

Module IV. Student Login Steps

The screenshots below show what students will see when they are in the OWL system. Teachers are encouraged to go over these screen shots with learners so that all involved are comfortable with the test and its components before students take the MAPT-CCR. Teachers may project screen shots in the classroom as they discuss the test.

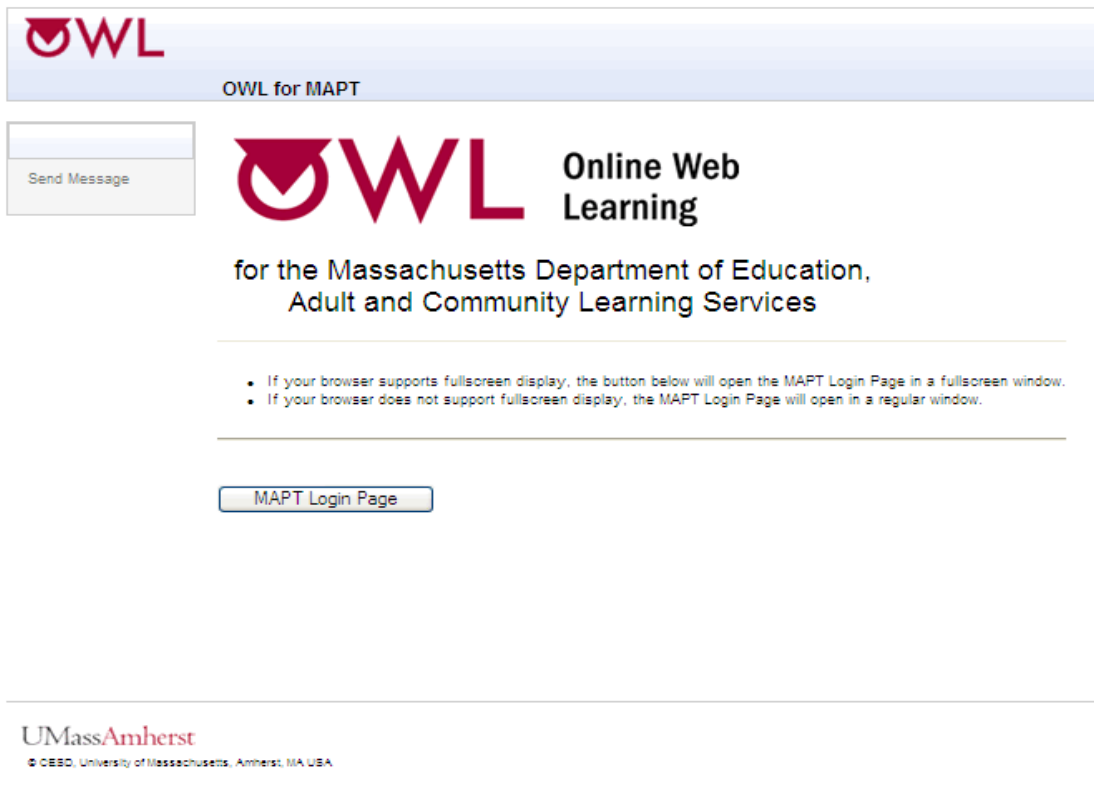
Programs should access the MAPT-CCR via the link on the ACLS web page:
<http://www.doe.mass.edu/acls/assessment>

Adult Education in Corrections Institutions (AECI) should access the MAPT-CCR via this link:
<https://mapt-ccr-cf.owl.umass.edu/start/>

Reminder: Informational Technology staff at AECI sites should whitelist the OWL server URL: <http://mapt-ccr-cf.owl.umass.edu/>

Below is the first screen that students will see. Students should click on the “MAPT-CCR Login Page” button to access the login page.

Initial Screen



Note: MAPT-CCR

MAPT-CCR Login Screen

Next is the login screen. Students enter their 1) site and LACES ID (MAPT) combination and 2) their password. Site and LACES IDs (MAPT) are a two-part sequence of numbers, and the parts are separated by a dash.

- The first part is the Massachusetts site code (three or four digits long);
- The second part is the student's own numerical LACES ID (MAPT)

The password for all students is their last name *exactly as it entered in LACES*. LACES data entry controls the password. If a student has a hyphenated last name or a space in their name in LACES, the last name must be typed exactly that way in the password field to access the MAPT-CCR. Likewise, if a student's name is misspelled in LACES, test administrators may encounter difficulties in logging students into the MAPT-CCR.

Examples:

- If a program enters Smith-Jones as Smith Jones in the last name field, the password for OWL will be Smith-Jones.
- If O'Reilly is entered as O'Reilly, the password will be O'Reilly. Alternatively, if O'Reilly is entered as Oreilly, the password will be Oreilly.
- If there are three (3) names in LACES Last Name field, then three (3) names will be expected/required for the password.

Here is the login page:



OWL for MAPT Login Page



for the Massachusetts Department of Education,
Adult and Community Learning Services

- If tests are not completed within 15 days, a complete test reset will be needed.

SMARTT ID:
Example: 3423-455231

Password:
Your LAST NAME

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Locating the LACES ID (MAPT) in LACES

The MAPT-CCR integrates with LACES, but test administrators and program staff must access and use the LACES ID (MAPT) to log students into OWL to take any MAPT-CCR tests. **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 program staff will need to enroll students 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.

Banana, Joe Yellow + ADD NEW STUDENT + ADD WAITLIST STUDENT 16 of 296

DELETE STUDENT RECORD PRINT DROP STUDENT

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	70011	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	

Note that in the image above, the 1- means the student is not yet assigned to a site. 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 (and a student account with that 1- designation will not be made active in OWL). For each of your Fiscal Year 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.

To 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.

DASHBOARD STUDENT CLASS STAFF TUTOR PAIR GROUP WORKSHOP CONTACT DONOR MATERIAL MORE

View: Class List + ADD NEW CLASS SELECTION EXP

300 of 350 and Active + ADD SEARCH REMOVE SEARCH SAVE SEARCH

> Searches

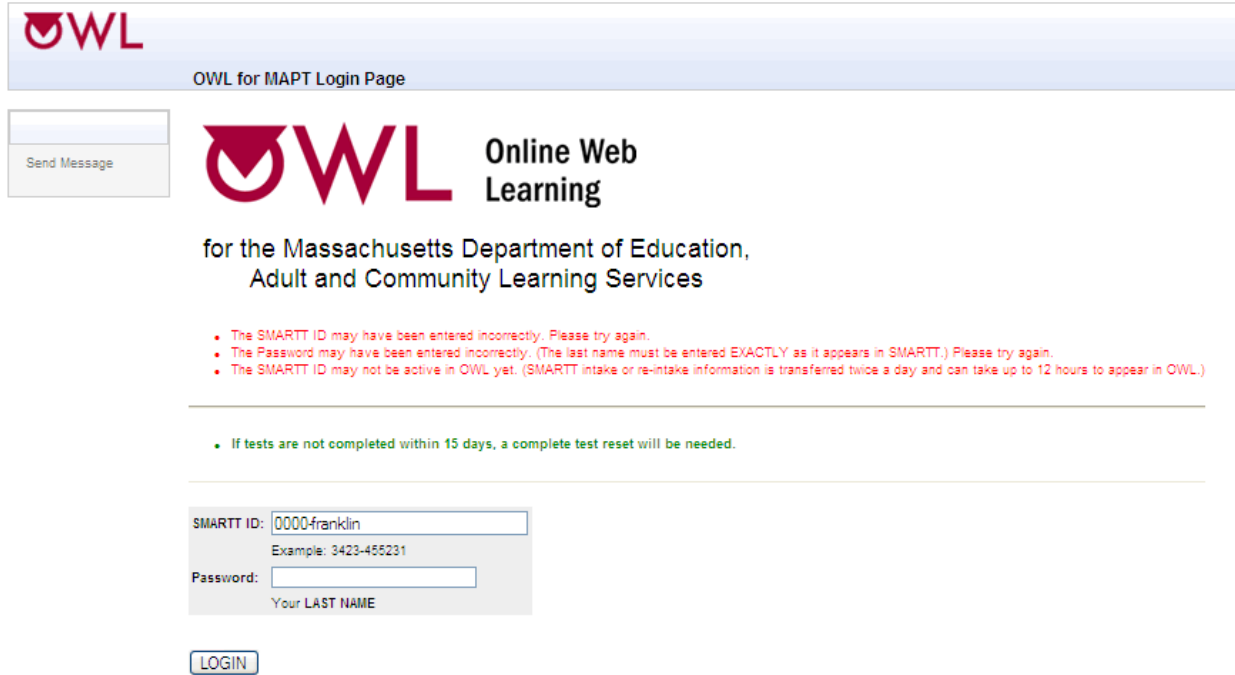
	Term	Course Number	Title ↑	Status	Service	Class Keyword	Start Date	End
<input type="checkbox"/>	No Value Ente...	100 AM AE2		Active	ABE	No Value Ente...	09/05/2018	06/3
<input type="checkbox"/>	No Value Ente...	101 AE 1		Active	ABE	No Value Ente...	09/11/2018	06/3
<input type="checkbox"/>	No Value Ente...	1AJR		Active	ESOL	No Value Ente...	07/01/2018	06/3
<input type="checkbox"/>	No Value Ente...	1AlevelJR		Active	ESOL	No Value Ente...	07/01/2018	06/3
<input type="checkbox"/>	No Value Ente...	1AlevelJP2		Active	ESOL	No Value Ente...	01/01/2019	05/0

MORE menu options: VOLUNTEER, FAMILY, ALL PERSON, ALL ASSESSMENTS, **ALL STUDENT ENROLLMENTS**, ALL NON-STUDENT WORKSHOP ENROLLMENTS, ALL GOALS, ALL FY DATA, ALL FOLLOW-UP OUTCOMES, ALL POPS SUMMARY, ALL HOURS, ALL LANGUAGES

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.

MAPT-CCR Login Error Screen

If students type in their LACES ID (MAPT) or password incorrectly or there is a problem with their login, then an error screen (below) will prompt the students to try again. Make sure the LACES ID (MAPT) is correct for each student, and that the password is *the student's last name exactly as it is recorded in LACES*.



The screenshot shows the OWL for MAPT Login Page. At the top left is the OWL logo. Below it is a "Send Message" button. To the right is the OWL logo and the text "Online Web Learning". Below that is the text "for the Massachusetts Department of Education, Adult and Community Learning Services". A red error message is displayed, listing three bullet points: "The SMARTT ID may have been entered incorrectly. Please try again.", "The Password may have been entered incorrectly. (The last name must be entered EXACTLY as it appears in SMARTT.) Please try again.", and "The SMARTT ID may not be active in OWL yet. (SMARTT intake or re-intake information is transferred twice a day and can take up to 12 hours to appear in OWL.)". Below the error message is a green note: "If tests are not completed within 15 days, a complete test reset will be needed." At the bottom is a login form with fields for "SMARTT ID:" (containing "0000-franklin") and "Password:" (containing "Your LAST NAME"). Below the form is a "LOGIN" button.

OWL for MAPT Login Page

Send Message

OWL Online Web Learning

for the Massachusetts Department of Education,
Adult and Community Learning Services

- The SMARTT ID may have been entered incorrectly. Please try again.
- The Password may have been entered incorrectly. (The last name must be entered EXACTLY as it appears in SMARTT.) Please try again.
- The SMARTT ID may not be active in OWL yet. (SMARTT intake or re-intake information is transferred twice a day and can take up to 12 hours to appear in OWL.)

• If tests are not completed within 15 days, a complete test reset will be needed.

SMARTT ID:
Example: 3423-455231

Password:

Login Error - Send Message

If a student is still unable to login, the test administrator should use the student's computer to click on the "Send Message" link located on the left hand menu on the screen. The form below will then appear on their screen.

For Teacher Only - Login Trouble

If a student is having trouble logging into the system, fill out the form below to send a message to MAPT help. Please supply the student's and the teacher's name and email address. If someone else should also receive the reply, please provide his/her name and email address as well.

* - Required Field

Student Info

*Student First Name:

*Student Last Name:

*Student SMARTT ID:

Teacher Info

*Name:

*Email:

Also Reply To

Name:

Email:

Select Your Current Site

5065 - -ABE Boston (Test Site: 5065-login)

If you cannot find your site contact your Site Coordinator.

Additional Information

Test Administrators should fill out this form completely. They will receive login assistance for that student within 24 hours Monday through Friday.

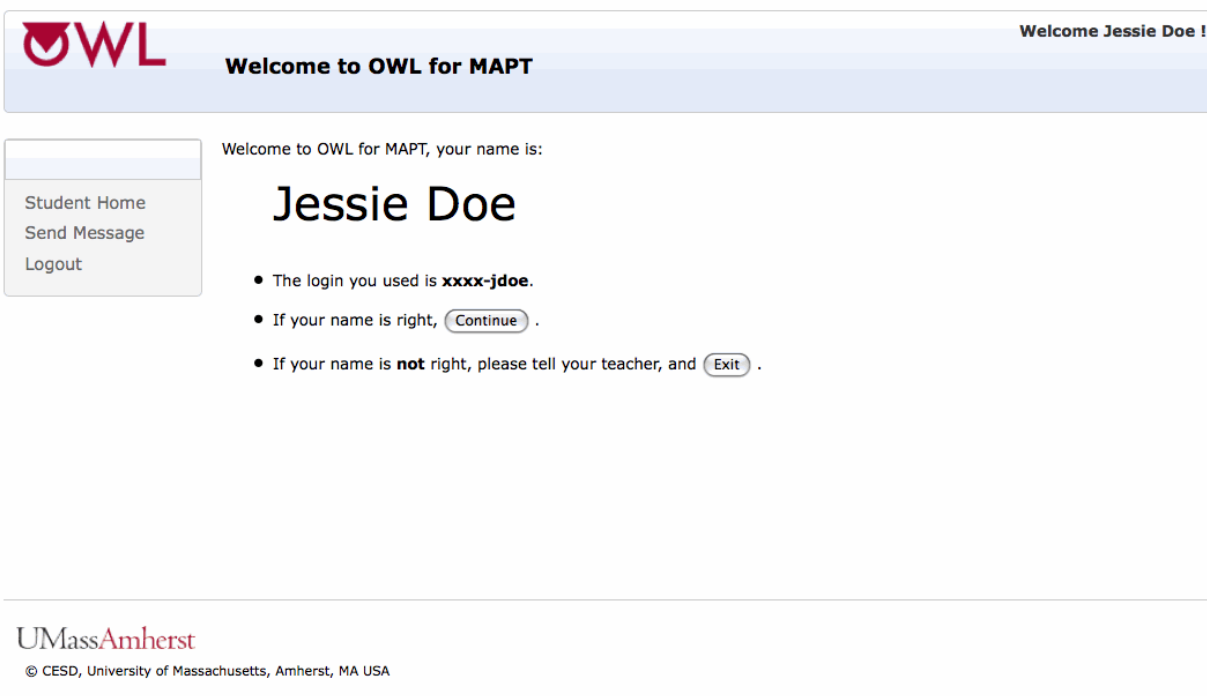
Note: For the MAPT-CCR in AEI, there is no option for test administrators to input an email address. UMass CEA and OWL staff will use the originating site information embedded in the message and refer to our contact list with MAPT-CCR test administrators to follow up on support requests.

If there is one or more additional staff that could also be alerted to the response from UMass Technical Support, list name(s) and email(s) in the 'Also Reply To' space and separate different email addresses with a comma. Add any additional helpful information into the "Additional Information" box, or leave it blank.

If a test administrator contacts UMass-OWL Technical Support after a student has logged out of the test, use mapt-owl-help@it.umass.edu.

Successful Login – Welcome Screen to Confirm Name

When students log in successfully, they will be presented with a welcome screen (shown below).




The screenshot shows a web interface for UMass OWL for MAPT. At the top left is the OWL logo, and at the top right is the text "Welcome Jessie Doe!". Below the logo is the heading "Welcome to OWL for MAPT". On the left side, there is a vertical menu with three items: "Student Home", "Send Message", and "Logout". The main content area displays "Welcome to OWL for MAPT, your name is:" followed by the name "Jessie Doe" in a large font. Below the name is a list of three bullet points: "The login you used is xxxx-jdoe.", "If your name is right, [Continue] .", and "If your name is **not** right, please tell your teacher, and [Exit] .". At the bottom of the page, the UMass Amherst logo is displayed, along with the copyright notice "© CESD, University of Massachusetts, Amherst, MA USA".

Students must verify that the first name and last name displayed are theirs and are correct, to avoid taking a test under another student’s login. One possible source of error in this regard includes students with similar names enrolled in the same program.

If the student’s name is not correct when a student logs in, the test administrator should stop the student from testing and contact UMass OWL Technical Support using their Test Administrator Login and the “Send Message” feature once logged into the MAPT-CCR. Test administrators need to give their direct email in order to receive a response within 24 hours Monday through Friday. If the person submitting the message will not be the person assisting the student later that day or the following day, the name and email of that person with whom Technical Support staff should follow up should also be included.

If the student’s name is correct, they should click "Continue", and on the next screen students should then check that the site listed is correct. Some students may not be familiar with the formal name of the program and site. To avoid any confusion, test administrators should tell the students the formal name of the site as they are all logging in to the computer.

Confirm Program/Site

My MAPT SitesWelcome Jessie Doe !

- Student Home
- Send Message
- Logout

Your site is:

-NAR: CEA Test Accounts (xxxx-login)

- If your site is right, .
- If your site is **not** right, check if your correct site is listed below, tell your teacher, and .

Other site(s):

- NAR: CEA, ACLS, CESD staff (9999-login)
- NAR: CEA Test Accounts (xxxx-login)

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After students have confirmed the site, they will click on “Continue” to move on to Student Home.

Student Home

On the next screen (shown below), students are on the Student Home screen. They will see a table showing the different options available to students within the MAPT-CCR. Students may select among the following:

- Sample Questions – Math or Reading
- Practice Test – Math or Reading
- The MAPT-CCR for Math or Reading



Student Home Page

- Student Home
- Send Message
- Logout

My Current Site: xxxx -NAR: CEA Test Accounts (xxxx-login)

Directions:

- Click on the test you want to take.
- Contact your instructor if you want to take a test that is not listed.

Description:

- You can view sample questions to learn about the tools you will be using in either the Reading or the Math tests.
OR
- You can take a 20 item practice test in Reading or Math.
OR
- You can begin the MAPT for Reading or the MAPT for Math.

Test	Status
Sample Questions - Reading	Anytime
Sample Questions - Math	Anytime
Practice Tests - Reading	Anytime
Practice Tests - Math	Anytime
MAPT for Reading	Ready
MAPT for Math	Ready

The status column in the chart indicates what test is available for students to take. When students first enter Student Home, the status for the options will either be *Ready* or *Anytime*.

- The Sample Questions and Practice Tests may be taken more than once. They will always have the “Anytime” status to indicate that they may be taken as many times as the student wishes *when a test administrator is available and present*. There is no time limit.
- The status “Anytime” also indicates that students or test administrators may take the Sample Questions and Practice Tests.
- “Ready” means that the MAPT-CCR is available for a student to take.
- The status “Now” means that a student is now able to complete a test or restart it.
- “Completed” is listed when a student has completed a test.
- “Contact Teacher” appears when the 15-day window for completing a test has expired and the student needs to contact a test administrator in the room for that test administrator to send a message to UMass-OWL Technical Support to request a reset.