**Transcript**

**Tasks in the MCAS Portal Before Testing**

**March 4, 2025**

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

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00:00:09.290 --> 00:00:36.009

Jodie Zalk: My name is Jodie Zalk. I'm the manager of test administration and publications at DESE. I'm joined by my colleagues at DESE, as well as our testing contractor and subcontractor, so you'll hear from Shannon Cullen this morning. She's my colleague at DESE, and you'll also hear from Abbie Currier from eMetric, and we're also joined by others at DESE others at Cognia. Our main testing contractor as well as others at eMetric.

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00:00:36.010 --> 00:00:44.470

Jodie Zalk: And we thank Cognia for setting up the logistics for today's Zoom and folks all around for answering your questions

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00:00:44.810 --> 00:00:46.190

Jodie Zalk: next slide, please.

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00:00:47.440 --> 00:01:08.010

Jodie Zalk: and to ask your questions this morning. We're using the Q&A feature. So, you'll be able to type your questions in there we will be taking breaks to answer questions out loud, and if you do not see answers to your questions during the session, we will be making sure to email the Q&A afterwards.

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00:01:08.250 --> 00:01:11.260

Jodie Zalk:
The session is being recorded.

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00:01:11.380 --> 00:01:20.640

Jodie Zalk: Closed captioning is available for folks who need it. In your Zoom controls. You can click the show captions, CC option.

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00:01:20.900 --> 00:01:29.500

Jodie Zalk: And we also want to let you know that DESE does not authorize any AI transcription tools

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00:01:30.460 --> 00:01:31.860

Jodie Zalk: Next slide, please.

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00:01:33.500 --> 00:02:00.120

Jodie Zalk: And one last note on logistics before we get into the content is we wanted to make sure that even though we sent you the slides before the session, we want to make sure you do have the slides, so they are now being posted in the chat. If you can't access them, please ask in the Q&A. And again, after the session, we'll make sure to send the slides, and we also post them in the Resource Center along with the recording.

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00:02:00.420 --> 00:02:05.809

Jodie Zalk: So, with that brief walkthrough. I'm going to turn this over to Shannon Cullen, who will go through the agenda.

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00:02:06.930 --> 00:02:21.969

Shannon Cullen: Great. Thank you, Jodie, and good morning, everyone. So, today we're talking about tasks in the MCAS Portal to complete before testing. And, as you can see, we have a pretty packed agenda. We're going to start by talking through the timeline of tasks to complete in the Portal.

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00:02:21.970 --> 00:02:35.920

Shannon Cullen: We'll talk about making updates to student registration. We'll talk about creating and managing classes, scheduling tests, printing student logins. We're going to talk about materials management, which is a new feature in the Portal for this year

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00:02:35.920 --> 00:02:56.920

Shannon Cullen: we'll talk about a couple of tasks related to accessibility and accommodations and also touch on test administrator tasks before testing. We're going to finish up with some resources and next steps, and if we have time at the end we'll spend a few minutes for those who would like to stay with us to review demonstrations a second time

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00:02:58.100 --> 00:03:20.300

Shannon Cullen: on the next slide. We're going to start with just a couple of poll questions to see who's here with us today. So, please enter your answer. What is your role? 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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00:03:24.240 --> 00:03:26.249

Shannon Cullen: And let's close the poll

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00:03:29.160 --> 00:03:54.490

Shannon Cullen: All right. So, the majority here are school test coordinators at 58%. We have 22%, our principals, 16 and 17% respectively, our district test coordinators and technology staff, and then we have a small percentage of other roles as well. So, thank you. Welcome to all that's helpful as we talk through our presentation. And then we have one more poll for you on the next slide. And that's how many years have you coordinated MCAS test administration?

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00:03:54.660 --> 00:04:03.960

Shannon Cullen: Is this your first year? Have you done this for one year? 2 to 3 years, 4 to 5 years? Or have you been coordinating MCAS for 6 or more years?

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00:04:04.310 --> 00:04:06.090

Shannon Cullen: And I'll pause for just a moment.

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00:04:09.020 --> 00:04:10.719

Shannon Cullen: and we can close the poll

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00:04:13.400 --> 00:04:37.880

Shannon Cullen: alright. So, 46% of folks have been here for 6 or more years, 21%. This is your first year, we have 15% at 2 to 3 years, 10% at 4 to 5 and 8% at one year. So, we have a lot of experience in the virtual room with us today. Thank you. Everyone for taking a second to answer those questions. It's helpful to us as we

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00:04:38.050 --> 00:04:39.949

Shannon Cullen: present the information.

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00:04:40.600 --> 00:05:05.690

Shannon Cullen: So, our first topic is the timeline of tasks in the MCAS Portal, and so over the next few slides, I'm going to give an overview of the tasks that you'll be completing in the coming weeks, and the timeline that you'll be completing them. So, this first slide you'll see are the tasks in the Portal to complete before testing for principals and test coordinators. So, we are going to cover everything that is on this slide today.

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00:05:05.910 --> 00:05:11.749

Shannon Cullen: At this time, you should be continuing to update student registration information as needed.

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00:05:11.930 --> 00:05:27.110

Shannon Cullen: Your student registration initial files have been uploaded already. But if you need to update student registration information. You can continue to do that as well as completing enrollment transfer requests as needed for students who are transferring into or out of your school.

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00:05:27.900 --> 00:05:48.079

Shannon Cullen: Two weeks before testing you'll be creating and assigning students to classes as well as verifying accommodations in the Portal. You'll also be creating what we call test administrator logins, if necessary. These are for human read aloud and human signer accommodations, and we'll discuss this later today.

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00:05:48.330 --> 00:06:05.200

Shannon Cullen: You will also be tracking delivery of materials through materials management. Again, this is a new feature which we'll demonstrate for you today, and then up to one week before testing you are scheduling your classes to tests and printing student logins and summary sheets.

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00:06:05.980 --> 00:06:24.300

Shannon Cullen: On the next slide we have a list of tasks to complete for principals and test coordinators during and after testing. So, we are not covering these topics during today's presentation. But we will be discussing them during tomorrow's training, which is on the tasks during and after testing.

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00:06:24.780 --> 00:06:34.440

Shannon Cullen: So, on test day, you are distributing student logins and summary sheets to your test administrators, and you are monitoring student testing status in the Portal.

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00:06:34.790 --> 00:06:47.559

Shannon Cullen: During testing you are resolving incorrect accommodations, managing makeup testing as needed, voiding tests as needed, and in certain circumstances you may need to unlock locked test questions.

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00:06:47.700 --> 00:07:02.930

Shannon Cullen: and then, after testing you are filling in report codes as needed, like for medical absences, and you may also need to void tests after testing; again, we're not covering these topics today. They will be covered during tomorrow's training session.

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00:07:03.870 --> 00:07:23.249

Shannon Cullen: On the next slide we have a timeline of tasks for test administrators. And so, these are the tasks they need to complete before and during testing. And you'll notice that there's really only one task for them to complete before testing up to 2 days before testing. And that's verifying accommodations which we will cover during today's presentation.

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00:07:23.520 --> 00:07:37.350

Shannon Cullen: On test day your test administrators will be distributing logins to students so that students can sign in. They're providing the session access codes to students that students will need to enter the session, in order to get into the test

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00:07:38.090 --> 00:07:43.180

Shannon Cullen: as needed. Your test administrators will enter the proctor password on student devices.

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00:07:43.480 --> 00:07:52.289

Shannon Cullen: They are also able to monitor student testing status in the Portal, and they should be available to assist with testing issues as needed.

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00:07:54.070 --> 00:08:01.570

Shannon Cullen: And then on the next slide we have a brief overview of the timeline of tasks to complete for technology coordinators.

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00:08:01.670 --> 00:08:16.719

Shannon Cullen: So, this past fall they should have already verified, verified that student devices meet technological requirements, added URLs to exempt lists downloaded and installed the MCAS Student Kiosk and conducted site readiness

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00:08:17.170 --> 00:08:30.539

Shannon Cullen: at this time, they should be completing their review of Appendix A of the *Principal’s Administration Manual* checking the updated technology guidelines to verify that their devices still meet the technology requirements.

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00:08:30.760 --> 00:08:47.259

Shannon Cullen: There have been some updated or excuse me some updates to kiosks, and so they should install updated kiosks if needed, and that was covered during the recent training session for technology coordinators as well as verifying their access to the Portal and the MCAS training site.

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00:08:47.550 --> 00:08:57.369

Shannon Cullen: And then, during testing technology coordinators should be available to troubleshoot issues as they arise and contacting the MCAS Service Center if they have any technology questions.

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00:08:57.690 --> 00:09:14.149

Shannon Cullen: additional information for technology coordinators was shared during last Friday's training, and that training is in the process of being posted to the MCAS Resource Center. So, if your tech coordinators were not able to attend that training, please encourage them to view the recording once it's posted

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00:09:14.990 --> 00:09:16.260

Shannon Cullen: next slide.

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00:09:17.050 --> 00:09:26.759

Shannon Cullen: All right. So now we are going to get into the content of the tasks to complete before testing, just going to do a brief review here of updating student registration.

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00:09:26.910 --> 00:09:51.089

Shannon Cullen: So, as a reminder, you've completed your initial or you should have completed your initial student registration file imports into the Portal so that students are registered for spring testing. But there may be instances where a student's information changes, and their accommodations may change. Maybe you have new students coming in that you need to register. And so, there's just some reminder information here about how to update that information.

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00:09:51.422 --> 00:09:59.730

Shannon Cullen: On this slide. These are the steps for manually updating student information which we recommend when you're updating or adding a small number of students.

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00:10:00.220 --> 00:10:25.920

Shannon Cullen: Note that you can add students manually in the same way, the same fields that you can update manually are also able to be updated through the student registration file. And there's also a reminder here about students taking paper-based tests as a reminder. If you add students taking PBT after the student registration deadline, you may also need to place an additional materials order

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00:10:26.700 --> 00:10:43.770

Shannon Cullen: on the next slide. There is some reminder information on updating a large number of student records. So, in this case you can export and re-import the student registration file. The steps are here for you to review if you need to reference them.

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00:10:44.680 --> 00:11:10.910

Shannon Cullen: and then on the next slide we have some reminders about enrollment transfers. Schools will use the enrollment transfer in the Portal to transfer students who need to be registered for testing at their new school who already exist in the MCAS Portal at their old school. And there's a reminder here that when you do receive a transfer student, the first step should be to search for that student on the enrollment transfer page in the Portal.

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00:11:11.910 --> 00:11:38.850

Shannon Cullen: And then again, because these are all reminders. Just on the next slide. We've included some resources for you to refer back to as you update student information, we have the student registration guide and other materials. There's the guide to enrollment transfers. If you do have students who are transferring in and out, that's a good resource. And then we've covered this in some of our previous training sessions which are listed out here, and we've linked back to the Resource Center

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00:11:39.170 --> 00:11:41.129

Shannon Cullen: where those trainings are posted.

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00:11:41.370 --> 00:11:48.720

Shannon Cullen: So, just a really quick review for you. But there are resources, if you need additional guidance for updating student information.

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00:11:49.560 --> 00:11:56.950

Shannon Cullen: And then on the next slide, we get into creating and managing classes. And so, for this section. I am going to pass this over to Abbie.

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00:11:58.540 --> 00:12:01.290

Abbie Currier: Thanks so much, Shannon, and good morning, everyone.

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00:12:01.680 --> 00:12:24.129

Abbie Currier: So, we'll go ahead and start talking about classes in the MCAS Portal. So, when we say class, we mean a group of students in the MCAS Portal who will be taking the same test together. You can have up to 250 students in a single class in the Portal, but no more than that.

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00:12:24.130 --> 00:12:39.560

Abbie Currier: each class is grade and content area specific. So, if I'm a grade 8 student, I'm going to be put into 4 different classes, one for ELA, one math, one civics, and one science

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00:12:39.770 --> 00:13:01.270

Abbie Currier: for the accommodations you see listed here, human read aloud, human signer and the Spanish English test, the students are going to be required to be assigned to a separate class that's specifically designated for that accommodation. So, if I'm a student who requires

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00:13:01.470 --> 00:13:15.119

Abbie Currier: taking the Spanish English test, I'll be put in a class for only students who are taking the Spanish English test same. If I have a human read aloud, or human signer accommodation.

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00:13:15.380 --> 00:13:25.670

Abbie Currier: I'll be put into a class with only students who require that accommodation. We'll talk about the specifics and the reasons behind that, and how to do it in just a little bit.

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00:13:26.520 --> 00:13:43.339

Abbie Currier: The classes can be created during or any time after student registration. So, you can do this already. DESE does recommend creating classes about 2 weeks before testing to minimize changes needed. And so that you're not setting up your classes, multiple times.

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00:13:46.100 --> 00:13:58.510

Abbie Currier: There are a couple of different ways that you can create classes in the Portal. The first way is to manually create classes, one at a time in the MCAS Portal user interface.

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00:13:58.988 --> 00:14:20.249

Abbie Currier: That's typically recommended when you're creating just a handful of classes, or when you're working with a small number of students, such as when you're creating classes for just students who are taking one of those accommodated tests, or you just have a very small number of students to put into classes

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00:14:21.190 --> 00:14:36.460

Abbie Currier: for creating larger classes or larger number of classes. We have 2 options. One is to export the student registration file and add a class name in column K of that file and re upload it.

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00:14:36.620 --> 00:14:59.660

Abbie Currier: or you can create and upload a class upload file so that you don't have to deal with the student registration file and again, those are recommended. If you're going to be creating more than 5 classes, or when you're working with a large number of students. So that you're not having to manually create every one of those classes.

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00:15:00.280 --> 00:15:08.320

Abbie Currier: We do provide additional information on creating, editing and deleting classes in the guide listed here on the slide.

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00:15:10.040 --> 00:15:19.910

Abbie Currier: We wanted to talk briefly about the class naming conventions that DESE recommends, and it's recommended that the naming convention for classes

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00:15:20.400 --> 00:15:45.990

Abbie Currier: is something that will help test administrators quickly and easily find the test that they are administering. So, it's recommended that the class name includes the test code. So, whether that's ELA08, or maybe it was MATMAR, tor March retest. The test administrator’s name, the testing location

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00:15:46.190 --> 00:15:49.099

Abbie Currier: and the school code.

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00:15:49.280 --> 00:16:01.580

Abbie Currier: We do want to note that class names in the Portal must be unique across the State, which is why DESE is recommending, including the school code in the class name. In order to meet this requirement.

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00:16:02.490 --> 00:16:25.309

Abbie Currier: Another thing to note is that when creating classes through the student registration file import schools are recommended to include only the test administrator’s name and testing location. In that class name field. The MCAS Portal is going to automatically add the test code in the school code. So, you don't need to include those in the class name.

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00:16:27.020 --> 00:16:56.459

Abbie Currier: And with that we're going to do a demonstration of how to do the things that we just talked about. So, first we'll be manually creating a class. Then we'll talk about how to upload a class upload file to create multiple classes, and then we'll show how to do that in the student registration file as well. So, I'm going to head over to the MCAS Portal and I'm going to log in as a Demo DTC user.

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00:17:00.620 --> 00:17:09.400

Abbie Currier: And the first thing I'm going to do is click administration. This is where you go for almost all of your tasks in the MCAS Portal.

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00:17:09.580 --> 00:17:18.150

Abbie Currier: And first we'll look at manually creating a class. Now you can see Cyber School 3.

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00:17:18.470 --> 00:17:28.410

Abbie Currier: I've got a couple of classes already made. And again, these classes are by content area. So, right now I'm looking at a list of my math classes.

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00:17:28.690 --> 00:17:34.720

Abbie Currier: I can change the dropdown to see my ELA classes, science,

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00:17:35.320 --> 00:17:38.270

Abbie Currier: and then, of course, civics as well.

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00:17:39.310 --> 00:17:45.649

Abbie Currier: So, for each of my grades and content areas. And I'm going to go back to ELA.

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00:17:46.294 --> 00:17:56.050

Abbie Currier: you can select the content area you wish to create a class for, and then you'll click, create, grade level class.

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00:17:56.180 --> 00:18:16.780

Abbie Currier: And when you click this button. It takes you to an interface that asks you for pertinent information. So, Number One would be a class name. So, again, if we utilize DESE's recommended naming convention. This would be ELA. If I create it for grade 8. It would be ELA 08.

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00:18:17.570 --> 00:18:32.770

Abbie Currier: We'll use my demo teacher or test administrator account. Maybe they're going to be meeting in Room 4263, and my school code is 000111.

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00:18:33.430 --> 00:18:37.029

Abbie Currier: I'll select my grade 8 students.

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00:18:39.235 --> 00:18:42.464

Abbie Currier: Unless you're creating a class

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00:18:43.300 --> 00:19:02.830

Abbie Currier: for other purposes. The majority of the time you're going to want to keep this checkbox checked so that you're only looking at students that are not already assigned to an ELA grade 8 class. And so that helps to make sure that students are not put into more than one class.

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00:19:03.440 --> 00:19:21.000

Abbie Currier: Then we will select my demo student to add to the class. I can also select all students here and add them. If I add a student, and I realize I don't need that student in this class, I can always highlight them and click, remove.

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00:19:21.450 --> 00:19:23.110

Abbie Currier: and then we'll click, save.

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00:19:24.130 --> 00:19:31.610

Abbie Currier: And now I can see my new classes listed here with my student that I just added, sure

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00:19:32.760 --> 00:19:49.170

Abbie Currier: there are other ways of creating classes in bulk if you will. So, the first is still here on the classes page. But instead of creating a grade level class manually, I'll come here to upload classes.

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00:19:49.490 --> 00:20:13.389

Abbie Currier: And you'll see here that I'm provided with a template file and a class data definitions file so I can. I can download this template. It's a CSV file that I would just fill in with the information, and this provides you with what information is expected in each field in that file.

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00:20:13.530 --> 00:20:26.689

Abbie Currier: So, you'll see here that what the expectations are for class name what we expect for content area. You do need to make sure that this is spelled out exactly the way it is here.

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00:20:26.930 --> 00:20:43.710

Abbie Currier: The class type is always grade. We do list the grades out here they are 2-digit grades. So, for grade 8. As an example, I would need to make sure. It says, 08. And then I would just list my State student IDs in the file.

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00:20:46.050 --> 00:20:52.560

Abbie Currier: Excuse me now, I do have a file set up

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00:20:57.580 --> 00:21:00.020

Abbie Currier: that I can show you in just one moment.

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00:21:00.390 --> 00:21:08.599

Abbie Currier: So, I've got my demo class upload file here. This is based exactly on the template. As I downloaded it.

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00:21:08.810 --> 00:21:13.274

Abbie Currier: I've put in my class names and you can create

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00:21:14.160 --> 00:21:38.650

Abbie Currier: You can put all of your content areas in one file. So, I've got my different classes created. I've got my state student IDs entered. I do need to make sure that the grade is always 08. So, I would need to format my file correctly for that. So, I can highlight those numbers, select format cells.

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00:21:39.360 --> 00:21:42.249

Abbie Currier: You can say that it is custom.

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00:21:42.470 --> 00:21:46.490

Abbie Currier: and you want it to be 0 0.

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00:21:48.580 --> 00:21:54.489

Abbie Currier: And now you can see the sample is 08 and click, okay.

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00:21:55.600 --> 00:22:00.830

Abbie Currier: And I look good to go now. So, come back over here to the Portal.

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00:22:02.280 --> 00:22:11.470

Abbie Currier: choose the file that I just edited just on my desktop and click upload.

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00:22:12.570 --> 00:22:37.009

Abbie Currier: Now this file processes fairly rapidly. But we do accept up to 10,000 records in that file, so it could take a little bit just to get everything processed, but it will provide you with information on what was correctly processed from that file. So, the total number of records present in the file was 4.

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00:22:37.240 --> 00:22:46.400

Abbie Currier: 3 of those were processed successfully. I didn't have any duplicate records, but there is one error record present in the file.

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00:22:46.580 --> 00:23:10.089

Abbie Currier: So, if I have anything incorrect. That will be listed here. I can also download a record with errors which basically gives me back my file but indicates where the issue is. And so, I can make that fix and then upload that file again.

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00:23:12.150 --> 00:23:30.539

Abbie Currier: The other mechanism for creating classes in bulk for students is, and I'm going to come back out here to the homepage. So, if I go to student registration, this is where I went to upload my initial student file.

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00:23:31.140 --> 00:23:49.619

Abbie Currier: I would locate the file that I uploaded, whether it was for the school or the district, and then I can upload my or I'm sorry I can export my students. And essentially, it's going to give me the exact same file that I uploaded.

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00:23:50.370 --> 00:24:17.059

Abbie Currier: and any additional students or edits that I made in the UI, and it's going to allow me to enter in the class name. So, this is Column K, and I would be able to enter in whatever I want that class name to be again the naming convention. If you're doing this through student registration it is just going to be the test administrator, name

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00:24:18.950 --> 00:24:29.149

Abbie Currier: So, that's because the test code and the school code are already included. So, you would just include, like a demo teacher and the room number.

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00:24:30.390 --> 00:24:48.550

Abbie Currier: And then you can fill that out for all of the students that you need to put in each of your classes. You can have multiple classes in here. So, whatever you want the class names to be, you would just edit this here in the export, and then you can come back in here to the Portal.

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00:24:49.700 --> 00:24:55.577

Abbie Currier: select the file that's on your desktop or wherever you've saved it locally

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00:24:56.390 --> 00:25:05.550

Abbie Currier: and then upload that into the system, and that will update the class name for all of the students that were included in that file.

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00:25:06.840 --> 00:25:11.819

Abbie Currier: And with that we're going to go back to the slide deck

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00:25:15.010 --> 00:25:22.190

Abbie Currier: and continue with our slides. Now, after a demonstration, we always include the step-by-step

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00:25:22.988 --> 00:25:31.350

Abbie Currier: guide essentially to everything that we just demoed. So, first, we have how to manually create a class in the Portal.

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00:25:31.950 --> 00:25:48.689

Abbie Currier: and then we have uploading multiple classes through a class upload file, and again, step by step, instructions broken down for whether you're uploading at the district level or at the school level, depending upon your role in the Portal

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00:25:49.660 --> 00:26:01.139

Abbie Currier: as well as any notes like, there's a limit of 10,000 records for each upload file. And of course, each class can have no more than 250 students in it.

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00:26:03.124 --> 00:26:12.100

Abbie Currier: We do provide you with the class data, definitions, and information again. But this is also provided to you in the user interface.

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00:26:13.840 --> 00:26:21.169

Abbie Currier: And then we also have information about how to download those records with errors

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00:26:21.870 --> 00:26:27.900

Abbie Currier: and what the possible error messages may be. If you're using the class upload file.

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00:26:29.740 --> 00:26:36.360

Abbie Currier: then we get into the specifics of uploading a class through student registration

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00:26:37.390 --> 00:26:44.470

Abbie Currier: and provide you with additional resources. And, Shannon, did you want to talk more about this.

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00:26:46.338 --> 00:27:05.160

Shannon Cullen: I think you covered that one, Abbie just wanted to highlight that we have. Oh, no worries. We have resources. If you have additional questions on creating and managing classes. There's a step-by-step guide that's a document. There is also an instructional video that's posted on the Resource Center as well. So, those are available to you if you have questions.

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00:27:05.240 --> 00:27:20.999

Shannon Cullen: And I think that brings us to our first Q&A. So, I have seen a number of questions come in about classes, and I want to call out maybe 2 or 3 of them. We have a lot of content to cover. So, I want to keep moving fairly quickly as well.

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00:27:21.130 --> 00:27:29.040

Shannon Cullen: I've seen a lot of questions come in about the class naming convention specifically about whether the school code is required. And so

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00:27:29.250 --> 00:27:46.980

Shannon Cullen: the class naming conventions are a recommendation. When you are creating your class names it is recommended to use the school code in your class name, because class names must be unique across the State. But if you've already created your classes and they don't include the school code.

123

00:27:46.980 --> 00:28:01.060

Shannon Cullen: It's not required that you go back in and add them. Class names essentially should be something that makes the classes easily identifiable to both you and your staff and need to be unique across the State.

124

00:28:01.990 --> 00:28:16.070

Shannon Cullen: Abbie, I've seen several other questions that are asking, what if they already imported their classes through the student registration file, but now they need to make changes to them. Can they re-import the file? Or do they need to do that manually?

125

00:28:19.381 --> 00:28:46.549

Abbie Currier: It depends on what changes you want to make. If you're trying to change the class name like maybe Mrs. Currier is no longer the test administrator in Room 5,200 you would want to make sure that you are editing that class name through the UI if you tried to do it through a file upload. It would just create a new class.

126

00:28:46.999 --> 00:29:08.610

Abbie Currier: So, editing a class name would need to be done through the user interface. If you are just adding students or moving students from one class to another, you can do that through the upload file. Just make sure that the class names that you're referencing are either the class names that are already existing, or

127

00:29:09.600 --> 00:29:14.280

Abbie Currier: our new class names. If that's what you're trying to do

128

00:29:14.850 --> 00:29:15.840

Abbie Currier: If

129

00:29:16.150 --> 00:29:25.719

Abbie Currier: you have any more questions about that or anything specific, I would encourage you to reach out to the MCAS Service Center for help on that.

130

00:29:27.470 --> 00:29:34.139

Shannon Cullen: So, just to clarify. I see one specific question asking, how do we move students from one class to another?

131

00:29:35.590 --> 00:29:43.580

Shannon Cullen: before testing? Were you saying they can do that through the class upload file? Or do they have to do that manually?

132

00:29:44.630 --> 00:29:51.539

Abbie Currier: Now, you should be able to do that through the class upload file as long as you're using the correct class naming convention.

133

00:29:51.720 --> 00:30:02.009

Abbie Currier: right? So, you would have to make sure that the class name and the file. It exactly matches the class name in the user interface that you're trying to move the students to.

134

00:30:05.620 --> 00:30:22.159

Shannon Cullen: Thank you. And just one other clarifying question. I see some questions about whether test administrators should have access to the classes. So, am I correct in understanding that test administrators should be able to see all classes in their school when they log in.

135

00:30:22.400 --> 00:30:27.579

Abbie Currier: Yes, they can view all classes, but they cannot edit any classes.

136

00:30:29.300 --> 00:30:30.650

Shannon Cullen: Okay, thank you.

137

00:30:31.087 --> 00:30:40.859

Shannon Cullen: I know we have a bunch of other questions coming in. Please continue to write in your questions, but we also have a lot more to cover today. So, I think that for now we can keep going.

138

00:30:41.260 --> 00:30:42.020

Abbie Currier: Okay.

139

00:30:43.090 --> 00:30:52.089

Abbie Currier: So, the next section that we wanted to go over is about scheduling the tests. Now that you've created classes and then printed the student logins.

140

00:30:53.590 --> 00:31:20.969

Abbie Currier: So, schools will need to schedule classes for tests in order to assign the correct test, form to students and create the students logins. The student logins cannot be printed until the tests are scheduled. So, you can create the classes right now. The tests will be made available for scheduling one week ahead of the opening of the testing window.

141

00:31:20.970 --> 00:31:26.979

Abbie Currier: and then at that point the classes can be scheduled, and the student logins can be printed.

142

00:31:28.189 --> 00:31:38.599

Abbie Currier: Test. Coordinators will need to schedule those tests like I said, about one week prior to test administration. And then they'll be able to print out the logins.

143

00:31:39.260 --> 00:31:47.629

Abbie Currier: The statewide testing schedule linked here lists all the dates that test scheduling should be completed for each administration

144

00:31:49.860 --> 00:32:11.260

Abbie Currier: to print the student logins. There's a couple of different steps, and we wanted to provide you some information about the Login information first.st So, student logins will contain the sign in information that student needs that students need to type in to begin each test session.

145

00:32:11.260 --> 00:32:20.820

Abbie Currier: So, students use the same student login for each subject area test. So, for example, if I'm an 8th grade student.

146

00:32:21.090 --> 00:32:33.229

Abbie Currier: I'm going to have a set of logins for my grade 8 session one and 2 of ELA, and a different login for grade 8

147

00:32:33.750 --> 00:32:49.609

Abbie Currier: math sessions, one and 2, and a different one for civics and a different one for science. So, one student will have will be scheduled to take multiple tests depending on the content area. Each test is going to have its own login.

148

00:32:49.720 --> 00:33:06.470

Abbie Currier: Schools can print the student logins up to one week in advance after the tests have been scheduled. DESE does recommend printing the logins one to 2 days in advance of testing, just because the student logins are secure, and they need to be tracked.

149

00:33:07.160 --> 00:33:28.149

Abbie Currier: And one note we wanted to include is that test. Coordinators may also need to create and print test administrator logins specifically for administering the human. Read aloud, and human signer accommodations. We do provide step-by-step instructions in Appendix C of the PAM. If you have students that have those accommodations.

150

00:33:30.870 --> 00:33:44.949

Abbie Currier: Please make sure that you advise your test administrators to check that. Each student has the correct login as they're passing them out on the day of testing. We don't want students accidentally logging in as the wrong student.

151

00:33:44.970 --> 00:34:01.169

Abbie Currier: The students should verify their name and their date of birth on the student login, and then students can also verify their name on the hello screen in the kiosk, just to make doubly sure that they're logging in as the correct student.

152

00:34:03.300 --> 00:34:13.579

Abbie Currier: When you print the student logins as a PDF. That first page or first couple of pages depending on how many students you're printing

153

00:34:13.580 --> 00:34:37.289

Abbie Currier: is called the Student Summary page. And this page is going to be very important for the test administrators to hang on to. It's going to provide them with the session access codes that they will write on the board for students as they are starting session one. They'll write the access code for session, one on the board when they're ready for session 2. They'll write the access code for session 2 on the board.

154

00:34:37.810 --> 00:35:01.320

Abbie Currier: This is also important to hang on to, because it's sort of a master list of all of the usernames and passwords for students. So, if a student loses their student login or eats it, which I have seen before, it's important for the test administrator to have another copy of that username and password for the student.

155

00:35:02.153 --> 00:35:10.159

Abbie Currier: On this summary sheet. We also list all of the accommodations that have been ordered for students. So, this is a great

156

00:35:10.190 --> 00:35:38.929

Abbie Currier: way for the test administrators to make sure that, for example, if they see a student has a mouse corner accommodation, and they're using an iPad to make sure that the student has an external mouse connected to that iPad, or if they know that a student requires an accommodation, and it's not listed on this summary sheet. It's going to be important to get in contact with the test coordinator and get that accommodation assigned for the student.

157

00:35:39.400 --> 00:35:45.680

Abbie Currier: So, very important information here is that the test coordinators and test administrators should take a look at.

158

00:35:47.180 --> 00:36:15.060

Abbie Currier: And with that we're going to go over a couple of different things. Number one, we'll show you how to schedule a test for multiple classes at a time. We'll also show you in particular, scheduling a Spanish English test because it's ever so slightly different from scheduling the regular English tests for students. And then we'll also talk about how to print student logins and summary pages.

159

00:36:15.470 --> 00:36:25.099

Abbie Currier: So, I'm going to come back over to the Portal and we'll start from the homepage. So, I've already clicked administration. And now I'm here.

160

00:36:25.600 --> 00:36:39.669

Abbie Currier: and the first thing that we're going to do is come up here to test scheduling. So, remember, I've already added my students. I've already put them into classes. And now I'm ready to schedule those classes to take the test.

161

00:36:40.080 --> 00:37:01.890

Abbie Currier: So, the first thing that I'm going to do is double check that the correct dropdown menus have been set. So, I'll want to make sure I'm in the right school. I've got the right content area, and I'm trying to schedule a grade 8 class. So, we need to select the grade 8 program

162

00:37:02.080 --> 00:37:08.519

Abbie Currier: and then I'll select the name of the test that I want to schedule and click schedule new test.

163

00:37:09.240 --> 00:37:29.849

Abbie Currier: And you can see here that I've got multiple classes listed here. I don't need to go through this process separately for every class. I can simply select all of them, or I can click and drag my mouse, and it will select or deselect all of the classes, and then I'll click schedule.

164

00:37:32.871 --> 00:37:56.700

Abbie Currier: I can see that I successfully scheduled all of my students across all of the grades, and then each class. and then each class has its own view of the details for that particular class, so that I can see their student logins. I can see their form assignments, everything like that.

165

00:37:58.546 --> 00:38:03.783

Abbie Currier: But before we get into the ELA classes that I just

166

00:38:04.370 --> 00:38:18.619

Abbie Currier: scheduled, I want to talk about the Spanish tests and how to schedule those. So, remember that we suggest that you create specific classes for Spanish. So, for example, if I select math.

167

00:38:18.620 --> 00:38:35.819

Abbie Currier: you can see I've already got a Spanish class created for grade 8 math, because I've got Spanish students who need to take the Spanish test. So, I've only added those students that are going to be taking the Spanish test to my Spanish class

168

00:38:36.670 --> 00:38:41.319

Abbie Currier: over here on test scheduling. When I select math

169

00:38:41.570 --> 00:38:45.060

Abbie Currier: and I select the Spanish test.

170

00:38:46.550 --> 00:39:13.289

Abbie Currier: I will click schedule new test, and then I'm only going to schedule the Spanish class to take that test. So, the test needs to say Spanish, English, and the class needs to take, say Spanish. This is the only accommodation where the student needs to be in a separate class and scheduled to take a different test. What we don't want to have happen is have students in a non-Spanish class

171

00:39:13.290 --> 00:39:28.899

Abbie Currier: scheduled to take the Spanish test, and we don't want students who are in a Spanish class to be scheduled to take the non-Spanish test. So, it's important that both of these things match Spanish test and Spanish class.

172

00:39:29.270 --> 00:39:40.140

Abbie Currier: and then we'll click schedule. And now I can see I've got my class that is called Spanish assigned to take the Spanish English test.

173

00:39:41.460 --> 00:40:04.170

Abbie Currier: The next thing that we wanted to talk about was how to print student logins. So, this is done by class. So, if I'm ready to print my student logins for my Spanish class. I can go ahead and click view details and student logins. You can see it again. I've only got 2 students that are going to be taking the Spanish test.

174

00:40:04.320 --> 00:40:07.079

Abbie Currier: and I will select both of them

175

00:40:07.220 --> 00:40:10.939

Abbie Currier: and click export logins for selected students.

176

00:40:11.380 --> 00:40:33.600

Abbie Currier: Now, if I need to have that summary sheet available. I have to select the PDF option, and then you have the option of selecting the number of logins to be printed. If you want the students to receive a full sheet of paper with their student login information, you would just select one login per page if you want to save some paper.

177

00:40:33.900 --> 00:40:44.809

Abbie Currier: and you can print 8 student logins per page and then cut them out. There are guidelines printed on the page for that, so I'll go ahead and select that, and then

178

00:40:45.700 --> 00:40:46.770

Abbie Currier: excuse me.

179

00:40:49.240 --> 00:41:06.679

Abbie Currier: The 27 logins per page seems like a very unique, unique number, but it is for printing out on Avery labels most of the time. You're probably going to go with 8 logins per page, or maybe even one login per page, and you'll just click export.

180

00:41:07.970 --> 00:41:29.199

Abbie Currier: And then in that PDF, you'll see that the summary sheet is listed first.st I've got my class name. I've got my test name. I've printed out the session access codes for each session, and then, of course, I see that my students both have the Spanish English accommodation

181

00:41:29.870 --> 00:41:49.259

Abbie Currier: on the subsequent pages. If I had more students in my class, I would see all 8 student logins printed. Here again we offer guidelines for cutting those out, and the student login is going to provide their name and date of birth, the name of the test and their username and password.

182

00:41:51.563 --> 00:41:58.470

Abbie Currier: And with that we'll go ahead and return back to the slide deck here.

183

00:41:58.950 --> 00:42:15.599

Abbie Currier: There's just a couple of slides again that go over step by step what we just talked about, so, first up is how to schedule, a test for multiple classes. You're just going into the Portal clicking on administration, then going over to test scheduling.

184

00:42:16.010 --> 00:42:44.519

Abbie Currier: you can highlight multiple classes at once. You don't have to do them individually. One thing we do want to point out is that you may see this use digital proctoring option appear. Don't check that unless you are specifically at a remote testing school. So, just ignore that checkbox. If you see it appear on the screen, you'll just come in here. Select your classes and click schedule

185

00:42:45.650 --> 00:43:02.000

Abbie Currier: again, for scheduling a Spanish/English test. You need to make sure that you've created a Spanish class with only the students with that accommodation and that you're selecting the Spanish test to be scheduled for that class.

186

00:43:05.425 --> 00:43:10.949

Abbie Currier: And then here we just have step-by-step instructions for printing the student logins and summary pages.

187

00:43:12.760 --> 00:43:13.760

Abbie Currier: Shannon.

188

00:43:16.860 --> 00:43:39.399

Shannon Cullen: Awesome. Thank you, Abbie. So, once again, I just wanted to share some resources relating to the topics and tasks that Abbie just demonstrated. We have the document, the guide to scheduling tests and printing student logins which takes you through those steps one at a time with screenshots. If you're somebody who likes to have the document open next to you, as you complete a task.

189

00:43:39.400 --> 00:43:52.589

Shannon Cullen: and the tasks are also covered in the same instructional video as creating classes. So, Abbie had previously recorded a demonstration of how to complete these tasks. And so that's also available to you as you work through test scheduling.

190

00:43:53.150 --> 00:44:05.390

Shannon Cullen: And I think that brings us to our next Q&A. So, a few questions that I've seen come up about scheduling tests and printing logins that I will call out here.

191

00:44:05.490 --> 00:44:17.290

Shannon Cullen: One question came in, or at least one came in about, why can't I currently schedule tests if I've selected all the right programs and subjects.

192

00:44:17.390 --> 00:44:36.810

Shannon Cullen: And so, if you look at the statewide testing schedule, and, as Abbie said earlier, scheduling tests is available up to one week before testing. So, for grades 3 through 8 that is not available yet. You will not see that in the Portal until one week before the administration opens.

193

00:44:37.300 --> 00:44:46.179

Shannon Cullen: I saw another question, Abbie, asking if you could explain the start and end date that users see when they are scheduling a test.

194

00:44:49.570 --> 00:44:51.227

Abbie Currier: Sorry. Excuse me.

195

00:44:52.030 --> 00:45:21.709

Abbie Currier: So, the start and end date for a test is just the start and end date of the testing window. So, if it's a grades 3 through 8, ELA test, it'll be the start and end date of the overall testing window for grades 3 to 8, ELA, which is different than the testing window for 8 math or Civics. So, you don't need to worry about

196

00:45:21.940 --> 00:45:32.710

Abbie Currier: trying to schedule certain classes to test within that window. That class is just going to be active for that test. The entirety of the testing window.

197

00:45:34.600 --> 00:45:38.160

Shannon Cullen: And that's not something they need to edit right? The start and end date.

198

00:45:38.160 --> 00:45:40.630

Abbie Currier: No, in fact, it's not editable.

199

00:45:42.130 --> 00:45:49.080

Shannon Cullen: Great. Thank you for clarifying so folks do not need to worry about those dates. They are set ahead of time.

200

00:45:49.938 --> 00:45:57.679

Shannon Cullen: I saw a question asking if accommodations are listed on student logins, or if they are just on the summary sheet.

201

00:45:58.030 --> 00:46:00.129

Abbie Currier: They're just on the summary sheet.

202

00:46:00.900 --> 00:46:01.850

Shannon Cullen: Thank you.

203

00:46:02.390 --> 00:46:13.860

Shannon Cullen: And I saw another question just come in asking if classes can be adjusted or changed after a test has been scheduled.

204

00:46:16.940 --> 00:46:21.080

Abbie Currier: Yes, it can.

205

00:46:22.380 --> 00:46:31.100

Abbie Currier: I guess it would depend on what exactly you want to change if you are moving students

206

00:46:31.728 --> 00:46:55.819

Abbie Currier: ahead. So, like, if you've created classes and scheduled them. But the testing window hasn't started. You can still go into those classes and move students from one class to another. Maybe. You need to add accommodations for students that are in a class. All of that is fine. If you are editing accommodations

207

00:46:55.820 --> 00:47:07.531

Abbie Currier: for a student, you'll need to go back into that view. Details and student logins page for that student. And if you've already printed out their student login.

208

00:47:08.400 --> 00:47:25.200

Abbie Currier: You'll need to. There's a button, and we're going over this tomorrow that allows you to update their form assignment and basically have a different login for that student, so that it reflects the new accommodation that was ordered for them.

209

00:47:26.740 --> 00:47:30.089

Abbie Currier: But yes, the classes in general are editable.

210

00:47:32.100 --> 00:47:45.479

Shannon Cullen: I'm going to call out just one more question I've seen come in a couple of times asking if schools can print logins for all classes with a single export? Or do they need to print logins for each class individually.

211

00:47:45.850 --> 00:48:05.390

Abbie Currier: It's printed out for each class individually. The summary sheet with the access codes is specific to that class only. The session access codes are different by test and class. So, you have to print out the logins with that summary sheet for each class.

212

00:48:07.300 --> 00:48:16.850

Shannon Cullen: Thank you again. I know we have a lot of questions coming in, but we also have several more demonstrations that I want to make sure we have time for, so I'll pass this back to Abbie to continue.

213

00:48:17.580 --> 00:48:46.340

Abbie Currier: Thank you so very quickly. We're going to talk about materials management in the Portal. So, this is new for 2025 in the MCAS Portal. There is a materials management page, and it provides you with a view of shipments of paper materials that are being delivered to schools. Schools will be able to see your material shipments once they are shipped, which I

214

00:48:47.060 --> 00:49:13.820

Abbie Currier: believe has begun happening. It depends on the administration that you're going to be administering. But this is for everything, from paper-based tests to TAMs and PAMs and other paper-based materials. This is an optional feature that schools could find useful to help track shipments but it is not something that you're required to take a look at.

215

00:49:16.382 --> 00:49:18.850

Abbie Currier: There are additional

216

00:49:19.220 --> 00:49:48.089

Abbie Currier: buttons, if you will. One is called order additional materials. The other is UPS pickup request buttons. These are the exact same links that are available on the MCAS Service Center. And so, you can. It's just another shortcut to getting to where you need to go. To order any additional paper-based testing materials or to schedule your UPS pickup request.

217

00:49:48.683 --> 00:49:54.480

Abbie Currier: You can, of course, continue to go to the Resource Center

218

00:49:55.548 --> 00:50:09.250

Abbie Currier: or the MCAS Service Center website directly. In order to complete these tasks. We just wanted to provide you with this quick link in case you are already in the Portal. And you just wanted to go and order additional materials.

219

00:50:10.364 --> 00:50:27.779

Abbie Currier: We're going to talk about this in just a second. But for each of these shipments that have been sent out to you, you'll be able to click view details to view the shipment details page for each shipment. That means each box.

220

00:50:27.820 --> 00:50:52.570

Abbie Currier: So, it's going to provide you with information like the box id number when it was shipped when that information was last updated by UPS, the item code and quantity and description, so that you can see what is coming to you in each box. And then it's also going to provide you with the UPS, tracking information with a link to the UPS tracking website.

221

00:50:54.968 --> 00:51:23.650

Abbie Currier: So, with that I'm going to log back into the Portal and just for this, because we don't actually have any paper based materials that get shipped to a demo login. I'm going to quickly log in first. Sorry about that. I'm going to quickly log in and let you see what that looks like for a particular.

222

00:51:24.390 --> 00:51:29.070

Abbie Currier: They're not a demo organization, but they are.

223

00:51:30.360 --> 00:51:36.300

Abbie Currier: the scoring vendor. So, I'm going to look for measurement Incorporated.

224

00:51:36.870 --> 00:51:38.239

Abbie Currier: And look at that

225

00:51:38.870 --> 00:52:06.070

Abbie Currier: school, if you will, and for the spring they already have a number of orders that have gone out, and I can see details for each of these. If I click on the view details. Link, this is going to show me the box id number as well as when it was actually shipped when the when we last got any updates for this.

226

00:52:06.160 --> 00:52:17.970

Abbie Currier: the item code and quantity, as well as what was actually included in this box, so you can see things like the CBT TAM

227

00:52:18.441 --> 00:52:45.980

Abbie Currier: the PBT test administrators manual, the PAM return envelopes for ELA, etc. And then over here is the UPS tracking information. So, it does provide you with the number. And if we click on this it will actually take you to the UPS site. So, that you can see when it's supposed to actually arrive for you.

228

00:52:47.590 --> 00:52:49.999

Abbie Currier: So, we'll go ahead and close this out

229

00:52:50.500 --> 00:53:16.970

Abbie Currier: again. We do offer these buttons to order additional materials. If I click this, it's just going to take me to the exact same place that I would get to if I went directly to the website, or if I went through the Resource Center. And then, of course, we also have scheduling a UPS pickup request. Again, it takes you to the same place that you're used to already to schedule your UPS pickup requests

230

00:53:17.710 --> 00:53:27.019

Abbie Currier: so very quick, Demo, just to show you some of the options that you have available for materials management in the MCAS Portal.

231

00:53:29.410 --> 00:53:43.220

Abbie Currier: Again, this is just how to navigate to the materials management page, and then some resources and instructions for using materials management in the Portal.

232

00:53:46.310 --> 00:53:53.720

Abbie Currier: And with that we're going to get into accessibility and accommodations.

233

00:53:55.520 --> 00:54:13.859

Abbie Currier: So, there are a number of ways to do this, but it's very, very important that test coordinators and test administrators work together to verify. Accommodations have been ordered for the students. They need to be ordered before the student logs into the test.

234

00:54:14.392 --> 00:54:33.840

Abbie Currier: so, test coordinators should review accommodations. And we're recommending that about 2 weeks ahead of testing, just to make sure that everything has been assigned correctly. You can, of course, verify these. You know, at any time during the testing window as well.

235

00:54:33.840 --> 00:54:56.069

Abbie Currier: But we do want to point out that there's a couple of different ways that accommodations can be verified. So, the first is, if you need to verify an individual student, you can locate that student on the students page in the MCAS Portal and edit that student. You can see all of the accommodations ordered for them for each test code.

236

00:54:56.517 --> 00:55:23.672

Abbie Currier: You can also look at this for all students in your school or district. By looking at the student registration export. If you do that export, and you're familiar with CSV, you can always add filters to that CSV file and make sure that all of the students that need human read aloud, have human read, read aloud ordered, or all of the students that need a screen, reader.

237

00:55:24.230 --> 00:55:26.449

Abbie Currier: have that accommodation ordered?

238

00:55:27.143 --> 00:55:46.720

Abbie Currier: Like we just talked about. The accommodations are also listed on the summary page that is printed with student logins. So, as test coordinators are printing these logins, they should be reviewing the accommodations and the test coordinators, when they receive the summary page, should be reviewing those accommodations as well

239

00:55:47.920 --> 00:56:06.899

Abbie Currier: for the form, dependent accommodations, so that screen reader, human, read aloud, human signer things like that. Those can be confirmed on the view details and student logins. Page in the MCAS Portal. And we're going to go over how to see those in just a moment.

240

00:56:08.868 --> 00:56:24.110

Abbie Currier: So, with that, we're going to get into a demonstration of all 4 ways that you can review the accommodations that have been ordered for a student. So, we're going to come over here. I'm going to log out and log back in as a demo DTC.

241

00:56:33.660 --> 00:56:57.169

Abbie Currier: and as always, we're going to click on administration first.st And the first thing I want to do is show you how to double check an individual student’s accommodation. So, if you just have a niggling, and you're like I think that Abbie has her text-to-speech accommodation set. But let me double check real quick. You can always click on students.

242

00:56:57.510 --> 00:57:04.639

Abbie Currier: You'll locate Abbie, or whoever you need to locate and click edit for that student.

243

00:57:04.640 --> 00:57:29.219

Abbie Currier: and on the accommodations Tab, you'll be able to see the accommodations that have been ordered for that particular student, and that is by test code. So, if Abbie is going to have text-to-speech on the math test. The civics test and the science test. I would need to change this dropdown and select the text-to-speech. For each of those 3 tests.

244

00:57:30.020 --> 00:57:38.130

Abbie Currier: So, that's pretty important to make sure that you're adding that accommodation for all of the tests that the student needs that accommodation.

245

00:57:38.580 --> 00:57:47.619

Abbie Currier: If, however, you want to look at it more holistically for all of your students, I would recommend coming up here to student registration

246

00:57:47.960 --> 00:58:12.760

Abbie Currier: again, you can simply export your students. It's going to provide you with that student registration file, with all of the accommodations that have been entered for students. And you can even make edits there, if you need to. If you realize the student has an accommodation they shouldn't have, you can change that field to blank. Or if you realize that a student needs an accommodation that they don't have, you can add

247

00:58:12.760 --> 00:58:19.949

Abbie Currier: a Y for yes, for any of those accommodations, and then just simply upload that file again.

248

00:58:21.410 --> 00:58:28.539

Abbie Currier: Additionally, under test scheduling, there's a couple of different things that you can take a look at. So, number one.

249

00:58:29.170 --> 00:58:34.790

Abbie Currier: we'll take a look at our math test here.

250

00:58:35.220 --> 00:58:39.929

Abbie Currier: and oh, I didn't schedule anything, so we'll take a look at our ELA test.

251

00:58:40.750 --> 00:58:45.020

Abbie Currier: and when we've got everything pulled up.

252

00:58:46.870 --> 00:58:50.019

Abbie Currier: Oh, I'm sorry I'm looking at the wrong school. That's my problem.

253

00:58:50.612 --> 00:59:01.479

Abbie Currier: When we've got everything pulled up, we'll just click on view details and student logins. So, for example, if I wanted to. Pull this up for this particular class.

254

00:59:01.860 --> 00:59:19.469

Abbie Currier: I'm going to be able to see the form name that has been added for that student. And then, when I export the student logins, I'm going to see the accommodations that have been added for that student. Let me go to a class that has more students in it.

255

00:59:21.392 --> 00:59:42.020

Abbie Currier: So, you can see here. Some of the differences in the form names. So, the students who don't have any accommodations that are form specific, like text-to-speech or mouse pointer. Or maybe they don't have any accommodations. You're going to see something like form one form 2, 3, 4, 5, etc.

256

00:59:42.020 --> 01:00:00.300

Abbie Currier: If they do have a form dependent accommodation, though you're going to see that in the form name. So, SR/AT, for example, stands for screen reader or compatible assistive technology. So, this is a form specifically created for students that have one of those 2 accommodations.

257

01:00:00.300 --> 01:00:02.969

Abbie Currier: And that's the form that they're going to receive.

258

01:00:03.740 --> 01:00:16.140

Abbie Currier: Same for anyone who's going to be using a human read aloud. So, when you create your class full of your human, read aloud, students, all of those students will see this form name.

259

01:00:16.410 --> 01:00:26.319

Abbie Currier: and then the same thing for human signer. So, looking at that form name is a great way to catch. If you know you've got students that need a specific form.

260

01:00:26.830 --> 01:00:53.010

Abbie Currier: And then, of course, when you print out your student logins and you take a look at your summary sheet again. It's going to list out all of the accommodations that have been added for a student, even if they're not embedded in the MCAS kiosk. So, students who need additional time, those accommodations will be listed here, basically anything that's ordered for a student for this test.

261

01:00:53.510 --> 01:01:01.730

Abbie Currier: So, this is sort of your last chance to double check and make sure that everything's been added ahead of the student actually logging in.

262

01:01:03.120 --> 01:01:06.980

Abbie Currier: And with that we'll go back to our presentation.

263

01:01:08.480 --> 01:01:36.089

Abbie Currier: And again, these are just step-by-step instructions in case you need them again for verifying the form, dependent accommodations by reviewing that form name, or, if you need to edit a single student, to be sure that their accommodations have been ordered correctly for each test, and then, of course, you can also export your student registration and make sure that the proper accommodations are listed there as well.

264

01:01:38.098 --> 01:01:59.990

Abbie Currier: Again, that summary sheet for test administrators and test coordinators is going to be really important to review, because it's for that test. So, you might have added the text-to-speech accommodation for one test and not added it for that student for another test. So, it's important to catch this here as well.

265

01:02:01.990 --> 01:02:28.249

Abbie Currier: A quick note about test administrator logins. So, for human read aloud, and human signer accommodations. Schools can choose to have a test administrator read the test over the student's shoulder, or they have the option of creating a test administrator login. So, the test administrators can log into their own test on their own device.

266

01:02:28.810 --> 01:02:57.259

Abbie Currier: In excuse me, in order to read aloud to the students or sign aloud to the students. So, there's 2 options for creating a test administrator login. The first is just manually adding a student to the MCAS Portal on the students, page and on the next slide we talk about what fields to utilize. So, it's basically a student. And the name of the student is going to be like ta login.

267

01:02:57.390 --> 01:03:11.219

Abbie Currier: Essentially. So, you're just manually creating a student in the Portal. The second option is to add the test administrator login as a student during student registration upload. So, you can do that as well.

268

01:03:12.570 --> 01:03:30.900

Abbie Currier: That's going to be especially helpful if you have students that require human read aloud, or human signer for multiple grades. You will need a TA student for each grade that you're going to be testing.

269

01:03:33.140 --> 01:04:02.149

Abbie Currier: So, for test administrator logins, we provided the column in the student registration file that you would need to edit. But all of these fields also exist in the UI. So, we have information on what to use for a test administrator login, it'll essentially be your 8-digit school code, and then you'll add 01, 02, etc. To the end of that school code for each test administrator login that you need to create.

270

01:04:03.260 --> 01:04:17.710

Abbie Currier: you'll indicate the student grade. So, if you've got human, read aloud accommodated students in grade 4 and grade 8. You'll need to create 2 test administrator logins, one in grade 4, and another in grade 8.

271

01:04:17.900 --> 01:04:21.399

Abbie Currier: The last name is going to be TA Login.

272

01:04:21.660 --> 01:04:45.389

Abbie Currier: and the first name is going to just be the test administrator’s first name. So, if I were a test administrator, the student name for me in this in the Portal is going to be Abbie TA Login. And that way I know that that is my test administrator login, for reading aloud to my students.

273

01:04:45.860 --> 01:04:52.160

Abbie Currier: We also provide a date of birth that you can enter. It's just a 1/01/1900.

274

01:04:52.430 --> 01:05:01.839

Abbie Currier: You'll want to be sure that the test code for the test that's being administered or administered is linked to this ta login.

275

01:05:02.100 --> 01:05:22.909

Abbie Currier: and that the test format is O, and you'll actually assign the correct accommodation, either human read aloud or human signer to this test administrator login. So, you're basically going through all the same steps that you would for creating a real student. You're just doing it for a test administrator, login.

276

01:05:25.080 --> 01:05:46.560

Abbie Currier: So, once those test administrator logins have been added to the Portal, you'll then create a class for the students that require a human. Read aloud, or human signer accommodation for that content area. You'll add the real students that have that accommodation to the class. But you'll also add the test administrator login to that class.

277

01:05:46.560 --> 01:06:04.820

Abbie Currier: You'll then save that class and schedule the class to take the appropriate test, and you'll see that the TA login is assigned the same form as all of the other students in that class. That way the test administrator is literally logging into the same test that the students are seeing

278

01:06:07.645 --> 01:06:24.149

Abbie Currier: once testing is complete, all the test administrator login tests should be voided. We're going to go into step by step. Instructions on how to void tests in tomorrow's training. So, I hope that you'll all join us then

279

01:06:24.210 --> 01:06:38.059

Abbie Currier: and then there are also additional tasks for test scheduling, adding report codes, reactivating things like that for instructions on voiding a test in case you can't join us tomorrow.

280

01:06:39.090 --> 01:06:45.589

Abbie Currier: So, with that I'm going to turn it back over to Shannon to talk about some resources.

281

01:06:46.300 --> 01:07:08.680

Shannon Cullen: Thanks, Abbie. So, just want to note that the *Principals Administration Manual* has information on both of these topics. There's information on how to verify accommodations on pages 46 and 47. And there's information on how to create test administrator logins. Those same step-by-step instructions on pages 104 and 105

282

01:07:09.753 --> 01:07:10.740

Shannon Cullen: next slide.

283

01:07:16.430 --> 01:07:40.790

Shannon Cullen: And I think, actually, I'm going to pause before we get into this next topic, because I see just a couple of questions about accommodations, tasks that while we're here I'm going to ask aloud, and Abbie, sorry to put you on the spot, but there's a question asking to clarify how to view the accommodations before the test is scheduled.

284

01:07:40.789 --> 01:07:47.399

Shannon Cullen: and is the only way to view accommodations before scheduling the test downloading. The student registration file.

285

01:07:49.039 --> 01:08:00.200

Abbie Currier: So, it's either by downloading the student registration file or by looking at an individual student on the students. Page, you would just locate that student and click edit.

286

01:08:01.520 --> 01:08:03.670

Abbie Currier: Great. These are your 2 options.

287

01:08:04.300 --> 01:08:18.450

Shannon Cullen: And one other question related to accommodations here. If a class has a mix of students without accommodations, and it has students with text-to-speech. Does the platform automatically give the students with text-to-speech, the appropriate form.

288

01:08:19.160 --> 01:08:36.380

Abbie Currier: Yes. So, all of the forms that are for the non-accommodated students are also the same forms that have text-to-speech capabilities for the students with the text-to-speech accommodation. So, you may see that

289

01:08:36.510 --> 01:08:52.099

Abbie Currier: form one is assigned to both. Non accommodated students as well as students that have text-to-speech, and that's totally fine. Because all of those non accommodated forms are also text-to-speech forms. Now.

290

01:08:54.150 --> 01:09:10.569

Shannon Cullen: Thank you. I'm going to keep going. But I also just want to note that like Jodie said at the top of today's training. We're going to answer as many questions as we can today, both in the Q&A. And out loud but there may be some, and I'm seeing some in the queue.

291

01:09:10.570 --> 01:09:33.530

Shannon Cullen: And right now, we will need to consult with some other folks before providing an answer, and we will be providing answers to all of the questions in a Q&A that is sent out via email after today's presentation. So, if you've asked a question and you see it in the Q&A. And a. We have it. We see it. We may not be able to answer. Today we're going to do the best we can to answer as many questions as we can.

292

01:09:34.670 --> 01:10:02.839

Shannon Cullen: All right. And so next, I want to take just a moment to talk about test administrator tasks before testing. And we did see several questions come up about this already. So, I just want to remind you of this slide that we saw at the beginning of today the tasks to complete before and during testing for test administrators. And you can see that the only before testing task that test administrators have is to verify accommodations up to 2 days before testing.

293

01:10:02.840 --> 01:10:11.780

Shannon Cullen: In addition to this, for test administrators that will be accessing the MCAS Portal. You'll want to make sure that they have access to the Portal.

294

01:10:12.870 --> 01:10:35.790

Shannon Cullen: But that's really all they need to do before testing. And so, for those of you who have been with MCAS testing for a long time. You'll remember that in previous years there were many other tasks that test administrators needed to complete before and during testing, including things like starting and stopping sessions, unlocking and locking sessions, preparing sessions, resuming tests.

295

01:10:35.790 --> 01:10:46.580

Shannon Cullen: None of those tasks exist in the MCAS Portal. So, it really is a lot fewer tasks that test administrators will need to complete both before and during testing

296

01:10:46.910 --> 01:10:54.619

Shannon Cullen: and then in terms of the test day tasks. We'll talk about those tomorrow, when we talk about the tasks to complete during testing.

297

01:10:55.050 --> 01:11:04.180

Shannon Cullen: and so, on the next slide, we're not going to review all of the different ways to verify accommodations, because Abbie just demonstrated how to do that.

298

01:11:04.180 --> 01:11:29.029

Shannon Cullen: But test administrators should review accommodations prior to testing, and they can do this on the view details student logins page that Abbie just demonstrated. So, they're able to access that. And they can also verify accommodations on the student summary page, which is what you print as the first page of the PDF. Of the exported student logins. So, please note that test administrators will not have access to download student

299

01:11:29.030 --> 01:11:37.460

Shannon Cullen: registration or edit students see accommodations on the edit students page. But they can verify accommodations in these 2 ways.

300

01:11:38.870 --> 01:11:39.820

Shannon Cullen: Next slide.

301

01:11:41.150 --> 01:11:47.279

Shannon Cullen: Okay, and with that I'm going to go back to the Q&A. And

302

01:11:48.030 --> 01:11:50.996

Shannon Cullen: see what we have here.

303

01:11:56.210 --> 01:12:05.170

Shannon Cullen: I see some questions about monitoring student tests that's going to be covered during tomorrow's training. When we talk about tasks to complete during testing.

304

01:12:09.930 --> 01:12:26.819

Shannon Cullen: All right, I see a question about test scheduling, Abbie. Maybe you can help with this. One will test scheduling. Have only one test type for each grade and subject. Unlike the practice test, where there are 2 forms, one regular and another accommodated.

305

01:12:27.640 --> 01:12:38.829

Abbie Currier: Right? So, the practice tests and the operational tests are different. So, for the operational tests,

306

01:12:40.390 --> 01:13:03.690

Abbie Currier: let's say it's the spring grade 8 ELA test that's going to have all of your accommodated forms in it with the non-accommodated forms as well, and the correct form assignment will automatically be spiraled to the students depending on their accommodations. The only exception to that

307

01:13:03.690 --> 01:13:13.710

Abbie Currier: is the Spanish test. That is a separate test from the regular spring 2025, grade 8 ELA test.

308

01:13:14.170 --> 01:13:42.549

Abbie Currier: There's no Spanish for ELA, but pretend it's a math test, right? So, for math, you're going to see 2 separate tests, one for Spanish and one for English. And so, you're going to want to make sure that for these students that have the Spanish accommodation, that they're being scheduled to take the Spanish test. Everybody else is going to take the non-Spanish test and automatically get the correct form assignments based on their accommodation.

309

01:13:47.740 --> 01:14:00.729

Shannon Cullen: Hey, I have another clarifying question asking our test administrators able to see accommodations in the Portal. So, again, Abbie, can you just remind us where test administrators can see accommodations.

310

01:14:01.060 --> 01:14:18.290

Abbie Currier: Yes, so they can see it on the view details and student Logins page where they can view all of the form names that have been assigned to students, and then, on that summary sheet of the student login PDF. All of the accommodations are going to be listed there as well.

311

01:14:20.080 --> 01:14:21.050

Shannon Cullen: Thank you.

312

01:14:21.200 --> 01:14:29.880

Shannon Cullen: I see several questions about makeup testing. We will be covering makeup testing during tomorrow's training. So, please hold on those questions, for now.

313

01:14:37.458 --> 01:14:45.339

Shannon Cullen: And I think let's continue answering questions in the background. And we can move forward and make our way towards the

314

01:14:46.340 --> 01:14:47.709

Shannon Cullen: sandbox. Time.

315

01:14:51.220 --> 01:15:13.230

Jodie Zalk: Thank you, Shannon and Abbie, and thank you everyone for your great questions as we're moving along. We wanted to provide additional resources and let you know next steps and how to receive support after today's session. We've provided a lot of links already for you. But wanted to again call out the MCAS Resource Center

316

01:15:13.620 --> 01:15:37.060

Jodie Zalk: as well as the user guides in particular that are posted to the Resource Center related to the MCAS Portal. We also wanted to share out this link for your technology coordinators as well as to help connect the dots back with the session that we just had on Friday related to technology requirements and guidelines.

317

01:15:37.380 --> 01:16:06.029

Jodie Zalk: And we always talk about the student assessment update where we provide important information and updates about the student testing program and wanting to connect the dots across your test administration teams. So, the update is sent automatically to principals and test coordinators and a couple of other functions. If you do not receive the update, though you can subscribe to it, or make sure that your team subscribes if they need to.

318

01:16:06.540 --> 01:16:07.950

Jodie Zalk: Next slide, please.

319

01:16:08.350 --> 01:16:20.469

Jodie Zalk: and after today's session, as you close out you'll see an evaluation form. Pop up. Please let us know your thoughts, and if today's session was helpful. Or if there were other thoughts that you want to share with us

320

01:16:20.510 --> 01:16:49.369

Jodie Zalk: on how to improve the session, if you can't access that, please email us instead, within about a week we'll be able to email out all the questions and answers. I see that we already answered over a hundred of them, and we'll be able to provide the responses to the remaining questions as well. When we send that out after the session, and we'll also send a link to the recording as well as a link to where that will be posted on the Resource Center.

321

01:16:50.200 --> 01:16:51.740

Jodie Zalk: Next slide, please.

322

01:16:52.120 --> 01:17:17.000

Jodie Zalk: If you find that you're looking for additional demonstrations or have any questions about the MCAS Portal or other questions on logistics or technology. Please reach out to the MCAS Service Center after today's session. Their contact information is on the left-hand side of the slide. And then, if you have questions that are policy related, anything about accommodations or student participation.

323

01:17:17.000 --> 01:17:24.080

Jodie Zalk: Please reach out to Shannon and myself and our colleagues at DESE, and our contact info is on the right.

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01:17:24.420 --> 01:17:30.979

Jodie Zalk: And with that I think we're passing this back to Shannon and Abbie for some additional demos.

325

01:17:32.640 --> 01:17:51.259

Shannon Cullen: Awesome. Thanks, Jodie, so we have this time saved at the end here to look at some additional demos and maybe answer some additional questions for those of you who need to drop thanks so much for joining us, but for those who'd like to stay please stay on the line for another few minutes.

326

01:17:51.290 --> 01:18:12.870

Shannon Cullen: So, on the next slide we have a poll to ask which demonstrations you would like to see and note that we did all of these demonstrations already today. So, please feel free to vote for as many of these as you'd like to see, and we'll take the top, maybe one or 2, with the time that we have left

327

01:18:12.940 --> 01:18:33.279

Shannon Cullen: so manually creating a class uploading classes through class upload file uploading classes through student registration file scheduling a test, scheduling a Spanish English test, printing student logins and summary pages, verifying accommodations or creating test administrator logins, and I'll give folks just a moment to enter in their answers.

328

01:18:39.180 --> 01:18:42.010

Shannon Cullen: And let's go ahead and close the poll.

329

01:18:46.000 --> 01:18:58.739

Shannon Cullen: Alright. So, it looks like most people want to see creating test administrator logins. So, Abbie, if we could start there, I think that would be great.

330

01:19:01.150 --> 01:19:04.287

Abbie Currier: Sure. Just give me one second.

331

01:19:05.200 --> 01:19:06.110

Abbie Currier: Okay.

332

01:19:07.591 --> 01:19:35.030

Abbie Currier: So, we'll go back out here and start afresh if you will, and we'll click on administration. So, to create the test administrator login, we're just going to go to students if we want to create it manually. If we want to create a student registration file. Instead, we would upload it over here. But for now, I'm just going to manually create a test administrator login.

333

01:19:35.941 --> 01:19:38.400

Abbie Currier: So, I'll click, add student.

334

01:19:40.290 --> 01:20:02.920

Abbie Currier: And the state student ID that we're recommending is the 8-digit school code. I'm just going to use a pretend one. And then you would add either 01. If this is the first test administrator login you're creating, or 02, 03, etc. So, I'm just going to add 01 here.

335

01:20:03.314 --> 01:20:23.450

Abbie Currier: It does need to be by grade. So, again, if I have students that require a human read aloud, or human signer accommodation in multiple grades. I'll be creating multiple test administrator logins. So, for right now we'll go ahead and select grade 8. The last name should be TA Login.

336

01:20:23.850 --> 01:20:38.390

Abbie Currier: and the first name should be the test administrator’s name so it could be their first name. It could be their last name, if that's what you would prefer. I'm just going to use Demo here.

337

01:20:38.620 --> 01:20:45.120

Abbie Currier: The last 2 fields that are required are the date of birth,

338

01:20:45.685 --> 01:20:57.820

Abbie Currier: and then you would add the registration codes for the tests that have students requiring human signer or human read aloud.

339

01:20:58.184 --> 01:21:16.409

Abbie Currier: So, if that means that it's only one of these grade 8 tests. You would just select the one that has an accommodated student in it, or you can select all of the tests that are available to 8th grade in case you have students that need all of them.

340

01:21:17.330 --> 01:21:46.610

Abbie Currier: The next step is to come here to accommodations, and for again for each test. So, whether it's civics or ELA math, science, etc, you're going to be adding the appropriate accommodation for that particular test. So, if I have students that are going to require human read aloud for the civics test, I would make sure that my test administrator login also has human read aloud for the civics test.

341

01:21:46.660 --> 01:22:04.230

Abbie Currier: Maybe they also require human read aloud for the math test as well as the science test. So, I'm just making sure that I'm adding the matching accommodation to the correct tests that the students that I have are going to be utilizing

342

01:22:05.000 --> 01:22:06.589

Abbie Currier: and click save.

343

01:22:07.230 --> 01:22:31.170

Abbie Currier: And this will save the student that I just created. And I can assign this student to my classes just like I have all my other students, and they will get a oh, I'm sorry I've got some missing fields, but they will get a student logins, just like any other student would, but the test administrator would hang on to that login so that they can log in

344

01:22:31.560 --> 01:22:51.070

Abbie Currier: as a student would, and review the test themselves on their own test, taking device. The alternative to doing all of this additional setup is to have the test administrator read over the student shoulder so that they don't have to necessarily log in to a separate device for them.

345

01:22:51.590 --> 01:23:14.460

Abbie Currier: And again, if you need to add multiple test administrator logins at once, you can always come over here to student registration. We do provide the data definitions file as well as the student registration template so that you can sort of start from scratch with creating your new ta login students.

346

01:23:16.810 --> 01:23:20.709

Abbie Currier: Shannon, do we have time for one more, Demo? Do you think.

347

01:23:20.710 --> 01:23:40.929

Shannon Cullen: I think we do. But before we move on from this one, I've seen a couple of questions come in about it, and so I just want to reiterate that the test administrator login that Abbie just demonstrated creating is only used for human reader or human read aloud, and human signer accommodations. And it is

348

01:23:41.090 --> 01:23:59.020

Shannon Cullen: Abbie presented 2 options. It is optional, so schools can choose to have their test administrator read the test over the student's shoulder. If they would like the test administrator to access the test from their own device to read from. That's when you would need to create the test administrator login.

349

01:23:59.020 --> 01:24:12.970

Shannon Cullen: And, as Abbie mentioned earlier in the presentation, you'll want to be sure to void test administrator logins after the test, because they are not for students, they are not being, they should not be scored, and so they need to be voided. After testing.

350

01:24:13.750 --> 01:24:22.680

Shannon Cullen: We have a few more minutes, and I think the next most popular request was to review how to verify accommodations. If you're able to show us that again.

351

01:24:23.790 --> 01:24:45.539

Abbie Currier: Sure. So, those there's a couple of different ways to do that. Number one is by clicking on students. You can locate an individual student that you want to review accommodations for so, for example, if I need to review John Doe's accommodations, I would locate John DOE and click edit

352

01:24:46.850 --> 01:25:04.195

Abbie Currier: and on the accommodations tab, I would review the accommodations that have been added for this particular student. Maybe he's not supposed to have screen reader. He's supposed to have text-to-speech. Instead, I would simply update the accommodation here and click save

353

01:25:05.668 --> 01:25:11.850

Abbie Currier: the other option is to use the student registration

354

01:25:11.890 --> 01:25:25.880

Abbie Currier: and export students. It's going to give you again that that same file that you imported is going to export, that back out for you, including any additions that have been made through the user interface.

355

01:25:25.880 --> 01:25:42.909

Abbie Currier: And then you can review that student registration file. It has all of the accommodations listed for all of the students in your school or your district. So, that gives you a much broader view, so that you don't have to go student by student reviewing their accommodations

356

01:25:43.230 --> 01:25:52.930

Abbie Currier: after the student has been scheduled to take the test. There's a couple of ways of verifying accommodations as well. You would go to test scheduling.

357

01:25:54.450 --> 01:25:59.280

Abbie Currier: You would select the correct

358

01:25:59.870 --> 01:26:08.689

Abbie Currier: school, you'd select the correct content area, and then you would take a look at the details and student logins.

359

01:26:09.800 --> 01:26:11.300

Abbie Currier: From here

360

01:26:11.520 --> 01:26:19.974

Abbie Currier: you can see the form assignment that has been assigned to each student. So, you can see that

361

01:26:20.650 --> 01:26:27.119

Abbie Currier: again, students that require screen reader or compatible assistive technology

362

01:26:27.534 --> 01:26:54.889

Abbie Currier: forms have been assigned that form. If you see a student that needs screen reader, and they're assigned something like form one or form 15. That's wrong. That's incorrect. So, you would need to go in and update their accommodations and then return here and update their student login. And we're going to go into specifics on how to do that part in our training tomorrow.

363

01:26:55.590 --> 01:27:00.414

Abbie Currier: From here you can also opt to select your

364

01:27:01.060 --> 01:27:13.970

Abbie Currier: your student logins, and that very first sheet is your summary sheet with all of the session access code information as well as all of these student usernames and passwords. And it's going to

365

01:27:14.360 --> 01:27:29.299

Abbie Currier: provide a list of all of the accommodations ordered for each student for this specific test. So, this is another great way of catching before the students log in that they've got the appropriate accommodations ordered for them.

366

01:27:33.370 --> 01:27:35.619

Abbie Currier: Any additional questions on that.

367

01:27:39.180 --> 01:27:48.300

Shannon Cullen: I think that is it? And I think that that brings us right to 11 o'clock. So, I want to respect everyone's time.

368

01:27:48.300 --> 01:28:15.629

Shannon Cullen: But thank you, everyone for joining us this morning. I hope that you found this session useful. Thank you for all of your great questions. We will like, I said, be answering the rest of the questions in a Q&A That we will send out to you within the next week, and we are holding another training tomorrow for tasks during and after testing. So, we hope to see you again tomorrow for some additional information on those tasks.

369

01:28:15.720 --> 01:28:17.919

Shannon Cullen: Thank you again and have a great rest of your day.