**Transcript**

**Tasks in the MCAS Portal During and After Testing**

**March 5, 2025**

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

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00:00:00.145 --> 00:00:25.936

Jodie Zalk: Welcome, everyone. Thank you for joining. This is Part 2 in our tasks in the MCAS Portal training sessions. Yesterday. Thank you for joining us for tasks before testing. Today we're talking about tasks during and after testing. If you missed yesterday's session, we'll have the recording available soon. So, thank you for either joining for the 1st time or welcome back and thank you for being back with us.

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00:00:26.395 --> 00:00:43.225

Jodie Zalk: next slide. My name is Jodie Zalk. I'm the manager of test administration and publications at DESE, and I have with me on the zoom screen a number of folks from DESE, as well as our testing contractor Cognia, as well as our testing subcontractor, eMetric.

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00:00:43.225 --> 00:00:56.644

Jodie Zalk: And you'll hear this morning from Shannon Cullen, a member of DESE's test administration team. She's our test administration coordinator, and you'll also hear from Abbie Currier, who's senior project manager with eMetric.

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00:00:56.645 --> 00:01:05.644

Jodie Zalk: You may also see folks in the Q&A answering questions from other folks across our teams and organizations.

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00:01:05.645 --> 00:01:25.045

Jodie Zalk: and before we jump into the content, a couple of notes on logistics and a segue from the Q&A. And the names you'll see to talking about how to get the answers to the questions that you have. We'll be using the Q&A feature, we will be answering questions.

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00:01:25.045 --> 00:01:42.054

Jodie Zalk: during the course of the presentation in the Q&A. We also will be taking breaks to answer some questions out loud. We'll be prioritizing the questions related to tasks in the portal to make sure that we can focus on the topic at hand. Today

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00:01:42.225 --> 00:01:59.204

Jodie Zalk: we will be sending out the questions after the session. So, if you do see that your question does not have an answer, please rest assured that we will be answering all of the questions, so please make sure you ask all of the questions that you have, we will make sure that we answer them all.

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00:01:59.555 --> 00:02:26.185

Jodie Zalk: The session is being recorded. We'll have the session available in about a week in the resource center. We also want to let you know that closed captioning is enabled for folks who need it, and we are just sharing a message that DESE now does not authorize any AI transcription tools or recordings. So you can see that information on the slide as well as in the chat.

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00:02:26.335 --> 00:02:28.604

Jodie Zalk: And next slide, please

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00:02:29.655 --> 00:02:47.464

Jodie Zalk: last note on logistics, a note on the slides. You should have received the slides before the session. We are also posting them in the chat for you to make sure that you have them, and then, after the session, we'll again send the slides to you, and we will post them in the resource center along with the recording.

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00:02:48.035 --> 00:02:54.364

Jodie Zalk: So with all of that. I am going to turn this over to Shannon, to walk through the agenda, and next steps.

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00:02:55.595 --> 00:03:16.125

Shannon Cullen: Great. Thank you, Jodie, and good morning, everyone. And thanks for joining us. As you can see, we have a packed agenda today. So today, we're focusing on tasks to complete during and after testing in the MCAS Portal, we're going to start with a brief walkthrough of the timeline of tasks to complete in the portal. We're going to talk about monitoring student testing

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00:03:16.295 --> 00:03:20.735

Shannon Cullen: during testing and how to resolve incorrect accommodations.

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00:03:20.855 --> 00:03:28.805

Shannon Cullen: We're going to talk about makeup testing procedures as well as additional tasks that test coordinators may need to complete during testing.

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00:03:29.025 --> 00:03:42.294

Shannon Cullen: We're then going to discuss tasks to complete after all, testing is completed. We have some time set aside to focus specifically on tasks for test administrators before. Excuse me, during and after testing.

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00:03:42.555 --> 00:04:04.685

Shannon Cullen: we're going to finish up with some resources support and next steps, and then, if time allows if you've joined us for previous presentations, you know that we like to finish up with what we call live sandbox time, which is an opportunity for you to ask to see for demonstrations to be done a second time. So, if we have time at the end of today. We will spend some time on that.

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00:04:05.475 --> 00:04:27.804

Shannon Cullen: If we go to the next slide, we're going to start off with just a couple of poll questions to get a sense of who is with us on the call this morning. 1st one is asking for your role. So are you a district test coordinator, school test, coordinator, principal guidance counselor technology staff, other district staff or other school staff. And I'll pause for just a moment for folks to enter in their answers.

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00:04:32.485 --> 00:04:54.055

Shannon Cullen: Okay? And we can see that 60% of attendees today are school test coordinators. Another 18% are principals, 15% or district test coordinators. We have 13% of folks here are technology staff, and then between one and 5% serve in other roles. So, thank you, that's helpful to us to help target the presentation.

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00:04:54.165 --> 00:05:01.885

Shannon Cullen: And then one more poll on the next slide. And that is how many years have you coordinated MCAS test administration looking for your level of experience.

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00:05:02.375 --> 00:05:12.255

Shannon Cullen: Is this your 1st year? Have you done this for one year? 2 to 3 years, 4 to 5 years, or 6 or more years. And again, I'll pause for just a moment for folks to enter in their answers.

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00:05:15.565 --> 00:05:17.075

Shannon Cullen: We can close the poll.

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00:05:18.105 --> 00:05:44.754

Shannon Cullen: And so we have 50% of attendees today who have done this for 6 or more years, 18%. This is your 1st year, and then at one year, we have 8%, 2 to 3 years, 14% and 9% at 4 to 5 years. So once again, a lot of very experienced folks on the line with us this morning. But we also have some folks who are new to MCAS test coordination and so welcome and welcome back

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00:05:45.855 --> 00:05:55.074

Shannon Cullen: all right on the next slide. And in this next section. We are going to get started on the timeline of tasks in the MCAS Portal, and if you were with us yesterday, this will look familiar to you.

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00:05:55.565 --> 00:06:04.865

Shannon Cullen: So this 1st slide here is what we focused yesterday's training on. These are the tasks to complete for principals and test coordinators before testing.

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00:06:05.065 --> 00:06:12.275

Shannon Cullen: And so, at this time, you're continuing to update student registration information and completing enrollment transfer requests as needed

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00:06:12.995 --> 00:06:25.435

Shannon Cullen: at 2 weeks before testing you're creating and assigning students to classes, verifying accommodations in the portal, creating test administrator logins, if necessary, for Human Read Aloud and Human Signer

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00:06:25.545 --> 00:06:37.835

Shannon Cullen: tracking materials through the materials management feature in the portal, and then up to one week before testing your scheduling classes to test and printing student logins and summary sheets.

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00:06:38.045 --> 00:06:46.855

Shannon Cullen: And I went through that quickly, because again this was all covered during yesterday's training. If you were not able to attend, it will be posted to the resource center soon.

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00:06:48.075 --> 00:06:59.045

Shannon Cullen: So, this slide is where we'll be focusing on today. So, this is the timeline of tasks in the portal to complete during and after testing for principals and test coordinators.

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00:06:59.585 --> 00:07:07.215

Shannon Cullen: So on the day of testing, you will be distributing student logins and summary sheets to your test administrators.

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00:07:07.595 --> 00:07:14.355

Shannon Cullen: You will also be monitoring student testing status in the MCAS Portal, which we'll demonstrate today.

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00:07:14.775 --> 00:07:26.795

Shannon Cullen: You may run into situations where you're resolving incorrect accommodations. Hopefully, you verified accommodations enough that does not happen. But in case it does happen we'll do some demos for you today.

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00:07:27.265 --> 00:07:34.024

Shannon Cullen: You may need to manage makeup testing. If you have students who are absent and need to make up a test session.

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00:07:34.245 --> 00:07:41.975

Shannon Cullen: You may also need to void tests in certain situations. You may need to do this during or after testing, we'll talk about this today.

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00:07:42.125 --> 00:07:54.064

Shannon Cullen: and then in certain circumstances, you may need to unlock locked test questions. This is new for this year. We're going to talk about this in one of our later sections and demonstrate what this will look like and how this will work.

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00:07:54.925 --> 00:08:05.404

Shannon Cullen: And then, after testing, you may need to fill in report codes. And so this is for things like medical absence. And so we will discuss this and demonstrate this later today

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00:08:06.495 --> 00:08:10.235

Shannon Cullen: on the next slide we have the

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00:08:11.345 --> 00:08:27.525

Shannon Cullen: oh, there we go on the next slide. We have the timeline of tasks to complete before and during testing for test administrators, and you'll see that the tasks for test administrators are fewer. They have fewer tasks than they used to have in our previous testing platform.

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00:08:27.625 --> 00:08:35.144

Shannon Cullen: So before testing the only thing that test administrators are doing is verifying accommodations up to 2 days before testing.

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00:08:35.825 --> 00:08:42.974

Shannon Cullen: On test day your test administrators will be handing out the student logins to students with their usernames and passwords.

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00:08:43.285 --> 00:08:52.825

Shannon Cullen: They'll be providing session access codes to students, which is an additional code. Students need to enter in order to get into the test. We'll talk about that today.

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00:08:53.505 --> 00:09:00.915

Shannon Cullen: In certain circumstances they may need to enter what's called the proctor password. Again. We're going to discuss all of this today.

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00:09:01.345 --> 00:09:13.484

Shannon Cullen: Your test administrators can also monitor student testing status in the MCAS Portal, and there may be additional issues that come up that your test administrators will assist with as needed.

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00:09:14.525 --> 00:09:40.375

Shannon Cullen: and then on the next slide, our last slide in terms of timelines. This is for technology coordinators. This is a high-level overview. We went into much more detail in terms of tasks for technology coordinators during last Friday's training. And if your technology coordinators were not able to attend. Please have them review the slides and the recording, which will be posted to the resource center shortly.

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00:09:41.085 --> 00:09:47.475

Shannon Cullen: So last fall, technology coordinators were expected to verify that student devices met technology requirements.

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00:09:47.575 --> 00:09:50.794

Shannon Cullen: add provided URLs to exempt lists.

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00:09:51.325 --> 00:09:57.575

Shannon Cullen: They should have downloaded and installed the MCAS Student Kiosk to testing devices and conducted site readiness.

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00:09:58.075 --> 00:10:06.395

Shannon Cullen: At this time, they should be completing their review of Appendix A of the Principal's Administration Manual, which is specific to technology staff

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00:10:07.235 --> 00:10:12.504

Shannon Cullen: checking the updated technology guidelines to make sure devices still meet those guidelines.

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00:10:12.715 --> 00:10:18.955

Shannon Cullen: In some cases, they may need to install updated kiosks. This was covered in last week's training

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00:10:19.515 --> 00:10:24.045

Shannon Cullen: and verifying that they have access to the portal and that training site as needed.

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00:10:24.255 --> 00:10:35.044

Shannon Cullen: And then, during testing technology, coordinators should be on hand to troubleshoot as issues arise. And if questions about technology do come up, they should contact the MCAS Service Center

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00:10:36.475 --> 00:10:45.714

Shannon Cullen: and then so on the next slide, we're going to get started on our 1st content topic, which is monitoring student testing. And for this I'm going to pass this over to Abbie.

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00:10:46.635 --> 00:10:48.707

Abbie Currier: Thanks so much, Shannon.

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00:10:49.975 --> 00:11:07.674

Abbie Currier: So, there are a couple of ways of monitoring student testing in the MCAS Portal. So, test coordinators will be able to monitor student testing in the following ways. The 1st is on the test session details page of the test scheduling section.

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00:11:07.905 --> 00:11:16.754

Abbie Currier: Another is by exporting reports from the test scheduling page to get more of a holistic view across classes and across tests.

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00:11:17.115 --> 00:11:29.105

Abbie Currier: And additionally, we offer a new dashboard page which allows you to track how students are doing at your school or your district.

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00:11:30.405 --> 00:11:36.655

Abbie Currier: So just to briefly talk about the exports that are available in the MCAS Portal right now.

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00:11:38.029 --> 00:11:47.682

Abbie Currier: We do provide an export of test status by test. So, this is a CSV file that lists every student and their completion status

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00:11:48.225 --> 00:12:02.765

Abbie Currier: per session of the test for the selected school and test. So, if you need to see how all of your students are doing in grade 3 ELA test you can export by test status.

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00:12:03.065 --> 00:12:23.645

Abbie Currier: If you want to be able to look at the test status across all tests for that administration, you can use that export instead. So that's going to be a very similar CSV file, and it lists every student in their completion status per session for all tests

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00:12:23.645 --> 00:12:40.395

Abbie Currier: in the selected district or school as well as the program and content area. So, if you want to see across all of your ELA tests how the status is progressing, you can get that export instead.

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00:12:41.155 --> 00:13:00.254

Abbie Currier: We do also offer an export of students not scheduled. So, this will be a CSV file that lists every student not scheduled for the selected school and test, and that is only available at the school level, not the district level.

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00:13:02.055 --> 00:13:17.004

Abbie Currier: So, with that, we're going to take a look at the details on the test scheduling page and the exports on the test scheduling page. So, I'm going to get logged into the portal here as a demo DTC.

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00:13:23.055 --> 00:13:26.674

Abbie Currier: And the 1st thing I'm going to do is click on administration

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00:13:27.695 --> 00:13:31.875

Abbie Currier: from here. We're going to select test scheduling in the top menu.

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00:13:33.175 --> 00:13:39.225

Abbie Currier: and then we're going to use these dropdowns to select the school that we want to review

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00:13:39.355 --> 00:13:41.334

Abbie Currier: the content area.

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00:13:42.335 --> 00:13:51.915

Abbie Currier: the program. So, if I'm looking for grades 3 through 8. I would select that program. If I'm looking for high school tests, I would select that program instead

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00:13:52.225 --> 00:13:55.965

Abbie Currier: and then select the test that I want to view.

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00:13:56.125 --> 00:14:11.715

Abbie Currier: So, from here you can see I've already got quite a few classes scheduled for this demo grade. 8 science tests, and I'm going to go ahead and click on view details and student logins here for this science class.

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00:14:13.592 --> 00:14:42.505

Abbie Currier: and from here I can see for every student I can. I can review their username, password and form name like we talked about yesterday. But I can also see the status for each of the sessions in this particular test, so I can see that this 1st demo student has actually finished both sections. That's why I see a date time started and completed, and then a finished status here.

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00:14:42.765 --> 00:14:55.764

Abbie Currier: If the student started the session and has not turned it in, it will show as in progress, and I'll see a date. Time started, but not a date time completed.

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00:14:55.915 --> 00:15:09.965

Abbie Currier: and then any students who have not started a session will show as not started. So those are the 3 statuses that we provide. It's not started in progress and finished.

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00:15:12.325 --> 00:15:41.604

Abbie Currier: So, in addition to being able to view all of the statuses on the individual test session details page, if we go back out here to the list of classes that have been scheduled for this test. Over here I see a link or a dropdown menu for exports, and I can select the export test status, export test status for all tests or export students not scheduled

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00:15:41.605 --> 00:15:49.214

Abbie Currier: so, for this one and this one, it's going to be dependent. On which test I have selected here

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00:15:49.825 --> 00:16:02.435

Abbie Currier: for this export test status. For all tests, it's going to be independent of this test selector. So just as a brief example, I'll go ahead and click export test status.

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00:16:02.565 --> 00:16:21.725

Abbie Currier: It's going to immediately download a CSV file with that information. And then I can see. Essentially, this is the same thing that I was looking at for an individual class session. But this is across classes. So, I can see that these 2 students are in one class.

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00:16:21.845 --> 00:16:24.795

Abbie Currier: These 2 students are in a different class.

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00:16:24.925 --> 00:16:30.064

Abbie Currier: This is a 3rd class, and then I have a whole bunch of students in one class.

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00:16:30.475 --> 00:16:45.485

Abbie Currier: Again, the test statuses offered are not started in progress and finished, and it provides you with the date and time started, as well as the date and time completed.

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00:16:47.555 --> 00:16:53.624

Abbie Currier: and with that we are going to return to the presentation

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00:16:56.065 --> 00:17:13.153

Abbie Currier: and the next couple of slides. Are just sort of recap slides in case you want to refer back to them so that you can remind yourself how to review the statuses on the test session details page, and then how to export the

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00:17:13.655 --> 00:17:16.925

Abbie Currier: results on the test scheduling page as well.

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00:17:19.045 --> 00:17:40.085

Abbie Currier: The next method of monitoring across a testing window is the dashboards that are available in the MCAS Portal. So, this is a new dashboard that's available for test coordinators as well as technology coordinators to monitor overall testing progress through the testing window.

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00:17:40.753 --> 00:17:48.294

Abbie Currier: So, after logging into the portal, instead of going to test scheduling, you will click on dashboard instead.

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00:17:48.835 --> 00:18:04.354

Abbie Currier: This is going to list a series of reports for you that are going to be specific to your district, or if you choose to select an individual school, it'll be the data for that particular school.

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00:18:05.185 --> 00:18:12.755

Abbie Currier: We are releasing a new help guide regarding this, and it'll be available on the MCAS resource center soon.

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00:18:14.175 --> 00:18:27.094

Abbie Currier: And with that we're going to come over here, and I'm going to log out as my demo district, DTC and log in as a different demo DTC. That has

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00:18:27.705 --> 00:18:40.675

Abbie Currier: some data that I can show you in the dashboard. So, I'm just logging into the portal again, clicking administration. And then, instead of clicking on test scheduling, I'm going to come over here to the dashboard

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00:18:41.375 --> 00:18:47.805

Abbie Currier: and in the dashboard I have a series of reports that are available here at the top.

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00:18:48.525 --> 00:19:08.305

Abbie Currier: The 1st is what's called real time metrics. So as soon as the testing window opens, you'll be able to come here and see in real time it's updated every 2 minutes, I believe. How many students are logging in for your organization, either at the district or the school level?

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00:19:08.685 --> 00:19:29.965

Abbie Currier: The other reports are updated hourly. So, this one is updated every 2 minutes. These are all updated hourly. We're going to provide the testing activity by hour again. You'll only have data there. Once the testing window opens the same for testing activity by day.

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00:19:30.295 --> 00:19:52.814

Abbie Currier: We do provide a test summary. And I can show you this because we do have some tests that are scheduled. So, you can see this is getting ready for the March retest administration, so I can see the number of tests scheduled for March retest ELA and the number of tests scheduled for March retest math.

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00:19:52.845 --> 00:20:01.365

Abbie Currier: Now, when the testing window opens tomorrow, I'll start to see the number of tests completed, increase as well.

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00:20:02.095 --> 00:20:12.015

Abbie Currier: And again, you can select either at the district level or at the school level. When you're at a district level role.

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00:20:12.625 --> 00:20:33.005

Abbie Currier: We also provide field stats. And this has very limited data right now, because we're not in the middle of a testing window. So right now, all you can see is some overarching site readiness information, but once the testing window opens and students begin logging in to take their tests.

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00:20:33.005 --> 00:20:57.995

Abbie Currier: we will show a pie chart as well as a tabular view of all of the operating systems that are being used for testing in that test window. So, this is really great information to review and make sure that all of the test-taking devices have a supported version. In February, for example, we saw that students were actually

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00:20:57.995 --> 00:21:14.995

Abbie Currier: using like Chrome OS version 101 instead of a minimum of 126. And things like that. We even saw students who were testing on 133 beta for chrome. So, it's got a lot of really great information here in the field stats.

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00:21:15.625 --> 00:21:28.544

Abbie Currier: We also provide a report of portal activity. So, these are folks that are logging into the MCAS Portal and doing any sort of work regarding the open testing window.

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00:21:28.545 --> 00:21:52.995

Abbie Currier: So, you can see that for this cyber city district login. We had some folks who logged in on March 3rd as well as March 5th to do work for this particular testing window. Of course, for a real organization you would probably see these as much higher, especially as we get into the spring administrations.

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00:21:54.265 --> 00:22:00.375

Abbie Currier: So with that I will return to the presentation here.

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00:22:02.025 --> 00:22:20.285

Abbie Currier: This gives you an overview of the dashboard reports that we just went over again. The report that provides real time metrics is the real time metrics report, and that is updated every 2 minutes. All of the other reports are updated hourly.

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00:22:20.660 --> 00:22:35.295

Abbie Currier: And I encourage you to take a look at those during an active testing window. The testing activity by hour provides you with the test started by hour, the test completed by hour, and the number of tests

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00:22:35.305 --> 00:22:43.975

Abbie Currier: paused by hour, and that is, by school as well as program, and the date selected.

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00:22:44.495 --> 00:23:12.794

Abbie Currier: The testing activity by day provides an overview of the number of tests started and completed by day in the testing window. Like, we talked about the test summary displays, the number of tests scheduled versus completed. It also is going to provide you with a percentage of tests completed. So, you should start to see that the percentage of tests completed rise as the testing window progresses.

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00:23:13.871 --> 00:23:21.405

Abbie Currier: The field stats and portal activity we've already gone over. So, I'll let you review this table at another time.

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00:23:26.305 --> 00:23:46.035

Abbie Currier: and we also provide a couple of resources regarding the additional tasks on the test scheduling page. Both adding report codes, reactivating tests, looking at the exports, etc. So, I encourage you to take a look at that when you have a few moments.

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00:23:47.445 --> 00:23:50.685

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

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00:23:51.605 --> 00:24:11.305

Shannon Cullen: Thanks, Abbie. And so, as we start our 1st Q&A break, I just want to 1st say thank you to everybody for your great questions. We have some really good questions coming in about the demonstrations that we just saw. We are working to answer the questions as fast as we can, but, as you may see, there are a lot more of you than there are of us.

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00:24:11.598 --> 00:24:30.954

Shannon Cullen: So, for each of these Q&A breaks, we'll pause and answer a couple of questions, but we also have a lot of material that we want to get through. So just trying to balance the time that we have with the questions that are coming in. I do have a few here, though, that I'm hoping, Abbie, you might be able to help with

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00:24:31.326 --> 00:24:46.935

Shannon Cullen: I don't believe we're able to see the real time metrics today, because there's not a live test going on. But I've seen several questions asking for a clearer description of what they will see in the real time. Metrics, tab.

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00:24:48.355 --> 00:25:12.844

Abbie Currier: So, it's going to display a line graph of the number of students actively testing by hour for the program whether it's 3 through 8 or high school and the organization selected. So, it'll be a line graph of students. And as students are logging in, you'll see that line climb, and as students are completing testing. It'll go back down.

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00:25:14.295 --> 00:25:23.424

Shannon Cullen: Thank you. I've also seen some questions about who has access to the dashboard. Can you remind us what user roles are able to access that information.

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00:25:23.425 --> 00:25:29.765

Abbie Currier: Yes, it's the test coordinators at the district and school level as well as the technology coordinators.

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00:25:30.545 --> 00:25:39.174

Shannon Cullen: Great. Thank you. So, test administrators or folks with a test administrator role in the portal do not have access to the dashboards. Thank you for clarifying.

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00:25:40.615 --> 00:25:52.824

Shannon Cullen: I had one question come in about the portal statistics tab asking if that gives a list of users that have never logged in? Or is it just like tables and numbers.

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00:25:53.415 --> 00:26:11.024

Abbie Currier: No, it'll just be the number of portal users who are active. And you can see those summary numbers in either a bar graph or a table view. But it's not going to give you a list of like who has not logged into the portal yet.

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00:26:12.895 --> 00:26:13.765

Shannon Cullen: Thank you.

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00:26:14.383 --> 00:26:24.245

Shannon Cullen: I'm going to call out a couple more. I see a question asking if these status reports can be downloaded as CSV files.

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00:26:24.575 --> 00:26:25.535

Abbie Currier: Yes.

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00:26:27.425 --> 00:26:28.765

Shannon Cullen: From the Dashboard page?

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00:26:29.555 --> 00:26:32.608

Abbie Currier: Yes, if you click to view a

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00:26:33.285 --> 00:26:37.807

Abbie Currier: a table view of those graphs, you can download it as a CSV file

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00:26:38.365 --> 00:26:42.205

Abbie Currier: or a PDF or an Excel file. Anything like that.

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00:26:43.375 --> 00:26:44.245

Shannon Cullen: Thank you.

127

00:26:44.385 --> 00:26:56.075

Shannon Cullen: And then I saw a question going back to monitoring classes. I think on the test scheduling page, asking if they're able to monitor multiple classes at once.

128

00:26:56.425 --> 00:26:57.055

Shannon Cullen: There.

129

00:26:57.055 --> 00:27:09.125

Abbie Currier: Not on the view details Page. But if you do an export of the test status, it's going to provide that test status for that test, but across classes.

130

00:27:10.325 --> 00:27:14.634

Abbie Currier: So, the CSV file is going to provide you with that information.

131

00:27:15.295 --> 00:27:16.975

Shannon Cullen: Okay, great, thank you.

132

00:27:17.615 --> 00:27:25.334

Shannon Cullen: I know we have a lot of other questions coming in. But for now, let's keep going, and we'll come back to some additional questions in just a few minutes.

133

00:27:25.685 --> 00:27:30.185

Shannon Cullen: So, the next section is on resolving incorrect accommodations.

134

00:27:30.265 --> 00:27:42.025

Shannon Cullen: and on the next slide, so you'll have seen during yesterday's presentation that tasks for test coordinators and test administrators include verifying accommodations

135

00:27:42.025 --> 00:28:06.634

Shannon Cullen: prior to testing, and we really try to drive this point home, because if accommodations are incorrect. After a student has started testing in certain cases it can cause a fairly significant amount of additional work for schools, some additional stress for students because they may need to restart a test. And so really, really want to make sure that you are verifying accommodations prior to testing.

136

00:28:07.075 --> 00:28:17.394

Shannon Cullen: But you may find yourself in a situation where a student begins a test, either with an accommodation that they should not have, or without an accommodation that they should have.

137

00:28:17.745 --> 00:28:47.674

Shannon Cullen: If a test administrator or test coordinator finds that an accommodation was assigned incorrectly, there are different instructions based on a couple of things, one which accommodation it is. So we have a group of accommodations called form-dependent accommodations. They're listed out here. They include Human Read Aloud, Human Signer, ASL, Spanish/English Screen Reader and Compatible Assistive Technology. So, the course of action will depend which accommodation it is.

138

00:28:47.675 --> 00:28:56.514

Shannon Cullen: and whether the student has already signed into the test, and I'll pass this over to Abbie to walk through the different sets of instructions.

139

00:28:57.205 --> 00:28:59.085

Abbie Currier: Thanks, Shannon.

140

00:29:00.115 --> 00:29:12.084

Abbie Currier: Okay, so what we have here is a breakdown of what the scenario is, what the resolution should be. If the student has not logged into the test yet.

141

00:29:12.135 --> 00:29:35.265

Abbie Currier: and what the resolution should be if the student has logged in to the test. So, we'll start with the most difficult first, so if the student is assigned an accommodation they should not have, or a student is missing, an accommodation they should have, and the accommodation is form-dependent like Shannon, was just talking about.

142

00:29:35.345 --> 00:30:00.965

Abbie Currier: If the student has not logged into the test yet, so maybe the testing window hasn't started, or that student has not been present yet, and they have not logged into the test. You'll just edit the student’s incorrect accommodations. You'll return to the test session details page, and you'll see that there's a new button that says, add or update students,

143

00:30:01.195 --> 00:30:29.555

Abbie Currier: and it's a big green button. You kind of can't really miss it. If you've already printed that student’s login because you've changed their form. Dependent accommodation. The form assignment needs to be updated, and when that new form is assigned to them, they'll receive a new login. So, if you've already printed, you'll need to print that new login if you haven't printed yet. Don't worry about it. They're just going to get assigned that new login.

144

00:30:30.745 --> 00:30:34.685

Abbie Currier: If the student has logged into the test.

145

00:30:35.205 --> 00:30:43.335

Abbie Currier: you'll need to have the student log out of the test completely. You'll need to edit the student’s incorrect accommodation

146

00:30:43.495 --> 00:30:54.955

Abbie Currier: in the original test session that they're in with their original class. You'll need to add a void report code for that test session that the student has already logged into.

147

00:30:55.355 --> 00:31:02.144

Abbie Currier: Then you'll add the student to a new class and schedule that new class to take the test

148

00:31:02.335 --> 00:31:04.525

Abbie Currier: and print the students login.

149

00:31:04.715 --> 00:31:16.064

Abbie Currier: So if you don't catch the form-dependent accommodations before the student has logged into the test, there's a lot of steps that have to be taken in order to resolve that.

150

00:31:16.245 --> 00:31:24.794

Abbie Currier: So it's much easier to double check your form-dependent accommodations ahead of time before the students have started logging in.

151

00:31:25.585 --> 00:31:52.894

Abbie Currier: Now, if the student is assigned an accommodation that they should not have or they're missing an accommodation they should have. And the accommodation is not form-dependent. So basically, if it's anything other than Human Read Aloud, Human Signer, ASL, Spanish/English Screen Reader, etc. Maybe they have extra time. Maybe they use a special mouse pointer. Something like that.

152

00:31:52.965 --> 00:31:57.855

Abbie Currier: All you'll need to do is edit the student’s incorrect accommodations.

153

00:31:58.145 --> 00:32:15.425

Abbie Currier: and you can choose to reprint the student’s login. If you want an updated summary sheet with the correct accommodations for that student. But that is optional. The student can use that exact same login and log into the test.

154

00:32:17.155 --> 00:32:28.875

Abbie Currier: If the student has already logged into the test, you'll need to make sure that the student logs out of the test completely. So they get all the way back to the student sign in page.

155

00:32:30.016 --> 00:32:39.295

Abbie Currier: You'll need to edit the student’s incorrect accommodations, and then all the student needs to do is log back into the test and resume testing.

156

00:32:39.485 --> 00:33:00.014

Abbie Currier: So this is what the process would be. If, for example, you have a student who needed text-to-speech, and they didn't have that accommodation. You would just have the student log out of the test. Add the Text-to-speech accommodation for the student, and have the student log back into the test to resume testing.

157

00:33:02.445 --> 00:33:25.665

Abbie Currier: So that was a lot of information. And we're going to do a demonstration of specifically resolving incorrect form-dependent accommodations, because that's a little bit wielder both before the student logs in and after a student logs. In. So first, I’m going to return here to the

158

00:33:25.805 --> 00:33:32.334

Abbie Currier: portal. And I'm going to log out as this user and log back in as my demo. DTC

159

00:33:38.365 --> 00:33:40.624

Abbie Currier: we're going to click administration.

160

00:33:41.794 --> 00:33:47.715

Abbie Currier: And the 1st thing I want to show you is in test scheduling where you can see

161

00:33:48.304 --> 00:33:52.694

Abbie Currier: that form name so that you know what you're looking for.

162

00:33:54.885 --> 00:33:56.744

Abbie Currier: As far as

163

00:33:57.735 --> 00:34:07.405

Abbie Currier: looking at, making sure that the form name matches the accommodation for the student. So, for example, if I come in here to this class.

164

00:34:07.805 --> 00:34:31.824

Abbie Currier: I can, if I see that the form name is incorrect. Maybe they have a Human Signer form, and they're not supposed to have a Human Signer form, or maybe they should have a Human Signer form. And I don't see that it says Human Signer in this form name. That's okay. If the student has not logged in yet. All I need to do is click on Students.

165

00:34:32.855 --> 00:34:36.675

Abbie Currier: I can locate the student that I need to edit.

166

00:34:39.665 --> 00:34:56.975

Abbie Currier: I'll come to their accommodations tab. And then for that particular test, I was looking at science. So, they need their science accommodation. Maybe I remove Human Signer, or maybe I need to add Human Signer, for example.

167

00:34:57.825 --> 00:35:03.875

Abbie Currier: and then click, save, and then I can return to test scheduling.

168

00:35:04.265 --> 00:35:09.734

Abbie Currier: And I'm going to see a new button, and for this. I'm going to come in here

169

00:35:09.925 --> 00:35:17.495

Abbie Currier: when I go to the view details and student logins button here, I'm going to see this.

170

00:35:18.355 --> 00:35:46.684

Abbie Currier: and it says, add or update students. And this means that there is a student with a new or different form, dependent accommodation that requires me to click this button, and once I click this button, the form name is going to be changed so that it matches the students form-dependent accommodation whether I'm adding a new accommodation, or I'm removing an accommodation.

171

00:35:46.845 --> 00:35:48.794

Abbie Currier: So let me click that button.

172

00:35:49.255 --> 00:36:17.425

Abbie Currier: It'll say successfully added or updated one student. And now I can see that I actually have my student and my test administrator Login now, and they both say human, read aloud, which is great. That's what we want. So that's the process to follow. If there's a form-dependent accommodation that needs to be changed for a student after they've been scheduled for the test. But before the student logs in

173

00:36:17.775 --> 00:36:21.135

Abbie Currier: now, what happens if the student is already logged in?

174

00:36:22.735 --> 00:36:35.505

Abbie Currier: At that point, you would need to have the student log out of the test and you would again go to students. Locate the student you need to edit. You would edit that particular student.

175

00:36:35.795 --> 00:36:40.024

Abbie Currier: Go to accommodations, make sure you're selecting the correct test.

176

00:36:40.195 --> 00:36:52.724

Abbie Currier: So again, if this is for science, and you need to remove an accommodation, or you need to add a new accommodation. Either way, you're going to be editing that and click save.

177

00:36:53.255 --> 00:37:05.995

Abbie Currier: And now, because the students are already logged in the form assignment can't be changed in that original class. So you'll go back to test scheduling and look in their original class.

178

00:37:07.255 --> 00:37:22.305

Abbie Currier: and you can click on view details and student logins, and you'll need to void the one that the student has already logged into and realize that there is an incorrect form assignment.

179

00:37:22.505 --> 00:37:31.585

Abbie Currier: So you can either do it at the test level or the session level and indicate void wrong accommodation and click save.

180

00:37:32.035 --> 00:37:34.094

Abbie Currier: you'll get a success message

181

00:37:34.325 --> 00:37:46.325

Abbie Currier: and we'll close. Now that student login is no longer going to work for that student, right? Because it's still assigned to that incorrect accommodation. So, you would need to come to classes.

182

00:37:46.825 --> 00:37:49.575

Abbie Currier: You would need to create a new class

183

00:37:50.665 --> 00:37:57.034

Abbie Currier: and locate the student. You're going to have to unselect show only students not assigned to a class

184

00:37:57.795 --> 00:38:00.244

Abbie Currier: so that you can locate that student.

185

00:38:01.065 --> 00:38:15.614

Abbie Currier: Look to add to the class, and you can name the class. Whatever you want. I would still stick with a similar naming convention. But maybe this is new accommodations, or something along those lines for

186

00:38:15.825 --> 00:38:23.245

Abbie Currier: SCI08, Demo teacher, room 302

187

00:38:24.975 --> 00:38:33.144

Abbie Currier: for my school, and then you would select the appropriate grade oops. I just lost my student

188

00:38:33.915 --> 00:38:38.505

Abbie Currier: and click save. And now that student is going to appear in a new class.

189

00:38:39.305 --> 00:38:50.025

Abbie Currier: Then I schedule this new class to take the test just like I did before. So, I would select the test that the student needs to take

190

00:38:50.165 --> 00:38:52.575

Abbie Currier: click schedule.

191

00:38:53.005 --> 00:38:58.265

Abbie Currier: And now I've got my new class here for the new accommodation.

192

00:38:59.275 --> 00:39:04.855

Abbie Currier: Just click schedule. I now see my class here in the list

193

00:39:05.075 --> 00:39:30.635

Abbie Currier: view details and student logins print out the login for that student, provide that login to the student, and they can log into the new test and continue testing. So, a lot more steps if it's a form-dependent accommodation. And the student has already logged into that test. That's why it's so important to verify the accommodations ahead of time.

194

00:39:30.635 --> 00:39:36.895

Abbie Currier: so that you don't have to go through this while the student is waiting to begin testing.

195

00:39:38.345 --> 00:39:42.395

Abbie Currier: So, with that, we're going to go back to our presentation here.

196

00:39:45.287 --> 00:39:57.104

Abbie Currier: Again. We just have a couple of slides to walk through all of the steps necessary for resolving incorrect form-dependent accommodations, both before a student logs in

197

00:39:58.425 --> 00:40:02.094

Abbie Currier: as well as after a student logs in.

198

00:40:04.385 --> 00:40:09.004

Abbie Currier: and then we also have steps on

199

00:40:11.035 --> 00:40:13.435

Abbie Currier: a few other options as well.

200

00:40:14.485 --> 00:40:19.464

Abbie Currier: and with this I will turn it back over to Shannon for questions and answers.

201

00:40:20.045 --> 00:40:23.914

Shannon Cullen: Thanks so much, Abbie. So, we'll pause here and take a couple of questions.

202

00:40:23.985 --> 00:40:31.214

Shannon Cullen: I saw several questions come in, asking about form-dependent accommodations, and what that means.

203

00:40:31.275 --> 00:40:52.865

Shannon Cullen: There is a list of what we call form-dependent accommodations. I believe there's 6 of them, and they were on slides. I think it was 26 and 27. So it's Human Read Aloud, Human Signer, ASL, Spanish/English Screen Reader, and Compatible Assistive Technology. Those are what we call form-dependent accommodations.

204

00:40:53.397 --> 00:41:01.384

Shannon Cullen: And they require the additional steps that Abbie just described when they are assigned incorrectly.

205

00:41:02.499 --> 00:41:23.935

Shannon Cullen: I see another question here, asking if you need to void the test and assign the student to a new test? Excuse me to a new class? Can the class be the same one they were originally assigned to? Or do they need to be assigned to a brand-new class? So, this would be in the case of what you just demonstrated, Abbie.

206

00:41:26.355 --> 00:41:29.505

Shannon Cullen: So is it a new class that they need to be assigned to.

207

00:41:30.685 --> 00:41:33.795

Abbie Currier: So, if the student has already logged in,

208

00:41:34.035 --> 00:41:59.505

Abbie Currier: in that class and test and scheduled test, yes, the student will need to be put into a new class and scheduled to take the test again, because if the students already logged into the test that form assignment is locked in, there's no way to edit that. So, they need to be put into a new class and scheduled to take the test so that a new form can be assigned to them based on their updated accommodation.

209

00:42:00.735 --> 00:42:01.685

Shannon Cullen: Thank you.

210

00:42:01.785 --> 00:42:10.664

Shannon Cullen: And just one more question, for right now I see one asking non form-dependent accommodations do not get updated on the MCAS Portal. Is that correct?

211

00:42:10.735 --> 00:42:34.565

Shannon Cullen: And so, there are other accommodations that need to get updated in the MCAS Portal, for example, text-to-speech is no longer form-dependent, but that that is something that needs to be selected in student registration or on the student’s page in order for the student to receive that accommodation. So again, the form-dependent accommodations are just that small group of about 6 accommodations

212

00:42:34.565 --> 00:42:46.214

Shannon Cullen: that require extra steps to update if a student has already logged in. But there are many more. All of the ones on student registration need to be selected prior to testing.

213

00:42:47.195 --> 00:43:04.764

Shannon Cullen: And I think with that we will need to keep going to our next topic, which is, I believe, makeup testing procedures. So, you may come across an instance where a student or students are absent for one or more test sessions and need to get makeup testing. Organize

214

00:43:04.915 --> 00:43:16.325

Shannon Cullen: students who are absent on the day of testing and those students should be scheduled to make up the session. All makeup testing must be completed within the windows that are listed on the statewide testing schedule.

215

00:43:17.215 --> 00:43:34.025

Shannon Cullen: If students have started testing, so let's say, a case of student is present for session one but absent for session 2. If students have started testing schools must leave students in their original classes.

216

00:43:34.055 --> 00:43:51.964

Shannon Cullen: So, in previous years. If a student was absent for one test session or half a test session, they were able to be moved to a different PAN session. That is not the case anymore. If a student has started testing, they need to remain in their original class.

217

00:43:52.445 --> 00:44:13.225

Shannon Cullen: If a student has not started testing. So, let's say you have a student who is absent for both session one and session 2, and they return to school a couple of days later within the window and need to do makeups. In that case, and only in that case the school can choose to move the student to a specific makeup class.

218

00:44:13.225 --> 00:44:26.855

Shannon Cullen: Which is still not a requirement. That's an option. If the student has not started testing, if you choose, you can move that student into a makeup specific class. They can also be kept in their original class.

219

00:44:26.935 --> 00:44:31.444

Shannon Cullen: and I will pass it over to Abbie to keep talking about this.

220

00:44:33.885 --> 00:44:35.065

Abbie Currier: Thanks, Shannon.

221

00:44:36.075 --> 00:45:00.495

Abbie Currier: So, as Shannon was mentioning, the students should only be moved between classes if they will be testing in a different group than the one originally assigned to them, and they have not started testing. So, if we're talking about spring and spring doesn't start for a couple of weeks, and you need to move students from one class to another. That's totally fine.

222

00:45:01.315 --> 00:45:25.744

Abbie Currier: If the student has started testing, do not move them to a new class, even if they need to resume testing in a different location or with a different group of students. If a student start testing with a particular student login, they need to finish testing with that login. Unless you have the case of a form-dependent accommodation that needs to be updated.

223

00:45:26.615 --> 00:45:42.184

Abbie Currier: When students are moved to a new class. They will need a new student login. So, if you move them from one class to another, it's going to be a different login for that test.

224

00:45:43.225 --> 00:46:01.894

Abbie Currier: Only principals and test coordinators and technology coordinators are able to move students between classes. Test administrators do not have that capability in the MCAS Portal. So, it's just the STCs and DTCs. Essentially.

225

00:46:02.515 --> 00:46:04.944

Abbie Currier: along with the technology coordinators.

226

00:46:07.585 --> 00:46:14.517

Abbie Currier: And with that we will get into a demonstration of what this looks like in the portal.

227

00:46:16.345 --> 00:46:23.365

Abbie Currier: So, I'm just going to start from the home screen. So, I've already logged into the portal and clicked on administration.

228

00:46:23.715 --> 00:46:30.825

Abbie Currier: And if the students have not started testing yet, I can come to classes.

229

00:46:31.585 --> 00:46:35.575

Abbie Currier: and I can select to edit a class

230

00:46:35.975 --> 00:46:42.934

Abbie Currier: to remove students. I can either select individual students, or I can select multiple students

231

00:46:43.095 --> 00:46:46.435

Abbie Currier: and remove them from the class here.

232

00:46:46.935 --> 00:46:57.915

Abbie Currier: If I uncheck this, I can see that all of my students have been moved back over here to this left-hand side. That means that they are no longer in this class.

233

00:46:58.775 --> 00:47:01.894

Abbie Currier: So we would just save that particular class.

234

00:47:03.455 --> 00:47:06.845

Abbie Currier: And now I can put them into

235

00:47:07.235 --> 00:47:17.165

Abbie Currier: this class and find another class that I want to move them to select them either individually, or I just clicked and dragged my mouse down.

236

00:47:17.365 --> 00:47:20.725

Abbie Currier: Click! Add and save.

237

00:47:22.205 --> 00:47:38.935

Abbie Currier: Now, of course, if I've already scheduled these classes to take the tests, I'll get that green button that says, add or update students, and that will allow me to get the student logins in their new class instead of in their old or original class.

238

00:47:40.745 --> 00:47:46.695

Abbie Currier: If a student has already. If the students have already started testing.

239

00:47:47.395 --> 00:47:56.745

Abbie Currier: All you're going to do is add the student to the to the new class. You do not want to remove them from their original class.

240

00:47:56.895 --> 00:48:18.394

Abbie Currier: the reason being that they will no longer appear in that test. Session details page under that original class, and you need them to because you need to add a void or other not tested report code. So, if testing has begun, all you're doing is adding them to

241

00:48:18.505 --> 00:48:19.455

Abbie Currier: a class.

242

00:48:19.765 --> 00:48:22.665

Abbie Currier: You're not removing them from anything.

243

00:48:23.025 --> 00:48:27.254

Abbie Currier: You would just select them. Click, add, and save.

244

00:48:27.935 --> 00:48:28.905

Abbie Currier: Now

245

00:48:30.605 --> 00:48:41.634

Abbie Currier: it's really important. I know we've said this about 5 times now, but it is really important that you do not remove them from their original class. If they've already started testing.

246

00:48:41.635 --> 00:49:06.025

Abbie Currier: It can cause a lot of confusion. We have ways of adding, you know. You can just add them back to the original class if you need to pull that session detail up again. But it's just best. If they've already started testing. If the testing window is open, just simply add them to a new class and don't remove them from the original class. It's really important

247

00:49:06.225 --> 00:49:09.084

Abbie Currier: to hit on that multiple times.

248

00:49:11.123 --> 00:49:16.175

Abbie Currier: So, with that, we're going to go back over here to the presentation

249

00:49:17.395 --> 00:49:23.544

Abbie Currier: again, before testing. Only you can remove the student from the original class

250

00:49:25.645 --> 00:49:29.635

Abbie Currier: and add them into an existing class.

251

00:49:30.105 --> 00:49:38.125

Abbie Currier: But after the students have started testing, make sure you're only adding them to an existing class.

252

00:49:40.055 --> 00:49:46.055

Abbie Currier: Now there are a few additional tasks during testing that we wanted to go over with you.

253

00:49:47.635 --> 00:49:58.095

Abbie Currier: The 1st is that school and district test coordinators may need to complete a couple of additional things. One is accessing the proctor password.

254

00:49:58.395 --> 00:50:18.665

Abbie Currier: and we'll talk about how to do that in a moment. You can also change the proctor password if you need to. But the proctor password will update nightly. So, this is not required. It's just if you feel like there is a test security reason for it. You have the option of changing the proctor password.

255

00:50:18.985 --> 00:50:22.205

Abbie Currier: You may also need to unlock

256

00:50:22.395 --> 00:50:34.074

Abbie Currier: locked test questions. So, in a couple of different instances, any questions that a student has answered will become locked, and we'll talk about what those instances are in just a moment.

257

00:50:34.335 --> 00:50:41.175

Abbie Currier: and then for grades 5 and 8 Science and grade 8 Civics. There are additional

258

00:50:41.775 --> 00:50:49.235

Abbie Currier: sections within a session that you may need to unlock. And we'll talk about the details of that in a moment.

259

00:50:50.745 --> 00:51:06.465

Abbie Currier: District test coordinators also have an option to reactivate student tests during testing, which is where a student has turned in a session of the test and realizes that they weren't really finished. They need to get back into it.

260

00:51:07.805 --> 00:51:29.574

Abbie Currier: So, the 1st thing we're going to cover is the proctor password. So, the proctor password is an extra security measure that is required in the following situation. So, if a student is idle in the test for more than 60 minutes, and by idle we mean that they don't interact in any way with the kiosk

261

00:51:30.177 --> 00:51:48.675

Abbie Currier: this includes the use of an accommodation or tool navigating through the test, interacting with the on-screen widgets. If they're just sitting there, maybe they're reading or they're not wanting to answer the question. They will be logged out of the test due to inactivity.

262

00:51:48.675 --> 00:52:02.764

Abbie Currier: and they will need not just their username and password to get logged in and the session access code. But what's called the proctor password as well, and this is to make sure that the student is still in a proctored environment when they resume testing.

263

00:52:03.975 --> 00:52:15.844

Abbie Currier: If a student pauses or exits the test and attempts to log back in after more than 60 minutes have passed, the student will again log in with their username and password.

264

00:52:16.175 --> 00:52:28.235

Abbie Currier: click the session name and enter the session access code, and then the proctor will need to enter in the proctor password again, it's to make sure that the student is still in a proctored environment when they begin testing again.

265

00:52:29.565 --> 00:52:47.914

Abbie Currier: If there's a technical issue, and the MCAS Student Kiosk experiences what's called an abrupt closure. So maybe there was a loss of power, or if the device was powered off during testing the device is going to require proctor password to get the student back. In.

266

00:52:48.685 --> 00:53:10.955

Abbie Currier: Additionally, if you have any students who use the accommodation compatible assistive technology. So maybe they need a screen reader to be running in the background while taking the test or another 3rd party assistive technology tool. And they have the accommodation compatible assistive technology

267

00:53:10.955 --> 00:53:24.115

Abbie Currier: on the options page that lists their accommodation. There's going to be a field for the proctor password, and this is to ensure that those students are in a proctored environment when they're using compatible assistive technology.

268

00:53:25.425 --> 00:53:36.874

Abbie Currier: The proctor password is available in the portal to test coordinators and administrators, and in just a little bit we're going to show you where that is exactly

269

00:53:37.591 --> 00:53:47.204

Abbie Currier: but we did want to briefly talk about updating the proctor password the proctor password is set for the entire school.

270

00:53:47.475 --> 00:54:12.654

Abbie Currier: It is automatically reset nightly by our system, so that you don't necessarily need to change the proctor password if you don't want to. So, if you have a test administrator in the morning who needs a proctor password and then another test administrator a little bit later needs a proctor password. You can use the same proctor password for that whole day.

271

00:54:14.085 --> 00:54:31.095

Abbie Currier: If there are individuals or a small group of students that need the proctor password entered. You must have the test administrator. Type it in for each student. That's why it's called the proctor password because it's a password for the proctor to enter.

272

00:54:31.245 --> 00:54:54.294

Abbie Currier: If, however, you have a larger group like a whole class that needs to enter the proctor password, maybe there was some sort of interruption in testing. And so everybody needs that proctor password. Then it's okay to either read it aloud to the entire class or write it up on the board, so that all the students can get back into the test and begin testing

273

00:54:55.925 --> 00:55:16.455

Abbie Currier: If the proctor password is given to a large group of students. We do recommend that it is changed in the portal by the principal or test coordinator. Just because we don't want students to be able to remember that proctor password and log into the test later on in an unproctored environment.

274

00:55:19.055 --> 00:55:27.194

Abbie Currier: And with that we're going to do a demonstration of where you can find the proctor password and how to change it.

275

00:55:27.515 --> 00:55:29.715

Abbie Currier: So, we'll come back over here.

276

00:55:30.105 --> 00:55:35.145

Abbie Currier: and I'm actually going to start from administration

277

00:55:36.195 --> 00:55:39.124

Abbie Currier: and right here on the home page

278

00:55:39.505 --> 00:55:56.684

Abbie Currier: you will see the proctor password, and then there's a dropdown by school, because again, the proctor password is valid for the entire school. It's not for a specific class or a specific test or a specific student. It's for anyone testing in that school.

279

00:55:57.145 --> 00:56:07.024

Abbie Currier: So, if you're a DTC. Make sure that you're utilizing this and selecting the correct school, and then the proctor password is provided right here.

280

00:56:07.405 --> 00:56:13.174

Abbie Currier: If you need to change it. There is a change button here on the right-hand side.

281

00:56:13.365 --> 00:56:40.604

Abbie Currier: and if you click the info icon here, it will provide you with the data definitions for the new password, and what the requirements are. So, the new Proctor password should contain at least one letter and one number, and should be between 8 and 25 characters, and you don't want to use something that's overly simplistic, like password one or something like that.

282

00:56:41.107 --> 00:56:44.635

Abbie Currier: This should not be something that people can easily memorize.

283

00:56:47.485 --> 00:56:50.514

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

284

00:56:54.175 --> 00:57:02.514

Abbie Currier: So again, just to recap what we went over. We do provide, step by step, instructions to view and change the proctor password. Here

285

00:57:02.635 --> 00:57:20.604

Abbie Currier: again, just note that the proctor passwords do automatically update every night. So, unless you've given it to a large group of students, you and it's not the end of the day. You don't need to be changing the proctor password or anything like that.

286

00:57:21.755 --> 00:57:35.495

Abbie Currier: Now, the next task we want to talk about is unlocking student test questions. So in certain circumstances, essentially, if a proctor password is utilized, a student

287

00:57:35.865 --> 00:57:58.415

Abbie Currier: may need to re-enter the same test in the MCAS Student Kiosk, and those questions that the student had previously answered will be automatically locked when the student signs back in. And that's just to prevent a student from, you know, going and looking up the answer or something, and returning to an item that they've already answered.

288

00:57:58.835 --> 00:58:10.545

Abbie Currier: the student will not be able to return to those answered questions unless they're unlocked by a school or district test coordinator, and we'll show you how to do that in just a second

289

00:58:13.513 --> 00:58:23.475

Abbie Currier: so we have a number of circumstances in which test questions will lock so essentially, if a student pauses a test

290

00:58:23.795 --> 00:58:33.495

Abbie Currier: for more than 60 minutes they will have all their previously answered questions automatically locked.

291

00:58:33.735 --> 00:58:38.444

Abbie Currier: If the student exits a test and more than 60 minutes passes

292

00:58:38.805 --> 00:58:44.024

Abbie Currier: The test questions that the student has already answered will be locked.

293

00:58:44.786 --> 00:58:52.215

Abbie Currier: Same if they are logged out due to inactivity for more than 60 minutes those questions will be locked.

294

00:58:52.855 --> 00:59:03.035

Abbie Currier: and the same, if there is an abrupt closure, such as loss of power, or the device is turned off while testing those previously answered questions will be locked

295

00:59:04.155 --> 00:59:15.964

Abbie Currier: if all the student did was, look at the item, they did not answer it. That will not be locked. It's only if the student fully answered the question that that question is going to be locked for them.

296

00:59:19.255 --> 00:59:25.284

Abbie Currier: The next task we want to talk about is how to reactivate a student test session.

297

00:59:25.455 --> 00:59:41.604

Abbie Currier: So, if a student accidentally submits their test and they're not really ready to turn it in the district test coordinators do have the capability to reactivate that test session to allow the student to log back in and resume testing

298

00:59:43.055 --> 01:00:01.105

Abbie Currier: only the DTC role, have access to this in the portal. So, any school principals or school test coordinators should contact their district test coordinator to reactivate a test. And we're going to show you what those steps are in just a minute.

299

01:00:03.345 --> 01:00:33.205

Abbie Currier: We also have a new task called section unlocking. And this is specifically for grade 5, science and grade 8 Civics and Science. So, within these 3 tests. Grade 5 Science grade 8 Civics and grade 8 Science. There are 2 sessions, session 1 and session 2 for Science, and the sessions are called State Level Performance task and end of course, task

300

01:00:33.545 --> 01:00:35.024

Abbie Currier: for Civics.

301

01:00:35.655 --> 01:00:48.424

Abbie Currier: And then within each of those sessions there are 2 sections. I know it's a little bit confusing. Once a student has completed the 1st section.

302

01:00:48.425 --> 01:01:10.655

Abbie Currier: they will not be able to return to it. So, as a student is progressing through the test, they will reach the end of the section, and they will see a screen that says, Are you finished answering questions in this section? You won't be able to revisit these questions. If the student clicks? No, I'm not finished, they can return to any of the questions in this section.

303

01:01:10.945 --> 01:01:16.154

Abbie Currier: If they select. Yes, I'm finished, they will move on to the next.

304

01:01:16.445 --> 01:01:19.575

Abbie Currier: They will move on to the next section

305

01:01:19.735 --> 01:01:26.095

Abbie Currier: and continue testing, but they won't be able to return to the questions in that 1st section.

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01:01:26.805 --> 01:01:42.775

Abbie Currier: So, if a student accidentally continues past that section and they need to return to it because they didn't actually finish it, the test coordinator or the test administrator may unlock a student's section.

307

01:01:43.505 --> 01:01:52.004

Abbie Currier: So, I know that's a little bit confusing. But we're going to show you how to do each of these tasks in the portal with our next

308

01:01:52.145 --> 01:02:08.844

Abbie Currier: slide. So, we're going to go over how to unlock locked questions. We're going to go over how to reactivate a test session. And we're going to talk about how to unlock a test section for grades 5 and 8 Science and grade 8 Civics.

309

01:02:11.415 --> 01:02:18.485

Abbie Currier: Okay, so everything that we just talked about. Those 3 tasks are going to be done here in test scheduling.

310

01:02:19.285 --> 01:02:28.805

Abbie Currier: and you'll locate the students’ details for that session select science here.

311

01:02:30.815 --> 01:02:38.435

Abbie Currier: and I'm going to look at my last class here so I can see

312

01:02:39.505 --> 01:02:43.185

Abbie Currier: that I've got quite a few.

313

01:02:43.885 --> 01:02:53.898

Abbie Currier: I have a student here that has already finished both sessions. If I then get a notification that

314

01:02:54.945 --> 01:03:04.275

Abbie Currier: the student needs to be able to resume one of the sessions as a DTC, I can click on, reactivate.

315

01:03:04.995 --> 01:03:09.534

Abbie Currier: it'll say, reactivate students. Demo session for session 2. I'll click. Yes.

316

01:03:09.715 --> 01:03:17.285

Abbie Currier: that will change this to in progress, and the student will now be able to log back in and see their questions,

317

01:03:18.265 --> 01:03:21.125

Abbie Currier: be able to log in and continue resuming.

318

01:03:21.825 --> 01:03:33.614

Abbie Currier: Now, if I have a student that's in progress in a session, and they have already gotten past section one in the session, and they need to go back to it.

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01:03:33.965 --> 01:03:37.574

Abbie Currier: That's where we see reopen sections.

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01:03:37.705 --> 01:03:48.134

Abbie Currier: So that would be in the case of anybody who needs to return to the 1st part of session 2 or the 1st part of session one.

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01:03:48.925 --> 01:03:52.564

Abbie Currier: we would click, reopen all sections.

322

01:03:52.685 --> 01:03:54.675

Abbie Currier: Yes, we do.

323

01:03:55.415 --> 01:03:59.095

Abbie Currier: Now. I need to come back over here

324

01:04:01.225 --> 01:04:07.855

Abbie Currier: 331, and add some students back to 331. I think I removed. Some of them

325

01:04:10.075 --> 01:04:17.234

Abbie Currier: had the locking. So let me add them back and click on test scheduling.

326

01:04:28.625 --> 01:04:32.244

Abbie Currier: Okay, so now I have my students back.

327

01:04:33.210 --> 01:04:58.289

Abbie Currier: I can see that this particular student, either. They paused for longer than 60 minutes. They were logged out, due to inactivity longer than 60 minutes. Something happened, and they are trying to get back into session one. And they have questions that are locked. So again, these are only the questions that they have answered that are going to be locked.

328

01:04:59.085 --> 01:05:11.194

Abbie Currier: I'll have this unlock option here, and it's right next to everything else that you have access to in this screen. I can just click, unlock.

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01:05:12.725 --> 01:05:25.474

Abbie Currier: Yes. And now those questions will be unlocked for this student. The student will be able to log back in and see all of the items that they have previously answered as well.

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01:05:27.835 --> 01:05:33.755

Abbie Currier: So, with that I'm going to go back to the presentation

331

01:05:36.265 --> 01:05:43.104

Abbie Currier: just to recap. We talked about unlocking locked questions with that unlock option.

332

01:05:44.065 --> 01:05:51.304

Abbie Currier: We also talked about reactivating test sessions. If a student accidentally turned it in and was not complete.

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01:05:52.055 --> 01:05:59.355

Abbie Currier: as well as how to unlock sections for grades 5 and 8. Science and grade 8 civics.

334

01:06:01.075 --> 01:06:19.304

Abbie Currier: We did want to talk briefly about a couple of scenarios that may occur during testing, as test administrators are always the 1st line of defense, if you will. They're the ones that are in the rooms with the students, and so we wanted to talk about some of the most

335

01:06:19.795 --> 01:06:43.575

Abbie Currier: frequently seen error messages that a student could see. So, the first is, the student is trying to log into the test and sees the message, invalid, username and password. This means that the student is logging in with an invalid password or username when trying to get into the kiosk.

336

01:06:43.625 --> 01:07:09.715

Abbie Currier: So, you'll just need to help that student make sure that the username is correct and the password is correct. We do want to note for you that the student passwords will be printed in all caps on the student login ticket, but the passwords are actually case insensitive, so the students are not required to put them in. As all cap, they can use lowercase letters instead.

337

01:07:10.994 --> 01:07:25.085

Abbie Currier: Another scenario that you may see as a test administrator is that a student has successfully logged in with their username and password. But on the Student Profile Page, where it says Hello and student name.

338

01:07:25.405 --> 01:07:38.615

Abbie Currier: The student may receive a message after entering the session access code that says incorrect session access code. Please try again. That means that the student is using the incorrect session access code for that

339

01:07:38.765 --> 01:08:02.565

Abbie Currier: session that they selected or they're mistyping it. So, you want to make sure that the student is selecting the correct session. So, if they're supposed to be taking session one, they might accidentally be clicking session 2. You'll need to confirm that they are indeed clicking session one, and then that they're entering that session access code correctly.

340

01:08:04.775 --> 01:08:32.184

Abbie Currier: We just have a couple more frequently seen messages. One that is seen while the student is taking the test. The student sees a message that says, Please raise your hand. Your test session has timed out, and this is what the student will see if the student is inactive in the test session for longer than 60 minutes, so there will be an exit button displayed on the screen. The student will click exit

341

01:08:32.685 --> 01:08:43.115

Abbie Currier: and they'll be brought back to the student sign in page when the student is ready to continue testing. Maybe they need a break. Maybe they

342

01:08:43.704 --> 01:08:53.584

Abbie Currier: are coming back from lunch. Something like that. They will log back into the student interface. They'll select the session that they need to finish testing.

343

01:08:53.695 --> 01:08:59.325

Abbie Currier: and then the proctor will enter the proctor password, and the student will resume testing where they left off.

344

01:09:00.185 --> 01:09:14.534

Abbie Currier: If the student sees a message that says a connection to the network could not be established. Your test has been saved offline. This means that Internet connectivity was lost after the student began testing

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01:09:14.695 --> 01:09:20.364

Abbie Currier: and was not restored by the time the student completed the test and turned it in.

346

01:09:21.725 --> 01:09:44.135

Abbie Currier: So, the student is able to go ahead and click, finish and click, turn in test that students, responses will be saved to the local folder that was configured when the kiosk was initially installed. And then, in order to resolve this, you'll need to enter the proctor password to acknowledge the message.

347

01:09:44.995 --> 01:09:48.234

Abbie Currier: You'll need to note the student's device ID.

348

01:09:49.115 --> 01:10:00.715

Abbie Currier: and then contact your technology coordinator to establish an Internet connection again. And then all you need to do is relaunch the kiosk on that student's device

349

01:10:00.885 --> 01:10:16.774

Abbie Currier: that will automatically send the saved responses to our servers, and we'll have received everything. So, if you can get back to the sign in page on that student's device, all those saved responses have been synced to our servers.

350

01:10:19.585 --> 01:10:22.025

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

351

01:10:22.415 --> 01:10:45.265

Shannon Cullen: Thanks, Abbie. So, I've seen a couple of questions come in about the questionnaire. So just a reminder that in certain subjects and grade levels. There is a questionnaire for students. The questionnaire should be administered after the final test session. So, this is after mathematics, session 2 in grades 4 and 10, and after STE session 2 in grades 5 and 8.

352

01:10:45.885 --> 01:10:59.105

Shannon Cullen: The questionnaire will be a separate test session that you see in the portal, and so students will need to enter a separate session access code in order to sign into the questionnaire.

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01:10:59.945 --> 01:11:19.434

Shannon Cullen: If a school is not administering a questionnaire in previous years, schools marked that questionnaire session complete. But there is no marking tests complete in the portal. So, if a school or a class is not participating, or a student does not participate. There are no additional steps to take.

354

01:11:20.655 --> 01:11:22.405

Shannon Cullen: Go to the next slide.

355

01:11:23.755 --> 01:11:42.965

Shannon Cullen: So, this slide contains resources with step-by-step information on the tasks that Abbie just demonstrated, including reactivating tests, unlocking test questions, etc. So, if you would like to see step-by-step instructions with screenshots, please refer to these documents which are also posted on the resource center.

356

01:11:44.205 --> 01:12:01.424

Shannon Cullen: On the next slide we have our next Q&A, but we are running fairly low on time. So, I think we're going to keep going and come back to the questions at the end. So, let's move on to the next topic, which is the tasks to complete. After all testing is completed.

357

01:12:03.375 --> 01:12:24.744

Shannon Cullen: So, after testing is complete, you will want to update accommodations for students to accurately reflect the accommodations that were used during testing. So, you can update accommodations in the portal for each content area. If a student refused or didn't use an accommodation, this can be done on the students page

358

01:12:24.765 --> 01:12:42.275

Shannon Cullen: and accommodations. If they are not updated in the portal. If you miss that timeline, they can also be updated during the discrepancy period. It is really important to make sure that the data is accurate for reporting, in terms of which accommodations each student used

359

01:12:43.705 --> 01:12:44.705

Shannon Cullen: next slide.

360

01:12:45.995 --> 01:13:10.334

Shannon Cullen: You will also, after testing, want to confirm that all students participated in testing and update student information as needed. So, there's a table on page 121 of the Principal's Administration manual which describes a few different situations and what may need to be updated after testing, we'll talk in a moment about how to Update. For example, students who have a medical absence.

361

01:13:10.615 --> 01:13:19.754

Shannon Cullen: There are some other situations that are listed here as well. So please make sure you review this section of the PAM and update student information as needed.

362

01:13:22.075 --> 01:13:49.185

Shannon Cullen: And so, we're also going to talk in a moment about voiding student tests. In certain circumstances a student's test may need to be voided. So, for example, Abbie demonstrated earlier today that for form, dependent accommodations, if a student logs in with the incorrect form, dependent accommodation and begins a test. One of the 1st steps is to void that test and assign the student to a new class.

363

01:13:49.665 --> 01:14:06.314

Shannon Cullen: So, in that case you may need to void a test. Another example is if you're using test administrator logins for the Human Read Aloud, and Human Signer accommodations which we talked about yesterday. Those logins should be voided after testing is complete.

364

01:14:06.485 --> 01:14:33.904

Shannon Cullen: Please note that all tests that are voided will not be scored. It's possible to add a void code either for the whole test, or to a specific session which Abbie will demonstrate in just a moment, and also note that after adding the void, the students, test or session will remain in progress, so will not automatically change to finished. You will continue to see that test as in progress. But you will also see that void code

365

01:14:34.335 --> 01:14:45.425

Shannon Cullen: and a note here to please always contact DESE before voiding a student test. And we can give instructions for specific situations.

366

01:14:46.065 --> 01:14:50.014

Shannon Cullen: And I think with that I pass this back over to Abbie to demonstrate.

367

01:14:54.865 --> 01:15:16.735

Abbie Currier: Thank you so much, Shannon. Okay. So, in the interest of time, we're just going to start from this page. So again, we've been to test scheduling. We've located the class that the student is in. And from here we can either add a test report code at the test level. So, we'll click this plus.

368

01:15:17.345 --> 01:15:27.605

Abbie Currier: This takes us to this screen where you can indicate medical absence, a technical issue, void for wrong accommodation or void for other.

369

01:15:28.135 --> 01:15:42.054

Abbie Currier: And you'll just click, save you'll see. Yes, that's successful. And then here in the session details Page, you'll see an overview of what test report code was added for that student's test.

370

01:15:42.285 --> 01:16:00.064

Abbie Currier: Now we also offer the same codes, but at the session level. So, for example, maybe this should not have been voided at the test level, we should have only voided a per the session 2. You can click session report code

371

01:16:00.525 --> 01:16:08.924

Abbie Currier: again. It's the same list of report codes here. Select the correct report code and click save.

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01:16:09.615 --> 01:16:17.724

Abbie Currier: And now that particular session has a report code, you can remove it here. At the test level.

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01:16:19.895 --> 01:16:47.155

Abbie Currier: In addition to that, if you ever have a circumstance where you need to bulk, add a report code. So maybe something happens that affects all of the students in a class, you can either select all students or you can select the individual students that need to be updated. Click, add report code. It takes you to the same interface where you can select the

374

01:16:47.175 --> 01:16:52.535

Abbie Currier: report code here. Maybe it was a technical issue that affected all the whole class

375

01:16:52.565 --> 01:17:00.984

Abbie Currier: and click, save. So there's a couple of different ways that you can make sure that the report code has been added at the test level.

376

01:17:02.215 --> 01:17:16.075

Abbie Currier: In addition to the report code for the test and the test session. We also have a medical absence field at the student level. So, for that, we're going to click on students.

377

01:17:16.895 --> 01:17:22.525

Abbie Currier: we're going to locate the student. We want to add a medical absence to and click edit.

378

01:17:23.025 --> 01:17:51.325

Abbie Currier: And then it's actually under accommodations because it's different by test code. And then, if the student needs to be marked as a medical absence, maybe they haven't even been included in a test session yet. You can click medical absence. Here it is by test. So, if I come here to ELA, if they were absent for both tests, I would need to make sure that I'm marking that for each of the tests that they were absent for.

379

01:17:51.855 --> 01:18:15.395

Abbie Currier: and then click save. You can also do that in bulk. If you have a lot of students that you need to mark medically absent. By going over here to student registration. You can export the students out and then add the medical absence. I believe it is called the not tested reason.

380

01:18:16.635 --> 01:18:45.884

Abbie Currier: Yep, right here in column, M. Not tested reason. And this is where you can indicate yes, for or why for medical absence, or leave it blank for the students that did partake. So, you would just download or export the students currently in the system, you can update column M for those students that have a medical absence and then re upload that student registration file to update that setting in bulk.

381

01:18:46.845 --> 01:18:50.055

Abbie Currier: And with that we'll go back over here to the presentation.

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01:18:50.725 --> 01:18:56.494

Abbie Currier: This walks you through everything we just talked about adding a void report code to the test.

383

01:18:57.375 --> 01:19:00.725

Abbie Currier: adding a Void Report code to the test session.

384

01:19:01.025 --> 01:19:05.155

Abbie Currier: updating a medical absence for a student

385

01:19:05.595 --> 01:19:11.144

Abbie Currier: and then bulk, adding that medical absence through the Student Registration page.

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01:19:12.885 --> 01:19:16.475

Abbie Currier: And with that I'm going to turn this back over to Shannon.

387

01:19:18.555 --> 01:19:36.905

Shannon Cullen: Thanks so much, Abbie. So, we're continuing through tasks after test administration. Additional tasks are listed out in the principal's administration manual. So, you'll want to be sure that you are reviewing that checklist of tasks as well as the descriptions and the page numbers are listed here for you.

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01:19:37.035 --> 01:19:45.124

Shannon Cullen: Principals will also need to complete what's called the PCPA. The Principal Certification of Proper Test Administration after testing.

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01:19:45.415 --> 01:19:51.765

Shannon Cullen: and the deadline for the dates for completing these tasks are included in the statewide testing schedule.

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01:19:52.175 --> 01:20:01.405

Shannon Cullen: and then on the next slide. We've also just placed the deadlines to complete the PCPA. Here for you, but they are also in the statewide testing schedule

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01:20:02.535 --> 01:20:13.144

Shannon Cullen: and the next slide. We have just a couple of resources with information about the tasks that Abbie demonstrated in this section. And so, you can refer back to these as needed.

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01:20:13.955 --> 01:20:42.434

Shannon Cullen: And then in our, I think we're creeping towards the end here now, hopefully, because we're coming right up on 11 o'clock in one of our last topics. We're talking about test administrator tasks during and after testing. And I know that this has been a question that we've seen a number of times, and so I just want to clarify what exactly test administrators are responsible for. So, this is the slide that we saw at the beginning of today's presentation.

393

01:20:42.675 --> 01:20:58.444

Shannon Cullen: So, on test day, during testing test administrators are distributing student logins to students that has not changed. They hand out what we used to call student testing tickets that contain students, usernames and passwords so that students can log in

394

01:20:58.715 --> 01:21:14.865

Shannon Cullen: test administrators are also providing session access codes. This is a different code than what is on usernames and passwords. I'll speak more about this in just a minute. But this is new this year, and I'll talk about that more in the next slide.

395

01:21:15.335 --> 01:21:28.875

Shannon Cullen: They're entering the proctor password as needed. So, Abbie just talked through several situations where a proctor password may be required. Test administrators can access the proctor password in the MCAS Portal.

396

01:21:29.355 --> 01:21:36.984

Shannon Cullen: They can monitor student testing status in the MCAS Portal and they're assisting with testing issues as needed.

397

01:21:37.235 --> 01:22:01.704

Shannon Cullen: Now, I've seen several questions asking. Do test administrators require access to the MCAS Portal? I believe we've said this in previous trainings that if you choose to handle all the MCAS Portal tasks centrally by just your principal or test coordinator. Then test administrators are not necessarily required to have an MCAS Portal

398

01:22:01.805 --> 01:22:29.374

Shannon Cullen: account, and they're not necessarily required to log in on test day. So, in our previous testing systems there were a lot of test day tasks that needed to be done like starting sessions, locking, unlocking, resuming, stopping, that were done by test administrators. Those are not required in the portal and so it's a local decision whether or not to have your test administrators completing MCAS Portal tasks

399

01:22:30.545 --> 01:22:58.374

Shannon Cullen: on the next slide. We have some information about those session access codes. So, test administrators provide students with a session access code that students enter while they sign into the test. So again, this is separate from the students’ usernames, and passwords. It is also separate from the proctor password. So, this is a code that goes to the entire class. But it's different for each class and different for each session.

400

01:22:58.925 --> 01:23:26.955

Shannon Cullen: Test administrators should not provide session access code for a session other than the one being administered. And we've listed here, the places they are available. So, you can find the session access codes in the portal on the view details, student logins page. They are also listed on the student summary page, which is the 1st page of the PDF. When you print student logins, and there's a screenshot here of where, at the top of that page you'll find those session access codes

401

01:23:27.995 --> 01:23:46.474

Shannon Cullen: on the next slide. We have described some of the additional tasks that are required, or that are asked of test administrators, including entering the proctor password and including monitoring student testing status which we've already talked about in the slides previously in this presentation.

402

01:23:46.475 --> 01:24:03.444

Shannon Cullen: But again, these are a local decision. So, if you do not want your test administrators to be in the portal on testing day test, coordinators can handle these tasks centrally, you will just need to decide on the logistics of how that will work for you and your school.

403

01:24:05.062 --> 01:24:16.585

Shannon Cullen: Next slide. We have a Q&A. But I think that let us fly through the last few slides here, and then we'll come back to the questions.

404

01:24:16.745 --> 01:24:18.414

Shannon Cullen: So, I'll hand this over to Jodie.

405

01:24:19.615 --> 01:24:20.895

Jodie Zalk: Thanks, Shannon.

406

01:24:21.913 --> 01:24:39.705

Jodie Zalk: I do see as well a number of questions in the Q&A. Really want to thank everyone for staying with us. We'll cruise right through the resources and support. I just want to make sure that folks know where to find additional information and receive support.

407

01:24:40.132 --> 01:24:52.107

Jodie Zalk: After today's session. But we will stick around for questions and try to do one of the demos for the sandbox time. If we can

408

01:24:53.525 --> 01:25:16.144

Jodie Zalk: on Slide 80. We had additional resources in the portal. I think folks have seen those already. I do want to call out the student assessment Update with important updates about the program, and if you don't already subscribe to that, you'll want to make sure someone in your school does, or that you assign folks to do that next slide, please.

409

01:25:16.265 --> 01:25:41.445

Jodie Zalk: We do have a number of training sessions coming up. We, with this session, are concluding our planned training sessions. But we have office hours coming up, so those will be opportunities for you to ask questions that you have about tasks in the portal. So please join us for those sessions, and we'll be happy to do additional Demos and answer whatever questions come up

410

01:25:41.655 --> 01:25:42.815

Jodie Zalk: next slide

411

01:25:43.895 --> 01:26:08.784

Jodie Zalk: After today you'll see an evaluation form. We ask that you let us know your thoughts about today's session, and we do look at all of the feedback, even from yesterday's session, to try to adjust today's session. So, I appreciate all of your input. I saw a number of folks asking about the Q&A. We will be sending that out after the session as well as the recording from today's session.

412

01:26:09.345 --> 01:26:28.434

Jodie Zalk: Next slide, please. After today you can get help, ask for additional demos. Any support you need with the portal from the MCAS Service Center. Their contact info is on the left-hand side of the screen, and any policy questions should come to DESE, and our contact info is on the right.

413

01:26:29.265 --> 01:26:35.364

Jodie Zalk: and I'll turn this back over to Shannon to walk through Q&A. And sandbox time.

414

01:26:35.805 --> 01:27:03.084

Shannon Cullen: Thank you. And I think we'll start with the Q&A. Because I see we have a number of open questions, and then we'll see where we are in terms of time. If you were not able to stay on for a few additional minutes. I want to thank you for spending your morning with us. I know you all have very busy schedules and have a lot going on. I really hope that you found this useful for folks who would like to stay on for another couple of minutes. I'm going to look through the Q&A. Here and see what other questions we're able to answer. Now

415

01:27:03.085 --> 01:27:24.264

Shannon Cullen: I will note that there are some that I see that we are going to have to take back to consult with some other colleagues before we provide an answer. So, thank you for your patience. We do send out a Q&A within about a week of the training. So, we have all of your questions, and we will answer them all, if not today. Then within the next week.

416

01:27:25.325 --> 01:27:32.384

Shannon Cullen: So, I saw a question. Oh, that I just lost all right, let's see.

417

01:27:34.590 --> 01:27:50.425

Shannon Cullen: So, for the questionnaire, I see a couple of questions going back to that. It's asking is a 3rd access code provided on the student summary page and my assumption is yes. But, Abbie, are you able to verify.

418

01:27:50.945 --> 01:27:52.624

Abbie Currier: Yes, that's correct.

419

01:27:52.905 --> 01:27:53.815

Shannon Cullen: Thank you.

420

01:27:55.266 --> 01:28:03.574

Shannon Cullen: Another question on the questionnaire. Where do we find sessions for the questionnaire and testing tickets for it?

421

01:28:05.515 --> 01:28:29.294

Abbie Currier: So, it's included in the rest of the test. It's just it's it'll say, session, one session 2. And I think it's called vocal surveys. And it's going to list out the 3 session access codes. The students are going to utilize their same student login. There's really no difference logistically between a questionnaire session and an operational test session.

422

01:28:30.975 --> 01:28:42.055

Shannon Cullen: Thank you. So, I see another question asking if the questionnaire access code is the same for the whole school. But that would be no right. It's still going to be by class.

423

01:28:42.055 --> 01:28:42.905

Abbie Currier: Correct.

424

01:28:43.095 --> 01:28:49.474

Shannon Cullen: Okay, just like other session access codes. It's by class and by session.

425

01:28:51.313 --> 01:29:08.325

Shannon Cullen: I see a clarifying question about the grade 5 STE. So, this is going back to the sections. Did you say that a student is able to, after completing session, one of the tests, continue on to session 2 by clicking the session 2 button?

426

01:29:09.515 --> 01:29:10.725

Shannon Cullen: So yes.

427

01:29:10.725 --> 01:29:11.585

Abbie Currier: I'm sorry. Go ahead.

428

01:29:11.765 --> 01:29:20.644

Shannon Cullen: So, correct me if I'm wrong. But within each session, session 1 and session 2, there are 2 sections,

429

01:29:20.765 --> 01:29:30.145

Shannon Cullen: right, and students can move from section one to section 2, but not session, which are done on 2 different days right?

430

01:29:30.555 --> 01:29:31.185

Abbie Currier: Correct.

431

01:29:31.565 --> 01:29:42.665

Shannon Cullen: Thank you. Okay. So those 2 sessions will still have their own session access codes and sorry for the confusion. I know that naming convention is not ideal but thank you for bearing with us.

432

01:29:45.715 --> 01:30:12.865

Shannon Cullen: If a student is absent, we should move them to the makeup classes? Correct. So, this goes back to makeup testing which we discussed earlier today. If a student is absent for both test sessions has not started testing at all, schools may choose to move them to a different makeup class. It's not required. They can't. You can move them to the, to a new class. You can keep them in the original class.

433

01:30:12.905 --> 01:30:21.365

Shannon Cullen: If they have started testing at all. If they've signed into session one or session 2, they need to remain in their original class.

434

01:30:21.445 --> 01:30:22.455

Shannon Cullen: Right? Abbie.

435

01:30:23.775 --> 01:30:24.445

Shannon Cullen: Okay?

436

01:30:25.185 --> 01:30:30.565

Shannon Cullen: Another makeup testing question, do we need to reprint the logins.

437

01:30:33.445 --> 01:30:37.404

Abbie Currier: So that's only if this. If the student

438

01:30:38.355 --> 01:30:47.955

Abbie Currier: has not started testing and is moved to a makeup class, if they move classes, then yes, they need to have a new student login.

439

01:30:49.595 --> 01:30:50.555

Shannon Cullen: Thank you.

440

01:30:55.945 --> 01:31:00.945

Shannon Cullen: I see a question going back to task. Coordinators want to handle all tasks.

441

01:31:02.825 --> 01:31:17.294

Shannon Cullen: Is it an option and test administrators do not have to be logged in. So, if that's the case, then test coordinators can just train staff on how to log students in and share the password for students the extra security measure, the proctor password.

442

01:31:17.295 --> 01:31:40.454

Shannon Cullen: Yes. So, if, as a school or district, you decide that tasks will be handled centrally instead of test administrators completing these tasks, then they would not necessarily need to be trained on those tasks. They would not necessarily need an MCAS Portal login. That is a local decision. And it is so. It's up to schools and districts to decide.

443

01:31:44.288 --> 01:31:58.364

Shannon Cullen: Again, to clarify. Teachers do not have to have to do anything on testing day in the portal. So, on one of these previous slides, we've listed out. We've listed out the tasks for test administrators on the day of testing.

444

01:31:58.783 --> 01:32:15.524

Shannon Cullen: It was Slide. It was also at the beginning of the presentation, and also on Slide 75 but it is up to schools and districts to determine if the portal tasks will instead be completed by the Central Coordinator team.

445

01:32:19.138 --> 01:32:29.815

Shannon Cullen: I see a question here about report codes, Abbie, do you know if test administrators have access to click on the report codes button, or if it is visible to test administrators.

446

01:32:30.125 --> 01:32:31.274

Abbie Currier: Yes, it is.

447

01:32:31.565 --> 01:32:45.565

Shannon Cullen: Okay? So that would be something to communicate with test administrators, not to click on because those should be, they should be left up to test coordinators to enter.

448

01:32:48.833 --> 01:33:16.484

Shannon Cullen: I see a question; how do we print an administrator login? If you're using test administrator logins for the Human Reader or Human Signer? We demonstrated this during yesterday's training. The recording will be posted soon. So you'll be able to take a look at that. Instructions are also in Appendix the of the Principals Administration Manual, and I believe they're also in an appendix of the accessibility and Accommodations manual.

449

01:33:19.185 --> 01:33:47.035

Shannon Cullen: How can we send test administrators, login information or reset passwords? So, this goes back to trainings from last fall? In terms of test administrator. So, I'm assuming you mean test administrator logins for the portal? The username and passwords that test administrators will use to get into the MCAS Portal. There's information on that in the MCAS Portal User Management Guide, which is posted on the resource center.

450

01:33:49.835 --> 01:33:58.744

Shannon Cullen: Is there a spreadsheet that the test coordinator can print that has all of the classroom session codes on it. Abbie, are you able to answer that.

451

01:33:59.355 --> 01:34:14.855

Abbie Currier: No. So, the session access codes are by class. So, when you print the student logins, the session access code for that class for those student logins will be contained together.

452

01:34:15.275 --> 01:34:23.415

Abbie Currier: So, there's no master sheet of all the session access codes for all the classes for that test.

453

01:34:27.305 --> 01:34:33.584

Shannon Cullen: Is the student login info, the same for session, one and session 2 of a test.

454

01:34:34.535 --> 01:34:35.365

Abbie Currier: Yes.

455

01:34:36.005 --> 01:34:36.885

Shannon Cullen: Great

456

01:34:38.169 --> 01:35:03.335

Shannon Cullen: I do see some more questions here, but I think the ones that we see that I see are we're going to need to consult with some colleagues. I also see that we still have over a hundred 50 participants with us, so I think let's open up the sandbox time Poll, and if folks want to stay on for one demonstration, we'll see what demonstration everyone wants to see most.

457

01:35:03.663 --> 01:35:15.035

Shannon Cullen: So, these are the demonstrations that we that we did today. You want to take a second and read through them and check off the ones that you'd like to see. And I think we'll stay on to do just one of them

458

01:35:15.665 --> 01:35:19.184

Shannon Cullen: give you just a moment to enter in your answers

459

01:35:26.635 --> 01:35:29.814

Shannon Cullen: alright, and let's close the poll

460

01:35:33.755 --> 01:35:46.475

Shannon Cullen: so it looks like the most popular answer is, monitoring test status on the test scheduling page. So, Abbie, can you demonstrate how to do that? Again?

461

01:35:49.115 --> 01:35:56.855

Abbie Currier: So again, I've logged into, or I will log into the portal.

462

01:35:59.955 --> 01:36:14.025

Shannon Cullen: And actually sorry, Abbie. I see some requests in the chat to view, to demo, to view details and student login and summary how to print them. And I think you're going to be on that page anyway. So, you're able to just point those out while you're there.

463

01:36:14.025 --> 01:36:20.125

Abbie Currier: Yes, so we'll click on administration and go to test scheduling

464

01:36:20.445 --> 01:36:25.595

Abbie Currier: again. You'll need to make sure that you select the appropriate school.

465

01:36:26.305 --> 01:36:43.385

Abbie Currier: the content area that you're looking for the program, whether it's 3 through 8 or high school, as well as the particular test. And then for each class that is scheduled to take the test, we'll click on view details and student logins.

466

01:36:43.435 --> 01:37:03.605

Abbie Currier: And right here on this page, next to the students, 1st and last name, their username and password for this test, their form assignment. You're also going to see their status for each session. So, you can see session 1 is finished and session 2 is in progress.

467

01:37:03.945 --> 01:37:06.525

Abbie Currier: Etc.,

468

01:37:07.535 --> 01:37:29.124

Abbie Currier: Additionally, this is the same screen that you go to in order to print your student logins. So, if I wanted to print all of the students in this class, I can select all using this column header checkbox. If I only want to print one or 2 students. I can select that as well, and I click export logins for selected students.

469

01:37:30.295 --> 01:37:39.115

Abbie Currier: I'll select a PDF and click export, and this will open or download a PDF.

470

01:37:39.315 --> 01:38:06.325

Abbie Currier: Right here on this 1st page is a summary sheet. It's going to provide the session access codes as well as provide you with sort of a master list of all of the username and passwords for each of the students in this class. It's also going to list out any accommodations that have been ordered for students. The 2 students that I chose to print do not have any accommodations, so those are blank for them.

471

01:38:06.765 --> 01:38:28.925

Abbie Currier: On the subsequent pages we have the student login tickets. I selected one login per page, so each student would receive a piece of paper with their login information. And this username and password is going to get them into both sessions of the tests that I've printed out for them.

472

01:38:30.985 --> 01:38:47.435

Shannon Cullen: Thank you, Abbie. I see one other comment here, asking for a demo site to use to practice these tasks prior to test day. So, the MCAS training site is available for test administrators test coordinators to practice with MCAS Portal tasks.

473

01:38:47.475 --> 01:39:13.654

Shannon Cullen: There is also a guide on the resource center titled conducting a practice or the guide to conducting a practice test through the MCAS training site. And this gives you step-by-step instructions for setting up a practice test and executing a practice test much the same as you would live testing. So I would encourage you to use the training site to practice with these tasks and become familiar with the platform.

474

01:39:16.236 --> 01:39:40.654

Shannon Cullen: Okay. And I think with that. Again, I know we have some remaining questions here which we will get to in the Q&A that we send out after today's session. I also just want to highlight again the upcoming office hours section excuse me, training sessions that we have in the next couple of weeks that Jodie spoke about on an earlier slide registration is available. They're an opportunity for you to

475

01:39:40.655 --> 01:39:46.924

Shannon Cullen: Just come ask questions and ask to see additional demonstrations. That's what we set aside the entire time for.

476

01:39:47.234 --> 01:39:56.824

Shannon Cullen: So, thank you again to everyone for joining us this morning again. I hope you found this useful, and I hope you have a great rest of your day. Thank you.