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

The Office of Student Assessment Services

November 26, 2024

dese MASSACHUSETTS Department of Elementary and Secondary Education

Presenters

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Logistics for This Session

- Use the Q&A feature to ask a question.
  - We will answer some questions aloud at specified times during this training session, and we will email the Q&A afterwards.
  - Type your questions anytime, but we may not answer them in real time as some questions may be covered during the presentation.
  - Use the thumbs-up icon to "upvote" someone else's question.
  - Email student-specific questions to mcas@mass.gov instead of asking here.
- This session is being recorded and will be available in about a week in the MCAS Resource Center, along with the slides.
- Closed captioning has been enabled for participants who need it.
- This session is being interpreted into ASL. Our interpreting team will be onscreen with the presenters.

Slides for This Session

- Slides were emailed to participants before this session from MCASEvents@cognia.org.

- Slides are now being posted in the chat.

  - If you cannot access the slides in the chat, ask in the Q&A.

- After the session, we will send the slides again to participants, and they will be posted in the MCAS Resource Center along with the recording.

Today's Agenda

1. Introduction
2. Overview of the Student Registration Process
3. Preparing the Initial File for Import
4. Steps for Completing the Initial Import
5. Steps after the Initial Import
6. Resources, Support, and Next Steps
7. Live "Sandbox" Time with Additional Demonstrations

Note: This training will not cover enrollment transfers, creating classes, test scheduling, or navigating the MCAS Student Kiosk. These topics will be covered in future training sessions. In addition, this training will not cover updates to the Competency Determination (see the November 6 Special Edition Update for additional information on the CD).

Future Training Topics

December Office Hours Sessions

- [Wednesday, December 11 9:30 – 10:30 a.m.](#)
    - Participation guidelines for the February Science administration
    - Enrollment transfers
    - Opportunity for schools to ask questions and request to see demonstrations for Student Registration
- [Friday, December 13 9:30 – 10:30 a.m.](#)
    - Opportunity for schools to ask questions and request to see demonstrations for Student Registration

Future Training Sessions

- Creating classes
- Scheduling tests
- Navigating the MCAS Student Kiosk

Poll Question

What is your role? (Check all that apply)

A. District test coordinator
B. School test coordinator
C. Principal
D. Guidance counselor
E. Technology staff
F. Other district staff
G. Other school staff

Poll Question

How many years have you coordinated MCAS test administration?

A. 0–This is my first year.

B. 1 year

C. 2–3 years

D. 4–5 years

E. 6+ years

1.Introduction

New Systems for MCAS Computer-Based Testing Beginning in 2025

- Crosswalk of terminology:
  - www.doe.mass.edu/mcas/testadmin/crosswalk-of-terminology.pdf
- New MCAS Portal rollout and tasks to complete in fall 2025:
  - October 18 Student Assessment Update https://us14.campaign-archive.com/?u=d8f37d1a90dacd97f207f0b4a&id=69d17e38c8
- MCAS training sessions on tasks in the MCAS Portal
  - For test coordinators: https://mcas.onlinehelp.cognia.org/training-webinars/
  - For technology coordinators: https://mcas.onlinehelp.cognia.org/training-webinars-portal-tasks-tech-coordinator/
- Additional resources in the new MCAS Resource Center
  - https://mcas.onlinehelp.cognia.org/

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Tasks to Complete in Fall 2024

Task	Person responsible	Recommended Deadline
Create and edit MCAS Portal user accounts	Test coordinators	**November 15** for test coordinator and technology coordinator accounts; **Three weeks before test administration** for test administrator accounts
Download and install the MCAS Student Kiosk on student testing devices	Technology coordinator	**November 15** for high schools
Conduct Site Readiness to certify that technology infrastructure is ready for testing	Technology coordinator	**November 15** for high schools

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Tasks to Complete in the MCAS Portal During Test Administration for School Test Coordinators

Task	Timeframe for completing task
Student registration (with extended window to follow for CBT)	Approximately 2 months before administration February Science: **December 11–19** March Retests: **January 21–31**
Assigning and managing accommodations	During Student Registration and throughout testing
Create and assign students to "classes"	Approximately 2 weeks before administration Recommended deadlines: February Science: **January 21** March Retests: **February 19**
"Schedule" classes in the MCAS Portal for CBT	February Science: **January 28–February 3** March Retest ELA: **February 27–March 5** March Retest Math: **March 3–10**
Printing student logins	1–2 days before testing
Monitoring test administration Test coordinators and test administrators view student statuses, and test coordinators can view dashboards.	During testing
Note: Schools and districts will also use the MCAS Portal after testing to access reports of results.	

2. Overview of the Student Registration Process

What is Student Registration?

- Student Registration is a collection of student-level data, including
  - student demographic data
  - information on selected accommodations that a student will use during testing
- Student Registration must be completed to determine the basis for the initial shipment of materials to schools, including
  - test administration manuals (CBT and PBT)
  - Student ID Labels for paper-based tests (PBT)
  - PBT test and answer booklets, including special test editions
- Student Registration determines initial test orders and provides a record of students tested and the accommodations they used.
- District and school test coordinators and technology coordinators have permissions in the MCAS Portal to upload and edit student data.
- The MCAS Student Registration Guide, available on the MCAS Resource Center, contains step-by-step instructions on how to complete Student Registration in the MCAS Portal.

Overview of Steps to Complete Student Registration

1. Download the .CSV file prepared by DESE from Dropbox Central in the DESE Security Portal (available on the first day of each Student Registration window).

2. Delete students from the file who are no longer enrolled in your school, and add rows for students who were not included in the file and will be testing.

3. Verify and update students' accessibility features and accommodations.

4. Save as a .CSV file and import file into the MCAS Portal.

5. Resolve any errors that occur.

6. Update student information as needed, through file export/import process or through the user interface.

Student Registration Deadlines

Administration	Initial Student Registration Window Important for receiving manuals on time and Student ID Labels for PBT
February Science	**December 11–19**
March Retests	**January 21–31**

See the Statewide Testing Schedule for the following:

- Extended deadlines for CBT
- Deadlines for updating student registration information (as needed) after administration

If a high school will not have any students participating in an administration, the school needs to email mcas@cognia.org to let them know by the deadline listed above.

For what reasons and when should we update Student Registration?

1. Initial Student Registration Window	2. Extended Student Registration Window for CBT	3. Test Administration Window	4. Deadline for Updating Student Registration information
Add students Remove students/test assignments Edit accommodations Edit demographic info	Same as 1, but may need to **order additional paper-based tests** for new PBT accommodations	Same as 1, but **additional steps** are required for some accommodations (see slide 19)	Edit accommodations that were not used Edit demographic info

MCAS Accessibility and Accommodations

- All accommodations with the "**SR**" designation in the *Accessibility and Accommodations Manual* **must** be selected prior to testing.

  - Some accommodations cannot be changed after a student signs in to the test. If the correct accommodations are not selected before a student signs in, additional steps during testing will be required.

- Review the *Accessibility and Accommodations Manual* *(to be available soon)*

- Remember to assign accessibility features and accommodations appropriately:

  - Accessibility features available to all students

  - Accommodations available only for students with disabilities and ELs

Form-Dependent Accommodations

⚠️ **The following accommodations must be assigned correctly before testing. If not assigned correctly, a student's test will need to be stopped and a new test will need to be set up, and the student may need to retake a portion of the test.**

- **Form-dependent accommodations for CBT:**
  - ASL
  - Compatible assistive technology
  - Human read-aloud
  - Human signer
  - Screen reader
  - Spanish/English

- **Form-dependent accommodations for PBT:**
  - Large-print
  - Braille

New for 2025:
Text-to-speech is **not** a form-dependent accommodation. The accommodation can be added during testing if necessary without voiding the student's test.

Accessibility Features and Accommodations That <u>Must Be</u> Included in Student Registration Prior to Testing

Accommodation #	Description
UF4	Alternate Cursor/Mouse Pointer tool
A1 or EL1	Paper test, if unable to use computer
A2	Large-print edition
A3.1 or A3.2	Screen reader or Braille edition for a student who is blind or visually impaired ⚠
A4 or EL3.1	Text-to-speech (TTS) for Mathematics or STE tests
A5 or EL3.2	Human read-aloud for Mathematics or STE tests ⚠
A6.1 or A6.2	Human signer for Math, STE, or ELA test questions only (or ASL video for spring grade 10 Math and high school Biology and Introductory Physics–CBT only) ⚠
A9	Supplemental graphic organizer or reference sheet
A10.1 or A10.2 EL4.1 or EL4.2	Human scribe or embedded speech-to-text device for Math and/or STE
A12	Typed responses for PBT only

⚠ Refer to Appendix A of the MCAS Student Registration Guide for additional instructions for these accommodations.

Special Access Accommodations That Must Be Included in Student Registration Prior to Testing

Accommodation #	Description
SA1.1	Text-to-Speech (for ELA tests only)
SA1.2	Human read-aloud (for ELA tests only) ⚠️
SA2	Human signer for ELA passages ⚠️
SA3.1 or SA3.2	Human scribe or speech-to-text device for ELA
SA4	Calculation device or arithmetic table for noncalculator Math test session
SA5	Spell-checker for ELA
SA6	Word prediction for ELA

⚠️ Refer to Appendix A of the MCAS Student Registration Guide for additional instructions for these accommodations.

MCAS Student Registration Guide

Includes:

- Instructions for completing the initial process
- Instructions for updating student information after the initial file upload
- **Field Definitions, Notes, and Validations** section:
  - Describe each of the columns in the Student Registration file.
  - Indicates which columns are required for import.
  - Includes details on test codes (column J)
  - Describe eligibility to receive the accommodation and describe how to complete that field.
  - **Expected Values** indicate options for column input.
- Appendix A: MCAS Portal Guidance for Form-Dependent Accommodations
- Available on the MCAS Resource Center

Questions and Answers

Use the "Q&A" feature to ask questions.
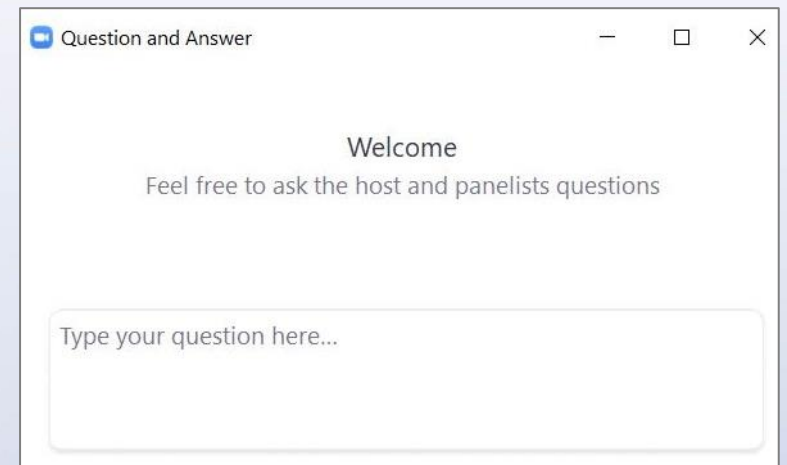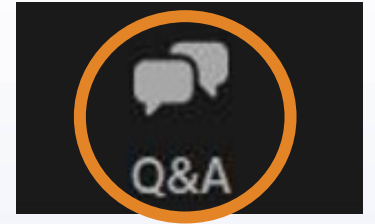
3. Preparing the Initial File for Import

Overview of Steps to Complete Student Registration

1. Download the .CSV file prepared by DESE from DropBox Central in the DESE Security Portal (available on the first day of each Student Registration window).

2. Delete students from the file who are no longer enrolled in your school, and add rows for students who were not included in the file and will be testing.

3. Verify and update students' accessibility features and accommodations.

4. Save as a .CSV file and import file into the MCAS Portal.

5. Resolve any errors that occur.

6. Update student information as needed, through file export/import process or through the user interface.

Secure Websites for this Process

- **DESE Security Portal:** where to find the .CSV files that can be used as the basis for the Student Registration file
  - https://gateway.edu.state.ma.us/
  - If you cannot access the Security Portal, contact your Directory Administrator (www.doe.mass.edu/InfoServices/data/diradmin/list.aspx).
- **MCAS Portal:** where to import the student registration file
  - https://mcas.cognia.org/
    - For operational testing, please be sure to use the MCAS Portal and not the MCAS Training Site.

Available Resources

- **[MCAS Portal page](#)**
  - Live links to the [MCAS Portal](#) and [MCAS Training Site](#)
  - MCAS Student Registration Guide
- Student Registration page in the MCAS Portal
  - MCAS Student Registration Template
  - Student Registration Data Definitions file

Frequently Asked Questions

- **What if I am not able to log in to the MCAS Portal?**
  - If you know your username but not your password, you can use the "Forgot Password" link on the Sign In page.
  - Then, users may request support as follows:

Role	Who to contact for support
Test administrators and school-level technology coordinators	Their principal or school test coordinator
Principals, school test coordinators, and district-level technology coordinators	Their district test coordinator
District test coordinators	MCAS Service Center

- **What if I need to create more users for the MCAS Portal?**
  - Refer to the MCAS Portal User Management Guide.
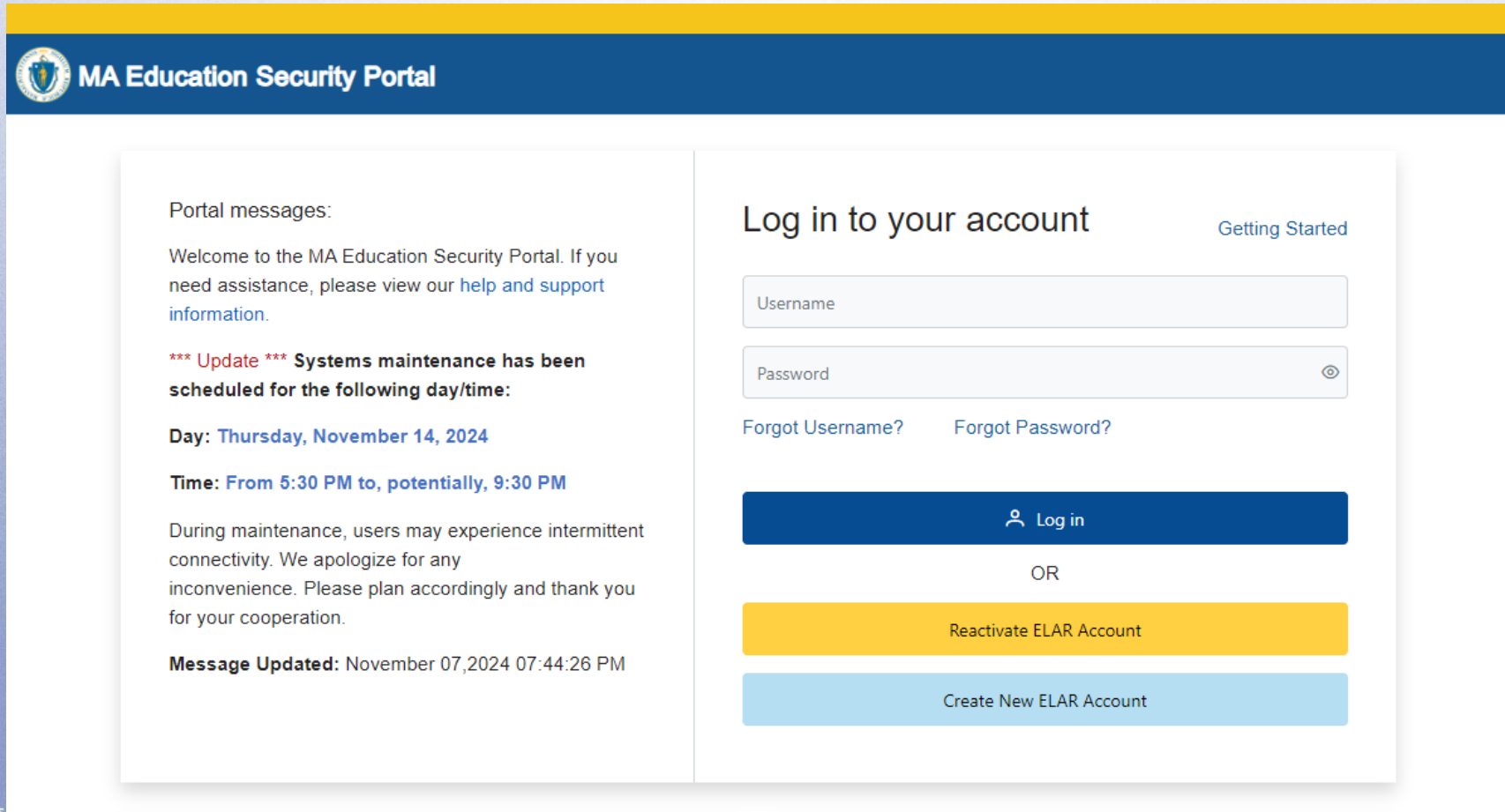
- **What if I'm unable to log in to the DESE Security Portal?**
  - Contact your District Directory Administrator.

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Logging in to the DESE Security Portal

- Log in to the Security Portal at https://gateway.edu.state.ma.us/

Accessing DropBox Central in the Security Portal

- Enter your **username** and **password**.

- You will then see an **Application List**.

- Select **DropBox Central.**

- Select **MCAS 2025 Data.**

- Click **OutBox.**

Assessment/Accountability

Accountability Data

MCAS Appeals

DropBox

DropBox Central

Dropbox

MCAS 2025 Data

Organization Type

Public School (6)

Organization

zRenaissance CSA - pending 2007/never opened (02010025)

MCAS 2025 Data (Administrator) ⓘ

OutBox   InBox

MCAS_2025\ zRenaissance CSA - pending 2007/never opened \ESE InBox

File Name ↑↓ ▽	Type ↑↓ ▽	Size ↑↓ ▽	Modified ↑↓ ▽
No record found			

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Frequently Asked Questions

- **What if a student doesn't have a SASID?**
    - Search for claimed students in Edwin Analytics Student Profile Report (PR600).
    - If not found in PR600, call your district SIMS contact to create a new SASID, or locate the student's existing SASID from the prior school, if applicable.
    - If you do not have a student's SASID by the file import deadline, assign a "fake" 10-digit SASID starting with "8" (instead of "10"). Update the SASID in the MCAS Portal as soon as you receive the actual SASID.
    - SASIDs cannot be newly assigned for students 22 years of age or older.

Demonstrations: Tasks before Importing the File

- Locating the MCAS Student Registration Guide
- Opening the .CSV file downloaded from DropBox Central
- Adding/removing rows for students who will or will not participate
- Adding test codes for High School Science
- Updating a student's accommodations
- Saving the .CSV file

Student Registration Initial Import – Step A: Prepare the File

1. Log in to the Security Portal (https://gateway.edu.state.ma.us/) to find the .CSV file posted in **DropBox Central** in the **MCAS 2025 folder**.
   1. District and school files are available the same day that the Student Registration window opens.
   2. Your spreadsheet program may prompt you to "remove leading zeroes" when opening the file. Always select "No."
2. Delete rows of students who will not participate; add rows for new students who will participate.
3. Update any accommodations, as needed.
4. (High School Science Only) Add test codes for the high school science subject test.
5. Save the updated file as a .CSV file.

Questions and Answers

Use the "Q&A" feature to ask questions.

4. Steps for Completing the Initial Import

Overview of Steps to Complete Student Registration

1. Download the .CSV file prepared by DESE from DropBox Central in the DESE Security Portal (available on the first day of each Student Registration window).

2. Delete students from the file who are no longer enrolled in your school, and add rows for students who were not included in the file and will be testing.

3. Verify and update students' accessibility features and accommodations.

4. Save as a .CSV file and import file into the MCAS Portal.

5. Resolve any errors that occur.

6. Update student information as needed, through file export/import process or through the user interface.

Demonstration

- Initial file import
- Resolving errors

Student Registration: Import the File

1. In the MCAS Portal, select **Administration** and then **Student Registration**.

2. Select **Choose File** and select the previously saved file on your computer.

3. Select **Upload**.

4. Confirm that all records have been successfully imported.

Initial File Import

- Once the file has been uploaded, the processing may take approximately 5–10 minutes depending on the size of the Student Registration file. The file status will be "**Pending**" until the file is processed. Users will need to refresh the page to see the updated status of the file.

- Once the file is processed, the status will be updated to one of the following:

  - "**Processed**" if there are no errors. If your file is "Processed", there are no further steps to take.
  - "**Validation Errors**" if there are errors. If your file has "Validation Errors", download the Validation Errors link for a list of errors to correct.
  - "**Error: Contact eMetric**"
    - If your file receives the "Error: Contact eMetric" status, please contact the MCAS Service Center for support.

Addressing File Errors

- If your file returns the status of "Validation Error", click the link for Validation Error to view a list of errors for each record in the file.

- Using the Data Definitions File, address each error in the file by updating the Validation Error file or the initial Student Registration file.

- Save the new file once all errors have been addressed.

- Upload the updated file to the MCAS Portal.

Cyber Falls ▾	Export Students

Select a file to be uploaded

📗 Download Student Registration Data Definitions File | 📘 Download Student Registration Template

Choose File   No file chosen

File Name 🔍	File Size (Bytes) 🔍	Upload Date 🔍	Uploaded By 🔍	Records with Error 🔍	Uploaded Records 🔍	Status
REL_MCAS_Student_Registration_Template.csv	5461	11/05/2024 10:18:36 AM	Abbie Currier	32	46	Validation Error

Showing 1 - 1 of 1

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Important Notes

- Schools and districts can upload up to 75,000 student records in one Student Registration file.

- DESE recommends leaving column K (Class name) blank during the initial import.
  - Schools can export the file, add Class names, and reimport the file approximately two weeks prior to testing.
  - Additional guidance on creating classes will be shared soon.

- After Student Registration and prior to testing, it is recommended to export all of your student registration information to verify accuracy.
  - This can be done using the Export Students button on the Student Registration page in the MCAS Portal.

Important Reminders

- For operational testing, confirm you are in the [MCAS Portal](#) and not the [MCAS Training Site](#).
- School and district test coordinators and technology coordinators can import a Student Registration file.
  - Test administrators do not have permission to do so.
- If columns are hidden or frozen, be sure to unhide and unfreeze them prior to import.
- Do not make changes to the format of the file.
- Do not add a title to the file using row 1 of the spreadsheet – this will cause an error during upload.
- The Student Registration file import must be done by the initial deadlines for schools to receive an initial order of manuals and PBT tests and Student ID Labels.
  - Schools can update Student Registration (e.g., accommodations) but must *also* place an additional order for materials if needed.

Questions & Answers
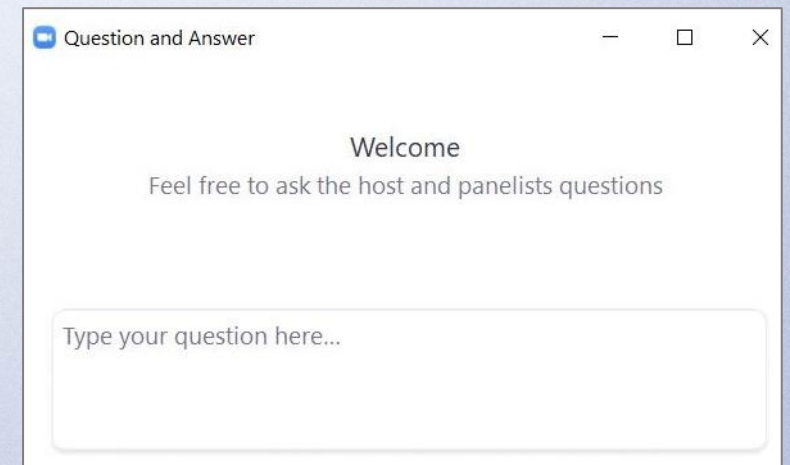
Use the "Q&A" feature
to ask questions.

5. Steps after the Initial Import

Overview of Steps to Complete Student Registration

1. Download the .CSV file prepared by DESE from DropBox Central in the DESE Security Portal (available on the first day of each Student Registration window).
2. Delete students from the file who are no longer enrolled in your school, and add rows for students who were not included in the file and will be testing.
3. Verify and update students' accessibility features and accommodations.
4. Save as a .CSV file and import file into the MCAS Portal.
5. Resolve any errors that occur.
6. Update student information as needed, through file export/import process or through the user interface.

Update SIMS Data

- If you update any student demographic data in the MCAS Portal (SASID, spelling of student's name, grade, DOB), you must also update student information in SIMS.
  - Contact the district's SIMS contact.
  - To find the contact for your district, go to https://profiles.doe.mass.edu/search/search.aspx?leftNavId=11239 Select "**SIMS Contact**" from the **Function** menu, and click "**Get Results**."

Managing Students

- On the Students page, users can manually add a new student, edit an existing student, and add or edit student accommodations.

- Manually adding and editing students is recommended when making changes to ten or fewer student records.

- The same fields provided through the student registration file may be entered manually.

- Accommodations are entered by test code. Students with accommodations for multiple tests will need the accommodations entered for multiple test codes.

Demonstration

- Manually adding a new student
- Updating an existing student

Manually Adding a Student

1. Log in to the MCAS Portal.

2. Select **Administration**.

3. Select **Students**

4. Select the **Add Student** button.

Manually Adding a Student

5. Add student information in the required fields marked with a red asterisk. Be sure to enter the registration codes (test codes) for every test the student will take.

Student Information	Accommodations	Classes

Required Information:

State Student ID: *

Student Grade: * Choose a value ▼

Last Name: *

First Name: *

Middle Initial:

Date of Birth: *

Registration Codes: *

Save   Cancel

Manually Adding a Student

6. If the student has accommodations, select the **Accommodations** tab to enter the accommodations by test code.

7. Select **Save**.

| Student Information | Accommodations | Classes |

Accommodations for Test Code: BIOFEB (February Biology) ▼

☐ Test Format Paper

☐ Not Tested Reason

☐ Mouse Pointer

☐ Graphic Organizer Reference Sheet

☐ Text to Speech Standard

☐ Human Read Aloud Standard

☑ Human Signer Standard

☐ Human Scribe Standard

☑ Speech to Text Standard

☑ Word Prediction Standard

☐ Spanish English

☐ Typed Responses

☐ Large Print Test Edition

☐ Braille Test Edition

☐ ASL Edition

☐ Screen Reader Edition

☐ Compatible Assistive Technology

Save   Cancel

Editing a Student in the MCAS Portal

1. On the Students page, locate the student to be edited.
2. Select **Edit**.

Last Name	First Name	Middle Initial	State Student ID	Student Grade				
Demo	Abbie		9999999976	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Student		9999955555	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Mike		2222345678	05	View Classes	View Test Sessions	Enrollment Info	Edit

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Editing a Student in the MCAS Portal

3. Update the student information.

4. Click **Save**.

Student Information	Accommodations	Classes

State Student ID: *   1243452122

Student Grade: *   03   × ▾   *IMPORTANT: Changing grade will remove the student from all current grade level classes.*

Last Name: *   Demo

First Name: *   Student

Middle Initial:

Date of Birth: *   01/01/1900

Registration Codes: *   ELA03   MAT03   ×

Save   Cancel

Adding/Editing Student Accommodations

1. On the Students page, locate the student to be edited.
2. Select **Edit**.

Last Name	First Name	Middle Initial	State Student ID	Student Grade				
Demo	Abbie		9999999976	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Student		9999955555	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Mike		2222345678	05	View Classes	View Test Sessions	Enrollment Info	Edit

Adding/Editing Student Accommodations

3. Update the student's accommodation by test code.

4. Select **Save**.

Updating PBT Tests

- If you need to add a student taking PBT, or if you need to update a student's PBT test accommodations after the initial Student Registration window, you may need to place an additional materials order through the MCAS Service Center.

- See Appendix B of the PAM: Procedures for Paper-Based Testing for information.

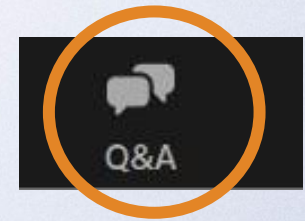# Demonstration

- Exporting and reimporting Student Registration

Exporting and Reimporting Student Registration Files

*Recommended when updating more than 10 student records*

1. Log in to the MCAS Portal with your username and password.
2. On the MCAS Portal homepage, select **Administration**.
3. Select **Student Registration** from the top menu bar.
4. Select the **organization** from the organization drop-down.
5. Select **Export Students**. The exported file will be downloaded locally.
6. Use the Student Registration Data Definitions File to assist in updating the exported Student Registration file.
7. Update the fields in the Student Registration export file that need updating.
8. Save the file as a .CSV. The file is now ready for import.

Questions & Answers

Use the "Q&A" feature
to ask questions.
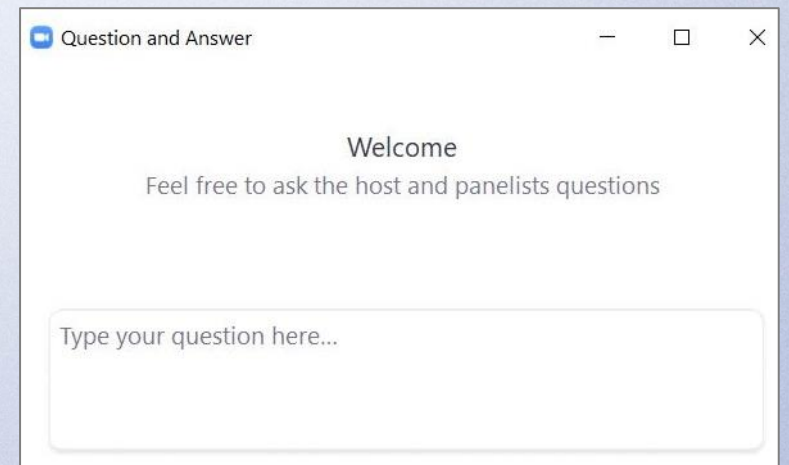
6. Resources, Support, and Next Steps

Upcoming Steps for Test Coordinators

❑ Subscribe to the Student Assessment Update, if you have not already.

❑ Establish a communication plan with your staff — including technology coordinators.

❑ Review guides and modules as they become available on the MCAS Resource Center and share them with your teams.

❑ Ensure site readiness is certified by Technology Coordinators on time.

❑ High schools: review the February and March administration deadlines.

❑ Creating and assigning classes and scheduling tests – these topics will be covered in a future training.

Upcoming Office Hours for Test Coordinators

- Rescheduled: Student Registration Office Hours
  - **Wednesday, December 11 9:30–10:30 a.m.:** DESE will provide updated guidance on student registration and guidance on enrollment transfers for the February Science administration. Schools will have the opportunity to ask questions and see additional demonstrations.
  - **Friday, December 13 9:30–10:30 a.m.:** Schools will have the opportunity to ask questions and see additional demonstrations.

- Registration for both sessions is available.

Steps for Technology Coordinators

❑Review Technology Guidelines for MCAS Computer-Based Testing
- Confirm whether all devices planned for testing will meet these specifications.

❑Download the MCAS Student Kiosk on all testing devices.

❑Conduct Site Readiness to certify that the school is ready for testing.

Additional Resources

Resource	Location
MCAS Resource Center	mcas.onlinehelp.cognia.org
MCAS Portal user guides • MCAS Student Registration Guide • MCAS Portal User Management Guide	https://mcas.onlinehelp.cognia.org/portal/
Technology Information • Technology Guidelines for MCAS Computer-Based Testing • Guide to Installing the MCAS Student Kiosk and Conducting Site Readiness	https://mcas.onlinehelp.cognia.org/technology-setup/
Student Assessment Updates (Biweekly email with important updates about the MCAS program)	www.doe.mass.edu/mcas/updates.html If you do not already receive this email, subscribe using this link: http://eepurl.com/ghSOhH

Next Steps

- **Today:** Complete the evaluation form.
  - Responses are associated with the name and email address used to log in.
  - Email your input to mcas@mass.gov if you have problems accessing or completing the form.
- **Within one week:**
  - Receive an email with the Q&A from this session
  - Recording will be available

Email and Phone Support

MCAS Service Center

- Questions on logistics and technology
    - **Web:** https://mcas.onlinehelp.cognia.org/
    - **Email:** mcas@cognia.org
    - **Phone:** 800-737-5103
    - **TTY:** 888-222-1671
    - Live chat is available at the link on the bottom of the page at the MCAS Resource Center for the 2025 tests

DESE Student Assessment Services

- Policy questions (e.g., student participation, accommodations)
    - **Web:** www.doe.mass.edu/mcas
    - **Email:** mcas@mass.gov
    - **Phone:** 781-338-3625
    - **TTY:** 800-439-2370

7. Live Sandbox Time

Poll Question

Which demonstrations would you like to see again?
A. Adding/removing rows for students in the file
B. Adding a student's accommodations in the initial .CSV file
C. Importing the file
D. Resolving validation errors
E. Manually adding/editing a student on the Students page
F. Updating a large number of student records via export/import

THANK YOU

The Office of Student Assessment Services

📞 781-338-3625

🏠 www.doe.mass.edu/mcas

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