

Overview of Student Registration Tasks for the MCAS Portal: Spring 2025

The Office of Student Assessment Services
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Presenters

Jodie Zalk, Manager of Test Administration and Publications

Robert Pelychaty, Manager of Inclusive Assessment

Shannon Cullen, MCAS Test Administration Coordinator

Abbie Carrier, eMetric Sr. Project Manager

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. 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.

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 for 2025 and pre-administration tasks (fall 2024):
 - 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/>

What's New for 2025?

- **General updates**
 - Civics is a required assessment for students in grade 8, and accessibility features and accommodations are available for the Civics MCAS assessment.
 - High school participation
 - Based on the [update to the Competency Determination](#), students will not participate in the high school tests/retests for Competency Determination purposes.
 - Refer to the high school participation guidelines for new eligibility criteria: www.doe.mass.edu/mcas/highschool.html
- **New accommodations in Student Registration**
 - Beginning in 2025, MCAS tests will be translated into Spanish for Mathematics, Science, and Civics tests at grades 3–8 (in addition to the high school tests in Mathematics and Science).

Fall 2024 Tasks

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; December 13 for grades 3–8
Conduct Site Readiness to certify that technology infrastructure is ready for testing	Technology coordinator	November 15 for high schools; December 13 for grades 3–8

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
Assigning and managing accommodations	During Student Registration and throughout testing
Create and assign students to “classes”	Approximately 2 weeks before administration
“Schedule” classes in the MCAS Portal for CBT	Available one week before administration
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.

Resources for Completing Student Registration

- [MCAS Student Registration Guide](#)
 - 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
- [Student Registration Data Definitions](#)
 - Includes the same information as the Field Definitions, Notes and Validations section of the MCAS Student Registration Guide
- [Student Registration Template](#)

All resources are available on the [MCAS Resource Center](#).

Field Definitions, Notes, and Validations

V. Student Registration File Data Definitions

The following table shows the Student Registration fields as well as the expected value for each column and any validation notes. Accommodations (beginning with column R) have been grouped separately for standard and special access accommodations. Note that accommodations fields are ordered differently from previous years.

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
A	District_Code	N	8	The Testing District responsible for administering the test to a student Non-public schools that do not have a parent organization should leave this field blank.		0-9, A-Z
B	School_Code	Y	8	The Testing School responsible for administering the test to a student If a school code doesn't exist within the MCAS Portal, an error message will appear.		0-9, A-Z Use the same codes in DESE's School and District Profiles .
C	SASID	Y	10	A unique numeric code given to each Massachusetts publicly funded student. SASIDs must be 10-digits beginning with "10..." If you do not have a student's SASID, create and assign to the student a 10-digit number starting with "8 instead of "10." If a valid SASID is eventually assigned to the student, correct the SASID in the Portal. A different SASID format is used for test administrator logins for the Human Reader/Human Signer accommodations (see instructions in the Principal's Administration Manual).		0-9
D	Student_Grade	Y	2	Student's grade as listed in most recent SIMS Students must participate in MCAS tests only for the grade in which they are enrolled and reported in SIMS (for grades 3-8). The MCAS	February High School Science: 09, 10, 11, 12, SP Spring MCAS Gr 3-8:	

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.

For what reasons and when should we update Student Registration?

1. Initial Student Registration Window

Add students.
Remove students/
test assignments.
Edit accommodations.
Edit demographic info.

2. Extended Student Registration Window for CBT

Same as 1, but may need to order additional paper-based tests

3. Test Administration Window

Same as 1, but additional steps are required for some accommodations (see slide 21)

4. Deadline for Updating Student Registration information

Edit accommodations that were not used.
Edit demographic info.

Student Registration Deadlines

Administration	Initial Student Registration Window Important for receiving manuals on time and Student ID Labels for PBT
March Retests	January 21–31
Spring Grades 3–8 (ELA, Mathematics, STE, and Civics)	January 21–31
Grade 10 ELA and Mathematics	January 27–February 7
Spring High School Science	April 11–29

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 deadlines listed in the table above.

MCAS Accessibility and Accommodations

- Review the [Accessibility and Accommodations Manual](#).
- Remember to assign accessibility features and accommodations appropriately:
 - Accessibility features available to all students
 - Accommodations available only for students with disabilities and ELs
- 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.
 - Use Appendix A in the [Accessibility and Accommodations Manual](#) for a crosswalk of accessibility feature and accommodation numbers and the Student Registration column to assign them correctly.

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 video (spring grade 10 Math and June high school Science)
 - Compatible assistive technology
 - Human read-aloud
 - Human signer
 - Screen reader
 - Spanish/English (Math, Science, and Civics)
- **Form-dependent accommodations for PBT:**
 - Large print
 - Braille
 - Spanish/English

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 Must Be Included in Student Registration Prior to Testing

Accommodation #	Description
UF4	Enlarged cursor/Mouse pointer tool
A1 or EL1	Paper-based edition (for students unable to use a computer)
A2	Large-print edition ⚠
A3.1 or A3.2	Screen reader or Braille edition for a student who is blind or visually impaired ⚠
A3.3	Assistive Technology ⚠
A4 or EL3.1	Text-to-speech (TTS) for Mathematics, STE, and Civics (not ELA)
A5 or EL3.2	Human read-aloud for Mathematics, STE, and Civics (not ELA) ⚠
A6.1 or A6.2	Human signer for Math, STE, Civics, or ELA test questions only (but not ELA reading passages) ⚠ or ASL video for spring grade 10 Math and June high school Science – CBT only
A9	Graphic organizer, checklist, or supplemental reference sheet
A10.1 or A10.2 EL4.1 or EL4.2	Scribe responses or speech-to-text for Mathematics, STE, and Civics (not ELA)
A12	Typed responses – PBT only
A18 or EL8	Word prediction for Mathematics, Science, and Civics (not ELA)
EL7	Spanish/English editions of the Mathematics, STE, or Civics tests ⚠



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

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



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

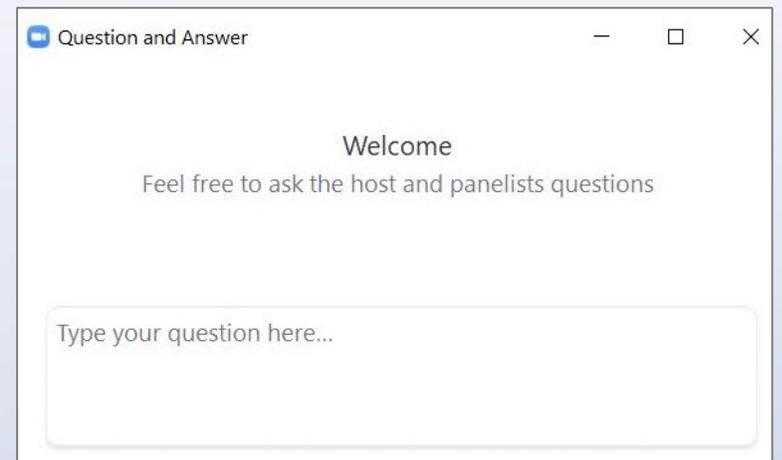
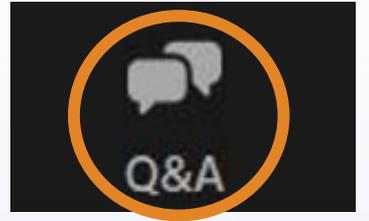
Poll Question

Schools should verify that all accommodations are correctly assigned in the MCAS Portal prior to testing. Why is it especially important to verify form-dependent accommodations prior to testing?

- A. If they are not assigned correctly, the student will not be able to complete testing.
- B. If they are not assigned correctly, the MCAS Student Kiosk will shut down.
- C. If they are not assigned correctly, the student will receive the wrong grade-level test.
- D. If they are not assigned correctly, the student test will need to be stopped, a new test set up, and the student may need to retake a portion of the test.

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/> (black login page)
 - For operational testing, please be sure to use the [MCAS Portal](#) and *not* the [MCAS Training Site](#) (green login page).

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 Log 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](#).

Logging in to the DESE Security Portal

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

MA Education Security Portal

Portal messages:

Welcome to the MA Education Security Portal. If you need assistance, please view our [help and support information](#).

***** Update *** Systems maintenance has been scheduled for the following day/time:**

Day: Thursday, January 9, 2025

Time: From 5:30 PM to, potentially, 9:30 PM

During maintenance, users may experience intermittent connectivity. We apologize for any inconvenience. Please plan accordingly and thank you for your cooperation.

Message Updated: January 02,2025 04:53:04 PM

Log in to your account [Getting Started](#)

Username

.....

[Forgot Username?](#) [Forgot Password?](#)

Log in

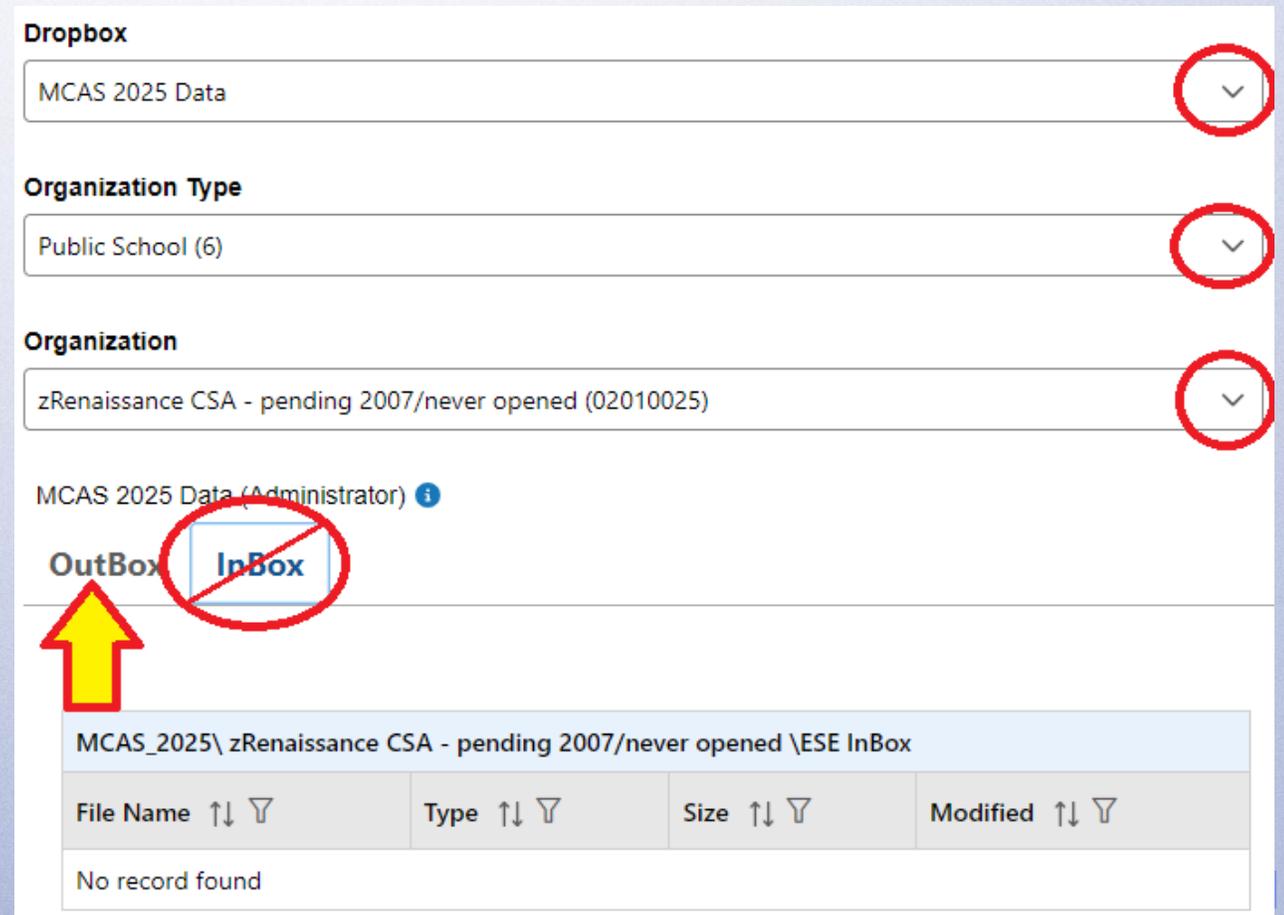
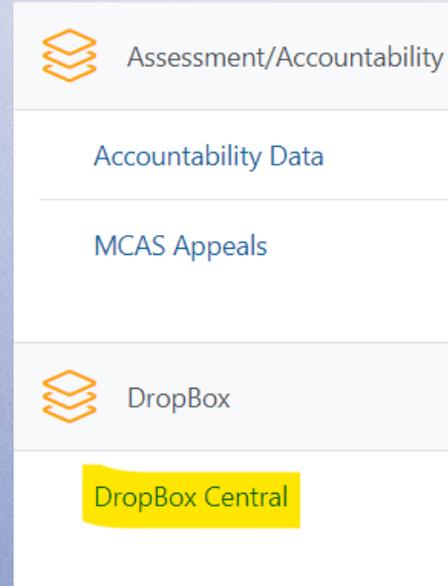
OR

Reactivate ELAR Account

Create New ELAR Account

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**.



Accessing DropBox Central in the Security Portal (cont'd)

- Scroll down to the bottom to click additional page numbers, if needed.

MCAS_2024\			
File Name ↑↓ ▾	Type ↑↓ ▾	Size ↑↓ ▾	Modified ↑↓ ▾
CD Status_October 2024_CSV File Layout.xlsx	xlsx	223.39 KB	10/23/2024 10:26:40 AM
MCAS 2023-24 File Layout_DropBox.xlsx	xlsx	71.70 KB	08/07/2024 11:51:32 AM
MCAS Guide to SR-PNP November 2024 Retest.pdf	pdf	555.90 KB	09/13/2024 05:21:59 PM
MCAS Roster Legend 2024.pdf	pdf	3386.60 KB	08/07/2024 11:45:10 AM
Modified_CD_round_17_CSV File Layout_Feb2024.xlsx	xlsx	64.15 KB	02/21/2024 04:39:36 PM
Modified_CD_round_18_CSV File Layout_May2024.xlsx	xlsx	64.05 KB	05/30/2024 04:26:17 PM
Civics2024_Item_Analysis_01700045.csv	csv	2.69 KB	11/12/2024 03:14:20 PM
MCAS2024_spring_official_01700045.csv	csv	670.15 KB	09/19/2024 10:46:33 AM
MCASAlt_FeedbackForms2024_01700045.pdf	pdf	163.83 KB	06/05/2024 02:22:26 PM
MCAS_2024_PG_translation01700045.csv	csv	0.67 KB	10/01/2024 06:01:38 PM

Showing 1 to 10 of 11 entries << < 1 2 > >> 10 ▾

The .CSV File for MCAS Test Administrations

- DESE will post .CSV files to DropBoxes on the first day of the Student Registration window of each administration.
- Locate the .CSV file (e.g., “**Spring2025...Registration**) and save it to your computer.
- The .CSV files reflect enrollment as of approximately 2–3 weeks before the opening of each window.
- Selected accommodations are prepopulated as follows (note: grade 3 accommodations are not prepopulated).

Subject	Spring 2025 Grades	Source of Accommodations Data
ELA and Math	Grades 4–8	Grades 3–7 Spring 2024 in those subjects
ELA and Math	Grade 10	Grade 8 Spring 2023 in those subjects
STE for grades 5 and 8	Grades 5 and 8	Grades 4 and 7 Math Spring 2024
Civics	Grade 8	Grade 7 Math Spring 2024
High School Science	Grades 9 and 10	Grade 8 STE Spring 2023

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.

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
- Optional: using column P to identify and remove first-year ELs who will not participate in the ELA test as needed
- Add test codes (only needed for high school Science)
- Updating a student's accommodations
- Ensure formatting of cells is correct
 - Retain leading zeros for district code, school code, and grade
 - Ensure DOB is in proper format
- 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**.
 - District and school files are available the same day that the Student Registration window opens.
 - 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. Optional: Use column P to remove first-year ELs who will not participate in the ELA test.
 - Column P shows the student’s first-year EL status **projected to March 1, 2025**, based on historical SIMS.
 - Note that first-year ELs must participate in spring Mathematics, STE, and Civics.
4. Update accommodations, as needed.
5. (High School Science only) Add test codes for the high school science subject test.
6. Save the updated file as a .CSV file.

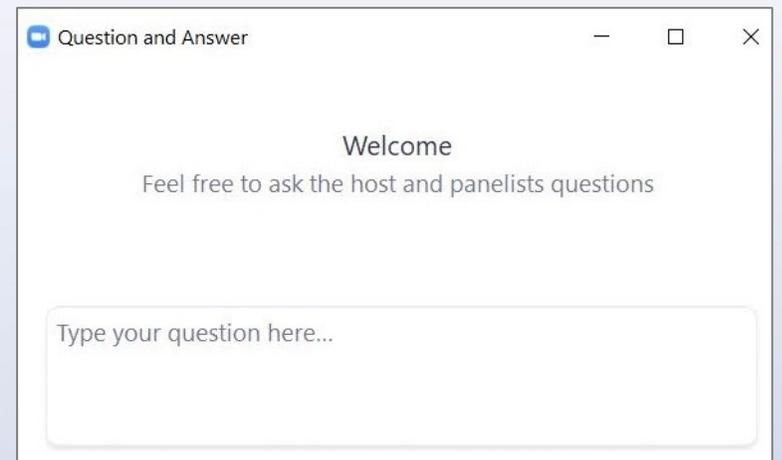
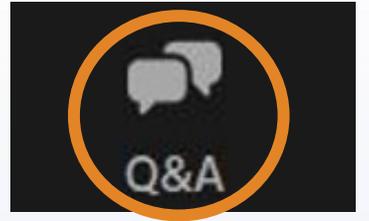
Poll Question

Which two sites will you use to complete Student Registration?

- A. The MCAS Portal and the MCAS Training Site
- B. The MCAS Training Site and the MCAS Student Kiosk
- C. The DESE Security Portal and the MCAS Portal
- D. The DESE Security Portal and the MCAS Student Kiosk

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.

dese Home Site Readiness Students Enrollment Transfer Classes Test Scheduling Materials Management **Student Registration**

Student Registration for Cyber Falls

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

Select a file to be uploaded

Download Student Registration Data Definitions File | Download Student Registration Template

Choose File REL_MCAS_S...emplate.csv

Upload

Initial File Import

- Once the file has been uploaded, processing may take about 5–10 minutes (depending on its size).
 - 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, you will see one of these statuses:
 - “**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.



Records with Error	Uploaded Records	Status
32	46	Validation Error

- Using the Data Definitions File, address each error in the file by updating the Validation Error file or the initial Student Registration file.
 - “Student Enrollment” error: if a student record returns this error, remove that row and complete an Enrollment Transfer Request (step-by-step instructions available in the [Enrollment Transfer Guide](#)).
- Save the new file once all errors have been addressed.
- Upload the updated file to the MCAS Portal.

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.
 - The Guide to Creating and Managing Classes is available on the [MCAS Resource Center](#) and contains additional information.
- 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.
- Test coordinators should confirm that their files have been processed in MCAS Portal after uploading. Automated confirmation emails are not sent after processing.
- There are no administrations in the MCAS Portal as there were in PearsonAccess Next.

Poll Question

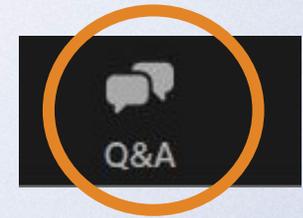
Why should the initial Student Registration file import be completed by the initial window deadlines?

- A. Students cannot be registered after the initial window deadlines.
- B. The import must be done by the initial deadlines for schools to receive an initial order of manuals (for PBT and CBT) as well as PBT tests and Student ID Labels.
- C. For CBT students, import must be done by the initial deadlines for schools to receive Student ID labels.
- D. For all students, accommodations cannot be entered after the initial Student Registration deadlines.

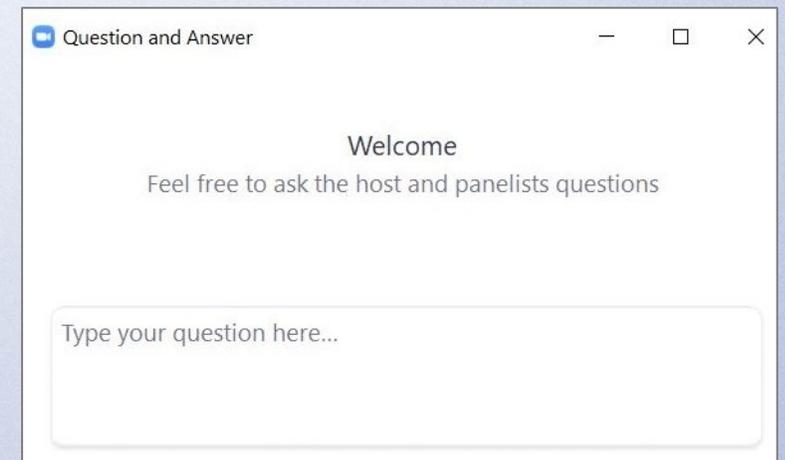
Important Reminders

- 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.

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

- When adding or editing student records in the MCAS Portal, schools are recommended to manually add/edit students in the user interface for a small number of students. For adding/editing ten or more students, schools are recommended to do a Student Registration file export/import.
- 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 for each 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.

The screenshot shows the 'Students' page in the MCAS Portal. The navigation bar includes 'dese', 'Home', 'Site Readiness', 'Students' (highlighted with a red box), 'Enrollment Transfer', 'Classes', 'Test Scheduling', 'Materials Management', 'Student Registration', and 'Dashboard'. The main content area is titled 'Students in Cyber Falls Sch1-001'. Below the title, there are two dropdown menus: 'Cyber Falls Sch1-001 (Cyber Falls)' and 'Choose a Content Area'. To the right of these menus are two green buttons: 'Add Student' (highlighted with a red box) and 'Student Search'. Below the buttons is an 'Exports' dropdown. The main content is a table with columns: 'Last Name', 'First Name', 'Middle Initial', 'State Student ID', 'Student Grade', 'View Classes', 'View Test Sessions', 'Enrollment Info', and 'Edit'. The table contains three rows of student data.

Last Name	First Name	Middle Initial	State Student ID	Student Grade	View Classes	View Test Sessions	Enrollment Info	Edit
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

Showing 1 - 3 of 3

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. Test codes are listed in column J of part V of the MCAS Student Registration Guide.

Student Information Accommodations Classes

Required Information:

State Student ID: *

Student Grade: *

Last Name: *

First Name: *

Middle Initial:

Date of Birth: *

Registration Codes: *

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

Information for Test Code: ELA10 (Spring Grade 10 ELA)

- Medical Absence
- EL First Year
- Test Format Paper (A1, EL1)
- Enlarged Cursor/Mouse Pointer (UF4)
- Graphic Organizer/Reference Sheet (A9)
- Text to Speech Special Access (SA1.1)
- Human Read Aloud Special Access (SA1.2)
- Human Signer Special Access (SA2)
- Human Scribe Special Access (SA3.1)
- Speech to Text Special Access (SA3.2)
- Word Prediction Special Access (SA6)
- Spell Checker (SA5)
- Typed Responses (A12)
- Large-Print Test (A2)
- Braille (A3.2)
- Screen Reader (A3.1)
- Compatible Assistive Technology (A3.3)

Save Cancel

Editing a Student in the MCAS Portal

1. On the Students page, locate the student record 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

Editing a Student in the MCAS Portal

3. Update the student information.

4. Click **Save**.

Student Information Accommodations Classes

State Student ID: *

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

Last Name: *

First Name: *

Middle Initial:

Date of Birth: *

Registration Codes: * ×

Save Cancel

Adding/Editing Student Accommodations

- 1. On the Students page, locate the student record 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 for each test code. Use the drop-down update accommodations for another subject area test.

4. Select **Save**.

The screenshot shows a web interface with three tabs: 'Student Information', 'Accommodations', and 'Classes'. The 'Accommodations' tab is active. Below the tabs, there is a dropdown menu labeled 'Accommodations for Test Code:' with 'ELA03 (Spring Grade 03 ELA)' selected. Below this, there is a list of checkboxes for various accommodations. The 'Human Read Aloud Special' checkbox is checked, while all other checkboxes are unchecked. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangular box.

Accommodation	Selected
Test Format	<input type="checkbox"/>
Not Tested Reason	<input type="checkbox"/>
EL FirstYr	<input type="checkbox"/>
Mouse Pointer	<input type="checkbox"/>
Graphic Organizer Reference Sheet	<input type="checkbox"/>
Text to Speech Special	<input type="checkbox"/>
Human Read Aloud Special	<input checked="" type="checkbox"/>
Human Signer Special	<input type="checkbox"/>
Human Scribe Special	<input type="checkbox"/>
Speech to Text Special	<input type="checkbox"/>
Word Prediction Special	<input type="checkbox"/>
Spell Checker	<input type="checkbox"/>
Typed Responses	<input type="checkbox"/>
Large Print Test Edition	<input type="checkbox"/>
Braille Test Edition	<input type="checkbox"/>
Screen Reader Edition	<input type="checkbox"/>
Compatible Assistive Technology	<input type="checkbox"/>

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

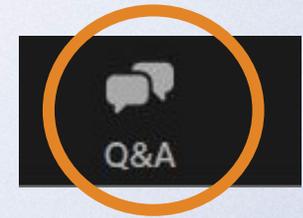
- Exporting and reimporting Student Registration

Exporting and Reimporting Student Registration Files

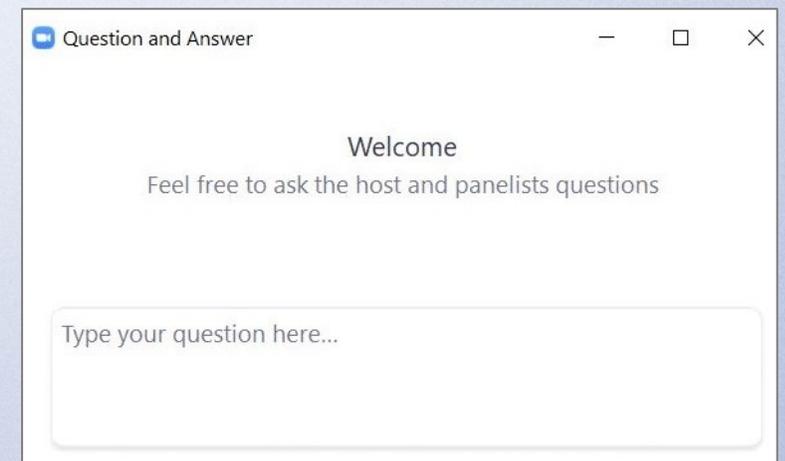
Recommended when updating more than 10 student records

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 Training Sessions

Session	Date and Registration Link	Intended Audience	Recommended Read-Ahead Materials
<p>MCAS Accessibility and Accommodations</p> <p>All levels of experience</p>	<p>Tuesday, January 21 at 9:30–11:00 a.m. and Wednesday, January 22 at 1:00–2:30 p.m.</p>	<p>Principals and school test coordinators, district test coordinators, special education supervisors</p>	<p>Accessibility and Accommodations Manual</p>
<p>MCAS Test Security and Administration Protocols</p> <p>for New Staff</p>	<p>Tuesday, January 28 at 9:30–11:15 a.m.</p>	<p>Principals and school test coordinators, district test coordinators</p>	<p>The Spring 2025 MCAS Principal's Administration Manual is planned to be available in advance of this session. Participants are encouraged to review Part I — MCAS Test Security Requirements prior to the training session.</p>
<p>MCAS Test Security and Administration Protocols</p> <p>for Returning Staff</p>	<p>Thursday, January 30 at 9:30–11:15 a.m.</p>		

Upcoming “Office Hours” Sessions

Session	Date and Registration Link	Intended Audience	Recommended Read-Ahead Materials
Student Registration Office Hours for Grades 3–8	Monday, January 27 at 9:30–10:30 a.m.	Principals and school test coordinators for grades 3–8 schools, district test coordinators	MCAS Student Registration Guide
Student Registration Office Hours for High Schools	Wednesday, January 29 at 9:30–10:30 a.m.	High school principals and school test coordinators, district test coordinators	
Office Hours — MCAS Portal Tasks for February Science	Friday, January 31 at 9:30–10:30 a.m.	High school principals and school test coordinators, district test coordinators	<ul style="list-style-type: none"> • MCAS Student Registration Guide • Guide to the MCAS Portal • Guide to Creating and Managing Classes

Upcoming Steps for Test Coordinators

- ❑ Subscribe to the [Student Assessment Update](#), if you have not already.
- ❑ Review the [administration deadlines](#).
- ❑ 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.
- ❑ Create and assign students to classes approximately two weeks prior to testing. Schedule tests approximately one week prior to testing. These topics will be covered in future trainings.
 - ❑ High schools administering the February Science tests are encouraged to join the Office Hours for MCAS Portal Tasks webinar on January 29 to ask questions about these tasks.

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 Guides <ul style="list-style-type: none">• MCAS Portal User Management Guide• Guide to the MCAS Portal• Guide to Creating and Managing Classes• Enrollment Transfer Guide	https://mcas.onlinehelp.cognia.org/portal/
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

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

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. Ensuring that the cell formatting is correct in the initial file
- D. Importing the file
- E. Resolving validation errors
- F. Manually adding/editing a student on the Students page
- G. Updating a large number of student records via export/import

THANK YOU

The Office of Student Assessment Services



781-338-3625



mcas@mass.gov



www.doe.mass.edu/mcas



135 Santilli Highway, Everett, MA 02149