



Revising Literacy Assessment Data

This document is intended to provide technical guidance for revising MOWR Literacy Assessment Data that has been rejected by the ADE MOWR team. Data may be rejected when information is missing, incorrect, or not reflective of Arizona statutory requirements or best practices. Once the needed changes have been made by the district/charter and has been resubmitted, the ADE MOWR team will review it and decide if it meets all requirements for approval.

*Thank you to Mesa Public Schools for giving ADE permission to use its schools in the screenshots for this guidance document. The data represented in these screenshots is from the MOWR portal staging environment and is in no way reflective of Mesa Public Schools.

- Each of the three following steps is required to revise and resubmit literacy assessment data.

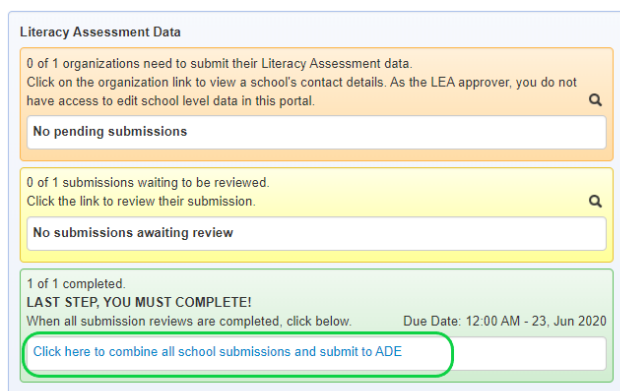
Part 1 – LEA Approver Removes a School from Aggregation

*For this first step, enter the Move on When Reading Portal under the district/LEA entity so that you can disaggregate your district submission.

1. Access Portal: Log in to [ADEConnect](#) and select the Move on When Reading link to enter the MOWR portal as the LEA Approver first.
2. Verify Status: Verify accurate LEA Approver permission status in upper right corner of home screen.



3. Open Submission: Locate **“District/Charter Items, Forms Due to ADE”** and find **“Literacy Assessment Data”** box on right side on your home page.
 - a Move to the green box that contains the message “LAST STEP, YOU MUST COMPLETE!”
 - b Click on the link – [Click here to combine all school submissions and submit to ADE](#) (as shown below)
 - c This will open the aggregate data submission.





Review ADE Notes

- Upon initial ADE review, the Move on When Reading team has left feedback and/or questions.
- These notes are only viewed at the aggregate level by the LEA Approver.
- Please view notes within the combined submission before moving on.

Corrections Needed Must be Made at School Level

1. View Aggregate Data: For all schools needing to make corrections to assessment tool, student counts, testing window, and/or data narrative, the school's entire submission will need to be removed from aggregation first.
2. Find Remove Button: Click on *any* blue grade-level hyperlink to view a pop-up window with individual school assessment tools and assessment data (as shown here). Click "Remove".

District/Charter Literacy Assessment

Mesa Unified District - Literacy Data Window #1

Please complete this spreadsheet by entering the district-wide total number of students, the number of students **Benchmark**, and **Significantly at Risk** on the literacy assessments distributed.

Grade	Total Students	At Benchmark	Approaching Benchmark	Significantly at Risk
Kindergarten	39			
1st Grade	41			
2nd Grade	38			
3rd Grade	26			

Kindergarten

District/Charter Literacy Assessment Data

Submission Due Date: 12:00 AM - 1, Oct 2019

School	Assessment Tools Used	Total Students	At Benchmark	Approaching Benchmark	Significantly at Risk	
Adams Elementary School	Acadience Reading (Formerly DIBELS Next)	13	3	6	4	Remove

Close

3. Remove School(s): A box will appear. Only select the school(s) that you need to remove from the aggregate submission for corrections to be made. Click "Save".

Remove Schools From Aggregation

School Name

- ☒ Adams Elementary School
- ☐ Crismon Elementary School
- ☐ Entz Elementary School
- ☐ Falcon Hill Elementary School

Cancel Save

4. **Confirm:** Upon selecting a school (or multiple schools), you will be prompted to confirm that you want to remove the school (or multiple schools) from the aggregated district submission. Click "Yes".



This action will result in the selected school(s) being excluded from the aggregated results of your overall submission. After this action completes, the selected school(s) will be accessible in your review queue again where it can either be rejected back to the original submitter for edits, or accepted back into the aggregation. Are you sure you want to change the tool(s)?

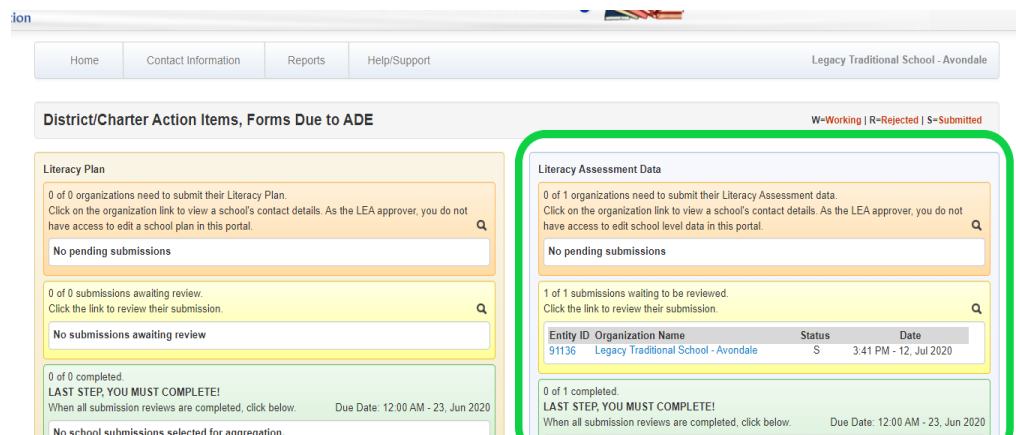
Yes

No

5. You will be automatically redirected to your MOWR homepage. Move on to part 2.

Part 2 – LEA Approver Rejects the School Assessment Data

1. **Locate School:** On the main portal, you will now see the school(s) which were removed from aggregation in the YELLOW box awaiting review.
2. **Access:** Open any one school data submission.



ion

Home Contact Information Reports Help/Support Legacy Traditional School - Avondale

District/Charter Action Items, Forms Due to ADE W-Working | R-Rejected | S-Submitted

Literacy Plan

0 of 0 organizations need to submit their Literacy Plan.
Click on the organization link to view a school's contact details. As the LEA approver, you do not have access to edit a school plan in this portal.

No pending submissions

0 of 0 submissions awaiting review.
Click the link to review their submission.

No submissions awaiting review

0 of 0 completed.
LAST STEP, YOU MUST COMPLETE!
When all submission reviews are completed, click below. Due Date: 12:00 AM - 23, Jun 2020

No school submissions selected for aggregation.

Literacy Assessment Data

0 of 1 organizations need to submit their Literacy Assessment data.
Click on the organization link to view a school's contact details. As the LEA approver, you do not have access to edit school level data in this portal.

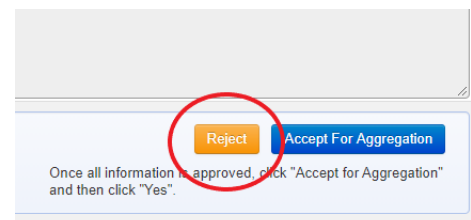
No pending submissions

1 of 1 submissions waiting to be reviewed.
Click the link to review their submission.

Entity ID	Organization Name	Status	Date
91136	Legacy Traditional School - Avondale	S	3:41 PM - 12, Jul 2020

0 of 1 completed.
LAST STEP, YOU MUST COMPLETE!
When all submission reviews are completed, click below. Due Date: 12:00 AM - 23, Jun 2020

3. **Add Notes:** LEA Approver may leave feedback/questions for the School Approver, if needed at this step. ADE will not see these notes.
4. **Reject:** Click the yellow Reject button towards the bottom.



Reject Accept For Aggregation

Once all information is approved, click "Accept for Aggregation" and then click "Yes".



5. **Confirm:** Are you sure you want to reject this school's form? You will not be able to view it or add comments until it is resubmitted to you. **Click "Yes"**.
6. You will be automatically redirected back to the main page and the school literacy data is now listed in the orange box. The status will appear R (rejected). This form is not accessible by the LEA approver. It is now only accessible within the school-level portal.

(NOTE: At single site districts and charters, the same person may be both the LEA and School Approvers and will need to navigate between both portals.)

Literacy Assessment Data

1 of 1 organizations need to submit their Literacy Assessment data.
Click on the organization link to view a school's contact details. As the LEA approver, you do not have access to edit school level data in this portal.

Entity ID	Organization Name	Status	Date
91136	Legacy Traditional School - Avondale	R	1:59 PM - 15, Oct 2020

0 of 1 submissions waiting to be reviewed.
Click the link to review their submission.

No submissions awaiting review

0 of 1 completed.
LAST STEP, YOU MUST COMPLETE!
When all submission reviews are completed, click below. Due Date: 12:00 AM - 23, Jun 2020

No school submissions selected for aggregation.
Check below in 'History' under the relevant tab for details.

7. Repeat all steps of Part 2 for each school needing corrections and shown in the yellow box.
8. The school data submission(s) can now be revised by the School Approver(s).

Part 3 – School Approver Revises and Resubmits the Plan

1. Literacy assessment data submissions can only be edited within the School MOWR portal.
2. A School Approver will need to make all necessary corrections and resubmit as done before.

ment of Education

Home Contact Information Help/Support

School Action Items, Forms Due to District/Charter

This school submission does not send a literacy plan nor data to ADE. Once completed and submitted, this su

Literacy Plan
Click below to open your school's Literacy Plan.

Due Date: 12:00 AM - 23, Jun 2020

[School LP 2020-2021 Window - Last Changed: 12:00 PM - 8, Jul 2020](#)



Thank you!

**Please continue normal submission process,
until the literacy assessment data has been resubmitted to ADE!**

**Please be sure to communicate with the Move on When Reading reviewer
by leaving all appropriate notes directly in the MOWR portal.**

**Email the MOWR reviewer, indicated on the emailed rubric,
as soon as the aggregate literacy data is resubmitted to ADE.**

**The data and narrative will then be re-reviewed and determined if acceptable for final approval.
An updated rubric and communication will be emailed upon further review.**