

Quick Troubleshooting Guidance for Logging Students into the MAPT with their LACES (MAPT) ID

Center for Educational Assessment, UMass Amherst

1. Entering or Editing Student Records in LACES

Whenever you enter or edit student records in LACES, there'll be a slight lag for when this will be reflected in OWL, since data in LACES and OWL is synced twice daily.

- Students enrolled in LACES by 3:50 pm will appear in OWL after 4:35 pm.
- Scores for MAPT exams done in OWL by 4:15 pm will appear in LACES after 5:20 pm.
- The subsequent sync for both student enrollment and MAPT scores takes place between 3:00 and 5:00 am.

2. Finding the LACES (MAPT) ID in LACES

MAPT integration works the same way it did in SMARTT, but to log your students in to take the MAPT you will need to use the LACES ID (MAPT).

Although LACES MAPT ID's will display for the SMARTT enrollments from prior fiscal years, they cannot be used unless the class was in the current fiscal year, which means you will need to enroll them into a new class in LACES to generate the MAPT ID in order to get the MAPT testing completed.

The LACES ID (MAPT) displays in the student Enrollments screen shown below.

Banana, Joe Yellow

+ ADD NEW STUDENT + ADD WAITLIST STUDENT

DELETED STUDENT RECORD PRINT DROP STUDENT

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Student ID: 2205627 Student Keyword: No Value Entered

Overall Status: Enrolled Current Level: ESL L2

Program: ABE Entry Level: ESL L2

Intake Date: 7/1/2018 Subject Area: Oral

Exit Date:

Student Data Assessments **Enrollments** Hours Outcomes Demographics Education Services History

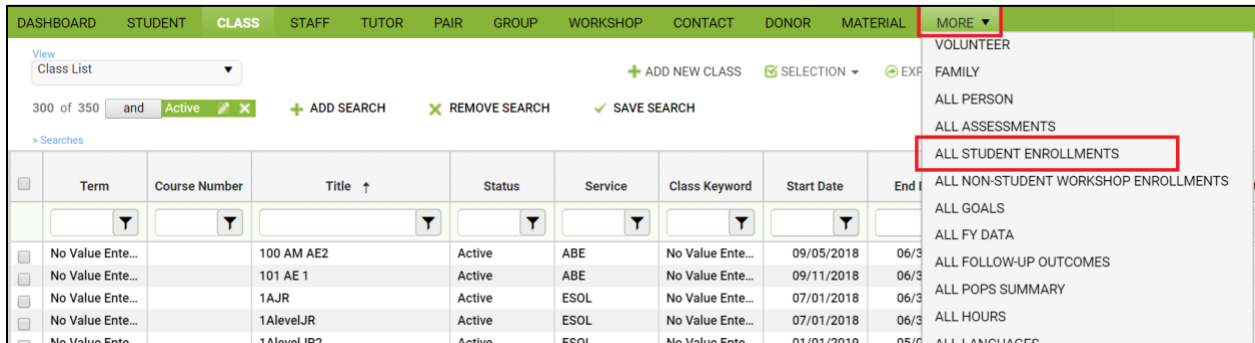
View: Change Select action: Enrollments Enroll: RE-ENROLL STUDENT EXPORT Fiscal Year Filter: All Fiscal Years

Drag a column header and drop it here to group by that column

	Enrollment Type	Match/Enroll Date	Start Date	End Date	LACES ID (MAPT)	Enrollment ID	Enroll Status	IETP
<input type="checkbox"/>	Class	01/30/2019	01/30/2019	06/30/2019	1-1236482	70001	Enrolled	
<input type="checkbox"/>	Class	01/08/2019	01/08/2019	05/09/2019	1-1236482	69994	Enrolled	
<input type="checkbox"/>	Class	01/07/2019	01/07/2019	03/28/2019	1-1236482	70009	Enrolled	
<input type="checkbox"/>	Class	11/13/2018	11/13/2018	03/07/2019	1-1236482	69987	Enrolled	

3. Viewing and Exporting LACES (MAPT) IDs for a Class

To more easily view the LACES ID (MAPT) after class enrollment for ALL students, go to the green MORE menu at the top of the screen and select ALL STUDENT ENROLLMENTS.



Create a Custom View containing the LACES ID (MAPT) and export that view to Excel, where you can deduplicate based on First and last Name in order to generate a full list of MAPT ID's for your students.

4. Make sure the class has Site entered in the Class Data Tab

The LACES current FY class the student is enrolled in must have the 'Site' entered in the Class Data tab of the class record. If there is not a site included in the class record, the LACES ID (MAPT) will be 1 and it won't be recognized as valid. For each of your 18/19 classes, select the Site in the Class Data tab and this will update the LACES ID (MAPT) for each student enrolled in the class.

Adding "Site" to a new class record:

The screenshot shows the 'Class Intake' form. Fields include: *Start Date (10/1/2018), *End Date (12/31/2018), Course Number, *Title, *Service (No Value Entered), *Status (No Value Entered), Site (No Value Entered, highlighted with a red box), *Max Enroll, *Weeks of Class, *Hours Per Week, Department (No Value Entered), and Description.

Adding "Site" to an existing class record:

The screenshot shows the 'Class Data' tab for class 'ABE 1'. Fields include: Class ID (69643), Term (2018-2019), Course Number (A1), Title (ABE 1), Status (Active), Start Date (9/10/2018), Department (ABE), Description, Instruction at 9th Grade Lev... (checkbox), Site (No Value Entered, highlighted with a red box), Recommended SPL/GLE (0.0), and Min SPL/GLE (0.0).

... more to come as needed ...

Questions? Issues? Please contact aclstesthelp@educ.umass.edu and we'll follow up with you!

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