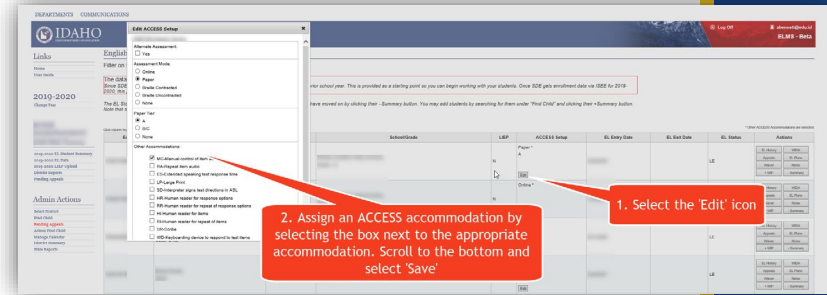
Other Accommodations:

- MC-Manual control of item audio
- RA-Repeat item audio
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- WD-Keyboarding device to respond to test items
- RD-Student responds using a recording device
- NS-Test may be administered in a non-school setting
- EM-Extended testing of a test domain over multiple days
- IR-In-person human reader
- RP-Repeat in-person human reader

# Modifying ACCESS for ELLs in ELMS

## Mode of Administration & Accommodations

1. Find the student you wish to assign an ACCESS for ELLs accommodation to under the 'ACCESS Setup' column
  - a. To quickly find a student use the 'Filters' function. Filter students by name, EDUID number, school, grade or EL status
2. Select the 'Edit' icon. Assign the specific accommodation by clicking on the radio button that corresponds to the appropriate accommodation
3. Once the desired accommodation(s) has been selected, scroll down and select "Save"

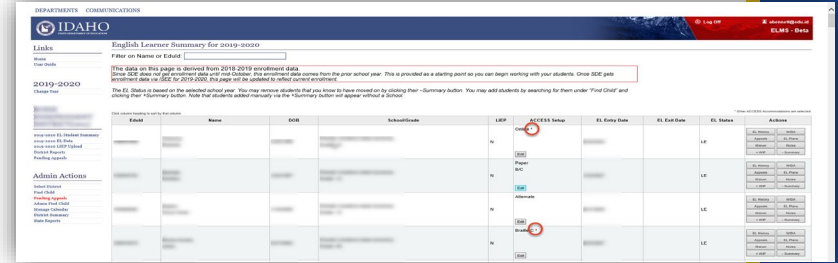




# Modifying ACCESS for ELLs in ELMS

## Mode of Administration & Accommodations

4. Verify an accommodation is assigned by reviewing the “ACCESS Setup” column
  - a. An asterisk (\*) will be denoted next to the student’s Mode of Administration
  
5. Verify the assignment of accommodation(s) by reviewing Column “AI” on the WIDA AMS Student Import File
  - a. District Reports > WIDA AMS Student Import File
  - b. Accommodation’s abbreviation denotes the accommodation assigned

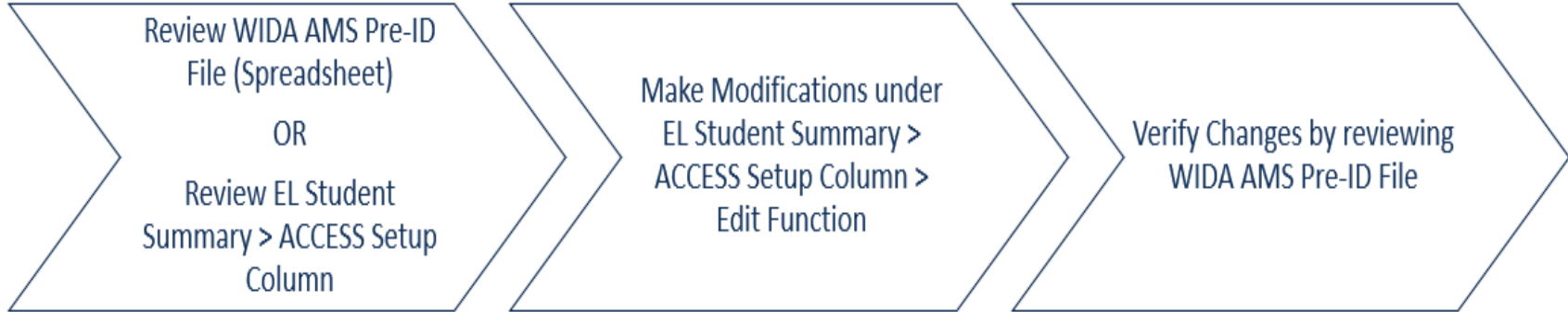


AG	AH	AI	IEP Status	504 Plan	Accommodation	Mode of Administration
			Y		RA	O
			Y		ES	O
			Y		MC   SR   NC	O
			Y		RA	O
			Y		ES   RA	O
			Y		ES	O
			Y		IR	O
			Y		IR   SR	O
			Y		RA	O
			Y		IR	O
			Y		ES	O
			Y		IR   RA	O
			Y	Y	ES	P
			Y		ES	A
			Y		ES	O
			Y		ES	O
			Y		ES	O
			Y		ES	O
			Y		IR	O

Student must have an IEP or 504 Plan to have an accommodation assigned.

WIDA AMS Pre-ID File: Column "AI" identifies the accommodation(s) assigned to a student.

# Modifying ACCESS for ELLs in ELMS Process Overview





# Upcoming Trainings & Events

# English Language Proficiency Assessment 2024-2025 Webinar Series

- [ELPA: Technology Readiness, Test Security & Scheduling](#)
  - November 26, 2024 / 12:00-1:00PM MT
- [ELPA: Ready for Launch](#)
  - January 9, 2025 / 12:00-1:00PM MT



# Next ELPA Webinar Series Webinar

## ELPA: Technology Readiness, Test Security & Scheduling

November 26, 2024: 12:00PM – 1:00PM MT

<https://idahosde.zoom.us/meeting/register/tJEucemhrDlvEtG-90-Gi8FPOqqGtT6noefw>



### ELPA: Technology Readiness, Test Security & Scheduling

**Tue Nov 26th 12:00pm - 1:00pm (MST)**

The webinar reviews the necessary technology components and the importance of each as it relates to ensuring a successful ACCESS for ELLs Online administration. The webinar also reviews best practices ...

# ACCESS On-site District & School Coordinator Training Locations & Dates



<https://forms.office.com/r/3uN78v5Byh>

Date	Host District
11/19/2024	The Academy Public Charter Schools #460
11/20/2024	Jefferson County School District #251
11/21/2024	Preston School District #201
12/9/2024	Boise School District #001
12/10/2024	Shoeshone School District #312
12/11/2024	Kuna School District #003
12/12/2024	Idaho Falls District #91
12/13/2024	American Falls School District #381

# Questions & Open Discussion

# Questions & Open Discussion

<https://forms.office.com/r/MzK1Zte8Tx>

## Questions & Open Discussion Reminder:

- Do not discuss student personal identifiable information (PII)
- Be respectful
- Use the “Chat” function or microphone to ask questions / provide Feedback.



Presentation Feedback







Idaho Department  
of Education

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**Idaho Department of Education**

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**[www.sde.idaho.gov/assessment/elpa/](http://www.sde.idaho.gov/assessment/elpa/)**

**[www.sde.idaho.gov](http://www.sde.idaho.gov)**

<https://forms.office.com/r/MzK1Zte8Tx>



Presentation Feedback