# Student Registration for Grades 3–8 Office Hours

The Office of Student Assessment Services

January 27, 2025

# 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](mailto: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. Enrollment Transfer Process
2. Q&A and Additional Demonstrations

# 1. Enrollment Transfer Process

# Overview of Enrollment Transfers

- Students are loaded to the MCAS Portal **once per school year,** regardless of which administration(s) they are taking.

- Schools will use the Enrollment Transfer feature in the MCAS Portal for transfer students who need to be registered for testing at their new school, who already exist in the MCAS Portal.

- When a school receives a transfer student who needs to be registered for testing, the first step should be to search for the student using the Enrollment Transfer page in the MCAS Portal.
    - Note: This is different from the previous test administration management system, PearsonAccess Next (PAN).

# Overview of Enrollment Transfers – New for 2025

- Schools will use the Enrollment Transfer page in the Portal as the first step when receiving a new student to determine whether the student exists in the MCAS Portal.
  - This page will tell you whether the student already exists in the MCAS Portal.
- All *school* and district test coordinators associated with the *sending school* will receive email notifications for pending enrollment transfer requests.
- Student test sessions do not transfer from one school to another. The sending school will use the Transfer Notes feature to indicate which sessions a student has already completed.
  - The receiving school will use this information to determine which test(s), if any, have already been taken.
- Schools may need to complete enrollment transfers more often in the MCAS Portal.

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# Enrollment Transfer Overview

| MCAS Portal Section | Tasks to Complete in this Section | Who will complete these tasks? |
|---|---|---|
| **Enrollment Transfer** | • Request to transfer a student into your school and district. | • STCs and DTCs may request to transfer a student. |
| | • Approve transfers other schools and districts have requested. | • STCs and DTCs may approve student transfers.<br>• If a student does not currently belong to an organization, the MCAS Service Center will approve student transfers. |

- When a receiving school requests a student transfer, the DTC and STC users associated with the sending school will receive an email notification.

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# Demonstration

- Transferring students within your district

# Transferring Students within a District

*These steps can only be completed by a district test coordinator.*

1. Sign in to the MCAS Portal and select **Administration**.

2. Click **Students**.

3. Locate the student you wish to update and click **Enrollment Info**.

4. Click **Unenroll** to unenroll the student from the current school and click **Yes** to confirm.



Enrollment Information for Student, Demo (9999955113)

| District | School | Grade | Enrollment Status | | | | |
|----------|--------|-------|-------------------|--|--|--|--|
| Cyber City | Cyber City Sch QA | 11 | Enrolled | Unenroll | View Classes | View Test Sessions | Edit |

Enroll student in a different school

« Back

# Transferring Students within a District (cont'd)

5. Click **Enroll student in a different school**.

6. Select the new school from the organization drop-down and click **Enroll Student**.

7. Ensure the student's information is correct and click **Save**.

Note that only District Test Coordinators may transfer students within a district. School test coordinators should contact their DTC for assistance.

# Demonstrations

- Transferring students outside your district
  - Requesting student transfers
  - Approving student transfer requests
  - Entering and reviewing transfer notes

# Transferring Students from Outside Your District: Requesting a Student Enrollment Transfer

1. Sign in to the MCAS Portal and select **Administration**.

2. Select **Enrollment Transfer**.

3. On the Enrollment Transfer page, select **Request Transfer**.

4. Enter the student's SASID, last name, and date of birth.

5. Select **Search**.

# Transferring Students from Outside Your District: Requesting a Student Enrollment Transfer (cont'd)

6. If the student is found, select the school into which you want to transfer the student.

7. If this request is during the testing window, use the Notes to ask questions as needed.

8. Select **Submit Request**.



**Request Enrollment Transfer**

State Student ID: *     9999955113

Last Name: *     student

Date of Birth (MM/DD/YYYY): *   09/20/2000

[ Search ]

*Student found. Select organization information below:*

Student will be transferred from:

Cyber City Sch3-003

Select the school in which you want to transfer the student: **Demo Student (9999955113)**

Cyber City Sch4-004 (Cyber City)

Notes: (Optional)

[ Submit Request ]  [ Cancel ]

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# Transferring Students from Outside Your District: Requesting a Student Enrollment Transfer (cont'd)

- Any student transfers you have initiated will appear on the **Requests** tab.
- Select **Cancel** to cancel the transfer request.

# Approving a Student Enrollment Transfer

1. Any student transfers waiting for your approval will appear on the **Approvals** tab.

2. DTCs and STCs will be notified of enrollment transfers that need their review via email and on the Administration home page.

3. Review the request and add transfer notes. Click **Approve** to approve the transfer or click **Reject** to reject the request.

# View Details

- Student test sessions **do not move from one school to another** in the MCAS Portal. Schools will use the Transfer Notes feature to note any test sessions the student has already completed.

- Schools can refer to the View Details screen at any time to view the Transfer Notes for an enrollment transfer.



| | | | | | | | | Status | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Approvals | Requests | | | | | | | | | |
| **Request ID** | **State Student ID** | **First Name** | **Last Name** | **Requesting Organization** | **Assigned Organization** | **Request Date** | | | | |
| 5 | 9999955113 | Demo | Student | Cyber Falls Sch1-001 | Cyber City Sch1-001 | 12/06/2024 3:51:17 PM | | Pending | View Details | Cancel |
| | | | | Showing 1 - 1 of 1 | | | | | | |

*Transfer request details of Demo Student (9999955113)*           X

**Request Details:**

      **Requested By:** Abbie Currier (acurrier-adm)

      **Date:** 12/06/2024 3:51:17 PM

      **Notes:** Student has taken Feb Biology Session 1, but not session 2.

Close

# 2. Q & A and Additional Demonstrations

# Additional Resources

| Resource | Location |
|---|---|
| MCAS Resource Center | mcas.onlinehelp.cognia.org |
| MCAS Portal User Guides<br>• Student Registration Guide<br>• MCAS Portal User Management Guide<br>• Guide to Creating and Managing Classes<br>• Guide to Enrollment Transfers<br>• Guide to Scheduling Tests and Printing Student Logins | https://mcas.onlinehelp.cognia.org/portal/ |
| MCAS Portal Modules and Video Demonstrations<br>• Video demonstration: Creating Classes and Scheduling Tests | https://mcas.onlinehelp.cognia.org/training-modules/ |
| Technology Information<br>• Technology Guidelines for MCAS Computer-Based Testing<br>• Guide to Installing the MCAS Student Kiosk and Conducting Site Readiness | https://mcas.onlinehelp.cognia.org/technology-setup/ |
| Student Assessment Updates<br>(Biweekly email with important updates about the MCAS program) | www.doe.mass.edu/mcas/updates.html<br>If you do not already receive this email, subscribe using this link: http://eepurl.com/ghSOhH |

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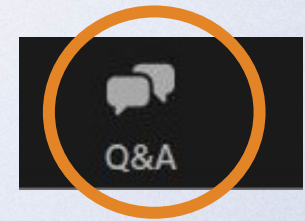
Use the "Q&A" feature
to ask questions.
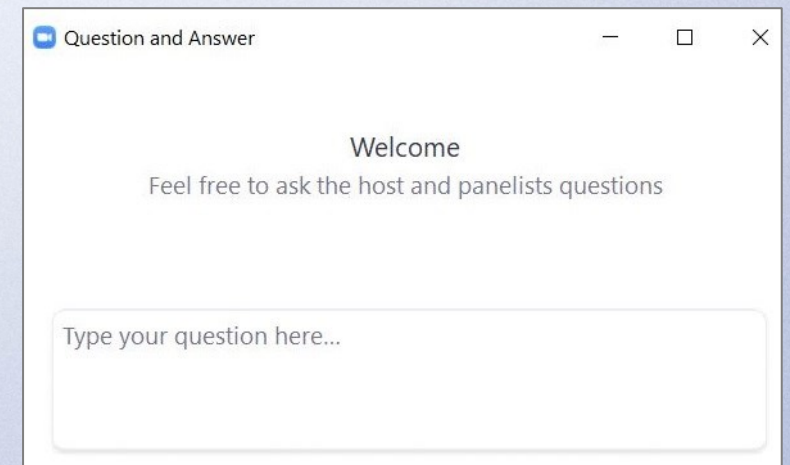
# Next Steps

- **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](mailto:mcas@mass.gov)

🏠 [www.doe.mass.edu/mcas](http://www.doe.mass.edu/mcas)

🏢 135 Santilli Highway, Everett, MA 02149