

# Overview of Student Registration Tasks for the Spring 2026 MCAS Tests

The Office of Student Assessment Services

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# 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.
  - Use the thumbs-up icon to “upvote” someone else’s question.
  - Email student-specific questions to [mcas@mass.gov](mailto:mcas@mass.gov) instead of asking here.
- 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](mailto: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. Overview of the Student Registration Process
2. Preparing the Initial File for Import
3. Steps for Completing the Initial Import
4. Steps After the Initial Import
5. Resources, Support, and Next Steps
6. Live “Sandbox” Time with Additional Demonstrations

Note: This training will not cover enrollment transfers, creating classes, test scheduling, or navigating the MCAS Student Kiosk. These topics will be covered in future training sessions.

# Poll Question

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

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

# Poll Question

**How many years have you coordinated MCAS test administration?**

- A. 0—This is my first year.
- B. 1 year
- C. 2–3 years
- D. 4–5 years
- E. 6+ years

# 1. Overview of the Student Registration Process

# What's New for 2026?

- The Student Registration process remains the same as spring 2025.
- An accommodations export has been added on the Students page for test coordinators to verify that accommodations have been assigned correctly.

A [description of all MCAS Portal and MCAS Student Kiosk updates](#) is available on the DESE website.

# Tasks to Complete in the MCAS Portal During Test Administration for School Test Coordinators

**Approx. 2 months before testing**  
Student Registration

**During Student Registration and throughout testing**  
Assign and manage accommodations

**Approx. 2 weeks before testing**  
Create and assign students to classes

**One week before testing**  
Schedule classes

**Available one week before testing (recommended 1-2 days before testing)**  
Print student logins

# What is Student Registration?

- Student Registration is a collection of student-level data, including
  - student demographic data
  - information on selected accommodations that a student will use during testing
- Student Registration must be completed to determine the basis for the initial shipment of materials to schools, including
  - test administration manuals (CBT and PBT)
  - Student ID Labels for paper-based tests (PBT)
  - PBT test and answer booklets, including Form-Dependent accommodations (view slide 18 for details on these accommodations)
- Student Registration determines initial test orders and provides a record of students tested and the accommodations they used.
- District and school test coordinators and technology coordinators have permissions in the MCAS Portal to upload and edit student data.

# Resources for Completing Student Registration

- Part III of the Guide to the MCAS Portal: Student Registration (previously named the Student Registration Guide)
  - Instructions for completing the initial process
  - Instructions for updating student information after the initial file upload
  - **Section D: Student Registration File Data Definitions** section:
    - Describes each of the columns in the Student Registration file.
    - Indicates which columns are required for import.
    - Includes details on test codes (column J)
    - Describe eligibility to receive the accommodation and describe how to complete that field.
    - **Expected Values** indicate options for column input.
  - Section E: MCAS Portal Guidance for Form-Dependent Accommodations
- Student Registration Data Definitions
  - Includes the same information as Part D of the MCAS Student Registration Guide
- Student Registration Template
- All resources are available on the MCAS Resource Center.

# Field Definitions, Notes, and Validations

## D. Student Registration File Data Definitions

The following table shows the Student Registration fields as well as the expected value for each column and any validation notes. Accommodations (beginning with column R) have been grouped separately for standard and special access accommodations.

Note: Certain accommodations require additional steps in the MCAS Portal. These accommodations are denoted in the table below as **(FD)**. Refer to section E on page 71 for important information about assigning these accommodations.

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
A	District_Code	N	8	<p>The Testing District responsible for administering the test to a student. District codes must be 8 characters in length.</p> <p>Non-public schools that do not have a parent organization should leave this field blank.</p>		0-9, A-Z
B	School_Code	Y	8	<p>The Testing School responsible for administering the test to a student. School codes must be 8 characters in length.</p> <p>If a school code doesn't exist within the MCAS Portal, an error message will appear.</p>		0-9, A-Z Use the same codes in DESE's <a href="#">School and District Profiles</a> .
C	SASID	Y	10	<p>A unique numeric code given to each Massachusetts publicly funded student. SASIDs must be 10-digits beginning with "10..."</p> <p>If you do not have a student's SASID, create and assign to the student a 10-digit number starting with "8" instead of "10." If a valid SASID is eventually assigned to the student, correct the SASID in the Portal.</p> <p>A different SASID format is used for test administrator logins for the Human Reader/Human Signer accommodations (refer to <a href="#">instructions in the Principal's Administration Manual</a>).</p>		0-9
D	Student_Grade	Y	2	Student's grade as listed in most recent SIMS		November Retest: repeating

# Overview of Steps to Complete Student Registration

1. Download the .CSV file prepared by DESE from Dropbox Central in the DESE Security Portal (available on the first day of each Student Registration window).
2. Delete students from the file who are no longer enrolled in your school and add rows for students who were not included in the file and will be testing.
3. Verify and update students' accessibility features and accommodations.
4. Save as a .CSV file and import file into the MCAS Portal.
5. Resolve any errors that occur.
6. Update student information as needed, through file export/import process or through the user interface.

# For what reasons and when should we update Student Registration?

## 1. Initial Student Registration Window

Add students.  
Remove students/test assignments.  
Edit accommodations.  
Edit demographic info.

## 2. Extended Student Registration Window for CBT

Same as 1, but may need to order additional paper-based tests

## 3. Test Administration Window

Same as 1, but additional steps are required for some accommodations (see slide 18)

## 4. Deadline for Updating Student Registration information

Edit accommodations that were not used.  
Edit demographic info.

# Student Registration Deadlines

Administration	Initial Student Registration Window Important for receiving manuals on time and Student ID Labels for PBT
Spring Grades 3–8 (ELA, Mathematics, STE, and Civics)	<b>January 20–30</b>
Grade 10 ELA and Mathematics	<b>January 26–February 6</b>
Spring High School Science	<b>April 10–28</b>

- See the [Statewide Testing Schedule](#) for the following:
  - Extended deadlines for CBT
  - Deadlines for updating student registration information (as needed) after administration
- If a high school will not have any students participating in an administration, the school needs to email [mcas@cognia.org](mailto:mcas@cognia.org) to let them know by the deadlines listed in the table above.

# MCAS Accessibility and Accommodations

- Accessibility features and Accommodations are described in the [Accessibility and Accommodations Manual](#)
  - Accessibility features: available to all students
  - Accommodations: only for students with disabilities and ELs
- All accommodations with the “**SR**” designation in the [Accessibility and Accommodations Manual](#) **must** be selected prior to testing.
  - Form-Dependent (**FD**) accommodations **are particularly important** to assign correctly before testing, as described on the next slide.
  - Appendix A in the [Accessibility and Accommodations Manual](#) provides a crosswalk of accessibility feature and accommodation numbers and the Student Registration codes for each column.

# Form-Dependent Accommodations

The following accommodations must be assigned correctly before testing. If not assigned correctly, a student's test will need to be stopped and a new test will need to be set up, and the student may need to retake a portion of the test.

- **Form-dependent (FD) accommodations for CBT:**

- ASL video (spring grade 10 Math and June high school Science)
- Compatible assistive technology
- Human read-aloud
- Human signer
- Screen reader
- Spanish/English (Math, Science, and Civics)

- **Form-dependent accommodations for PBT:**

- Large print
- Braille
- Spanish/English (Math, Science, and Civics)

# Accessibility Features and Accommodations That Must Be Included in Student Registration Prior to Testing

Accommodation #	Description
UF4	Enlarged cursor/Mouse pointer tool
A1 or EL1	Paper-based edition (for students unable to use a computer)
A2 (FD)	Large-print edition
A3.1 or A3.2 (FD)	Screen reader or Braille edition for a student who is blind or visually impaired
A3.3 (FD)	Assistive Technology
A4 or EL3.1	Text-to-speech (TTS) for Mathematics, STE, and Civics ( <b>not ELA</b> )
A5 or EL3.2 (FD)	Human read-aloud for Mathematics, STE, and Civics ( <b>not ELA</b> )

**(FD):** Refer to **Part III section E: MCAS Portal Guidance for Form-Dependent Accommodations** of the Guide to the MCAS Portal for a list of the form-dependent accommodations.

# Accessibility Features and Accommodations That Must Be Included in Student Registration Prior to Testing

Accommodation #	Description
A6.1 or A6.2 (FD)	Human signer for Math, STE, Civics, or ELA test questions only ( <b>but not ELA reading passages</b> ) or ASL video for spring grade 10 Math and June high school Science – CBT only
A9	Graphic organizer, checklist, or supplemental reference sheet
A10.1 or A10.2 EL4.1 or EL4.2	Scribe responses or speech-to-text for Mathematics, STE, and Civics ( <b>not ELA</b> )
A12	Typed responses – PBT only
A18 or EL8	Word prediction for Mathematics, Science, and Civics ( <b>not ELA</b> )
EL7 (FD)	Spanish/English editions of the Mathematics, STE, or Civics tests

**(FD):** Refer to Part III section E: MCAS Portal Guidance for Form-Dependent Accommodations of the Guide to the MCAS Portal for a list of the form-dependent accommodations.

# Special Access Accommodations That Must Be Included in Student Registration Prior to Testing

Accommodation #	Description
<b>SA1.1</b>	Text-to-speech <b>for ELA only</b>
<b>SA1.2 (FD)</b>	Human read-aloud <b>for ELA only</b>
<b>SA2 (FD)</b>	Human signer <b>for ELA only</b>
<b>SA3.1 or SA3.2</b>	Human scribe or speech-to-text device <b>for ELA only</b>
<b>SA4</b>	Calculator device (or arithmetic table) for <b>noncalculator</b> Math session
<b>SA5</b>	Spell-checker <b>for ELA only</b>
<b>SA6</b>	Word prediction <b>for ELA only</b>

**(FD):** Refer to **Part III section E: MCAS Portal Guidance for Form-Dependent Accommodations** of the Guide to the MCAS Portal for a list of the form-dependent accommodations.

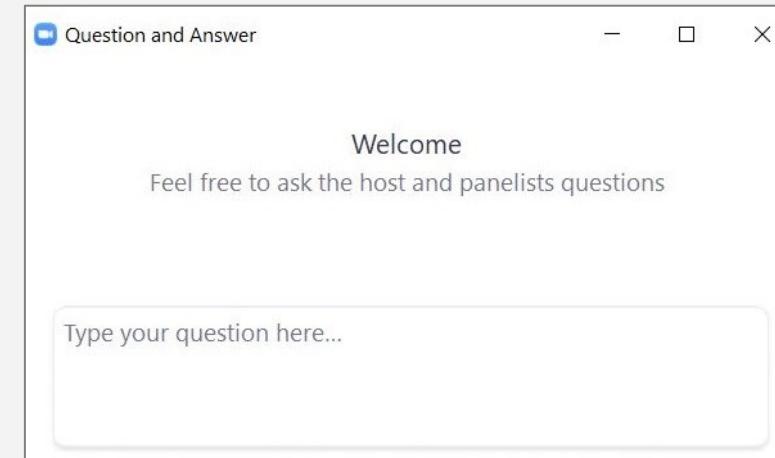
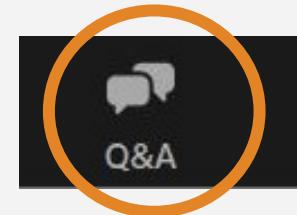
# Poll Question

**What will happen if form-dependent accommodations are not assigned correctly prior to testing?**

- A. The student will not be able to complete testing.
- B. The MCAS Student Kiosk will shut down.
- C. The student will receive the wrong grade-level test.
- D. The student test will need to be stopped, a new test set up, and the student may need to retake a portion of the test.

# Questions & Answers

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



## 2. Preparing the Initial File for Import

# Overview of Steps to Complete Student Registration

1. Download the .CSV file prepared by DESE from DropBox Central in the DESE Security Portal (available on the first day of each Student Registration window).
2. Delete students from the file who are no longer enrolled in your school, and add rows for students who were not included in the file and will be testing.
3. Verify and update students' accessibility features and accommodations.
4. Save as a .CSV file, and import file into the MCAS Portal.
5. Resolve any errors that occur.
6. Update student information as needed, through file export/import process or through the user interface.

# Secure Websites for this Process

- **DESE Security Portal:** where to find the .CSV files that can be used as the basis for the Student Registration file
  - <https://gateway.edu.state.ma.us/>
  - If you cannot access the Security Portal, contact your Directory Administrator ([www.doe.mass.edu/InfoServices/data/diradmin/list.aspx](http://www.doe.mass.edu/InfoServices/data/diradmin/list.aspx)).
- **MCAS Portal:** where to import the student registration file
  - <https://mcas.cognia.org/> (black login page)
    - For operational testing, please be sure to use the [MCAS Portal](#) and *not* the [MCAS Training Site](#) (green login page).

# Frequently Asked Questions

- **What if I am not able to log in to the MCAS Portal?**

- If you know your username but not your password, you can use the “Forgot Password” link on the Log In page.
- Then, users may request support as follows:

Role	Who to contact for support
Test administrators and school-level technology coordinators	Their principal or school test coordinator
Principals, school test coordinators, and district-level technology coordinators	Their district test coordinator
District test coordinators	MCAS Service Center

- **What if I need to create more users for the MCAS Portal?**

- Refer part II of the Guide to the MCAS Portal: MCAS Portal User Management.

- **What if I'm unable to log in to the DESE Security Portal?**

- Contact your [District Directory Administrator](#).

- **What if I don't have access to DropBox within the DESE Security Portal?**

- Contact your [District Directory Administrator](#).

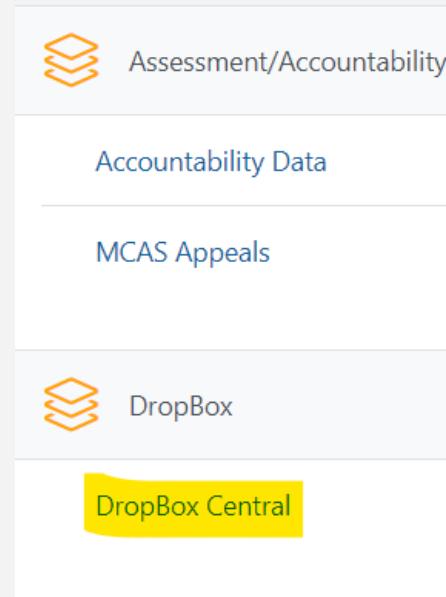
# Logging in to the DESE Security Portal

- Log in to the Security Portal at <https://gateway.edu.state.ma.us/>

The screenshot shows the login page of the MA Education Security Portal. The top navigation bar is dark blue with the text "MA Education Security Portal" and the Massachusetts state seal. The main content area is white. On the left, there is a "Portal messages" section containing a welcome message, a maintenance notice, and a message about a system update. The maintenance notice states: "\*\*\* Update \*\*\* Systems maintenance has been scheduled for the following day/time: Day: Thursday, December 18, 2025 Time: From 5:30 PM to, potentially, 9:30 PM (ET). During maintenance, users may experience intermittent connectivity. We apologize for any inconvenience. Please plan accordingly and thank you for your cooperation." It also shows a "Message Updated" timestamp: "Message Updated: December 11, 2025 06:53:31 PM". On the right, there is a "Log in to your account" form with fields for "Username" and "Password". Below the form are links for "Forgot Username?" and "Forgot Password?". At the bottom of the form are three buttons: a dark blue "Log in" button with a user icon, a yellow "Reactivate ELAR Account" button, and a light blue "Create New ELAR Account" button. A "Getting Started" link is located in the top right corner of the main content area.

# Accessing DropBox Central in the Security Portal

- Enter your **username** and **password**.
- You will then see an **Application List**.
- Select **DropBox Central**.
- Select **MCAS 2026 Data**.
- Click **OutBox**.

A screenshot of the DropBox Central interface. The interface shows: Dropbox (MCAS 2026 Data), Organization Type (Public School (6)), and Organization (zRenaissance CSA - pending 2007/never opened (02010025)). Below this, it says 'MCAS 2026 Data (Administrator)'. A section titled 'Select the OutBox or InBox below to access shared files.' contains two buttons: 'OutBox' (highlighted with a yellow arrow) and 'InBox' (crossed out with a red circle). Below these buttons is an 'Upload' button. At the bottom, a table lists files in the 'ESE OutBox':

File Name	Type	Size	Modified
MCAS-Student-Registration-Guide 2025-2026.pdf	pdf	1257.53 KB	12/01/2025 10:36:33 AM
Student_Registration_Data_Definitions.xlsx	xlsx	27.62 KB	12/01/2025 10:36:33 AM
Student_Registration_Upload_Template.csv	csv	0.77 KB	12/01/2025 10:36:32 AM

# Accessing DropBox Central in the Security Portal (cont'd)

- Scroll down to the bottom to click additional page numbers, if needed.

MCAS_2024\				
File Name ↑↓	Type ↑↓	Size ↑↓	Modified ↑↓	
CD Status_October 2024_CSV File Layout.xlsx	xlsx	223.39 KB	10/23/2024 10:26:40 AM	
MCAS 2023-24 File Layout_DropBox.xlsx	xlsx	71.70 KB	08/07/2024 11:51:32 AM	
MCAS Guide to SR-PNP November 2024 Retest.pdf	pdf	555.90 KB	09/13/2024 05:21:59 PM	
MCAS Roster Legend 2024.pdf	pdf	3386.60 KB	08/07/2024 11:45:10 AM	
Modified_CD_round_17_CSV File Layout_Feb2024.xlsx	xlsx	64.15 KB	02/21/2024 04:39:36 PM	
Modified_CD_round_18_CSV File Layout_May2024.xlsx	xlsx	64.05 KB	05/30/2024 04:26:17 PM	
Civics2024_Item_Analysis_01700045.csv	csv	2.69 KB	11/12/2024 03:14:20 PM	
MCAS2024_spring_official_01700045.csv	csv	670.15 KB	09/19/2024 10:46:33 AM	
MCASAlt_FeedbackForms2024_01700045.pdf	pdf	163.83 KB	06/05/2024 02:22:26 PM	
MCAS_2024_PG_translation01700045.csv	csv	0.67 KB	10/01/2024 06:01:38 PM	
Showing 1 to 10 of 11 entries				
<span>«</span> <span>&lt;</span> <span>1</span> <span>2</span> <span>&gt;</span> <span>»</span> <span>10</span> <span>▼</span>				

# The .CSV File for MCAS Test Coordinators

- Locate the .CSV file in DropBoxes (e.g., “**Spring2026...Registration** available on the first day of the Student Registration window of each administration) and save it to your computer.
- The .CSV files reflect enrollment as of approximately 2–3 weeks before the opening of each window.
- A first-year EL status flag, based on historical SIMS, is populated in column P for your reference.
- Selected accommodations are prepopulated as follows (note: grade 3 accommodations are not prepopulated).

Subject	Spring 2026 Grades	Source of Accommodations Data
ELA and Math	Grades 4–8	Grades 3–7 Spring 2025 in those subjects
ELA and Math	Grade 10	Grade 8 Spring 2024 in those subjects
STE for grades 5 and 8	Grades 5 and 8	Grades 4 and 7 Math Spring 2025
Civics	Grade 8	Grade 7 Math Spring 2025
High School Science	Grades 9 and 10	Grade 8 STE Spring 2025

# Frequently Asked Questions

- **What if a student doesn't have a SASID?**
  - Search for claimed students in Edwin Analytics Student Profile Report (PR600).
  - If not found in PR600, call your district SIMS contact to create a new SASID, or locate the student's existing SASID from the prior school, if applicable.
  - If you do not have a student's SASID by the file import deadline, assign a placeholder 10-digit SASID starting with "8" (instead of "10"). Update the SASID in the MCAS Portal as soon as you receive the actual SASID.

# Demonstrations: Tasks Before Importing the File

- Locating Part III of the Guide to the MCAS Portal: Student Registration
- Opening the .CSV file downloaded from DropBox Central
  - Retain leading zeros if prompted
- Adding/removing rows for students who will or will not participate
  - Optional: using column P to identify and remove first-year ELs who will not participate in the ELA test as needed
- Add test codes (only needed for high school Science)
- Updating a student's accommodations
- Ensure formatting of cells is correct
  - Retain leading zeros for district code, school code, and grade
  - Ensure DOB is in proper format
- Saving the .CSV file

# Student Registration Initial Import – Step A: Prepare the File

1. Log in to the Security Portal (<https://gateway.edu.state.ma.us/>) to find the .CSV file posted in **DropBox Central** in the **MCAS 2026 folder**.
  - District and school files are available the same day that the Student Registration window opens.
  - Your spreadsheet program may prompt you to “remove leading zeros” when opening the file. Always select “No.”
2. Delete rows of students who will not participate; add rows for new students who will participate.
3. Optional: Use column P to remove first-year ELs who will not participate in the ELA test.
  - Column P shows the student’s first-year EL status **projected to March 1, 2026**, based on historical SIMS and mid-January SIF.
  - Note that first-year ELs must participate in spring Mathematics, STE, and Civics.
4. Update accommodations, as needed.
5. (High School Science only) Add test codes for the high school science subject test.
6. Save the updated file as a .CSV file.

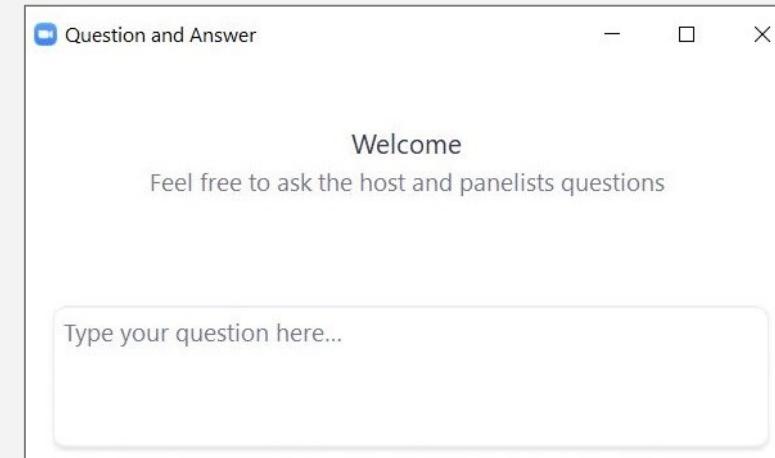
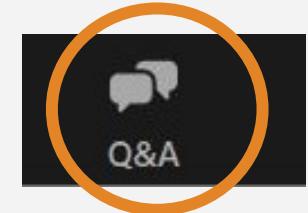
# Poll Question

**Which two sites will you use to complete Student Registration?**

- A. The MCAS Portal and the MCAS Training Site
- B. The MCAS Training Site and the MCAS Student Kiosk
- C. The DESE Security Portal and the MCAS Portal
- D. The DESE Security Portal and the MCAS Student Kiosk

# Questions & Answers

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





### **3. Steps for Completing the Initial Import**

# Overview of Steps to Complete Student Registration

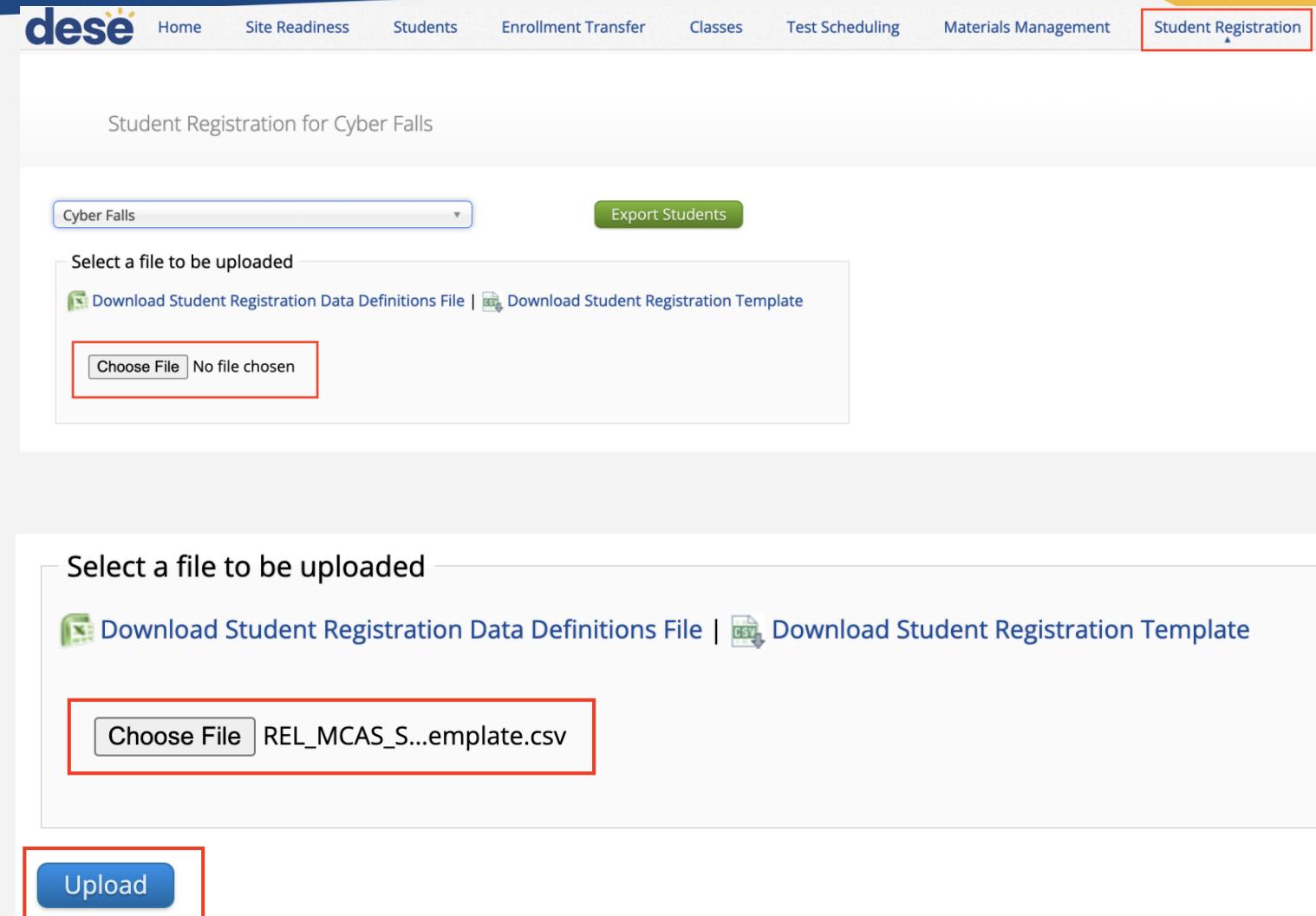
1. Download the .CSV file prepared by DESE from DropBox Central in the DESE Security Portal (available on the first day of each Student Registration window).
2. Delete students from the file who are no longer enrolled in your school, and add rows for students who were not included in the file and will be testing.
3. Verify and update students' accessibility features and accommodations.
4. Save as a .CSV file, and import file into the MCAS Portal.
5. Resolve any errors that occur.
6. Update student information as needed, through file export/import process or through the user interface.

# Demonstration

- Initial file import
- Resolving errors

# Student Registration: Import the File

1. In the MCAS Portal, select **Administration** and then **Student Registration**.
2. Select **Choose File** and select the previously saved file on your computer.
3. Select **Upload**.
4. Confirm that all records have been successfully imported.



The screenshot shows the 'Student Registration for Cyber Falls' page. At the top, there is a navigation bar with links: Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Scheduling, Materials Management, and Student Registration (which is highlighted with a red box). Below the navigation bar, there is a dropdown menu set to 'Cyber Falls' and a 'Export Students' button. A section titled 'Select a file to be uploaded' contains a 'Choose File' button and a message 'No file chosen'. Below this, there are download links for 'Student Registration Data Definitions File' and 'Student Registration Template'. The second part of the screenshot shows the same interface after a file has been selected. The 'Choose File' button now has the text 'REL\_MCAS\_S...emplate.csv' next to it, and the 'Upload' button at the bottom is also highlighted with a red box.

# Initial File Import

- Once the file has been uploaded, processing may take about 5–10 minutes (depending on its size).
  - The file status will be “**Pending**” until the file is processed.
  - Users will need to refresh the page to see the updated status of the file.
- Once the file is processed, you will see one of these statuses:
  - “**Processed**” if there are no errors. If your file is “Processed”, there are no further steps to take.
  - “**Validation Errors**” if there are errors. If your file has “Validation Errors”, download the Validation Errors link for a list of errors to correct.
  - “**Error: Contact eMetric**” – If your file receives this status, contact the MCAS Service Center at 800-737-5103.

# Addressing File Errors

- If your file returns the status of “Validation Error,” click the link for **Validation Error** to view a list of errors for each record in the file.

Records with Error	Uploaded Records	Status
32	46	Validation Error

- Using the Data Definitions File, address each error in the file by updating the Validation Error file or the initial Student Registration file.
  - “Student Enrollment” error: if a student record returns this error, remove that row and complete an Enrollment Transfer Request.
  - View step-by-step instructions in [Part IV of the Guide to the MCAS Portal: Enrollment Transfers](#).
- Save the new file once all errors have been addressed.
- Upload the updated file to the MCAS Portal.

# Important Notes

- Schools and districts can upload up to 75,000 student records in one Student Registration file.
- DESE recommends leaving column K (Class name) blank during the initial import.
  - Schools can export the file, add Class names, and reimport the file approximately two weeks prior to testing.
  - Part V of the Guide to the MCAS Portal: Creating and Managing Classes is available on the [MCAS Resource Center](#) and contains additional information.
- After Student Registration and prior to testing, it is recommended to export all of your student registration information to verify accuracy.
  - This can be done using the Export Students button on the Student Registration page in the MCAS Portal.
- Test coordinators should confirm that their files have been processed in the MCAS Portal after uploading. Automated confirmation emails are not sent after processing.

# Poll Question

**Why should the initial Student Registration file import be completed by the initial window deadlines?**

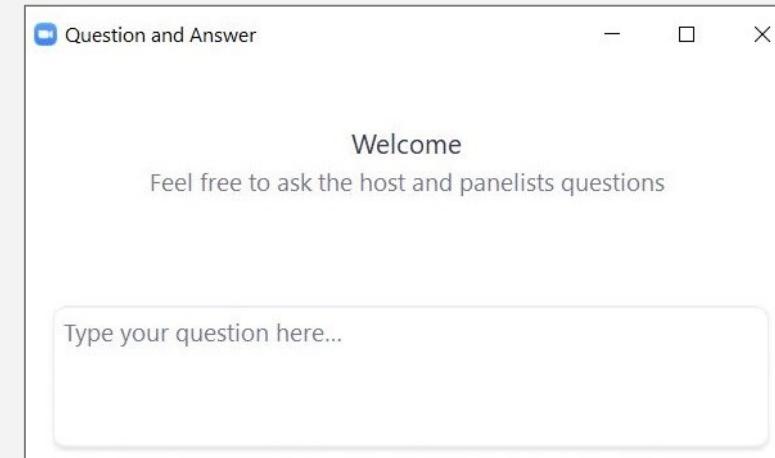
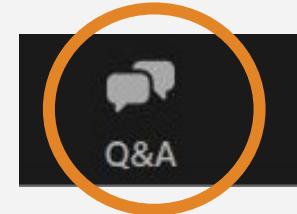
- A. Students cannot be registered after the initial window deadlines.
- B. The import must be done by the initial deadlines for schools to receive an initial order of manuals (for PBT and CBT) as well as PBT tests and Student ID Labels.
- C. For CBT students, import must be done by the initial deadlines for schools to receive Student ID labels.
- D. For all students, accommodations cannot be entered after the initial Student Registration deadlines.

# Important Reminders

- For operational testing, confirm you are in the [MCAS Portal](#) and not the [MCAS Training Site](#).
- School and district test coordinators and technology coordinators can import a Student Registration file.
  - Test administrators do not have permission to do so.
- If columns are hidden or frozen, be sure to unhide and unfreeze them prior to import.
- Do not make changes to the format of the file.
- Do not add a title to the file using row 1 of the spreadsheet – this will cause an error during upload.
- Schools may edit the file in Google Sheets, but the file must be imported as a .CSV file.
  - Make sure leading 0s are kept for district and school codes and grade level. Date of birth must be in mm/dd/yyyy format.

# Questions & Answers

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





## 4. Steps After the Initial Import

# Overview of Steps to Complete Student Registration

1. Download the .CSV file prepared by DESE from DropBox Central in the DESE Security Portal (available on the first day of each Student Registration window).
2. Delete students from the file who are no longer enrolled in your school, and add rows for students who were not included in the file and will be testing.
3. Verify and update students' accessibility features and accommodations.
4. Save as a .CSV file, and import file into the MCAS Portal.
5. Resolve any errors that occur.
6. Update student information as needed, through file export/import process or through the user interface.

# Update SIMS Data

- If you update any student demographic data in the MCAS Portal (SASID, spelling of student's name, grade, DOB, first-year EL status), you must also update student information in SIMS.
  - Contact the district's SIMS contact.
  - To find the contact for your district, go to <https://profiles.doe.mass.edu/search/search.aspx?leftNavId=11239>.
  - Select “**SIMS Contact**” from the **Function** menu, and click “**Get Results.**”

# First-year English Learner Status

- DESE populates students' first-year EL status in column P using historical SIMS. This flag can facilitate the removal of ELA registrations for first-year ELs who will not participate in spring ELA testing and for whom testing in ELA is optional.
- Note that first-year ELs are required to participate in Mathematics, STE, and Civics.
- If you believe a student should have first-year EL status but column P is blank, your district SIMS contact must update their EL status prior to end-of year (June 2026) SIMS. Note that **EL status can only be updated in SIMS** and not in the student registration file.
- SIMS contacts can be found on your district's directory profile at [profiles.doe.mass.edu](http://profiles.doe.mass.edu)

# Managing Students

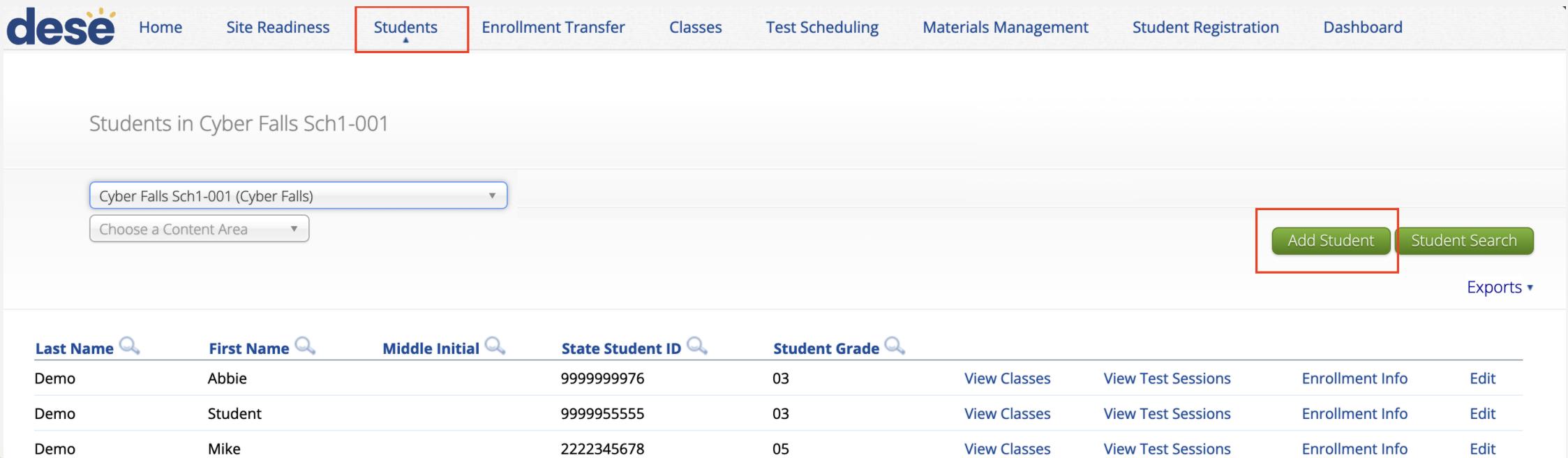
- When adding or editing student records in the MCAS Portal, schools are recommended to manually add/edit students in the user interface for a small number of students. For adding/editing ten or more students, schools are recommended to do a Student Registration file export/import.
- On the Students page, users can manually add a new student, edit an existing student, and add or edit student accommodations.
- The same fields provided through the student registration file may be entered manually.
- Accommodations are entered for each test code. Students with accommodations for multiple tests will need the accommodations entered for multiple test codes.

# Demonstration

- Manually adding a new student
- Updating an existing student
- Exporting accommodations

# Manually Adding a Student

1. Log in to the MCAS Portal.
2. Select **Administration**.
3. Select **Students**
4. Select the **Add Student** button.



The screenshot shows the MCAS Portal interface. The top navigation bar includes links for Home, Site Readiness, Students (which is highlighted with a red box), Enrollment Transfer, Classes, Test Scheduling, Materials Management, Student Registration, and Dashboard. Below the navigation is a search bar with dropdowns for 'Cyber Falls Sch1-001 (Cyber Falls)' and 'Choose a Content Area'. On the right side, there are buttons for 'Add Student' (highlighted with a red box), 'Student Search', and 'Exports'. The main content area displays a table of student records with columns for Last Name, First Name, Middle Initial, State Student ID, Student Grade, and various action buttons (View Classes, View Test Sessions, Enrollment Info, Edit). The table contains three rows of data: Demo, Abbie; Demo, Student; and Demo, Mike.

Last Name	First Name	Middle Initial	State Student ID	Student Grade			
Demo	Abbie		9999999976	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>
Demo	Student		9999955555	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>
Demo	Mike		2222345678	05	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>

# Manually Adding a Student

5. Add student information in the required fields marked with a red asterisk.

- Be sure to enter the registration codes (test codes) for every test the student will take.
- Test codes are listed in column J in Part III, section D in the Guide to the MCAS Portal.

Student Information      Accommodations      Classes

**Required Information:**

**State Student ID: \***

**Student Grade: \***

**Last Name: \***

**First Name: \***

**Middle Initial:**

**Date of Birth: \***

**Registration Codes: \***

**Save**      **Cancel**

# Manually Adding a Student

6. If the student has accommodations, select the **Accommodations** tab to enter the accommodations by test code.
7. Select **Save**.

Student Information   Accommodations   Classes

Information for Test Code: ELA10 (Spring Grade 10 ELA)

Medical Absence    Test Format Paper (A1, EL1)

EL First Year    Enlarged Cursor/Mouse Pointer (UF4)

Graphic Organizer/Reference Sheet (A9)

Text to Speech Special Access (SA1.1)

Human Read Aloud Special Access (SA1.2)

Human Signer Special Access (SA2)

Human Scribe Special Access (SA3.1)

Speech to Text Special Access (SA3.2)

Word Prediction Special Access (SA6)

Spell Checker (SA5)

Typed Responses (A12)

Large-Print Test (A2)

Braille (A3.2)

Screen Reader (A3.1)

Compatible Assistive Technology (A3.3)

**Save**   Cancel

# Editing a Student in the MCAS Portal

1. On the Students page, locate the student record to be edited.
2. Select **Edit**.

Last Name	First Name	Middle Initial	State Student ID	Student Grade				
Demo	Abbie		9999999976	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Student		9999955555	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Mike		2222345678	05	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>

# Editing a Student in the MCAS Portal

3. Update the student information.
4. Click **Save**.

Student Information      Accommodations      Classes

**State Student ID: \*** 1243452122

**Student Grade: \*** 03 x ▾ *IMPORTANT: Changing grade will remove the student from all current grade level classes.*

**Last Name: \*** Demo

**First Name: \*** Student

**Middle Initial:**

**Date of Birth: \*** 01/01/1900

**Registration Codes: \***   x

# Adding/Editing Student Accommodations

1. On the Students page, locate the student record to be edited.
2. Select **Edit**.

Last Name	First Name	Middle Initial	State Student ID	Student Grade	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Abbie		9999999976	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Student		9999955555	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Mike		2222345678	05	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>

# Adding/Editing Student Accommodations

3. Update the student's accommodation for each test code. Use the drop-down to update accommodations for another subject area test.
4. Select **Save**.

Student Information   Accommodations   Classes

Accommodations for Test Code: ELA03 (Spring Grade 03 ELA)

Test Format    Not Tested Reason

EL FirstYr  
 Mouse Pointer  
 Graphic Organizer Reference Sheet  
 Text to Speech Special  
 Human Read Aloud Special  
 Human Signer Special  
 Human Scribe Special  
 Speech to Text Special  
 Word Prediction Special  
 Spell Checker  
 Typed Responses  
 Large Print Test Edition  
 Braille Test Edition  
 Screen Reader Edition  
 Compatible Assistive Technology

**Save**   **Cancel**

# New for 2026: Exporting Accommodations

1. On the Students page, click **Exports** and select **Export Accommodations**.
2. A .CSV file will be downloaded to your computer containing the students' first and last names, SASIDs, and a 1 in the column for each accommodation selected for each student.

Students in Cyber City Sch Supp

Cyber City Sch Supp (Cyber City) Choose a Content Area

Add Student Student Search Exports Export Accommodations Export Roster

Last Name	First Name	Middle Initial	State Student ID	Student Grade	View Classes	View Test Sessions	Enrollment Info	Edit
Student	Demo	A	9989912347	09	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Student	Demo	A	9899912349	10	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>

	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	State Student ID	Test Code	Medical Absence	EL First Year	Test Format Paper (A1, EL1)	Enlarged Cursor/Mouse Pointer (UF4)	Graphic Organizer/Reference Sheet (A9)
2	Student	Demo	9989912347	BIOFEB					
3	Student	Demo	9899912349	BIOFEB					
4	Student	Demo	9955448820	ELA05					

# Updating PBT Tests

- After the initial Student Registration window, if you need to add a student taking PBT, or if you need to update a student's PBT test accommodations, you may need to place an additional materials order through the [MCAS Service Center](#).
  - Schools may need to order additional PBT materials if a student taking PBT transfers in after the initial Student Registration deadline, or if a student's IEP changes after the initial Student Registration deadline.
- See Appendix B of the Principal's Administration Manual (PAM): Procedures for Paper-Based Testing for information.
  - The Spring 2026 PAM is expected to be available later this month at [www.doe.mass.edu/mcas/testadmin/manual/](http://www.doe.mass.edu/mcas/testadmin/manual/).

# Demonstration

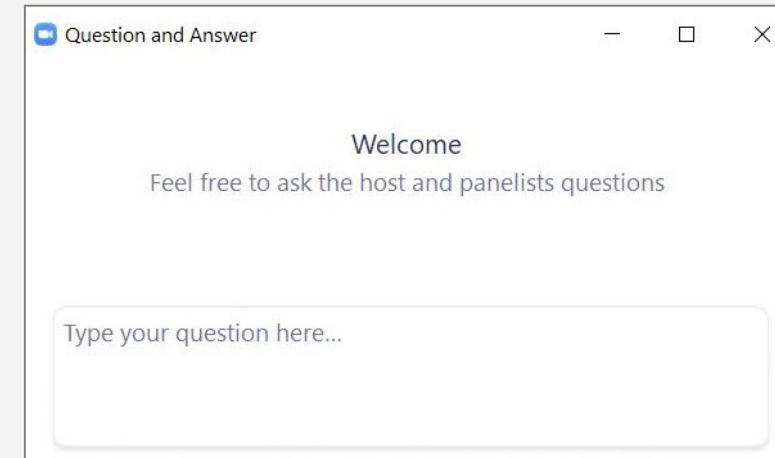
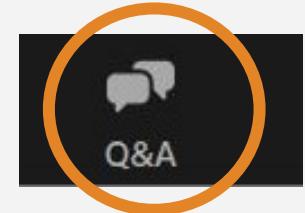
- Exporting and reimporting Student Registration

# Exporting and Reimporting Student Registration Files

- *Recommended when updating more than 10 student records*
  1. Log in to the [MCAS Portal](#) with your username and password.
  2. On the MCAS Portal homepage, select **Administration**.
  3. Select **Student Registration** from the top menu bar.
  4. Select the **organization** from the organization drop-down.
  5. Select **Export Students**. The exported file will be downloaded locally.
  6. Use the Student Registration Data Definitions File to assist in updating the exported Student Registration file.
  7. Update the fields in the Student Registration export file that need updating.
  8. Save the file as a .CSV. The file is now ready for import.

# Questions & Answers

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



## 5. Resources, Support, and Next Steps

# Upcoming Training Sessions

Session	Date and Registration Link	Intended Audience	Recommended Read-Ahead Materials
MCAS Accessibility and Accommodations  <b>All</b> levels of experience	<a href="#">Thursday, January 22 at 9:30–11:00 a.m.</a>	Principals and STCs, DTCs, special education supervisors	<a href="#">Accessibility and Accommodations Manual</a>
MCAS Test Security and Administration Protocols  for <b>Returning</b> Staff	<a href="#">Tuesday, January 27 at 9:30–11:15 a.m.</a>	Principals and STCs, DTCs	<ul style="list-style-type: none"><li>The Spring 2026 MCAS Principal's Administration Manual is planned to be available in advance of this session.</li><li>Participants are encouraged to review Part I — MCAS Test Security Requirements prior to the training session.</li></ul>
MCAS Test Security and Administration Protocols  for <b>New</b> Staff	<a href="#">Thursday, January 29 at 9:30–11:15 a.m.</a>	Principals and STCs, DTCs	Same as above

# Upcoming Training Sessions

Session	Date and Registration Link	Intended Audience	Recommended Read-Ahead Materials
Technology Coordinator Training <b>All levels of experience</b>	<a href="#">Monday, February 2 at 9:30–11:00 a.m.</a>	Technology coordinators	<a href="#">MCAS Student Kiosk Technology Guide</a>
Overview of the Spanish/English MCAS Tests <b>All levels of experience</b>	<a href="#">Tuesday, February 10 at 9:30–11:00 a.m.</a>	Principals and STCs, DTCs, EL directors, Dual Language program directors	<a href="#">Accessibility and Accommodations Manual for the 2025–26 Test Administrations</a>
Tasks in the MCAS Portal Before Testing <b>All levels of experience</b>	<a href="#">Wednesday, March 4 at 9:30–11:00 a.m.</a>	Principals and STCs, DTCs	<a href="#">Guide to the MCAS Portal</a>
Tasks in the MCAS Portal During and After Testing <b>All levels of experience</b>	<a href="#">Thursday, March 12 at 9:30–11:00 a.m.</a>	Principals and STCs, DTCs	<a href="#">Guide to the MCAS Portal</a>

# Upcoming “Office Hours” Sessions

Session	Date and Registration Link	Intended Audience	Recommended Read-Ahead Materials
Office Hours for Accessibility and Accommodations	<a href="#">Monday, January 26 at 9:30–10:30 a.m.</a>	Principals and STCs, DTCs, special education supervisors	<a href="#">Accessibility and Accommodations Manual</a>
Student Registration Office Hours	<a href="#">Wednesday, January 28 at 9:30–10:30 a.m.</a>	Principals and STCs, DTCs	<a href="#">Part III of the Guide to the MCAS Portal: Student Registration</a>
Office Hours — MCAS Portal Tasks	<a href="#">Thursday, March 19 at 9:30–10:30 a.m.</a>	Principals and STCs, DTCs	<a href="#">Guide to the MCAS Portal</a>

# Additional Resources

Resource	Location
MCAS Resource Center	<a href="http://mcas.onlinehelp.cognia.org">mcas.onlinehelp.cognia.org</a>
MCAS Portal Guide <ul style="list-style-type: none"><li>Guide to the MCAS Portal – refer to Part III: Student Registration</li></ul>	<a href="https://mcas.onlinehelp.cognia.org/portal/">https://mcas.onlinehelp.cognia.org/portal/</a>
Technology Information <ul style="list-style-type: none"><li>MCAS Student Kiosk Technology Guide</li></ul>	<a href="https://mcas.onlinehelp.cognia.org/technology-setup/">https://mcas.onlinehelp.cognia.org/technology-setup/</a>
Student Assessment Updates (Biweekly email with important updates about the MCAS program)	<a href="http://www.doe.mass.edu/mcas/updates.html">www.doe.mass.edu/mcas/updates.html</a> If you do not already receive this email, subscribe using this link: <a href="http://eepurl.com/ghSOhH">http://eepurl.com/ghSOhH</a>

# 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](mailto: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](mailto: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](http://www.doe.mass.edu/mcas)
  - **Email:** [mcas@mass.gov](mailto:mcas@mass.gov)
  - **Phone:** 781-338-3625
  - **TTY:** 800-439-2370

## 7. Live Sandbox Time

# Poll Question

**Which demonstrations would you like to see again?**

- A. Adding/removing rows for students in the file
- B. Adding a student's accommodations in the initial .CSV file
- C. Ensuring that the cell formatting is correct in the initial file
- D. Importing the file
- E. Resolving validation errors
- F. Manually adding/editing a student on the Students page
- G. Updating a large number of student records via export/import
- H. Exporting accommodations

# THANK YOU

## The Office of Student Assessment Services



781-338-3625



[www.doe.mass.edu/mcas](http://www.doe.mass.edu/mcas)



[mcas@mass.gov](mailto:mcas@mass.gov)



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