

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.

Please note:

IN order for student information to be sent to OWL, student records must have:

1. A current fiscal year enrollment, OR
2. An existing MAPT-CCR assessment in the student record, whether enrolled or not.
3. Last Name, First Name, Birthdate, and Sex.

Also, Site must be selected in the class or pair record. When students are enrolled in a class, or matched in a pair, a LACES ID (MAPT) number will populate in the enrollment record. If Site was NOT entered in the class or pair record, the student enrollment will not display a valid LACE ID (MAPT) number.

Lastly, students who have an invalid ID in the current FY will not be sent to OWL.

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 IDs 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.

Student ID: 2205627
Overall Status: Enrolled
Program: ABE
Intake Date: 7/1/2018
Exit Date:

Student Keyword: No Value Entered
Current Level: ESL L2
Entry Level: ESL L2
Subject Area: Oral

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								
<input type="checkbox"/>	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.

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 X REMOVE SEARCH SAVE SEARCH											
ALL STUDENT ENROLLMENTS											
<input type="checkbox"/>	Term	Course Number	Title ↑	Status	Service	Class Keyword	Start Date	End Date			
<input type="checkbox"/>	No Value Ente...		100 AM AE2	Active	ABE	No Value Ente...	09/05/2018	06/30/2019			
<input type="checkbox"/>	No Value Ente...		101 AE 1	Active	ABE	No Value Ente...	09/11/2018	06/30/2019			
<input type="checkbox"/>	No Value Ente...		1AJR	Active	ESOL	No Value Ente...	07/01/2018	06/30/2019			
<input type="checkbox"/>	No Value Ente...		1AlevelJR	Active	ESOL	No Value Ente...	07/01/2018	06/30/2019			
<input type="checkbox"/>	No Value Ente...		1AlevelJR2	Active	ESOL	No Value Ente...	01/01/2019	05/01/2019			

Create a Custom View containing the LACES ID (MAPT) and export that view to Excel, where you can de-duplicate based on First and last Name in order to generate a full list of MAPT IDs of 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 a 'Site' entered in the Class Data tab of the class record. If there is no 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:

Adding "Site" to an existing class record:

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DASHBOARD STUDENT **CLASS** STAFF TUTOR PAIR

Class Intake

*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

*Max Enroll:

*Weeks of Class:

*Hours Per Week:

Department: No Value Entered

Description:

ABE 1 + ADD NEW

Class ID: 69643

Term: 2018-2019

Course Number: A1

Title: ABE 1

Status: Active

Start Date: 9/10/2018

Class Data	Enrollment	Attendance	Instructor	Instructor Hours	Comments
<p>Department: ABE</p> <p>Description: </p> <p>Instruction at 9th Grade Lev... <input type="checkbox"/></p> <p>Site: No Value Entered</p> <p>Recommended SPL/GLE: 0.0</p> <p>Min SPL/GLE: 0.0</p>					

... more to come as needed ...

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

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