

# Quick Sheet for the Multilingual Literacy SIFE Screener (MLS)

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

## What You Need to Use the MLS

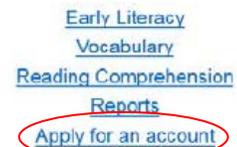
- ✓ The master password: *mlsnysed*
- ✓ Your school's proctor login and password to administer the tests:
  - The proctor login is your school's BEDS code.
  - The proctor password is created by someone at your school.
- ✓ Your school's administrator login and password to read reports:
  - The administrator login is sent to you once you apply for credentials (Step 1).
  - The administrator password is created by someone at your school.



**Note that the proctor and administrator logins are different. Request the credentials three business days in advance of MLS administration. Only one set of credentials is issued per school. Once you receive your confirmation email you may use the MLS.**

## Step 1: Before Administering the MLS

1. Open Chrome or Firefox (Do **not** use Internet Explorer or Safari) and navigate to [mls.gc.cuny.edu](https://mls.gc.cuny.edu)
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.



You will need:

- ✓ Your school's BEDS code
- ✓ A proctor password of your own creation (this will be used by all educators at your school site)
- ✓ An administrator password of your own creation to view reports (this should be different than the proctor password)



BEDS Code

**Register. Create a new account.**

School Name

Email (please use your official NY State Education Department email address)

Login

Proctor's Password (to administer tests)

This password may be shared amongst teachers who proctor exams. Please do not use a personal password.

Confirm proctor's password

The Administrator's password field is required.

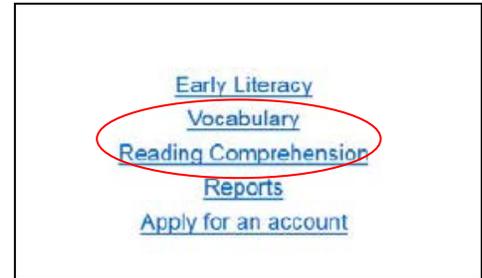
Confirm administrator's password

Register

For more information about the MLS, read the *MLS User Guide*.  
Technical support is available from the *MLS Support Team* at  
[MLS.email.server@gmail.com](mailto:MLS.email.server@gmail.com)

## Step Two: Administering an Assessment Using the MLS

1. Open Chrome or Firefox (Do **not** use Internet Explorer or Safari)
2. Visit [mls.gc.cuny.edu](https://mls.gc.cuny.edu)
3. Enter the master password *mlsnysed* to access the homepage
4. Administer an exam by selecting either **Vocabulary** or **Reading Comprehension** from the homepage
5. Then, using your proctor or administrator credentials, complete the exam login and select the appropriate language:



- **Reading Comprehension:** Arabic, Bangla, English, Haitian Creole, Maay Maay, Simplified Mandarin Chinese, S'gaw Karen, Spanish, Urdu
- **Vocabulary:** English, Simplified Mandarin Chinese, Spanish, Urdu

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.

A screenshot of the 'Exam Login' form. The form title is 'Exam Login' and the instruction is 'Fill out and submit the form to continue.' The form fields are: Teacher full name \*, Login \*, Password \*, Test Language \* (valid login required), and Student ID \*. The 'Test Language \*' field is circled in red.

### Please note the following:

- Although the test is untimed, each administration of the test can take up to 50 minutes.
- Instructions for the exam are given orally and in the student's home language.
- The student should have headphones to listen to instructions which begin immediately after starting the exam. Do not close the browser until the test data has been sent to the server. If the browser is closed before the test is finished, no information will save and the student will need to begin the exam again.
- If using Chrome, please make sure that students do not use the translation function.
- **Monitor students during the test and make sure they are not using other browser functions, or the results will be meaningless.**

### How do I access reports?

Go to the MLS homepage and enter the master password: *mlsnysed*

1. View the MLS Literacy Skills and Abilities Report by selecting **Reports** from the homepage
2. The report is available immediately after the test is completed.

A screenshot of the 'Authenticate to view student reports' form. The form title is 'Authenticate to view student reports.' The form fields are: Username, Password, and a 'Log in' button. A callout box with an arrow points to the 'Username' field, containing the text 'Administrator login'. There is also a '[forgot password]' link next to the password field.

***You must have your administrator login (which can be found in your confirmation email from the MLS) and password. Please note that this is different from the proctor password used to give the exam.***

For more information about the MLS, read the *MLS User Guide*.  
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[MLS.email.server@gmail.com](mailto:MLS.email.server@gmail.com)