Tasks in the MCAS Portal Before Testing

The Office of Student Assessment Services

March 4, 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.

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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. Timeline of Tasks in the MCAS Portal
2. Updates to Student Registration
3. Creating and Managing Classes
4. Scheduling Tests and Printing Student Logins
5. Materials Management
6. Accessibility and Accommodations
7. Test Administrator Tasks Before Testing
8. Resources and Next Steps
9. Live "Sandbox" Time with Additional Demonstrations

Poll Question

What is your role? (Check all that apply.)

    A. District test coordinator
    B. School test coordinator
    C. Principal
    D. Guidance counselor
    E. Technology staff
    F. Other district staff
    G. Other school staff

Poll Question

How many years have you coordinated MCAS test administration?

A. 0–This is my first year.

B. 1 year

C. 2–3 years

D. 4–5 years

E. 6+ years

1. Timeline of Tasks in the MCAS Portal

Timeline of Tasks in the MCAS Portal to Complete **Before** Testing for Principals/Test Coordinators

Now

- Continue to update student registration information
- Enrollment Transfer Requests (as needed)

2 weeks before testing

- Create and assign students to classes
- Verify accommodations in the MCAS Portal
- Create test administrator logins if necessary (for certain accom.)
- Track delivery of materials through Materials Management

Up to one week before testing

- Schedule classes to tests
- Print student logins and summary sheets

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Timeline of Tasks in the MCAS Portal to Complete **During and After** Testing for Principals/Test Coordinators

Test Day

- Distribute student logins and summary sheets to test administrators
- Monitor student testing status in the MCAS Portal

During Testing

- Resolve incorrect accommodations
- Manage make-up testing
- Void tests as needed
- Unlock locked test questions (in certain circumstances)

After Testing

- Fill in Report codes as needed
- Void tests as needed

Timeline of Tasks in the MCAS Portal to Complete Before and During Testing for Test Administrators

Up to 2 days before testing

- Verify accommodations

Test Day

- Distribute student logins to students
  - Provide session access codes to students
- Enter proctor password as needed
- Monitor student testing status in the MCAS Portal
- Assist with testing issues as needed

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Timeline of Tasks to Complete for Technology Coordinators

Fall 2024

- ●Verify that devices meet the technology requirements
- ●Add provided URLs to exempt lists
- ●Download and install the MCAS Student Kiosk
- ●Conduct Site Readiness

Winter 2025

- ●Review Appendix A of the PAM
- ●Check the updated technology guidelines to verify that devices meet technology requirements
- ●Install updated kiosks if needed
- ●Verify access to MCAS Portal and MCAS Training Site

During Testing

- ●Troubleshoot issues as they arise
- ●Contact the MCAS Service Center with technology questions

Additional information was shared in the MCAS Tasks for Technology Coordinators training on February 28 – to be posted to the MCAS Resource Center soon.

2. Updates to Student Registration

Manually Updating Student Information

Recommended when adding or updating fewer than 10 student records

1. Log in to the MCAS Portal with your username and password.
2. Select **Administration**.
3. Select **Students.**
4. Select the **Add Student** button or locate the student to be edited and select **Edit**.
5. Add/edit student information as needed.
6. If the student has accommodations, select the **Accommodations** tab to enter the accommodations by test code. Note that students with accommodations for multiple tests will need the accommodations entered for multiple test codes.
7. Select **Save.**

Note:

- The same fields provided through the student registration file may be entered manually.
- If schools add or update a student taking PBT after the Student Registration deadline, they may need to place an additional materials order. See Appendix B of the PAM: Procedures for Paper-Based Testing for information.

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Exporting and Reimporting Student Registration Files

Recommended when updating more than 10 student records

1. Log in to the MCAS Portal with your username and password.
2. On the MCAS Portal homepage, select **Administration**.
3. Select **Student Registration** from the top menu bar.
4. Select the **organization** from the organization drop-down.
5. Select **Export Students**. The exported file will be downloaded locally.
6. Use the Student Registration Data Definitions File to assist in updating the exported Student Registration file.
7. Update the fields in the Student Registration export file that need updating.
8. Save the file as a .CSV. The file is now ready for import.

Overview of Enrollment Transfers

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

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

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

Resources

Student Registration Resources

- [Student Registration Guide](#)
- [Student Registration Data Definitions](#)
- [Student Registration Template](#)

Enrollment Transfer Resources

- [Guide to Enrollment Transfers in the MCAS Portal](#)

[Recordings of previous training sessions](#):

- Overview of Student Registration Tasks in the Portal: Spring 2025
- Student Registration for Grades 3–8 Office Hours
- Student Registration for High School Office Hours

3. Creating and Managing Classes

What are classes in the MCAS Portal?

- A class is a group of students in the MCAS Portal who will take the same test together.
    - Up to 250 students allowed in a class in the MCAS Portal.
- Each class is grade and subject specific.
- For the following accommodations, students are required to be assigned to a separate class specifically designated for that accommodation:
    - Human Read Aloud
    - Human Signer
    - Spanish/English
- Classes can be created during or anytime after student registration. DESE recommends creating classes approximately two weeks before testing to minimize changes needed.

Creating Classes

There are three ways to create classes in the MCAS Portal:

Options for Creating Classes	When would you use this option?
Option 1: Manually create classes one at a time in the MCAS Portal user interface.	Recommended when creating four or fewer classes or when working with a small number of students
Option 2: Export the Student Registration file, enter class names in column K of the file, and reupload the file.	Recommended when creating five or more classes or when working with a large number of students
Option 3: Create and upload a Class Upload file.	

For additional information on creating, editing, and deleting classes, see the Guide to Creating and Managing Classes in the MCAS Portal.

Class Naming Conventions

When creating classes, DESE recommends that schools use a naming convention that will help test administrators quickly and easily find the test they are administering.

It is suggested that class names include the following information:
- test code (see information on test codes on pages 15–16 of the MCAS Student Registration Guide)
- test administrator name
- testing location
- school code

Note that class names in the MCAS Portal must be unique across the state. DESE recommends including the school code in the class name in order to meet this requirement.

Note: When creating classes through the Student Registration file import, schools are recommended to include only the test administrator name and testing location in the class name field; the MCAS Portal will automatically add the test code and school code to the class name.

Demonstration

- Manually creating a class
- Uploading multiple classes via Class Upload file
- Uploading multiple classes via Student Registration file

Manually Create a Class in the MCAS Portal

1. Log in to the MCAS Portal.

2. Select **Administration**.

3. Select **Classes** from the top menu bar.

4. Select an **organization** from the organization drop-down list, and then select a **subject** from the subject drop-down list.

5. Select **Create Grade Level Class**.

6. Type the name of the class in the Class Name field.

7. Select a grade from the Choose a Grade drop-down list. Note that all grades and subjects, including those in high school, will need to select a grade.

Mathematics Classes in Cyber City Sch3-003

Cyber City Sch3-003 (Cyber City) ▾   Mathematics ▾

Create Grade Level Class

Add New Mathematics Class in Cyber City Sch3-003

Class Information

Class Name: Demo TA Room 202

Grade:
05 ▾

Manually Create a Class in the MCAS Portal

- By default, the **Show only students that are not assigned to a class checkbox** is checked. Schools should keep this checkbox checked when assigning students to classes so that students are not mistakenly assigned to multiple classes for the same subject.

- **Note**: Students can be added to multiple classes per subject in the Portal. Schools should be sure to only assign each student to one class per subject area.

Uploading Multiple Classes via Class Upload file

1. Log in to the MCAS Portal.

2. Select **Administration**.

3. Select **Classes**.

4. Select a school or district from the organization drop-down menu. If a district is selected, select **Upload Classes for District** for a district-level class upload.

If a district is selected, select **Upload Classes for District** for a district-level class upload.

Mathematics Classes in Cyber City

Cyber City ▾   Mathematics ▾   Upload Classes for District

If a school is selected, select **Upload Classes** for a school-level class upload.

Mathematics Classes in Cyber City Sch1-001

Cyber City Sch1-001 (Cyber City) ▾   Mathematics ▾   Create Grade Level Class   Upload Classes

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Uploading Multiple Classes via Class Upload file

5. On the Upload Classes page, select **Download Template**. Note that there are two separate templates: one for schools and one for districts.

6. Populate the fields in the template using the permitted values as outlined in the Class Data Definitions Info.

   - On the Upload Classes page, select **View Class Data Definitions Info** to view the headers and permitted values for each column in your Class Upload file.

   - The district template includes an additional column for the school code. The school code can be found on the School and District Profiles website if needed.

7. Save the file in CSV format.

Upload Classes to Cyber City Sch1-001

Select a file to be uploaded

CSV Download Template   View Class Data Definitions Info

Choose File   No file chosen

Note: there is a limit of 10,000 records for each upload file.

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Class Data Definitions Information

- **ClassName:** Enter a class name. See the Class Naming Conventions in section I of the [Guide to Creating and Managing Classes](#) on the MCAS Resource Center for additional information.

- **ContentArea:** Enter the content area for the class: Mathematics, ELA, Science, or Civics.

- **ClassType:** Enter "grade" for class type.

- **Grade:** Enter the grade. Leading zeros will be required for grades 3 through 9.

- **SchoolCode:** Only applicable to district-level class uploads. The School Code column will require the format of "district code-school code". For example, if the district code is 00990000 and the school code is 00999987, the School Code column should be entered as 00990000-00999987.

- **State Student ID:** Enter the students' SASID.

Uploading Multiple Classes via Class Upload File

Class Data Definitions Information for Schools:

Class Data Definitions Information for Districts:

Class Data Definitions Information

Field Name	Permitted Values
ClassName	Alphanumeric characters. Max name length: 50 chars
ContentArea	Mathematics,ELA,Science,Civics
ClassType	grade
Grade	03,04,05,06,07,08,09,10,11,12,SP
State Student ID	Existing state student id

Close

Class Data Definitions Information

Field Name	Permitted Values
ClassName	Alphanumeric characters. Max name length: 50 chars
ContentArea	Mathematics,ELA,Science,Civics
ClassType	grade
Grade	03,04,05,06,07,08,09,10,11,12,SP
Course	Mathematics,English Language Arts,Science,Civics
SchoolCode	Unique identification number of the school
State Student ID	Existing state student id

Close

Uploading Multiple Classes via Class Upload File (cont'd)

8. On the Upload Classes page in the MCAS Portal, click **Choose File,** select the .CSV file you saved locally, and then click **Upload.**

Upload Classes to Cyber City Sch1-001

Select a file to be uploaded

Download Template | View Class Data Definitions Info

Choose File   Class_Template_School.csv

Upload

Uploading Multiple Classes via Class Upload File (cont'd)

After the upload has been processed, you will see the following information on the screen:

- A green success message at the top of the page letting you know that your file has been uploaded and processed.

- Number of students processed successfully

- Number of duplicate records present in the file

- Number of error records present in the file

- A table showing the records in the file.
  - Click **Download records with errors** to download a file of the errors found.

Class File Upload: Error Messages

Error	How to Resolve the Error
The uploaded file is not in the expected format. Please download and use the template provided via the Download Template link.	Verify that the file is in .CSV format, and make sure the headers in the file match the template.
Could not find SASID in the given organization	Correct the student's SASID in the .CSV file.
Length of class name cannot exceed 50 characters	Update the Class name(s) in the .CSV file to a name with 50 characters or less.
Class name is missing	Add the Class name(s) to the .CSV file.
Grade does not exist **or** Invalid Grade	Correct the Grade to a permitted grade number. (03, 04, 05, 06, 07, 08, 09, 10, 11, 12, SP)
Grade is missing	Add a valid Grade.
Invalid ClassType	Correct the ClassType to grade.
Invalid ContentArea	Correct the ContentArea to a permitted value. Content areas must match the Class Data Definitions exactly.
Student grade does not match with class grade	Verify that the student's grade matches the grade of the class being created.

Uploading Classes via Student Registration Export/Import

1. Log in to the MCAS Portal with your username and password.

2. On the MCAS Portal homepage, select **Administration**.

3. Select **Student Registration** from the top menu bar.

4. Select the organization from the organization drop-down.

5. Select **Export Students**. The exported file will be downloaded locally.

6. Fill in column K with the class names.

7. Save the file as a .CSV.

8. Follow the instructions in the [Student Registration Guide](#) to import the updated file.

Resources

- [Guide to Creating and Managing Classes](#)
- [Instructional video on Creating Classes, Scheduling Tests, and Printing Student Logins](#)

Questions & Answers
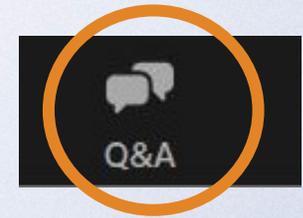
Use the "Q&A" feature
to ask questions.
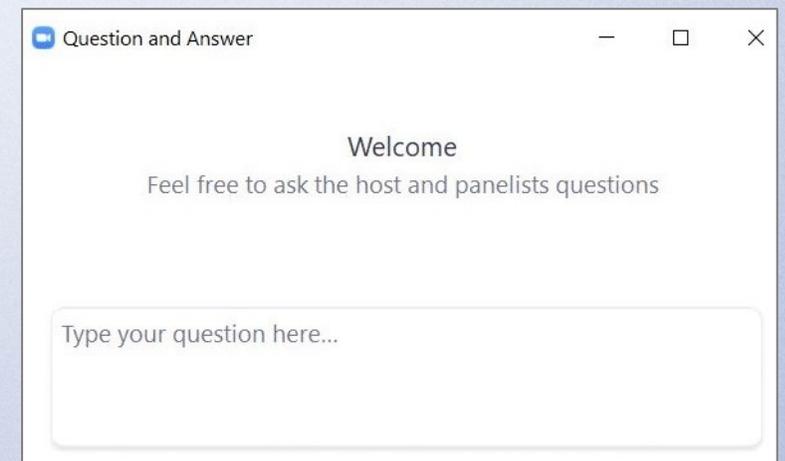
4. Scheduling Tests and Printing Student Logins

Scheduling tests

- Schools will need to "schedule" classes for tests in order to assign test forms and create student logins.

    - Student logins cannot be printed until after tests are scheduled.

- Test coordinators will need to schedule tests approximately one week prior to test administration.

- The Statewide Testing Schedule lists the dates that test scheduling should be completed for each administration.

Printing Student Logins

- Student logins contain the sign-in information that students need to type in to begin each test session.

  - Students use the same student login for each subject area test (e.g., Jon Ward has one login for grade 4 ELA sessions 1 and 2, and a different login for grade 4 Mathematics).

- Schools may print student logins up to one week in advance; DESE recommends printing student logins one to two days in advance of testing.

  - Student logins are considered secure and must be tracked.

- Note: Test coordinators may also need to create and print test administrator logins for test administrators administering the Human Read-Aloud and Human Signer accommodations.

  - See instructions in Appendix C of the PAM.

Student Logins

- Advise your test administrators to check that each student has the correct student login.

- Students should verify their name and date of birth on the student login.

- Students can also verify their name on the Hello screen in the MCAS Student Kiosk.

Demo, Student
DOB:1/1/2010
Demo Biology Test

Username: 9990878987

Password: ZNUVEQ88

Student Summary Pages

- When printing student logins as a PDF, the first page of the document will be a student summary page.

Demonstration

- Scheduling a test for multiple classes
- Scheduling a Spanish/English test
- Printing student logins and summary pages

Scheduling a test for multiple classes

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

2. Select **Test Scheduling**.

3. Select the correct school, content area
   (ELA, mathematics, science, or civics), program (high school
   or grades 3–8), and test name.

4. Select **Schedule New Test**.

Scheduling a test for multiple classes (cont'd)

5. Select the classes to be scheduled.

6. Click **Schedule**.

Note: **Do not** check the checkbox for "Use digital proctoring."

Scheduling a Spanish/English test

1. Create a separate class for all students taking a Spanish/English test for that grade and content area.

   - Include the word "SPANISH" at the beginning of the class name.

2. Schedule the Spanish class to take the Spanish/English test.

   - Ensure the correct class is scheduled for the correct test.
   - The class name should include the word "SPANISH."
   - The test name should include the words "Spanish/English."

Printing student logins and summary pages

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

2. Select **Test Scheduling**.

3. Select the correct school, content area (ELA, mathematics, science, or civics), program (high school or grades 3–8), and test name.

4. Select **View Details/Student Logins**.

Printing Student Logins

5. Select the student logins to print or select the checkmark in the column heading to select all students.

6. Select **Export Logins for Selected Students**.

7. Select either a PDF or CSV file.

• When selecting PDF, select 1, 8, or 27 student logins per page.
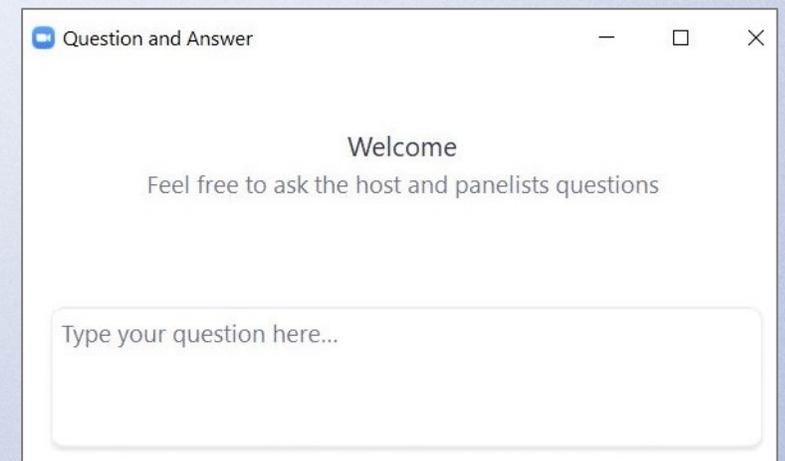
Resources

- [Guide to Scheduling Tests and Printing Student Logins](#)
- [Instructional Video on Creating Classes, Scheduling Tests, and Printing Student Logins](#)

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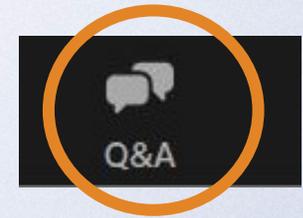
Use the "Q&A" feature
to ask questions.

5. Materials Management

Materials Management

- New for 2025, the Materials Management page in the MCAS Portal provides a view of shipments of materials being delivered to schools. Schools will be able to see materials shipments listed on this page once they are shipped.

- This is an optional feature that schools may find useful to track shipments.

Materials Management

- Select the **Order Additional Materials** or **UPS Pick Up Request** buttons to navigate to the MCAS Service Center to complete these tasks.

    - Schools may also continue to navigate to the MCAS Service Center website directly to complete these tasks as in previous years.

- Select **View Details** to view the Shipment Details page for each shipment. The Shipment Details table displays the following information about your order:

    - **Box ID Number**: the ID number of the individual boxes in the order. The Box ID Number, also known as the MP Ship Code, will be needed to place an additional materials order.

    - **Shipped Date**: date when the order was shipped

    - **Last Updated**: the date and time when the shipment information was last updated by UPS.

    - **Item Code, Quantity, and Description**: information about the contents of each box in your order. Note the Item Code will not be used by schools.

    - **UPS Tracking**: the UPS tracking number, with a link to the UPS tracking website

Demonstration

- Materials Management

Navigating the Materials Management Page

To access the Materials Management page, follow the steps below:

1. Log in to the MCAS Portal with your username and password.

2. On the MCAS Portal homepage, select **Administration**.

3. Select **Materials Management** from the top menu bar.
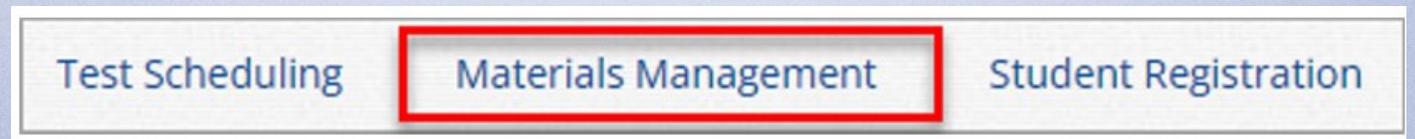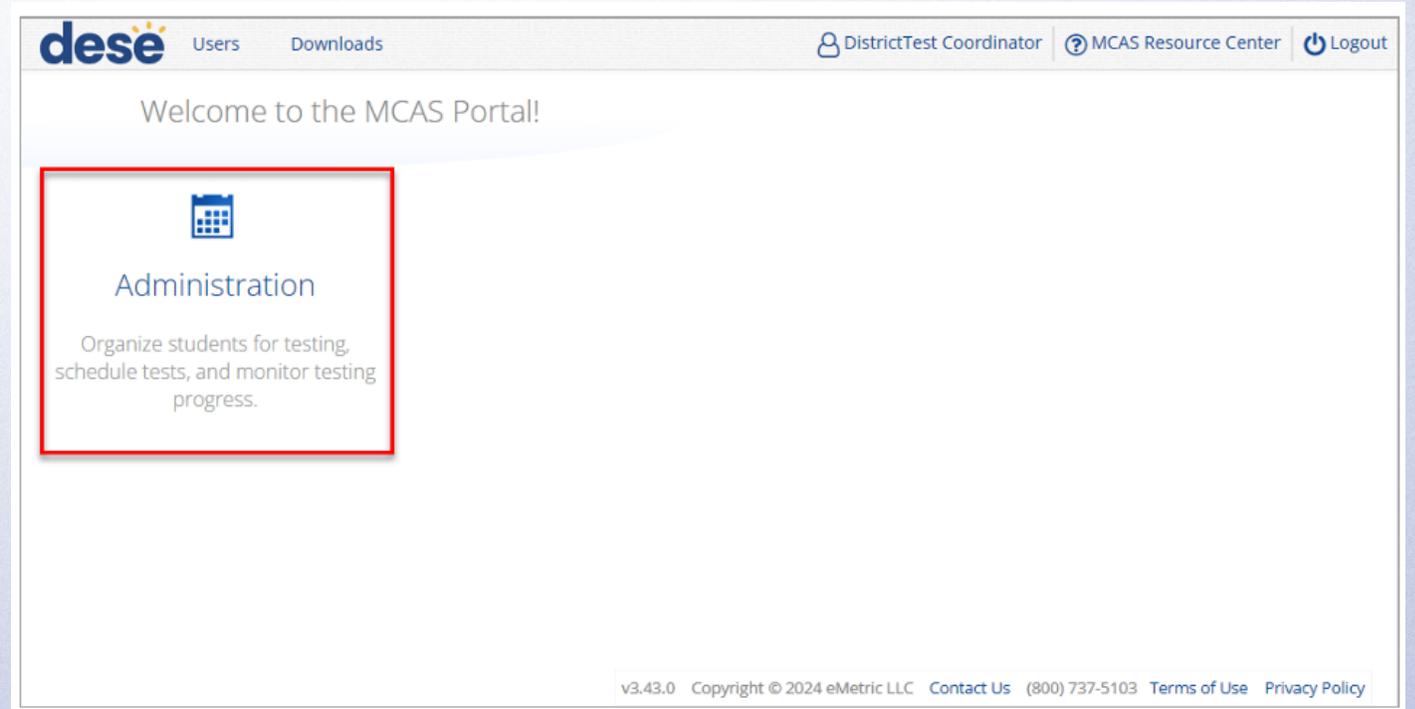
Resources

[Instructions for Using Materials Management in the MCAS Portal](#)

6. Accessibility and Accommodations

Verifying Accommodations

- Test coordinators should review accommodations approximately two weeks prior to testing to ensure that they have been assigned correctly.

- Accommodations can be verified in four ways:
  - On the Edit Student page in the MCAS Portal.
  - Through a Student Registration export.
  - On the summary page that is printed with student logins.
  - Accommodated forms such as Screen Reader, Human Read-Aloud, and Human Signer can be confirmed on the **View Details/Student Logins** page in the MCAS Portal.

Demonstration

- Verifying accommodations

Verifying Form-Dependent Accommodations

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

2. Select **Test Scheduling**.

3. Select the correct school, content area (ELA, mathematics, science, or civics), program (high school or grades 3–8), and test name.

4. Select **View Details/Student Logins**.

Displaying scheduled tests for Demo Biology Test in Cyber Falls Sch1-001

| Cyber Falls Sch1-001 (Cyber Falls) ▼ | Science ▼ | Schedule New Test |
| MCAS High School ▼ | Demo Biology Test ▼ | |

Filter by testing status

All ▼

School 🔍	Class 🔍	Testing Status 🔍	Created Date 🔍	Created By 🔍	
Cyber Falls Sch1-001	BIOFEB-Demo-Rm3421-00001111-(Grade -10)	In Progress	3/3/2025 12:34:10 PM	Demo DTC	View Details/Student Logins
Cyber Falls Sch1-001	BIOFEB-Demo-Rm899-00001111-(Grade -10)	In Progress	3/3/2025 12:34:10 PM	Demo DTC	View Details/Student Logins

Showing 1 - 2 of 2

Verifying Form-Dependent Accommodations

5. Review the "Form Name" column and ensure the form-dependent accommodations are indicated in the form name (e.g., human read aloud, human signer, screen reader, ASL).

Filter by Session

| Choose a Session ▾ | Export Logins for Selected Students | Add Report Code |

☐	Last Name 🔍	First Name 🔍	Username 🔍	Password	Form Name 🔍
☐	Demo	Student	9990003728	9AK4WBD3	March Retest ELA Human Read Aloud
☐	Demo	Student	9994473829	TN2VU59R	March Retest ELA Human Signer
☐	Demo	Student	9990003728	YM8JNKWN	March Retest ELA Form 01
☐	Demo	Student	9990878987	B5U8A7D5	March Retest ELA Form SR/AT

Verifying Accommodations: Single Student

1. Log in to the MCAS Portal and select **Administration**.
2. Select **Students.**
3. Locate the student you wish to review and click **Edit**.
4. Select the **Accommodations** tab
5. Review and edit the accommodations as necessary.
6. Select **Save**.

Students in Cyber Falls Sch1-001

| Cyber Falls Sch1-001 (Cyber Falls) ▼ |
| Choose a Content Area ▼ |

Add Student   **Student Search**

Exports ▾

Last Name 🔍	First Name 🔍	Middle Initial 🔍	State Student ID 🔍	Student Grade 🔍				
Demo	Student		9999954673	10	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Demo		9999382736	10	View Classes	View Test Sessions	Enrollment Info	Edit
Doe	John		9999945676	10	View Classes	View Test Sessions	Enrollment Info	Edit

Verifying Accommodations: Student Registration Export

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

2. Select **Student Registration.**

3. Select the correct school or district.

4. Select **Export Students**.

5. Review the accommodations for each student in the export.
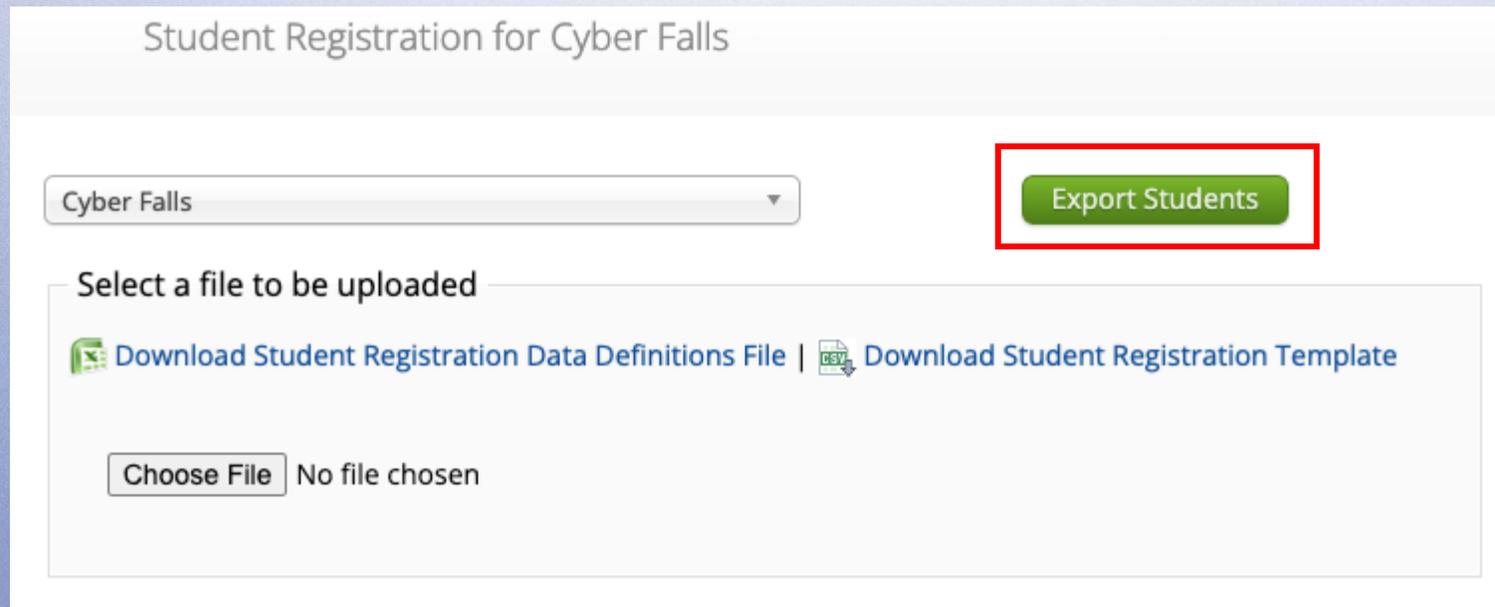
Verifying Accommodations: Summary Sheet

- Follow the steps in slides 44–45 to print student logins.

- Note: Be sure to print the student logins as a PDF. The first page of the PDF will be a summary page that lists students' accommodations.

Student Name	Date of Birth	Username	Password	Accommodations
Demo, Demo	1/1/2010	9999382736	SVS445XA	
Demo, Student	1/1/2010	9999954673	R3JV92Q5	
Doe, John	1/1/2010	9999945676	HBYV83RY	BIOFEB-(Screen Reader Edition)

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Test Administrator Logins

- For the human read aloud and human signer accommodations for computer-based testing, schools may choose to have test administrators read the test over the student's shoulder, or create test administrator logins so that test administrators can log in to their own test on their own device in order to read aloud.

- There are two options for creating a test administrator login in the MCAS Portal.
  - **Option 1**: Manually add a student to the MCAS Portal on the Students page using the field definitions outlined on the next slide.
  - **Option 2**: Add the test administrator login as a student during the Student Registration file upload.

Test Administrator Logins

Column of Student Registration File	Field Name	Field notes
A	District code	The testing district
B	School code	The testing school
C	SASID	Begin with your 8-digit school code. Add "01", "02", etc. to the end of your school code for each test administrator login needed. Example: For a school whose code is 77665555, their test administrator login SASIDs would be 7766555501, 7766555502, 7766555503, etc.
D	Student grade	The grade level for the test that is being administered
E	Last name	Enter in "TA LOGIN"
F	First name	The test administrator's first name
I	Date of birth	Enter in "01/01/1900"
J	Test code	The test code for the test that is being administered
L	Test format	"O"
T	Human Read Aloud Standard	"Y" if administering Math, STE, or Civics
Z	Human Read Aloud Special	"Y" if administering ELA
U	Human Signer Standard	"Y" if administering Math, STE, or Civics
AA	Human Signer Special	"Y" if administering ELA

Test Administrator Logins

Once the test administrator logins have been added to the MCAS Portal, create a class for the students requiring a human read aloud or human signer accommodation for that content area.

1. Add the appropriate student(s) to the class.
2. Add the test administrator login to the class.
3. Save the class.
4. Schedule the class to take the appropriate test.

Test Administrator Logins – After Testing

- Once testing is complete, all test administrator login tests should be voided.

- See the [Additional Tasks on the Test Scheduling Page of the MCAS Portal: Adding Report Codes, Reactivating Tests, and Exports](#) for instructions on voiding a test.

Resources

[Principal's Administration Manual](#)

- Verifying accommodations: pages 46-47
- Test administrator logins: pages 104–105

7. Test Administrator Tasks Before Testing

Timeline of Tasks in the MCAS Portal to Complete Before and During Testing for Test Administrators

## Up to 2 days before testing

- Verify accommodations

Test Day

- Distribute student logins to students
- Provide session access codes to students
- Enter proctor password as needed
- Monitor student testing status in the MCAS Portal
- Assist with testing issues as needed

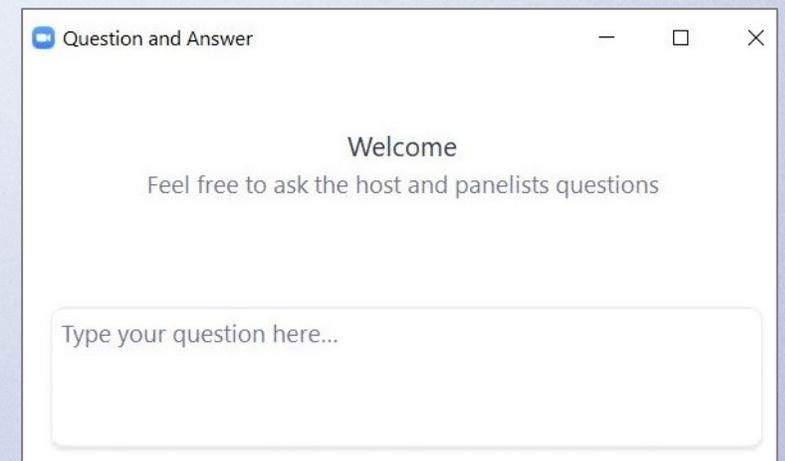MASSACHUSETTS Department of Elementary and Secondary Education

Verifying Accommodations

- Test administrators should review accommodations prior to testing to ensure that they have been assigned correctly.

- Test administrators can verify form-dependent accommodations on the **View Details/Student Logins** page.

- Test administrators can verify other accommodations on the student summary page (the first page of the PDF of exported student logins).

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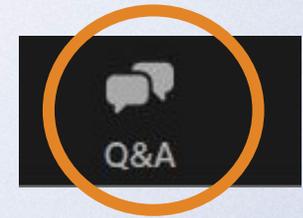
Use the "Q&A" feature
to ask questions.

8. Resources, Support, and Next Steps

Additional Resources

Resource	Location
MCAS Resource Center	mcas.onlinehelp.cognia.org
MCAS Portal user guides • Guide to Creating and Managing Classes • Guide to Scheduling Tests and Printing Student Logins • Instructions for Using Materials Management in the MCAS Portal	https://mcas.onlinehelp.cognia.org/portal/
Technology Information	https://mcas.onlinehelp.cognia.org/technology-setup/
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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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 for the 2025 tests

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

9. Live "Sandbox Time"

Poll Question

Which demonstrations would you like to see again?
A. Manually creating a class
B. Uploading multiple classes via Class Upload file
C. Uploading multiple classes via Student Registration file
D. Scheduling a test for multiple classes
E. Scheduling a Spanish/English test
F. Printing student logins and summary pages
G. Verifying accommodations
H. Creating test administrator logins

THANK YOU

The Office of Student Assessment Services

781-338-3625

mcas@mass.gov

www.doe.mass.edu/mcas

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