



## **Guide to the MCAS Portal Administration Dashboard**

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2025 MCAS Test Administrations  
*Posted March 21, 2025*



This document was prepared by the  
Massachusetts Department of Elementary and Secondary Education  
Russell D. Johnston, Acting Commissioner

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## Important Contact Information and Resources

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Contact:	<b>MCAS Service Center</b>
For questions on:	<ul style="list-style-type: none"><li>• general test administration support</li><li>• MCAS Portal and MCAS Student Kiosk such as<ul style="list-style-type: none"><li>○ user accounts</li><li>○ technology support and readiness</li><li>○ student registration process and loading files</li><li>○ viewing student data</li><li>○ scheduling tests</li></ul></li><li>• locating resources</li><li>• shipments of materials</li></ul>
Hours:	7:00 a.m.–5:00 p.m., Monday–Friday
Web:	<a href="https://mcas.onlinehelp.cognia.org">mcas.onlinehelp.cognia.org</a>
Email:	<a href="mailto:mcas@cognia.org">mcas@cognia.org</a>
Telephone:	800-737-5103 TTY: 888-222-1671

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Contact:	<b>DESE Office of Student Assessment Services</b>
For questions on:	<ul style="list-style-type: none"><li>• policy, such as assigning accessibility features and accommodations</li><li>• student participation</li><li>• testing irregularities, including test security incidents and technology failures</li><li>• reactivating tests for CBT</li><li>• student data and SIMS (See note below regarding SIMS.)</li></ul> <p>Questions regarding SIMS data should be directed to the district’s SIMS contact (go to <a href="https://profiles.doe.mass.edu/search/search.aspx?leftNavID=11239">profiles.doe.mass.edu/search/search.aspx?leftNavID=11239</a>, select <b>SIMS Contact</b> from the <b>Function</b> menu, and click <b>Get Results</b>).</p>
Hours:	8:00 a.m.–5:00 p.m., Monday–Friday during test administration windows
	Between 7:00 a.m. and 8:00 a.m. during the test administration windows, MCAS Service Center representatives will receive calls to 781-338-3625, answer questions regarding logistics, and take messages for Department staff, which will be returned during our regular business hours.
Web:	<a href="https://www.doe.mass.edu/mcas/admin.html">www.doe.mass.edu/mcas/admin.html</a>
Email:	<a href="mailto:mcas@mass.gov">mcas@mass.gov</a>
Telephone:	781-338-3625

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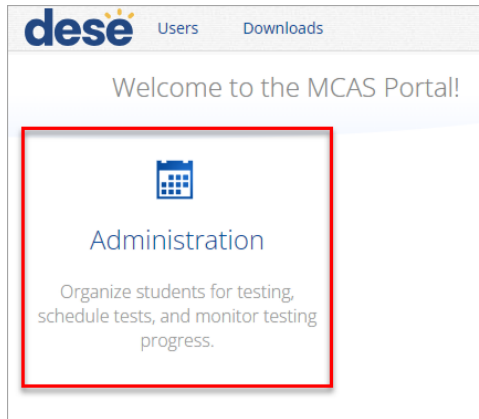
# I. Administration Dashboard

The Administration Dashboard provides at-a-glance results with links to reports for further analysis. The Dashboard allows district test coordinators, school test coordinators, and technology coordinators to view announcements, real time administration testing metrics, test progress metrics, and application monitoring metrics.

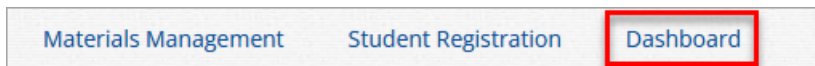
## A. Navigating the Administration Dashboard

To access the Dashboard, follow the steps below:

1. Log into the [MCAS Portal](#) with your username and password.
2. On the MCAS Portal homepage, select the **Administration** icon.








3. From the top menu bar of the Administration homepage, select **Dashboard**.



In Table 1 below are descriptions of the features that are available on the Administration Dashboard page. The numbered icons listed in Table 1 are shown in the screenshot that follows to indicate the location of the feature.

**Table 1. Administration Dashboard**

Icons	Description
	Select the <b>DESE logo</b> in the top left corner to return to the Administration Dashboard homepage.
	Select the blue <b>Back to MCAS Portal</b> link to return to the MCAS Portal homepage. This will exit you from the MCAS Administration Dashboard.
	Listed across the top of the MCAS Administration Dashboard homepage will be the reports available; selecting a link will direct you to that particular report.
	<b>Custom Reports</b> allow you to view the Administration Dashboard reports with selected parameters.
	Announcements will be listed in the middle of the Administration Dashboard homepage.

1 **dese** MASSACHUSETTS Department of Elementary and Secondary Education

2 Back to MCAS Portal

3 Welcome Real Time Metrics Testing Activity by Hour Testing Activity by Day Test Summary Field Stats Portal Activity

4 Custom Reports

5 Announcements Expand All

The data in the Dashboard are provided for informational purposes only and are not used for accountability reporting purposes.  
**February 1, 2025** Test Administration Dashboard for MCAS is available.  
**February 1, 2025** Testing Window: 2/4/2025 - 2/10/2025

**Announcement**

**Welcome**

The Administration Dashboard provides at-a-glance results with easy drill-to-report links for further analysis!

Use the links (tabs) at the top of the page to view various assessment metrics

**While you're here, you can do the following:**

- View real time metrics
- View test progress metrics
- View application monitoring metrics

\*Times are displayed in Eastern Standard Time

## B. Administration Dashboard Reports

Administration Dashboard reports available in the MCAS Portal are as follows: Real Time Metrics, Testing Activity by Hour, Testing Activity by Day, Test Summary, Field Stats, Portal Activity, and Custom Report. Each of these is described below.

District and school test coordinators may want to use these reports to help monitor the test administration and their district and/or their school’s progress toward test completion.

### Real Time Metrics

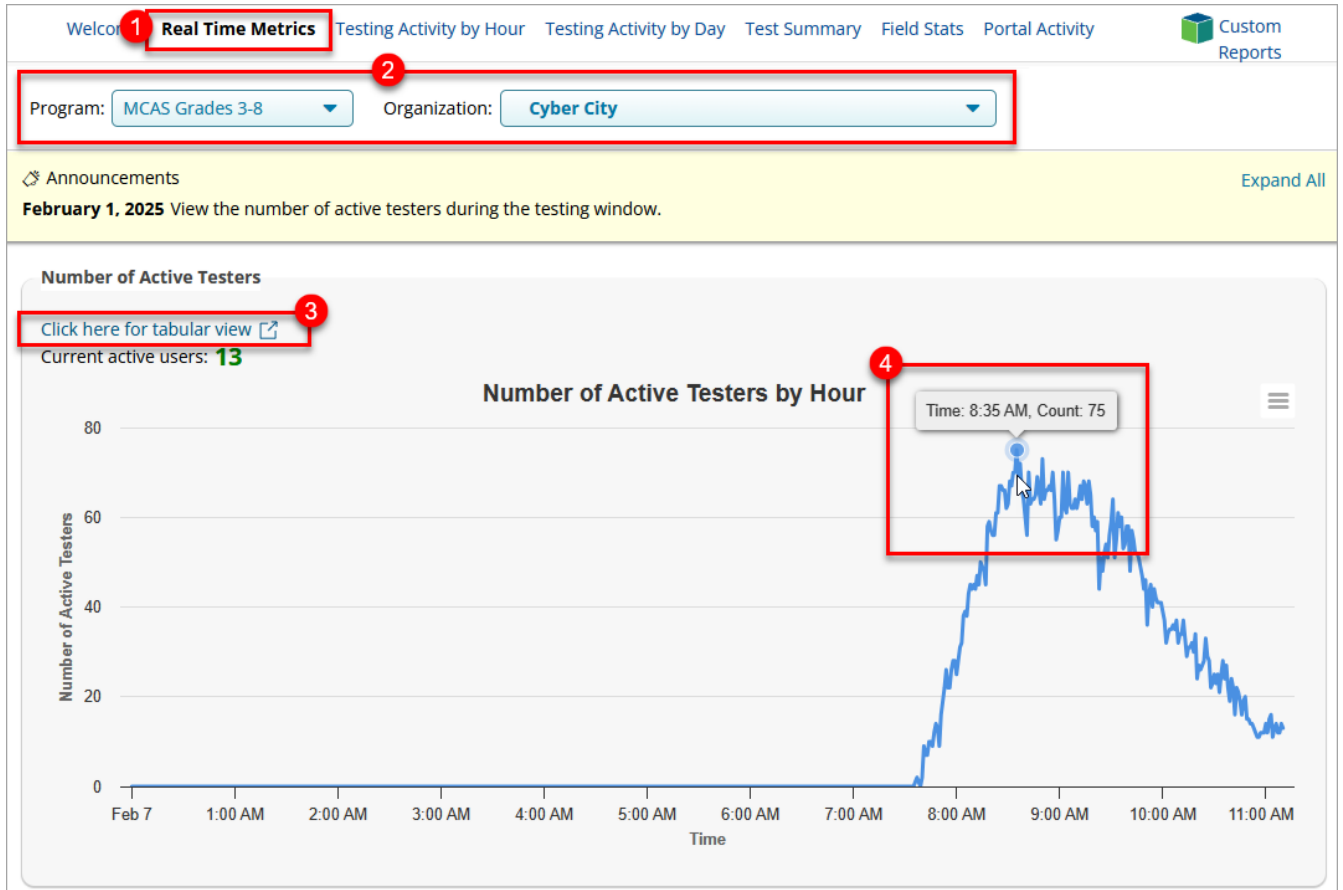
Real Time Metrics displays a graph of the number of students actively testing by hour for the program and organization selected. For this report, users can view either MCAS Grades 3–8 or MCAS High School (these are called “programs” in this report). If only one program is testing, only that program will be available in the program drop-down. District test coordinators will be able to view real-time metrics for the district as a whole or select a school using the organization drop-down.

To view Real Time Metrics, follow the steps below:

1. On the Administration Dashboard page, select **Real-time Metrics** from the top menu bar.
2. To filter the report by program and/or Organization, select the program (MCAS Grades 3–8 or MCAS High School) and school or district from the drop-down menus.
3. To view the report as a table, select **Click here for tabular view**.

4. Hover your mouse pointer over data points on the chart to view the number of students testing for that timestamp, as illustrated in the screenshot below.

The Real Time Metrics report displays students actively testing at the time that the report is generated, and includes a range of hours before the current time. It is refreshed every 2 minutes.



Within the report, select **Click here to view details** to view the report as a table.

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Back to MCAS Portal | Back to Custom Reports

Number of Active Testers by Hour: MCAS Grades 3-8, Cyber City

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Group	Date	Time	Active Testers
Cyber City	03/06/2025	07:32 AM	1
Cyber City	03/06/2025	07:34 AM	2
Cyber City	03/06/2025	07:35 AM	1
Cyber City	03/06/2025	07:36 AM	7
Cyber City	03/06/2025	07:37 AM	2
Cyber City	03/06/2025	07:38 AM	3
Cyber City	03/06/2025	07:39 AM	3
Cyber City	03/06/2025	07:40 AM	5
Cyber City	03/06/2025	07:41 AM	3
Cyber City	03/06/2025	07:42 AM	7
Cyber City	03/06/2025	07:43 AM	7
Cyber City	03/06/2025	07:44 AM	9
Cyber City	03/06/2025	07:45 AM	11
Cyber City	03/06/2025	07:46 AM	13
Cyber City	03/06/2025	07:47 AM	10

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### Testing Activity by Hour

Testing Activity by Hour will display three charts: **Tests Started by Hour**, **Tests Completed by Hour**, and **Tests Paused by Hour** for the program, organization, and date selected (when a date is selected using the Date Filter). The Testing Activity by Hour report updates hourly on the hour.

To view Testing Activity by Hour, follow the steps below:

1. On the Administration Dashboard page, select **Testing Activity by Hour** from the top menu bar.
2. To filter the report by program and/or Organization, select the program (MCAS Grades 3–8 or MCAS High School) and school or district from the drop-down menus.
3. To view Testing Activity by Hour for a specific day, use the **Date Filter** to select a date and then click **Update**.

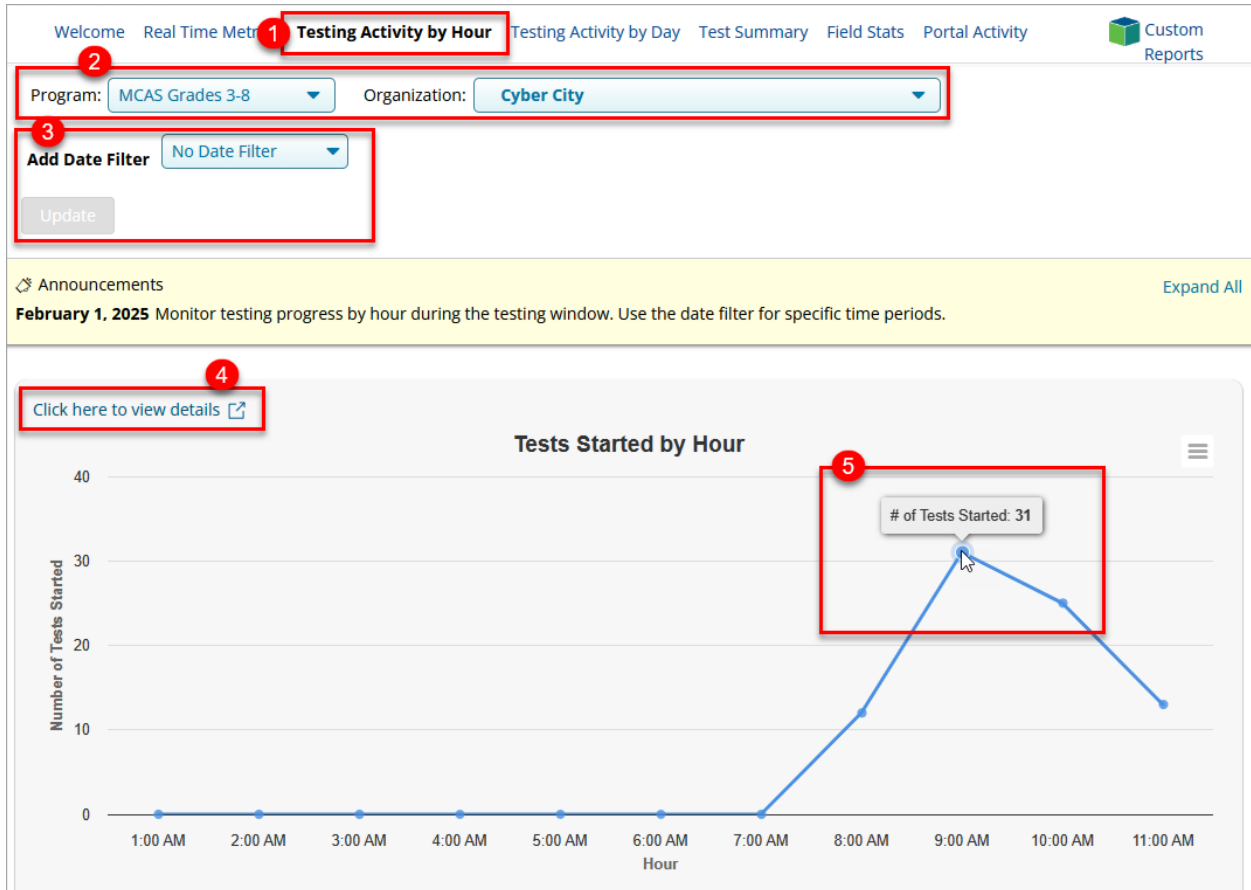
Add Date Filter Day From: 02/04/2025

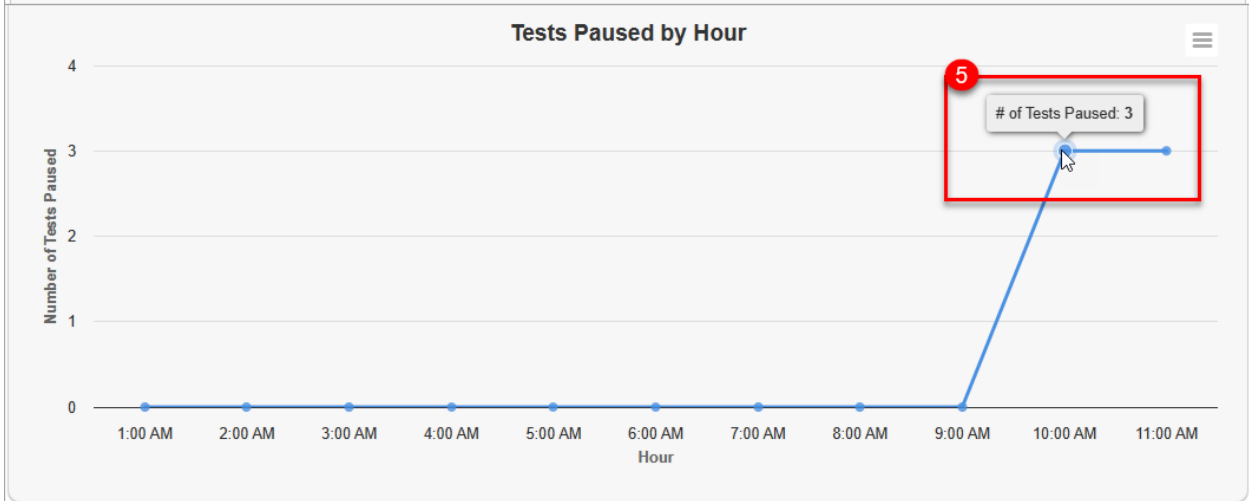
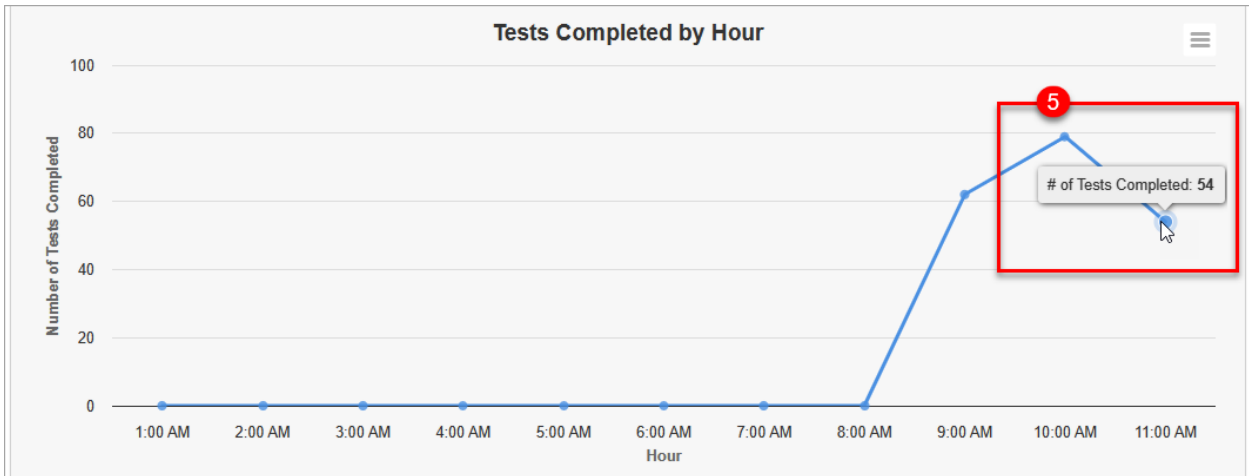
Update

4. To view the report as a table, select **Click here to view details**.




5. Hover your mouse pointer over data points on each of the three charts to view the number of tests that were started, completed, or paused for a particular data point.







Within the report, select **Click here to view details** to view the report as a table.


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[Back to MCAS Portal](#) | [Back to Custom Reports](#)

**Test by Hour: MCAS Grades 3-8, Cyber City**



  
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Date Filter: Day is from 02/07/25

Group	Date	Day	Hour	Active Testers	Number of Tests Started	Number of Tests Paused	Number of Tests Completed
Cyber City	02/07/25	Friday	8:00 AM	37	12	0	0
Cyber City	02/07/25	Friday	9:00 AM	150	31	0	62
Cyber City	02/07/25	Friday	10:00 AM	151	25	3	79
Cyber City	02/07/25	Friday	11:00 AM	87	13	3	54

## Testing Activity by Day

Testing Activity by Day will display a chart of the **Tests Started** and **Completed by Day** for the program, organization, and date selected (when a date is selected using the Date Filter). The Testing Activity by Day report is updated hourly.

To view Testing Activity by Day, follow the steps below:

1. On the Administration Dashboard page, select **Testing Activity by Day** from the top menu bar.
2. To filter the report by program and/or Organization, select the program (MCAS Grades 3–8 or MCAS High School) and school or district from the drop-down menus.
3. To view Testing Activity by Hour for a specific day, use the **Date Filter** to select a date and then click **Update**.
4. To view the report as a table, select **Click here to view details**.
5. Hover your mouse pointer over data points on the chart to view the number of tests started or completed for that data point.
6. To view only the Number of Tests Started, select **Number of Tests Completed** in the chart legend to de-select that data from the chart view. To view only the Number of Tests Completed, select **Number of Tests Started** in the chart legend to remove that data instead.

### Notes:

- If a student completes all sessions started on that day, this student is counted in the 'Completed' number.
- If a student starts but does not complete a test session on that day, this student is **not** counted in the 'Completed' number.

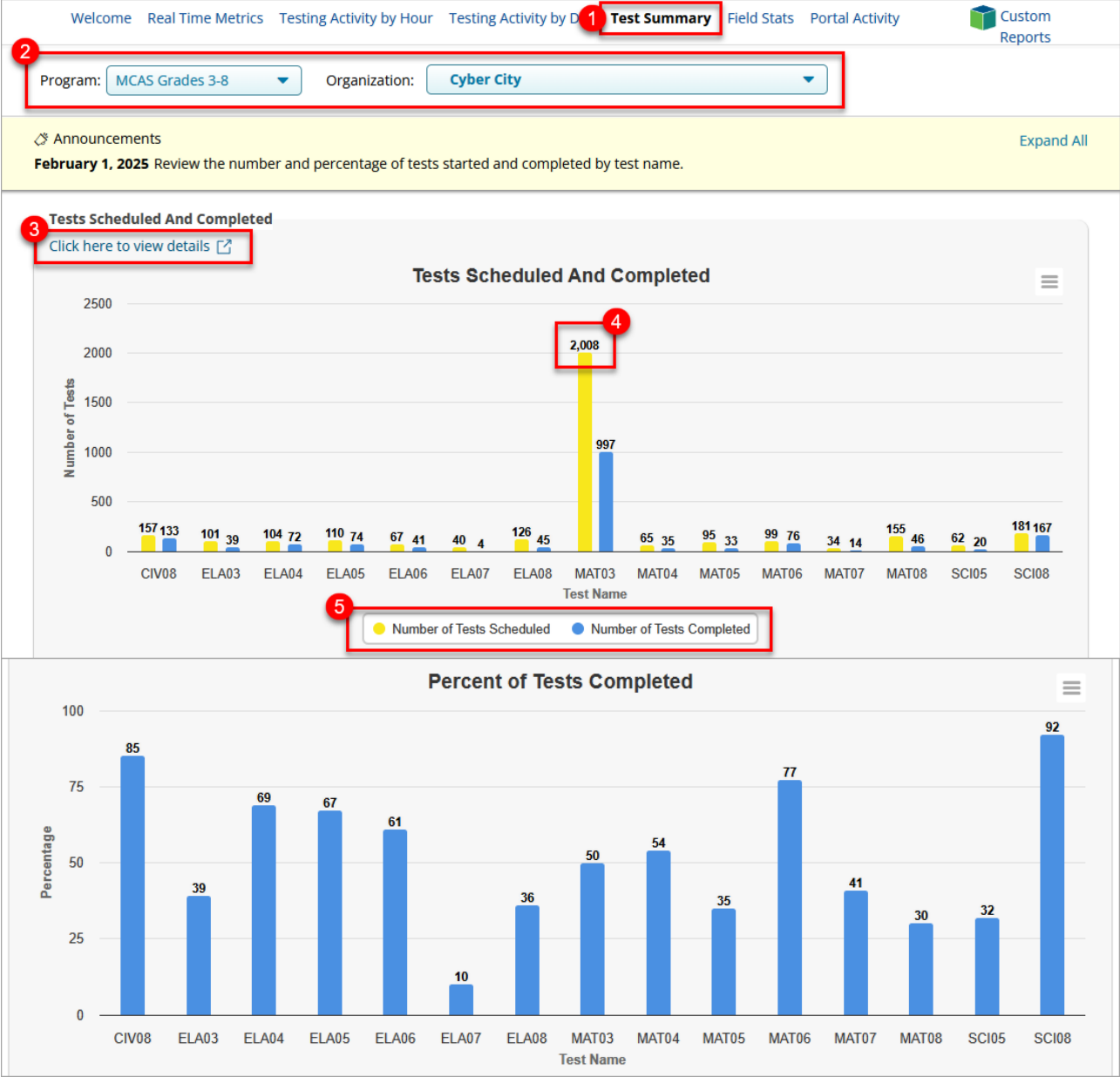


## Test Summary


Test Summary will display two charts: **Tests Scheduled and Completed** and the **Percent of Tests Completed** for the program and organization selected. (The percent of tests completed is a comparison of tests scheduled and tests completed.) The Test Summary report is cumulative, and is updated hourly.

To view Test Summary, follow the steps below:

1. On the Administration Dashboard page, select **Test Summary** from the top menu bar.
2. To filter the report by program and/or Organization, select the program (MCAS Grades 3–8 or MCAS High School) and school or district from the drop-down menus.
3. To view the report as a table, select **Click here to view details**.
4. Hover your mouse pointer over a data point on the chart to view the number of tests scheduled, tests completed, or the percentage of tests completed for that data point.
5. Number of Tests Scheduled or Number of Tests Completed can be removed from the chart by selecting one or the other in the chart legend.





Within the report you can select **Click here to view details** to view the report as a table, as shown below.


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[← Back to MCAS Portal](#) | [Back to Custom Reports](#)

**Test Summary: MCAS Grades 3-8, Massachusetts**


  
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Group	Test Name	Enrolled Student Count	Scheduled Tests Count	Completed Tests Count	Scheduled Tests - %	Scheduled Test Sessions Count	Completed Test Sessions Count	Test Sessions - %
Cyber City	CIV08	10185	157	133	85	157	133	85
Cyber City	ELA03	10185	104	39	38	104	39	38
Cyber City	ELA04	10185	104	72	69	104	72	69
Cyber City	ELA05	10185	128	74	58	128	74	58
Cyber City	ELA06	10185	67	41	61	67	41	61
Cyber City	ELA07	10185	40	36	90	40	36	90
Cyber City	ELA08	10185	126	45	36	126	45	36
Cyber City	MAT03	10185	2008	1169	58	2008	1169	58
Cyber City	MAT04	10185	65	35	54	65	35	54
Cyber City	MAT05	10185	95	33	35	95	33	35
Cyber City	MAT06	10185	99	76	77	99	76	77
Cyber City	MAT07	10185	34	14	41	34	14	41
Cyber City	MAT08	10185	155	46	30	155	46	30
Cyber City	SCI05	10185	62	20	32	62	20	32
Cyber City	SCI08	10185	181	167	92	181	167	92

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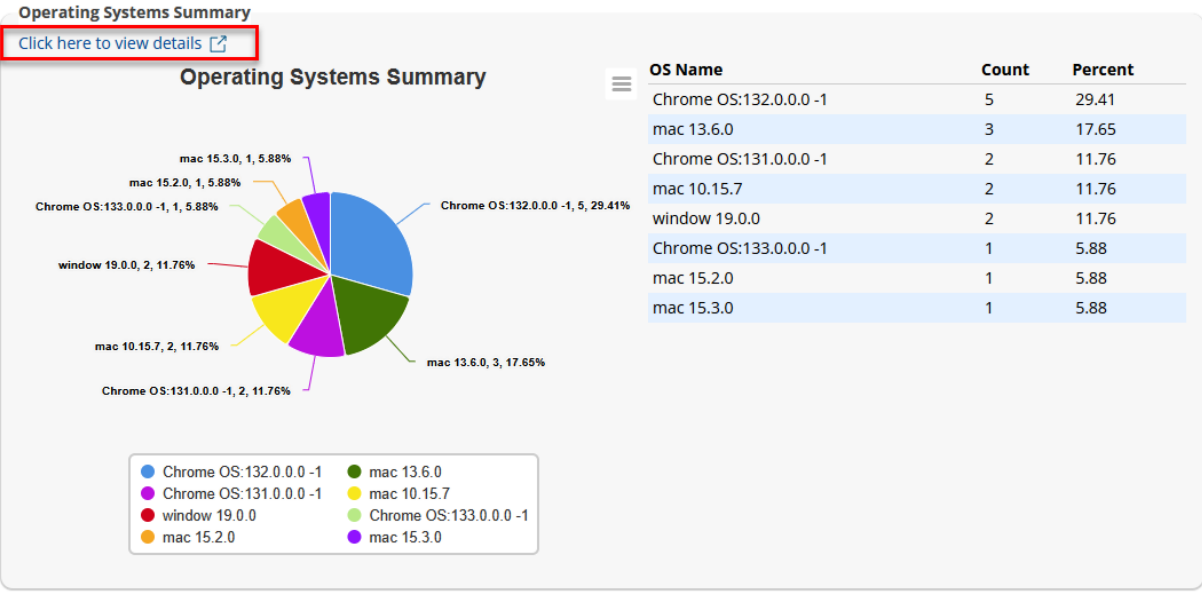
## Field Stats

The Field Stats tab may be most applicable for technology coordinators. Field Stats will display an **Operating Systems Summary** and **Site Readiness Information** for the program and organization selected.

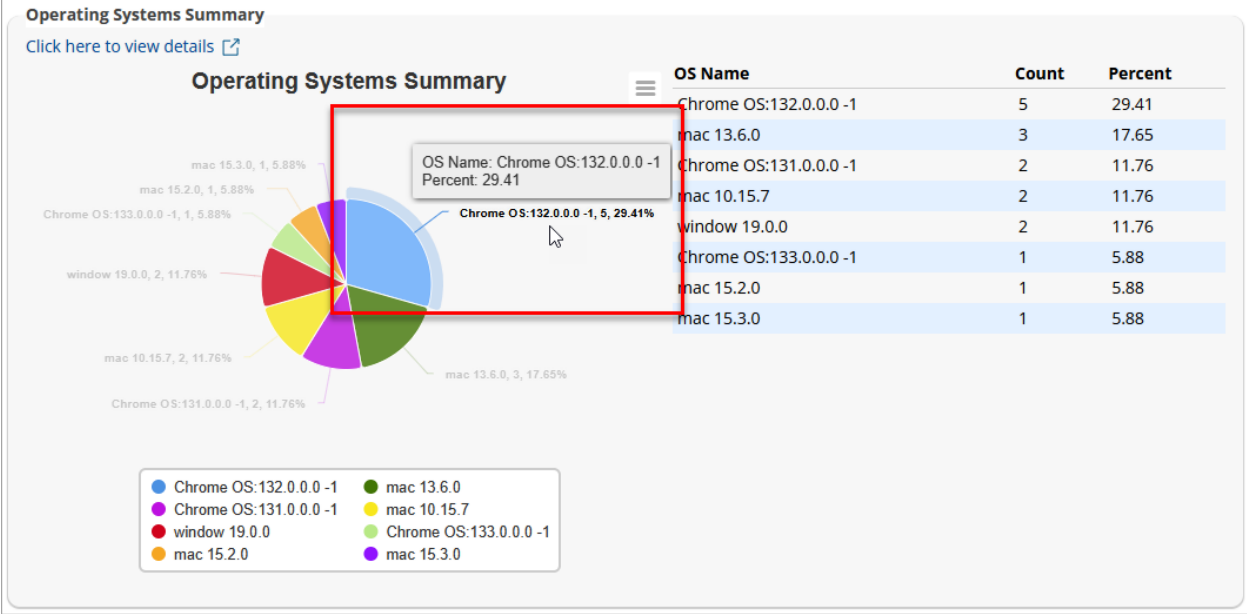
The Operating System Summary lists all of the operating systems and versions that were used by students during testing.

For example, in the OS Name chart below, the following types of devices were used:

- Chromebooks running different versions of ChromeOS (ChromeOS:131, ChromeOS:132, and ChromeOS:133)
- iPads (mac 10.15.7)
- MacOS (mac 13.6.0, mac 15.2.0, mac 15.3.0)
- Windows 11 devices
  - Note: Windows 11 devices will be listed in the chart below as anything above Windows 11.0.0; an example from the chart below is Windows 19.0.0.

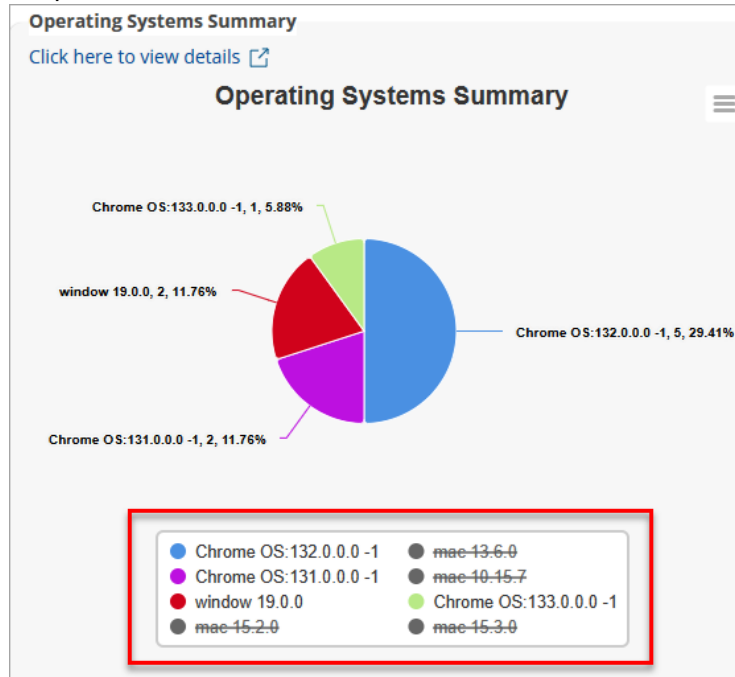


To focus on a specific operating system and percentage of devices that used that operation system, hover your mouse pointer over the data point in the pie chart.



To focus on certain operating systems in the pie chart, remove operating systems from the pie chart by selecting the operation system in the pie chart legend. Once selected in the legend, they

will be crossed out and removed from the chart. In the example below, all macOS versions have been removed from the pie chart.



Within the report, select **Click here to view details** to view the report as a table.

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Operating Systems Summary: MCAS High School, Cyber Valley Sch4-004

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Group	OS Name	Count	Percent
Cyber Valley Sch4-004	Chrome OS:132.0.0.0 -1	5	29.41
Cyber Valley Sch4-004	mac 13.6.0	3	17.65
Cyber Valley Sch4-004	Chrome OS:131.0.0.0 -1	2	11.76
Cyber Valley Sch4-004	mac 10.15.7	2	11.76
Cyber Valley Sch4-004	window 19.0.0	2	11.76
Cyber Valley Sch4-004	Chrome OS:133.0.0.0 -1	1	5.88
Cyber Valley Sch4-004	mac 15.2.0	1	5.88
Cyber Valley Sch4-004	mac 15.3.0	1	5.88

The Site Readiness Information will display the total number of organizations, whether they participated in Site Readiness, and if Site Readiness was certified. Note that Site Readiness completed on iPads will not appear in this table.

**Site Readiness Information**

[Click here to view details](#)

Total Number of Organizations	Participated in Site Readiness	Site Readiness Certified
4	3	3



Within the report, select **Click here to view details** to view the report as a table.

Group	Total Number of Organizations	Participated in Site Readiness	Site Readiness Certified
Cyber City	4	3	3

### Portal Activity

Portal Activity will display the Number of Portal Users by Day for the selected organization and by date (if selecting a date using the Date Filter). Schools and districts may want to view this report to determine how many staff are using the MCAS Portal each day. The Portal Activity report is updated hourly. Within the report, select **Click here to view details** to view the report as a table.

Number Of Portal Users By Day

Click here to view details

Date	Number of Portal Users
02/11/25	3
02/06/25	1
02/04/25	2
02/03/25	1
01/31/25	3
01/30/25	2

## Custom Reports

Use Custom Reports to generate a specific Administration Dashboard report and view it as a tabular report. Custom Reports can then be sorted, customized, and downloaded as needed.

To run a Custom Report, follow the steps below:

1. Select the **Program**: MCAS Grades 3–8 or MCAS High School.
2. Select an Administration Dashboard Report from the report drop-down.
3. Select the Organization(s).
4. Select **Get Report** to view the report.

The screenshot shows the 'Custom Reports' interface in the Dese system. At the top left is the 'dese' logo and 'MASSACHUSETTS Department of Elementary and Secondary Education'. At the top right is 'Cyber DTC' with a dropdown arrow. Below the logo is a link 'Back to MCAS Portal'. The main form has four numbered steps: 1. 'Program:' dropdown menu with 'MCAS Grades 3-8' selected. 2. 'Report:' dropdown menu with 'Test Summary' selected. 3. 'Organization' section with a search box 'Search within Massachusetts', a button 'Massachusetts', and a dropdown menu with 'Cyber City' selected. 4. A dark blue 'Get Report' button at the bottom right.

The report will then be shown. Below is the Test Summary Report for Cyber City for MCAS Grades 3–8 program.

Group	Test Name	Enrolled Student Count	Scheduled Tests Count	Completed Tests Count	Scheduled Tests - %	Scheduled Test Sessions Count	Completed Test Sessions Count	Test Sessions - %
Cyber City	CIV08	10185	157	133	85	157	133	85
Cyber City	ELA03	10185	104	39	38	104	39	38
Cyber City	ELA04	10185	104	72	69	104	72	69
Cyber City	ELA05	10185	128	74	58	128	74	58
Cyber City	ELA06	10185	67	41	61	67	41	61
Cyber City	ELA07	10185	40	36	90	40	36	90
Cyber City	ELA08	10185	126	45	36	126	45	36
Cyber City	MAT03	10185	2008	1169	58	2008	1169	58
Cyber City	MAT04	10185	65	35	54	65	35	54
Cyber City	MAT05	10185	95	33	35	95	33	35
Cyber City	MAT06	10185	99	76	77	99	76	77
Cyber City	MAT07	10185	34	14	41	34	14	41
Cyber City	MAT08	10185	155	46	30	155	46	30
Cyber City	SCIO5	10185	62	20	32	62	20	32
Cyber City	SCIO8	10185	181	167	92	181	167	92

### Sorting Reports

To sort your report, select any of the blue column headings within the report and then select **Sort Ascending** or **Sort Descending**.

Test Name	Enrolled Student Count	Scheduled Tests Count	Completed Tests Count	Scheduled Tests - %	Scheduled Test Sessions Count	Completed Test Sessions Count	Test Sessions - %
CIV08	192173	157	133	85	157	133	85
ELA03	192173	104	39	38	104	39	38

To clear the sort and return to your original report, select the blue **Arrow** in the column.

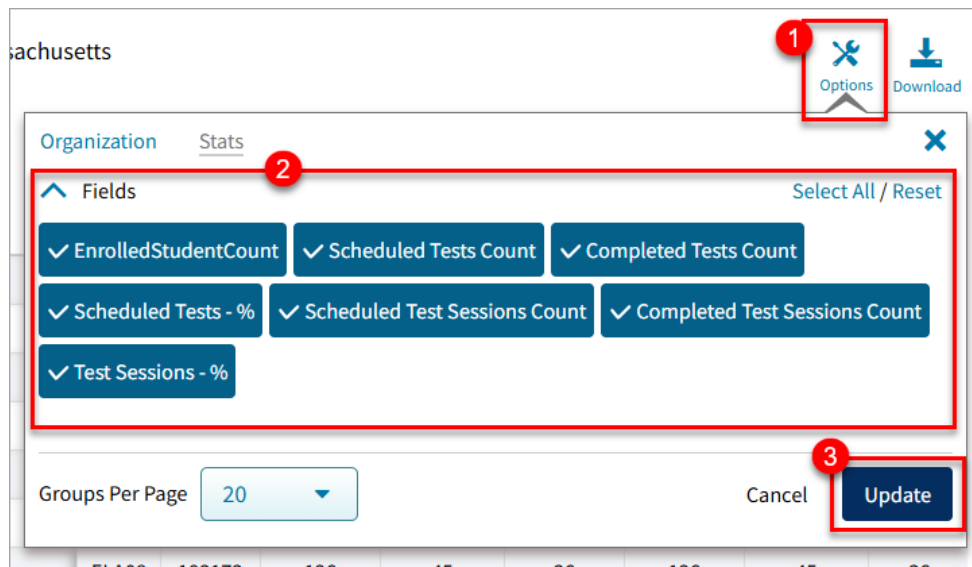
Enrolled Student Count	Completed Tests Count	Scheduled Tests - %
4	10	

### Customize Reports

To customize your report, follow the steps below:

1. Select the **Options** icon on the top right-hand side of the report.
2. On the pop-up window, de-select or select fields to include in the report. The options available on the Options tab will vary depending on which report is selected.
3. Once the selections have been made, select **Update** to update the report.

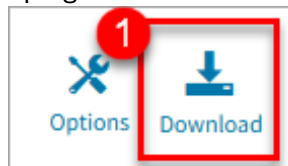
**Note:** Groups Per Page is the number of students that will display on a single page once the report is updated.



### Downloading Reports

To download your report, follow the steps below:

1. Select the **Download** icon on the top right-hand side of the report.



2. On the pop-up window, select the download file type, add a report name, select the layout for the download, and select the pages.
3. Select **Download** to download your report.

**Download Report** ✕

**2**

Download  PDF  CSV  EXCEL

Report Name

Layout  Landscape  Portrait

Pages  Current Page  All  Custom

**3**

**Download**