



Configuration Guide

The purpose of this document is to guide users through the MiRead integration process.

The integration process involves a team of personnel including district administrators, technical contacts, data stewards, building leaders, and a local literacy team.

The process is outlined below:

1. Sign agreements and request registrations
2. Connect the student information system
3. Connect the assessment systems
4. Review data quality reports
5. Configure MiDataExchange
6. Setup MiStrategyBank
7. Configure MiRead
8. Train staff



The directions below provide detailed information for each step in the MiRead configuration process. For support at any time, reach out to MiServiceDesk.com, epell@gomaisa.org, or tdavis@gomaisa.org.

1. Sign agreements and request registrations

- Complete MiDataHub Agreement (*MICIP - Likely completed*)
- Complete MiRead Agreement
- Complete MiLaunchPad Configuration (*MICIP - Likely completed*)
- Complete MiStrategyBank Admin Registration (*MICIP - Likely completed*)

2. Connect the student information system

Ensure your district has started or completed the publishing of data from the Student Information System (SIS) used. Most likely your district has used integrations or functionality in MiDataHub that would have required a full data set to be published previously. We would recommend at this point to work directly with your local technology team to ensure this integration is active.

Currently there are 5 SIS tools able to integrate with MiDataHub. Each of the systems are able to publish data to MiDataHub. Each integrated SIS has a unique approach to how data are published. A link to the product catalog page for each SIS is below. At each of these pages you will see a variety of documentation available that has been shared with the MiDataHub team for their customers to use.

See the links below:



[Infinite Campus \(midatahub.org\)](http://midatahub.org)



[MISTAR-Q \(midatahub.org\)](http://midatahub.org)



[PowerSchool \(midPowerSchoolatahub.org\)](http://midatahub.org)



[Skyward \(midatahub.org\)](http://midatahub.org)



[Synergy \(midatahub.org\)](http://midatahub.org)

Data MiRead will pull from SIS includes:

Student Info

- UIC
- Demographics
- Program Participant (504, ELL, etc.) (Optional)
- Attendance
- Schedule/Courses/Sections
- Courses for Teachers that you want to access
MiRead MUST be marked as ELA courses. Any of these codes work: {"73", "01", "51", "LA", "RDG", "WRT", "ELE", "23"}

Teacher

- Name
- PIC
- Email address
- Course/Section info

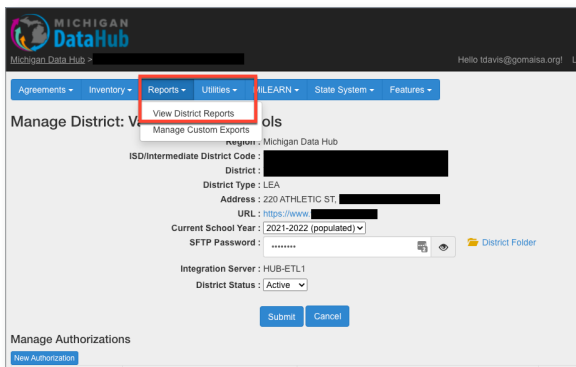
4. Review data quality reports to verify data is populating

There are multiple reports available in the MiDataHub cockpit that an individual with access in your MiDataHub cockpit as a Technical Contact can generate. A few examples of these reports are below:

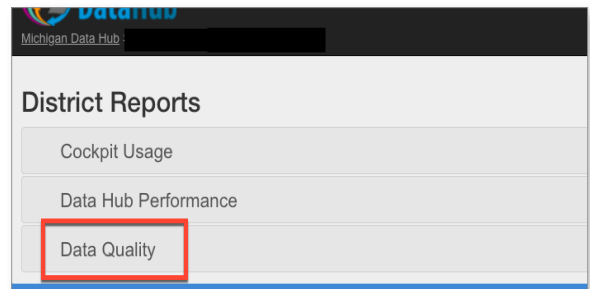
At-A-Glance Report: Checking the At-A-Glance Report will determine whether students are enrolled and have sections in the DataHub.

Steps to access At-A-Glance:

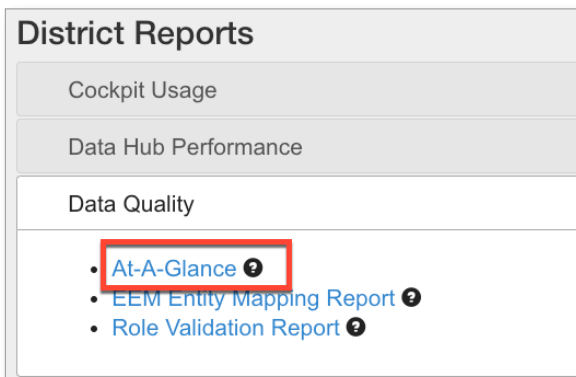
1.



2.



3.



4.

At-A-Glance Report for Public Schools

As of: 11/3/2021 2:26:50 PM

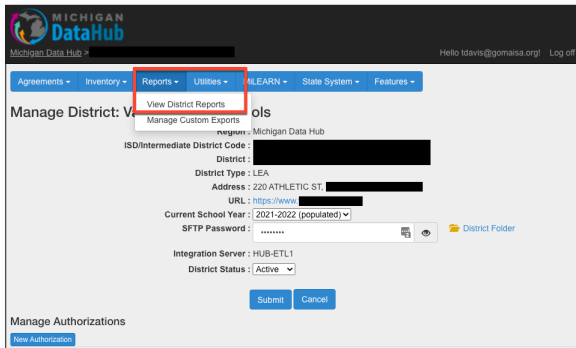
Name	Virtual	State Id	Ed Org Id	Sections	Courses	Staff	
Public Schools	04297	8	612	0	73	0	
Grade	Enrolled	No Courses	School Absences	Section Absences	Has Academic Records	Grades Entered	Discipline Events
Eleventh Grade	8	8	0	0	8	0	0
Twelfth Grade	4	4	2	0	4	0	0
Total	20	20	6	0	16	0	0
Name	Virtual	State Id	Ed Org Id	Sections	Courses	Staff	
Elementary School	05512	612	620	73	56	0	
Grade	Enrolled	No Courses	School Absences	Section Absences	Has Academic Records	Grades Entered	Discipline Events
Kindergarten	70	0	673	832	0	0	6
First Grade	58	0	398	873	0	0	5
Second Grade	65	0	538	656	0	0	5
Third Grade	57	0	436				
Fourth Grade	44	0	393	449			20
Fifth Grade	65	0	466	625			12
Total	359	0	2924	3992	0	0	54

Looking to see if students are enrolled and have sections

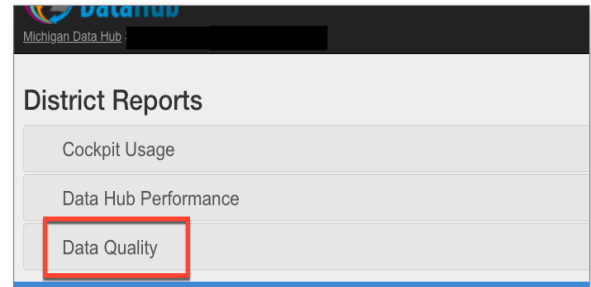
Role Validation Report:

Checking the role validation report will confirm that staff member data is being sent to MiDataHub

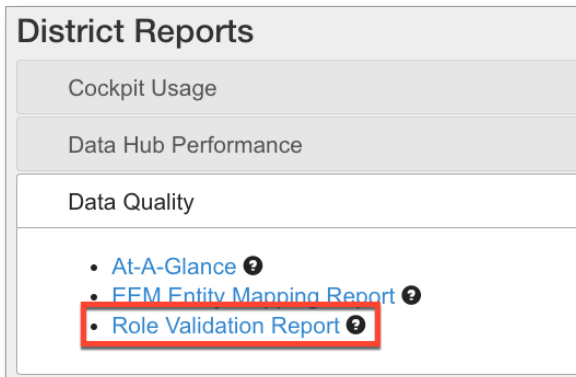
1.



2.



3.



4.

The screenshot shows the 'Role Validation Report' for Public Schools. The report is for the school year 2021-2022. The table below shows the staff members and their roles.

Full Name	E-Mail Address	Position Title	Staff Classification Descriptor	Staff Classification Type	Dashboard Staff Category
Ann [REDACTED]	[REDACTED]		Teacher	Teacher	Teacher
Jody [REDACTED]	[REDACTED]		Teacher	Teacher	Teacher
Dawn [REDACTED]	[REDACTED]		Teacher	Teacher	Teacher
Tracy [REDACTED]	[REDACTED]		Teacher	Teacher	Teacher
Ashley [REDACTED]	[REDACTED]		Teacher	Teacher	Teacher
Brenda [REDACTED]	[REDACTED]		Teacher	Teacher	Teacher
Josh [REDACTED]	[REDACTED]		Teacher	Teacher	Teacher
Judi [REDACTED]	[REDACTED]		Teacher	Teacher	Teacher
Philip [REDACTED]	[REDACTED]		Teacher	Teacher	Teacher

5. Configure Michigan Data Exchange (MIDX)

After configuring the MIDX data will be available for MiRead to pull into their system. Configure the MIDX by following the link to the configuration available below:

[Configuring the Michigan Data Exchange in MiDataHub cockpit](#)

6. Setup MiStrategy Bank

After completing the MiStrategyBank admin registration in step 1, the local MiStrategyBank Admin can setup permission for other staff (typically MiStrategyBank access is limited to a small number of users who configure strategies for the district, in MiRead this is usually a literacy coach, principal, and/or lead teacher).

The strategy bank team will need to select strategies for each of the target areas within MiRead (phonics, phonemic awareness, comprehension, vocabulary, fluency, and writing). These strategies can be created locally or pulled from the global catalog. It is recommended that you search the global catalog before creating a local strategy.

[Directions for searching for existing strategies](#)

[Directions for creating strategies](#)

This [MiRead strategy tracker](#) can be used to ensure that you have multiple strategies for each target area.

7. Configure MiRead

Each school year, the MiRead administrator will need to select dates for the beginning and end of the year, select assessments and set cut scores, and select user permissions. Guides for each of these can be found below:

[Setting school year dates](#)

[Selecting assessments and cut scores](#)

[Selecting MiRead user permissions](#)

[Optional: selecting ISD access](#)

[Rollover MiStrategyBank](#)

8. Train Staff

All MiRead users should receive a brief in-person training on the system. To schedule this training, please reach out to Erin Pell, MiRead Project Coordinator at epell@gomaisa.org. Additional training can be found in our [Edupaths course](#) or by streaming instructional videos via [MiStream](#), search MiRead.