**Transcript**

**Introduction to the MCAS Portal: Tasks for Technology Coordinators**

**October 31, 2024**

**The transcript was generated by Zoom and was reviewed by DESE’s Office of Student Assessment Services.**

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00:00:00.022 --> 00:00:09.651

Jodie Zalk: Thank you for joining us for a training session. This is an introduction to the new MCAS Portal covering tasks for technology coordinators.

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00:00:09.692 --> 00:00:18.302

Jodie Zalk: This is our 1st session of the school year with this new platform for technology coordinators. So, we're really excited to have you with us today.

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00:00:18.972 --> 00:00:32.221

Jodie Zalk: At the outset, some of you may be wondering if today's presentation is going to touch on the November retest. I do want to say at the outset, this will not. This is focused on the new MCAS Portal, beginning in 2025.

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00:00:32.752 --> 00:00:36.341

Jodie Zalk: And now for some introductions on the next slide.

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00:00:37.652 --> 00:00:43.112

Jodie Zalk: My name is Jodie Zalk. I'm the Manager of Test Administration and Publications at DESE.

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00:00:43.262 --> 00:00:49.531

Jodie Zalk: I'm pleased to introduce my co-presenters and others who are with me here on screen for today's session.

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00:00:49.922 --> 00:01:06.201

Jodie Zalk: Before I do that, though, I want to thank you all for taking time out of your day to be with us. We don't have time to introduce everyone. We have over 700 people who have registered for today's session. But we do want to thank you all for being with us this morning.

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00:01:06.852 --> 00:01:18.171

Jodie Zalk: And so, to introduce my co-presenters. I'm so pleased to have with me this morning, Shannon Cullen. She works with me at DESE as our MCAS Test Administration Coordinator.

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00:01:18.322 --> 00:01:23.401

Jodie Zalk: And if you've attended one of our training sessions before, you've probably met Shannon.

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00:01:23.732 --> 00:01:26.572

Jodie Zalk: And I'm pleased to introduce someone new for today

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00:01:26.652 --> 00:01:30.961

Jodie Zalk: who works with our new testing subcontractor for online testing:

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00:01:31.082 --> 00:01:35.492

Jodie Zalk: Abbie Currier, who's a senior project manager with eMetric.

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00:01:35.662 --> 00:01:39.371

Jodie Zalk: And you'll get to hear from Abbie a little bit later in today's training.

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00:01:40.002 --> 00:01:45.931

Jodie Zalk: So, even though we have a new testing subcontractor for online testing beginning in 2025,

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00:01:45.982 --> 00:02:04.741

Jodie Zalk: Our main testing contractor remains Cognia. And you'll see folks from Cognia as well as eMetric on screen with us. We want to thank folks at Cognia for setting up today's webinar, and you may see some of the folks on screen answering some questions that you may have during today's webinar.

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00:02:06.292 --> 00:02:15.401

Jodie Zalk: And so, before we begin with our content today, just a couple of notes on logistics. We want to let you know how we'll handle questions and answers during today's session.

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00:02:16.762 --> 00:02:24.701

Jodie Zalk: You'll be able to type your questions in at any time during the session, and we'll take some breaks to answer some of the questions out loud.

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00:02:25.552 --> 00:02:34.571

Jodie Zalk: If you have the same question as someone else, you can give it a thumbs up or an upvote to let us know that question is important to multiple people.

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00:02:34.922 --> 00:03:02.782

Jodie Zalk: But, as I said, we have over 700 folks who have signed up for today, so we will likely not be able to get to everyone's question in real time. If you don't see an answer to your question, you don't need to repeat it. We'll be getting a full record of all the questions after the session. We'll be answering everyone's questions and sending out an excel with all the questions and answers after the session.

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00:03:03.772 --> 00:03:11.632

Jodie Zalk: If you have a question that starts, I have a student who or I have a very specific technology configuration in my school,

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00:03:11.742 --> 00:03:13.542

Jodie Zalk: instead of

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00:03:13.582 --> 00:03:21.602

Jodie Zalk: using the QA, you may want to reach out to us at our MCAS email address and we'll be able to spend some time with you offline.

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00:03:22.552 --> 00:03:30.291

Jodie Zalk: A couple of other logistics notes: we are recording today's session. It will be posted in the MCAS Resource Center in about a week.

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00:03:30.801 --> 00:03:37.092

Jodie Zalk: That usually helps put minds at ease to know that you'll be able to go back to the recording later on.

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00:03:37.202 --> 00:03:47.042

Jodie Zalk: We usually have the zoom link soon, and we'll send that out to everyone who's registered along with the link to the QA. And we'll resend the slides at that point.

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00:03:47.692 --> 00:03:54.581

Jodie Zalk: And one last note on logistics here is that we have closed captioning available for folks who need that.

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00:03:55.262 --> 00:03:56.592

Jodie Zalk: Next slide, please.

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00:03:57.912 --> 00:04:04.122

Jodie Zalk: We emailed out the slides out for today's session in advance from Cognia.org.

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00:04:04.242 --> 00:04:08.732

Jodie Zalk: Britney: can you please also put them in the chat now for folks?

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00:04:08.892 --> 00:04:22.452

Jodie Zalk: We'll be sharing them in PDF and PowerPoint format as folks sometimes have trouble getting the links in the PowerPoint format and find that it's easier to access them in the PDF.

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00:04:22.742 --> 00:04:26.221

Jodie Zalk: So, we want to make sure that they're available to you

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00:04:26.502 --> 00:04:30.462

Jodie Zalk: and again, we'll be sending those slides out to you afterwards.

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00:04:35.592 --> 00:04:42.041

Jodie Zalk: And with that I'm going to turn this over to Shannon, who'll be walking through the agenda for today's session.

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00:04:42.792 --> 00:04:50.032

Shannon Cullen: Thanks, Jodie, and good morning, everyone, and thank you for joining. So, here is what we will be covering during our time together this morning.

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00:04:50.042 --> 00:04:57.912

Shannon Cullen: We're going to start with an overview of the new systems, an introduction to the new MCAS Resource Center, and an introduction to the MCAS portal.

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00:04:57.962 --> 00:05:15.832

Shannon Cullen: If you joined us for the previous training on Monday this week, you may recognize these topics. We will be doing a similar coverage of these topics as we did on Monday, but we will be focusing more on the aspects of these pieces that are specific to technology coordinators.

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00:05:15.852 --> 00:05:24.122

Shannon Cullen: We're then going to talk about the technology guidelines and downloading the MCAS Student Kiosk, we're going to cover how to conduct site readiness.

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00:05:24.222 --> 00:05:41.342

Shannon Cullen: We have some additional information for technology coordinators, some resources, and next steps, and then, if we have time at the end, we will be conducting our live sandbox time, and this is some additional time to see demonstrations done a second time if you think that would be helpful for you.

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00:05:42.142 --> 00:06:09.302

Shannon Cullen: So, before we dive into those topics, we have just a couple of polls to see who is with us on the line today. And our 1st poll question is, what is your role? I know that we said that this training is targeted towards technology coordinators. But just curious to see if any other types of roles have joined us today. So, we have district or school test coordinator, principal guidance counselor technology staff, other district staff or other school staff.

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00:06:09.322 --> 00:06:12.501

Shannon Cullen: And I'll pause for just a moment for you to input your answers.

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00:06:16.562 --> 00:06:18.091

Shannon Cullen: Let's close the poll

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00:06:19.002 --> 00:06:40.862

Shannon Cullen: Great. We have about 73% of folks on the line are technology staff, which is great. And then it looks like we have some crossover here. We have about 20% of folks are district test coordinators and school test coordinators. And then we have some other roles sprinkled throughout. Thank you. That is helpful to us. And we have one more poll on the next slide which will help for

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00:06:41.072 --> 00:06:47.082

Shannon Cullen: our presentation today. And that is, how many years have you been involved in MCAS test administration?

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00:06:47.212 --> 00:06:50.551

Shannon Cullen: Is this your 1st year? Have you done this for one year?

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00:06:50.572 --> 00:07:01.702

Shannon Cullen: 2 to 3 years, 4 to 5 years, or have you been involved in MCAS Test administration for 6 or more years? And again, I'll pause for just a moment for folks to enter in their answers.

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00:07:04.972 --> 00:07:06.992

Shannon Cullen: Okay, and let's close the poll.

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00:07:09.422 --> 00:07:26.211

Shannon Cullen: All right. So more than half of folks on the line today, 55% have been doing this for 6 or more years. We have 17% at 4 to 5 years, 12% at 2 to 3, 7% at one year, and for 10% of you, this is your 1st year. So welcome to MCAS test administration.

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00:07:26.642 --> 00:07:32.641

Shannon Cullen: Alright, let's move on to the next slide. And we're going to start talking about the overview of the new systems.

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00:07:33.912 --> 00:07:54.481

Shannon Cullen: We have here our crosswalk of terminology. And you'll see that this is also posted on our DESE website, the URL is linked here, and so just wanted to take some time to outline the new terminology that we will be using for this year, and compare that to our old terminology so you have a point of reference for those of you who have been doing this for some time.

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00:07:54.562 --> 00:08:06.512

Shannon Cullen: The MCAS portal is the test administration and management website that school staff will use. And this is similar to PearsonAccess Next which has been used in previous test administrations.

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00:08:07.212 --> 00:08:18.491

Shannon Cullen: The MCAS Student Kiosk is the student testing platform that we'll begin using in 2025 and this is similar to TestNav that was used in previous test administrations.

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00:08:19.032 --> 00:08:31.077

Shannon Cullen: We have a new MCAS Resource Center. We're using the same name. But it's a different URL. And this is a website that contains guides, modules, and the links to Webinar recordings

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00:08:31.502 --> 00:08:38.441

Shannon Cullen: for the 2025 MCAS computer-based test. The old URL still exists, and that is also linked on this slide.

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00:08:39.202 --> 00:08:51.461

Shannon Cullen: Here on the next slide, we have a few other terms. The MCAS Service Center is remaining the same. This is a website that's used by principals and test coordinators for certain tasks related to test administration.

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00:08:51.782 --> 00:09:08.171

Shannon Cullen: The MCAS training site is new. And this is a website where test coordinators, principals, technology coordinators, and other staff can practice with the tasks that they'll need to complete in the MCAS portal. And this is similar to what we previously had on the PAN training site.

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00:09:09.102 --> 00:09:28.042

Shannon Cullen: Site readiness, which we'll talk about today, is what's used to verify that your testing devices meet the requirements and have been properly configured for MCAS testing, and this is taking the place of both the app check and the preliminary system test that was done during previous MCAS test administrations.

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00:09:28.512 --> 00:09:42.142

Shannon Cullen: We have a new term for student testing tickets and that is student logins. These are the tickets that contain student usernames and passwords, and they will need these in order to sign into the MCAS Student Kiosk, the student testing platform.

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00:09:43.132 --> 00:10:07.571

Shannon Cullen: On the next slide we just have another look at these terms mentioned on the previous slides, including the MCAS portal, which is the online test management system that's used by school and district staff. And we see the website, a screenshot of that website here. And the MCAS Student Kiosk, which again, is the student testing platform. It's the app that's downloaded to student devices, and we have a screenshot of the sign in page there, as well.

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00:10:08.492 --> 00:10:13.310

Shannon Cullen: On the next slide we outline the tasks to complete in fall 2024,

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00:10:13.662 --> 00:10:17.871

Shannon Cullen: and these were previously shared in a special edition Student Assessment Update.

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00:10:17.912 --> 00:10:25.941

Shannon Cullen: So right now, your test coordinators are working on getting all of the MCAS portal user accounts ready for MCAS testing

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00:10:26.012 --> 00:10:44.461

Shannon Cullen: and our recommended deadline for creating and editing MCAS portal user accounts is November 15th for all accounts for test and technology coordinators. There's a little bit more time to create your test administrator accounts. And we recommend creating those accounts up to three weeks before test administration

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00:10:45.132 --> 00:10:59.972

Shannon Cullen: for technology coordinators. There are two tasks that we're asking of you currently, and that is to download and install the MCAS Student Kiosk on student testing devices and to conduct site readiness to ensure that your technology is ready for testing

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00:11:00.152 --> 00:11:08.622

Shannon Cullen: and the recommended deadlines that we posed for those tasks are November 15th for high schools, and December 13th for grades 3 through 8.

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00:11:08.692 --> 00:11:27.811

Shannon Cullen: I will note that we had some questions come in about this on Monday, understanding that November 15th is within the window for the November retest. And so, for schools who are conducting the November retest. The question was, “can we wait until after November 15th to download and install the kiosk and conduct site readiness?”

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00:11:28.012 --> 00:11:47.742

Shannon Cullen: The answer to that is, yes, these are recommended deadlines. We do want to make sure that you are completing these tasks with enough buffer time so that if you do run into any technology problems, you have ample time before testing to correct those problems. But it’s alright if you're completing these steps after November 15th.

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00:11:47.742 --> 00:11:58.902

Shannon Cullen: And you know, there's a little bit more of a window when that's fine. I would suggest, completing these tasks as soon as you can after November retest, if your school chooses to wait.

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00:12:00.232 --> 00:12:04.651

Shannon Cullen: And with that, I'm going to pass this back to Jodie to talk more about the new resource center.

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00:12:05.252 --> 00:12:07.122

Jodie Zalk: Great. Thanks, so much, Shannon.

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00:12:08.882 --> 00:12:27.901

Jodie Zalk: So, we wanted to share with you the URL for the new resource center and share that this is similar to the current or previous resource center, where we'll have information with modules, guidance practice tests, other resources to help you prepare for the MCAS test

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00:12:28.326 --> 00:12:49.601

Jodie Zalk: throughout the slides. You'll see this little icon here, to denote areas that are of interest to technology coordinators. And we want to call out the resource center and that this is where you'll be downloading the MCAS Student Kiosk, which is the student testing platform. You'll be able to get that download link from the resource center.

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00:12:49.932 --> 00:13:06.172

Jodie Zalk: We also just want to give a quick footnote and say the current resource center is remaining available for the November retest. We'll be sharing out a transition plan for the current resource center, but that is still available for folks who are administering the November retest.

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00:13:08.105 --> 00:13:36.302

Jodie Zalk: So, we'll be doing a quick demonstration. Abbie will be sharing the live resource center site. But I just wanted to share with you the homepage here, just walk through what the new resource center looks like and share with you that there is a new search bar at the top of the page. And also, down on the bottom of the page, you can see that there's a link to a chat, so you'll be able to get support from the MCAS Service Center right there from the main page.

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00:13:36.912 --> 00:13:43.511

Jodie Zalk: Otherwise, the structure is very similar to the current site.

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00:13:44.022 --> 00:13:49.231

Jodie Zalk: So, I'll turn this over to Abbie to be able to demonstrate the site for you.

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00:13:51.702 --> 00:14:02.931

Shannon Cullen: Hi! And thanks, Abbie, for sharing your screen. We're just going to do a very brief look at the new MCAS Resource Center and highlight a couple of places that I think will be most useful to you as technology staff.

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00:14:03.022 --> 00:14:12.011

Shannon Cullen: We have here the homepage of the Resource Center. And, as you can see, it's very similar to our previous MCAS Resource Center in terms of what is provided on the homepage.

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00:14:12.192 --> 00:14:16.071

Shannon Cullen: If we go to the tab up at the top that's labeled MCAS Portal.

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00:14:16.632 --> 00:14:32.311

Shannon Cullen: You'll see here that there are links to sign into both the MCAS portal and the MCAS training site, and this is where guides for the portal will be posted. We have one guide that's available now, which is on user management. But additional guides on the portal will be posted later this school year.

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00:14:32.812 --> 00:14:37.132

Shannon Cullen: The tab that you'll probably use most often is this tech setup tab.

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00:14:37.342 --> 00:14:47.672

Shannon Cullen: And if you click the tech setup tab. You'll see download links for each of the MCAS Student Kiosks for each type of device which we'll talk about a little bit later during today's presentation.

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00:14:47.762 --> 00:15:02.611

Shannon Cullen: You'll also find technology guides on this page, including the technology guidelines here in the bottom left and MCAS Student Kiosk guides. So, you'll see here already posted as the guide to installing this, the MCAS Student Kiosk and conducting site readiness.

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00:15:03.022 --> 00:15:06.901

Shannon Cullen: And then I also just want to point out the training tab up at the top.

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00:15:07.072 --> 00:15:21.031Shannon Cullen: This training tab is where you'll be able to find modules and recorded webinars. There are no modules posted yet, but there will be some soon, and the training webinars page is where you'll be able to find the recording of today's session and future sessions.

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00:15:21.052 --> 00:15:35.661

Shannon Cullen: There are a few other tabs here: practice tests, released items, and the Service Center. But as technology staff, you'll likely mostly use these first three tabs, but know that there are other resources available and they're available for you to explore when you have the time.

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00:15:37.322 --> 00:15:40.041

Shannon Cullen: And with that we can go back to the slides.

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00:15:41.382 --> 00:15:54.991

Shannon Cullen: And so, the next few slides are just a recap of what we just pointed out, the resources that are currently available. I want to highlight again the tech guidelines and the Guide to Installing the Kiosk and Conducting Site Readiness on the technology setup page.

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00:15:55.172 --> 00:16:02.192

Shannon Cullen: Then on the next slide, we just have a few more of the tabs linked here and descriptions of what is currently available.

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00:16:03.302 --> 00:16:23.612

Shannon Cullen: On the next slide, we have a list of resources that are expected to be available in the coming months, and one that I want to call out here is we have a module in the works for conducting site readiness, and that should be posted within the next month, and you will be able to use that to help you with your own site readiness at your schools.

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00:16:24.442 --> 00:16:30.721

Shannon Cullen: And I think at this point we will move on to the next slide, which is our first Q. and A.

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00:16:32.102 --> 00:16:32.407

Jodie Zalk: Great.

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00:16:33.172 --> 00:16:40.401

Jodie Zalk: Thanks, Shannon. We're going to pause here for questions. I see a lot of great questions coming in. Please

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00:16:40.452 --> 00:16:47.237

Jodie Zalk: keep them coming in. We may be able to answer some of them now and need to get to some of them later.

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00:16:48.712 --> 00:16:58.641

Jodie Zalk: Some of the questions are about migrating user accounts from PearsonAccess Next to this new portal; we'll be covering user accounts.

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00:16:59.445 --> 00:17:09.521

Jodie Zalk: The other questions are about the training site and accommodations. And we'll be walking through that later this fall.

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00:17:10.422 --> 00:17:14.802

Jodie Zalk: There's a question here about BYOD.

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00:17:15.392 --> 00:17:23.786

Jodie Zalk: And yes, we will be having BYOD again this year. We'll be providing

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00:17:25.142 --> 00:17:29.612

Jodie Zalk: as in the past, a period for schools to request

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00:17:29.732 --> 00:17:35.982

Jodie Zalk: to have BYOD in their schools, and then we'll be providing additional instructions for you all.

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00:17:37.952 --> 00:17:38.932

Jodie Zalk: There

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00:17:39.682 --> 00:17:40.972

Jodie Zalk: is

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00:17:41.042 --> 00:17:47.331

Jodie Zalk: a question, Shannon, about infrastructure trials with the new system.

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00:17:47.472 --> 00:17:54.445

Jodie Zalk: We'll be talking about site readiness which is similar to infrastructure trials

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00:17:55.612 --> 00:17:59.202

Jodie Zalk: but slightly different. Is there anything else you want to say about that?

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00:17:59.462 --> 00:18:24.461

Shannon Cullen: Yes. Site readiness serves some of the same purposes as infrastructure trials did. And we'll talk about that later on in today's presentation. I'll also mention that there will be an option for schools to conduct a practice test through the MCAS Training Site, and that will give you more of like a dry run that you used to have with infrastructure trials where students will log into the test, and school students and

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00:18:24.462 --> 00:18:39.022

Shannon Cullen: staff will have the opportunity to kind of role play what their roles will be on actual test day. We have not yet released guidance on that, but it is forthcoming. So please stay tuned. That will be posted to the MCAS Resource Center in the coming months.

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00:18:41.132 --> 00:18:57.902

Jodie Zalk: Thank you, Shannon. I see a bunch of other questions coming in, but I think they are about other topics not necessarily related to the content that was just provided. I think it's important for us to keep moving, and then we'll keep answering questions in the background.

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00:19:09.962 --> 00:19:10.662Abbie Currier: Okay?

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00:19:11.287 --> 00:19:27.321

Abbie Currier: So, my name is Abbie Currier. I am a senior project manager with eMetric, and I've been working hand-in-hand with Jodie and Shannon to understand the requirements of the MCAS assessment, the nuances and

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00:19:27.322 --> 00:19:44.361

Abbie Currier: and making sure that we are training the field in all of the technology requirements for the new MCAS Student Kiosk as well as the MCAS Portal. I'm very excited to be here with you this morning, and we will get started.

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00:19:44.822 --> 00:19:47.202

Abbie Currier: So, we're going to talk about

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00:19:47.862 --> 00:19:50.212

Abbie Currier: the MCAS portal first.

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00:19:52.924 --> 00:20:08.182

Abbie Currier: The MCAS portal and the MCAS Training Site are both available already. You should already have your user accounts for those. The portal is for test administration and management of your MCAS

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00:20:08.272 --> 00:20:24.031

Abbie Currier: assessment, the training site is used to practice the tasks that you will conduct in the MCAS Portal, so you should have received two sets of credentials, one for the portal, one for the training site.

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00:20:24.302 --> 00:20:41.052

Abbie Currier: Just ensure that when you're talking with your technology coordinators, your test administrators, etc., they understand the MCAS Portal is for the live MCAS administration. The MCAS Training Site is just for practicing the tasks that are required.

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00:20:41.422 --> 00:20:48.811

Abbie Currier: And, as I mentioned, the accounts for each site are created separately, with separate user management, credentials and everything.

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00:20:49.692 --> 00:21:14.802

Shannon Cullen: I also want to highlight here, that for those who are returning, unlike PearsonAccess Next, the passwords for each of these sites are set separately. So, in PAN you had the same password for both the training and the live site. But these passwords are set separately. We do recommend using the same password when you set both your passwords in order to minimize confusion.

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00:21:16.102 --> 00:21:41.812

Shannon Cullen: On the next slide, we are going to talk just a little bit about how the MCAS Portal and MCAS training site user accounts were created. DESE created an initial set of user accounts early last week for both the MCAS Portal and the MCAS training site. And we created this list of initial user accounts based on information that was found in PearsonAccess Next and information from school and district profiles.

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00:21:42.032 --> 00:21:52.331

Shannon Cullen: We go into detail about how those accounts were created in the October 18th Special edition Student Assessment Update. And a link to that update is here for your reference if you'd like to learn some more.

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00:21:53.562 --> 00:22:15.792

Shannon Cullen: When an account is created for a user, they receive two emails so each user account that was created should have received two emails from MCAS@cognia.org for the MCAS Portal. One of those will contain your username and one contain your password. And note that for the accounts that DESE created, your usernames are also your email address.

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00:22:16.212 --> 00:22:26.442

Shannon Cullen: And then users should have also received two emails from MCAS@cognia.org for the training site. And again, one of these contained your username and one contained your password.

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00:22:27.842 --> 00:22:34.041

Shannon Cullen: On the next slide, we have some instructions for, “What if I didn't receive my

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00:22:34.242 --> 00:22:35.842

Shannon Cullen: login credentials?”

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00:22:35.862 --> 00:22:50.022

Shannon Cullen: So, if you have not yet received automated emails that contain your username and password for the MCAS Portal and or the MCAS Training Site, you'll want to first check all of your email folders, including spam and junk folders, to make sure they were not routed there.

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00:22:50.162 --> 00:22:57.652

Shannon Cullen: And we also recommend adding MCAS@Cognia.org, as a trusted email sender, so that you will receive those emails in the future.

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00:22:57.832 --> 00:23:13.561

Shannon Cullen: If you know your username, but not your password, in this case it would be your email address. You can also go to the MCAS Portal or MCAS training site and enter in your username and click the forgot password link. And that will lead you through instructions on how to create a new password.

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00:23:14.012 --> 00:23:32.301

Shannon Cullen: If none of that works, and you still need an account, then we recommend reaching out for support, as is outlined in this table at the bottom here. So, test administrators and school level technology coordinators should reach out to their principal or school test coordinator for support creating a new account.

128

00:23:32.642 --> 00:23:47.851

Shannon Cullen: Principals, school test coordinators and district level technology coordinators should reach out to their district test coordinator for help creating a new account. And if you are a district test coordinator, please reach out to the MCAS Service Center and they will be able to assist you.

129

00:23:49.262 --> 00:23:51.621

Shannon Cullen: And I will now pass it back to Abbie.

130

00:23:54.012 --> 00:24:01.272

Abbie Currier: Thanks, Shannon. So, a couple of words on the browser specifications for the MCAS Portal and training site.

131

00:24:01.302 --> 00:24:05.701

Abbie Currier: We do support Chrome, Firefox Edge and Safari.

132

00:24:06.432 --> 00:24:15.661

Abbie Currier: Chrome and Edge are the preferred browsers for the best user experience. So, we do recommend utilizing Chrome or Edge if possible.

133

00:24:15.902 --> 00:24:24.491

Abbie Currier: Please refer to the technology guidelines for the MCAS computer-based testing that is posted on the MCAS Resource Center for

134

00:24:24.582 --> 00:24:28.602

Abbie Currier: updates as we proceed through the school year.

135

00:24:29.482 --> 00:24:42.742

Abbie Currier: When you log into the portal and the training site for the first time with your initial password, you'll be prompted to update your password, and those passwords are valid for 365 days essentially one year.

136

00:24:45.102 --> 00:24:46.942

Abbie Currier: And I'll pass it over to Jodie.

137

00:24:48.432 --> 00:24:49.802

Jodie Zalk: Thanks so much, Abbie.

138

00:24:50.292 --> 00:24:52.992

Jodie Zalk: We wanted to walk through

139

00:24:54.082 --> 00:25:09.892

Jodie Zalk: the tasks in the MCAS Portal and wanted to give a 30,000-foot view of the portal and some of the different tasks that you'll be completing there. There are tasks to complete annually, as well as prior to each administration.

140

00:25:10.162 --> 00:25:21.281

Jodie Zalk: So annually, your district and school test coordinators will be creating and assigning user accounts. And we're recommending this to be done

141

00:25:21.322 --> 00:25:34.631

Jodie Zalk: in mid-November for your test coordinators, principals, technology coordinators, and then closer to testing for test administrators who are your proctors for testing

142

00:25:35.002 --> 00:25:45.201

Jodie Zalk: We want to make sure that annually that you're downloading and installing the MCAS Student Kiosk.

143

00:25:45.382 --> 00:26:02.222

Jodie Zalk: That's the student testing platform. And we're recommending that high schools do this in mid-November again, if needed a little bit later, after the November retest window if needed, and then in mid-December for grades 3 through 8.

144

00:26:03.132 --> 00:26:12.252

Jodie Zalk: Then technology coordinators as well, will be conducting site readiness and we'll describe site readiness later in this training.

145

00:26:14.402 --> 00:26:34.782

Jodie Zalk: We also wanted to share the sections that are currently available in the MCAS Portal- what you'll be seeing in there right now. These are not all of the different areas in the portal. We're rolling out the different sections based on when schools will be completing these different tasks.

146

00:26:34.832 --> 00:26:48.722

Jodie Zalk: So, at this time you'll be seeing users and administration. Users is where you'll be doing user management. And typically, that again is being done by school and district test coordinators.

147

00:26:48.822 --> 00:26:58.562

Jodie Zalk: Where you'll find the student kiosk as well as site readiness- that's in the administration section. And that's

148

00:26:58.937 --> 00:27:10.262

Jodie Zalk: being handled by the technology coordinators. And again, as we get closer to testing, we'll be having additional sections, additional features as we're moving along in the calendar.

149

00:27:12.562 --> 00:27:17.412

Jodie Zalk: And now I think we're doing some additional demonstrations of the portal.

150

00:27:22.992 --> 00:27:24.682

Abbie Currier: Yes, thank you, Jodie.

151

00:27:25.482 --> 00:27:32.192

Abbie Currier: So, we're going to demonstrate now how to log into the MCAS portal.

152

00:27:32.262 --> 00:27:47.982

Abbie Currier: You'll notice the URL is MCAS.Cognia.org. Again, this is available on the MCAS Resource Center. You'll notice that there's a welcome message here indicating that this is for the MCAS Portal, not the MCAS Training Site.

153

00:27:48.172 --> 00:27:51.402

Abbie Currier: And you'll click on login first.

154

00:27:51.792 --> 00:28:11.212

Abbie Currier: If you have forgotten your password or you cannot locate your initial password that was emailed to you, you can always utilize the forgot password link. It will ask you for the username of your account. You'll click, submit, and that will send a reset password link to your email.

155

00:28:11.702 --> 00:28:16.592

Abbie Currier: For right now, I'm going to log in as a demo technology coordinator account

156

00:28:19.182 --> 00:28:20.842

Abbie Currier: and click sign in.

157

00:28:23.282 --> 00:28:32.681

Abbie Currier: So, a couple of things to note here. Number one, we do have an account link, so this will say your first and last name.

158

00:28:33.642 --> 00:28:58.622

Abbie Currier: And it'll provide you with some information about your account and how it was set up. So first, you'll see the email address that's associated with your account as well as the organizations that you have been granted access to, and your role, if you need to edit your contact information for any reason, your first and last name, and your email address, you can always come here and update that.

159

00:28:58.692 --> 00:29:04.072

Abbie Currier: If you want to reset your password as well, this is a great place to do that, too.

160

00:29:05.472 --> 00:29:08.282

Abbie Currier: So, I'm going to click the DESE logo here.

161

00:29:08.312 --> 00:29:24.322

Abbie Currier: And this is going take me back out to the landing page. There's one other thing that I want to point out to you here: as technology coordinators, you do have access to user management. And you'll be able to create other technology coordinator roles

162

00:29:24.892 --> 00:29:51.431

Abbie Currier: as well as test administrators and reports access only accounts. We go into great detail on user management in the training from October 28th for DTCs and STCs. And we also have step-by-step, instructions on the MCAS Resource Center. So that will be a really great tool for you to utilize if you are working on user management.

163

00:29:52.092 --> 00:30:05.561

Abbie Currier: For right now, though, I'm going again click the DESE logo to come back out here to the landing page because most of the tasks that you'll be completing as technology coordinators is here on the administration section.

164

00:30:05.742 --> 00:30:21.742

Abbie Currier: So here on the homepage, we have provided the MCAS Student Kiosk links again. These are the same links that are available on the MCAS Resource Center. We just wanted you to have access to them everywhere you needed it.

165

00:30:21.822 --> 00:30:47.101

Abbie Currier: So as technology coordinators, you'll need to make sure that you download the correct MCAS Student Kiosks for all of the devices that will be used for MCAS testing at your organization. If you have a mixture of Chromebooks, maybe you have a couple of iPads as well as a few Windows devices, you'll need to download the Chrome app for your Chromebooks,

166

00:30:47.182 --> 00:30:52.541

Abbie Currier: the iPad app for the iPads and the Windows kiosk for the Windows devices.

167

00:30:52.982 --> 00:31:00.362

Abbie Currier: Once you have downloaded each of your kiosks. You'll just need to install them on your test-taking devices.

168

00:31:00.732 --> 00:31:21.802

Abbie Currier: And again, we do go into great detail in some of the user guides for technology coordinators on how to install the MCAS Student Kiosk for each device type. We also have information about scripted installations and things like that. So, the MCAS Resource Center is going to be a really great resource for you.

169

00:31:23.302 --> 00:31:49.371

Abbie Currier: Just very briefly, because we're going to go into detail about this later in the training, here, on this initial homepage, you not only have the student kiosk download links, you also have your site readiness credentials. These are broken down by school. So, if you are a district-level technology coordinator or you're a technology coordinator for multiple schools,

170

00:31:49.372 --> 00:31:54.512

Abbie Currier: you'll want to make sure that you're selecting the correct school in your dropdown.

171

00:31:55.272 --> 00:32:01.391

Abbie Currier: We also have a site readiness tab up here, but we'll be going into detail on that in just a little bit.

172

00:32:02.172 --> 00:32:15.852

Abbie Currier: I do want to come over to the training site and point out a couple of differences. Number one, the URL is going to be different. It's mcas-training.cognia.org. The message here will be different

173

00:32:15.892 --> 00:32:21.202

Abbie Currier: when you log in. I'm going log in as a demo technology coordinator again.

174

00:32:24.049 --> 00:32:40.341

Abbie Currier: we are adding some verbiage here to indicate that this is the MCAS training site and that will appear on every page within the training site to help users remember whether they're on the MCAS Portal or the MCAS Training Site.

175

00:32:40.392 --> 00:32:51.841

Abbie Currier: For technology coordinators, there is no kiosk for just the training site. The only kiosk that's going to be used is associated with the MCAS portal.

176

00:32:52.244 --> 00:32:58.201

Abbie Currier: For any kind of testing for students through the training site, they'll be utilizing a browser.

177

00:32:58.977 --> 00:33:13.632

Abbie Currier: We also don't require any sort of site readiness, since there's no kiosk for the training site. So, the bulk of the tasks for technology coordinators will be taking place on the MCAS Portal rather than the training site.

178

00:33:14.952 --> 00:33:18.532

Abbie Currier: And with that we'll go back to the

179

00:33:18.832 --> 00:33:20.382

Abbie Currier: presentation here

180

00:33:21.762 --> 00:33:23.852

Abbie Currier: and I'll turn it over to Shannon.

181

00:33:24.332 --> 00:33:43.191

Shannon Cullen: Thanks, Abbie. We have a lot of really great questions coming in. And we are getting to them as we can. There are a few that I want to call out right now. I've seen several questions about which administrations these new systems are for. Questions about, “Well, should I get rid of

182

00:33:43.192 --> 00:33:54.612

Shannon Cullen: TestNav?” “Now will this be used for the March retest, etc.?” So, I just want to make very clear where and when the MCAS Portal and MCAS Student Kiosk will be used.

183

00:33:54.712 --> 00:34:04.871

Shannon Cullen: For schools conducting the November retests in just a few days, next week TestNav will still be used as well as PearsonAccess Next.

184

00:34:05.072 --> 00:34:09.901

Shannon Cullen: For all administrations in 2025, beginning with February Science,

185

00:34:09.952 --> 00:34:29.572

Shannon Cullen: we will use the MCAS Portal and the MCAS Student Kiosk. So, February Science, March retest, grade 10 ELA and Math, Spring grades 3 through 8, June High School Science, all of the 2025 tests will use the new systems, the MCAS Portal and the MCAS Student Kiosk.

186

00:34:31.009 --> 00:34:58.211

Shannon Cullen: I've seen some questions about what folks can and cannot see in the MCAS portal when they log in. So, I think Jodie mentioned this earlier. But just to reiterate right now there are only a few things that you should be able to see in the MCAS Portal, and that includes the user management area which Abbie just demonstrated, the site readiness credentials that Abbie just demonstrated, and the ability to download links

187

00:34:58.212 --> 00:35:00.691

Shannon Cullen: for each of the MCAS Student Kiosks.

188

00:35:00.692 --> 00:35:24.682

Shannon Cullen: You should not yet see anything pertaining to student registration or accommodations or scheduling classes. It's only those few tasks that are able to be conducted right now are available right now. So other tasks in the portal will be rolled out on a rolling basis throughout the school year as we approach each of those tasks for test administration.

189

00:35:24.682 --> 00:35:31.682

Shannon Cullen: And we'll make announcements about what is available in future Student Assessment Updates. So please stay tuned.

190

00:35:32.612 --> 00:35:56.201

Shannon Cullen: The other thing and the last thing I'll call out right now is, I've seen a lot of questions about precaching. Will we be doing precaching this year? And I want to hold on those questions until we get into one of our later topics. Today we will talk about whether caching is necessary and how this new system works during testing. But please hold on those; we will get to that later today.

191

00:35:57.581 --> 00:36:05.682

Shannon Cullen: And I think, for now, given how much we still need to get through, we can move on to our next topic. I'll pass this back to Abbie.

192

00:36:06.732 --> 00:36:07.992

Abbie Currier: Thanks so much.

193

00:36:08.632 --> 00:36:15.432

Abbie Currier: So, let's talk a little bit more about the technology guidelines and downloading the MCAS Student Kiosk.

194

00:36:16.982 --> 00:36:31.112

Abbie Currier: The MCAS Resource Center has the current technology guidelines for MCAS computer-based testing. Again, as Shannon mentioned, for 2025 it's available on the technology setup page.

195

00:36:31.192 --> 00:36:42.362

Abbie Currier: It outlines the operating system versions that are supported for testing as well as the student kiosk device specifications and the portal browser specifications.

196

00:36:42.862 --> 00:36:56.881

Abbie Currier: In general, for operating system support as new OS versions and sub versions are released by the manufacturer throughout the school year, we conduct testing to confirm that they will be supported for testing.

197

00:36:57.092 --> 00:37:22.761

Abbie Currier: Technology coordinators should check the technology guidelines prior to each test administration to see how our testing has progressed throughout the school year. We don't have control over when Apple releases a new subversion. But as soon as those versions are released, we do extensive testing to make sure that there will be no issues with student testing.

198

00:37:23.912 --> 00:37:26.662

Abbie Currier: Schools should not update device

199

00:37:26.732 --> 00:37:30.412

Abbie Currier: OS versions during the spring testing windows.

200

00:37:30.482 --> 00:37:40.782

Abbie Currier: If schools do update the device OS versions after running site readiness this fall, you should run site readiness again prior to spring testing.

201

00:37:40.982 --> 00:38:08.511

Abbie Currier: This is especially important for Chromebooks. If you are running on the stable channels, you'll want to make sure that if you're updating your operating system version number between running site readiness this fall and testing in a couple of months that you make sure you just double check one more time with site readiness, and make sure that everything is great with the latest operating system version that you are on.

202

00:38:12.132 --> 00:38:22.021

Abbie Currier: A couple notes about the student device specifications and all of this information is provided in the guides that are on the MCAS Resource Center.

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00:38:22.942 --> 00:38:30.981

Abbie Currier: But in general, for hardware, the student devices must be able to connect to the internet through wired or wireless networks.

204

00:38:31.172 --> 00:38:41.472

Abbie Currier: The minimum screen size is a 9.7-inch screen size or larger, which is essentially a 10-inch class tablet or larger.

205

00:38:41.542 --> 00:38:47.112

Abbie Currier: The minimum screen resolution is a 1024 by 7, 68, or larger.

206

00:38:47.979 --> 00:38:57.031

Abbie Currier: We do have the browser requirements listed again. This is the same for both the portal as well as practice tests on the browser.

207

00:38:57.262 --> 00:39:02.421

Abbie Currier: And then we provide the desktop and laptop specific requirements as well.

208

00:39:05.432 --> 00:39:23.081

Abbie Currier: The ChromeOS support plan is available here. It's also available in the guides on the MCAS Resource Center. In general, eMetric supports the latest three versions of ChromeOS that are released on the stable channel, and the latest versions that are on the LTS Channel.

209

00:39:23.492 --> 00:39:51.431

Abbie Currier: Schools are not recommended to use the Beta versions of ChromeOS as this could result in errors. We do use Beta to do testing, so that we make sure that if there is going to be an issue when that version is released, we know ahead of time and can notify the field. So that is why we highly recommend that you do not use the Beta versions. We want to find them, the issues, if there are any, not you.

210

00:39:51.992 --> 00:40:06.112

Abbie Currier: For February High School Science, we have a couple of Chrome versions here, and the rest will be supported for not only for February High School Science, but March retests and spring as well.

211

00:40:07.132 --> 00:40:09.122

Abbie Currier: Now for LTS.

212

00:40:09.272 --> 00:40:15.201

Abbie Currier: Google is releasing version 132 in April.

213

00:40:15.392 --> 00:40:33.681

Abbie Currier: That in the middle of spring testing, so we'd still recommend that you not update your Chromebooks to the latest version of LTS. Just if you have students testing, let them finish testing and then update to the latest version of LTS.

214

00:40:33.682 --> 00:40:54.961

Abbie Currier: If you do update to 132, we'll be conducting our regular checks and testing ahead of time. If we foresee any issues, we'll be sure to let you know. But you will be able to continue testing either way. But we really recommend

215

00:40:54.972 --> 00:41:01.080

Abbie Currier: that you stay on 126 throughout spring testing so as not to cause any

216

00:41:01.602 --> 00:41:07.291

Abbie Currier: possible issues if you do update when the latest version of LTS comes out.

217

00:41:08.852 --> 00:41:18.811

Abbie Currier: And again, for more information on all of this, please see the technology guidelines for the MCAS computer-based testing on the MCAS Resource Center.

218

00:41:21.592 --> 00:41:37.505

Abbie Currier: Here we have the iPad support plan as well. Again, we support the latest three major versions that are supported by Apple. We will provide the latest sub versions that we have tested on closer to the

219

00:41:38.852 --> 00:42:07.811

Abbie Currier: live administration to make sure that we are testing up to the version that you will be on when students are actually sitting down to take the test. So right now, we are currently confirmed up to 16.7 or 17.6, as an example. iOS 18 is expected in early fall. And so, we'll do technology testing on that as soon as that is made available.

220

00:42:09.562 --> 00:42:18.802

Abbie Currier: Here we have all of the versions of Linux, Mac, and Windows. For Linux we are supporting Fedora version 40,

221

00:42:19.192 --> 00:42:31.672

Abbie Currier: Mac is 13, 14, and 15. So again, the latest three major versions that are supported by Apple, and then the latest sub version will be specified in the table after being fully tested.

222

00:42:31.962 --> 00:42:37.132

Abbie Currier: And then for Windows. We do support Windows 10 and Windows 11.

223

00:42:39.722 --> 00:42:48.541

Abbie Currier: And again, all of this is spelled out in the technology guidelines for MCAS, computer-based testing available on the MCAS Resource Center.

224

00:42:50.652 --> 00:43:00.511

Abbie Currier: The network requirements and guidelines for firewalls: we do ask that you allow traffic through ports 80 and 443,

225

00:43:00.772 --> 00:43:14.191

Abbie Currier: the proxy and content filter servers. We have a list of URLs to allow on those two ports that are available on page 2 of the Guide to Installing the MCAS Student Kiosk and Conducting Site Readiness.

226

00:43:14.904 --> 00:43:36.952

Abbie Currier: If you are running any sandboxing applications, we do ask that you choose a network folder or local folder that is not touched by the sandboxing applications, and that is applicable for both the storage response location and the kiosk installation folders. And again, we go into great detail in the

227

00:43:37.352 --> 00:43:49.681

Abbie Currier: Guide to Installing the MCAS Student Kiosk. So that is going to be very, very useful to you as you are downloading the MCAS Student Kiosk and installing it on your student testing devices.

228

00:43:50.352 --> 00:44:00.302

Abbie Currier: We do also ask that you turn off your operating system auto updates so that nothing accidentally auto updates in the middle of student testing.

229

00:44:03.332 --> 00:44:12.431

Abbie Currier: So again, we've talked about how to download and install the MCAS Student Kiosk. Again, it is available through the MCAS Portal.

230

00:44:12.482 --> 00:44:16.831

Abbie Currier: It is also available on the MCAS Resource Center.

231

00:44:17.042 --> 00:44:35.981

Abbie Currier: We do ask that for the Apple app store and Chrome web store that you use the direct links that we are providing to you. Sometimes with the Chrome web store you can't locate it if you're trying to search MCAS, so using the direct links is going to be your best bet.

232

00:44:36.842 --> 00:44:40.492

Abbie Currier: We also provide the app ID for Chrome

233

00:44:40.652 --> 00:44:49.111

Abbie Currier: so that you can look that up in the Guide to installing the MCAS Kiosk, and you can locate that there.

234

00:44:49.772 --> 00:45:01.412

Abbie Currier: These, as I mentioned before, the scripted installations and other methods of installation, are provided in the Guide to Installing the MCAS Student Kiosk and Conducting Site Readiness.

235

00:45:04.902 --> 00:45:08.131

Abbie Currier: And we'll go back over to Shannon for Q and A.

236

00:45:09.152 --> 00:45:29.081

Shannon Cullen: Thanks, Abbie. We have had a lot of questions come in about ChromeOS support. I've seen some about what LTS will be supported, and what stable channel will be supported. Could you go back to that slide and just walk through ChromeOS for the 2025 admins one more time?

237

00:45:29.372 --> 00:45:30.142

Abbie Currier: Yes.

238

00:45:43.132 --> 00:45:49.292

Abbie Currier: So, for LTS, it’s version 126 that was released in October this month.

239

00:45:49.432 --> 00:46:05.401

Abbie Currier: And that will be on LTS until April. So, as I mentioned before, we do not recommend updating in April to 132, when it's released, simply because students will be in the middle of their spring testing window.

240

00:46:10.422 --> 00:46:14.452

Shannon Cullen: And could you talk through the versions, one through 134 as well.

241

00:46:16.913 --> 00:46:19.981

Abbie Currier: Yes. So, on the stable channel.

242

00:46:20.022 --> 00:46:34.182

Abbie Currier: These versions, as you know, are released fairly, regularly by Google. So, we will support them as they are released. We do extensive testing on the beta versions of each of these versions.

243

00:46:34.594 --> 00:46:55.202

Abbie Currier: So, if we run into any issues during testing, we will alert you before the version is made public, so that you understand if there are any nuances with the latest version but for spring testing, the released versions will be 132, 133, 134.

244

00:46:56.572 --> 00:46:58.907

Abbie Currier: and those will be

245

00:46:59.702 --> 00:47:03.402

Abbie Currier: supported throughout the entire spring testing window.

246

00:47:04.942 --> 00:47:06.311

Shannon Cullen: Awesome. Thank you.

247

00:47:06.902 --> 00:47:31.522

Shannon Cullen: Another question that I've seen come up is about which URLs are needed to be allowed, and I think there is a link in a few slides to the Guide to Installing the MCAS Student Kiosk and conducting Site Readiness. And so just want to call out that those URLs are in that document which is posted on the MCAS Resource Center. So, if you're curious about that, please take a look at that list.

248

00:47:32.132 --> 00:47:47.601

Shannon Cullen: There are a lot of other questions coming in right now that I think will actually be answered when we get to the site readiness demonstration. So, I think, for now let's move on to our next section conducting site readiness and see if we can take care of some of those questions.

249

00:47:48.422 --> 00:47:50.042

Abbie Currier: All right. That sounds great.

250

00:47:53.022 --> 00:47:57.422

Abbie Currier: All right. So, I'm going to switch back over to the MCAS Portal

251

00:47:57.912 --> 00:48:21.122

Abbie Currier: again. I'm still logged in as my demo technology coordinator user. This user is at the district level, which is why for site readiness, I have a list of all of my schools in my district, and I have different site readiness logins for each of my schools. And there's a reason for that. Just really quickly, so that you understand

252

00:48:21.122 --> 00:48:29.982

Abbie Currier: when you are running site readiness on each of your device configurations, that information is going to be captured here,

253

00:48:30.172 --> 00:48:54.532

Abbie Currier: and you can view those details here. So, in school one in Cyber Falls. You can see that I ran site readiness on Chrome version 126, and Chrome 128, and those are listed out here along with not just the device, name, and the operating system, but the screen size as well, and the date and time that they were run.

254

00:48:55.652 --> 00:49:14.141

Abbie Currier: And this will be captured for each school, so that you can make sure that you're covering all of your device configurations at each school. So, if school one only has these 2 Chromebooks, that's great. You only need to run site readiness on a couple of devices in each of those device configurations.

255

00:49:14.142 --> 00:49:28.691

Abbie Currier: But if at school 2, for example, you know that you have Chromebooks and a couple of Windows machines that need to be used for testing, you'll want to make sure that you're conducting site readiness on not just the Chromebooks, but the Windows devices as well.

256

00:49:29.482 --> 00:49:37.311

Abbie Currier: So, with that, I'm going to go back out here to the home page so that I can get my site readiness credentials.

257

00:49:37.852 --> 00:49:51.211

Abbie Currier: You will be running the sit readiness tests on the kiosks themselves. Unfortunately for a demo like this, I can't use the kiosk because it locks everything down. I wouldn't be able to share my screen.

258

00:49:51.985 --> 00:50:04.192

Abbie Currier: So, I'm going to be using the browser, but that is solely for demonstration purposes. You will be utilizing the actual MCAS Student Kiosk, not the browser for running site readiness.

259

00:50:04.312 --> 00:50:13.011

Abbie Currier: In fact, if you try to run site readiness on the browser. Those details will not appear in the site readiness details page.

260

00:50:15.032 --> 00:50:18.202

Abbie Currier: So, I'm going to copy the username and password here.

261

00:50:18.572 --> 00:50:26.051

Abbie Currier: And I'm entering in the username and password exactly the way a student would enter their own username and password to get to a test.

262

00:50:26.292 --> 00:50:28.161

Abbie Currier: And then I'll click, sign in

263

00:50:31.392 --> 00:50:35.522

Abbie Currier: and this will get me into the site readiness test.

264

00:50:35.562 --> 00:50:43.821

Abbie Currier: Now, there are 2 parts to this test, and both parts do need to be completed on each of your device configurations.

265

00:50:44.392 --> 00:51:03.002

Abbie Currier: And again, when we say device configurations, we're talking about a type of device in the operating system version number. So, if you have Chromebooks and they're not all on the same operating system version number, you'll need to make sure you're running site readiness on each OS version.

266

00:51:03.624 --> 00:51:09.542

Abbie Currier: A couple of other things to note if you are trying to determine which

267

00:51:10.622 --> 00:51:14.698

Abbie Currier: which devices you should run site readiness testing on.

268

00:51:16.162 --> 00:51:27.817

Abbie Currier: Pick a couple of devices of each device configuration. And then, if you know that there are places in the cafeteria or the gym, or wherever you're going to be conducting

269

00:51:28.182 --> 00:51:52.502

Abbie Currier: your MCAS testing, if you know that there are Wi-fi spots that don't have great internet or can be a little wobbly, or any other areas where you have any concerns about your network or internet connection, you can go ahead and run site readiness in those locations, and it will just double check everything is correct

270

00:51:52.502 --> 00:51:58.342

Abbie Currier: right then and there. So, the 1st thing I'm going to show you is the system setup test.

271

00:51:58.502 --> 00:52:03.122

Abbie Currier: This is going to run a connection capacity test first

272

00:52:03.162 --> 00:52:10.111

Abbie Currier: So, this is using the internet connection for this device in this location.

273

00:52:10.842 --> 00:52:16.912

Abbie Currier: And it's going to determine how many students can simultaneously log in and begin testing.

274

00:52:17.112 --> 00:52:35.472

Abbie Currier: And this is a very particular point in time, and I will show you what this looks like in a few minutes. But essentially what this number means is that I can have 1,025 students simultaneously downloading the test content.

275

00:52:35.862 --> 00:52:42.642

Abbie Currier: So, what does that mean? Exactly when the students log in, they’ll log in with their username and password.

276

00:52:42.682 --> 00:52:53.642

Abbie Currier: and then they'll get to the directions page. While the student is reading the directions, the test content for that session is being downloaded to their local device.

277

00:52:53.752 --> 00:53:08.641

Abbie Currier: So that from that point on, after they click continue on the directions page that content is not being pulled from our servers. It's being pulled from the local device. So, their Internet can be going in and out.

278

00:53:08.932 --> 00:53:37.491

Abbie Currier: And they can continue testing. And we're going to go into detail about that in a little bit. But I wanted you to have some context for what this number is really talking about. And it is students logging in and downloading that test content at the exact same time, based on the capacity of my Internet right now. So, you'll also want to be sure that you're running site readiness at a normal time during the school day

279

00:53:37.532 --> 00:53:41.092

Abbie Currier: that you will have students taking the MCAS test.

280

00:53:41.212 --> 00:53:50.862

Abbie Currier: You don't want to run this off hours when you don't have a lot of Internet traffic. You want to make sure this is a realistic connection capacity test.

281

00:53:52.082 --> 00:54:09.741

Abbie Currier: It's also going to verify your connectivity to your stored response, location to the kiosk, to the Internet, etc. It's going to verify that this device meets the screen resolution minimum, which is 1024 by 768.

282

00:54:10.152 --> 00:54:18.501

Abbie Currier: And then it also has a check for text to speech, and you just click the blue button to listen to it and make sure that you can hear the audio.

283

00:54:18.912 --> 00:54:21.481

Abbie Currier: The quick fox jumped over the lazy dog.

284

00:54:21.862 --> 00:54:25.142

Abbie Currier: And it'll say, does text speech work. You say yes.

285

00:54:26.172 --> 00:54:29.052

Abbie Currier: And it'll let you know that you have finished your test.

286

00:54:31.212 --> 00:54:43.952

Abbie Currier: So, you can see that for this device check, the check system setup test is complete. Now, the second part for the site readiness test is the student interface test.

287

00:54:44.142 --> 00:54:50.212

Abbie Currier: And what this is going to do is allow you to essentially see a couple of practice test items

288

00:54:51.552 --> 00:54:55.421

Abbie Currier: within the student interface.

289

00:54:56.422 --> 00:55:00.461

Abbie Currier: Shannon, did you want to say anything before we get started on this part?

290

00:55:03.102 --> 00:55:21.172

Shannon Cullen: Thanks, Abbie. So, in a moment Abbie's going to start the student interface test, which, just to give a brief overview, is going to take you into the student interface where technology coordinators will be able to test whether test content is

291

00:55:21.882 --> 00:55:28.051

Shannon Cullen: successfully coming down into student devices. But I also just want to say that this student interface

292

00:55:28.052 --> 00:55:52.212

Shannon Cullen: does not contain all of the features yet that will be in the student interface in both the practice and the operational tests. So, I just don't want anyone to be alarmed if you expect to see certain features or accommodations, you won't see all of the features that are available within the student interface test. It is meant to be a test of does test content come down from the servers

293

00:55:52.212 --> 00:55:56.432

Shannon Cullen: onto student devices. Thanks, Abbie for calling that out.

294

00:55:56.884 --> 00:55:58.241

Abbie Currier: Thank you. Shannon.

295

00:55:58.262 --> 00:56:01.182

Abbie Currier: So, I'm going to click on this button now

296

00:56:01.212 --> 00:56:16.782

Abbie Currier: and it's going to tell me, what some of the accommodations are that have been automatically turned on. And I'm going to click, continue. And when I do, it's going pull up the directions page. Now in the center of the directions page sort of about

297

00:56:16.782 --> 00:56:32.271

Abbie Currier: one third of the way up, it's going to have a circle, and it's going to quickly jump from 0% to 100% and change to a continue button. So be looking right here or so on your screen when I click the continue button.

298

00:56:34.322 --> 00:56:40.351

Abbie Currier: That was the test content for the site readiness test being downloaded to my local device.

299

00:56:40.692 --> 00:56:58.342

Abbie Currier: So as long as the student gets to the continue button here, from this point forward, the Internet connectivity can be going in and out, and the student can continue to take the test. I just wanted you to be able to see what that looked like with the test content downloading.

300

00:56:58.982 --> 00:57:01.941

Abbie Currier: So, from here you'll click the continue button.

301

00:57:02.152 --> 00:57:23.392

Abbie Currier: And as Shannon mentioned, this is just a couple of test questions so that you can verify that the test content was downloaded correctly, that you can see all parts of the student interface. You can see the navigation buttons, the tools, etc. You can interact with these if you would like.

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00:57:24.681 --> 00:57:29.771

Abbie Currier: You'll click the next button to move forward. You can click the back button to move back.

303

00:57:31.102 --> 00:57:47.551

Abbie Currier: and you can spend as much or as little time in the student interface test as you feel comfortable with. But this allows you to verify that the content is being downloaded, and it is presenting correctly without having to log into a practice test yourself.

304

00:57:47.922 --> 00:57:59.802

Abbie Currier: So here on the last item, you're going to see a finish button up here, and this is exactly the way that a student is going to turn in their session of the test as well. So, you'll click finish.

305

00:58:00.492 --> 00:58:06.672

Abbie Currier: It'll take you to a review screen of all the items in the site readiness test. You'll click turn in.

306

00:58:07.322 --> 00:58:11.652

Abbie Currier: It'll say there are unanswered questions, because I didn't answer all of them.

307

00:58:11.672 --> 00:58:22.901

Abbie Currier: And you'll click, turn in again. And now you can see that both parts of the Site readiness test are now complete, and that is what you want to see. You want to see both parts of these to be complete.

308

00:58:23.582 --> 00:58:43.611

Abbie Currier: Once you've done this on 2 or 3 devices of each device configuration, you've made sure that you've covered testing for any Wi-fi low spots or any other concerns with network connection that you have in your schools and organizations, you'll be able to come back out here to the portal.

309

00:58:45.152 --> 00:58:46.322

Abbie Currier: And again

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00:58:46.752 --> 00:58:48.901

Abbie Currier: we'll click on site readiness.

311

00:58:49.272 --> 00:59:00.562

Abbie Currier: And as a district level technology coordinator, I can see all of the details for all of my schools. So, I'm going stay on school number one.

312

00:59:02.242 --> 00:59:18.602

Abbie Currier: Click view details, and I can see that I've run site readiness on all of the device configurations at that school. And maybe I have a technology coordinator at that school, and they have already clicked the button to

313

00:59:19.122 --> 00:59:22.561

Abbie Currier: verify that they have done site readiness.

314

00:59:23.472 --> 00:59:26.442

Abbie Currier: If I change this to another school,

315

00:59:26.612 --> 00:59:35.711

Abbie Currier: I can see, yes, the site readiness was done on 2 devices, but it is not certified as being complete.

316

00:59:35.832 --> 00:59:48.912

Abbie Currier: So that indicates to me that maybe there are other devices that need to have site readiness conducted on them before the technology coordinator at that school is ready to certify site readiness.

317

00:59:49.012 --> 00:59:51.161

Abbie Currier: So, the purpose of this

318

00:59:51.312 --> 01:00:09.772

Abbie Currier: step is to facilitate communication between technology coordinators and test coordinators. So, it's important that once you feel as a technology coordinator like you've downloaded and installed all the MCAS kiosk, you've conducted your site readiness, everything is good to go.

319

01:00:09.982 --> 01:00:13.321

Abbie Currier: At that point. You can click certify site readiness.

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01:00:13.802 --> 01:00:32.532

Abbie Currier: The test coordinators will also be able to see which sites have conducted site readiness as well as which have certified site readiness. So, I changed my dropdown here on my summaries page to the district Cyber Falls

321

01:00:32.622 --> 01:00:45.992

Abbie Currier: and I can see for each school the number of devices that were tested, and then the date and time and username of who certified site readiness at each of those schools. So, it's a really great communication tool

322

01:00:46.929 --> 01:00:54.091

Abbie Currier: to facilitate communication between the technology coordinators. As well as the test coordinators, too.

323

01:00:55.872 --> 01:01:01.171

Abbie Currier: With that I will go ahead and go back to the presentation.

324

01:01:05.952 --> 01:01:17.971

Abbie Currier: So just a little overview of site readiness and the things that we have talked about so far. So, what are the purposes of conducting site, readiness and site certification?

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01:01:19.240 --> 01:01:30.002

Abbie Currier: It's for technology coordinators to confirm that installation of the MCAS Student Kiosk was done correctly on all of the student testing devices.

326

01:01:30.362 --> 01:01:37.472

Abbie Currier: It's to confirm that testing devices meet the minimum requirements and have been properly configured,

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01:01:37.632 --> 01:01:42.282

Abbie Currier: to confirm that test content reaches student devices without issue,

328

01:01:42.312 --> 01:01:48.021

Abbie Currier: and to identify any potential technology-related issues before testing begins.

329

01:01:48.432 --> 01:01:56.981

Abbie Currier: For communication of these steps to district and school test coordinators that the devices are ready, we use site certification.

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01:01:58.012 --> 01:02:05.152

Abbie Currier: So, site readiness is conducted after installing the MCAS Student Kiosk on testing devices.

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01:02:05.202 --> 01:02:13.181

Abbie Currier: Again, we have those recommended deadlines of November 15th for high schools, and December 13th for grades 3 through 8,

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01:02:15.342 --> 01:02:25.042

Abbie Currier: and the general steps involved that we've already gone over are that the technology coordinators will sign into the portal to retrieve their site readiness credentials.

333

01:02:25.935 --> 01:02:31.702

Abbie Currier: Those credentials are school specific. That's why we have a school dropdown selector.

334

01:02:32.042 --> 01:02:43.911

Abbie Currier: And so, you'll need to make sure that you utilize the correct credentials for your school in order to make sure that those device details are linked to the correct school.

335

01:02:44.772 --> 01:02:51.181

Abbie Currier: The technology coordinators will launch the MCAS Student Kiosk, not the browser. The kiosk

336

01:02:51.292 --> 01:02:55.211

Abbie Currier: on each student testing device configuration

337

01:02:55.872 --> 01:02:59.781

Abbie Currier: and then use the site readiness credentials to run the test.

338

01:03:01.682 --> 01:03:13.331

Abbie Currier: So again, we talked about this at the beginning, but there is no kiosk and there is no site readiness for the training site. This is only available on the MCAS Portal.

339

01:03:14.622 --> 01:03:20.311

Abbie Currier: The technology coordinators will need to complete the two-part test on each device

340

01:03:20.322 --> 01:03:25.942

Abbie Currier: type. And again, that was the system setup test that we showed and the student interface test.

341

01:03:29.662 --> 01:03:35.441

Abbie Currier: Then the technology coordinators will go back to the portal to complete the site certification step.

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01:03:35.952 --> 01:03:44.642

Abbie Currier: The technology coordinators will need to communicate with their principal, their STC, to let them know site readiness has been completed and certified.

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01:03:44.932 --> 01:03:56.301

Abbie Currier: And the school and district coordinators will confirm that their technology coordinators have completed site certification for their schools by the recommended deadlines, listed.

344

01:03:59.482 --> 01:04:09.121

Abbie Currier: The site readiness procedure. So, logging into that test and taking both parts of it will take approximately 5 to 10 min per device.

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01:04:09.522 --> 01:04:35.752

Abbie Currier: And it's recommended to conduct site readiness again, prior to testing, if your school experiences any changes to technology, so any changes to the network, to the Internet, to the devices themselves, the operating system versions, anything like that. It's just a good thing to plan for a sanity check and use the site readiness again in order to make sure that everything is still good for testing.

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01:04:36.432 --> 01:04:50.952

Abbie Currier: All of these steps are included in the Guide to Installing the MCAS Student Kiosk and Conducting Site Readiness, which is available on the MCAS Resource Center, and specifically pages 31 to 41.

347

01:04:54.482 --> 01:05:04.222

Abbie Currier: Again, this is what we just covered. The site readiness is a 2-part test that allows technology coordinators to ensure that the kiosk has been properly installed.

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01:05:04.312 --> 01:05:20.552

Abbie Currier: That system setup test is going to allow you to verify and confirm the network connectivity, the screen resolution, that you can hear text to speech, as well as help you understand about how many students may begin testing at the same time.

349

01:05:21.362 --> 01:05:23.512

Abbie Currier: The student interface

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01:05:23.752 --> 01:05:25.522

Abbie Currier: test is

351

01:05:25.922 --> 01:05:28.661

Abbie Currier: what provides sample test questions

352

01:05:28.722 --> 01:05:37.271

Abbie Currier: to determine whether the device is capable of correctly displaying and navigating the test content in the MCAS Student Kiosk.

353

01:05:38.332 --> 01:05:40.992

Abbie Currier: You can also use the student tools

354

01:05:41.142 --> 01:05:48.451

Abbie Currier: and the navigation buttons to make sure that those are displaying correctly and can be utilized by the student.

355

01:05:51.282 --> 01:06:01.661

Abbie Currier: Again, what we just covered is, after all the device configurations for your school have successfully completed site readiness, you'll be able to certify the site for testing

356

01:06:01.862 --> 01:06:06.882

Abbie Currier: Site Certification is done in the MCAS Portal, not the training site.

357

01:06:06.912 --> 01:06:17.421

Abbie Currier: And the technology coordinators will certify site readiness to signal to school and district test coordinators that the school technology has been confirmed as ready for testing.

358

01:06:17.862 --> 01:06:32.051

Abbie Currier: Again, the Guide to Installing the MCAS Student Kiosk and Conducting Site Readiness, which is on the MCAS Resource Center, is going to provide you with a lot of really great information about the details of all of this.

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01:06:33.092 --> 01:06:36.072

Abbie Currier: And just a note that DESE will follow up with schools

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01:06:36.142 --> 01:06:39.402

Abbie Currier: who do not complete the site readiness testing.

361

01:06:44.742 --> 01:06:55.872

Abbie Currier: So again, retrieving the site readiness credentials. You'll just log in into the MCAS Portal with your username and password.

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01:06:56.382 --> 01:06:58.142

Abbie Currier: Click administration.

363

01:06:58.252 --> 01:07:15.352

Abbie Currier: And at the bottom of that page beneath the MCAS Student Kiosk downloads, you'll see the username and password. Obviously, you'll have to write yours down on a piece of paper and take it to the individual test taking devices you won't be able to copy and paste them like I did in the demo today.

364

01:07:17.731 --> 01:07:22.672

Abbie Currier: Again, this is what we just went over with the system setup test.

365

01:07:23.012 --> 01:07:28.482

Abbie Currier: This will help you with making sure that your network connectivity is

366

01:07:28.532 --> 01:07:31.302

Abbie Currier: is complete and all of that.

367

01:07:31.850 --> 01:07:50.271

Abbie Currier: And then the second part is the student interface test to make sure that the content is able to be downloaded from our servers to your organization on that student test taking device, and that everything looks good in the kiosk itself.

368

01:07:52.162 --> 01:07:55.901

Abbie Currier: And then certifying site readiness. What we just talked about

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01:07:55.992 --> 01:08:00.612

Abbie Currier: is available in the site readiness tab in the top menu.

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01:08:01.002 --> 01:08:10.961

Abbie Currier: And then you can view the details as well as well as a summary page for your school and all the schools in your district if you're a district test coordinator.

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01:08:14.682 --> 01:08:27.382

Abbie Currier: And then we just talked about how to certify your site is ready for testing. But again, make sure you don't certify site readiness until you conducted site readiness and all your different device configurations.

372

01:08:29.532 --> 01:08:33.012

Abbie Currier: And now we'll turn it back over to Shannon for Q and A.

373

01:08:34.962 --> 01:08:57.042

Shannon Cullen: Thanks, Abbie. I actually have a couple of questions for you here that have come in about site readiness. I've seen a few questions that are asking, “Do I need to do site readiness on every single one of my devices? Do I only need to do it on one of my devices?” Could you clarify for us again what the recommendation is in terms of the number of devices to complete site readiness on.

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01:08:57.332 --> 01:08:59.971

Abbie Currier: Yes, it is 2 to 3 devices

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01:09:00.152 --> 01:09:02.571

Abbie Currier: per device configuration.

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01:09:02.622 --> 01:09:29.721

Abbie Currier: So, the device configuration is the type of device, whether it's Windows, Mac Linux, Chromebook, iPad and the version of the operating system you're operating. So again, if you have Chromebooks, and some of them are on one version and some are on another. You'll want to select a couple of the Chromebooks that are on maybe they're on the stable channel on 132,

377

01:09:29.722 --> 01:09:47.002

Abbie Currier: so, you'll select 2, 3 devices on that operating system version number to run site readiness on. And then let's say you have some Chromebooks on the LTS Channel. You would run site readiness on a couple of those operating system version number as well.

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01:09:47.002 --> 01:10:01.232

Abbie Currier: Same concept with Windows. Or Mac. If you have some devices that are on Mac 14. And then you have some brand-new devices that are on 15. You'll want to select 2 to 3 devices

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01:10:01.282 --> 01:10:20.381

Abbie Currier: of each device configuration that you have at your school to do site readiness on. We are not recommending that you run site readiness on every single test taking device. Some of you have over a thousand devices. That would be too much. So, a couple devices 2 to 3

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01:10:20.402 --> 01:10:24.621

Abbie Currier: for each configuration is what we're recommending.

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01:10:24.842 --> 01:10:51.692

Abbie Currier: Above and beyond that, if you know that there are certain locations that have a network or internet connection issues, or if you have any other concerns about student testing and technology, you're more than welcome to run site readiness in those locations as well, utilizing a test, taking device just for making sure that everything is copacetic.

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01:10:53.432 --> 01:11:07.961

Shannon Cullen: Awesome. Thank you. I've also seen several questions about who is able to conduct and certify site readiness. Is it just the technology coordinator? Can school and district test coordinators take this step as well? Could you clarify that?

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01:11:08.112 --> 01:11:18.942

Abbie Currier: Yes. So DTCs, STCs, and technology coordinators all have the ability to locate the site readiness credentials, run site readiness,

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01:11:19.353 --> 01:11:26.011

Abbie Currier: view the details of site readiness in the portal as well as certify site readiness is complete.

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01:11:26.082 --> 01:11:41.422

Abbie Currier: So, if you are at a really small district and you don't have a technology coordinator, and you're a DTC or an STC, you're welcome to take these tasks on yourself. You don't need to have a technology coordinator account in order to do these.

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01:11:42.482 --> 01:12:05.841

Shannon Cullen: Thanks, Abbie. I've also seen a good number of questions and comments come in about practice tests. So, I just wanted to take a minute to clarify what practice tests are planned to be available and how students will use them. And again, we plan on releasing information about how to use the practice tests later on. It has not been released yet. We plan on releasing step-by-step guides.

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01:12:06.180 --> 01:12:23.772

Shannon Cullen: But just to give you an overview, so similar to previously we have planned for the MCAS Resource Center to contain links to the computer-based practice test just like we had before, where students will be able to click on the link, not sign in but get right to the practice test.

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01:12:24.702 --> 01:12:50.972

Shannon Cullen: Also similar to what we had with TestNav, within the MCAS Student Kiosk there will be an ability for students to click into the practice test without a login. And so, this is similar to TestNav, where there was a link for the practice test. In the MCAS Student Kiosk there will be a link for the practice test, and students will not be required to use a login, but they can use the kiosk to take the practice test.

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01:12:51.252 --> 01:13:18.232

Shannon Cullen: And then the 3rd way is what I mentioned earlier is, there will be a way to set up a practice test through the MCAS Training Site and through this way students will have logins where they will enter usernames and passwords, but it will be conducted on a browser, and I know it seems like there's some confusion about this. And again, please stay tuned. We will have additional guidance and instructions in the future. And

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01:13:19.132 --> 01:13:22.742

Shannon Cullen: I think that's all the time we can spend on that topic today.

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01:13:23.562 --> 01:13:43.271

Shannon Cullen: And so, we're about to get into the additional information for technology coordinator section. And before we jump into that, I just want to bring up one other question that's come up repeatedly today. And that is, are we precaching? Is there still Proctor Cache? And the answer to that is, no, there is not precaching with the MCAS Student Kiosk

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01:13:43.272 --> 01:13:58.981

Shannon Cullen: similar to what we have had in previous years. So, there will be no downloading of test content up to a week in advance. And the reason for that is the MCAS Student Kiosk operates differently than what we had with TestNav. And I'm going to hand this over to Abbie to explain that a bit more.

393

01:14:00.042 --> 01:14:01.351

Abbie Currier: Thank you. Shannon.

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01:14:03.602 --> 01:14:14.002

Abbie Currier: Okay, so what we wanted to talk about was the details about Internet connectivity with the MCAS Student Kiosk.

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01:14:14.182 --> 01:14:34.302

Abbie Currier: So, Internet connectivity is required during testing at the beginning of the test, to authenticate the student login and download that test content. And remember, that is taking place on the directions page while the student is reading the directions that test content is being downloaded in the background.

396

01:14:34.972 --> 01:14:40.442

Abbie Currier: It's also required at the end of the test to submit responses for scoring.

397

01:14:40.822 --> 01:14:48.012

Abbie Currier: Once student has finished reading the test session directions, the content's been downloaded, from that point forward

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01:14:48.062 --> 01:14:52.462

Abbie Currier: the student may continue testing, regardless of Internet connectivity.

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01:14:52.922 --> 01:15:05.102

Abbie Currier: If the student's device loses Internet connectivity, the student should keep testing on that device. In fact, the student may not even realize that the Internet connection has gone down.

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01:15:05.528 --> 01:15:12.922

Abbie Currier: Do not move a student to a new device when experiencing any kinds of technical issues if the student’s already begun testing.

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01:15:13.372 --> 01:15:36.872

Abbie Currier: And we'll talk about why in just a moment. But the student responses will be saved to the save response location that you have indicated during MCAS Student Kiosk installation. So, in that installation wizard, when you are installing the kiosk, it will ask you, where do you want your saved responses to go.

402

01:15:36.922 --> 01:15:43.082

Abbie Currier: And that is the location where, if the student responses cannot be synced to our servers,

403

01:15:43.142 --> 01:15:47.151

Abbie Currier: they will instead be synced to the saved response location.

404

01:15:47.572 --> 01:15:58.861

Abbie Currier: Once the Internet connectivity resumes, the saved responses will automatically be synced to the eMetric servers. So, there's nothing that the student needs to do or the proctors, or anything like that.

405

01:15:59.892 --> 01:16:12.661

Abbie Currier: If the student needs to turn in the test and they are still offline, the student will receive a message to notify the test administrator, and we'll go over that in a couple more slides in detail.

406

01:16:13.452 --> 01:16:14.612

Abbie Currier: So again.

407

01:16:14.992 --> 01:16:30.092

Abbie Currier: Internet connectivity is required at the beginning of the test to authenticate their login and download the test content. So once the student has gotten past the directions page, they no longer need Internet connectivity.

408

01:16:30.402 --> 01:16:36.172

Abbie Currier: Then they'll need it again in order to submit their responses for scoring to our servers.

409

01:16:36.362 --> 01:16:46.721

Abbie Currier: Just a quick note. If you have students who utilize an ASL video accommodation, that's for grade 10 math and June science,

410

01:16:46.942 --> 01:17:10.681

Abbie Currier: they will need Internet connectivity during the test for their ASL videos. And then the same with any content that has video such as grades 5 and 8 STE. They will also need to have Internet connection in order to play the video. So, the rest of the content is syncing while they're on the directions page, it's just the video content that will need Internet connection.

411

01:17:12.272 --> 01:17:13.302

Abbie Currier: So

412

01:17:14.452 --> 01:17:18.162

Abbie Currier: as students are testing, they've gotten past the directions page,

413

01:17:18.342 --> 01:17:27.231

Abbie Currier: and they're testing, every 45 to 90 seconds, their responses are going to be automatically synced to the eMetric servers.

414

01:17:27.704 --> 01:17:40.832

Abbie Currier: These dots here. The Internet connectivity indicator is up in the top right-hand corner of the student interface. And when there is Internet connection, it is green.

415

01:17:41.202 --> 01:17:46.382

Abbie Currier: If, however, the student's Internet connectivity goes down,

416

01:17:46.878 --> 01:17:56.141

Abbie Currier: maybe the Wi-fi is going in and out, or there's a massive thunderstorm or something, and the Wi-fi goes down, that green dot will become gray.

417

01:17:56.162 --> 01:18:14.051

Abbie Currier: And that's an indicator that the Internet connectivity has gone down. So as a proctor walking around, if they suddenly notice that in the top right-hand corner. All of the dots have gone gray that means that the students are testing offline.

418

01:18:14.092 --> 01:18:23.112

Abbie Currier: And that means that because their responses cannot be synced to the servers, they're going to be saved in that saved response location.

419

01:18:23.502 --> 01:18:33.231

Abbie Currier: So, every 45 to 90 seconds, there's going to be a new file in that saved response location with their latest responses, whatever those might be.

420

01:18:34.202 --> 01:18:41.782

Abbie Currier: When the Internet connectivity is restored, maybe it just flickered off and came right back on in 30 seconds,

421

01:18:42.289 --> 01:18:47.062

Abbie Currier: even if there are responses in that saved response location,

422

01:18:47.162 --> 01:19:05.691

Abbie Currier: those responses, as soon as the Internet connection is available again, will automatically be sent to our servers. So again, if the Wi-fi is going in and out during testing those saved responses are automatically going to be sent. There's nothing that the students, the proctors or the technology coordinators need to do.

423

01:19:08.672 --> 01:19:20.991

Abbie Currier: If the student needs to finish the test and they still do not have internet connectivity, so they click, finish, and turn in and turn in, and that Internet connectivity indicator is still gray,

424

01:19:21.022 --> 01:19:26.441

Abbie Currier: the student is going to receive a prompt to notify their test administrator.

425

01:19:26.802 --> 01:19:34.332

Abbie Currier: And that test administrator will need to make sure that once the Internet connectivity is restored on that device,

426

01:19:34.432 --> 01:19:40.072

Abbie Currier: they relaunch the kiosk on that student test taking device.

427

01:19:40.152 --> 01:19:49.202

Abbie Currier: And those saved responses will automatically be sent to the servers. Again, the student does not need to be the one that relaunches the kiosk.

428

01:19:49.632 --> 01:19:58.622

Abbie Currier: They don't need to log in. They don't need to turn in the test again. It is simply that a proctor needs to sit at that computer

429

01:19:58.652 --> 01:20:22.191

Abbie Currier: and relaunch the kiosk. And what that means is, let's say it's a Windows device. There's a desktop icon that says MCAS kiosk. They'll double click that icon, and if they see the sign in page with a username and password field for the student to log in, that means that all of the saved responses have been synced, there's nothing more that they need to do.

430

01:20:23.592 --> 01:20:47.991

Abbie Currier: So, that is the only nuance. At the end of the test, again, from a student's perspective, all they have to do is let their proctor know that they don't have Internet connection. And then afterwards, once the Internet comes back on for that device, the proctor will need to relaunch the kiosk and get to that sign in page, and all of the student responses will be automatically saved and synced to our servers.

431

01:20:52.342 --> 01:20:53.192

Abbie Currier: So

432

01:20:53.432 --> 01:21:04.831

Abbie Currier: just a summary of the procedure for any sort of loss of network connectivity. So, if a student finishes and is ready to turn in the test while offline

433

01:21:05.522 --> 01:21:08.161

Abbie Currier: go ahead and allow the student to turn in the test.

434

01:21:08.432 --> 01:21:12.691

Abbie Currier: The student will receive a message to notify the test administrator or proctor.

435

01:21:13.262 --> 01:21:17.262

Abbie Currier: The proctor will need to record the device the student is testing on

436

01:21:17.622 --> 01:21:23.292

Abbie Currier: so they make sure that they're launching the kiosk from that device where the saved responses are.

437

01:21:24.874 --> 01:21:40.092

Abbie Currier: You'll want to ensure that no network management, tools or system maintenance will alter that devices, files, or configuration. So, we talked about the sandboxing applications and making sure that those will not touch the saved response location, things like that.

438

01:21:40.332 --> 01:21:53.981

Abbie Currier: And then, once network connectivity is restored. The test administrator will need to resume Internet connectivity and relaunch the MCAS Student Kiosk. And again, if you can get to the student login page,

439

01:21:54.692 --> 01:22:01.272

Abbie Currier: this, the saved responses have synced. That's all you need to do is relaunch the kiosk and get to the login page.

440

01:22:02.462 --> 01:22:17.552

Abbie Currier: If you are at all unsure of the status of the student responses, you are more than welcome to call the MCAS Service Center, and we're happy to verify that we've received all the student responses, and you're ready to move on.

441

01:22:18.052 --> 01:22:27.581

Abbie Currier: Again, step-by-step instructions for all of this is included in guidance documents on the MCAS Resource Center that will be available later this school year.

442

01:22:30.422 --> 01:22:31.122

Abbie Currier: Bye.

443

01:22:31.232 --> 01:22:34.242

Abbie Currier: And with that I'll turn it back over to Shannon for Q and A.

444

01:22:34.572 --> 01:22:50.822

Shannon Cullen: Thanks so much, Abbie, and we are starting to run right up to the end of our time here. So, I'm going to call out just one question that I saw had a large number of upvotes, and that was, how often do responses sync to the eMetric servers? Could you clarify that?

445

01:22:51.082 --> 01:22:53.481

Abbie Currier: Every 45 to 90 seconds.

446

01:22:54.252 --> 01:23:14.702

Shannon Cullen: Awesome. Thank you. And unfortunately, because we're at the end of time here, I know there's a lot of other really great questions coming in. Please continue to write them in like Jodie said at the top here. We will continue to work through them and send out a Q and A after today's presentation. But for now, let's keep moving.

447

01:23:19.262 --> 01:23:21.431

Jodie Zalk: Thanks, Shannon. Thanks, Abbie.

448

01:23:21.682 --> 01:23:49.091

Jodie Zalk: I'm going to quickly go through resources support, and next steps. Folks have come to our trainings before know this is usually how we close our training sessions. I want to go through these quickly, so that folks who want to stay can have some sandbox time and see some additional demonstrations. So here are some links for some of the guidance that we provided earlier today, I want to call out the Student Assessment Updates.

449

01:23:49.092 --> 01:24:06.471

Jodie Zalk: This is our bi-weekly newsletter. If you don't already receive this, you may want to sign up or connect the dots back with your test coordinator to develop a communication plan. If they want to share out all the technology related information.

450

01:24:06.932 --> 01:24:08.322

Jodie Zalk: Next slide, please.

451

01:24:09.292 --> 01:24:22.552

Jodie Zalk: After today you'll receive an evaluation form. I do want to assure you that we do read all the evaluations. We do use your feedback to help us in designing the upcoming training sessions.

452

01:24:22.582 --> 01:24:30.131

Jodie Zalk: And then, as we said earlier, in about a week we'll send out the Q and A from the session as well as the link to the recording.

453

01:24:31.242 --> 01:24:32.242

Jodie Zalk: Next slide.

454

01:24:32.392 --> 01:24:59.412

Jodie Zalk: And after you hang up today, here's where you'll be able to get support for questions. If you have any questions on technology, any follow up from today's content, you'll reach out to the MCAS Service Center. The contact info is on the left-hand side of the screen here, and if you have any policy questions you'll reach out to Shannon, myself, and our colleagues at DESE, and our contact info is on the right-hand side.

455

01:24:59.702 --> 01:25:06.152

Jodie Zalk: So, with that I think, Shannon, I'll turn this back over to you to explain sandbox time.

456

01:25:06.762 --> 01:25:17.512

Shannon Cullen: Thanks, Jodie, so I know we only have a few minutes left. But for folks who do want to stay on, I think we will have time to do maybe just one

457

01:25:17.937 --> 01:25:46.652

Shannon Cullen: reiteration of a demonstration that we've already seen today. So, there's a poll up on your screen. And the question is, which demonstration would you like to see again? Signing into the MCAS Portal, the MCAS Portal versus the MCAS training site, how to retrieve the site, readiness credentials, how to conduct the site readiness test, and how to certify site readiness. So please go ahead and enter in your answers, and I'll pause for just a moment for folks to do so.

458

01:25:53.032 --> 01:25:54.782

Shannon Cullen: Okay, and let's close the poll.

459

01:25:56.642 --> 01:26:06.432

Shannon Cullen: Alright. So, it looks like the most people want to see how to conduct the site readiness test again, Abbie, would you be able to demonstrate that for us.

460

01:26:09.272 --> 01:26:11.322

Abbie Currier: Yes, I would be happy to.

461

01:26:13.522 --> 01:26:15.661

Abbie Currier: So let me come back over here.

462

01:26:16.102 --> 01:26:21.531

Abbie Currier: I'm going to go back out to the Administration homepage. Hold on. I've been logged out

463

01:26:29.812 --> 01:26:31.862

Abbie Currier: and click administration

464

01:26:33.112 --> 01:26:36.171

Abbie Currier: and down here is my site readiness login.

465

01:26:40.652 --> 01:26:50.262

Abbie Currier: Again, I'm only using the browser for demo purposes. Please do not do site readiness on the browser. You should be using the MCAS Student Kiosk for this.

466

01:26:57.222 --> 01:27:05.432

Abbie Currier: Alright, so this is the site readiness test, and I have my 2 parts to it. The first is the system setup test.

467

01:27:05.852 --> 01:27:09.811

Abbie Currier: This is going to verify my connection capacity test

468

01:27:09.842 --> 01:27:21.792

Abbie Currier: as well as the screen resolution, connectivity to the saved response location as well as to the servers. I can verify text to speech as well.

469

01:27:22.272 --> 01:27:25.172

Abbie Currier: And go ahead and click yes.

470

01:27:28.722 --> 01:27:30.102

Abbie Currier: Test is finished.

471

01:27:31.222 --> 01:27:36.662

Abbie Currier: And then the second part is a student interface test. So, I'm going click, continue.

472

01:27:36.712 --> 01:27:45.191

Abbie Currier: Again, this is where the test content for the site readiness test was downloaded to my local device. I'll click continue.

473

01:27:46.522 --> 01:28:01.552

Abbie Currier: And then there's a series of 7 items here. These are practice test items, but it allows you to verify that the student interface looks correct. You're able to interact with each of these items. You can navigate

474

01:28:01.602 --> 01:28:10.062

Abbie Currier: etc., etc. So, this is so that you don't also have to log into a practice test in order to see what the student interface looks like.

475

01:28:11.052 --> 01:28:21.101

Abbie Currier: At the end of the student interface test, you'll click finish, turn in just the way that a student would, and you'll see that both parts of the test are complete.

476

01:28:25.222 --> 01:28:50.161

Shannon Cullen: Thanks so much, Abbie, and that is going to take us right up until 11 o'clock. So, want to say thank you to everyone who joined us this morning. I hope that you found this morning’s session informative and helpful. We have a lot of questions that we need to take a look at and get back to you. So, we'll plan on sending out that Q&A soon, and we have our contact information here as well if you have additional questions. Thank you again so much for joining us, and I hope you have a great rest of your day.