# Appendix A: Creating and Managing Classes for the February Science Administration

## A. Introduction

A "class" in the MCAS Portal is a group of students in who will take a subject area test in the same location at the same time. Students must be assigned to a class before scheduling the test in the MCAS Portal. In the MCAS Portal there are two types of classes: course-level classes and grade-level classes. **For the February Science administration, *only course-level classes* should be created.**

Classes can be created during the initial student registration window, or anytime leading up to and during the testing window; DESE recommends creating and assigning classes two weeks prior to testing. A student must be assigned to a class prior to testing.

Please note the following important information *before* creating classes:

- **Schools should assign each student to only one class per subject area test.** The MCAS Portal allows users to add students to multiple classes per subject, but this should not be done in most cases.
- There is a **limit of 250 students** per class.
    - When creating a testing plan, schools should assign students to testing rooms in a way that adheres to all of the policies and procedures outlined in the *Principal's Administration Manual*.

## 1. Class Naming Conventions

When creating classes, DESE recommends that schools use a naming convention that will help test administrators quickly and easily find the test they are administering. It is suggested that schools create class names that include the following information:

- test code (refer to information on test codes on pages 45 and 46 of Part III: Student Registration)
- test administrator last name
- testing location

An example of a class name would be BIOFEB–SMITH 205, in which

- BIOFEB is the test code
- SMITH 205 is the test administrator name and testing location

The content area and school code will be added to the class name when a course-level class is created in the MCAS Portal user interface. 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 (e.g., Science-BIOFEB SMITH 205-88888888).

Note that when creating classes through a Student Registration file, additional parts of the class name will be auto-populated. Refer to information in section B 2 below.

Students with the following accommodations need to be placed into separate classes:

- Students taking the Spanish/English edition of a test need to be placed into a separate class using only the Spanish/English edition.

- Students with the Human Read-Aloud accommodation should be placed into a class of no more than 5 students, all of whom are assigned the Human Read-Aloud accommodation.

- Students with the Human Signer accommodation should be placed into a class of no more than 5 students, all of whom are assigned the Human Signer accommodation.

It is recommended that class names for these accommodations also include the accommodation (e.g., BIOFEB HRA SMITH 208, BIOFEB SPANISH SMITH 215).

## 2. Classes Page in the MCAS Portal

The **Classes** page in the MCAS Portal, available to all user roles except Reports Access Only, manages the classes, or groups of students, for testing. Select **Classes** on the top menu bar of the Administration homepage to access classes.

| Enrollment Transfer | Classes | Test Scheduling |

In table A1 below are descriptions of the features that are available on the Classes page. The numbered icons listed in the table are shown in the screenshot that follows to indicate the location of the feature.

**Table A1. Classes Page**

| Icons | Description |
|---|---|
| 1 | **Filter** the Classes table by selecting an organization from the **Organization** drop-down menu. |
| 2 | **Filter** the Classes table by selecting a subject from the **Subject** drop-down menu. |
| 3 | Select the **Course Level** tab for February Science. **Do not use the Grade Level tab.** |
| 4 | Select the green **Create Course Level Class** button to manually create a new class. For February Science, **do not use the Create Grade Level Class button.** |
| 5 | Click **Upload Classes** to create multiple classes using the Class Upload .CSV file. |
| 6 | Sort columns by clicking on a column heading. Click the search icon 🔍 next to the column heading and type the desired search criteria |
| 7 | To view or modify an existing class, locate the class in the table and click **View**, **Edit**, or **Delete**. |

Mathematics Classes in Cyber City Sch Supp

| (1) Cyber City Sch Supp (Cyber City) | (2) Mathematics | (4) Create Course Level Class | Upload Classes (5) |

(3) Course Level | Grade Level

| Class (6) | Course | Student Count | (7) |
|---|---|---|---|
| Mathematics-MAT10 HRA Adams 116-I888-009 | Mathematics | 4 | View \| Edit \| Delete |
| Mathematics-MAT10 Martin 213-I888-009 | Mathematics | 10 | View \| Edit \| Delete |
| Mathematics-MAT10 Spanish Wilson 106-I888-009 | Mathematics | 5 | View \| Edit \| Delete |

Showing 1 - 3 of 3

# B. Creating Course-Level Classes in the MCAS Portal

There are three ways to create course-level classes in the MCAS Portal, depending on how many classes you are creating:

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

DESE recommends creating classes approximately two weeks prior to test administration to minimize changes needed.

## 1. Option 1: Manually Create a Course-Level Class in the MCAS Portal User Interface

When creating four or fewer classes or when working with a small number of students, it is recommended to manually create classes in the MCAS Portal user interface. To manually create a class in the MCAS Portal, follow the steps below:

1. On the Classes page, select an **organization** from the organization drop-down list, and then select a **subject** from the subject drop-down list.

Science Classes in Cyber City Sch Supp

| Cyber City Sch Supp (Cyber City) ⌄ | Science ⌄ |

2. Select the **Course Level** tab. The course level classes will be shown on the page. **Do not select the Grade Level tab**.

| Course Level | Grade Level | |

3. Select **Create Course Level Class** to create a new class.

Create Course Level Class

4. Type the name of the class in the **Class Name** field. Refer to the Class Naming Conventions in section A 1 of this appendix for additional information.

5. Select a course from the **Course** drop-down list.

Add New Science Class in Cyber City Sch Supp

*Class Information*

Class Name: BIOFEB Eastman 119

Course:
Biology ⌄

6. By default, the **Show only students that are not assigned to a class** checkbox is checked. When this box is checked, students who are not assigned to a class for the selected course are shown. **Schools should keep this checkbox checked when assigning students to classes so that students are not mistakenly assigned to multiple classes for the same subject and course.**

Deselecting the "**Show only students that are not assigned to a class**" checkbox shows all students in the school, including those already assigned to a class in the selected course.

- Schools may want to deselect this checkbox if they need to assign a student to a second class in the case of a student that was initially assigned to a class with an incorrect accommodation, and the student has started testing.

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

7. 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**.



To filter the list of students:

- Select a class in the **Search for Students** drop-down list to view students in the class selected. They will be shown in the list on the left and can be added to the new class being created.

- To search for a specific student in the school, begin typing a student's SASID, first name, or last name in the **Showing students in:** field and the students list will dynamically begin to update with the students that match the text entered.

To sort the list of available students:

- Sort the list of students by last name, first name, or SASID using the **Sort By** drop-down list. In the example below the list of students is being sorted by last names starting with "Smi".



8. Click **Save** to create the class.

## 2. Option 2: Create Course-Level Classes Using the Student Registration File

DESE recommends leaving column K of the Student Registration file (class name) blank during the initial Student Registration file upload. To create classes using the Student Registration file, schools can export the file approximately two weeks prior to testing, fill in the class names in column K, and reimport the file.

For step-by-step instructions, refer to Part III: Student Registration section C 1 Option 1: Student Registration Export and Upload.

When creating course-level classes through the Student Registration file upload, it is recommended to include the test administrator name and testing location in the class name (e.g., SMITH 215). (Other fields will automatically be added to the class name when using this option.)

The class name entered in column K of the Student Registration file automatically creates a class with the following naming format in the system:

Test Code-Subject Area-Class Name-School Code

(e.g., BIOFEB-Science-SMITH 215-88881010)

## 3. Option 3: Create Classes via File Upload

The Upload Classes feature allows you to create a new Class Upload file that can include multiple classes for multiple grades, subjects, and courses using one .CSV file. For example, in one file you can create course-level classes for both Biology and Introductory Physics. Classes can be uploaded with a Class Upload file at the district level by the district test coordinator, or at the school level by school and district test coordinators.

Schools that choose this option will take the following steps:

1. Download the Class Upload file template from the MCAS Portal.
2. Populate the fields in the template using the permitted values as outlined in the Class Data Definitions Info in the MCAS Portal and save the file locally.
3. Upload the saved file to the MCAS Portal.

To create classes via the Upload Classes feature, follow the steps below:

1. **Download the Class Upload file template from the MCAS Portal:**

   a. On the Classes page, select a school or district from the organization drop-down menu.

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



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



   b. On the Upload Classes page, select **Download Template**. Note that there are two separate templates: one for schools and one for districts. The template available to you will be dependent on whether you selected a school or district from the organization drop-down on the previous page.

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2. **Populate the fields in the template using the permitted values as outlined in the Class Data Definitions Info in the MCAS Portal.**

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



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

**Class Data Definitions Information for districts:**

_Class Data Definitions Information_                                          X

| 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,Biology,Physics |
| SchoolCode | Unique identification number of the school |
| State Student ID | Existing state student ID |

[ Close ]

**Class Data Definitions Information for schools:**

_Class Data Definitions Information_                                          X

| 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,Biology,Physics |
| State Student ID | Existing state student ID |

[ Close ]

**Class Data Definitions Information:**

- o **ClassName**: Enter a class name, refer to the Class Naming Conventions in section A 1 of this appendix for additional information.
- o **ContentArea:** Enter the content area for the class: Science.

- **ClassType:** Enter "course" for course-level classes that will be used for February Science.
- **Grade/CourseCode:** Enter the course name: Biology or Physics.
- **SchoolCode:** Only applicable to district-level class uploads. The School Code column will require the format of "district code-school code". For example, if the district code is 00999999 and the school code is 00999987, the School Code column should be entered as 00999999-00999987.
- **State Student ID:** Enter the students' SASID in the State Student ID Number column in the template. The SASID must match the student at the district or school.

b. Fill out the template using the data definitions information provided and then **save** the file in .CSV format. Note that there is a **limit of 1000 records** for each upload file.

The following is an example of a Class Upload file at the school level that includes both course-level classes and grade-level classes:

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | ClassName | ContentArea | ClassType | Grade/CourseCode | State Student ID Number | |
| 2 | BIOFEB Williams 204 | Science | course | Biology | 10xxxxxxxx | |
| 3 | BIOFEB Williams 204 | Science | course | Biology | 10xxxxxxxx | |
| 4 | BIOFEB Williams 204 | Science | course | Biology | 10xxxxxxxx | |
| 5 | BIOFEB Williams 204 | Science | course | Biology | 10xxxxxxxx | |
| 6 | BIOFEB Williams 204 | Science | course | Biology | 10xxxxxxxx | |
| 7 | BIOFEB Williams 204 | Science | course | Biology | 10xxxxxxxx | |
| 8 | BIOFEB Williams 204 | Science | course | Biology | 10xxxxxxxx | |
| 9 | PHYFEB Tate 210 | Science | course | Physics | 10xxxxxxxx | |
| 10 | PHYFEB Tate 210 | Science | course | Physics | 10xxxxxxxx | |
| 11 | PHYFEB Tate 210 | Science | course | Physics | 10xxxxxxxx | |
| 12 | PHYFEB Tate 210 | Science | course | Physics | 10xxxxxxxx | |
| 13 | PHYFEB Tate 210 | Science | course | Physics | 10xxxxxxxx | |
| 14 | PHYFEB Tate 210 | Science | course | Physics | 10xxxxxxxx | |
| 15 | BIOFEB Smith 117 | Science | course | Biology | 10xxxxxxxx | |
| 16 | BIOFEB Smith 117 | Science | course | Biology | 10xxxxxxxx | |
| 17 | BIOFEB Smith 117 | Science | course | Biology | 10xxxxxxxx | |
| 18 | BIOFEB Smith 117 | Science | course | Biology | 10xxxxxxxx | |
| 19 | BIOFEB Smith 117 | Science | course | Biology | 10xxxxxxxx | |
| 20 | BIOFEB Smith 117 | Science | course | Biology | 10xxxxxxxx | |
| 21 | BIOFEB Smith 117 | Science | course | Biology | 10xxxxxxxx | |
| 22 | BIOFEB Smith 117 | Science | course | Biology | 10xxxxxxxx | |
| 23 | BIOFEB Smith 117 | Science | course | Biology | 10xxxxxxxx | |
| 24 | BIOFEB Smith 117 | Science | course | Biology | 10xxxxxxxx | |

The following is an example of a Class Upload file at the district level:

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | ClassName | ContentArea | ClassType | Grade/CourseCode | SchoolCode | State Student ID Number |
| 2 | BIOFEB Williams 204 | Science | course | Biology | 00999999-11001101 | 10xxxxxxxx |
| 3 | BIOFEB Williams 204 | Science | course | Biology | 00999999-11001101 | 10xxxxxxxx |
| 4 | BIOFEB Williams 204 | Science | course | Biology | 00999999-11001101 | 10xxxxxxxx |
| 5 | BIOFEB Williams 204 | Science | course | Biology | 00999999-11001101 | 10xxxxxxxx |
| 6 | BIOFEB Williams 204 | Science | course | Biology | 00999999-11001101 | 10xxxxxxxx |
| 7 | BIOFEB Williams 204 | Science | course | Biology | 00999999-11001101 | 10xxxxxxxx |
| 8 | BIOFEB Williams 204 | Science | course | Biology | 00999999-11001101 | 10xxxxxxxx |
| 9 | PHYFEB Tate 210 | Science | course | Physics | 00999999-11001102 | 10xxxxxxxx |
| 10 | PHYFEB Tate 210 | Science | course | Physics | 00999999-11001102 | 10xxxxxxxx |
| 11 | PHYFEB Tate 210 | Science | course | Physics | 00999999-11001102 | 10xxxxxxxx |
| 12 | PHYFEB Tate 210 | Science | course | Physics | 00999999-11001102 | 10xxxxxxxx |
| 13 | PHYFEB Tate 210 | Science | course | Physics | 00999999-11001102 | 10xxxxxxxx |
| 14 | PHYFEB Tate 210 | Science | course | Physics | 00999999-11001102 | 10xxxxxxxx |
| 15 | BIOFEB Smith 117 | Science | course | Biology | 00999999-11001133 | 10xxxxxxxx |
| 16 | BIOFEB Smith 117 | Science | course | Biology | 00999999-11001133 | 10xxxxxxxx |
| 17 | BIOFEB Smith 117 | Science | course | Biology | 00999999-11001133 | 10xxxxxxxx |
| 18 | BIOFEB Smith 117 | Science | course | Biology | 00999999-11001133 | 10xxxxxxxx |
| 19 | BIOFEB Smith 117 | Science | course | Biology | 00999999-11001133 | 10xxxxxxxx |
| 20 | BIOFEB Smith 117 | Science | course | Biology | 00999999-11001133 | 10xxxxxxxx |
| 21 | BIOFEB Smith 117 | Science | course | Biology | 00999999-11001133 | 10xxxxxxxx |
| 22 | BIOFEB Smith 117 | Science | course | Biology | 00999999-11001133 | 10xxxxxxxx |
| 23 | BIOFEB Smith 117 | Science | course | Biology | 00999999-11001133 | 10xxxxxxxx |
| 24 | BIOFEB Smith 117 | Science | course | Biology | 00999999-11001133 | 10xxxxxxxx |
| 25 | | | | | | |

3. **Upload the saved file to the MCAS Portal.**

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



Upload Classes to Cyber City Sch Supp

Select a file to be uploaded

Download Template | View Class Data Definitions Info

Choose File  Class_Template_School.csv

Upload

   b. After the upload has been processed, the following information will appear on the screen:

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

      b. Number of students processed successfully

      c. Number of duplicate records present in the file

      d. Number of error records present in the file

i. A table showing the records that were in the file, the type of error, and the number of records is provided. Records with errors will not be imported into the portal.

ii. Click **Download records with errors** to download a file of the errors found.



The table below describes the error messages and the next steps to resolve Class Upload file errors.

*Table A2. Class Upload File Errors*

| Error | How to Resolve the Error |
|---|---|
| **The uploaded file is not in the expected format. Please download and use the template provided via the Download Template link.** | Verify that the file is in .CSV format, and make sure the headers in the file match the template. |
| **Could not find SASID in the given organization** | Correct the student's SASID in the .CSV file. |
| **Length of class name cannot exceed 50 characters** | Update the class name(s) in the .CSV file to a name with 50 characters or less. |

| Error | How to Resolve the Error |
|---|---|
| **Class name is missing** | Add the class name(s) to the .CSV file. |
| **Class name cannot contain a '|' character** | Remove the '|' character from the class name. |
| **Course does not exist** | Correct the course to a permitted value. (Biology, Physics) |
| **CourseCode is missing** | Add a course. |
| **Course does not belong to subject** | Correct the course to a permitted value (Biology or Physics). |
| **Invalid ClassType** | Correct the ClassType to **course**. |
| **Invalid ContentArea** | Correct the ContentArea to a permitted value. Content areas must match the Class Data Definitions exactly. |
| **Invalid Grade/Course** | Correct the grade or course to a permitted value. For grades 3–9, leading zeros are required. |
| **Student grade does not match with class grade** | Verify that the student's grade matches the grade of the class being created. |

# C. Managing Classes

## 1. View Course-Level Classes

Classes are viewed on the **Classes** page in the Administration component of the MCAS Portal. To view classes for your organization, follow the steps below:
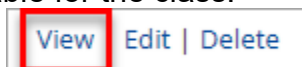
1.  On the MCAS Portal homepage, select **Administration**.

2.  On the Administration homepage, select **Classes** from the top menu bar.



3.  Select the **Course Level** tab. The course level classes will be shown on the page.
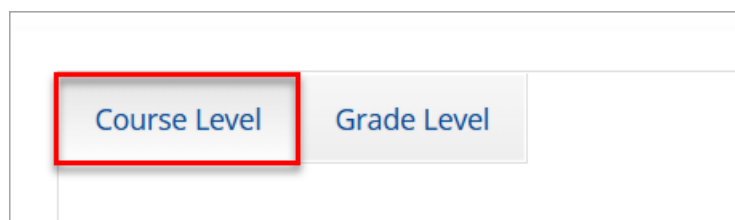


4.  Select **View** on the classes table for the class.



The Class Details page will display.

The Class Details page lists all the students in the class. On this page, school and district test coordinators and technology coordinators have the option to:
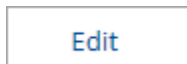
- Edit the class by selecting **Edit Class**.
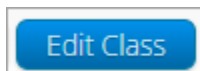


- Export a class roster in .CSV format by selecting **Export Roster**.



- Edit a student's demographic information, accommodations, and classes by locating the student in the class table and selecting **Edit** in the student's row.



## 2. Edit a Course-Level Class

To edit classes for your organization, follow the steps below:

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

2.  On the Administration homepage, select **Classes** from the top menu bar.



3.  Select the **Course Level** tab. The course-level classes will be shown on the page.

**4.** Select **Edit** on the classes table for the class or by selecting **Edit Class** from the Class Details page (shown above in the View Classes section).



The Edit Class page will be shown. On this page you have the option to:

a. Edit the name of the class in the **Class Name** field.

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

   o If a school needs to move students from one class to another, select a class in the **Search for Students** drop-down list to view students in a class. They will be shown in the list on the left and can be added to the class on the right.

c. To search for a specific student in the school, begin typing a student's SASID, first name, or last name in the **Showing students in:** field, and the students list will dynamically update with the student records that match the text entered.

d. Sort the list of students by last name, first name, or SASID using the **Sort By** drop-down.

e. Add students to the class by selecting one or more students from the list on the left and clicking the **Add** button.

f. Remove students from the class list by selecting one or more students from the list on the right and clicking the **Remove** button.

   **Note**: To select multiple students at once,

   o hold Ctrl and select student names one at a time from the list, or

   o select a student, then hold Shift and select a student further down or up on the list to select groups of students from the student list.

**5.** If any edits are made, click **Save** to save the edited class or click **Cancel** to discard any changes and exit out of the class editing page.

## 3. Add a Student to an Existing Course-Level Class on the Students Page

After a course-level class has been created, school and district test coordinators and technology coordinators can also add a student directly to an existing class from the Students page. Note that classes must have been created previously in order to add a student to a class using the Edit feature on the Students page.

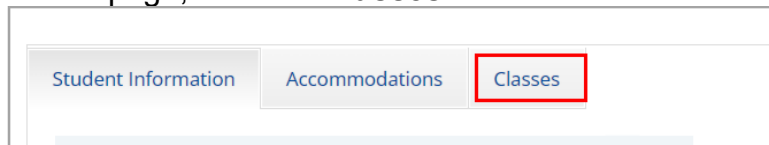To add the student to an existing class, follow the steps below:

**1.** On the MCAS Portal homepage select **Administration**.

**2.** On the Administration homepage, select **Students** from the top menu bar.

| Site Readiness | **Students** | Enrollment Transfer |

3. From the Students page, locate the student in the students table and select **Edit** in the row for the student.

| View Classes | View Test Sessions | Enrollment Info | **Edit** |
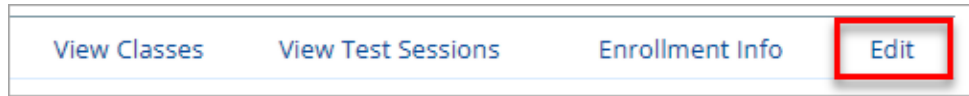
4. On the Edit Student page, click the **Classes** tab.

| Student Information | Accommodations | **Classes** |

5. Select **Course Level** and then select the **Subject** for the class you would like the student to be added to. A list of available classes will be displayed.

| Student Information | Accommodations | Classes |

Please select class(es).

Course Level ⌄

Science ⌄

Search: [          ] ✕

**Class Name**

Science-BIOFEB Eastman 119-I888-009

Science-BIOFEB Jones 107-I888-009

6. Select the class, it will be highlighted in green once selected, and then click **Save** to add the student to the class.

## 4. Delete Course-Level Classes

Classes can be deleted if none of the students have started a scheduled test in that class. To delete classes for your organization, follow the steps below:
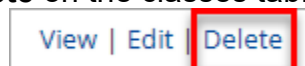
1. On the MCAS Portal homepage select **Administration**.

2. On the Administration homepage, select **Classes** from the top menu bar.
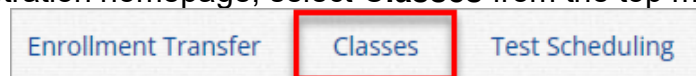


3. Select the **Course Level** tab. The course level classes will be shown on the page.
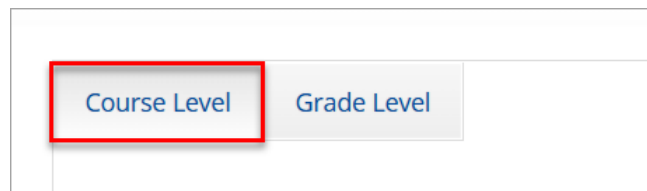


4. To delete a class, select **Delete** on the classes table for the class.



A message will be shown to confirm deletion.

Are you sure you want to delete this class: Science-BIOFEB Jones 107-I888-009?

Confirm Cancel