**Transcript**

**Overview of Registration Tasks for the MCAS Portal: February Science and March Retest Administrations**

**November 26, 2024**

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

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00:01:21.270 --> 00:01:40.310

Jodie Zalk: Thank you for joining us. This is our first session. Talking about student registration in the new MCAS Portal, we are focusing on the February science and March retest administrations. Today, we know we may have some folks from elementary and middle schools joining us as well.

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00:01:40.310 --> 00:01:53.019

Jodie Zalk: Regardless of your school, and regardless of your level of experience, we welcome you today, but we will be focusing on the first registrations which will be February science and March retest

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00:01:53.480 --> 00:01:54.750

Jodie Zalk: next slide, please.

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00:01:58.340 --> 00:02:15.500

Jodie Zalk: and we wanted to introduce ourselves at the start. My name is Jodie Zalk. I'm the Manager of Test Administration and Publications at DESE. I'm joined by some of my colleagues from DESE. You'll be hearing from Robert Pelychaty, who's our Manager of Inclusive Assessment

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00:02:15.520 --> 00:02:19.540

Jodie Zalk: and from Scott Kelley, who's on our data and reporting team.

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00:02:19.680 --> 00:02:24.999

Jodie Zalk: And you'll also be hearing from Shannon Cullen, who's our MCAS Test Administration Coordinator.

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00:02:25.190 --> 00:02:39.909

Jodie Zalk: We also have folks with us from our testing contractor, which is Cognia as well as eMetric. And you'll be hearing from Abbie Currier, who's with eMetric. That's our testing online testing subcontractor.

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00:02:42.240 --> 00:02:47.689

Jodie Zalk: And before we jump into the content from today. Sorry next slide.

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00:02:48.220 --> 00:03:14.930

Jodie Zalk: Thank you. So, we wanted to cover the logistics for today's session. And first I wanted to introduce the ASL interpreters and acknowledge that you'll be seeing ASL interpreters on screen with us, presenting this morning. We also are using captioning. So, if you need that, that's also available. Sometimes you have to click on the Zoom controls to show captions. So, if you need that, that's available.

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00:03:15.470 --> 00:03:22.330

Jodie Zalk: So, to ask a question during today's session, we want to acknowledge that there's a Q&A,

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00:03:22.340 --> 00:03:27.709

Jodie Zalk: and we'll be using the Q&A. Not necessarily the chat.

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00:03:27.750 --> 00:03:41.299

Jodie Zalk: and we'll try to answer your questions during the session. We may need to circle back, check with others, to get some answers to questions and get back to folks after the session.

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00:03:41.320 --> 00:03:51.280

Jodie Zalk: If you have any very student specific questions or any specific questions to your school or situation, you can reach out to us, offline at our email address.

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00:03:51.540 --> 00:04:04.429

Jodie Zalk: If you have the same question as someone else, we ask that you just upvote that and give that the thumbs up so that we don't have that question clogging up the Q&A multiple times there.

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00:04:04.580 --> 00:04:10.330

Jodie Zalk: We will be sending out the Q&A after the session to everybody who registered.

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00:04:10.340 --> 00:04:15.769

Jodie Zalk: We are recording today's session. That will be available afterwards as well.

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00:04:16.540 --> 00:04:17.899

Jodie Zalk: Next slide, please.

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00:04:19.420 --> 00:04:43.360

Jodie Zalk: The slides from the session were sent to you beforehand, so you should have them available to follow along with us. We also are posting them in the chat right now. Alicia is doing that. If you need the slides, still, you can ask us in the Q & A. We'll be sure to send them to you. And then, after the session again, we'll send the slides to you, and we'll also post them in the resource center.

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00:04:43.670 --> 00:04:47.790

Jodie Zalk: So, with that, I'm going to turn this over to my colleague, Shannon.

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00:04:49.680 --> 00:05:03.259

Shannon Cullen: Thank you, Jodie, and good morning, everyone. So want to speak for a minute about what we're going to talk about during today's presentation. We're going to start with a brief introduction and then move into an overview of the student registration process.

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00:05:03.320 --> 00:05:16.239

Shannon Cullen: We're going to talk about how to prepare the initial student registration file for import and the steps for how to complete that import into the MCAS Portal and then steps to take after that initial import of the file.

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00:05:16.240 --> 00:05:35.869

Shannon Cullen: We'll talk about resources support, and next steps, and then we plan on finishing up with some live sandbox time. If we have time at the end, and for those of you who have joined us in previous presentations, you'll know that this sandbox time is an opportunity to see demonstrations done a second time. For those who need that additional support.

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00:05:36.490 --> 00:05:54.709

Shannon Cullen: I want to acknowledge that schools and districts have a lot of questions right now on topics that are related to student registration, including things like how to create Classes in the new portal, how to schedule tests. What will the MCAS student Kiosk look like? How will we do enrollment transfers?

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00:05:54.710 --> 00:06:20.569

Shannon Cullen: And in addition to that, I want to acknowledge that there are questions about the updates to the competency determination. We will not be able to cover those topics during today's presentation. Today's webinar is really about the nuts and bolts of how to prepare the file and how to upload it into the MCAS Portal. But if we go to the next slide, you'll see that we do have some upcoming planned sessions to talk about some of these topics.

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00:06:21.300 --> 00:06:49.770

Shannon Cullen: So we have 2 upcoming office hour sessions, the 1st being on Wednesday, December 11th and during this office hours we plan on taking the 1st section of time to discuss the participation guidelines for February science and to discuss enrollment transfers, and then the remainder of that hour will be an opportunity for schools and districts to ask questions and request to see additional demonstrations having to do with student registration.

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00:06:50.080 --> 00:07:12.879

Shannon Cullen: We also have another office hours planned for Friday, December 13th and this one will just be an opportunity for schools and districts to pop in, having started student registration. If you have additional questions that you want to ask, if you want to request to see new demonstrations or see demonstrations done another time. That's another opportunity for schools and districts to come and ask questions.

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00:07:13.830 --> 00:07:30.180

Shannon Cullen: I also want to acknowledge about those 1st 2 office hours sessions that registration is available, though the date has not yet been changed on our DESE website, and that change is upcoming. But you can still link to the registrations here.

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00:07:30.980 --> 00:07:43.440

Shannon Cullen: And then we do have future training sessions planned on how to create classes, schedule tests, and how to navigate through the MCAS Student Kiosk, and we will be sharing those dates in the near future.

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00:07:44.990 --> 00:08:06.769

Shannon Cullen: Now, if we go to the next slide just a couple of questions at the top to see who has joined us today. So, a poll will appear on your screen. And if you could please select your role. And if you have multiple roles in your school or district, please select all that apply district test coordinator, school test coordinator, principal, guidance counselor, technology staff, other district staff or other school staff.

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00:08:07.140 --> 00:08:11.000

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

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00:08:13.350 --> 00:08:14.819

Shannon Cullen: And let's close the poll.

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00:08:18.360 --> 00:08:23.790

Shannon Cullen: Alright. Thank you. So, we have 61% joining us, are school test coordinators.

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00:08:23.850 --> 00:08:34.940

Shannon Cullen: 27% are district test coordinators. Then we have between 10 and 15 each, at principal guidance, counselor and technology staff, and we do have a few other staff as well. Thank you.

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00:08:35.330 --> 00:08:39.229

Shannon Cullen: And then, if we go to the next slide, we have one more poll for you.

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00:08:39.480 --> 00:08:56.670

Shannon Cullen: And this is just so we have a better understanding of who's on the call with us today. And that is how many years have you coordinated MCAS test administration? Is this your 1st year? Have you done this for one year, 2 to 3 years, 4 to 5 years. Or have you been doing this for 6 or more years? And I'll pause for just a moment.

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00:08:59.710 --> 00:09:01.180

Shannon Cullen: And let's close the poll.

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00:09:04.490 --> 00:09:08.559

Shannon Cullen: All right. So, 43% have been here 6 or more years.

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00:09:08.570 --> 00:09:37.840

Shannon Cullen: and we have only 14% as their 1st year, and everyone else has between one and 5 years. So that's great. That's really good to know as we get into things here. And I want to note at the top for folks who are returning. A lot of what you'll see today is similar to what you've done in PearsonAccess Next in the old system. So, we are using a new system to import student registration. But a lot of the procedures will be very similar to what you've seen in prior years.

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00:09:38.785 --> 00:10:02.260

Shannon Cullen: So, let's move on to our 1st topic here, which is just a brief introduction. And on the next slide we've included some resources that you've likely seen before. We have our crosswalk of terminology linked for you here, and we've continued to add to this, this is a crosswalk between the old systems, PearsonAccess Next, and TestNav and the new systems, MCAS Portal and the MCAS Student Kiosk.

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00:10:03.150 --> 00:10:18.619

Shannon Cullen: The October 18th student assessment Update is linked here because that included information on tasks to complete this fall as well as information, for when resources will be available in the MCAS Portal and MCAS Resource Center.

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00:10:19.120 --> 00:10:30.529

Shannon Cullen: we have links to our MCAS training sessions that we did last month on the MCAS Portal. These were our intro to the MCAS Portal Training sessions, and they are linked here.

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00:10:30.600 --> 00:10:38.789

Shannon Cullen: and then we also have our new MCAS Resource Center linked here. And we continue to add to that resource center with new resources as they're available

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00:10:39.770 --> 00:10:55.430

Shannon Cullen: on the next slide. This is also something you should have seen previously, which is the tasks. To complete this fall, as you may remember, the tasks to complete this fall were to create and edit MCAS Portal user accounts 1st for test and technology coordinators.

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00:10:56.040 --> 00:11:04.140

Shannon Cullen: It also included downloading and installing the MCAS Student Kiosk on student devices as well as completing site readiness.

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00:11:04.260 --> 00:11:26.760

Shannon Cullen: And, as you may remember, the recommended deadline for these tasks was November 15th for high schools. If you've not yet completed these tasks, please do so as soon as you can. We want to make sure that you're prepared for testing. Starting in February on the new systems, and we will be reaching out to schools who have not conducted site readiness in the next few weeks.

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00:11:27.610 --> 00:11:35.560

Shannon Cullen: and then on the next slide. We have some upcoming tasks that you will be completing in the MCAS Portal for test administration.

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00:11:35.800 --> 00:11:52.839

Shannon Cullen: So, what we're talking about today is this 1st task student registration. And you'll note the change in date here for February science. We've highlighted that in red. That was also announced in yesterday's student assessment update. So that is the next task that you'll be completed in. Excuse me completing in the portal

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00:11:53.150 --> 00:11:59.440

Shannon Cullen: during student registration, and throughout testing you'll use the portal to assign and manage accommodations.

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00:11:59.490 --> 00:12:09.430

Shannon Cullen: You will also use the portal to create and assign students to classes and the recommended deadline for this is approximately 2 weeks before each test administration.

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00:12:10.470 --> 00:12:20.920

Shannon Cullen: After creating classes, you will need to schedule classes in the portal and the deadline for that. Excuse me, the window for that is approximately one week before test administration.

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00:12:21.130 --> 00:12:31.399

Shannon Cullen: and then you'll use the portal to print student logins and to monitor test administration. And then, after testing, you'll also use the portal to access reporting

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00:12:33.380 --> 00:12:40.220

Shannon Cullen: alright. And if we move on to the next slide, let's now get into our overview of the student registration process

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00:12:41.000 --> 00:12:42.060

Shannon Cullen: next slide.

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00:12:42.440 --> 00:12:44.570

Shannon Cullen: So, what is student registration.

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00:12:44.690 --> 00:12:51.359

Shannon Cullen: Student registration is the collection of student data, including demographic data as well as accommodations.

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00:12:51.600 --> 00:13:07.740

Shannon Cullen: It needs to be completed during the initial student registration window to determine the basis for the initial shipment of materials, and the shipment includes materials for paper-based testing, like student ID labels and paper-based test and answer booklets.

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00:13:08.030 --> 00:13:13.690

Shannon Cullen: But that initial shipment also includes manuals. And that's for both paper-based and computer-based testing

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00:13:15.765 --> 00:13:25.389

Shannon Cullen: district and school test coordinators and technology coordinators are able to update or excuse me, able to complete the student registration process in the portal.

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00:13:25.510 --> 00:13:46.229

Shannon Cullen: and we have very recently posted the Student Registration Guide. It is now available on the MCAS Resource Center, and this guide contains, step by step, instructions on how to complete student registration in the portal. It's going to cover everything that we talk about today. So, it is a really good resource for you to keep with you by your side during the student registration process.

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00:13:47.510 --> 00:13:52.419

Shannon Cullen: On the next slide we have an overview of the steps that you'll take to complete student registration

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00:13:56.170 --> 00:13:57.430

Shannon Cullen: next slide.

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00:13:59.340 --> 00:14:00.230

Shannon Cullen: Thank you.

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00:14:00.550 --> 00:14:12.860

Shannon Cullen: So, the steps are one to download the file that is prepared by DESE will be available in your Dropboxes in the security portal, and this is available on the 1st day of each student registration window.

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00:14:12.920 --> 00:14:22.209

Shannon Cullen: You will delete the students who from the file, who will not be participating in the test and add students who were not included in the file that will be testing.

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00:14:22.520 --> 00:14:30.220

Shannon Cullen: You'll verify and update student accessibility features and accommodations in the file and then import that file into the MCAS Portal.

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00:14:30.350 --> 00:14:36.650

Shannon Cullen: If there are any errors you'll need to resolve those errors. And then, after that initial file has been imported.

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00:14:36.910 --> 00:14:43.429

Shannon Cullen: you can update student information as needed after the window and through testing as needed

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00:14:44.600 --> 00:15:03.159

Shannon Cullen: on the next slide we have the student registration deadline again, want to call out this new updated deadline for February science which that initial student registration window is now December 11th to 19th and then we also have the March retest window listed here and again. These are the initial student registration windows.

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00:15:03.770 --> 00:15:13.580

Shannon Cullen: The statewide testing schedule also includes some additional dates that have to do with student registration, including extended deadlines for computer-based testing

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00:15:13.630 --> 00:15:19.050

Shannon Cullen: and updating student registration information after, during and after administration.

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00:15:19.490 --> 00:15:34.419

Shannon Cullen: and then want to note. And this is not a change from how we've done it previously. But if a high school will not have any students participating in an administration. They should email mcas@cognia.org by the deadlines that are listed here.

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00:15:35.920 --> 00:15:42.350

Shannon Cullen: The next slide includes some information on when and why you would be updating student registration.

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00:15:42.510 --> 00:16:00.629

Shannon Cullen: So again, this initial student registration window is where you'll add students and remove students as needed. You'll edit accommodations and demographic information in this initial student registration window. The data that is pulled from that will be used to determine your initial material shipment.

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00:16:01.630 --> 00:16:09.580

Shannon Cullen: After that window is complete. There's an extended student registration window for computer-based testing. And this goes right up until testing begins.

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00:16:09.800 --> 00:16:25.690

Shannon Cullen: And during that time, you can continue to update student information. But note that if you update any information for paper-based testing or need additional paper-based tests, you may need to also place an additional materials order.

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00:16:26.650 --> 00:16:39.710

Shannon Cullen: You can continue to update information during the test administration window. But for certain accommodations, if you need to update them after students have begun testing, there are some additional steps that you will need to take.

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00:16:40.280 --> 00:16:59.140

Shannon Cullen: And then finally, after administration, there's a deadline for updating student registration information in the portal. And at this time, you would want to edit, and any accommodations that were not used, so that that is reflected accurately in the portal, and then, if you need to edit demographic information, you can do that as well.

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00:17:00.130 --> 00:17:06.969

Shannon Cullen: And with that I'm going to pass this over to Rob Pelychaty to talk a little bit about accessibility and accommodations.

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00:17:07.480 --> 00:17:15.900

Rob Pelychaty: Hey, thanks so much, Shannon. I appreciate the introduction, and I see that you mentioned, or I heard that you mentioned accommodations a few times regarding the student registration.

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00:17:16.079 --> 00:17:18.430

Rob Pelychaty: and you're exactly correct that

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00:17:18.760 --> 00:17:29.690

Rob Pelychaty: for, generally speaking, when you register the student, you assign the test. But you also will assign the students specific accommodations that they will receive. So, some of your students may receive a text, speech.

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00:17:29.740 --> 00:17:33.789

Rob Pelychaty: or human, read aloud before, and this would be the process where you would assign that.

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00:17:34.140 --> 00:17:39.690

Rob Pelychaty: And all this information is listed in the accessibility Accommodation manual. The

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00:17:39.700 --> 00:17:48.540

Rob Pelychaty: Sr. Designation that's in the successful accommodation manual indicates the particular accommodations that will have to be registered ahead of time.

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00:17:48.660 --> 00:18:00.749

Rob Pelychaty: Now, I know that the accessibility accommodation Manual isn't currently up on the department's website. There's just a couple of terminologies and words that we're just like working through to make sure they're exactly correct. We don't want to publish any misinformation.

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00:18:00.960 --> 00:18:11.019

Rob Pelychaty: but please keep in mind. There really isn't anything different. There are no substantial changes. So, the accessibility accommodations you had listed before for your students.

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00:18:11.130 --> 00:18:19.970

Rob Pelychaty: those still those still are available. So, nothing really has changed. We're just really working on making sure that we're not putting out any misinformation for you.

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00:18:20.170 --> 00:18:29.789

Rob Pelychaty: The last thing we want to do is give you some misinformation that would cause any challenges when you assign students accommodations during the testing, and I thank you for your patience with that

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00:18:30.280 --> 00:18:33.300

Rob Pelychaty: remember that there are accessibility features.

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00:18:33.410 --> 00:18:52.510

Rob Pelychaty: then these accessibility features will be available for all students, regardless of if these are students with disabilities or not, and we also have what we call accommodations that are available for English learners. So, students who are identified as English learners, there's a set of accommodations that those students could utilize as well. And they're listed in accessibility, accommodation manual.

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00:18:52.860 --> 00:18:55.730

Rob Pelychaty: and they'll be available just like they were previously.

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00:18:56.920 --> 00:18:58.510

Rob Pelychaty: It's important to note

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00:18:58.640 --> 00:19:06.109

Rob Pelychaty: that. And I'll talk about this a little bit later on the next slide, that some accommodations, when they're assigned to the student.

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00:19:06.230 --> 00:19:09.700

Rob Pelychaty: if or not assigned to the student. When the student enters the test

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00:19:09.840 --> 00:19:18.429

Rob Pelychaty: you'd have to go back in, and you have to reassign a test because these accommodations are what we call form dependent. They're built into the specific test form.

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00:19:18.460 --> 00:19:25.550

Rob Pelychaty: So those are the kind of accommodations you have to really make sure you're assigned correctly ahead of time. We don't want to get a situation. And

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00:19:25.840 --> 00:19:41.549

Rob Pelychaty: during testing where student logs into the test, and they don't see the feature they've expected to receive, or there's a feature in there that they're not supposed to receive, and it could create a little challenge for you where you have to go back in and do a little additional work before the student can actually begin their testing.

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00:19:41.890 --> 00:19:44.000

Rob Pelychaty: So, if I move on to the next slide.

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00:19:45.630 --> 00:19:47.690

Rob Pelychaty: you'll see some more information on that.

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00:19:47.800 --> 00:19:54.049

Rob Pelychaty: And these are the list of what we call former dependent accommodations, very similar to what you've previously seen.

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00:19:54.440 --> 00:20:11.139

Rob Pelychaty: ASL test forms, compatible systems, technology forms. Human reader, human signer. There's a screen reader, form for students who are blind. And use screen reader technology and Spanish English forms. We also have a large print paper form and braille form

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00:20:11.270 --> 00:20:13.079

Rob Pelychaty: a really important update

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00:20:13.360 --> 00:20:22.489

Rob Pelychaty: that's important to consider is that we had a lot of challenges in the past with Texas speech students being signed text to speech or not being assigned text to speech

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00:20:22.680 --> 00:20:26.030

Rob Pelychaty: for their math or science form, or even for the Ela form.

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00:20:26.770 --> 00:20:36.599

Rob Pelychaty: This year we're able to work closely and make an adjustment that I hope you all appreciate, and that text to speech coming up this spring will not be form dependent.

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00:20:36.780 --> 00:20:41.079

Rob Pelychaty: So that means you will not have to assign a new test form to a student

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00:20:41.170 --> 00:20:50.460

Rob Pelychaty: that does not have the feature, or that has a feature, and you want to turn it off, so I hope that will save everyone a lot of time and prevent some errors and extra work for you.

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00:20:50.750 --> 00:21:04.490

Rob Pelychaty: Again, I appreciate your patience, and this accessibility accommodation manual will be out there shortly, probably in a week or so, and you'll be able to see all this information in there. And again. Nothing. It really has changed. It's just more of a matter of the terminology we want to make sure is right.

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00:21:05.550 --> 00:21:07.420

Rob Pelychaty: If we move on to the next slide

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00:21:08.050 --> 00:21:11.269

Rob Pelychaty: we'll see a list of accessibility features and accommodations

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00:21:11.390 --> 00:21:14.809

Rob Pelychaty: that have to be included. These must be included

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00:21:14.960 --> 00:21:17.570

Rob Pelychaty: in the student registration prior to testing.

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00:21:17.610 --> 00:21:25.059

Rob Pelychaty: They have a list of the little like, I guess. Caution, sign, if you will, with the exclamation point, those are the ones you want to look at.

118

00:21:25.730 --> 00:21:37.080

Rob Pelychaty: and the other accessibility, accommodation, features, or accessibility features, you'll see that are really available for all students. It's just a list for your reference. You can use these slides.

119

00:21:37.510 --> 00:21:48.519

Rob Pelychaty: you go back to them. If you want to review them before your test administrators at your school, your test coordinators want to make sure that the accessibility. Features and accommodations are assigned correctly for the student.

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00:21:49.930 --> 00:21:58.089

Rob Pelychaty: You'll see here that again I mentioned human read aloud that has to be assigned ahead of time. Screen reader or braille test forms

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00:21:58.160 --> 00:22:03.430

Rob Pelychaty: or human signer. Those are the ones you really have to make sure of the other forms. You certainly

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00:22:03.530 --> 00:22:07.779

Rob Pelychaty: want to make sure, but they can be changed without too much additional work.

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00:22:10.650 --> 00:22:12.509

Rob Pelychaty: Let's move on to the next slide.

124

00:22:14.730 --> 00:22:16.849

Rob Pelychaty: and I always have a little

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00:22:16.980 --> 00:22:20.899

Rob Pelychaty: kind of like pause here. When I talk about special access accommodations.

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00:22:21.110 --> 00:22:24.999

Rob Pelychaty: we have training specifically for accessibility features and accommodations.

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00:22:25.840 --> 00:22:30.100

Rob Pelychaty: But we have a list of what we call special access accommodations.

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00:22:30.280 --> 00:22:41.129

Rob Pelychaty: and these special access accommodations should be used with caution or signed with caution, because by citing these to the student, you're changing part of what the test is designed to measure.

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00:22:41.250 --> 00:22:59.049

Rob Pelychaty: So, you have to be careful with these particular special access accommodations. The IEP teams who assigns these to the students, or what students will receive them. Because if you're reading aloud a particular English test to a student, you're changing the test from a reading comprehension test, listening comprehension test.

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00:22:59.560 --> 00:23:11.690

Rob Pelychaty: And you can see on this particular slide there are certain special X accommodations that have to be assigned before testing that, and they have to be really made sure they're included in the particular SR student registration file.

131

00:23:12.830 --> 00:23:14.500

Rob Pelychaty: Let's move on to the next one.

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00:23:16.440 --> 00:23:20.340

Rob Pelychaty: And this is a student registration guide. And I believe, Shannon, you'll be taking over from here.

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00:23:20.860 --> 00:23:22.870

Shannon Cullen: Yes, thanks, so much Rob.

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00:23:22.960 --> 00:23:24.400

Rob Pelychaty: No, thank you.

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00:23:24.520 --> 00:23:48.199

Shannon Cullen: I mentioned before that the Student Registration Guide for the MCAS Portal is now posted on the MCAS Resource Center and just wanted to briefly cover what that guide includes. So, it includes instructions for completing the initial process, the uploading of the file to the MCAS Portal, and it includes instructions for updating student information after the initial file upload.

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00:23:48.290 --> 00:23:59.849

Shannon Cullen: It also includes the field definitions, notes and validation section. And this is what describes each column of the file. It tells you which columns are required for the file to import correctly.

137

00:23:59.900 --> 00:24:26.819

Shannon Cullen: It includes details on test codes, and it describes all of the different accommodations I want to note here that this file layout is different than in prior years, so you will want to make sure you are referencing the Student Registration guide. When you are completing the student registration process to make sure that you are following each column, definitions, notes, and validations. As expected,

138

00:24:27.580 --> 00:24:40.770

Shannon Cullen: the Student Registration guide also includes Appendix A, which is the guidance for form, dependent accommodations that Rob was just speaking about. And again, this is now available on the MCAS Resource Center.

139

00:24:41.280 --> 00:24:52.600

Shannon Cullen: and I think that takes us to our 1st Q&A on the next slide. So, let's pause for a moment. And Jodie, are there any questions that we should call out at this time.

140

00:24:58.250 --> 00:25:06.170

Jodie Zalk: Yeah, thanks for checking Shannon. There's a couple of questions coming in about the new competency determination law

141

00:25:06.510 --> 00:25:16.319

Jodie Zalk: and I'll just say that we've been answering the questions as best we can. Additional guidance will be coming soon.

142

00:25:16.330 --> 00:25:22.170

Jodie Zalk: and the participation guidelines for February coming soon as well.

143

00:25:23.302 --> 00:25:26.417

Jodie Zalk: There is a question about

144

00:25:30.887 --> 00:25:35.252

Jodie Zalk: the file layout this year and

145

00:25:36.040 --> 00:25:45.219

Jodie Zalk: the new file layout for the import file. And they're asking, Does the Dropbox file take into account this new format.

146

00:25:45.450 --> 00:26:05.530

Jodie Zalk: So, I just want to put in a plug for the office hour session that Shannon described earlier, and we'll be covering the CSV files. During that 1st office hour session. Yes, they will be in the new format. But other details will be covering at that office hour session.

147

00:26:08.705 --> 00:26:13.890

Jodie Zalk: There are some other specific questions.

148

00:26:14.254 --> 00:26:19.929

Jodie Zalk: That I think that we can handle within the Q&A. To keep things moving along.

149

00:26:22.810 --> 00:26:29.690

Shannon Cullen: Great. Okay? Then let's move on to our next section, which is preparing the initial file for import.

150

00:26:30.200 --> 00:26:41.380

Shannon Cullen: So here we have our overview of steps that I spoke about. This is the same slide that you saw just a little while ago, and we're going to focus on these 1st 3 steps for now. So, we're going

151

00:26:41.460 --> 00:26:43.220

Shannon Cullen: and talk about downloading.

152

00:26:58.650 --> 00:27:04.929

Jodie Zalk: I think Shannon's frozen, so we'll be right back with you.

153

00:27:35.730 --> 00:28:05.639

Jodie Zalk: Hi, everyone. I'm sorry about that. Just a little bit of technology difficulties. So, we were right at the overview of steps to complete student registration. And I was saying that the 1st 3 steps are what we're going to talk about during this 1st portion, and that is, downloading the file that was prepared by DESE, deleting the students who are not participating and adding students who are participating and then verifying and updating students’ accessibility features and accommodations.

154

00:28:05.900 --> 00:28:11.629

Jodie Zalk: So, on the next slide, we have the websites that will be used for this process.

155

00:28:11.890 --> 00:28:29.399

Jodie Zalk: So, the 1st website that you'll use is the DESE Security Portal. And this is where you'll find the CSV files that DESE has prepared. We have the URL linked here, and then, if you're not able to access the security portal, you want to contact your directory administrator, and they can help you with that.

156

00:28:29.670 --> 00:28:50.920

Jodie Zalk: and then you'll also need to access the MCAS Portal. And this is where you will be importing the student registration file, and just a note at the bottom here that for operational testing, you'll want to be sure that you're using the MCAS Portal and not the MCAS training site. That will be really important to make sure your students are registered correctly for testing.

157

00:28:52.410 --> 00:28:57.499

Jodie Zalk: On the next slide, we list out some available resources for you to use during this process.

158

00:28:57.790 --> 00:29:06.280

Jodie Zalk: So, the MCAS Portal page on the MCAS Resource Center contains the live links to the MCAS Portal and the MCAS training site.

159

00:29:06.330 --> 00:29:11.119

Jodie Zalk: You'll also find the Student Registration Guide on the MCAS Portal page.

160

00:29:11.720 --> 00:29:29.669

Jodie Zalk: And then once you get into the MCAS Portal on the Student Registration Page, which is what Abbie will be demonstrating today, you will find the MCAS student registration template and the student registration data definitions file. Now, the student registration data definitions file

161

00:29:30.060 --> 00:29:48.459

Jodie Zalk: will essentially be what is in part 5 of the Student Registration Guide. It will tell you what belongs in each column. The expected values and the validations. The MCAS student registration template is just that it's a blank template of the CSV file that contains the column headers.

162

00:29:49.630 --> 00:30:16.929

Jodie Zalk: We included a few FAQs on the next slide here, including what if you're not able to log into the portal. Well, if you know your username, you're able to select the forgot password link, and that will lead you to some steps in order to log into the portal. And then, if you're still not able to access the portal, we've listed out who to contact for support based on your role, and I won't go through each of those here, but they are listed for your reference.

163

00:30:17.950 --> 00:30:36.580

Jodie Zalk: And then another question, what if you need to create more users for the MCAS Portal. Maybe you need additional support to complete student registration. How do you create additional test coordinators for that? You'll want to refer to the MCAS Portal User Management Guide, which is listed on the MCAS Resource Center.

164

00:30:36.710 --> 00:30:45.659

Jodie Zalk: And then what if you're not able to log into the DESE Security Portal. And again, for that you'll want to contact your district directory administrator.

165

00:30:46.520 --> 00:30:54.880

Jodie Zalk: And with that I'm going to pass this over to Scott Kelley to walk us through some steps for accessing the CSV file.

166

00:30:56.620 --> 00:30:58.720

Scott Kelley: Excuse me, thank you, Shannon.

167

00:30:59.160 --> 00:31:06.738

Scott Kelley: Just a couple of screenshots here to show folks what the DESE Security Portal looks like.

168

00:31:07.280 --> 00:31:13.080

Scott Kelley: This is the resource at the at the web address up top there

169

00:31:13.360 --> 00:31:15.579

Scott Kelley: gateway.edu.state.ma.us

170

00:31:15.750 --> 00:31:23.220

Scott Kelley: So, you log into your account at this point here, and if you forgot your username

171

00:31:23.910 --> 00:31:29.380

Scott Kelley: there is a remember, or there is a forgot password link.

172

00:31:30.080 --> 00:31:32.479

Scott Kelley: And then, once you're in on the next page,

173

00:31:33.386 --> 00:31:37.040

Scott Kelley: slide 30 on the left-hand side,

174

00:31:37.270 --> 00:31:44.390

Scott Kelley: you will excuse me. You'll be able to choose between several applications within the security portal,

175

00:31:44.550 --> 00:31:48.230

Scott Kelley: and you will want to select Dropbox Central.

176

00:31:49.830 --> 00:31:56.159

Scott Kelley: Excuse me, and there is a there is a new interface on the Dropbox from last year.

177

00:31:56.160 --> 00:31:57.770

Shannon Cullen: In case you need to use this, and I'll just.

178

00:31:57.770 --> 00:31:58.380

Scott Kelley: And.

179

00:31:58.990 --> 00:32:01.660

Shannon Cullen: You'd say now and

180

00:32:02.320 --> 00:32:12.789

Scott Kelley: It's a series of Dropbox. It's a series of dropdowns. So, you'd want us on the right-hand side, you want to select MCAS 2025 data

181

00:32:13.180 --> 00:32:15.590

Scott Kelley: from the from the Dropbox prompt.

182

00:32:15.640 --> 00:32:19.337

Scott Kelley: And then your organization type. If you're a

183

00:32:19.850 --> 00:32:22.091

Scott Kelley:

184

00:32:22.760 --> 00:32:26.670

Scott Kelley: school or district, this will probably be pre-populated for you.

185

00:32:27.190 --> 00:32:33.819

Scott Kelley: And if you're a district person you may be able to select among several organizations. If you're a school level user

186

00:32:34.120 --> 00:32:40.149

Scott Kelley: Your school will be defaulted. And the

187

00:32:40.260 --> 00:32:45.210

Scott Kelley: the final point I want to make here is that the Dropbox has a,

188

00:32:45.788 --> 00:32:54.399

Scott Kelley: you are able to toggle between the outbox and the inbox, and this has generated a lot of a lot of calls

189

00:32:54.480 --> 00:33:01.500

Scott Kelley: when users log on to Dropbox Central, and they see no records found as you see here.

190

00:33:01.650 --> 00:33:06.669

Scott Kelley: So that's because the Dropbox view defaults to the inbox,

191

00:33:07.090 --> 00:33:18.049

Scott Kelley: which is your view of files that that you have placed in there. So, in order to find the files DESE placed, you must select outbox.

192

00:33:19.370 --> 00:33:24.739

Scott Kelley: And we're pointing with the yellow arrow to the outbox.

193

00:33:25.338 --> 00:33:28.690

Scott Kelley: Link. So, when you when you log in,

194

00:33:28.770 --> 00:33:34.239

Scott Kelley: you don't see files, please make sure you select outbox, which is where we place

195

00:33:35.800 --> 00:33:39.400

Scott Kelley: where DESE places files for you to download.

196

00:33:40.250 --> 00:33:45.369

Scott Kelley: So, on the next page a couple of FAQs.

197

00:33:45.810 --> 00:33:50.309

Scott Kelley: So, if you don't have a SASID

198

00:33:50.370 --> 00:33:53.570

Scott Kelley: you can search for students in Edwin analytics.

199

00:33:53.660 --> 00:33:56.749

Scott Kelley: student profile Report, PR 600.

200

00:33:56.870 --> 00:34:01.930

Scott Kelley: Just make sure that when you do search for students, you're selecting claimed students

201

00:34:02.230 --> 00:34:08.219

Scott Kelley: and claim students are students that are that are new to your district that have enrolled

202

00:34:08.340 --> 00:34:12.120

Scott Kelley: since the last SIMS collection period.

203

00:34:12.270 --> 00:34:29.409

Scott Kelley: So, for transfers in, you want to select claim students, and more likely than not, you will see those students, because districts, many and most districts have automated processes to claim new students built into their regular

204

00:34:29.770 --> 00:34:31.249

Scott Kelley: data processing.

205

00:34:32.120 --> 00:34:37.129

Scott Kelley: And if the student doesn't appear in in Edwin analytics.

206

00:34:37.833 --> 00:34:43.579

Scott Kelley: You can contact your district SIMS person to create a new SASID for them.

207

00:34:43.909 --> 00:34:50.630

Scott Kelley: or perhaps they can help you locate the existing SASID from a prior school and

208

00:34:51.730 --> 00:34:59.470

Scott Kelley: finally, if you don't have a SASID by the time students are ready to test, let's say a student comes in a couple of days before

209

00:34:59.550 --> 00:35:05.170

Scott Kelley: the window, and you want to test them. You can create a fake SASID. It has to be 10 digits long.

210

00:35:05.310 --> 00:35:08.400

Scott Kelley: And we ask you to start with the number 8.

211

00:35:08.660 --> 00:35:20.479

Scott Kelley: Those are reserved for SASID that are not official SASID. Just ask you that you please update that SASID with the actual one

212

00:35:21.070 --> 00:35:24.590

Scott Kelley: before the end of test administration.

213

00:35:24.930 --> 00:35:30.180

Scott Kelley: Otherwise, we will have a hard time linking that student to you.

214

00:35:30.580 --> 00:35:36.388

Scott Kelley: So, if you have questions about that, the service center can help you with that. But

215

00:35:36.940 --> 00:35:42.990

Scott Kelley: these steps should allow you to get students into the interface for testing

216

00:35:45.850 --> 00:35:46.609

Scott Kelley: Finally,

217

00:35:47.440 --> 00:35:56.130

Scott Kelley: adult students, 22 years of age and older, cannot be assigned SASID. So that's just one point to keep in mind.

218

00:35:56.950 --> 00:36:04.239

Scott Kelley: And with this. I believe I'm going to pass the baton over to Abbie for some demonstrations.

219

00:36:06.050 --> 00:36:23.620

Abbie Currier: Yes, thank you so much, Scott. I really appreciate it. So, we are going to do a quick demo of tasks you'll be completing before importing the file into the MCAS Portal. So, with that, I'm going to come out here

220

00:36:27.420 --> 00:36:36.869

Abbie Currier: and take a look at my

221

00:36:37.840 --> 00:36:41.779

Abbie Currier: desktop. Hang on just one second while I get out of presentation mode.

222

00:36:59.720 --> 00:37:02.390

Abbie Currier: Just give me one second here. It's not cooperating with me.

223

00:37:09.430 --> 00:37:10.240

Abbie Currier: all right.

224

00:37:15.620 --> 00:37:18.270

Abbie Currier: So, in my CSV file

225

00:37:18.490 --> 00:37:40.069

Abbie Currier: when I download it from the Dropbox and open it up in my computer, there's a couple of things that I want to make sure that I'm paying close attention to. So, we'll need to make sure that we have the Student Registration Guide which is available on your MCAS Resource Center.

226

00:37:40.880 --> 00:37:47.649

Abbie Currier: So, the MCAS Resource Center might help at cognia.org is right here

227

00:37:47.750 --> 00:37:50.099

Abbie Currier: and we'll click on MCAS Portal.

228

00:37:50.810 --> 00:37:54.009

Abbie Currier: and you'll see the student registration guide right here.

229

00:37:54.750 --> 00:38:09.110

Abbie Currier: And we want to make sure we have that open to Part V as in Victor for the student registration file data definitions. This is going to give you all of the expected values in each of your fields.

230

00:38:09.440 --> 00:38:30.899

Abbie Currier: So, when we are looking at our CSV file, there's a couple of things that we want to pay attention to. Number one, that we have all of our leading zeros in our district code and school code. If you use Excel, sometimes, when you open a CSV file you may be prompted to autoconvert

231

00:38:30.900 --> 00:38:43.459

Abbie Currier: the file, and you'll want to make sure that you say no that way. Your leading zeros are kept in place, and you don't have to continually go in and change your

232

00:38:44.510 --> 00:38:48.420

Abbie Currier: yourself formatting and things like that. So, for example.

233

00:38:48.780 --> 00:38:53.359

Abbie Currier: I see, I've got my leading zeros here for my district code, which is great.

234

00:38:53.400 --> 00:38:57.149

Abbie Currier: and I'll want to make sure for my grade 9 students.

235

00:38:57.380 --> 00:39:16.479

Abbie Currier: Yep, they're all at the top that we make sure that that's 09, not just 9. So, there's a couple of things to keep in mind. The other thing is with the date of birth. You want to make sure that this is always a 2-digit month, a 2-digit day, and a 4-digit year.

236

00:39:16.972 --> 00:39:30.260

Abbie Currier: So, you'll be able to address that in if you just highlight and format cells, you can change it to custom and say month, month, day, day, year, year, year, year.

237

00:39:30.290 --> 00:39:35.039

Abbie Currier: and that'll save your data in the correct format.

238

00:39:36.290 --> 00:39:49.390

Abbie Currier: The other important thing to note is that you'll be filling in a couple of pieces of information here when you download the file from Dropbox. And the first is the test code.

239

00:39:49.882 --> 00:40:05.930

Abbie Currier: So, for example, if your students are going to be taking biology or physics. The students that are taking biology will need a test code of BIOFEB. And again, I got this from this

240

00:40:06.070 --> 00:40:08.436

Abbie Currier: handy dandy student registration file.

241

00:40:09.601 --> 00:40:18.989

Abbie Currier: The test codes are listed here for you. So BIOFEB is biology and PHYFEB is introductory physics.

242

00:40:19.460 --> 00:40:30.169

Abbie Currier: So, the students that are taking BIOFEB. I'll add their test code in. And then anyone who's taking physics. I can add that test code as well.

243

00:40:30.950 --> 00:40:42.480

Abbie Currier: For the initial run, we'll leave class name blank. But we do want to make sure that we fill out the test format. So, if these students are going to be testing online, that'll be an O.

244

00:40:42.640 --> 00:40:49.409

Abbie Currier: And if they're taking this on paper, that'll be a P. So, I can just copy and paste this all the way down.

245

00:40:50.040 --> 00:40:52.210

Abbie Currier: And then that's a paper tester.

246

00:40:53.070 --> 00:41:06.950

Abbie Currier: You'll also want to be sure that you are filling out all of your accommodations. So that's a Y for yes, if the student has that accommodation, or leave it blank if they do not have that accommodation.

247

00:41:08.590 --> 00:41:16.149

Abbie Currier: So that'll be really important. Making sure that those accommodations are filled out for your students. In addition to the test code and the test format.

248

00:41:16.620 --> 00:41:36.849

Abbie Currier: The other important task you'll have before trying to upload this file for the first time is making sure that you remove any students who are no longer at your school. So, for example, if I know that this particular student is no longer there, I can simply highlight that row and delete it.

249

00:41:38.943 --> 00:41:43.420

Abbie Currier: Maybe this student is gone as well, and I can delete them.

250

00:41:44.370 --> 00:41:53.898

Abbie Currier: And then, of course, I'm always welcome to add additional rows for any new students that have come into my school or district since

251

00:41:54.370 --> 00:42:04.509

Abbie Currier: the previous spring, so I would simply add, in one of their SASID, add in their grade

252

00:42:05.720 --> 00:42:08.580

Abbie Currier: their first name, last name, etc.

253

00:42:08.780 --> 00:42:15.729

Abbie Currier: and then make sure that their test code in their test format is also added, and you can just copy and paste

254

00:42:16.030 --> 00:42:18.490

Abbie Currier: your district and school code down there.

255

00:42:20.460 --> 00:42:33.079

Abbie Currier: So, once you have all of your students added to the file, and any students who no longer belong in your organization removed from the file, make sure that you are saving your file as a CSV.

256

00:42:35.000 --> 00:42:47.770

Abbie Currier: so that you don't receive any kind of errors from the system. If you try to save this in an excel or a text file, or something along those lines. So, make sure it is a CSV file.

257

00:42:50.300 --> 00:42:51.140

Abbie Currier: Okay?

258

00:42:51.460 --> 00:42:56.960

Abbie Currier: And with that let me get my presentation going again. Just give me one second here.

259

00:43:03.410 --> 00:43:07.710

Abbie Currier: and of course I clicked play from start instead of play from here.

260

00:43:10.770 --> 00:43:13.189

Abbie Currier: Just give me one second while I scroll.

261

00:43:30.330 --> 00:43:31.149

Abbie Currier: All right.

262

00:43:31.420 --> 00:43:34.800

Abbie Currier: So just a quick

263

00:43:36.550 --> 00:43:44.269

Abbie Currier: reminder of how to set up your file for your student registration file import.

264

00:43:44.280 --> 00:43:54.820

Abbie Currier: You'll be logging into the security portal to find the CSV file that was posted to Dropbox in the MCAS 2025 folder like Scott was talking about

265

00:43:55.000 --> 00:44:03.209

Abbie Currier: the district, and schools. Files are available the same day that the student registration window opens in the MCAS Portal.

266

00:44:03.260 --> 00:44:08.119

Abbie Currier: So those are the new dates in red in the previous slides.

267

00:44:08.610 --> 00:44:25.309

Abbie Currier: Your spreadsheet program may prompt you to remove leading zeros. That's that that auto convert that we were talking about before. When you open the file, always make sure that you select. No, you want to be sure that you are keeping your leading zeros

268

00:44:26.440 --> 00:44:32.300

Abbie Currier: again. You'll want to make sure you delete rows of students who will no longer participate

269

00:44:32.490 --> 00:44:37.590

Abbie Currier: and add rows for any new students who will be participating.

270

00:44:37.880 --> 00:44:44.059

Abbie Currier: and then, of course, you'll want to make sure that you are updating any student accommodations as needed.

271

00:44:44.550 --> 00:44:56.699

Abbie Currier: And then the test codes for the high school science subject test, and then in the future for the march retests. You'll want to make sure you've added those as well.

272

00:44:56.790 --> 00:45:00.830

Abbie Currier: and then save that updated file as a CSV.

273

00:45:04.040 --> 00:45:07.960

Abbie Currier: and with that Shannon, are you ready for Q&A.

274

00:45:08.150 --> 00:45:09.619

Shannon Cullen: Yeah, thanks, Abbie.

275

00:45:09.690 --> 00:45:30.059

Shannon Cullen: So, we've been working to answer questions as they come in. And I'm actually not seeing any I think I want to call out right now. I know we have a couple that are open and we're working on answers. But please continue sending your questions in. We have a couple more Q&A breaks planned, I think, for now let's keep going.

276

00:45:36.100 --> 00:46:00.830

Shannon Cullen: So, our next section is on the steps for completing the initial import. So, this is after your file is ready. You've added students, deleted students, updated accommodations and saved the file what comes next. And so, the next steps will be to import the file into the MCAS Portal, and then, if you receive any errors on import to resolve those errors, and with that I'll pass it back to Abbie for another demonstration.

277

00:46:03.670 --> 00:46:04.950

Abbie Currier: Thanks, Shannon.

278

00:46:09.230 --> 00:46:20.869

Abbie Currier: Okay, so we just talked about how to set up our file. So now we'll show you how to import and then resolve any errors that you may have encountered.

279

00:46:21.100 --> 00:46:28.119

Abbie Currier: So, I'm going to log into the MCAS Portal, and I'm logging in as a Demo DTC account.

280

00:46:43.320 --> 00:46:46.380

Abbie Currier: and the first thing I'm going to click on is administration.

281

00:46:47.240 --> 00:47:02.009

Abbie Currier: and I know that when you log into the portal right now, you don't have all of these options yet, but these will be made available to you ahead of the student registration window opening. So, I'm going to click on student registration.

282

00:47:03.330 --> 00:47:18.470

Abbie Currier: And there's a couple of things to note here before we get into actually uploading the file. So as a DTC I can go ahead and upload a file at the district level for all of my schools.

283

00:47:18.470 --> 00:47:40.979

Abbie Currier: or I can upload individual school level files by school. As an STC, I'll be able to just upload a file for my school. So, this org file selector is going to depend on what orgs your account has access to. So, for right now I'll just leave it on the district level.

284

00:47:41.990 --> 00:47:50.730

Abbie Currier: And then I do want to point out that we provide a link directly to the data definitions file right here. So, if I click on that.

285

00:47:50.880 --> 00:47:56.190

Abbie Currier: it'll take me basically to the exact same table right here in the guide.

286

00:47:56.560 --> 00:48:02.900

Abbie Currier: and I can quickly look up what the expected values are for grade, for test

287

00:48:03.160 --> 00:48:07.749

Abbie Currier: code, the format for date of birth. Things like that.

288

00:48:08.233 --> 00:48:14.229

Abbie Currier: So that's a really handy thing for you to have nearby when you are working on your file.

289

00:48:14.360 --> 00:48:29.530

Abbie Currier: We also provide a student registration file template in case you are starting from scratch. For whatever reason, instead of starting with the CSV file that DESE provides in the Dropbox. So that is an option as well.

290

00:48:30.100 --> 00:48:34.700

Abbie Currier: and then we will locate the file that we just put together.

291

00:48:35.780 --> 00:48:42.490

Abbie Currier: and we can select that file and click upload.

292

00:48:44.480 --> 00:48:50.380

Abbie Currier: And what that is going to do is show me a status of pending right here

293

00:48:50.430 --> 00:49:13.089

Abbie Currier: and over the next 5 or 10 min this file will be picked up and processed, and when it is processed, I'm going to see one of two things. One is a validation error, or I'm going to get a processed message. Processed means that there were 0 records with error, and all of my records were successfully uploaded.

294

00:49:13.130 --> 00:49:28.729

Abbie Currier: If I receive a validation error. So, you can see here the very first file that I tried to upload, I had 46 records with errors out of 46. So, let's take a look at this error file to see what was going on

295

00:49:28.900 --> 00:49:32.650

Abbie Currier: in my CSV file. So, I'm going to open my file.

296

00:49:33.880 --> 00:50:02.120

Abbie Currier: And this is essentially the exact same file that I uploaded. But if I come out here to column AP. It's the very last file, or the very last column. It's going to tell me where my errors are. So, for this particular student I had an issue with the calculation device accommodation. The student grade and the test code. So, let's take a look at the grade. Aha!

297

00:50:02.330 --> 00:50:11.025

Abbie Currier: I forgot the leading 0 on the 9. So, when I fix this file. I want to make sure that I am saving this as a

298

00:50:11.480 --> 00:50:26.360

Abbie Currier: a text field instead of a number, so I can add my leading 0. And then I'll also want to make sure that my test code still fits with my correct grade.

299

00:50:26.470 --> 00:50:32.240

Abbie Currier: And then for my calculation device, I would locate that particular

300

00:50:32.750 --> 00:50:52.250

Abbie Currier: accommodation. There are no calculators on the biology test, so I can just delete that accommodation. Maybe I intended it for another student, or maybe I meant a different accommodation, and I can look up that student's information and make sure that that is addressed

301

00:50:52.880 --> 00:50:59.680

Abbie Currier: some of the other errors that we saw. So, the school code. Let's take a look at the school code.

302

00:51:00.200 --> 00:51:16.380

Abbie Currier: Okay? So, it looks like, when I added the school code and copied it down. I didn't copy it. I filled it in, which is why we see all these different school codes in here. So, all I would need to do is change this back to the correct school code

303

00:51:16.840 --> 00:51:19.339

Abbie Currier: and make sure I copy that down

304

00:51:22.950 --> 00:51:30.580

Abbie Currier: and copy cells. So now all of my school codes are correct, and that actually takes care of the vast majority of them.

305

00:51:30.860 --> 00:51:36.579

Abbie Currier: But I also see an issue with SASID. So, let's take a look over here.

306

00:51:36.920 --> 00:51:57.159

Abbie Currier: Aha! I'm missing a digit in my SASID. This is required to be 10 characters long, so I would fix my SASID so, as you can see, I'm going through the list of all of the errors that I'm seeing in my error file and cleaning up those pieces of data for each row.

307

00:51:57.490 --> 00:52:23.400

Abbie Currier: making sure that I've got all my leading zeros that my school code is correct. The test code is still valid, the SASID is correct, etc. So again, if you have any questions about what is supposed to go into each of these fields, or what the validations are. For example, why is ASL edition being called out as an error.

308

00:52:23.480 --> 00:52:42.620

Abbie Currier: Well, I can look in my data definitions, file and see that ASL is actually not available on biology for February. So, pieces of information like that are going to be really useful. If you have the data definitions file open.

309

00:52:43.050 --> 00:52:52.090

Abbie Currier: And again, this exact same file that is available here is also available out on the resource center

310

00:52:52.180 --> 00:52:56.310

Abbie Currier: in the Student Registration Guide.

311

00:52:58.390 --> 00:53:23.879

Abbie Currier: And one other thing that I wanted to mention. So, for the files that are loaded, and we get to this pending status. That's great. That means we got through the first set of validations, but I want to show you something, if so that if you get error messages right away, you understand what's going on. So, I'm going to select

312

00:53:23.920 --> 00:53:29.190

Abbie Currier: a student registration file that's in the wrong file format.

313

00:53:29.270 --> 00:53:43.999

Abbie Currier: and I'll show you what happens. So, I'm going to click on upload. And immediately I get an error message that the file is not in the expected format. And that's because I tried to upload an Excel and not a CSV.

314

00:53:44.592 --> 00:53:57.560

Abbie Currier: A similar set of validations are immediately made for things like, does it have the right column headings? Does it have the right number of columns? Is the file blank?

315

00:53:57.949 --> 00:54:07.049

Abbie Currier: So, it's sort of a preliminary set of validations that are done on the file itself. Before you get to this pending status.

316

00:54:07.360 --> 00:54:10.750

Abbie Currier: So just something to be aware of.

317

00:54:12.190 --> 00:54:18.590

Abbie Currier: To check on my file, since this is still in pending, all I need to do is refresh my page.

318

00:54:18.680 --> 00:54:31.120

Abbie Currier: and it takes again about 5 or 10 min, and eventually that status will be changed from pending to either processed or give you a validation error.

319

00:54:32.630 --> 00:54:37.599

Abbie Currier: So, with that, let's go back to the slides.

320

00:54:40.080 --> 00:54:52.459

Abbie Currier: And just a recap of what we just talked about with importing the file. You'll be going to the MCAS Portal and clicking on administration. And then, student registration.

321

00:54:52.860 --> 00:55:00.400

Abbie Currier: you'll locate the file that you save to your computer and then click upload.

322

00:55:01.500 --> 00:55:10.740

Abbie Currier: and that will confirm eventually that will confirm that all records have been successfully imported, or you got an error file.

323

00:55:11.850 --> 00:55:21.009

Abbie Currier: Once the file has been uploaded. And again, we're looking at 5 to 10 min for a file to be processed, depending on the size

324

00:55:21.070 --> 00:55:32.619

Abbie Currier: and the file status will be pending until the file is processed. So, you'll just need to refresh your page to see the Updated status of that file just like I showed you.

325

00:55:33.020 --> 00:55:39.750

Abbie Currier: Once the file is processed, the status will be updated to processed. If there's no errors.

326

00:55:40.208 --> 00:55:45.919

Abbie Currier: Validation errors. If there are errors, and that is a link to a file

327

00:55:46.060 --> 00:55:54.980

Abbie Currier: that you can download for a list of the exact errors that you'll need to correct. And that's what we went over just a few minutes ago.

328

00:55:55.230 --> 00:56:05.436

Abbie Currier: There's also a possible error that you might see that says error contact eMetric. And this it this, you'll see if your file

329

00:56:06.160 --> 00:56:18.649

Abbie Currier: just if something goes wrong and the site doesn't know exactly what it is. If you see this, please contact the MCAS Service Center for support, and they'll be able to help you directly.

330

00:56:21.473 --> 00:56:33.119

Abbie Currier: So again, addressing file errors, if your file returns that that validation error status, you'll want to click the link to view a list of errors for each record in the file

331

00:56:33.130 --> 00:56:50.370

Abbie Currier: and then using the data definitions, file that you can either look at in the student guide on the MCAS Resource Center or using this download student registration data definitions file link here. You'll want to make sure you address each error in the file.

332

00:56:50.760 --> 00:56:55.179

Abbie Currier: using those as your as your go-to guides.

333

00:56:55.830 --> 00:57:04.819

Abbie Currier: you'll want to save the new file. Once all the errors have been addressed and then upload that updated file into the MCAS Portal.

334

00:57:08.680 --> 00:57:10.699

Abbie Currier: Just a couple

335

00:57:11.300 --> 00:57:21.250

Abbie Currier: of important notes. That schools and districts can upload up to 75,000 student records in one student registration file.

336

00:57:21.470 --> 00:57:28.919

Abbie Currier: DESE does recommend leaving Column K, which is the class name, blank during the initial import.

337

00:57:28.970 --> 00:57:45.230

Abbie Currier: Schools can always export the file, add the class names, save the file, and then re-import it about 2 weeks prior to testing. This just saves you that that step of trying to figure out your classes, you know, 2 months ahead of testing.

338

00:57:45.490 --> 00:57:49.870

Abbie Currier: Additional guidance on creating classes will be shared soon.

339

00:57:51.130 --> 00:58:01.900

Abbie Currier: And after student registration and prior to testing it is recommended to export all of your student registration information to verify its accuracy.

340

00:58:01.940 --> 00:58:05.820

Abbie Currier: and that can be done using the

341

00:58:05.910 --> 00:58:11.339

Abbie Currier: export students button in the Student Registration Page on the MCAS Portal.

342

00:58:11.530 --> 00:58:14.919

Abbie Currier: and we will be showing you that in a little bit

343

00:58:19.750 --> 00:58:23.580

Abbie Currier: a couple of other important reminders

344

00:58:25.801 --> 00:58:33.039

Abbie Currier: for operational testing. Please make sure that you are in the MCAS Portal and not the MCAS training site.

345

00:58:33.871 --> 00:58:40.610

Abbie Currier: The STCs, DTCs and technology coordinators can import a student registration file.

346

00:58:40.630 --> 00:58:46.060

Abbie Currier: But test administrators cannot upload a registration file.

347

00:58:47.067 --> 00:58:57.540

Abbie Currier: If you have any columns that are hidden or frozen in your CSV file, make sure that you unhide and unfreeze them before you import them.

348

00:58:57.660 --> 00:59:06.290

Abbie Currier: And again, it needs to stay in a CSV file format, so don't make any changes to the format of the file.

349

00:59:08.450 --> 00:59:27.970

Abbie Currier: Please also make sure you do not try to add a title to the file, using row one of the spreadsheet. This will cause an error during upload. So, you want to make sure that that very first row is the column headers, just like in the template, and just like in the CSV file, you'll download from Dropbox

350

00:59:28.600 --> 00:59:41.800

Abbie Currier: and the student registration file import needs to be done by the initial deadlines for schools to receive an initial order of manuals and PBT tests and student ID labels.

351

00:59:42.130 --> 00:59:55.779

Abbie Currier: Schools can update student registration especially, you know, accommodations and things like that. But they must also place an additional order for materials if needed. If it's past that deadline.

352

01:00:00.610 --> 01:00:04.290

Abbie Currier: Shannon, do we have any Q&A.

353

01:00:05.070 --> 01:00:27.709

Shannon Cullen: Yeah, thanks, Abbie. There's just a couple to call out here, and the first one is a question for you if you're able to answer it, and that is, there's a lot coming in. I've got to scroll. Is it recommended? So, after you've corrected the errors in the file. Is it recommended to, then re upload the full file, or only upload the corrected rows.

354

01:00:28.630 --> 01:00:29.890

Abbie Currier: It's up to you.

355

01:00:29.910 --> 01:00:34.830

Abbie Currier: If it's easier to remove the rows that were successfully

356

01:00:35.460 --> 01:00:41.409

Abbie Currier: added or not. It. It would probably be better if you just left them there.

357

01:00:41.930 --> 01:00:50.119

Abbie Currier: you know just easier in general. To just leave them there. Fix the couple of issues that you might have, and then re upload that file.

358

01:00:51.230 --> 01:01:18.225

Shannon Cullen: Awesome. Thank you. And then one other thing I want to comment on just because it is different than the systems and procedures that we used to have when you do get that error file that Abbie was demonstrating. I saw a couple of questions about this. It lists out the column header in the column where there is an error, and then you'll need to consult the student registration.

359

01:01:18.930 --> 01:01:34.430

Shannon Cullen: guide or the data definitions file. They contain the same information to see what may be going wrong in that column. So, it doesn't give you a long drawn-out error of what's happening. It will only list the column header.

360

01:01:35.511 --> 01:01:48.350

Shannon Cullen: And I know we have a number of other questions that have come in, but I also want to respect the amount of time that we have left, because we do have several more demonstrations. So, let's keep going to the next section.

361

01:01:50.650 --> 01:02:16.810

Shannon Cullen: which will be these steps after the initial import. So, on the next slide, we see again this overview of the steps to complete student registration. And so you'll see. Now, we're focusing on this last step. After everything has been uploaded, your errors have been resolved. What steps will you take to update student information either through a file export import process or through the user interface.

362

01:02:16.960 --> 01:02:23.109

Shannon Cullen: And I'm going to pass it over to Scott briefly, to talk about updating SIMS data on the next slide.

363

01:02:23.880 --> 01:02:25.369

Scott Kelley: Thank you, Shannon.

364

01:02:25.390 --> 01:02:29.654

Scott Kelley: Just a quick reminder that

365

01:02:30.910 --> 01:02:36.380

Scott Kelley: if you do update student information within the platform

366

01:02:36.810 --> 01:02:44.790

Scott Kelley: with the registration information. For example, a student may have a preferred name

367

01:02:45.100 --> 01:03:00.370

Scott Kelley: that's not in SIMS. It's different from what is in SIMS. You certainly, you know you could do that. We had that in the previous interface. But you would need to certainly make that change

368

01:03:00.570 --> 01:03:05.080

Scott Kelley: temporary and put the put the value back to what's in SIMS.

369

01:03:05.484 --> 01:03:08.240

Scott Kelley: When we get these files back from you.

370

01:03:08.790 --> 01:03:23.970

Scott Kelley: and there are differences in the in the name, in the spelling of the name, and certainly the SASID right? If you put one of those fake SASIDs in, you'll need to enter the actual SASID before the end of the window

371

01:03:24.260 --> 01:03:31.640

Scott Kelley: to avoid a mismatch. And this is just sort of a precaution

372

01:03:31.760 --> 01:03:38.420

Scott Kelley: to keep SIMS and your data file in sync

373

01:03:38.760 --> 01:03:41.100

Scott Kelley: by the end of the test administration window

374

01:03:41.950 --> 01:03:49.690

Scott Kelley: and your SIMS person. If you do need to find that person, they are listed under your profiles.

375

01:03:49.770 --> 01:03:52.230

Scott Kelley: They're listening to school and district profiles

376

01:03:52.660 --> 01:03:58.820

Scott Kelley: at the district level and you select SIMS contract. Some districts have more than one.

377

01:03:58.920 --> 01:04:02.200

Scott Kelley: So those folks can help you.

378

01:04:02.773 --> 01:04:06.720

Scott Kelley: Locate your SASIDs and make sure that the

379

01:04:06.800 --> 01:04:10.559

Scott Kelley: the information is updated before the end of admin.

380

01:04:11.110 --> 01:04:16.800

Scott Kelley: So, with that, I believe I'm passing it the baton over to Abbie once again.

381

01:04:22.200 --> 01:04:23.499

Abbie Currier: Thanks so much. Scott.

382

01:04:24.260 --> 01:04:24.800

Scott Kelley: Thank you.

383

01:04:25.070 --> 01:04:38.489

Abbie Currier: Okay. So, in addition to being able to upload your students through a student registration file you'll also be able to manage your students directly in the user interface of the MCAS Portal.

384

01:04:38.530 --> 01:04:44.730

Abbie Currier: So, on the students page users will be able to manually add a new student

385

01:04:44.740 --> 01:04:53.839

Abbie Currier: edit existing students that were uploaded through the student registration file process and then add or edit student accommodations

386

01:04:54.470 --> 01:05:09.449

Abbie Currier: so manually adding and editing students is recommended when you're making changes to 10 or fewer student records versus having to fill out an entire student registration file just for those couple of students

387

01:05:09.750 --> 01:05:19.249

Abbie Currier: and the same files that are provided through the student registration file will be able to be entered manually, and it'll be an exact replica.

388

01:05:20.440 --> 01:05:35.109

Abbie Currier: Accommodations are entered by test code just like they are in the student registration file, and students with accommodations for multiple tests will need to have the accommodations entered for multiple test codes.

389

01:05:35.130 --> 01:05:38.510

Abbie Currier: And I'll show you what that looks like in just one second.

390

01:05:39.740 --> 01:05:44.140

Abbie Currier: So, with that, we'll log back into the MCAS Portal.

391

01:05:44.550 --> 01:05:50.029

Abbie Currier: And instead of going to student registration, I'm going to come over here to students.

392

01:05:51.530 --> 01:06:12.950

Abbie Currier: and I'm going to select Cyber Falls school to where I've got all of my students uploaded through my student registration file. But let's say that I need to edit the accommodations or edit the student information for a particular user or particular student. Excuse me.

393

01:06:12.970 --> 01:06:14.879

Abbie Currier: I'll click on edit.

394

01:06:15.150 --> 01:06:23.659

Abbie Currier: And then here I have the student information tab where I can add additional registration codes or update any of the student’s information.

395

01:06:24.580 --> 01:06:31.160

Abbie Currier: So, for example, if I uploaded the student and I know they're taking the February biology test.

396

01:06:31.330 --> 01:06:43.270

Abbie Currier: but they will also be taking the ELA March retest. I can simply add that registration code here for them. I don't have to upload them into the portal again.

397

01:06:43.360 --> 01:06:49.179

Abbie Currier: and the registration codes that are listed here for the student will dictate

398

01:06:49.240 --> 01:07:06.689

Abbie Currier: the test codes that are available here on the accommodations tab so because I just added that ELA March test. Now, I have both of them listed here. So, I'll need to enter my students’ accommodations for the February biology test.

399

01:07:06.760 --> 01:07:09.590

Abbie Currier: Let's say that they get text to speech.

400

01:07:09.900 --> 01:07:22.850

Abbie Currier: and then I'll need to do the same for their ELA test. Maybe they also get text to speech. But it's text to speech, special accommodations, because it's ELA. So, I need to make sure that I'm

401

01:07:23.050 --> 01:07:26.499

Abbie Currier: assigning their accommodation for each test.

402

01:07:28.680 --> 01:07:56.719

Abbie Currier: We'll come back over here to student information. I just want to show you what it looks like if you remove a test code. So again, I've only got BIOFEB selected, and I come back over here and now. Only BIOFEB is available to me here. So, it's very important that the test codes are entered correctly, and then the accommodations for each of those test codes are also entered correctly, just like in the student registration file

403

01:08:00.411 --> 01:08:16.010

Abbie Currier: in addition to editing students that have been up uploaded, I also have the ability to add brand new students. So, let's say, this is a student who just moved into my district from out of state I can enter their SASID.

404

01:08:20.100 --> 01:08:25.350

Abbie Currier: can select their grade, enter in their last name.

405

01:08:26.729 --> 01:08:29.470

Abbie Currier: 1st name, you know birth.

406

01:08:31.710 --> 01:08:53.439

Abbie Currier: and then I'll add their student registration codes. Now I because this is a grade 10 students, they'll have all of the High School registration codes available to them. If I changed this to, I don't know, an elementary or middle school grade the registration codes available to them would only be applicable to that grade.

407

01:08:54.300 --> 01:08:56.919

Abbie Currier: So, I'll select BIOFEB

408

01:08:57.533 --> 01:09:02.689

Abbie Currier: and maybe I already know they're going to take. I'm sorry. Not that one.

409

01:09:02.850 --> 01:09:10.190

Abbie Currier: The ELA March test. I'll come over here to accommodations. I've got both of my tests here and available.

410

01:09:10.420 --> 01:09:17.270

Abbie Currier: and maybe they use a mouse pointer accommodation, and I'll need to add that to both of their tests

411

01:09:18.080 --> 01:09:19.730

Abbie Currier: and then click, save.

412

01:09:21.490 --> 01:09:34.120

Abbie Currier: And of course, at any time, if I realize that I need to change that state student ID or I neglected to add an additional accommodation. I can come in here and click edit

413

01:09:35.000 --> 01:09:37.440

Abbie Currier: and add that information for them.

414

01:09:40.260 --> 01:10:01.809

Abbie Currier: One other thing to note is that at the end of the administration, so at the end of the testing window for February science, you'll want to make sure that you set the not tested for medical absence code, either manually by editing and then coming over here and selecting the not tested code.

415

01:10:01.810 --> 01:10:21.909

Abbie Currier: or through a bulk edit by downloading the student registration file, selecting that not tested code for the appropriate students and then re uploading that student registration file. So that is one thing that you'll need to make sure you do at the end of the testing window.

416

01:10:24.190 --> 01:10:27.780

Abbie Currier: and with that we'll go back over to the PowerPoint

417

01:10:29.800 --> 01:10:46.200

Abbie Currier: just to recap what we just went over in order to manually add a student. You'll want to make sure you, of course, are logging into the MCAS Portal. You'll click administration and then select students instead of student registration students is right here

418

01:10:46.480 --> 01:10:49.169

Abbie Currier: and then click, add the student button.

419

01:10:51.123 --> 01:11:00.560

Abbie Currier: You'll add in the student information anything that has a red asterisk by it is required. So, for example, middle initial is not required.

420

01:11:01.550 --> 01:11:08.719

Abbie Currier: and you'll want to make sure that you enter the registration codes or test codes for every test the student is going to take.

421

01:11:10.510 --> 01:11:20.969

Abbie Currier: Additionally, when you're manually adding a student, you want to make sure that you are also adding the appropriate accommodations for that student by test code.

422

01:11:21.311 --> 01:11:34.920

Abbie Currier: So, make sure that you have this dropdown available to you, and that all of the tests are listed there and then that you actually assign the accommodation for each of these tests, and then you'll click the Save button

423

01:11:36.360 --> 01:11:47.039

Abbie Currier: to edit an existing student in the portal on this student's page. You'll locate the student that you want to edit and click the edit link.

424

01:11:48.320 --> 01:11:53.420

Abbie Currier: You'll update the student’s information and then simply click, save

425

01:11:54.230 --> 01:12:01.959

Abbie Currier: and the same, if you are editing or adding student accommodations again, you can click on edit for that student.

426

01:12:02.150 --> 01:12:14.659

Abbie Currier: and instead of staying on the student information tab, you'll select the accommodations tab, and then you'll need to make sure you update accommodation by test code and click Save.

427

01:12:16.530 --> 01:12:19.659

Abbie Currier: Shannon, I will pass it over to you.

428

01:12:19.950 --> 01:12:38.829

Shannon Cullen: Thanks, Abbie, just real briefly, if you need to add a student that is taking the paper-based test or update a student's paper-based test accommodations after the student registration window, just a reminder that you may need to place an additional materials order through the MCAS service center. So, if you update

429

01:12:38.830 --> 01:12:52.859

Shannon Cullen: the PBT after the initial window that would not automatically trigger an additional materials order. There will be additional information about this in Appendix B of the PAM. But just want to call that out here.

430

01:12:53.819 --> 01:13:15.819

Shannon Cullen: And I think with that. So, Abbie has just demonstrated how to manually add and edit students in the user interface after the initial window. And now she's going to demonstrate how to export and re-import the student registration file. And this is for when you need to make updates or add a large number of students, typically over 10 student records. So, I'll pass it back to you, Abbie.

431

01:13:16.870 --> 01:13:18.160

Abbie Currier: Thanks, Shannon.

432

01:13:18.787 --> 01:13:23.079

Abbie Currier: So yes, let's go back into the MCAS Portal.

433

01:13:23.570 --> 01:13:27.169

Abbie Currier: and we'll go back over to student registration.

434

01:13:27.760 --> 01:13:48.239

Abbie Currier: And it's really very, very similar to what we already did, but instead of starting with a CSV. That we put together ourselves or a CSV that we downloaded from Dropbox, we have the export students button here that will download the CSV file in the correct file template

435

01:13:48.666 --> 01:14:01.119

Abbie Currier: and we'll be able to just open that file up. Edit it exactly the way we've been demonstrating throughout this training today. Select that file on our computer and then upload it directly there.

436

01:14:07.660 --> 01:14:09.259

Abbie Currier: So just one more.

437

01:14:10.050 --> 01:14:15.809

Abbie Currier: Just one more note. About exporting and re-importing the student registration files.

438

01:14:15.890 --> 01:14:20.840

Abbie Currier: It's recommended for updating more than 10 student records.

439

01:14:20.860 --> 01:14:23.099

Abbie Currier: Again, you'll log into the portal.

440

01:14:23.390 --> 01:14:37.539

Abbie Currier: You'll select administration. You'll select the student registration in the top menu bar. Select the appropriate organization from the organization dropdown list. If it's not already selected for you.

441

01:14:37.610 --> 01:14:40.469

Abbie Currier: And then click that export students button

442

01:14:41.032 --> 01:14:46.460

Abbie Currier: and again, that file will automatically download to your computer.

443

01:14:46.570 --> 01:15:07.800

Abbie Currier: And you will utilize that student registration data definitions file to assist you in updating the exported student registration file. And then you'll want to update any of the fields in the student registration export that need updating. And then again, make sure that you are saving the file as a CSV.

444

01:15:07.890 --> 01:15:17.729

Abbie Currier: Otherwise, you'll get those immediate error notifications saying that the file the file type is incorrect, and you'll have to save it again.

445

01:15:20.040 --> 01:15:24.379

Abbie Currier: And with that I will pass it back over to Shannon for Q&A.

446

01:15:25.450 --> 01:15:48.899

Shannon Cullen: Thanks, Abbie. So, I've seen some questions about classes and test sessions coming in. So, I just want to clarify here that classes are going to be similar to if you’ve done MCAS administration before, they're similar to what we used to call PAN sessions. They are groupings of students who will test at the same place at the same time

447

01:15:48.900 --> 01:15:58.436

Shannon Cullen: we will have some additional guidance on creating classes and assigning classes, and we will include classes in an upcoming training session.

448

01:15:59.030 --> 01:16:23.540

Shannon Cullen: We strongly recommend not including class names during the initial import of the student registration file. As we mentioned earlier, as Abbie just demonstrated, you'll be able to export the file later. Add in the class names and then re-import. So, we do strongly suggest that you leave that column blank, for now, at least until we have released the additional guidance on classes.

449

01:16:24.820 --> 01:16:49.720

Shannon Cullen: I know we have a number of other questions that have come in, and I just want to remind you that any questions that we're not able to answer right now during the presentation, we will be sending out a Q&A within about a week that answers all of the questions that have come in. So please do continue to type in your questions into the Q&A. But I think, for now we will move on to our next section, and so I will pass this over to Jodie.

450

01:16:54.160 --> 01:17:18.640

Jodie Zalk: Great. Thank you, Shannon. We're going to begin wrapping up this morning session. We'll have a little bit of time at the end for additional demonstrations with sandbox time for folks who want to stay. But we wanted to end our session, as we always do, leaving you with resources and knowing where to get support and talking about next steps next slide.

451

01:17:21.920 --> 01:17:33.869

Jodie Zalk: So, we wanted to share upcoming test tasks for test coordinators. We wanted to call out our student assessment update. If you don't already subscribe to that

452

01:17:33.870 --> 01:17:59.010

Jodie Zalk: and test coordinators do automatically receive the update depending on your role in school and district profiles. So that's where we share important information and updates. So, we ask that you plan to subscribe to that and then develop a communication plan. So, whether you want to be the subscriber, and make sure that you share out the information with your staff.

453

01:17:59.010 --> 01:18:05.679

Jodie Zalk: or make sure that everybody in your building receives that information. That's something that you should be thinking about this fall.

454

01:18:06.150 --> 01:18:21.920

Jodie Zalk: We also have started posting some guides to the MCAS Resource Center, and we'll ask that you review them and modules as they become available and share them out with your teams as you're planning to complete tasks in the MCAS Portal.

455

01:18:23.520 --> 01:18:42.709

Jodie Zalk: In our earlier training we talked about site readiness. And we'll ask that you connect with your technology coordinators to make sure that they're completing site readiness. We have a recommended deadline in December. So, we'll ask that you're connecting with your technology coordinators to make sure that that's being completed.

456

01:18:43.160 --> 01:18:49.499

Jodie Zalk: And then we've posted the administration deadlines for the February science tests and March retests.

457

01:18:49.580 --> 01:18:55.809

Jodie Zalk: and you can take a look at those deadlines and upcoming tasks to make sure that they're on your calendar.

458

01:18:56.530 --> 01:18:59.767

Jodie Zalk: And then, as Shannon's mentioned about classes.

459

01:19:00.390 --> 01:19:09.169

Jodie Zalk: and we'll be talking about scheduling tests. Both of those topics will be covered in future training sessions. So just wanted to make sure that's on your radar for now.

460

01:19:10.670 --> 01:19:17.319

Jodie Zalk: and on the next slide we'll be talking through some of our upcoming office hour sessions.

461

01:19:17.360 --> 01:19:33.379

Jodie Zalk: We're sorry that we've had to reschedule our office hours for student registration, seen a number of questions come into the chat about the CSV file. Who will be in that? What will that look like? We'll be covering that on the session on December 11th

462

01:19:33.450 --> 01:19:37.030

Jodie Zalk: and then we'll have a second session on the 13th

463

01:19:37.050 --> 01:19:52.669

Jodie Zalk: and during that session you'll have an opportunity to just ask us any questions that you have about student registration, as you're in the middle of the process and see additional demonstrations at that time, and then we have a link on the slide so that you can register for those sessions

464

01:19:54.230 --> 01:19:55.550

Jodie Zalk: next slide, please.

465

01:19:56.750 --> 01:20:13.820

Jodie Zalk: And here we have upcoming tasks for technology coordinators sharing out the guidelines for technology that are posted. And we'll ask that you connect with your tech coordinators to make sure that devices for testing will be meeting the tech specs.

466

01:20:14.362 --> 01:20:23.850

Jodie Zalk: Start thinking about downloading the student kiosk on testing devices and completing site readiness next slide, please.

467

01:20:25.240 --> 01:20:40.070

Jodie Zalk: And here we wanted to leave you with some additional resources for student registration and some of the other upcoming tasks and again share the link with you for the resource center, the user guides for the MCAS Portal.

468

01:20:40.100 --> 01:20:52.770

Jodie Zalk: The link for the technology page and the guides that are posted there and that you can share with your technology coordinators. And again, the link for the student assessment update and the link to sign up. If you need that

469

01:20:53.640 --> 01:20:55.070

Jodie Zalk: next slide, please.

470

01:20:56.500 --> 01:21:12.069

Jodie Zalk: And after today's session. As you close out of the session, you'll have an evaluation form pop up on your screen, and we ask that you please complete that and let us know if the session was useful for you. Let us know your thoughts on that.

471

01:21:12.070 --> 01:21:28.770

Jodie Zalk: and we'll be able to use that information as we begin planning our other upcoming sessions and think about student registration and trainings for the future as well. If you're not able to access the form we ask that you just email us instead, and let us know your thoughts there

472

01:21:29.000 --> 01:21:42.890

Jodie Zalk: and then. Within about a week we'll be sending out the answers for the questions that came into the Q&A. Today, and we'll also be sending out the link to the recording. And if that is available beforehand, we'll send that out as soon as it's available.

473

01:21:44.790 --> 01:22:13.309

Jodie Zalk: and on the next slide you can see our contact information on the right-hand side for Shannon, Scott, Rob, myself and our colleagues at DESE. If you have any policy questions, and then on the left-hand side of the screen, you can see the contact information for our service center. If you have any questions on how to complete registration. If you have any questions about the process, or any questions about logistics or technology, you can reach out to the service center.

474

01:22:13.910 --> 01:22:20.660

Jodie Zalk: and so, I think we have a few minutes left. So, I'm going to turn this back over to Shannon to introduce the sandbox time.

475

01:22:23.770 --> 01:22:39.750

Shannon Cullen: Great. Thank you, Jodie. So, for those of you who would like to stay on for the last few minutes, we're going to provide an opportunity to see some of the demonstrations a second time. I think we have time for maybe one or two. So let's move on to the poll question

476

01:22:39.770 --> 01:23:03.789

Shannon Cullen: which will ask which demonstrations from today would you like to see again, adding and removing students in the file, adding a student's accommodations in the file, importing the file, resolving validation errors, manually adding or editing a student on the students page or updating a large number of student records via import export. And I'll pause for just a moment for folks to enter in their answers.

477

01:23:09.820 --> 01:23:12.250

Shannon Cullen: All right, and let's wrap up the poll.

478

01:23:15.910 --> 01:23:18.289

Shannon Cullen: Okay? So, it looks like,

479

01:23:18.750 --> 01:23:30.060

Shannon Cullen: by far, most people would like to see a second time how to manually add and edit a student on the students page. So, Abbie, could you demonstrate that first.

480

01:23:35.630 --> 01:23:37.890

Abbie Currier: Yes, if I can get off mute

481

01:23:38.628 --> 01:23:42.099

Abbie Currier: yes, so on. So, let's start

482

01:23:42.170 --> 01:23:46.899

Abbie Currier: from the beginning. So, we log in to the portal

483

01:23:49.540 --> 01:23:52.689

Abbie Currier: and we will click on administration here.

484

01:23:53.100 --> 01:24:00.819

Abbie Currier: And instead of going to student registration where we would go to upload a file, we're going to click on students, which is right here.

485

01:24:03.940 --> 01:24:09.749

Abbie Currier: and the first thing I'm going to do is select the correct school. Here's all my Demo students.

486

01:24:09.920 --> 01:24:14.060

Abbie Currier: And to add a new student, I'm going to click, add student here.

487

01:24:14.430 --> 01:24:21.729

Abbie Currier: I'll fill out all of their required information. Anything that has a red asterisk next to it is required.

488

01:24:22.227 --> 01:24:44.760

Abbie Currier: So, this would be their SASID. You'll select their grade, say they’re grade10: last name, 1st name, middle initial, date of birth. Your registration codes will be made available to you. These are based on the grade that you've selected for your students. So, if I were to change this to grade 3, I've only got 3rd grade tests available to me.

489

01:24:44.820 --> 01:24:51.570

Abbie Currier: If I change this back to a high schooler now, I've got all of my test codes available.

490

01:24:51.640 --> 01:24:54.030

Abbie Currier: I'll select the test code.

491

01:24:55.010 --> 01:25:04.470

Abbie Currier: and I can either click save right now. Or if this student also has accommodations, I'll click on the accommodations tab right here.

492

01:25:04.620 --> 01:25:14.849

Abbie Currier: and I'll make sure that my February biology test is selected. I'll locate the accommodation that I need to add for this student.

493

01:25:15.760 --> 01:25:26.410

Abbie Currier: Select that and click save and that will save my student to my list of students out here on the student listing page

494

01:25:27.260 --> 01:25:42.490

Abbie Currier: to edit a student. It essentially takes you to the exact same interface. But you'll get there by clicking edit for that student. And all of these magnifying glasses mean that it's searchable. So, if you're looking for a specific student, you want to enter

495

01:25:43.280 --> 01:25:44.720

Abbie Currier: or edit.

496

01:25:45.320 --> 01:25:47.569

Abbie Currier: Say, okay, here's my students.

497

01:25:47.860 --> 01:25:51.430

Abbie Currier: Select edit same interface.

498

01:25:52.135 --> 01:26:09.979

Abbie Currier: But you can add registration codes. Maybe the students going to take Ela in March you can edit their accommodations. Maybe. Now that you've added Ela for March, you'll want to make sure that you add their text to speech accommodation.

499

01:26:10.230 --> 01:26:14.579

Abbie Currier: Let's make sure we get it for February biology as well.

500

01:26:15.110 --> 01:26:20.960

Abbie Currier: and then you'll click, save and that student will be, hey, will have been successfully uploaded.

501

01:26:27.070 --> 01:26:28.809

Abbie Currier: Great thanks so much, Abbie.

502

01:26:29.288 --> 01:26:35.989

Shannon Cullen: I think that we are just now getting to the end of our time, so I don't think we'll have time for any additional demonstrations.

503

01:26:36.200 --> 01:26:58.150

Shannon Cullen: But I want to say thank you to everyone who's joined us today. And just one more plug, that if you do want to see these demonstrations again, or additional demonstrations. Please come to one of our office hours next month, and again we have our contact information for you up here on the screen. If you have additional questions, I hope that you found this morning helpful. Thank you so much for joining and have a great rest of your day.