Quick Sheet for the Multilingual Literacy Diagnostic (MLD)

What You Need to Use the MLD

✓ The master password: *mldnysed*
✓ 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.
  • 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 MLD administration. Only one set of credentials is issued per school. Once you receive your confirmation email you may use the MLD.

Step 1: Before Administering the MLD

1. Open Chrome or Firefox and navigate to mld.gc.cuny.edu
2. Enter the master password *mldnysed*
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)

For more information about the MLD, read the MLD User Guide. Technical support is available from the MLD Support Team at mld.email.server@gmail.com
Step Two: Administering an Assessment Using the MLD

1. Open Chrome or Firefox (Do not use Internet Explorer or Safari)
2. Visit mld.gc.cuny.edu
3. Enter the master password mldnysed 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:
   
   - **Vocabulary**: English, Simplified Mandarin Chinese, Spanish, Urdu
   - **Reading Comprehension**: Arabic, Bangla, English, Haitian Creole, Maay Maay, Simplified Mandarin Chinese, S’gaw Karen, 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 MLD.

Please note the following:

- Each test can take up to 60 minutes
- Instructions for the exam are given aurally.
- 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 MLD homepage and enter the master password: *mldnysed*

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

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

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