**Transcript**

**Creating Classes and Scheduling Tests**

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00:00:03.890 --> 00:00:32.379

Abbie Currier (eMetric): Thank you all so much for joining us. We're going to be talking about some of the MCAS Portal tasks you'll be doing, starting with class creation. So I'm going to log in. And just for the purposes of this demonstration, I'm going to be utilizing the MCAS training site instead of the MCAS Portal. But you will be utilizing the portal itself

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00:00:32.380 --> 00:00:38.680

Abbie Currier (eMetric): not the training site. So I'm going to be logging in as a Demo DTC.

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00:00:38.910 --> 00:00:45.009

Abbie Currier (eMetric): And I'm going to click on administration now. I've already

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00:00:46.880 --> 00:01:13.239

Abbie Currier (eMetric): registered all of my students. I can see all of my students here in the portal. I've added all of my accommodations. The next step that I'm going to take is to put my students into classes. So all of our classes are going to be by subject. So for the February administration, for example, I'll make sure that I'm creating science classes

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00:01:13.240 --> 00:01:18.140

Abbie Currier (eMetric): for some of the spring administrations. I'll be creating math classes.

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00:01:18.140 --> 00:01:22.939

Abbie Currier (eMetric): ELA classes, etc. So for now I'm going to click on science.

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00:01:23.730 --> 00:01:28.130

Abbie Currier (eMetric): And I'm going to select to create a grade level class.

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00:01:28.330 --> 00:01:56.260

Abbie Currier (eMetric): Now, this is going to be showing you how to manually create a class through the UI, and then, a little bit later, we'll show you how to upload a file of students and create a class that way. But for right now, the 1st thing I'm going to do is create a class name, and the naming convention that's recommended by DESE is to include the test code first. So I'm going to use BIOFEB.

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00:01:56.650 --> 00:02:03.109

Abbie Currier (eMetric): and then my last name or the test administrator's name, the location

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00:02:03.980 --> 00:02:07.709

Abbie Currier (eMetric): and the school code. So let's say.

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00:02:10.889 --> 00:02:16.900

Abbie Currier (eMetric): got my school code. And then I'm gonna select the grade that my students are in.

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00:02:17.370 --> 00:02:27.040

Abbie Currier (eMetric): And I can see I've got 3 students that I have not assigned to another class yet in science, at least for this grade.

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00:02:27.190 --> 00:02:32.490

Abbie Currier (eMetric): I'm going to select my students, and I just held down my mouse as I dragged.

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00:02:32.640 --> 00:02:43.190

Abbie Currier (eMetric): I held down the clicker on my mouse as I dragged my mouse down, and I selected Add, I can also do the reverse, and select a student and click remove

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00:02:43.360 --> 00:02:52.029

Abbie Currier (eMetric): and then add them back. So as long as the students are over here, this is letting you know that they're being added to the class.

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00:02:52.320 --> 00:02:55.000

Abbie Currier (eMetric): and I'll go ahead and click save.

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00:02:56.300 --> 00:03:01.370

Abbie Currier (eMetric): And now I can see that I've successfully created my new class

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00:03:02.450 --> 00:03:24.910

Abbie Currier (eMetric): in addition to the option to manually create classes. You do have the option to upload a file of your classes as well. I'm just going to quickly show you. There is a template that we provide to you as well as the data definitions, information so that you know how to fill in that template.

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00:03:24.910 --> 00:03:41.930

Abbie Currier (eMetric): So these 2 links will provide you with all the information that you need to create that file. You'll simply choose that file and then click upload and it will upload the file of all of the students that you want to link to a particular class.

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00:03:41.930 --> 00:03:50.980

Abbie Currier (eMetric): Your other option, of course, is to add the class name to the student registration file and upload it that way.

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00:03:51.530 --> 00:03:54.149

Abbie Currier (eMetric): So for now we'll come back over here.

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00:03:54.430 --> 00:04:15.569

Abbie Currier (eMetric): I do want to point out to you that as you're creating your classes, you do have the option to, of course, go back in and edit, if you need to. Maybe you've decided that a couple of your students need to. Maybe they were absent that day, and they need to test on another day. You can always select them and click, remove

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00:04:15.620 --> 00:04:29.260

Abbie Currier (eMetric): and click, save, and that will remove your students from a class. Or perhaps you need to add additional students to a class. Whatever you need to do, you can utilize that edit button there in order to do that.

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00:04:30.240 --> 00:04:38.660

Abbie Currier (eMetric): If you have created a class and you have not scheduled any tests to that class.

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00:04:38.660 --> 00:05:06.380

Abbie Currier (eMetric): you do have the option to delete that class. If, however, that class has already been scheduled to take a test, you will not be able to delete it so just something to know about this delete option here. So if you're in the middle of creating classes, and you realize that you didn't want to create the class, and you haven't done anything else with that class. You can immediately delete it.

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00:05:06.640 --> 00:05:12.560

Abbie Currier (eMetric): But if you've already scheduled that class to take a test, Delete will not be an option for you.

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00:05:13.490 --> 00:05:19.810

Abbie Currier (eMetric): So once your classes are set up and organized, the next step will be to

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00:05:20.390 --> 00:05:27.539

Abbie Currier (eMetric): Schedule your classes to take the test, and for that we'll click on test scheduling up here in the top menu.

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00:05:28.360 --> 00:05:54.690

Abbie Currier (eMetric): and we will make sure that the correct school is selected. We've got our science content area. I am going to be utilizing a biology practice test for this. So I want to make sure that I select the high school program. If I were instead scheduling a grades 3 through 8 test, I would select that program instead.

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00:05:54.880 --> 00:05:56.840

Abbie Currier (eMetric): But I'll select high school.

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00:05:57.100 --> 00:06:08.329

Abbie Currier (eMetric): and then I'm going to click here to select a test. So you can see I've got my physics test, my biology test. And then, of course, the Spanish versions of that as well.

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00:06:08.480 --> 00:06:12.060

Abbie Currier (eMetric): So for now I'm going to select the biology test.

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00:06:12.830 --> 00:06:24.590

Abbie Currier (eMetric): I can see that I've already got one class scheduled for this test. But I'm going to schedule the new class I just created for this particular demonstration.

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00:06:24.710 --> 00:06:32.550

Abbie Currier (eMetric): So I've got my practice test selected. I'm going to select the class I just created and all I have to do is click schedule.

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00:06:33.300 --> 00:06:40.579

Abbie Currier (eMetric): and I'll get a message saying I've successfully scheduled my 3 students to take the biology test

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00:06:41.510 --> 00:06:42.860

Abbie Currier (eMetric): from here

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00:06:43.280 --> 00:06:56.860

Abbie Currier (eMetric): I can click on view details and student logins, and this will take me to the page I need to go to in order to download a PDF of the student login information.

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00:06:57.140 --> 00:07:06.570

Abbie Currier (eMetric): So I can either select individual students or I can click the checkbox here in the column header and select all of them.

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00:07:06.870 --> 00:07:09.660

Abbie Currier (eMetric): and then I'll select export logins.

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00:07:10.190 --> 00:07:19.729

Abbie Currier (eMetric): I do have the option to download it as a CSV. If I have students who are proctoring or testing remotely. But for the most

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00:07:20.300 --> 00:07:23.019

Abbie Currier (eMetric): most students are going to require a PDF.

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00:07:23.940 --> 00:07:32.619

Abbie Currier (eMetric): we do have 3 different options for the PDF. One is that you can have one student login

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00:07:32.770 --> 00:07:49.719

Abbie Currier (eMetric): printed per page or you can opt for 8 logins per page, and then you can save some paper. You'll just cut out the student logins

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00:07:50.290 --> 00:07:59.729

Abbie Currier (eMetric): and then pass them out to the students, so we'll go ahead and save some trees and select 8 logins per page and then click export

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00:08:00.020 --> 00:08:08.430

Abbie Currier (eMetric): that Pdf will automatically download and we'll go ahead and open that file up on this 1st

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00:08:08.440 --> 00:08:11.879

Abbie Currier (eMetric): piece of paper here, this 1st page of the Pdf.

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00:08:11.890 --> 00:08:33.220

Abbie Currier (eMetric): This is going to be called a summary page. It's going to provide the proctor or the test administrator with all the information that they need in order to help the students log into the test and start taking that test session that day. It's going to provide them with the test name

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00:08:33.220 --> 00:08:49.089

Abbie Currier (eMetric): when there are session access codes, for example, for an operational test those session access codes will be listed. It's also going to provide the username and password for every student in this class that way. If a student accidentally

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00:08:49.750 --> 00:09:16.070

Abbie Currier (eMetric): loses their piece of paper with their username and password on it. That's okay. The proctor or the test administrator still has that information. This is also a great opportunity for the test administrator to double check and make sure that all of the accommodations that a student needs has been appropriately ordered for that student before the student gets logged into that test. The accommodations are going to be listed right here

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00:09:16.940 --> 00:09:34.239

Abbie Currier (eMetric): for that particular test code. So you can see for BIOFEB, which is the test that I've printed out here. This student has a mouse pointer accommodation as well as text to speech. So that's important information for the test administrator to have

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00:09:34.960 --> 00:10:04.030

Abbie Currier (eMetric): further down after the summary page is where all of the student logins will be listed out because we selected 8 logins per page. You can see sort of the lines that I can follow to print, and then cut out the student logins before I pass them out to students. And again, it's going to provide them with their name, their date of birth, the name of the test, and then, of course, their username and password.

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00:10:05.230 --> 00:10:22.150

Abbie Currier (eMetric): So once the logins have been printed and distributed to students when they're in the testing environment. The other option that you have on this particular page. And I'm going to pull up a test that's actually in progress here.

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00:10:22.660 --> 00:10:28.609

Abbie Currier (eMetric): You can also come here to see how your students are progressing through the test

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00:10:28.610 --> 00:10:53.229

Abbie Currier (eMetric): so as you can see for this particular test. Demo student 8 has already finished session. One of the test and demo student 11 is in progress for this test. So they've logged into session one. But they have not turned in session one yet, and then, of course, I can see that the rest of the students have not started yet.

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00:10:53.530 --> 00:11:10.019

Abbie Currier (eMetric): That means that either they're still trying to get logged in. And they're having they need some assistance. Or maybe they're not present today. And so they're not working on getting into their test right now. But this is the

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00:11:10.660 --> 00:11:28.259

Abbie Currier (eMetric): page of the MCAS Portal that you will go to in order to monitor how your students are progressing through the test, just in case you have any questions about who still needs help logging in, who still hasn't turned in session one at the end of the session. Things like that.

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00:11:28.850 --> 00:11:48.589

Abbie Currier (eMetric): And that is it. That is all that has to be done in order to make sure that your students are set up for testing on the day of as well as during the test administration. If you have any questions, please reach out to the MCAS Service Center, and we'll be happy to help.