Transcript

Student Registration for Grades 3–8 Office Hours

January 27, 2025

**The transcript was generated by Zoom and was reviewed by DESE’s Office of Student Assessment Services.**

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00:00:00.503 --> 00:00:03.493

Jodie Zalk: All right. Well, thank you for joining us. We'll begin.

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00:00:04.413 --> 00:00:28.693

Jodie Zalk: We're here this morning to provide an office hour session for you. This is rELAted to student registration for grades 3 through 8. So you know, the window closes at the end of this week. So we want to make sure that we take time to answer questions that you have. We also have some additional content that we want to provide for you. So we'll be doing both of those things this morning together

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00:00:29.203 --> 00:00:30.582

Jodie Zalk: next slide, please.

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00:00:33.013 --> 00:00:49.102

Jodie Zalk: and I want to take a moment to introduce myself. And folks who are here in the Zoom room who you may hear this morning. My name is Jodie Zalk. I'm the Manager of Test Administration and Publications at the Department of Elementary and Secondary Education.

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00:00:49.673 --> 00:00:59.222

Jodie Zalk: You'll also hear this morning from Shannon Cullen, who is a member of my team at DESE, and she's our MCAS Test Administration Coordinator.

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00:00:59.303 --> 00:01:20.833

Jodie Zalk: We also have folks with us, others from DESE others from our testing contractor Cognia as well as eMetric, our online testing subcontractor. And you'll be hearing from Abbie Currier this morning. Abbie will be presenting and answering questions, and you may see answers from some others in the Q and A this morning.

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00:01:21.833 --> 00:01:23.233

Jodie Zalk: thanks next slide.

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00:01:24.763 --> 00:01:49.142

Jodie Zalk: And just a couple of moments on logistics to make sure that you understand the different zoom features that we're using today. We have the Q%A feature. That's where you'll be able to type in your questions. We'll be prioritizing answering questions rELAted to student registration today. But if you do see a question that is the same as someone else's, make sure you give it the thumbs up

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00:01:49.143 --> 00:01:55.653

Jodie Zalk: so that way, you don't have to type that in. And we know that multiple people have the same question.

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00:01:55.843 --> 00:02:04.733

Jodie Zalk: If you have anything really specific, we ask that you email us instead to make sure that we can spend the time that we need to with you offline

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00:02:05.083 --> 00:02:18.982

Jodie Zalk: this session is being recorded. It will be available in about a week on the MCAS resource center, and if you need closed captioning, you can click the little CC button on your zoom controls

12

00:02:20.223 --> 00:02:21.613

Jodie Zalk: next slide, please.

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00:02:21.993 --> 00:02:48.183

Jodie Zalk: You were sent to the slides before the session, and we want to make sure that you have them. So we're going to post them in the chat now, and if you still don't see them in the chat, please ask us in the Q and A. And also after the session, we'll make sure to send you the slides again, and also they'll be posted in the MCAS resource center along with the recording once that becomes available.

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00:02:48.633 --> 00:02:52.832

Jodie Zalk: And with that I'm going to turn this over to Shannon to walk through the agenda.

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00:02:54.519 --> 00:03:14.442

Shannon Cullen: Thanks, Jodie, and good morning, everyone, and thanks for joining us. On this Monday morning, as you can see, we have a pretty short agenda today. So the majority of our time is going to be spent listening to the questions that you have answering those questions. And if you request, providing you with some additional demonstrations rELAted to student registration.

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00:03:14.453 --> 00:03:29.013

Shannon Cullen: We are going to spend about the first 10 min or so 10 to 15 min on the enrollment transfer process. As this is a topic that rELAtes to student registration, but is not something we were able to cover in the student registration webinar that we held

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00:03:29.342 --> 00:03:42.102

Shannon Cullen: last week or the week before. So with that, if we go on to the next slide we'll jump right into the enrollment transfer process. And I think on the next slide I hand this over to Abbie.

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00:03:45.943 --> 00:03:53.712

Abbie Currier: Good morning. Thanks, Shannon. So just to give you an overview of the enrollment transfer process.

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00:03:54.636 --> 00:04:11.193

Abbie Currier: Students are loaded into the MCAS Portal once per school year, regardless of which administrations they are taking. So students, once they exist in the portal, they're there for the rest of the school year.

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00:04:11.293 --> 00:04:17.172

Abbie Currier: The schools will use the enrollment transfer feature in the MCAS Portal

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00:04:17.273 --> 00:04:26.662

Abbie Currier: for transfer students who need to be registered for testing at their new school, who may have already been uploaded into the portal at a previous school.

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00:04:27.143 --> 00:04:39.692

Abbie Currier: When a school receives a transfer student who needs to be registered for testing the first step should be to search for that student, using the enrollment transfer page in the MCAS Portal.

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00:04:40.093 --> 00:04:41.223

Abbie Currier: Shannon.

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00:04:41.223 --> 00:05:01.672

Shannon Cullen: Thanks, Abbie, and just calling this out here at the bottom, that this third step, or this third bullet is different than what happened in our previous system, PearsonAccess Next. And so, as Abbie said, when you do receive a transfer student, the very first step that you should take is to search for that student on the enrollment transfer page

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00:05:02.343 --> 00:05:22.872

Shannon Cullen: on the next slide. We have a few other things that are noted as new for this year. So we just went over the first bullet as the first step of the enrollment transfer process. So that enrollment transfer page when you search for a student will tell you whether the student already exists in the MCAS Portal. So it'll tell you if another school has already imported them into the portal.

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00:05:23.543 --> 00:05:41.793

Shannon Cullen: Some other notes are that all school and district test coordinators associated with the sending school. So the school that the student is transferring from will email will receive email notifications. So again, this is a little different than in prior years, where there was just one person that was the

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00:05:42.313 --> 00:05:51.023

Shannon Cullen: email receiver, so to speak, for enrollment transfers all school and district test coordinators will receive those email notifications.

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00:05:52.083 --> 00:06:19.552

Shannon Cullen: One big thing to note is that student test sessions do not transfer from one school to another. And so you'll need to use the transfer notes feature, and Abbie will demonstrate this in just a few moments to indicate if a student has already started testing. So, for example, if they transfer inside a testing window, you'll want to use that transfer notes feature to indicate whether that student has taken session 1, session 2, or no sessions of the test.

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00:06:19.613 --> 00:06:28.392

Shannon Cullen: and then the receiving school. The school that the student transfers into will use that information to schedule the student for testing.

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00:06:29.083 --> 00:06:37.802

Shannon Cullen: and then also a note that because of the way the system works, schools may need to complete enrollment transfers more often in the MCAS Portal.

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00:06:38.803 --> 00:06:42.683

Shannon Cullen: and then on the next slide, I will hand this back to Abbie.

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00:06:44.793 --> 00:06:45.619

Abbie Currier: Thanks, Shannon.

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00:06:46.173 --> 00:07:10.372

Abbie Currier: So just a quick sort of overview of tasks to complete for enrollment transfer. And then who can complete these tasks? So the first task is to request to transfer a student into your school or district. So if you are the receiving school or district you'll want to request that transfer in the MCAS Portal

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00:07:10.983 --> 00:07:26.312

Abbie Currier: as the sending school. You'll also be responsible for approving transfers of students from your school into other schools and districts that have requested an enrollment transfer in the MCAS Portal.

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00:07:27.023 --> 00:07:46.893

Abbie Currier: So the STCs and DTCs. May both request to transfer a student and STCs and DTCs may also approve student transfers. If a student does not currently belong to an organization, so maybe they were uploaded into the portal.

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00:07:47.213 --> 00:08:01.753

Abbie Currier: and then they were simply unenrolled from a school. The MCAS Service Center will be able to approve those student transfers so that you can go through the same process. And then, instead of the sending

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00:08:01.853 --> 00:08:08.932

Abbie Currier: STC or DTC receiving emails. The MCAS Service Center will be able to handle all of that.

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00:08:10.353 --> 00:08:23.532

Abbie Currier: And again, 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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00:08:26.633 --> 00:08:40.202

Abbie Currier: And with that the first demonstration we're going to do today is how to transfer students within your district. So I'm going to log in to the portal as a Demo DTC user.

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00:08:48.893 --> 00:09:05.233

Abbie Currier: And when I'm transferring students as a DTC from one school to another within my district it's a slightly different process. So instead of going to enrollment transfer, I can simply come to students.

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00:09:06.103 --> 00:09:24.413

Abbie Currier: I can locate the student that I want to edit and their enrollment info. So maybe this student is moving from one high school to another one elementary school to another. I'll be able to click on enrollment info for that student.

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00:09:26.051 --> 00:09:32.602

Abbie Currier: And I can see that they are currently enrolled in Cyber City School 2.

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00:09:32.943 --> 00:09:35.392

Abbie Currier: I can click, unenroll.

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00:09:36.653 --> 00:09:39.052

Abbie Currier: Are you sure you want to unenroll? Yes.

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00:09:39.553 --> 00:09:48.792

Abbie Currier: and then I can immediately enroll this student into another school. So if your students are transferring within your district.

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00:09:49.863 --> 00:10:01.872

Abbie Currier: it is very easy for the DTC to be able to handle that all within the MCAS Portal without having to deal with sending and receiving schools, and all of that

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00:10:02.721 --> 00:10:30.373

Abbie Currier: the first page that you get to is just verifying the student information is correct so, making sure that their State student ID is still accurate. Their name, their date of birth, etc., is still accurate. This is also a great time to make sure that they are registered for the appropriate test codes here, as well as adding, adding any accommodations for them, and then you'll just click save.

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00:10:31.063 --> 00:10:41.153

Abbie Currier: and that student will no longer display in their sending school. They will only be displayed in their receiving school.

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00:10:42.223 --> 00:10:46.382

Abbie Currier: and with that we'll go back to the slides here.

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00:10:47.853 --> 00:10:59.622

Abbie Currier: So again, just to recap transferring students within a district. These steps can only be completed by the DTC. For that district.

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00:11:00.113 --> 00:11:05.313

Abbie Currier: and all you'll need to do is log into the portal and select administration.

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00:11:05.443 --> 00:11:12.062

Abbie Currier: You'll go to students, locate the student you wish to update and click enrollment info.

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00:11:12.193 --> 00:11:21.132

Abbie Currier: and then you'll be able to click that unenroll, link, to unenroll the student from the school and click yes, to confirm.

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00:11:22.173 --> 00:11:43.762

Abbie Currier: You'll then click to enroll student into a different school. Select the new school from your organization, drop-down and click enroll student again. As a DTC, you're only going to have access to the organizations inside your district. So this is only for transferring students within your district.

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00:11:46.443 --> 00:11:59.832

Abbie Currier: if you are an STC. You will need to contact your DTC for assistance with that, because, as an STC you only have access to students within your school.

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00:12:02.223 --> 00:12:30.623

Abbie Currier: The next demonstration we want to do for you today is how to transfer students outside your district. So maybe they're moving from one district to another. Maybe they're new to the State of Massachusetts, and we're going to go over how to request student transfers how to approve those student transfers and then how to enter and review transfer notes. If you're transferring students within a testing window.

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00:12:32.294 --> 00:12:39.333

Abbie Currier: So we'll come back over here. And instead of going to students, we're going to click on enrollment transfer.

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00:12:39.883 --> 00:13:03.192

Abbie Currier: And here there's a couple of things to note before we get into the tasks. So the first thing I want to point out is that there are 2 tabs here. The first is a list of requests that are awaiting your approval. So these are other districts that have requested one of my students.

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00:13:03.193 --> 00:13:18.772

Abbie Currier: and I need to come in here and approve that request. Sometimes people make a mistake, and they ask to transfer a student into their school, and that student still belongs to your district. So that's why we have an approvals process.

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00:13:20.046 --> 00:13:26.139

Abbie Currier: The other tab is a list of my requests, so I

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00:13:27.553 --> 00:13:39.182

Abbie Currier: excuse me. I have requested that these students be moved into my organization and their sending school needs to approve that for me.

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00:13:39.633 --> 00:14:03.323

Abbie Currier: In addition to these 2 different tabs, we also have a filter here. So right now it's going to default to pending. So these are all the pending approvals and all the pending requests. If I want to look at all of them. I can always do that as well, and that shows me all of the requests that I have made. I'm going to leave it at pending for right now.

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00:14:03.533 --> 00:14:18.022

Abbie Currier: and the first thing that I want to show you is how to request a student transfer. So it's, you know, Tuesday morning. We're sitting down to take the test, and I realize that we've got a new student coming in from another district.

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00:14:18.203 --> 00:14:22.502

Abbie Currier: The first thing I'll do is click on request transfer.

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00:14:23.333 --> 00:14:26.783

Abbie Currier: I'll need to enter the state student ID.

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00:14:32.533 --> 00:14:37.323

Abbie Currier: and then their last name and their date of birth.

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00:14:39.113 --> 00:14:47.882

Abbie Currier: And I'm going to input one of these incorrectly. First, to show you what that looks like, it will let you know that the student is not found.

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00:14:48.173 --> 00:14:54.538

Abbie Currier: so I will double check what I entered in here, and I realize that I

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00:14:55.483 --> 00:14:57.702

Abbie Currier: put in their incorrect date of birth.

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00:14:57.903 --> 00:15:15.542

Abbie Currier: So I'll fix that and click on search, and I'll let you know, student found select organization info below. So this is saying, student will be transferred from their existing school, and I want to put them into my cyber school, too.

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00:15:16.391 --> 00:15:33.713

Abbie Currier: If I want to ask any questions. At this juncture I could add in a note here, but that is optional. What's more important is for the sending school to add in any notes about where that student is in testing, if it's during the testing window.

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00:15:34.694 --> 00:15:37.363

Abbie Currier: So I'm going to submit my request now.

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00:15:38.143 --> 00:15:45.002

Abbie Currier: and I can see that my latest request is here, and it's got a status of pending.

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00:15:45.393 --> 00:15:59.583

Abbie Currier: So what we're going to do is come over here to approvals. So I can show you what that looks like. So here the requesting organization has asked for one of my students be transferred into their school.

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00:15:59.953 --> 00:16:05.683

Abbie Currier: So what we'll need to do is view their details.

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00:16:06.253 --> 00:16:18.642

Abbie Currier: So this is just giving you transfer request details for this student. It's letting me know who requested it, the date and time, and if there were any notes those would be shown here as well.

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00:16:19.443 --> 00:16:30.603

Abbie Currier: So if I review my records and ascertain that this student does indeed no longer belong to my organization. I would come and click the approve button.

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00:16:30.873 --> 00:16:59.313

Abbie Currier: And here's where it's going to be really important to add any notes about where the student is in testing. So let's say that we're 3 or 4 days into the testing window. The student has not taken any tests yet. I would want to make sure that I noted that here, or perhaps the student has already taken one test, but not other tests. So all of that information should be added here. So student

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00:16:59.563 --> 00:17:02.493

Abbie Currier: has completed.

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00:17:14.743 --> 00:17:20.812

Abbie Currier: not started the ELA test.

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00:17:22.823 --> 00:17:24.743

Abbie Currier: I can click confirm.

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00:17:25.353 --> 00:17:40.622

Abbie Currier: And now you'll notice that that record is no longer showing here, because it's no longer pending. If I want to go back and review that later, I can always select all. And then I can see. Okay, so this, this is approved

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00:17:40.853 --> 00:17:53.282

Abbie Currier: view details. And now my notes are listed here. It's also going to let me know not just who requested it, but who approved it as well, and the date and time that that was completed

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00:17:56.003 --> 00:17:58.392

Abbie Currier: to go back to pending now.

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00:17:58.583 --> 00:18:15.232

Abbie Currier: So let's say that I'm reviewing the next record, and I see in my records that this student is still enrolled in my district. Instead of approving this transfer request, I'll want to make sure that I reject it, and I can leave a note here as well.

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00:18:15.363 --> 00:18:21.412

Abbie Currier: Show this student is still enrolled.

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00:18:26.153 --> 00:18:30.762

Abbie Currier: Now that note will appear to the

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00:18:31.413 --> 00:18:41.822

Abbie Currier: requesting school. So if I come over here to my request, so the again, these are the students that I have requested to move into my organization.

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00:18:42.881 --> 00:18:51.063

Abbie Currier: I can select all, and I can see, you know, have they been approved? What are those details.

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00:18:51.183 --> 00:18:56.452

Abbie Currier: or have they been not approved? Essentially?

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00:18:57.763 --> 00:19:00.266

Abbie Currier: Now, in addition to

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00:19:01.463 --> 00:19:17.312

Abbie Currier: the ability to approve or reject a request as the sending school? If I realize that I mistakenly requested a student to be transferred into my school. I do have the option of canceling that request.

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00:19:17.473 --> 00:19:24.291

Abbie Currier: So if I realize this student is really no longer enrolled in my school, or maybe

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00:19:25.033 --> 00:19:30.922

Abbie Currier: I input the wrong student to transfer. I can always cancel that transfer request.

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00:19:33.073 --> 00:19:36.893

Abbie Currier: I attempted 2

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00:19:40.533 --> 00:19:41.463

Abbie Currier: phone.

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00:19:42.183 --> 00:19:52.053

Abbie Currier: And now I can always see this. These are the lists of students that I canceled versus were approved.

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00:19:52.753 --> 00:19:54.872

Abbie Currier: or are still pending.

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00:19:58.130 --> 00:20:08.842

Abbie Currier: So again, important thing to note is that you can always come back here to the view details, especially when you're reviewing students that have already been approved.

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00:20:09.573 --> 00:20:29.242

Abbie Currier: For example, you may want to come back in here to remind yourself what that student has already taken, so those notes are always going to stay here for this particular student. So that I remember, okay, the student still needs to take session 2 of the math test, and they still need to take the ELA test.

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00:20:31.093 --> 00:20:34.713

Abbie Currier: and with that we'll return back to the slides.

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00:20:36.293 --> 00:20:43.893

Abbie Currier: So just a quick recap of everything we just went over. So this is transferring students from outside your district.

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00:20:44.103 --> 00:20:54.072

Abbie Currier: And it's more specifically requesting a student enrollment transfer. So you'll log into the MCAS Portal and select administration.

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00:20:54.313 --> 00:21:00.682

Abbie Currier: You'll select enrollment transfer and then click the green request, transfer button.

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00:21:01.603 --> 00:21:06.053

Abbie Currier: You must enter the student's state ID.

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00:21:06.223 --> 00:21:10.812

Abbie Currier: Their last name and their date of birth, and then select search.

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00:21:12.153 --> 00:21:32.273

Abbie Currier: and when the student is found you'll select the school into which you want to transfer the students. And add any notes if you need to. If this request is taken during the testing window, it is of the utmost importance that you do add notes, if you need to.

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00:21:33.073 --> 00:21:41.373

Abbie Currier: You'll click, submit request, and then that request will be sent to the sending student school.

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00:21:43.413 --> 00:21:53.673

Abbie Currier: Any student transfers you have initiated are going to appear on the requests tab. You can always select cancel if you need to cancel your transfer request.

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00:21:55.178 --> 00:21:56.408

Abbie Currier: and then

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00:21:57.173 --> 00:22:13.963

Abbie Currier: If other schools have requested a transfer from one of your organizations you'll be able to approve a student enrollment transfer. So any student transfers that are waiting on your approval will appear on the approvals tab

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00:22:14.143 --> 00:22:27.923

Abbie Currier: and the DTCs and STCs will be notified of enrollment transfers that need their review via email. And then we also have a note on the administration homepage that will appear when you log into the MCAS Portal.

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00:22:29.210 --> 00:22:39.703

Abbie Currier: you'll want to review the request and add transfer notes and then click approve to approve the transfer or reject, to reject the transfer

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00:22:43.993 --> 00:23:10.023

Abbie Currier: on the view details. For student notes and things like that. The student test sessions do not move from one school to another in the portal. The schools are going to need to use the transfer notes feature to note any test sessions that the student has already completed, and schools can refer to the view details screen at any time to review the transfer notes.

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00:23:11.513 --> 00:23:14.242

Abbie Currier: and with that I'll turn it back over to Shannon.

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00:23:16.033 --> 00:23:38.462

Shannon Cullen: Great thanks so much, Abbie. If we go to the next slide, we're going to get into the Q and A in just a moment, but just wanted to call out a few resources for you, if you don't already have these pages bookmarked, would highly suggest that you do so, including our MCAS resource center and specifically the portal page of the MCAS Resource Center, which contains a lot of different user guides.

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00:23:38.483 --> 00:24:03.762

Shannon Cullen: The Student Registration guide is there for you to use as you walk through the student registration process. There's also a guide to enrollment transfers with all the step-by-step instructions and information that Abbie just went through if you need to complete an enrollment transfer or approve an enrollment transfer, there are several other guides available. The MCAS Portal Guide, the User Management Guide, the Guide to creating and Managing Classes.

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00:24:04.413 --> 00:24:15.213

Shannon Cullen: The Guide to Scheduling Tests and Printing Student Logins is a recent posting. That's a new guide that's available for you on the portal page of the resource center

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00:24:15.613 --> 00:24:32.092

Shannon Cullen: also wanted to call out, because we've gotten some questions about it. A new instructional video demonstrating how to create classes, scheduled tests and print student logins. So that's also available on the MCAS resource center. And it's linked here on the training modules page.

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00:24:32.373 --> 00:24:44.043

Shannon Cullen: There's some more resources linked here for you. And then, as always, want to plug our biweekly student assessment update, which is how we share updates to the MCAS program and upcoming deadlines with all of our schools and districts.

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00:24:45.053 --> 00:25:07.742

Shannon Cullen: And with that we're going to take the rest of the time today to look through the Q and A, and answer questions out loud. So I'm going to start here with a couple of questions that I saw come in about enrollment transfers, just because that is the topic we were just talking about. So one question is, will we receive an email notification? If there is a request for an enrollment transfer.

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00:25:08.063 --> 00:25:14.122

Shannon Cullen: Abbie, would you mind describing who receives the emails again for an enrollment transfer request.

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00:25:17.076 --> 00:25:23.712

Abbie Currier: Sure. So the STCs and DTCs for the sending school will receive emails.

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00:25:25.023 --> 00:25:36.322

Shannon Cullen: Great. Thank you. So, the sending school being that the student is transferring from. So if a student is transferring from your school, then you would receive an email as a school or district test coordinator.

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00:25:37.783 --> 00:26:01.972

Shannon Cullen: I see another question about an enrollment transfer request, which is, what if the student has not withdrawn from our school, and we get a release request. And so I think Abbie just demonstrated how to use the reject button. You can reject enrollment transfers. If they were asked of you but the student is still in your enrollment, Abbie, is there anything else you would add to that.

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00:26:03.133 --> 00:26:04.883

Abbie Currier: No, you covered it.

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00:26:05.323 --> 00:26:06.113

Shannon Cullen: Thank you.

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00:26:06.843 --> 00:26:15.412

Shannon Cullen: Alright. Abbie, I'm going to have some more questions for you here. I see a lot of portal questions coming in. So I see a question about

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00:26:15.653 --> 00:26:20.782

Shannon Cullen: adding class names to the student registration file.

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00:26:21.313 --> 00:26:30.193

Shannon Cullen: So it's asking if class names work in a way that you get one shot at importing the class names? Or

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00:26:30.513 --> 00:26:46.342

Shannon Cullen: it's asking, or does it not work that way? So if a school is adding class names to a student registration file, are they able to change those class names via the student registration file later? Or would all the changes need to be done in the user interface.

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00:26:47.723 --> 00:26:54.393

Abbie Currier: So with the student registration file. If you have already uploaded a file with a class name

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00:26:54.963 --> 00:27:00.893

Abbie Currier: and you upload another file with a class name, a second class will be

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00:27:01.023 --> 00:27:10.253

Abbie Currier: will be created with that second upload unless you're using the exact same class name somehow. So if you need to

135

00:27:10.963 --> 00:27:20.632

Abbie Currier: change a class name. You don't want to change any of the students. You just want to. Maybe it used to be in Room 202, and you want to change it to Room 210.

136

00:27:21.013 --> 00:27:31.612

Abbie Currier: Instead of doing that through student registration, I would just go into the portal and locate that class, and you can change the class name there.

137

00:27:34.163 --> 00:27:55.692

Shannon Cullen: Awesome. Thank you. And then I see a follow up question to that question, which is, can we delete or overwrite what we have uploaded in the demo last week. We saw that only the errors need to be uploaded. I think they're talking about the validation error file. Can we assume. If we upload everyone again, we will overwrite the data.

138

00:27:56.203 --> 00:27:56.913

Abbie Currier: Yes.

139

00:27:59.233 --> 00:28:01.043

Shannon Cullen: Simple enough answer. Thank you.

140

00:28:01.657 --> 00:28:29.182

Shannon Cullen: Okay. Next question, I uploaded the registration file before deleting students that are not participating. What is the best way to correct that. So if the student has been imported for student registration, but, for example, for February science, if they will no longer be participating in February science. You need only remove that student from any classes they have been assigned to. No other steps are required.

141

00:28:33.653 --> 00:28:35.273

Shannon Cullen: All right. Next question.

142

00:28:35.903 --> 00:28:48.373

Shannon Cullen: what happens if we upload a student registration file with new students who are enrolled in a different district in the portal. And I think this is where they get the student enrollment error, right, Abbie.

143

00:28:48.663 --> 00:28:49.353

Abbie Currier: Yes.

144

00:28:49.673 --> 00:29:08.573

Shannon Cullen: So you will see an error when you try uploading to the portal. That will say student enrollment in that error column. I think it's column AP. And that will tell you that the student is already enrolled in a different organization in the portal, and that you should use the Enrollment Transfer request.

145

00:29:14.525 --> 00:29:32.642

Shannon Cullen: Okay. Next question is, if the student registration is completed and I do not see students under the specific subtests, should I do anything. I see them under students. But when I click on the specific test it does not say I have any assigned.

146

00:29:33.423 --> 00:29:36.802

Shannon Cullen: I'm not sure I 100% understand that, Abbie, do you?

147

00:29:38.498 --> 00:29:49.803

Abbie Currier: Not exactly, so if you're seeing your students here, that means they've been successfully uploaded through student registration.

148

00:29:50.233 --> 00:30:01.682

Abbie Currier: and your next step is going to be to create classes and put your students into classes so that you can schedule the classes to take the test.

149

00:30:03.233 --> 00:30:06.392

Abbie Currier: Did they add any clarification there.

150

00:30:07.673 --> 00:30:18.903

Shannon Cullen: No, I think that question came from Stacy. If that didn't answer the question, if you could try maybe rewording so that we could demonstrate that, or describe that a little better.

151

00:30:20.653 --> 00:30:41.972

Shannon Cullen: In the meantime, I'm going to move on to the next one. If a student is in the MCAS Portal as part of the initial upload, but they're no longer in the file when importing for classes. Will the student stay in the portal ready to be claimed by another school, and will they still be attached to the original school?

152

00:30:42.343 --> 00:30:45.093

Shannon Cullen: So I think the way I'm interpreting this is

153

00:30:45.313 --> 00:30:55.103

Shannon Cullen: They're in the portal. But you're just not including them on the file that you use to assign classes. And, Abbie, you're saying they're still in the portal. They just wouldn't be assigned to a class right.

154

00:30:55.523 --> 00:31:12.552

Abbie Currier: Right once this exists in the portal that will, they will always exist in the portal. There's no way to delete them. You can unenroll them from your organization so that you can't see them in the portal. There's no way to go in and, like delete, a student that you have uploaded.

155

00:31:14.043 --> 00:31:15.323

Shannon Cullen: Great. Thank you.

156

00:31:16.283 --> 00:31:43.763

Shannon Cullen: I see a question about using fake SASIDs, so we do say to use fake SASIDs for students who don't have a real SASID yet in order to include them in your initial import, and the question is, how can we easily find the students with fake SASIDs once we have the real SASID. So you can search for students. You can see on Abbie's screen right now by last name, by first name or by SASID.

157

00:31:44.403 --> 00:31:54.723

Shannon Cullen: I think our suggestion would be to either use first name or last name, but also to take note of what fake SASID you're assigning to students. In the meantime.

158

00:31:55.123 --> 00:31:59.823

Shannon Cullen: before they have the real SASID, Scott, or Abbie, do you have anything else to add to that.

159

00:32:03.119 --> 00:32:14.082

Abbie Currier: I believe that when you create a fake SASID it's requested that it start with an 8. And so if you type in 8

160

00:32:14.601 --> 00:32:27.404

Abbie Currier: that will at least limit it down to only those that contain an 8, and should help you locate that student. But I would come up with a way of tracking

161

00:32:28.583 --> 00:32:41.293

Abbie Currier: what fake SASIDs you have assigned to students. But, as Shannon mentioned, you do have the option of searching by first name and last name as well. In order to locate that student.

162

00:32:43.583 --> 00:32:44.973

Shannon Cullen: Awesome. Thank you.

163

00:32:46.253 --> 00:32:52.402

Shannon Cullen: I see another question here that, I think, is related to enrollment transfer requests.

164

00:32:52.543 --> 00:33:17.342

Shannon Cullen: They're saying, as a District test coordinator, I have a couple of requests that are not showing up anywhere on the approval page. I also have some requests that are not on the approval page, but not the requests page, if I'm viewing all, shouldn't I see the same matching request IDs as a one-to-one match? So could you describe those different views again, Abbie.

165

00:33:17.713 --> 00:33:21.372

Abbie Currier: Right. So these, the

166

00:33:22.883 --> 00:33:44.232

Abbie Currier: list of students under approvals and requests, are going to be different, because the requests are the requests that you have made. So these are school students entering your district. And the list of approvals are students you have approved to leave your organization.

167

00:33:44.353 --> 00:33:50.013

Abbie Currier: So that's why you're going to see different students between approvals and requests.

168

00:33:51.027 --> 00:33:59.853

Abbie Currier: Because these are your requests. And then these are your approvals. So these will show up on the

169

00:34:00.613 --> 00:34:11.402

Abbie Currier: requesting schools requests. Tab they're just waiting here for your approval versus the request that you have made that other people need to approve.

170

00:34:14.163 --> 00:34:16.973

Shannon Cullen: Thank you for demonstrating that again. I hope that was helpful.

171

00:34:17.783 --> 00:34:20.693

Shannon Cullen: I see another question about transfer students.

172

00:34:21.333 --> 00:34:36.513

Shannon Cullen: If a transfer student has started a session at the sending school. But the receiving school hasn't yet started that session. Should the student should just not participate in the sessions they have already completed or repeat the test.

173

00:34:36.633 --> 00:34:45.892

Shannon Cullen: and is the only indication of completed sessions. The notes session, that is a self-report from the sending school. Okay? So

174

00:34:46.133 --> 00:34:55.573

Shannon Cullen: if a student, for example, has taken ELA session, one in one school, and then transfers to a new school before ELA session 2.

175

00:34:55.833 --> 00:35:20.532

Shannon Cullen: The students should not repeat ELA session one, but they should take ELA session 2 at the new at the new school, so we don't want students taking the same test several times. That wouldn't be a valid test. We do want students to take both sessions or all sessions of a test. Once they are as they've started so the Notes section

176

00:35:20.733 --> 00:35:34.013

Shannon Cullen: in the enrollment transfer feature is where schools should indicate what sessions a student has and has not taken, particularly during the test administration windows in order to communicate that with the other school.

177

00:35:34.133 --> 00:35:46.653

Shannon Cullen: So again, you will not see that students completed test session at the new school the student is transferring into, which is why schools will need to use that transfer notes feature.

178

00:35:49.451 --> 00:36:05.542

Shannon Cullen: Alright, I'm just going to keep going here. If a student moved out of state, can we just delete that student from the portal? So Abbie just said that students cannot be deleted from the portal once they are added to the portal. You can remove that student from

179

00:36:06.063 --> 00:36:13.142

Shannon Cullen: the classes that they are assigned to, and I think she's demonstrating right now how to unenroll the student right.

180

00:36:13.403 --> 00:36:19.153

Abbie Currier: Right. So if you know that your student has left the State, I would just come in here

181

00:36:20.327 --> 00:36:39.988

Abbie Currier: and excuse me, unenroll them from your school. Unless, you know there's a reason that you want to keep them enrolled. Just to be able to go back and see what tests that they have already taken, or something along those lines. But you do have the option of just unenrolling them entirely.

182

00:36:40.493 --> 00:36:46.302

Abbie Currier: And then they're still in the portal, but they don't belong to your organization.

183

00:36:49.373 --> 00:36:49.973

Shannon Cullen: Great

184

00:36:51.878 --> 00:37:02.322

Shannon Cullen: another enrollment transfer question, does the district test coordinator need to do out of district enrollment transfers? So that's the first one.

185

00:37:02.723 --> 00:37:12.142

Shannon Cullen: Abbie does the school test coordinator. They can also do out of district transfers right? They would be able to do the request and approve, even if the request came from outside the district.

186

00:37:12.413 --> 00:37:22.953

Abbie Currier: So they can make a request. And then the sending STC, DTC would approve it.

187

00:37:24.523 --> 00:37:35.293

Shannon Cullen: Thank you. But it's the DTC that needs to do the in district in district transfers. If you're using that unenroll and re-enroll feature. Okay.

188

00:37:35.903 --> 00:37:58.402

Abbie Currier: As an STC. If you went to enrollment, info you could unenroll them, but you would not have the option of enrolling a student in a different school because you don't have access to other schools as an STC. So that's why it's important. You contact your DTC. So that they can do it all in one. Go, click, unenroll, and enroll student in a different school.

189

00:38:01.363 --> 00:38:04.062

Shannon Cullen: All right. I see a question

190

00:38:04.353 --> 00:38:18.463

Shannon Cullen: saying, does the sending school need to register the student before we can request the enrollment transfer? They're saying that they see the message no student found when they request when they send the request. So what does that mean?

191

00:38:19.563 --> 00:38:41.683

Abbie Currier: So, if so, number one, I would double check and make sure that you've entered in the SASID, the last name, and the date of birth correctly. I've done that myself numerous times where I fat finger something or enter it erroneously. So double. Check those 3 fields and make sure that you have the correct information.

192

00:38:41.683 --> 00:39:00.813

Abbie Currier: If it still says, no student found, you can create a new student in the portal. Maybe they haven't been registered in the portal, yet in which case there would be no enrollment transfer, you would be adding them to the portal for the first time.

193

00:39:01.113 --> 00:39:08.413

Abbie Currier: and it would be under your organization, so you would just add them as a new student, as you would any other student.

194

00:39:12.373 --> 00:39:13.763

Shannon Cullen: Awesome. Thank you.

195

00:39:15.023 --> 00:39:31.832

Shannon Cullen: I see what I think is the clarification to the question we had earlier about the students. Tab so they're saying on the students tab, they can see the students, but when they select the choose a content area dropdown they don't see any students. Once they click their subtest.

196

00:39:35.683 --> 00:39:38.713

Abbie Currier: Here. I guess they're talking about here.

197

00:39:39.183 --> 00:39:40.312

Shannon Cullen: I think so.

198

00:39:41.153 --> 00:39:48.302

Abbie Currier: It will depend on the test codes that have been added for that student.

199

00:39:48.533 --> 00:40:02.082

Abbie Currier: So if your students are not registered for a math test. They won't appear here. They will only appear for the test codes that you have registered them for I believe

200

00:40:06.340 --> 00:40:08.703

Abbie Currier: but if you have a particular

201

00:40:09.423 --> 00:40:17.912

Abbie Currier: situation where you want us to review that with you I would ask you to reach out to the MCAS Service center, and they'll be happy to help you.

202

00:40:18.983 --> 00:40:19.833

Shannon Cullen: Thank you.

203

00:40:22.203 --> 00:40:35.272

Shannon Cullen: I see a question about students that have been imported, but will be taking the MCAS-Alt asking, should they be unenrolled or just not assign them to a class. I think it will suffice to just not assign them to a class

204

00:40:35.973 --> 00:40:38.923

Shannon Cullen: Scott, do you have any other thoughts on that.

205

00:40:40.798 --> 00:40:47.123

Scott Kelley: That. That's correct, Shannon. Just you would not enroll them. You would not assign them to a class for testing.

206

00:40:47.863 --> 00:40:48.672

Shannon Cullen: Thank you.

207

00:40:52.929 --> 00:41:03.246

Shannon Cullen: Alright. I see some questions on some other topics here. So I'm just looking for like we said, we're going to focus on questions for student registration.

208

00:41:03.953 --> 00:41:19.322

Shannon Cullen: okay, so I see a question again about the class name upload and the initial student registration import. What if you want to move students from one class to another. If you upload them with a new class name, will it move the students to the new class name?

209

00:41:19.563 --> 00:41:24.043

Shannon Cullen: I mean. In that case, would it put just put the students in 2 different classes?

210

00:41:24.973 --> 00:41:41.203

Shannon Cullen: Okay. So in the portal, students can be assigned to more than one class. We do not want students to be assigned to more than one class for the same subject, because we don't want them testing more than once in that subject. So in that case

211

00:41:41.473 --> 00:41:45.603

Shannon Cullen: we would want you to do an edit in the user interface. Right? Abbie.

212

00:41:46.853 --> 00:41:48.422

Abbie Currier: Right, exactly.

213

00:41:49.273 --> 00:41:52.012

Shannon Cullen: And sorry if I cut you off. Was there anything else you wanted to add to that.

214

00:41:52.643 --> 00:41:54.443

Abbie Currier: No, no, that was it.

215

00:42:01.703 --> 00:42:30.153

Abbie Currier: And what I, Kaelee, just let me know that I used the wrong word. When we were talking about Stacy's question. I said that they have to be registered for a test, and what I meant was, they have to be put into a class for that test. So that is why, if you haven't created any classes yet, you may not see your students listed under here until they have been registered for a test and put into a class.

216

00:42:30.263 --> 00:42:31.952

Abbie Currier: So I apologize for that.

217

00:42:38.843 --> 00:42:49.993

Shannon Cullen: Alright. I see a question asking about where to add student accommodations and where to go to create test sessions. So

218

00:42:50.493 --> 00:43:02.663

Shannon Cullen: adding accommodations can be done in the student registration file creating classes can be done in the student registration file. Abbie, do you want to show them on screen where those things would be done in the portal.

219

00:43:04.213 --> 00:43:17.283

Abbie Currier: so you do have the option of manually or creating classes here in the portal and you can just come to the classes tab in administration and click create grade level class.

220

00:43:19.173 --> 00:43:40.482

Abbie Currier: You would enter the class name so it would typically start with the test code. So if this were, let's say, a MAT03 class or something along those lines. You could add that, and then the name of the test administrator, maybe what room they're in.

221

00:43:41.593 --> 00:43:44.383

Abbie Currier: and then your organization code.

222

00:43:47.643 --> 00:43:50.753

Abbie Currier: And then you would select the grade.

223

00:43:51.043 --> 00:44:02.822

Abbie Currier: And my students are all in grade 10 in this school. So I'm going to select grade. 10. Obviously, if this were really a grade 3 class, you'd be selecting grade 3.

224

00:44:04.333 --> 00:44:12.893

Abbie Currier: I'm going to select grade 10, because that's where I have students, and then you would select the student you want to put into the class.

225

00:44:13.063 --> 00:44:17.112

Abbie Currier: or you can highlight and drag all of

226

00:44:17.283 --> 00:44:40.883

Abbie Currier: these students into a class like that, and then click, add, and they'll appear here. If you realize this student should not be in this class, maybe they need to be put into a human read aloud class or a Spanish class. You can always highlight them on this side and click, remove, and they'll appear back over here on this side.

227

00:44:40.993 --> 00:44:42.733

Abbie Currier: and then you'll click, save.

228

00:44:43.463 --> 00:44:47.793

Abbie Currier: And now you have a new class listed here.

229

00:44:48.953 --> 00:44:54.853

Abbie Currier: Additionally, we do have the option. If you don't want to use the student registration

230

00:44:54.963 --> 00:45:14.733

Abbie Currier: file, you do have the option of uploading classes as a separate file. And this is a much more simplified version of the student registration file. So we offer you the template. And then we provide the class data definitions information as well, so that you know how to fill in that template.

231

00:45:15.653 --> 00:45:42.113

Abbie Currier: But essentially, all you need to do is link your State student IDs with the class information. So this will include what the class name should be what the content area is. You'll just put grade for class type, and then you'll put in one of these grade options. So it does need to be a 2-digit grade, just something to note.

232

00:45:42.963 --> 00:46:06.193

Abbie Currier: and then you can locate your file on your desktop and click upload, and it will let you know how many classes have been uploaded successfully, etc. And I believe the record limit on this is 10,000 records. So you have plenty of students that you can put into each of your classes.

233

00:46:07.073 --> 00:46:15.742

Abbie Currier: And you do need to create classes by subject area. So an 8th grade student needs to be put into a math class.

234

00:46:16.023 --> 00:46:24.763

Abbie Currier: an ELA class, a science class and a civics class, just as an example.

235

00:46:24.943 --> 00:46:27.952

Abbie Currier: So that's where this dropdown comes into play here?

236

00:46:29.023 --> 00:46:32.232

Abbie Currier: And what was the second part of the question?

237

00:46:32.933 --> 00:46:37.853

Shannon Cullen: It was the where to do classes, but also where to assign accommodations.

238

00:46:39.513 --> 00:46:40.453

Abbie Currier: Thank you.

239

00:46:41.081 --> 00:46:51.973

Abbie Currier: So over here on the students Page, if you need to assign accommodations at any time, you can come back over here. Locate your student and click edit.

240

00:46:52.593 --> 00:46:57.513

Abbie Currier: You'll want to make sure that the test codes are correct for the student.

241

00:46:57.683 --> 00:47:07.243

Abbie Currier: and then you'll click on accommodations and all of the test codes that have been entered here, for the student will

242

00:47:07.533 --> 00:47:23.572

Abbie Currier: appear here in the dropdown. So it's important that you double check their registration codes before you try to go over to the accommodations tab because the accommodations are by test. So, for example, if this

243

00:47:23.573 --> 00:47:38.082

Abbie Currier: student took biology, and then they're also going to take the ELA March retest. I'll want to make sure. I add that registration code, or maybe if this were a 3 through 8 student.

244

00:47:38.643 --> 00:48:00.613

Abbie Currier: I could change their grade and then add all of the registration codes for all of their 8th grade tests here that is going to update their accommodations over here so that they are by the new test codes instead of by the previous test codes. And so this allows you to enter in accommodations for civics.

245

00:48:00.673 --> 00:48:13.423

Abbie Currier: ELA Math or science tests, so maybe they have accommodations on math and science, and they don't have any accommodations on ELA. For example, you would select the math test.

246

00:48:13.603 --> 00:48:16.692

Abbie Currier: you would add their accommodation.

247

00:48:17.413 --> 00:48:23.033

Abbie Currier: You would then select the science test, add their accommodation again.

248

00:48:23.993 --> 00:48:27.842

Abbie Currier: Maybe they're getting it for the civics test as well.

249

00:48:28.313 --> 00:48:37.482

Abbie Currier: But, ELA, you would leave blank so that they're not getting an accommodation for that ELA test, and then you would just save your student.

250

00:48:37.713 --> 00:48:53.952

Abbie Currier: And now that students, information is going to be updated, I can see my new student grade here, and then if I click edit again, I can see I've saved my test registration codes. I've got my accommodations ordered by test and all of that good information.

251

00:48:58.303 --> 00:49:02.712

Abbie Currier: Any other questions about assigning accommodations. I hope that helped.

252

00:49:03.633 --> 00:49:23.992

Shannon Cullen: I think that was great. Thanks, Abbie. I see a few questions here about the MCAS-Alt asking where to assign that accommodation and what to do with those students. So students taking the MCAS Alts do not need to be imported into the MCAS Portal. You can remove them from your student registration file from that Csv file before importing.

253

00:49:24.043 --> 00:49:49.482

Shannon Cullen: If you have already uploaded them into the portal, there's no need. There's nowhere for you to check off MCAS alt. For that student, you can just not assign that student to any classes. So again, if you have not imported your initial file, yet you can remove students that are taking the MCAS-Alt. If they have already been imported and they will be taking the Alt. You can just not assign those students to any classes.

254

00:49:50.843 --> 00:49:58.652

Shannon Cullen: I see a demonstration request here, Abbie asking if you can show one more time how to unenroll a student.

255

00:49:59.243 --> 00:50:23.502

Abbie Currier: Yes. So you'll locate the student on the students tab that you want to unenroll. And instead of clicking edit, you're going to click on enrollment info. So, for example, maybe this 8th grade student actually no longer belongs to my organization. Or maybe they've moved from one school to another within my district, I'll be able to click enrollment info.

256

00:50:23.943 --> 00:50:28.202

Abbie Currier: and then I can unenroll the student from one school.

257

00:50:29.233 --> 00:50:36.053

Abbie Currier: and I can enroll the student in a different school inside my district. If I'm a DTC.

258

00:50:39.313 --> 00:50:42.602

Abbie Currier: It's going to ask me to double check and I click save.

259

00:50:46.403 --> 00:50:47.692

Shannon Cullen: Great. Thank you.

260

00:50:48.193 --> 00:51:03.153

Shannon Cullen: I see a few more questions here about student registration that I think we will need to consult with some other folks on in order to get those answers. So I but I also see a couple other questions about the portal itself.

261

00:51:03.648 --> 00:51:18.352

Shannon Cullen: So going back to classes. There's a question here what the format was for Class name and can you please repeat it, Abbie? Would you mind walking them through those class names.

262

00:51:18.683 --> 00:51:44.683

Abbie Currier: Yes, yes. So if you create classes through student registration, it's going to fill in all this information for you. The only part of the class name that you have to add to the student registration file is the name of the test administrator. For example, I used the word demo, but I could easily have put Currier, or whatever the last name of that test administrator might be.

263

00:51:44.683 --> 00:51:54.763

Abbie Currier: When you're manually creating classes, either one at a time or through the file upload. You'll just want to make sure that you include the test code.

264

00:51:54.913 --> 00:52:04.232

Abbie Currier: the name of the test administrator. Any room information you might have, and then the School Organization code.

265

00:52:06.623 --> 00:52:08.023

Shannon Cullen: Awesome. Thank you.

266

00:52:09.113 --> 00:52:22.323

Shannon Cullen: I see another question about classes. If students can be assigned to more than one class, if you choose to build classes manually will students who are already in a class be available to assign to a new class.

267

00:52:23.583 --> 00:52:29.203

Abbie Currier: So that's a really great question. So when you click to create a grade level class.

268

00:52:29.533 --> 00:52:48.287

Abbie Currier: and you select the grade that you want your class to be in. You have this option to show only students that are not assigned to a class. If you leave that checked, it's going to filter out the list of available students for you so that you're not accidentally

269

00:52:48.843 --> 00:52:52.192

Abbie Currier: putting a student into more than one class.

270

00:52:52.893 --> 00:53:11.002

Abbie Currier: So if you check this or leave it checked, I mean, and you cannot locate a student here. It means that they already belong to a class in this content area. I can always uncheck it, and it will show me all the students in this grade.

271

00:53:11.333 --> 00:53:15.242

Abbie Currier: even the ones that have already been put into another class.

272

00:53:16.823 --> 00:53:23.472

Abbie Currier: So that's how you would be able to make sure that you're only assigning students to one class at a time.

273

00:53:24.643 --> 00:53:26.153

Shannon Cullen: Thanks for showing that Abbie.

274

00:53:28.020 --> 00:53:49.222

Shannon Cullen: I see going back to enrollment. A question. Can you leave students who have left enrolled in the school as long as you don't put them in a class, or must you absolutely unenroll them? And, Scott, I think we're saying that you can just remove them from the class that they don't need to be unenrolled. Is that right?

275

00:53:49.223 --> 00:53:50.412

Scott Kelley: That is correct.

276

00:53:50.893 --> 00:53:51.712

Shannon Cullen: Thank you.

277

00:53:58.974 --> 00:54:04.052

Shannon Cullen: A question is the school organization code required for class name?

278

00:54:04.283 --> 00:54:17.623

Shannon Cullen: So I think that when you import classes through the student registration file. The school organization code is automatically attached to that class name. Am I remembering that Right Abbie.

279

00:54:19.603 --> 00:54:22.802

Abbie Currier: I'm sorry you were breaking up for me. Can you say that one more time.

280

00:54:22.803 --> 00:54:38.232

Shannon Cullen: Oh, I'm sorry. The question is, is the school organization code required for class name, and I think that when class name is imported through the student registration file. The school code is automatically added to that name right?

281

00:54:38.423 --> 00:54:39.993

Abbie Currier: Yes, that's correct.

282

00:54:40.173 --> 00:54:54.773

Shannon Cullen: Okay, it is recommended to use when creating classes through the class upload or by manually creating classes, because class names need to be unique across the State. And so

283

00:54:55.153 --> 00:55:05.153

Shannon Cullen: to make that easier school by school, we recommend adding the school code so that you're not getting your class names rejected.

284

00:55:08.533 --> 00:55:18.293

Shannon Cullen: Another question about the class template. Can I use the class template to upload classes without populating information in the SASID column?

285

00:55:19.543 --> 00:55:20.253

Abbie Currier: Yes.

286

00:55:21.183 --> 00:55:25.743

Abbie Currier: Oh, wait! I'm sorry. Without populating information in the SASID.

287

00:55:26.833 --> 00:55:35.783

Abbie Currier: No, you would need to complete all of the fields in the file in order to upload it.

288

00:55:37.843 --> 00:55:38.943

Shannon Cullen: Great. Thank you.

289

00:55:44.074 --> 00:56:08.613

Shannon Cullen: I saw a question here about infrastructure trials. So I just want to answer that briefly, that there is no infrastructure trial quote unquote with the MCAS Portal, like we had in previous years. There is an opportunity to conduct a practice test through the MCAS training site which Abbie is

290

00:56:08.703 --> 00:56:26.372

Shannon Cullen: in the portal right now. Not the training site. But schools can kind of go through the motions with the MCAS Portal tasks and register students assign students to classes, schedule tests, print student logins have students log in through that venue.

291

00:56:26.373 --> 00:56:41.283

Shannon Cullen: There is some information posted on the MCAS resource center in a document titled information on administering practice tests. There are additional resources planned to be posted soon. So please stay tuned for that.

292

00:56:46.413 --> 00:57:15.053

Shannon Cullen: Okay, I am. I know we are just almost at the end of time here. So I see one more question regarding what we just spoke about the school codes on the class names. I thought I heard school code will be automatically added, and then I thought I heard that we should add it so to clarify and this is in the guide to creating classes, creating and managing classes. If you want to look at that guidance after.

293

00:57:15.583 --> 00:57:31.852

Shannon Cullen: when you create a class through their student registration import. So if you export your student registration, add the class name and re-import it, it will automatically add your school code. There's some other things that it automatically adds as well. So please refer to the guide to creating and managing classes.

294

00:57:32.043 --> 00:57:49.323

Shannon Cullen: If you create a class manually in the user interface or through the class upload file. It does not automatically add the school code. So the recommendation is that you, as the school add the school code, because class names need to be unique across the state.

295

00:57:52.533 --> 00:57:53.423

Shannon Cullen: Okay.

296

00:57:54.059 --> 00:58:11.052

Shannon Cullen: I know we have a handful of questions that are left in the Q&A that we will need to consult with some other folks before providing an answer. But we will email out the Q and A from this session within about the next week. So I think with that.

297

00:58:11.193 --> 00:58:14.713

Shannon Cullen: let's go back to, thank you, the slides.

298

00:58:14.943 --> 00:58:23.443

Shannon Cullen: So thanks again for joining us this morning. I hope you found this helpful and got some of your questions answered. As you're completing the student registration process.

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00:58:23.943 --> 00:58:43.753

Shannon Cullen: When you leave today you'll be prompted to complete an evaluation form. Please note that that is not an anonymous survey, but we ask that you do take a moment to fill it out. It's helpful to us as we plan future office hours and future trainings, and we do take all of the feedback into consideration when we plan future webinars.

300

00:58:44.093 --> 00:58:56.113

Shannon Cullen: If you're not able to complete the form. You can email us your input as well. And then within about a week you will receive an email with the Q&A from the session and the recording from today will also be available.

301

00:58:57.763 --> 00:59:18.263

Shannon Cullen: And on the next slide, just some email and phone support. If you have additional questions after today, questions on logistics and technology should be directed to the MCAS service center. They're available by email, by phone, or by chat. And if you have questions on policy. Please contact us here at DESE, and our email and phone number are listed here for you.

302

00:59:19.073 --> 00:59:32.882

Shannon Cullen: And with that again, just want to say, thank you to everyone for joining this morning again. I hope you found this useful as you're completing student registration over the next few days, and please reach out if you have additional questions. Thanks so much, everyone.