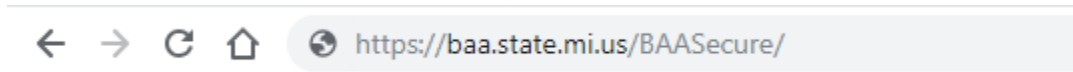
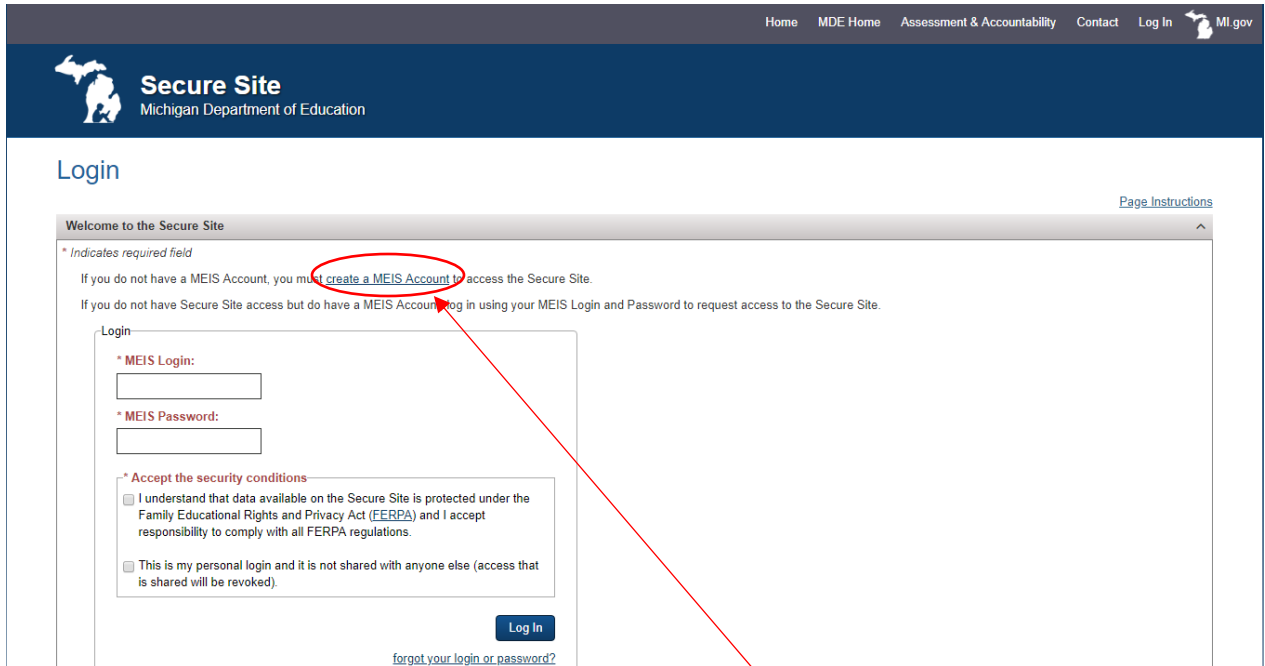


MDE Secure Site for M-STEP – Downloading the MSTEP Student Data File

1. Go to the [Michigan Department of Education Secure Site](https://baa.state.mi.us/BAASecure/).

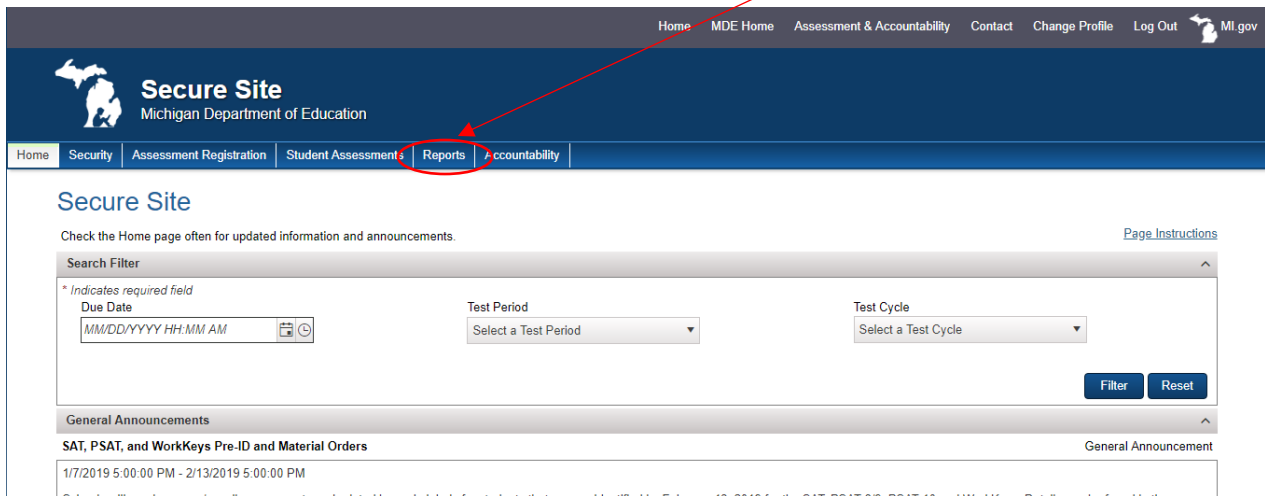


2. You will need to login using your MEIS login information and accept the security conditions.



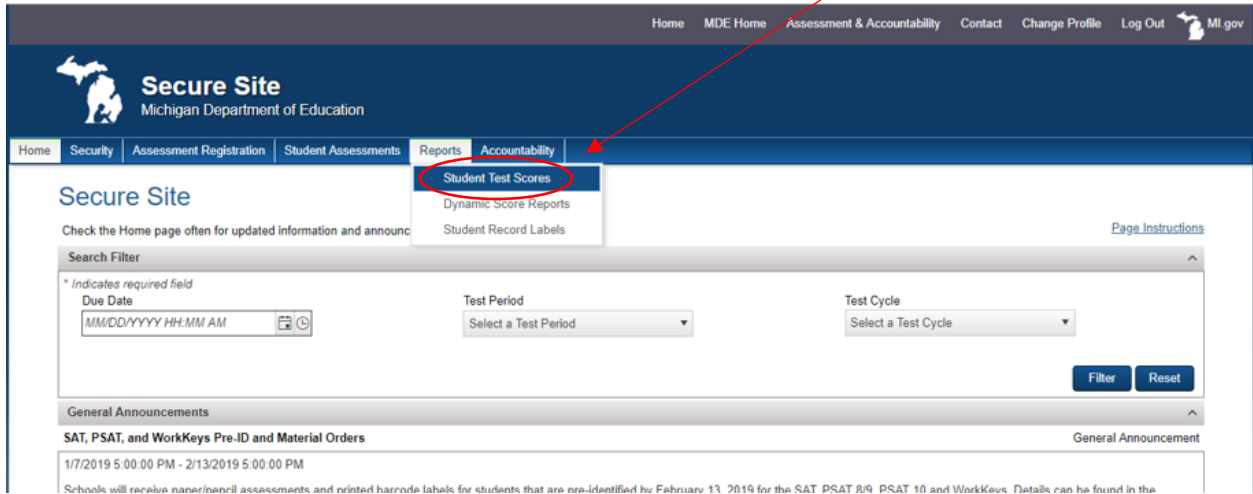
- a. If you don't have a MEIS account there is a link on the website which will explain how to create one and how to gain access to your school and/or district.

3. Once you are logged in, you should see tabs at the top including the Reports tab.

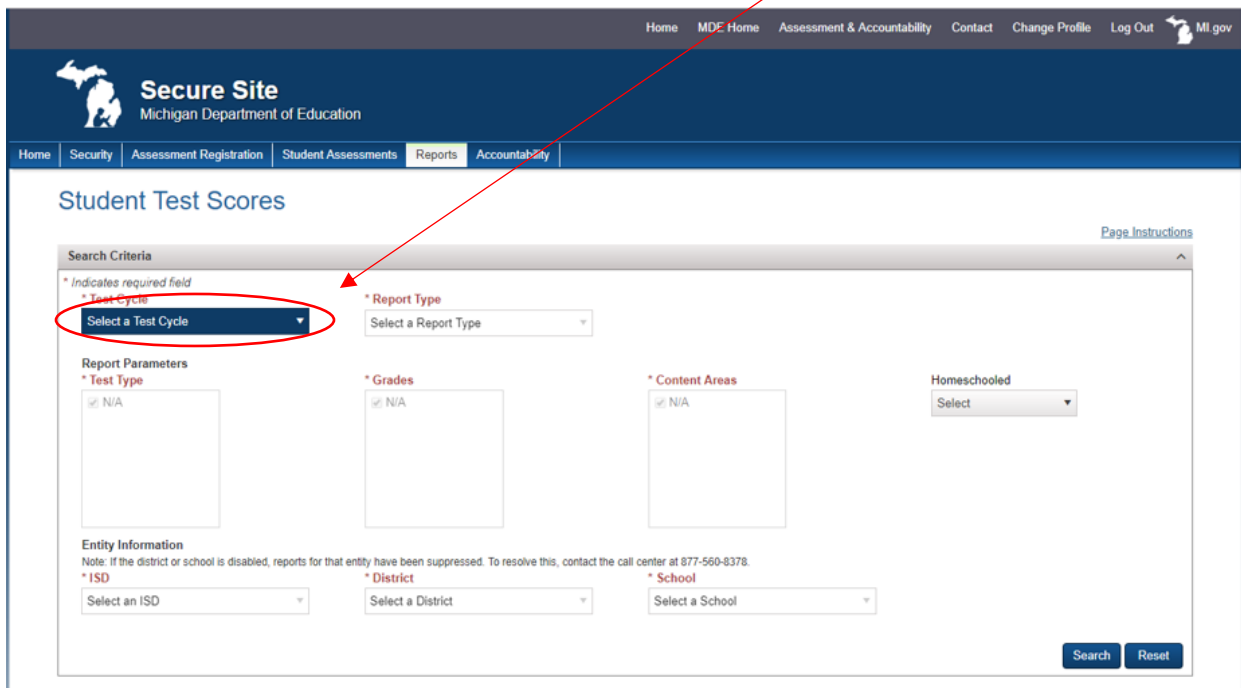


- a. If you do not see the reports tab, your school or district will need to adjust your site access.

4. Under reports, you will want to select Student Test Scores.



5. From there you will select the most current test cycle.



6. Under the report type, select the Student Data File.

Secure Site
Michigan Department of Education

Home Security Assessment Registration Student Assessments Reports Accountability

Student Test Scores

Search Criteria

* Indicates required field

* Test Cycle
Spring 2016 M-STEP

* Report Type
Select a Report Type
Aggregate Data File
Student Data File

Dynamic Score Reports

Report Parameters

* Test Type
 N/A

* Content Areas
 N/A

Homeschooled
Select

Entity Information

Note: If the district or school is disabled, reports for that entity have been suppressed. To resolve this, contact the call center at 877-560-8378.

* ISD
Select an ISD

* District
Select a District

* School
Select a School

Search Reset

Report Descriptions
Student Data File Format M-STEP Spring 2016-2017 (modified on 8/2018)

a. You can adjust the grades selected if needed.

Secure Site
Michigan Department of Education

Home Security Assessment Registration Student Assessments Reports Accountability

Student Test Scores

Search Criteria

* Indicates required field

* Test Cycle
Spring 2016 M-STEP

* Report Type
Student Data File

Dynamic Score Reports

Report Parameters

* Test Type
 N/A

* Grades
 All
 Grade 03
 Grade 04
 Grade 05
 Grade 06
 Grade 07

* Content Areas
 N/A

Homeschooled
Select

Entity Information

Note: If the district or school is disabled, reports for that entity have been suppressed. To resolve this, contact the call center at 877-560-8378.

* ISD
Select an ISD

* District
Select a District

* School
Select a School

Search Reset

Report Descriptions

7. Under school, select the District Summary Report.

The screenshot shows the 'Student Test Scores' search criteria form. The 'School' dropdown menu is open, showing options: 'Select a School', 'District Summary Report', 'Shiawassee RESD - Student Learning Center - West (01035)'. The 'District Summary Report' option is circled in red. A red arrow points from the instruction above to this selection. Other fields include 'Test Cycle' (Spring 2016 M-STEP), 'Report Type' (Student Data File), 'Grades' (Grade 05-12), 'Content Areas' (N/A), and 'District' (Shiawassee Regional ESD (78000)).

- a. This will include all of the students who took MSTEP within the district for all of the tested grade levels.
- b. If you only want the student data file for a certain school then you would select that school from the list.

This is a close-up of the 'School' dropdown menu. The 'District Summary Report' option is circled in red. A red arrow points from the instruction above to this selection. The 'Search' button is also circled in red, with a red arrow pointing to it from the instruction below.

- c. Select the search option at the bottom, the student data file should start downloading.
- d. Open the file and make sure I save it somewhere I can easily find.