

MCAS Portal Tasks for February Science Office Hours

The Office of Student Assessment Services
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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.

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. Exports in the MCAS Portal
2. Q&A and Additional Demonstrations

1. Exports in the MCAS Portal

Exports in the MCAS Portal

- Schools may find the following reports useful in tracking preparation and completion of testing.
- **Export Test Status:** a .CSV file listing every student and their completion status per session of the selected school and test.
- **Export Test Status for All Tests:** a .CSV file listing every student and their completion status per session for all tests in the selected district/school, program, and content area.
- **Export Students Not Scheduled:** a .CSV file listing every student not scheduled for the selected school and test. (Only available at the school level).

Demonstration

- Exports in the MCAS Portal
 - Export Test Status
 - Export Test Status for All Tests
 - Export Students Not Scheduled

Exports on the Test Scheduling Page

1. Log in to the MCAS Portal.
2. Click **Administration**.
3. Click **Test Scheduling**.
4. Use the drop-down menus (Organization, Program, Subject, and Test Name) to filter for the scheduled test.
5. Select **Exports**, and select the export from the drop-down menu.

Displaying scheduled tests for ELA Demo Form in Cyber City Sch1-001

Cyber City Sch1-001 (Cyber City) ELA

MCAS Grades 3-8 ELA Demo Form

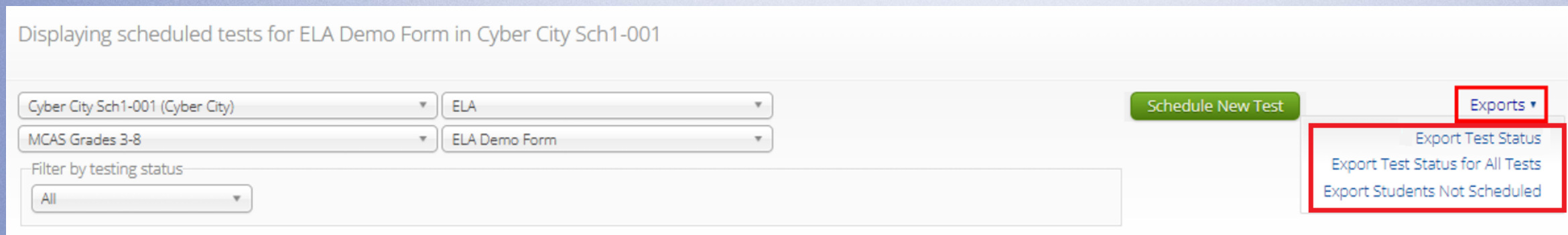
Filter by testing status

All

Schedule New Test

Exports ▾

- Export Test Status
- Export Test Status for All Tests
- Export Students Not Scheduled

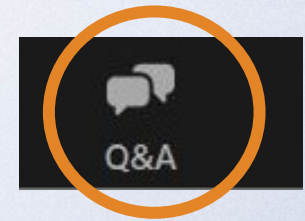
The screenshot shows the MCAS Test Scheduling interface. At the top, it says "Displaying scheduled tests for ELA Demo Form in Cyber City Sch1-001". Below this are four dropdown menus for filtering: "Cyber City Sch1-001 (Cyber City)", "MCAS Grades 3-8", "ELA", and "ELA Demo Form". There is also a "Filter by testing status" section with a dropdown menu set to "All". To the right of the filters is a green "Schedule New Test" button. Further right is an "Exports" dropdown menu, which is highlighted with a red box. A red-bordered box also highlights the dropdown options: "Export Test Status", "Export Test Status for All Tests", and "Export Students Not Scheduled".

2. Q & A and Additional Demonstrations

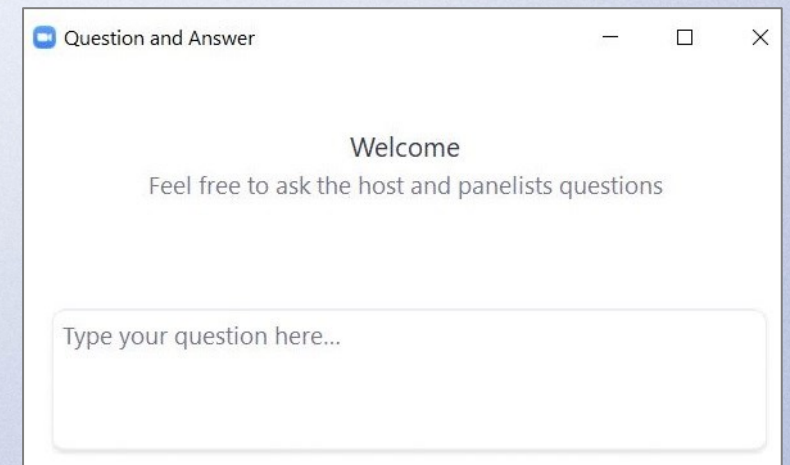
Additional Resources

Resource	Location
MCAS Resource Center	mcas.onlinehelp.cognia.org
MCAS Portal User Guides <ul style="list-style-type: none">• Student Registration Guide• MCAS Portal User Management Guide• Guide to Creating and Managing Classes• Guide to Enrollment Transfers• Guide to Scheduling Tests and Printing Student Logins• Instructions for Using Materials Management	https://mcas.onlinehelp.cognia.org/portal/
MCAS Portal Modules and Video Demonstrations <ul style="list-style-type: none">• Video demonstration: Creating Classes and Scheduling Tests	https://mcas.onlinehelp.cognia.org/training-modules/
Technology Information <ul style="list-style-type: none">• 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

Questions & Answers



Use the “Q&A” feature
to ask questions.



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](#)

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

THANK YOU

The Office of Student Assessment Services



781-338-3625



mcas@mass.gov



www.doe.mass.edu/mcas



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