

Quick Sheet for the Multilingual Literacy SIFE Screener (MLS)

NOTE: BEGIN THIS PROCESS AT LEAST TWO DAYS BEFORE FIRST TEST ADMINISTRATION

What You Need to Use the MLS

- ✓ The master password: *mlsnysed*
- ✓ Your school's login and password to administer the tests:
 - The login is your district or school's BEDS code.
 - The password is created by someone at your school.



One set of credentials is issued per school. District administrators may claim accounts to allow for testing and viewing reports for all students and schools in the district.

Step 1: Before Administering the MLS

1. Open Chrome or Firefox
(Do **not** use Internet Explorer or Safari)
and navigate to mls.slalab.org
2. Enter the master password *mlsnysed*
3. Apply for credentials by selecting **Apply for an account** from the homepage. This will take you to the registration page.

BEDS Code

Official school email

You will need:

- ✓ Your district or school's BEDS code.
- ✓ A password of your own creation (this will be used by all educators at your school site).

**If you need to reset your password, go to this site: <https://mls.slalab.org/Account/ForgotAdminPassword>
Enter your school or district's 12-digit BEDS code and the MLS team will contact your account email.**

Please note the following:

- This test is untimed, but should be completed in one sitting. Each test may take one hour or more.
- The student should have headphones to listen to instructions which begin immediately after starting the exam. Instructions for the exam are given orally in the specified test language.
- If using Chrome, please make sure that students do not use the translation function.
- Students may resume their test if there is an interruption. When the proctor attempts to resume after more than 15 minutes has passed, they will be prompted to submit a request to the MLS team.
- If you need to administer the MLS to a student who was registered in the previous school year, select the 'check box to search for students registered in earlier school years' option on the exam login page.
- **Monitor students during the test and make sure they are not using other browser functions.**

For more information, watch the MLS Webinar.
Technical support is available from the MLS Support Team at
MLS.email.server@gmail.com



Updated March, 2021

Step Two: Registering a Student

1. Open Chrome or Firefox.
2. Visit mls.slalab.org.
3. Enter the master password **mlsnysed** to access the homepage.
4. Select **Student Registration**, and sign in using your credentials.
5. Complete all information. This can be changed later under the student reports page.

You will need:

- ✓ Student first and last name
- ✓ Student NYSSIS* ID or OSIS number from principal. If you do not know the student's state ID, check the box provided to enter it later.
- ✓ Student date of birth
- ✓ A guardian's name and address
- ✓ Student's education language (language of materials and textbooks at school). **This is the language the MLS should be administered in**
- ✓ Student's home language (language student speaks in the home)
- ✓ Student date of enrollment in NYS school
- ✓ Has the Oral Interview Questionnaire been administered to this student?
- ✓ According to the SIFE Questionnaire, does the student have a gap of two or more years below grade level in literacy in their home language and/or two or more years below grade level in Math prior to arrival in the United States?

*The NYSSIS Number is the New York State ID number. You can get it from your principal or the district administrator. Please contact the district office in advance to get the NYSSIS number. Nonpublic, charter and other schools should contact their CEO's Office. If you are in New York City, you can use Office of Student Information Systems or OSIS number.

Have an Issue?

If you encounter technical or other challenges during your registration or test administration, select 'Report an Issue' on the home page.

You'll be prompted to enter:

- ✓ A description of the issue
- ✓ BEDS Code
- ✓ Contact email
- ✓ Internet browser type
- ✓ Student information
- ✓ Test type, language and date
- ✓ Screenshots (recommended if possible)

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Step Three: Administering the MLS

1. Open Chrome or Firefox.
2. Visit mls.slalab.org.
3. Enter the master password **mlsnysed** to access the homepage.
4. Administer an exam by selecting **Reading Comprehension**, **Math**, **Vocabulary** or **Early Literacy** from the homepage
5. Then, using your credentials, complete the exam login and select the appropriate language:

Languages Offered	Reading Comprehension	16 languages
<ul style="list-style-type: none">• Arabic• Bangla• Burmese• Chinese• English• French• Fula• Haitian Creole	Math	16 languages
<ul style="list-style-type: none">• Maay-Maay• Nepali• Russian• S'gaw Karen• Somali• Spanish• Swahili• Urdu	Vocabulary	Chinese, English, Haitian Creole, Spanish, Urdu
	Early Literacy	English & Spanish

You must have the proctor login and password entered correctly to select the language of the exam. All fields must be filled out in order to start the MLS.

To test the technology on your own, select the box next to 'Click here if you are testing the technology - Only practice passage will run.'

Step Four: Accessing Teacher Reports

How do I access reports?

The report is available immediately after the test is completed.

1. Open Chrome or Firefox.
2. Visit mls.slalab.org.
3. Enter the master password **mlsnysed** to access the homepage.
4. Select **Student Reports**, and sign in using your BEDS Code and password.
5. View the MLS Teacher Report describing skills and abilities based on test performance. District accounts may access reports from any of their schools.

After the Exam

Proctors will be contacted via email:

- To update the student's SIFE Determination status.
- To input student school placement, for tests given by district accounts.
- To input the student's NYSSIS or OSIS number, if missing.