MCAS Portal Tasks: Grades 3–8 Office Hours

The Office of Student Assessment Services

March 19, 2025

dese MASSACHUSETTS Department of Elementary and Secondary Education

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.
- Please be advised that DESE does not authorize attendees to record or to use AI transcription tools during the meeting and DESE does not endorse any unauthorized transcripts created by third parties of its meetings.

Slides for This Session

- Slides were emailed to participants before this session from MCASEvents@cognia.org.

- Slides are now being posted in the chat.

  - If you cannot access the slides in the chat, ask in the Q&A.

- After the session, we will send the slides again to participants, and they will be posted in the MCAS Resource Center along with the recording.

Today's Agenda

1. Resources
2. Q&A and Additional Demonstrations
3. Support and Next Steps

1. Resources

Resources on Using the MCAS Portal

Resource	Location
MCAS Resource Center	mcas.onlinehelp.cognia.org
MCAS Portal User Guides • Guide to the MCAS Portal • Student Registration Guide • MCAS Portal User Management Guide • Guide to Creating and Managing Classes • Guide to Enrollment Transfers • Guide to Scheduling Tests and Printing Student Logins • Instructions for Using Materials Management • Additional Tasks on the Test Scheduling Page	https://mcas.onlinehelp.cognia.org/portal/
MCAS Training Site User Guides • Guide to Conducting a Practice Test through the MCAS Training Site • Guide for Reviewing Reports of Results for Practice Tests Conducted in the MCAS Training Site	https://mcas.onlinehelp.cognia.org/portal/
MCAS Student Kiosk Guides • Instructions for Unlocking Test Questions in the MCAS Student Kiosk	https://mcas.onlinehelp.cognia.org/technology-setup/

Modules and Recordings of Previous Training Sessions

Resource	Location
MCAS Portal Modules and Video Demonstrations • Video demonstration: Creating Classes and Scheduling Tests	https://mcas.onlinehelp.cognia.org/training-modules/
Recordings of previous training sessions	https://mcas.onlinehelp.cognia.org/training-webinars/
Slide template for training test administrators	https://www.doe.mass.edu/mcas/testadmin/training/slides.pptx
Test administrator tasks in the MCAS Portal • Recording (begins at 36:05) • Slides 43–51	https://mcas.onlinehelp.cognia.org/training-webinars/

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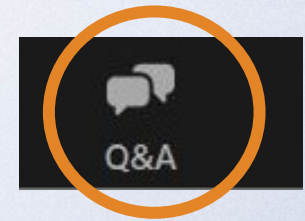
Technology Resources

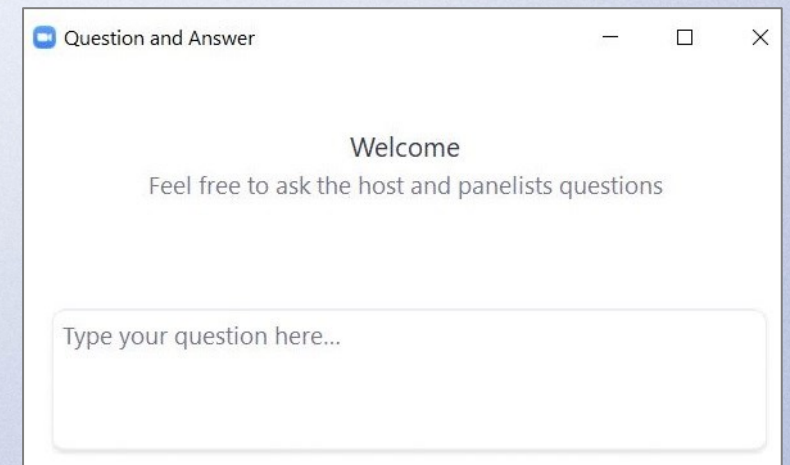| Resource	Location
Technology Information • Technology Guidelines for MCAS Computer-Based Testing • Guide to Installing the MCAS Student Kiosk and Conducting Site Readiness	https://mcas.onlinehelp.cognia.org/technology-setup/
Previously recorded webinars • Introduction to the MCAS Portal: Tasks for Technology Coordinators • MCAS Technology Coordinator Training	https://mcas.onlinehelp.cognia.org/training-webinars/

Resources on the DESE Website

Resource	Location
Test Administration Resources • Manuals • Sample materials	www.doe.mass.edu/mcas/testadmin/
Statewide Testing Schedule	www.doe.mass.edu/mcas/cal.html
Accessibility and Accommodations Manual	www.doe.mass.edu/mcas/accessibility/default.html
Student Assessment Updates (Biweekly email with important updates about the MCAS program)	www.doe.mass.edu/mcas/updates.html If you do not already receive this email, subscribe using this link: http://eepurl.com/ghSOhH

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2. Q&A and Additional Demonstrations

Questions & Answers

Use the "Q&A" feature
to ask questions.

3. Support and Next Steps

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

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THANK YOU

The Office of Student Assessment Services

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