

Office Hours: February Science Student Registration

The Office of Student Assessment Services

November 20, 2025

Presenters

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Logistics for This Session

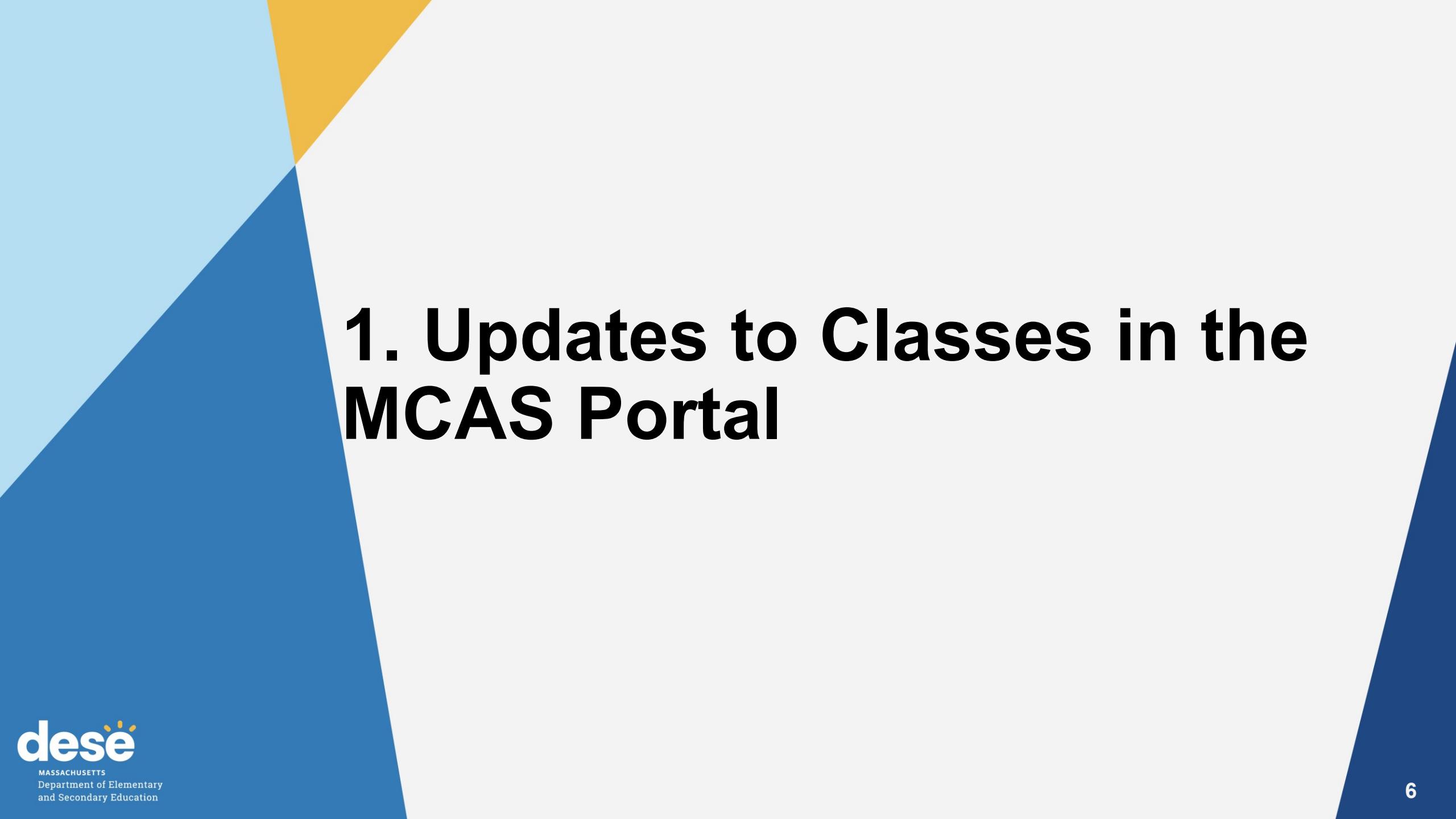
- Use the Q&A feature to ask a question.
 - We will answer some questions aloud at specified times during this training session, and we will email the Q&A afterwards.
 - Type your questions anytime, but we may not answer them in real time as some questions may be covered during the presentation.
 - Use the thumbs-up icon to “upvote” someone else’s question.
 - Email student-specific questions to mcas@mass.gov instead of asking here.
- This session is being recorded and will be available in about a week in the [MCAS Resource Center](#), along with the slides.
- Closed captioning has been enabled for participants who need it.
- This session is being interpreted into ASL. Our interpreting team will be onscreen with the presenters.
- Please be advised that DESE does not authorize attendees to record or to use AI transcription tools during the meeting and DESE does not endorse any unauthorized transcripts created by third parties of its meetings.

Slides for This Session

- Slides were emailed to participants before this session from MCASEvents@cognia.org.
- Slides are now being posted in the chat.
 - If you cannot access the slides in the chat, ask in the Q&A.
- After the session, we will send the slides again to participants, and they will be posted in the MCAS Resource Center along with the recording.

Today's Agenda

1. Updates to Classes in the MCAS Portal
2. Batch Printing Student Logins
3. Q&A and Additional Demonstrations
4. Resources, Support, and Next Steps



1. Updates to Classes in the MCAS Portal

Overview of Classes

What is not changing?

- A class is a group of students in the MCAS Portal who will take the same test in the same place at the same time.
- Up to 250 students allowed in a class in the MCAS Portal.
- Classes can be created using one of three methods:
 - Student Registration import/export
 - Class Upload file
 - manually one at a time through the MCAS Portal user interface
- DESE recommends waiting until approximately two weeks before test administration to place students into classes in the MCAS Portal.
- Certain accommodations require that students are placed in a class only with other students that have the same accommodation (Spanish/English, Human Read-Aloud, Human Signer).

Course-Level Classes

- **New for 2026, beginning with the February Science administration: High schools will use course-level instead of grade-level classes in the MCAS Portal.**
- **What is a course-level class?**
 - A course-level class is a class in the MCAS Portal **grouped by test subject, not grade level**.
 - e.g., Grade 9 and grade 10 students taking Biology at the same time in the same classroom will now be placed into the same class in the MCAS Portal, and will have the same access code.
- **Why this change?**
 - This will allow high schools to group students in multiple grade levels taking the same test in the same class. Students in the same class have the same access code.
- **High schools must use course-level classes for all 2026 administrations, not grade-level classes.**
- Instructions will be in the Guide to Creating Course-Level Classes, which will be available by January 2026.

Course-Level Class Naming Convention

- Class naming convention
 - Course-level classes created manually and classes created through the class upload file will have the content area and school code automatically added to the class name.
 - These class names will follow the naming convention: content area-class name-school code
 - Example: Science-Demo Class-00001111
 - Course-level classes created through Student Registration will also include test code.
 - These class names will follow the naming convention: test code-content area-class name-school code
 - Example: BIOFEB-Science-Demo Class-00001111

Course-Level Class Naming Convention

- Below are examples of what these classes will look like in the MCAS Portal.

Course Level	Grade Level		
Class 	Course 	Student Count 	
BIOFEB-Science-Demo Sreg-I666-010	Biology	10	View Edit Delete
PHYFEB-Science-Demo Sreg-I666-010	Physics	10	View Edit Delete
Science-Demo ClassFile-I666-010	Biology	4	View Edit Delete
Science-Demo Manual-I666-010	Biology	4	View Edit Delete

Showing 1 - 4 of 4

- Pipe delimiter characters

- To ensure compatibility with reporting systems, pipe delimiter characters in class names are now prohibited.
- Example: **Science|BIOFEB|SMITH 205-8888888**

Please correct the following error(s):

Class name cannot contain a '|' character.

OK

Demonstration

- Creating course-level classes through the Student Registration file
- Uploading course-level classes via the Class Upload file
- Manually creating course-level classes

Uploading Course-Level Classes via the Class Upload file

1. Log in to the MCAS Portal.
2. Select **Administration**.
3. Select **Classes**.
4. On the **Classes** page, select the district or a school from the organization drop-down list.
5. Select **Upload Classes**.

Uploading Course-Level Classes via the Class Upload file

6. Click the link **Download Template**
7. Enter class information in the template using the **Class Data Definitions Information**.
 - In column C, enter “course”.
 - In column D, enter the course name as listed in the Definitions Information.
8. Save the file as a .CSV.
9. Select **Choose File**.
10. Select **Upload**.

<i>Class Data Definitions Information</i>	
Field Name	Permitted Values
ClassName	Alphanumeric characters. ' character not allowed. Max name length: 50 characters.
ContentArea	Mathematics,ELA,Science,Civics
ClassType	"grade" or "course"
Grade	03,04,05,06,07,08,09,10,11,12
Course	Mathematics,English Language Arts,Civics,Physics,Biology
State Student ID	Existing state student ID

X

Close

Manually Creating Course-Level Classes

1. Log in to the MCAS Portal.
2. Select **Administration**.
3. Select **Classes**.
4. On the Classes page, select an **organization** from the organization drop-down list, and then select a **subject** from the subject drop-down list.
5. Select the **Course Level** tab.
6. Select **Create Course Level Class** to create a new class.

The screenshot shows the 'Science Classes in Cyber Valley Sch10' page. At the top, there are two dropdown menus: 'Cyber Valley Sch10 (Cyber Valley)' and 'Science'. Below them are two tabs: 'Course Level' (which is highlighted with a red box) and 'Grade Level'. To the right of these tabs are two buttons: 'Create Course Level Class' (which is highlighted with a red box) and 'Upload Classes'. At the bottom of the page are three search fields: 'Class' with a magnifying glass icon, 'Course' with a magnifying glass icon, and 'Student Count' with a magnifying glass icon.

Manually Creating Course-Level Classes

7. Type the name of the class in the **Class Name** field.
8. Select a course from the **Choose a Course** drop-down list.
9. Add students to a class by selecting one or more students from the list on the left and selecting **Add**. If you need to remove students from the class list, select one or more students from the list on the right and select **Remove**.
10. Click **Save** to create the class.

Class Information

Class Name: Demo Class

Course:

Choose a Course

Biology

Physics

Search for Students

Grade: Choose a Grade

Class: Choose a Class

Show only students that are not assigned to a class

Showing students in : Cyber City Sch DLV1

Last Name, First Name (State Student ID)

Sort By: Last Name

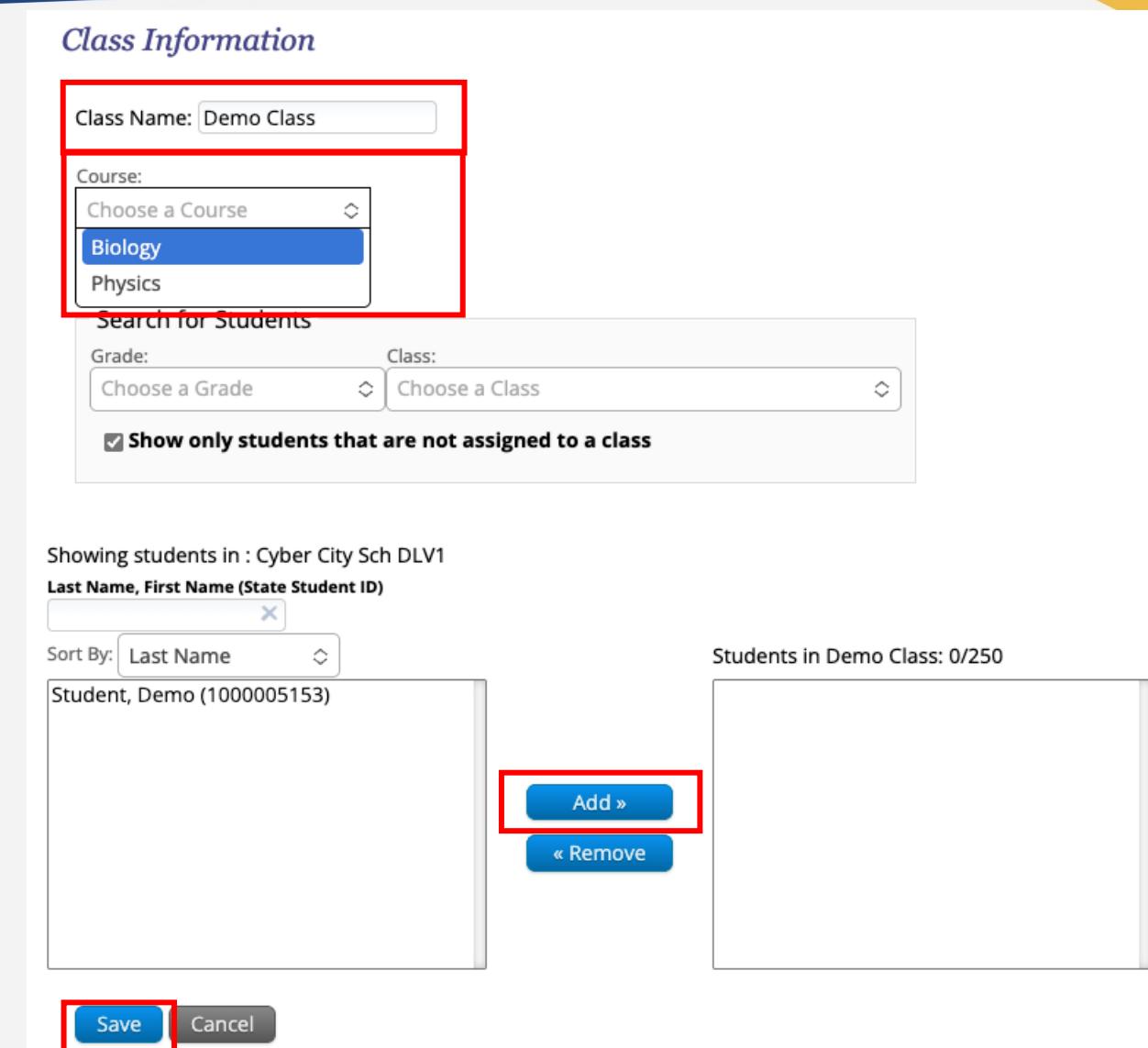
Student, Demo (1000005153)

Add »

« Remove

Students in Demo Class: 0/250

Save **Cancel**



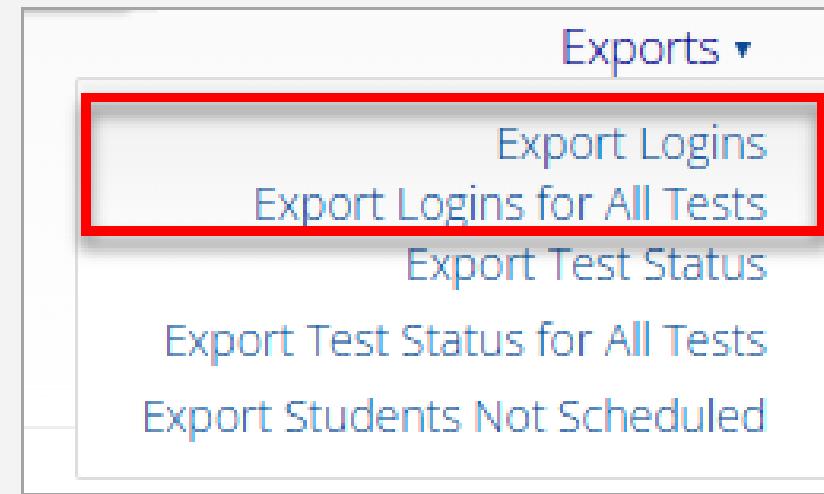
Creating Course-Level Classes through the Student Registration File

1. Log in to the MCAS Portal.
2. Select **Administration**.
3. Select **Student Registration**.
4. Select the **organization** from the organization drop-down list.
5. Select **Export Students**. The exported file will be downloaded locally.
6. Fill in column K with the class names.
7. Save the file as a .CSV.
8. Follow the instructions in the [Student Registration Guide](#) to import the updated file.

2. Batch Printing Student Logins

Batch Printing Student Logins

- **New for 2025–26:** Users are able to export student logins from the MCAS Portal for the selected test/school or export all student logins for all tests within the selected content area and school, in addition to the ability to export student logins for a single scheduled class.

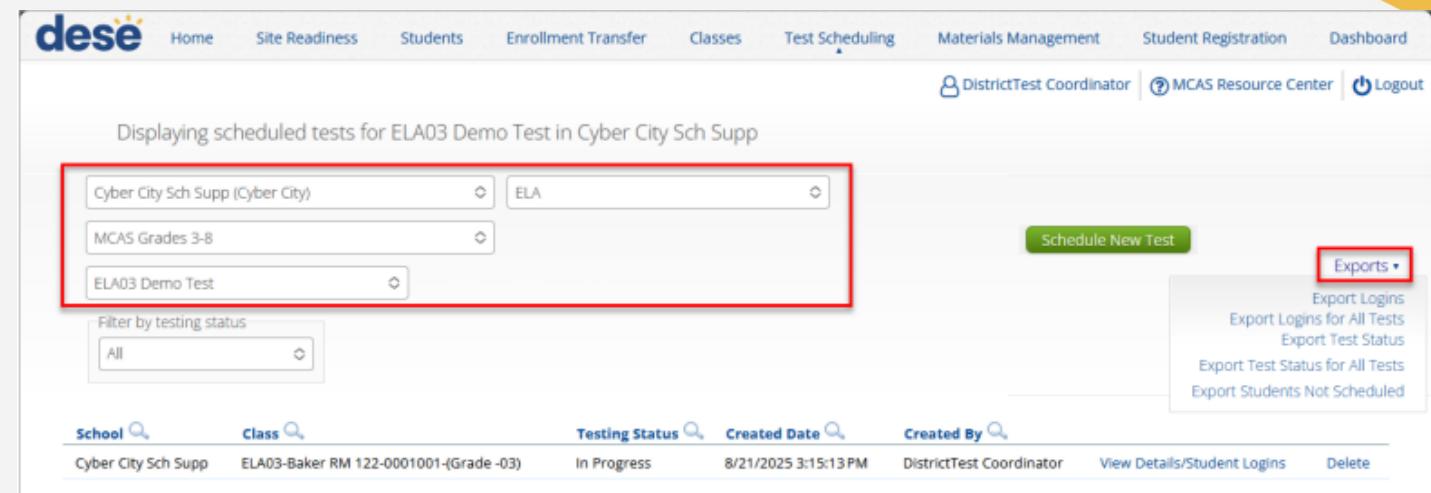


Demonstration

- Batch printing student logins

Batch Printing Student Logins for a Selected Test

1. Log in to the MCAS Portal.
2. Select **Administration**
3. Select **Test Scheduling**
4. Select the organization, subject, program, and test from the drop-down lists.
5. Click **Exports**.
6. Select **Export Logins**.



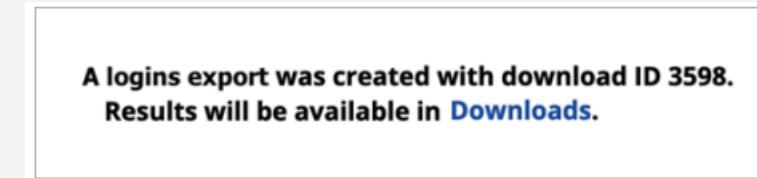
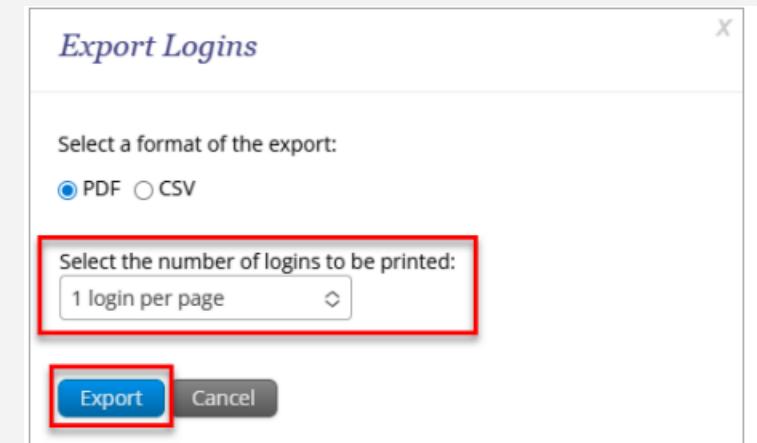
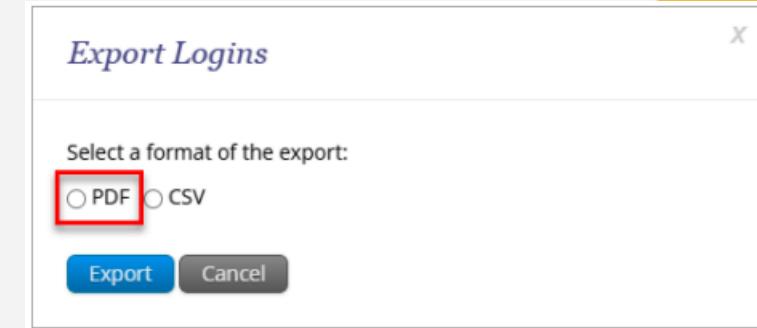
The screenshot shows the MCAS Portal's Test Scheduling page. At the top, there is a navigation bar with links for Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Scheduling, Materials Management, Student Registration, and Dashboard. The user is identified as 'DistrictTest Coordinator' and has access to the 'MCAS Resource Center'. A 'Logout' button is also present. The main content area displays a list of scheduled tests for 'ELA03 Demo Test' in 'Cyber City Sch Supp'. The list includes columns for School, Class, Testing Status, Created Date, and Created By. A red box highlights the 'School' dropdown set to 'Cyber City Sch Supp', the 'Class' dropdown set to 'ELA03-Baker RM 122-0001001-(Grade -03)', and the 'Test' dropdown set to 'ELA03 Demo Test'. Below the list is a 'Filter by testing status' dropdown set to 'All'. On the right side, there is a 'Schedule New Test' button and a 'Exports' dropdown menu. The 'Exports' menu contains the following options: Export Logins, Export Logins for All Tests, Export Test Status, Export Test Status for All Tests, and Export Students Not Scheduled. The 'Export Logins' option is highlighted with a red box.



Batch Printing Student Logins for a Selected Test

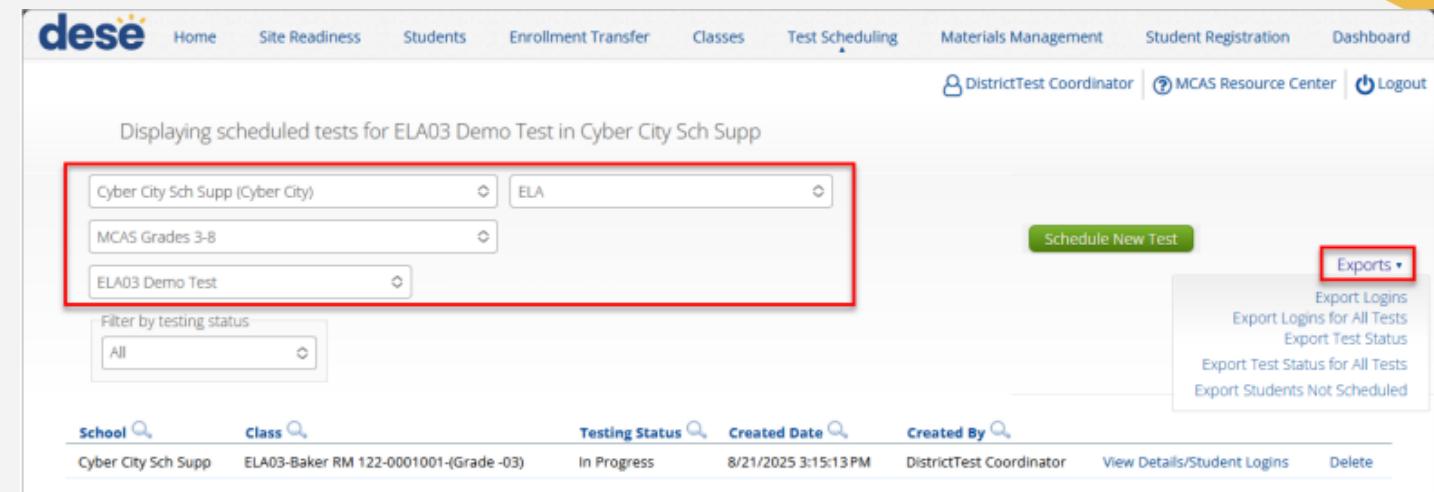
7. A pop-up will be shown with the option of choosing PDF or CSV. Select **PDF**.
8. Select the number of logins per page (1, 8, or 27).
9. Click **Export**.
10. Click **Downloads** in the pop-up window or navigate to **Downloads** on the portal homepage.
11. Click **Download Result** for the Export Logins file.

Student logins will be organized alphabetically by class name and then by student last name.



Batch Printing Student Logins for a Selected Subject

1. Log in to the MCAS Portal.
2. Select **Administration**.
3. Select **Test Scheduling**.
4. Select the organization, subject, program, and test from the drop-down lists.
5. Click **Exports**.
6. Select **Export Logins for All Tests**.



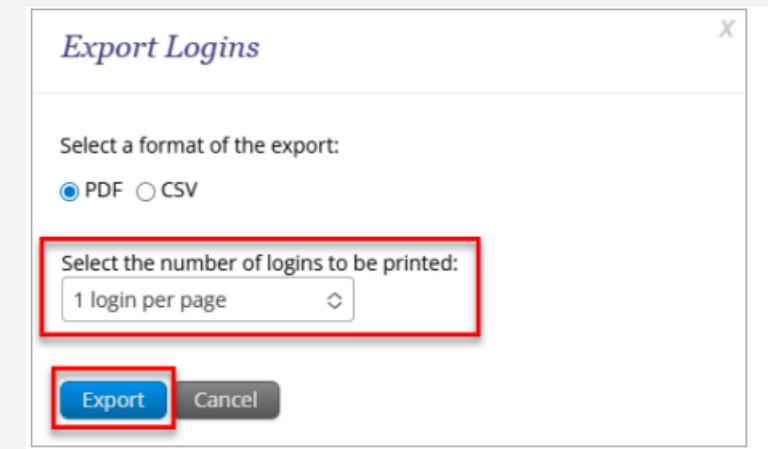
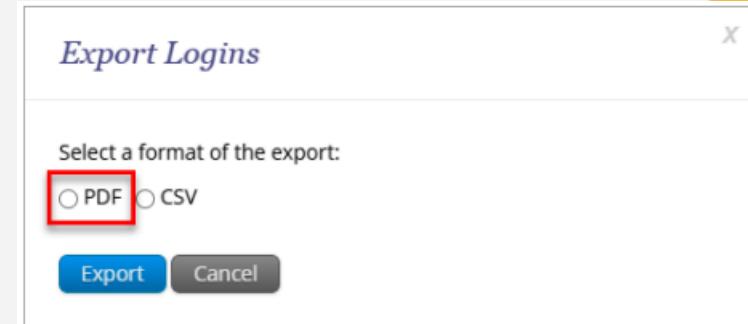
The screenshot shows the MCAS Portal's Test Scheduling page. At the top, there is a navigation bar with links for Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Scheduling, Materials Management, Student Registration, and Dashboard. The user is logged in as a District Test Coordinator. The main content area displays scheduled tests for the ELA03 Demo Test in Cyber City Sch Supp. A red box highlights the dropdown menus for School (Cyber City Sch Supp), Subject (ELA), and Program (MCAS Grades 3-8). Below these are dropdowns for Test (ELA03 Demo Test) and a Filter by testing status dropdown set to All. On the right side, there is a green 'Schedule New Test' button and a 'Exports' dropdown menu. The 'Exports' menu is expanded, showing options: Export Logins (which is highlighted with a red box), Export Logins for All Tests, Export Test Status, Export Test Status for All Tests, and Export Students Not Scheduled.



Batch Printing Student Logins for a Selected Subject

7. A pop-up will be shown with the option of choosing PDF or CSV. Select **PDF**.
8. Select the number of logins per page (1, 8, or 27).
9. Click **Export**.
10. Click **Downloads** in the pop-up window or navigate to **Downloads** on the portal homepage.
11. Click **Download Result** for the Export Logins file.

Student logins will be organized alphabetically by test name, then class name, and then by student last name.

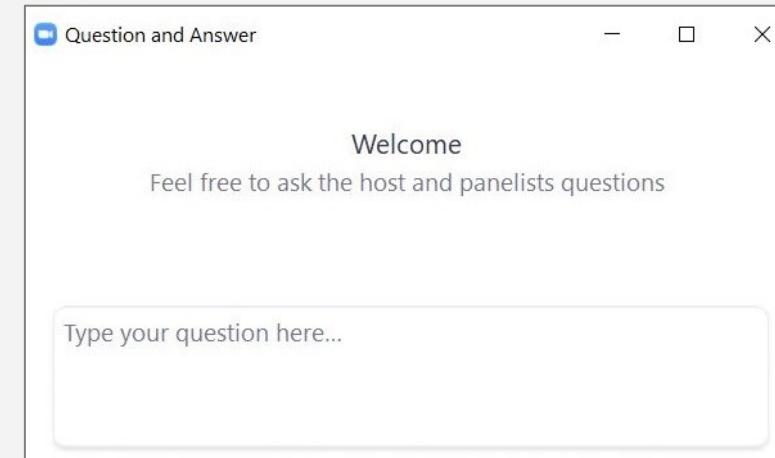
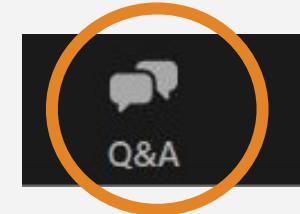


A logins export was created with download ID 3598.
Results will be available in [Downloads](#).

3. Q&A and Additional Demonstrations

Questions & Answers

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



Poll Question

Which demonstrations would you like to see again?

- A. Manually creating course-level classes
- B. Creating course-level classes via Class Upload file
- C. Creating course-level classes via Student Registration export/import
- D. Batch printing student testing tickets



4. Resources, Support, and Next Steps

Additional Resources

Resource	Location
MCAS Resource Center	mcas.onlinehelp.cognia.org https://mcas.onlinehelp.cognia.org/portal/
<ul style="list-style-type: none">• MCAS Student Registration Guide• Guide to Creating and Managing Classes• Guide to Scheduling Tests and Printing Student Logins	
Technology Information <ul style="list-style-type: none">• MCAS Student Kiosk Technology Guide	https://mcas.onlinehelp.cognia.org/technology-setup/
Student Assessment Updates (Biweekly email with important updates about the MCAS program)	www.doe.mass.edu/mcas/updates.html If you do not already receive this email, subscribe using this link: http://eepurl.com/ghSOH

Upcoming Trainings – January 2026

Training	Date
Overview of Student Registration	Thursday, January 15
Accessibility and Accommodations	Thursday, January 22
Office Hours – Accessibility and Accommodations	Monday, January 26
MCAS Test Administration and Security Protocols for Returning Staff	Tuesday, January 27
Office Hours – Student Registration	Wednesday, January 28
MCAS Test Administration and Security Protocols for New Staff	Thursday, January 29

[Registration](#) is available.

Upcoming Trainings – February and March 2026

Training	Date
Technology Coordinator Training	Monday, February 2
Tasks in the MCAS Portal Before Testing	Wednesday, March 4
Tasks in the MCAS Portal During and After Testing	Thursday, March 12
Office Hours – MCAS Portal Tasks	Thursday, March 19

[Registration](#) is available.

Next Steps

- **Today:** Complete the evaluation form.
 - Responses are associated with the name and email address used to log in.
 - Email your input to mcas@mass.gov if you have problems accessing or completing the form.
- **Within one week:**
 - Receive an email with the Q&A from this session
 - Recording will be available

Email and Phone Support

MCAS Service Center

- Questions on logistics and technology
 - **Web:** <https://mcas.onlinehelp.cognia.org/>
 - **Email:** mcas@cognia.org
 - **Phone:** 800-737-5103
 - **TTY:** 888-222-1671
 - Live chat is available at the link on the bottom of the page at the [MCAS Resource Center](#)

DESE Student Assessment Services

- Policy questions (e.g., student participation, accommodations)
 - **Web:** www.doe.mass.edu/mcas
 - **Email:** mcas@mass.gov
 - **Phone:** 781-338-3625
 - **TTY:** 800-439-2370

THANK YOU

The Office of Student Assessment Services



781-338-3625



www.doe.mass.edu/mcas



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