# Part VIII: MCAS Portal Dashboards

A. Administration Dashboard

The Administration Dashboard provides at-a-glance results with links to reports for further analysis. The Dashboard allows district test coordinators, school test coordinators, and technology coordinators to view announcements, real time administration testing metrics, test progress metrics, and application monitoring metrics.
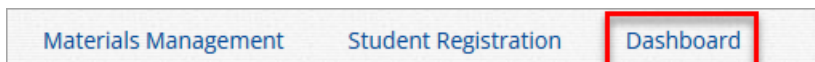
1. Navigating the Administration Dashboard

To access the Dashboard, follow the steps below:

1. Log in to the MCAS Portal with your username and password.

2. On the MCAS Portal homepage, select the **Administration** icon.
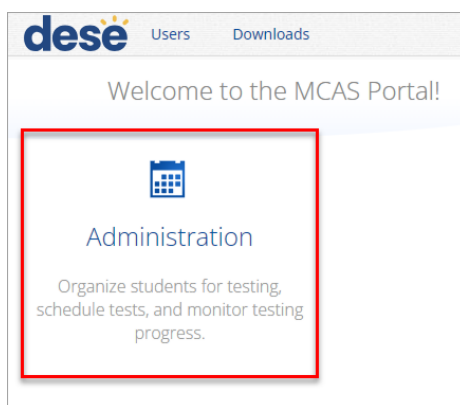
3. From the top menu bar of the Administration homepage, select **Dashboard**.

In Table 15 below are descriptions of the features that are available on the Administration Dashboard page. The numbered icons listed in Table 15 are shown in the screenshot that follows to indicate the location of the feature.

Table 15. Administration Dashboard

Icons	Description
1	Select the **DESE logo** in the top left corner to return to the Administration Dashboard homepage.
2	Select the blue **Back to MCAS Portal** link to return to the MCAS Portal homepage. This will exit you from the MCAS Administration Dashboard.
3	Listed across the top of the MCAS Administration Dashboard homepage will be the reports available; selecting a link will direct you to that particular report.

Icons	Description
4	**Custom Reports** allow you to view the Administration Dashboard reports with selected parameters.
5	Announcements will be listed in the middle of the Administration Dashboard homepage**.**
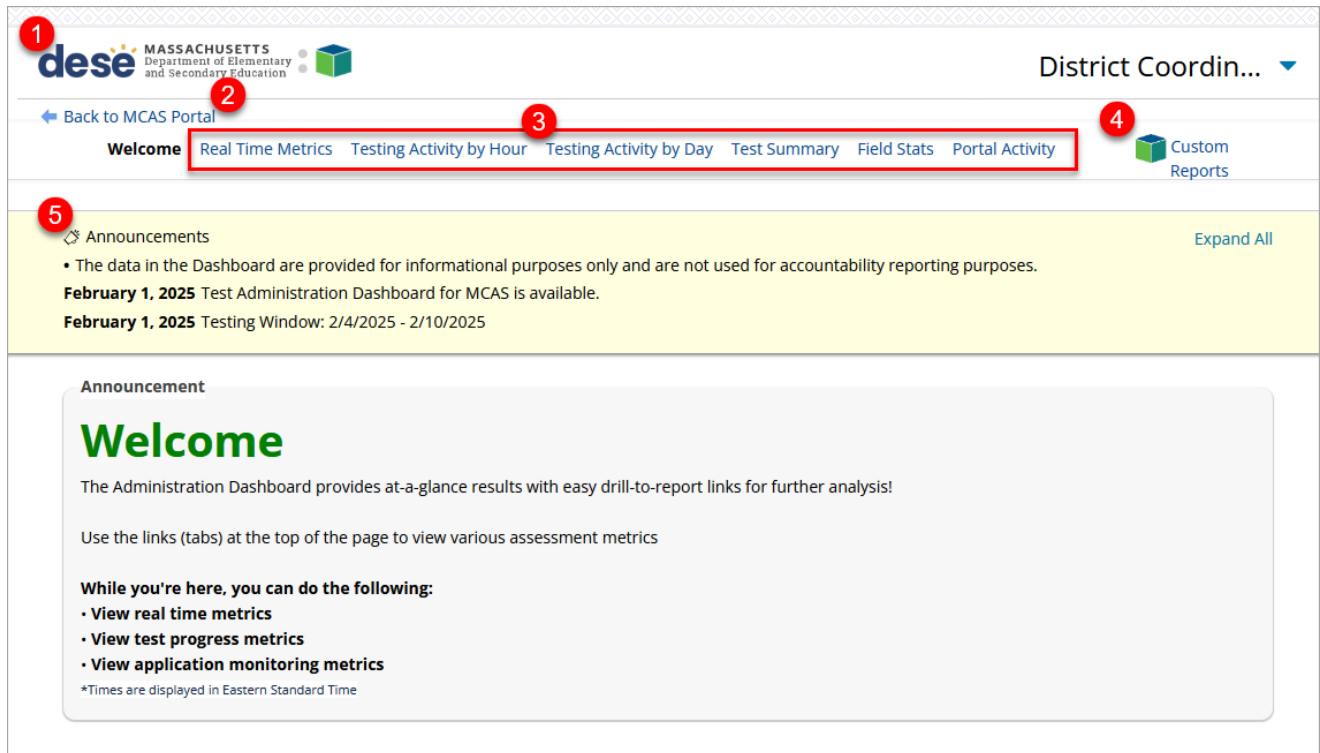
2. Administration Dashboard Reports

Administration Dashboard reports available in the MCAS Portal are as follows: Real Time Metrics, Testing Activity by Hour, Testing Activity by Day, Test Summary, Field Stats, Portal Activity, and Custom Reports. Each of these is described below.

District and school test coordinators may want to use these reports to help monitor the test administration and their district and/or their school's progress toward test completion.
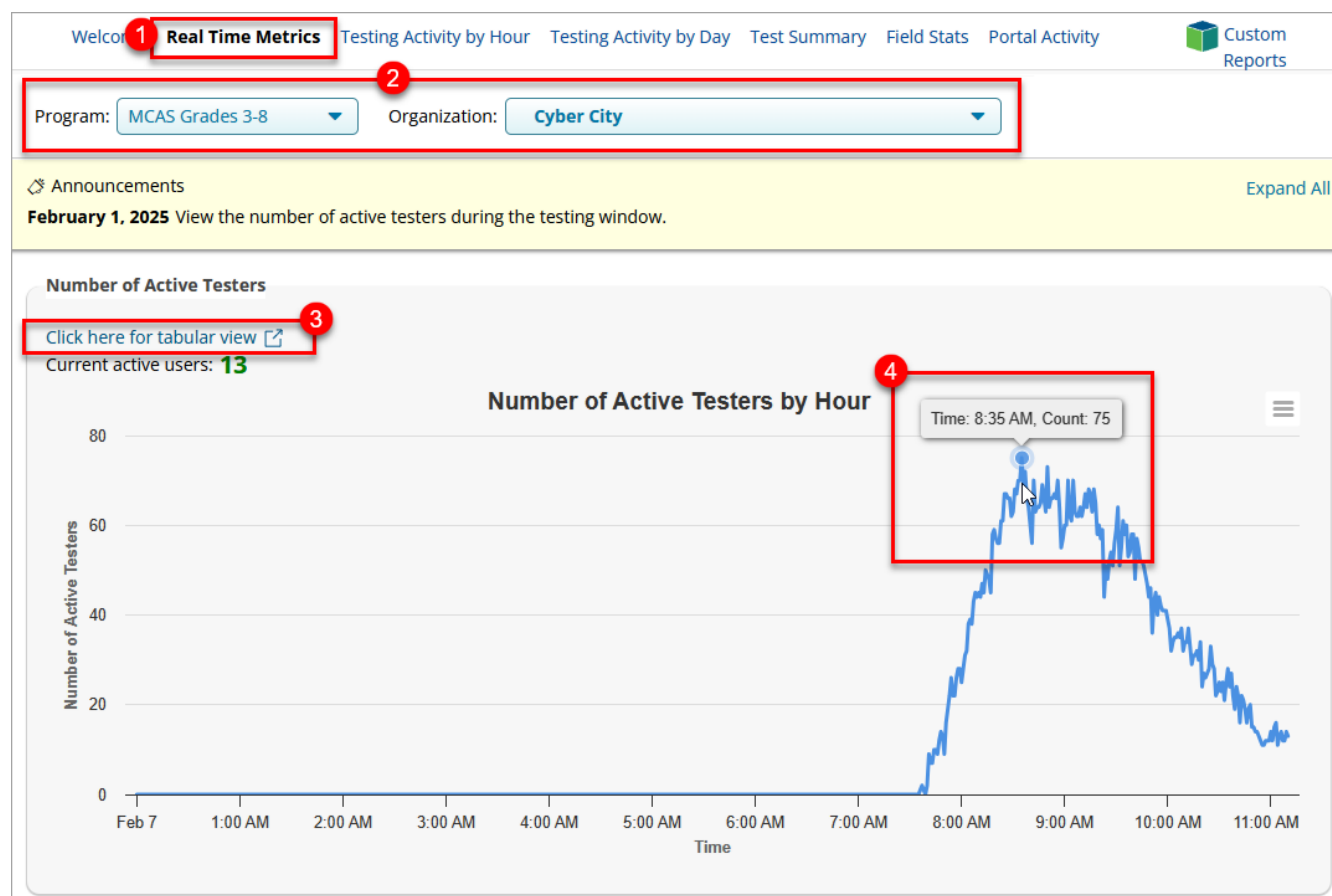
Real Time Metrics

Real Time Metrics displays a graph of the number of students actively testing by hour for the program and organization selected. For this report, users can view either MCAS Grades 3–8 or MCAS High School (these are called "programs" in this report). If only one program is testing, only that program will be available in the program drop-down.

District test coordinators will be able to view real-time metrics for the district as a whole or select a school using the organization drop-down.

To view Real Time Metrics, follow the steps below:

1. On the Administration Dashboard page, select **Real Time Metrics** from the top menu bar.

2. To filter the report by program and/or Organization, select the program (MCAS Grades 3–8 or MCAS High School) and school or district from the drop-down menus.

3. To view the report as a table, select **Click here for tabular view.**

4. Hover your mouse pointer over data points on the chart to view the number of students testing for that timestamp, as illustrated in the screenshot below.

The Real Time Metrics report displays students actively testing at the time that the report is generated, and includes a range of hours before the current time. The Real Time Metrics report is refreshed near real time.

Within the report, select **Click here to view details** to view the report as a table.

Testing Activity by Hour

Testing Activity by Hour will display three charts: **Tests Started by Hour**, **Tests Completed by Hour**, and **Tests Paused by Hour** for the program, organization, and date selected (when a date is selected using the Date Filter). The Testing Activity by Hour report updates hourly on the hour.

To view Testing Activity by Hour, follow the steps below:

1. On the Administration Dashboard page, select **Testing Activity by Hour** from the top menu bar.

2. To filter the report by program and/or Organization, select the program (MCAS Grades 3–8 or MCAS High School) and school or district from the drop-down menus.

3. To view Testing Activity by Hour for a specific day, use the **Date Filter** to select a date and then click **Update**.

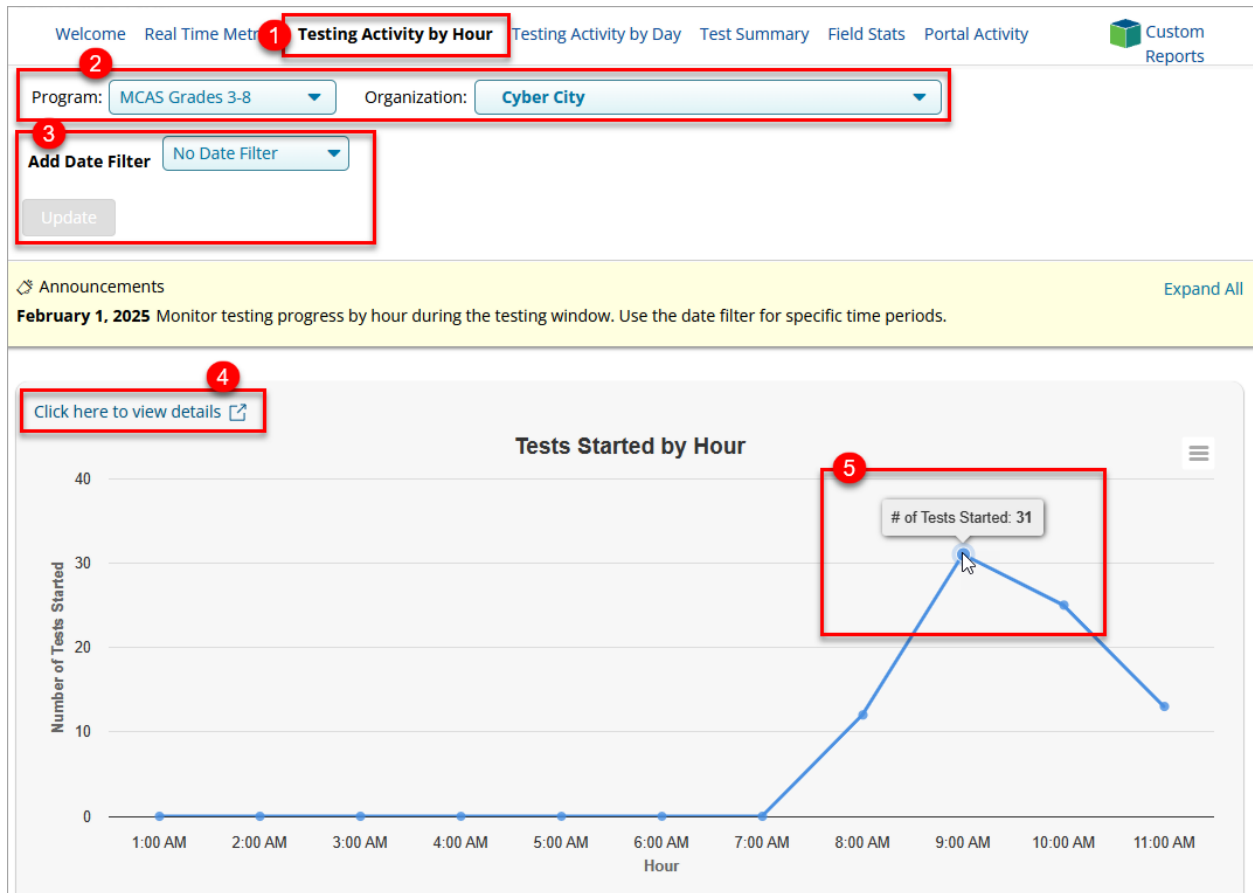**4.** To view the report as a table, select **Click here to view details**.

5. Hover your mouse pointer over data points on each of the three charts to view the number of tests that were started, completed, or paused for a particular data point.

Tests Completed by Hour

Tests Paused by Hour

Within the report, select **Click here to view details** to view the report as a table.

dese MASSACHUSETTS Department of Elementary and Secondary Education

Cyber DTC ▼

← Back to MCAS Portal | Back to Custom Reports
Test by Hour: MCAS Grades 3-8, Cyber City
Date Filter: Day is from 02/07/25

Options Download

| Group	Date	Day	Hour	Active Testers	Number of Tests Started	Number of Tests Paused	Number of Tests Completed
Cyber City	02/07/25	Friday	8:00 AM	37	12	0	0
Cyber City	02/07/25	Friday	9:00 AM	150	31	0	62
Cyber City	02/07/25	Friday	10:00 AM	151	25	3	79
Cyber City	02/07/25	Friday	11:00 AM	87	13	3	54

Testing Activity by Day

Testing Activity by Day will display a chart of the **Tests Started and Completed by Day** for the program, organization, and date selected (when a date is selected using the Date Filter). The Testing Activity by Day report is updated hourly.

To view Testing Activity by Day, follow the steps below:

1. On the Administration Dashboard page, select **Testing Activity by Day** from the top menu bar.

2. To filter the report by program and/or Organization, select the program (MCAS Grades 3–8 or MCAS High School) and school or district from the drop-down menus.

3. To view Testing Activity by Hour for a specific day, use the **Date Filter** to select a date and then click **Update**.

4. To view the report as a table, select **Click here to view details**.

5. Hover your mouse pointer over data points on the chart to view the number of tests started or completed for that data point.

6. To view only the Number of Tests Started, select **Number of Tests Completed** in the chart legend to de-select that data from the chart view. To view only the Number of Tests Completed, select **Number of Tests Started** in the chart legend to remove that data instead.

Notes:
- If a student completes all sessions started on that day, this student is counted in the 'Completed' number.
- If a student starts but does not complete a test session on that day, this student is **not** counted in the 'Completed' number.
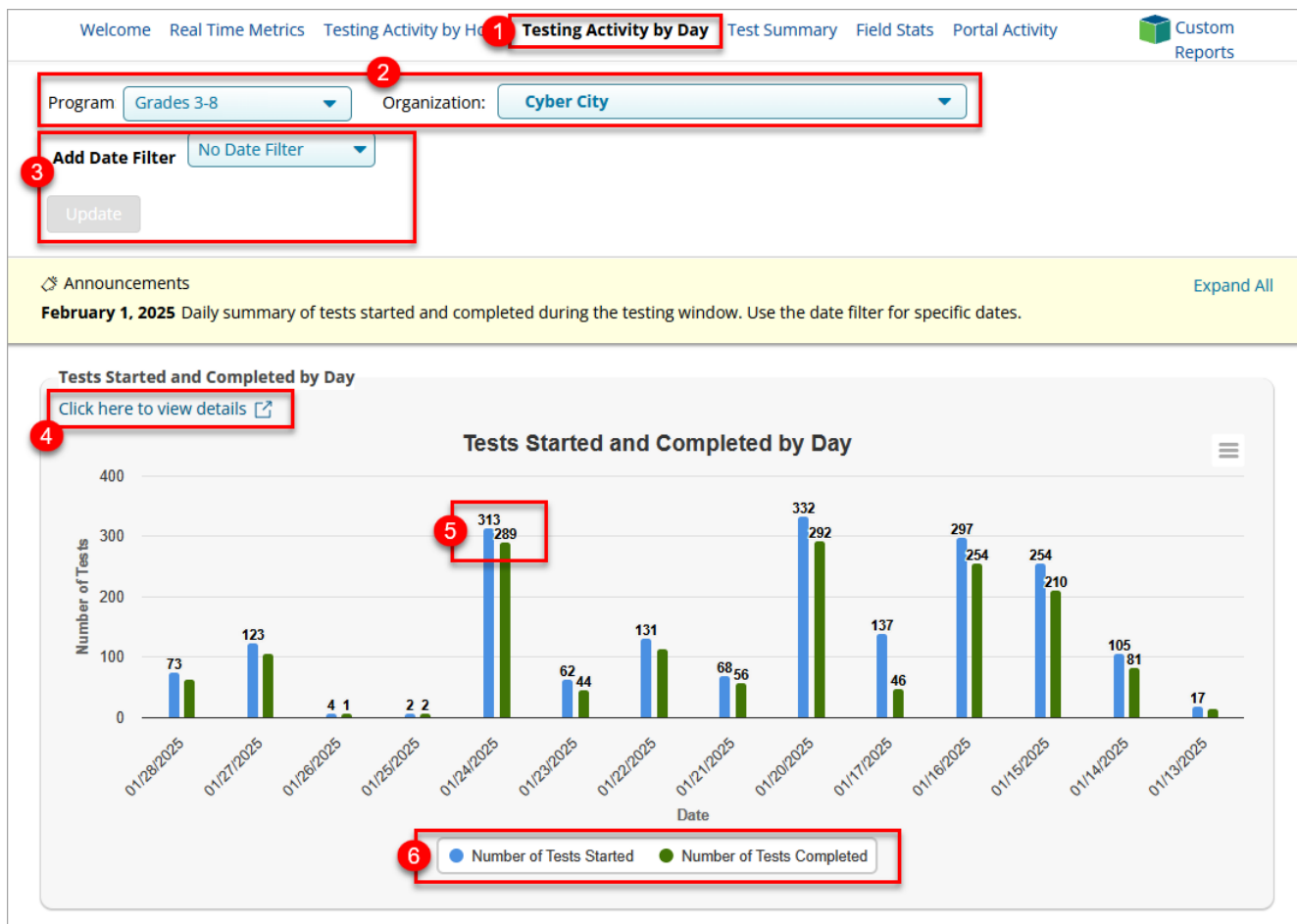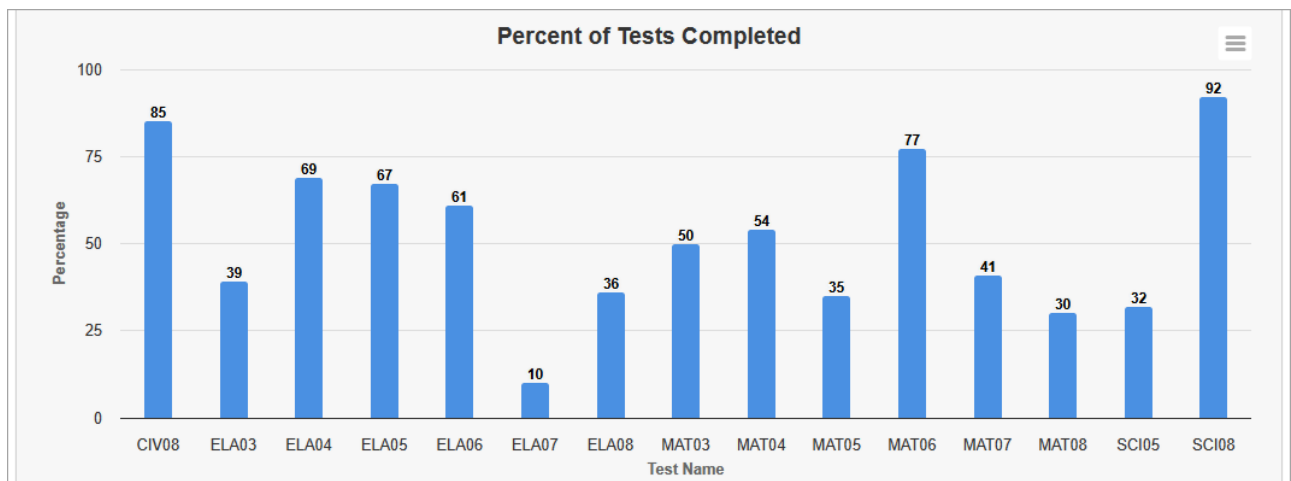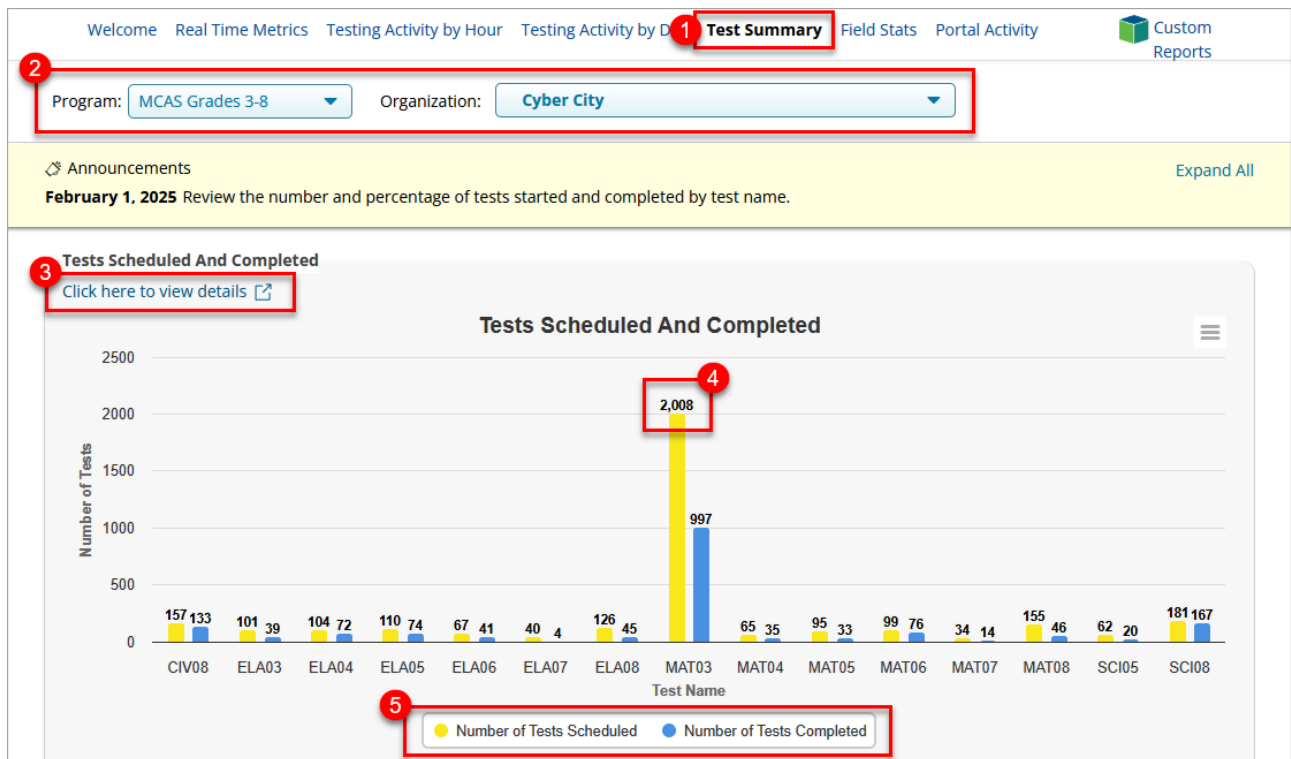
Test Summary

Test Summary will display two charts: **Tests Scheduled and Completed** and the **Percent of Tests Completed** for the program and organization selected. (The percent of tests completed is a comparison of tests scheduled and tests completed.) The Test Summary report is cumulative, and is updated hourly.

To view Test Summary, follow the steps below:

1. On the Administration Dashboard page, select **Test Summary** from the top menu bar.

2. To filter the report by program and/or Organization, select the program (MCAS Grades 3–8 or MCAS High School) and school or district from the drop-down menus.

3. To view the report as a table, select **Click here to view details**.

4. Hover your mouse pointer over a data point on the chart to view the number of tests scheduled, tests completed, or the percentage of tests completed for that data point.

5. Number of Tests Scheduled or Number of Tests Completed can be removed from the chart by selecting one or the other in the chart legend.

Within the report you can select **Click here to view details** to view the report as a table, as shown below.

Test Summary: MCAS Grades 3-8, Massachusetts

Options Download

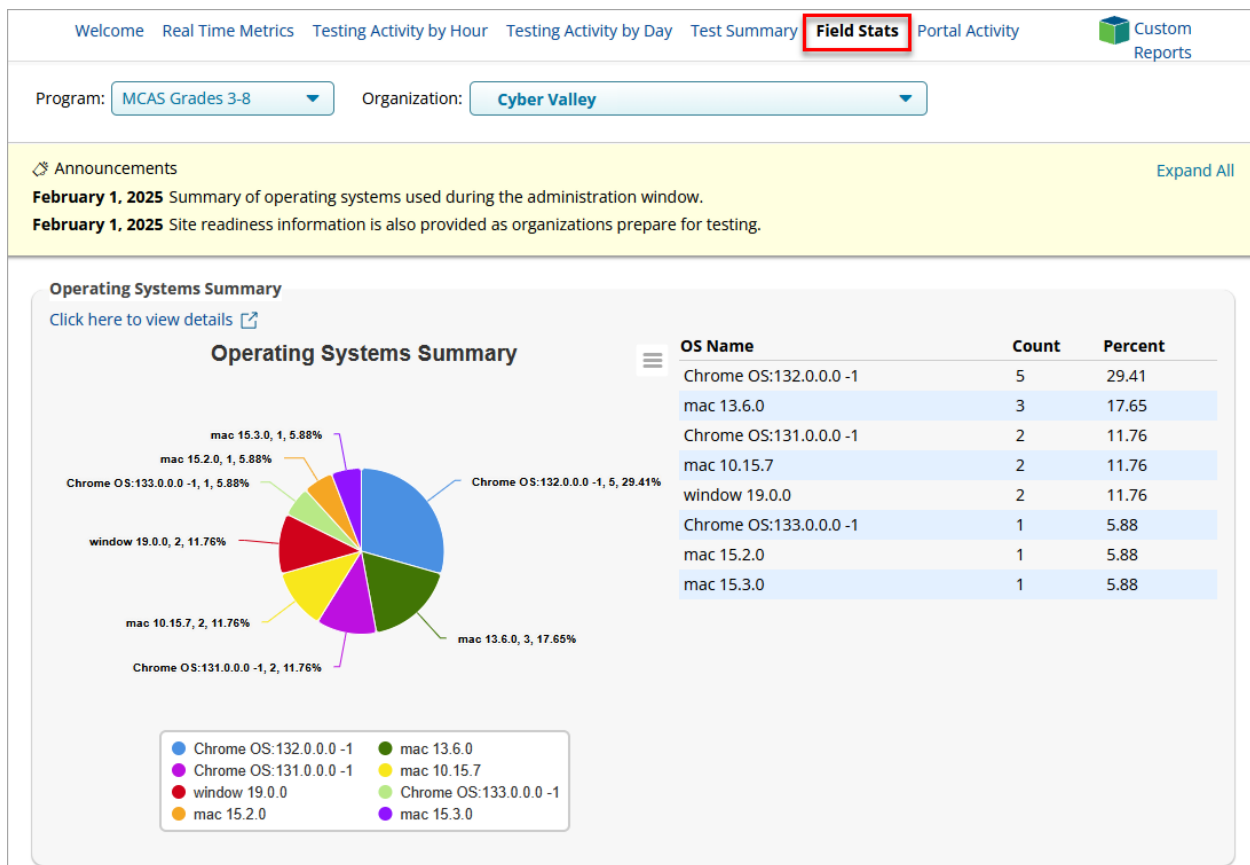| Group	Test Name	Enrolled Student Count	Scheduled Tests Count	Completed Tests Count	Scheduled Tests - %	Scheduled Test Sessions Count	Completed Test Sessions Count	Test Sessions - %
Cyber City	CIV08	10185	157	133	85	157	133	85
Cyber City	ELA03	10185	104	39	38	104	39	38
Cyber City	ELA04	10185	104	72	69	104	72	69
Cyber City	ELA05	10185	128	74	58	128	74	58
Cyber City	ELA06	10185	67	41	61	67	41	61
Cyber City	ELA07	10185	40	36	90	40	36	90
Cyber City	ELA08	10185	126	45	36	126	45	36
Cyber City	MAT03	10185	2008	1169	58	2008	1169	58
Cyber City	MAT04	10185	65	35	54	65	35	54
Cyber City	MAT05	10185	95	33	35	95	33	35
Cyber City	MAT06	10185	99	76	77	99	76	77
Cyber City	MAT07	10185	34	14	41	34	14	41
Cyber City	MAT08	10185	155	46	30	155	46	30
Cyber City	SCI05	10185	62	20	32	62	20	32
Cyber City	SCI08	10185	181	167	92	181	167	92

‹ Page 1 of 1 ›   Jump to: [1] Go

Field Stats

The Field Stats tab may be most applicable for technology coordinators. Field Stats will display an **Operating Systems Summary** and **Site Readiness Information** for the program and organization selected.
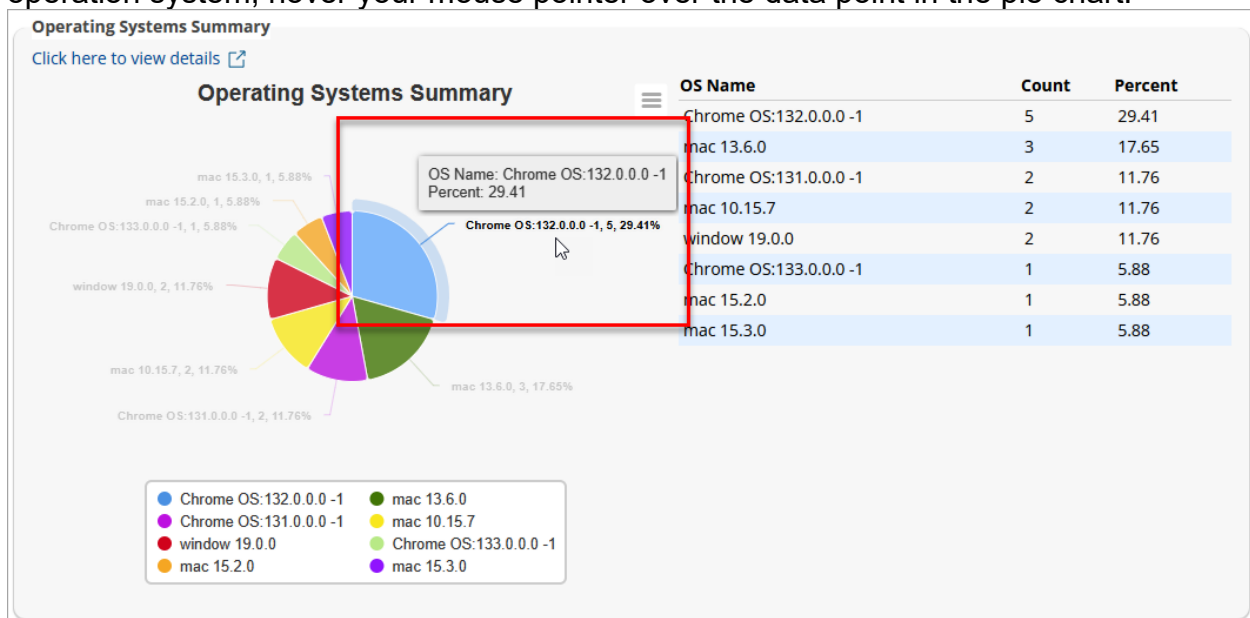
The Operating System Summary lists all of the operating systems and versions that were used by students during testing.

For example, in the OS Name chart below, the following types of devices were used:
- Chromebooks running different versions of ChromeOS (ChromeOS:131, ChromeOS:132, and ChromeOS:133)
- iPads (mac 10.15.7)
- MacOS (mac 13.6.0, mac 15.2.0, mac 15.3.0)
- Windows 11 devices
  - Note: Windows 11 devices will be listed in the chart below as anything above Windows 11.0.0; an example from the chart below is Windows 19.0.0.

Program: MCAS Grades 3-8 ▼   Organization: **Cyber Valley** ▼

✏ Announcements   Expand All

February 1, 2025 Summary of operating systems used during the administration window.

February 1, 2025 Site readiness information is also provided as organizations prepare for testing.

Operating Systems Summary

Click here to view details ⬈

Operating Systems Summary

OS Name	Count	Percent
Chrome OS:132.0.0.0 -1	5	29.41
mac 13.6.0	3	17.65
Chrome OS:131.0.0.0 -1	2	11.76
mac 10.15.7	2	11.76
window 19.0.0	2	11.76
Chrome OS:133.0.0.0 -1	1	5.88
mac 15.2.0	1	5.88
mac 15.3.0	1	5.88

Legend:
● Chrome OS:132.0.0.0 -1   ● mac 13.6.0
● Chrome OS:131.0.0.0 -1   ● mac 10.15.7
● window 19.0.0   ● Chrome OS:133.0.0.0 -1
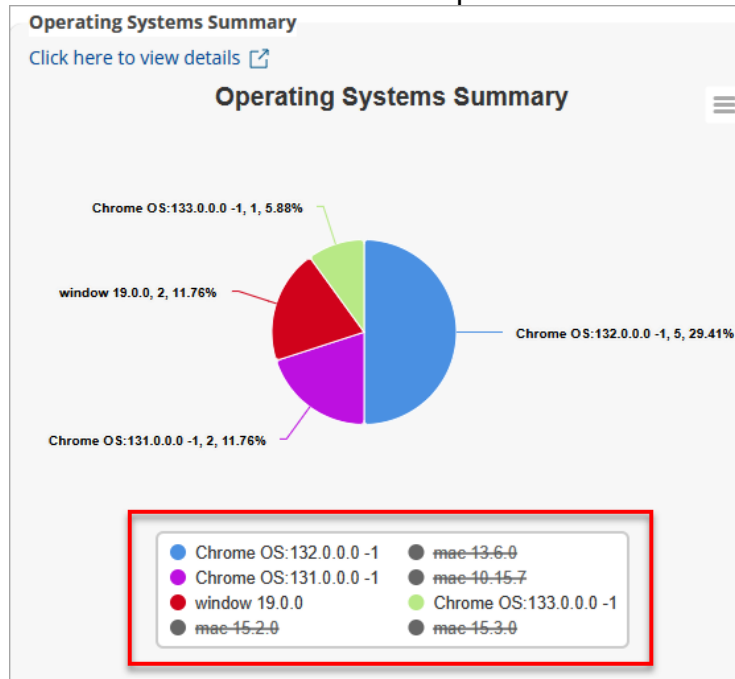● mac 15.2.0   ● mac 15.3.0

To focus on a specific operating system and percentage of devices that used that operation system, hover your mouse pointer over the data point in the pie chart.

Operating Systems Summary

Click here to view details ⬈

Operating Systems Summary

OS Name: Chrome OS:132.0.0.0 -1
Percent: 29.41

OS Name	Count	Percent
Chrome OS:132.0.0.0 -1	5	29.41
mac 13.6.0	3	17.65
Chrome OS:131.0.0.0 -1	2	11.76
mac 10.15.7	2	11.76
window 19.0.0	2	11.76
Chrome OS:133.0.0.0 -1	1	5.88
mac 15.2.0	1	5.88
mac 15.3.0	1	5.88

Legend:
● Chrome OS:132.0.0.0 -1   ● mac 13.6.0
● Chrome OS:131.0.0.0 -1   ● mac 10.15.7
● window 19.0.0   ● Chrome OS:133.0.0.0 -1
● mac 15.2.0   ● mac 15.3.0

To focus on certain operating systems in the pie chart, remove operating systems from

the pie chart by selecting the operation system in the pie chart legend. Once selected in the legend, they will be crossed out and removed from the chart. In the example below, all macOS versions have been removed from the pie chart.

Within the report, select **Click here to view details** to view the report as a table.

The Site Readiness Information will display the total number of organizations, whether they participated in Site Readiness, and if Site Readiness was certified. Note that Site Readiness completed on iPads will not appear in this table. Within the report, select **Click here to view details** to view the report as a table.

Portal Activity

Portal Activity will display the Number of Portal Users by Day for the selected organization and by date (if selecting a date using the Date Filter). Schools and districts may want to view this report to determine how many staff are using the MCAS Portal each day. The Portal Activity report is updated hourly. Within the report, select **Click here to view details** to view the report as a table.
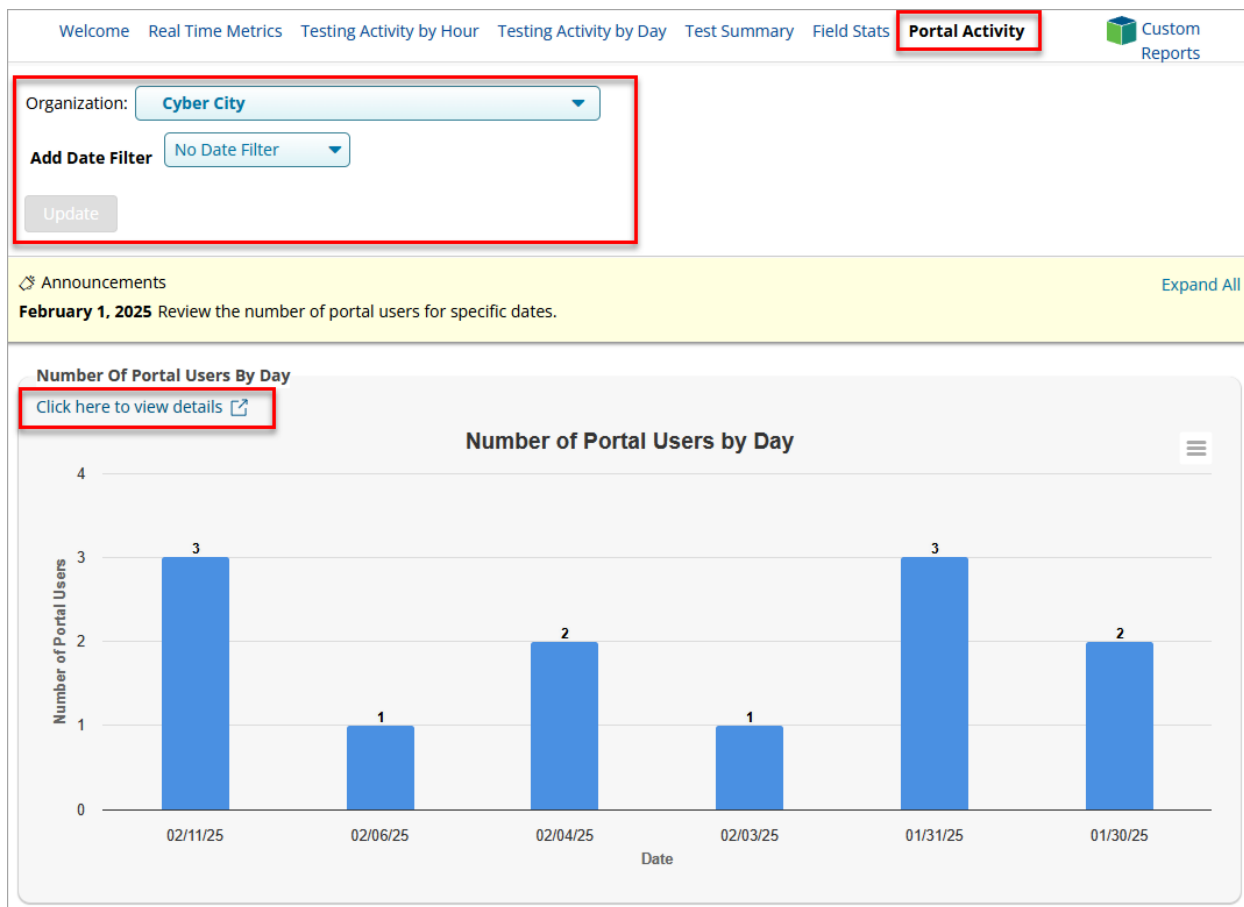
Custom Reports

Use Custom Reports to generate a specific Administration Dashboard report and view it as a tabular report. Custom Reports can then be sorted, customized, and downloaded as needed.

To run a Custom Report, follow the steps below:

1. Select the **Program**: MCAS Grades 3–8 or MCAS High School.

2. Select an Administration Dashboard Report from the report drop-down.

3. Select the Organization(s).

4. Select **Get Report** to view the report.

The report will then be shown. Below is the Test Summary Report for Cyber City for the MCAS Grades 3–8 program.

Group	Test Name	Enrolled Student Count	Scheduled Tests Count	Completed Tests Count	Scheduled Tests - %	Scheduled Test Sessions Count	Completed Test Sessions Count	Test Sessions - %
Cyber City	CIV08	10185	157	133	85	157	133	85
Cyber City	ELA03	10185	104	39	38	104	39	38
Cyber City	ELA04	10185	104	72	69	104	72	69
Cyber City	ELA05	10185	128	74	58	128	74	58
Cyber City	ELA06	10185	67	41	61	67	41	61
Cyber City	ELA07	10185	40	36	90	40	36	90
Cyber City	ELA08	10185	126	45	36	126	45	36
Cyber City	MAT03	10185	2008	1169	58	2008	1169	58
Cyber City	MAT04	10185	65	35	54	65	35	54
Cyber City	MAT05	10185	95	33	35	95	33	35
Cyber City	MAT06	10185	99	76	77	99	76	77
Cyber City	MAT07	10185	34	14	41	34	14	41
Cyber City	MAT08	10185	155	46	30	155	46	30
Cyber City	SCI05	10185	62	20	32	62	20	32
Cyber City	SCI08	10185	181	167	92	181	167	92

Page 1 of 1   Jump to: 1   Go

Sorting Reports

To sort your report, select any of the blue column headings within the report and then select **Sort Ascending** or **Sort Descending**.

| Test Name	Enrolled Student Count	Scheduled Tests Count	Completed Tests Count	Scheduled Tests - %	Scheduled Test Sessions Count	Completed Test Sessions Count	Test Sessions - %
CIV08	192173	157			157	133	85
ELA03	192173	104	39		104	39	38

Sort ⟩ Sort Ascending / Sort Descending

To clear the sort and return to your original report, select the blue **Arrow** in the column.

led unt	Completed Tests Count	↑	Scheduled Tests - %
	4		10

Customize Reports
To customize your report, follow the steps below:

1. Select the **Options** icon on the top right-hand side of the report.

2. On the pop-up window, de-select or select fields to include in the report. The options available on the Options tab will vary depending on which report is selected.

3. Once the selections have been made, select **Update** to update the report.

Note: Groups Per Page is the number of students that will display on a single page once the report is updated.

Downloading Reports
To download your report, follow the steps below:

1. Select the **Download** icon on the top right-hand side of the report.
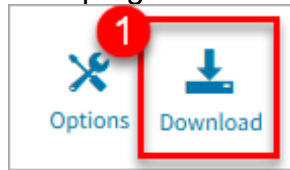
2. On the pop-up window, select the download file type, add a report name, select the layout for the download, and select the pages.

3. Select **Download** to download your report.