

# MCAS Portal Tasks: High School Office Hours

The Office of Student Assessment Services  
March 20, 2025



# Presenters

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# Logistics for This Session

- Use the Q&A feature to ask a question.
  - We will answer some questions aloud at specified times during this training session, and we will email the Q&A afterwards.
  - Type your questions anytime, but we may not answer them in real time as some questions may be covered during the presentation.
  - Use the thumbs-up icon to “upvote” someone else’s question.
  - Email student-specific questions to [mcas@mass.gov](mailto: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](mailto:MCASEvents@cognia.org).
- Slides are now being posted in the chat.
  - If you cannot access the slides in the chat, ask in the Q&A.
- After the session, we will send the slides again to participants, and they will be posted in the MCAS Resource Center along with the recording.

# Today's Agenda

1. 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	<a href="https://mcas.onlinehelp.cognia.org">mcas.onlinehelp.cognia.org</a>
MCAS Portal User Guides <ul style="list-style-type: none"><li>• Guide to the MCAS Portal</li><li>• Student Registration Guide</li><li>• MCAS Portal User Management Guide</li><li>• Guide to Creating and Managing Classes</li><li>• Guide to Enrollment Transfers</li><li>• Guide to Scheduling Tests and Printing Student Logins</li><li>• Instructions for Using Materials Management</li><li>• Additional Tasks on the Test Scheduling Page</li></ul>	<a href="https://mcas.onlinehelp.cognia.org/portal/">https://mcas.onlinehelp.cognia.org/portal/</a>
MCAS Training Site User Guides <ul style="list-style-type: none"><li>• Guide to Conducting a Practice Test through the MCAS Training Site</li><li>• Guide for Reviewing Reports of Results for Practice Tests Conducted in the MCAS Training Site</li></ul>	<a href="https://mcas.onlinehelp.cognia.org/portal/">https://mcas.onlinehelp.cognia.org/portal/</a>
MCAS Student Kiosk Guides <ul style="list-style-type: none"><li>• Instructions for Unlocking Test Questions in the MCAS Student Kiosk</li></ul>	<a href="https://mcas.onlinehelp.cognia.org/technology-setup/">https://mcas.onlinehelp.cognia.org/technology-setup/</a>

# Modules and Recordings of Previous Training Sessions

Resource	Location
MCAS Portal Modules and Video Demonstrations <ul style="list-style-type: none"><li>• Video demonstration: Creating Classes and Scheduling Tests</li></ul>	<a href="https://mcas.onlinehelp.cognia.org/training-modules/">https://mcas.onlinehelp.cognia.org/training-modules/</a>
Recordings of previous training sessions	<a href="https://mcas.onlinehelp.cognia.org/training-webinars/">https://mcas.onlinehelp.cognia.org/training-webinars/</a>
Slide template for training test administrators	<a href="https://www.doe.mass.edu/mcas/testadmin/training/slides.pptx">https://www.doe.mass.edu/mcas/testadmin/training/slides.pptx</a>
Test administrator tasks in the MCAS Portal <ul style="list-style-type: none"><li>• <a href="#">Recording</a> (begins at 36:05)</li><li>• <a href="#">Slides 43–51</a></li></ul>	<a href="https://mcas.onlinehelp.cognia.org/training-webinars/">https://mcas.onlinehelp.cognia.org/training-webinars/</a>



# Technology Resources

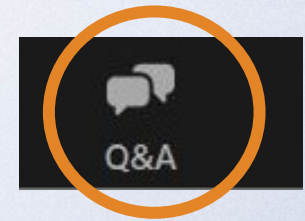
Resource	Location
<p>Technology Information</p> <ul style="list-style-type: none"><li>• Technology Guidelines for MCAS Computer-Based Testing</li><li>• Guide to Installing the MCAS Student Kiosk and Conducting Site Readiness</li></ul>	<p><a href="https://mcas.onlinehelp.cognia.org/technology-setup/">https://mcas.onlinehelp.cognia.org/technology-setup/</a></p>
<p>Previously recorded webinars</p> <ul style="list-style-type: none"><li>• Introduction to the MCAS Portal: Tasks for Technology Coordinators</li><li>• MCAS Technology Coordinator Training</li></ul>	<p><a href="https://mcas.onlinehelp.cognia.org/training-webinars/">https://mcas.onlinehelp.cognia.org/training-webinars/</a></p>

# Resources on the DESE Website

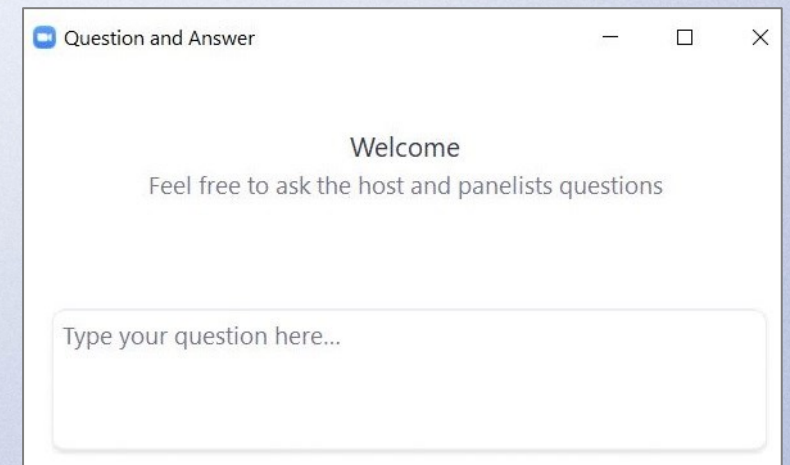
Resource	Location
<b>Test Administration Resources</b> <ul style="list-style-type: none"><li>• Manuals</li><li>• Sample materials</li></ul>	<a href="http://www.doe.mass.edu/mcas/testadmin/">www.doe.mass.edu/mcas/testadmin/</a>
<b>Statewide Testing Schedule</b>	<a href="http://www.doe.mass.edu/mcas/cal.html">www.doe.mass.edu/mcas/cal.html</a>
<b>Accessibility and Accommodations Manual</b>	<a href="http://www.doe.mass.edu/mcas/accessibility/default.html">www.doe.mass.edu/mcas/accessibility/default.html</a>
<b>Student Assessment Updates</b> (Biweekly email with important updates about the MCAS program)	<a href="http://www.doe.mass.edu/mcas/updates.html">www.doe.mass.edu/mcas/updates.html</a> If you do not already receive this email, subscribe using this link: <a href="http://eepurl.com/ghSOhH">http://eepurl.com/ghSOhH</a>

## 2. Q&A and Additional Demonstrations

# Questions & Answers



Use the “Q&A” feature  
to ask questions.



# 3. Support and Next Steps

# Upcoming “Office Hours” Session

Session	Date and Registration Link	Intended Audience	Recommended Read-Ahead Materials
Tasks During and After Testing	<a href="#">Friday, March 28 at 9:30–10:30 a.m.</a>	Principals and test coordinators	<ul style="list-style-type: none"><li>• <a href="#">Guide to the MCAS Portal</a></li><li>• <a href="#">Additional Tasks on the Test Scheduling Page of the MCAS Portal: Adding Report Codes, Reactivating Tests, and Exports</a></li><li>• <a href="#">Instructions for Unlocking Test Questions in the MCAS Student Kiosk</a></li></ul>

# 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](mailto: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](mailto: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](http://www.doe.mass.edu/mcas)
  - **Email:** [mcas@mass.gov](mailto:mcas@mass.gov)
  - **Phone:** 781-338-3625
  - **TTY:** 800-439-2370



# THANK YOU

## The Office of Student Assessment Services



781-338-3625



[mcas@mass.gov](mailto:mcas@mass.gov)



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



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