

# Tasks in the MCAS Portal Before Testing

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. Timeline of Tasks in the MCAS Portal
2. Updates to Student Registration
3. Creating and Managing Classes
4. Scheduling Tests and Printing Student Logins
5. Materials Management
6. Accessibility and Accommodations
7. Test Administrator Tasks Before Testing
8. Resources and Next Steps
9. Live “Sandbox” Time with Additional Demonstrations

# 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. Timeline of Tasks in the MCAS Portal

# Timeline of Tasks in the MCAS Portal to Complete Before Testing for Principals/Test Coordinators

## Now

- Continue to update student registration information
- Enrollment Transfer Requests (as needed)

## 2 weeks before testing

- Create and assign students to classes
- Verify accommodations in the MCAS Portal
- Create test administrator logins if necessary (for certain accom.)
- Track delivery of materials through Materials Management

## Up to one week before testing

- Schedule classes to tests
- Print student logins and summary sheets

# Timeline of Tasks in the MCAS Portal to Complete During and After Testing for Principals/Test Coordinators

## Test Day

- Distribute student logins and summary sheets to test administrators
- Monitor student testing status in the MCAS Portal

## During Testing

- Resolve incorrect accommodations
- Manage make-up testing
- Void tests as needed
- Unlock locked test questions (in certain circumstances)

## After Testing

- Fill in Report codes as needed
- Void tests as needed

# Timeline of Tasks in the MCAS Portal to Complete Before and During Testing for Test Administrators

## Up to 2 days before testing

- Verify accommodations

## Test Day

- Verify student roster
- Distribute student logins to students
  - Provide access codes to students
  - Enter proctor password as needed
- Monitor student testing status in the MCAS Portal
- Assist with testing issues as needed

MCAS Portal Overview for Test Administrators module now available on the [Training Modules page](#) of the MCAS Resource Center.

# Timeline of Tasks to Complete for Technology Coordinators

## Fall 2025

- Verify that devices meet the technology requirements
- Add provided URLs to exempt lists
- Download and install the updated MCAS Student Kiosk
  - Conduct Site Readiness and Site Certification

## Winter 2026

- Review Appendix A of the PAM
  - Review technology guidelines to verify that devices meet technology requirements
- Install updated kiosks if needed
  - Verify access to MCAS Portal and MCAS Training Site

## During Testing

- Troubleshoot issues as they arise
  - Contact the MCAS Service Center with technology questions

## **2. Updates to Student Registration**

# Manually Updating Student Information

- *Recommended when adding or updating fewer than 10 student records*
  1. Log in to the [MCAS Portal](#) with your username and password.
  2. Select **Administration**.
  3. Select **Students**.
  4. Select the **Add Student** button or locate the student to be edited and select **Edit**.
  5. Add/edit student information as needed.
  6. If the student has accommodations, select the **Accommodations** tab to enter the accommodations by test code. Note that students with accommodations for multiple tests will need the accommodations entered for multiple test codes.
  7. Select **Save**.

## Note:

- The same fields provided through the student registration file may be entered manually.
- If schools add or update a student taking PBT after the Student Registration deadline, they may need to place an additional materials order. See Appendix B of the PAM: Procedures for Paper-Based Testing for information.

# 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.

Additional information is available as follows.

- Overview of Student Registration training webinar, located on the [Training Webinars page](#) of the MCAS Resource Center
- Guide to the MCAS Portal, Part III: Student Registration, located on the [MCAS Portal page](#) of the MCAS Resource Center

# Overview of Enrollment Transfers

- Students are loaded to the MCAS Portal **once per school year**, regardless of which administration(s) they are taking.
- Schools will use the Enrollment Transfer feature in the MCAS Portal for transfer students who need to be registered for testing at their new school, who already exist in the MCAS Portal.

# Overview of Enrollment Transfers (continued)

- Schools will use the Enrollment Transfer page in the Portal as the first step when receiving a new student to determine whether the student exists in the MCAS Portal.
  - This page will tell you whether the student already exists in the MCAS Portal.
- All school and district test coordinators associated with the *sending school* will receive email notifications for pending enrollment transfer requests.
- Student test sessions do not transfer from one school to another. The sending school will use the Transfer Notes feature to indicate which sessions a student has already completed.
  - The receiving school will use this information to determine which test(s), if any, have already been taken.

# Enrollment Transfer Overview

Tasks to Complete	Who will complete these tasks?
<ul style="list-style-type: none"><li>• Request to transfer a student into your school and district.</li></ul>	<ul style="list-style-type: none"><li>• STCs and DTCs may request to transfer a student.</li></ul>
<ul style="list-style-type: none"><li>• Approve transfers other schools and districts have requested.</li></ul>	<ul style="list-style-type: none"><li>• STCs and DTCs may approve student transfers.</li><li>• If a student does not currently belong to an organization, the MCAS Service Center will approve student transfers.</li></ul>

- When a receiving school requests a student transfer, the DTC and STC users associated with the sending school will receive an email notification.

# Demonstration

- Transferring students within your district
- Transferring students outside your district
  - Requesting student transfers
  - Approving student transfer requests
  - Entering and reviewing transfer notes

# Transferring Students within a District

*These steps can only be completed by a district test coordinator.*

1. Sign in to the MCAS Portal and select **Administration**.
2. Click **Students**.
3. Locate the student you wish to update and click **Enrollment Info**.
4. Click **Unenroll** to unenroll the student from the current school and click **Yes** to confirm.

Enrollment Information for Student, Demo (9999955113)

District	School	Grade	Enrollment Status				
Cyber City	Cyber City Sch QA	11	Enrolled	<b>Unenroll</b>	View Classes	View Test Sessions	Edit

[Enroll student in a different school](#)

[« Back](#)

# Transferring Students within a District (continued)

5. Click **Enroll student in a different school.**
6. Select the new school from the organization drop-down and click **Enroll Student.**
7. Ensure the student's information is correct and click **Save.**

Note that only District Test Coordinators may transfer students within a district. School test coordinators should contact their DTC for assistance.

Sch QA 11 Not Enrolled

## Enroll Student

Use demographic and accommodation information from:

Cyber City Sch QA

Select the school in which you want to enroll the student:  
Student, Demo (9999955113)

Choose Organization(s)

Enroll Student Cancel

# Transferring Students from Outside Your District: Requesting a Student Enrollment Transfer

1. Sign in to the MCAS Portal and select **Administration**.
2. Select **Enrollment Transfer**.
3. On the Enrollment Transfer page, select **Request Transfer**.
4. Enter the student's SASID, last name, and date of birth.
5. Select **Search**.

Enrollment Transfer

Cyber Falls

Pending

Request Transfer

Approvals

Requests

There is no data found for the selected criteria.

## Request Enrollment Transfer

State Student ID: \*

Last Name: \*

Date of Birth (MM/DD/YYYY): \*

Search

# Transferring Students from Outside Your District: Requesting a Student Enrollment Transfer (continued)

6. If the student is found, select the school into which you want to transfer the student.
7. If this request is during the testing window, use the Notes to ask questions as needed.
8. Select **Submit Request**.

### Request Enrollment Transfer

**State Student ID: \***

**Last Name: \***

**Date of Birth (MM/DD/YYYY): \***

*Student found. Select organization information below:*

Student will be transferred from:

Select the school in which you want to transfer the student: **Demo Student (9999955113)**

Notes: (Optional)

# Transferring Students from Outside Your District: Requesting a Student Enrollment Transfer (continued)

- Any student transfers you have initiated will appear on the **Requests** tab.
- Select **Cancel** to cancel the transfer request.

Enrollment Transfer

Cyber Falls Pending Request Transfer

Approvals **Requests**

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
5	9999955113	Demo	Student	Cyber Falls Sch1-001	Cyber City Sch1-001	12/06/2024 3:51:17 PM	Pending	<a href="#">View Details</a> <span>Cancel</span>

Showing 1 - 1 of 1

# Approving a Student Enrollment Transfer

1. Any student transfers waiting for your approval will appear on the **Approvals** tab.
2. DTCs and STCs will be notified of enrollment transfers that need their review via email and on the Administration home page.
3. Review the request and add transfer notes. Click **Approve** to approve the transfer or click **Reject** to reject the request.

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
19	999995555	Student	Demo	Cyber Falls Sch2-002	Cyber Falls Sch1-001	11/06/2024 10:01:42 PM	Pending	<a href="#">View Details</a> <input type="button" value="Approve"/> <input type="button" value="Reject"/>

Showing 1 - 1 of 1

Are you sure you want to approve the enrollment transfer request?

Demo Student (9999955113) will be enrolled in Cyber City Sch4-004.

Notes: (Optional) student has taken session 1 of biology, but not started session 2

# View Details

- Student test sessions **do not move from one school to another** in the MCAS Portal. Schools will use the Transfer Notes feature to note any test sessions the student has already completed.
- Schools can refer to the View Details screen at any time to view the Transfer Notes for an enrollment transfer.

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
5	9999955113	Demo	Student	Cyber Falls Sch1-001	Cyber City Sch1-001	12/06/2024 3:51:17 PM	Pending	<a href="#">View Details</a> <a href="#">Cancel</a>

Showing 1 - 1 of 1

### Transfer request details of Demo Student (9999955113)

**Request Details:**

**Requested By:** Abbie Currier (acurrier-adm)

**Date:** 12/06/2024 3:51:17 PM

**Notes:** Student has taken Feb Biology Session 1, but not session 2.

Close

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# Resources

## [MCAS Portal Guides and Guidance Documents](#)

### Student Registration

- Guide to the MCAS Portal, Part III: Student Registration
- Student Registration Data Definitions
- Student Registration Template

### Enrollment Transfers

- Guide to the MCAS Portal, Part IV: Enrollment Transfers

## [Training Modules](#)

- Student Registration for MCAS
- Transferring Students within a School District
- Transferring Students Between School Districts

## [Recordings of previous training sessions](#)

- Overview of Student Registration Tasks in the Portal: Spring 2026
- Student Registration Office Hours

# 3. Creating and Managing Classes

# What are classes in the MCAS Portal?

- A class is a group of students in the MCAS Portal who will take the same test together.
  - Up to 250 students allowed in a class in the MCAS Portal.
- Each class is subject specific.
- For the following accommodations, students are required to be assigned to a separate class specifically designated for that accommodation:
  - Human Read Aloud
  - Human Signer
  - Spanish/English
- Classes can be created during or anytime after student registration. DESE recommends creating classes approximately two weeks before testing to minimize changes needed.

# Course and Grade Level Classes

- **New for 2026**, on the Classes page, there are two tabs for selection: Course Level and Grade Level.
- Grades 3–8 **must select the Grade Level tab** to create and manage grade-level classes. Only students in that grade can be placed in each grade-level class.
- High schools **must select the Course Level tab** to create and manage course-level classes. This allows high school students from any grade to be placed into the same class.

Mathematics Classes in Cyber Falls Sch1-001

Cyber Falls Sch1-001 (Cyber Falls) Mathematics

Create Grade Level Class Upload Classes

**Important Note: Schools must select the appropriate tab below before continuing.**

- High schools must select the **Course level tab** below to create course-level classes.
- Grades 3-8 must select the **Grade level tab** below to create grade-level classes.

Course Level Grade Level

Class	Grade	Student Count	
MAT03-Demo-Rm308-00001111-(Grade -03)	03	3	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
MAT08-Demo-Gym-00001111-(Grade -08)	08	3	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

# Creating Classes

- There are three ways to create classes in the MCAS Portal.

Option to create classes	When would you use this option?
<b>Option 1:</b> 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
<b>Option 2:</b> Export the Student Registration file, enter the 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
<b>Option 3:</b> Create and upload a class upload file.	Recommended when creating five or more classes or when working with a large number of students

- For additional information on creating, editing, and deleting classes, see the Guide to the MCAS Portal, located on the [MCAS Portal page](#) of the MCAS Resource Center.
  - Part V: Creating and Managing Classes for Grades 3–8
  - Appendix A: Creating and Managing Classes for High School Tests.

# 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 class names include the following information:
  - test code
    - Refer to information on test codes on pages 45 and 46 of the Guide to the MCAS Portal, Part III: Student Registration, located on the [MCAS Portal page](#) of the MCAS Resource Center.
  - test administrator name
  - testing location
- **Note:** When creating classes through the Student Registration file import, schools are recommended to include only the test administrator name and testing location in the class name field; the MCAS Portal will automatically add the test code to the class name.

# Demonstration

- Course-level vs. grade-level classes
- Manually creating a class
- Uploading multiple classes via Class Upload file
- Uploading multiple classes via Student Registration file

# Manually Create a Class in the MCAS Portal

1. Log in to the MCAS Portal.
2. Select **Administration**.
3. Select **Classes** from the top menu bar.
4. Select an **organization** from the organization drop-down list, and then select a **subject** from the subject drop-down list.
5. Select either the **Course Level** or **Grade Level** tab.
6. Select **Create Class**.
7. Type the name of the class in the Class Name field and select a grade or course from the drop-down list.

Mathematics Classes in Cyber City Sch3-003

Cyber City Sch3-003 (Cyber City)

Mathematics

Course Level

Grade Level

Create Grade Level Class

Add New Mathematics Class in Cyber City Sch3-003

## Class Information

Class Name: Demo TA Room 202

Grade:

05

# Manually Create a Class in the MCAS Portal

- By default, the **Show only students that are not assigned to a class** checkbox is checked. 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.
- **Note:** Students can be added to multiple classes per subject in the Portal. **Schools need to check that each student is only assigned to one class per subject area.**

Search for Students

Grade: 05 Class: Choose a Class

Show only students that are not assigned to a class

Showing students in : Cyber City Sch3-003

Last Name, First Name (State Student ID)

Sort By: Last Name

Student, Sample (8888600001)  
Student, Sample (8888600002)  
Student, Sample (8888600003)  
Student, Sample (8888600004)  
Student, Sample (8888600005)  
Student, Sample (8888600006)  
Student, Sample (8888600007)  
Student, Sample (8888600008)  
**Student, Sample (8888600009)**  
Student, Sample (8888600010)

Students in Demo TA Room 202: 8/250

Student, Sample (8888600001)  
Student, Sample (8888600002)  
Student, Sample (8888600003)  
Student, Sample (8888600004)  
Student, Sample (8888600005)  
Student, Sample (8888600006)  
Student, Sample (8888600007)  
Student, Sample (8888600008)

Add »  
« Remove

Save Cancel

# Uploading Multiple Classes via Class Upload file

1. Log in to the MCAS Portal.
2. Select **Administration**.
3. Select **Classes**.
4. Select a school or district from the organization drop-down menu. If a district is selected, select **Upload Classes for District** for a district-level class upload.

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

Mathematics Classes in Cyber City

Cyber City Mathematics **Upload Classes for District**

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

Mathematics Classes in Cyber City Sch1-001

Cyber City Sch1-001 (Cyber City) Mathematics **Create Grade Level Class** **Upload Classes**

# Uploading Multiple Classes via Class Upload file

5. On the Upload Classes page, select **Download Template**. Note that there are two separate templates: one for schools and one for districts.
6. Populate the fields in the template using the permitted values as outlined in the Class Data Definitions Info.
  - 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.
7. Save the file in CSV format.

Upload Classes to Cyber City Sch1-001

Select a file to be uploaded

[Download Template](#) [View Class Data Definitions Info](#)

No file chosen

**Note:** there is a limit of 10,000 records for each upload file.

# Class Data Definitions Information


- **Class Name:** Enter a class name. Refer to the Class Naming Conventions in section A1 of the Guide to the MCAS Portal, Part V: Creating and Managing Classes for Grades 3–8 and Appendix A: Creating and Managing Classes for High School Tests on the [MCAS Portal page](#) of the MCAS Resource Center for additional information.
- **Content Area:** Enter the content area for the class: Mathematics, ELA, Science, or Civics.
- **ClassType:** Enter “grade” or “course” for class type.
- **Grade/Course:** For grades 3–8: Enter the grade. Leading zeros will be required.
  - For high school: Enter the course (Mathematics, ELA, Biology, Introductory Physics)
- **School Code:** 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 00990000 and the school code is 00999987, the School Code column should be entered as 00990000-00999987.
- **State Student ID:** Enter the students’ SASID.

# Uploading Multiple Classes via Class Upload File (continued)

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

Upload Classes to Cyber City Sch1-001

Select a file to be uploaded

 [Download Template](#) | [View Class Data Definitions Info](#)

**Choose File** Class\_Template\_School.csv

**Upload**

# Uploading Multiple Classes via Class Upload File (continued)

After the upload has been processed, you will see the following information on the screen:

- A green success message at the top of the page letting you know that your file has been uploaded and processed.
- Number of students processed successfully
- Number of duplicate records present in the file
- Number of error records present in the file
- A table showing the records in the file.
  - Click **Download records with errors** to download a file of the errors found.

The screenshot shows the 'Upload Classes to Cyber City' interface. At the top, a green success message states: 'Successfully uploaded the file Class\_Template\_School.csv to the server at 11/11/2024 9:34:47 PM'. Below this, there is a section for file selection with a 'Choose File' button and the text 'No file chosen'. The upload statistics are as follows:

- Total number of records present in the uploaded file: 6
- Number of students processed successfully: 5
- Number of duplicate records present in the file: 0
- Number of error records present in the file: 1
- Number of classes created: 1
- Number of classes updated: 0

An 'Errors' table is displayed below the statistics:

Type of Error	Number of Records With Errors
Could not find STN in the given organization	1

At the bottom of the interface, there is a 'Download records with errors' button and a 'Back to Classes' button.

# Class File Upload: Error Messages

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.
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.
Grade does not exist or Invalid Grade	Correct the Grade to a permitted grade number. (03, 04, 05, 06, 07, 08)
Grade is missing	Add a valid Grade.

# Class File Upload: Error Messages (continued)

Error	How to Resolve the Error
Invalid ClassType	Correct the ClassType to grade.
Invalid ContentArea	Correct the ContentArea to a permitted value. Content areas must match the Class Data Definitions exactly.
Student grade does not match with class grade	Verify that the student's grade matches the grade of the class being created.
Course does not exist	Correct the course to a permitted value.
CourseCode is missing	Add a course.
Course does not belong to subject	Correct the course to a permitted value.
Invalid Grade/Course	Correct the grade or course to a permitted value. For grades 3–8, leading zeros are required.

# Uploading Classes via Student Registration Export/Import

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. Fill in column K with the class names.
7. Save the file as a .CSV.
8. Follow the instructions in the Guide to the MCAS Portal, Part III: Student Registration, located on the [MCAS Portal page](#) of the MCAS Resource Center, to import the updated file.

# Creating Classes FAQs

**Q. Why do I need to wait until two weeks before testing to create classes?**

**A.** Test coordinators may create classes at any time during or after Student Registration up until testing. DESE recommends waiting until two weeks before testing to minimize the changes needed to class assignments.

**Q. Can I create classes via Student Registration export/import now for ELA, and then do another export/import later for Math, STE, and Civics?**

**A.** Yes.

**Q. Do small groups need to be placed in separate classes?**

**A.** A class is meant to be a group of students testing in the same place at the same time, so typically each group of students testing in a separate location would be its own class.

**Q. Can a class name be changed after students have been assigned to the class?**

**A.** Yes, after a class has been created, the class name can be updated in the MCAS Portal user interface. Class names cannot be changed through the student registration file upload.

# Creating Classes FAQs (continued)

**Q. How do we move students from one class to another?**

**A.** This must be done manually in the MCAS Portal user interface, on the Classes page. You would remove the student from one class and then add them to the next class.

**Q. Can a class have students from different grade levels?**

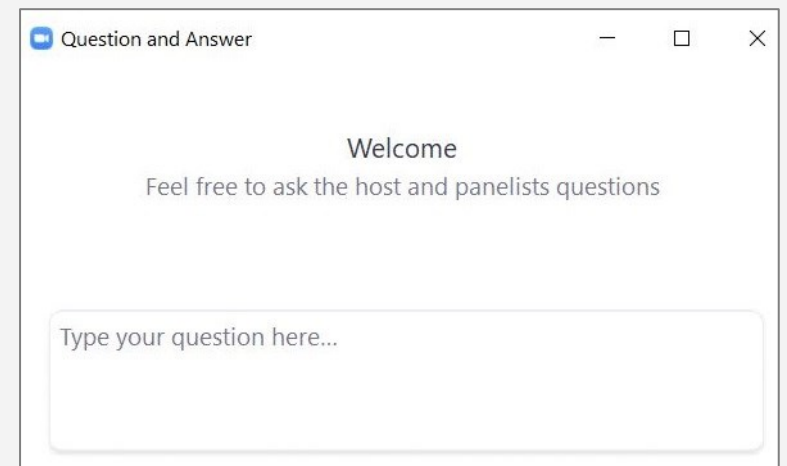
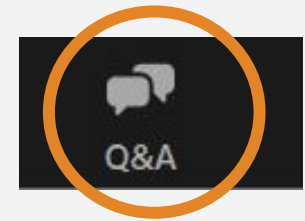
**A.** Only for high school tests. Grades 3–8 classes are grade-level only, and so they are grade-specific.

# Resources

- MCAS Portal Guides
  - Guide to the MCAS Portal, Part V: Creating and Managing Classes for Grades 3–8
  - Guide to the MCAS Portal, Appendix A: Creating and Managing Classes for High School Tests
- Training Modules
  - Creating Classes for MCAS (*updated version for 2026 to be available soon*)

# Questions & Answers

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



# 4. Scheduling Tests and Printing Student Logins

# Scheduling Tests

- Schools will need to “schedule” classes for tests in order to assign test forms and create student logins.
  - Student logins cannot be printed until after tests are scheduled.
- Test coordinators will need to schedule tests approximately one week prior to test administration.
- The [Statewide Testing Schedule](#) lists the dates that test scheduling should be completed for each administration.

# Printing Student Logins

- Student logins contain the sign-in information that students need to type in to begin each test session.
  - Students use the same student login for each subject area test (e.g., Jon Ward has one login for grade 4 ELA sessions 1 and 2, and a different login for grade 4 Mathematics).
- Schools may print student logins up to one week in advance; DESE recommends printing student logins one to two days in advance of testing.
  - Student logins are considered secure and must be tracked.
- Note: Test coordinators may also need to create and print test administrator logins for test administrators administering the Human Read-Aloud and Human Signer accommodations.
  - See instructions in Appendix C of the [PAM](#).

# Student Logins

- Advise your test administrators to check that each student has the correct student login.
- Students should verify their name and date of birth on the student login.
- Students can also verify their name on the Hello screen in the MCAS Student Kiosk.

**Demo, Student**  
**DOB:1/1/2010**  
**Demo Biology Test**

**Username: 9990878987**

**Password: ZNUVEQ88**

# Student Summary Pages

- When printing student logins as a PDF, the first page of the document will be a student summary page.
  - Test administrators can use this page to find the access codes and verify the student roster, usernames and passwords, and accommodations.

Class Name: Demo Grade 03 ELA		<b>Test administrators will write the access code on the board</b>		
Test Name: Grade 3 ELA				
Testing Window: 11/24/2025 to 12/30/9999				
<b>Sequence</b>	<b>Name</b>	<b>Access Code</b>		
1	Session 1	4028681200		
2	Session 2	5373782375		
<b>Student Name</b>	<b>Date of Birth</b>	<b>Username</b>	<b>Password</b>	<b>Accommodations</b>
StudentA, DemoA	1/1/2	<b>Check that accommodations are correct before testing.</b>	XXXXX	Text-to-Speech
StudentB, DemoB	1/2/2		YZZZZ	
StudentC, DemoC	1/3/2		ABBBB	

# Demonstration

- Scheduling a test for multiple classes
- Scheduling a Spanish/English test
- Printing student logins and summary pages
- Printing student logins in bulk

# Scheduling a test for multiple classes

1. Log in to the MCAS Portal and select **Administration**.
2. Select **Test Scheduling**.
3. Select the correct school, content area (ELA, mathematics, science, or civics), program (high school or grades 3–8), and test name.
4. Select **Schedule New Test**.

The screenshot shows the MCAS Test Scheduling interface. At the top, there is a navigation bar with the 'dese' logo and links for Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Scheduling, Materials Management, Student Registration, and Dashboard. On the right side of the navigation bar, there are links for Demo DTC, MCAS Resource Center, and Logout. Below the navigation bar, the page title reads 'Displaying scheduled tests for Demo Biology Test in Cyber Falls Sch1-001'. The main content area contains several filters: a dropdown menu for 'Cyber Falls Sch1-001 (Cyber Falls)', a dropdown menu for 'Science', a dropdown menu for 'MCAS High School', and a dropdown menu for 'Demo Biology Test'. Below these filters is a 'Filter by testing status' section with a dropdown menu set to 'All'. To the right of the filters is a green button labeled 'Schedule New Test', which is highlighted with a red rectangular box. Further to the right is an 'Exports' dropdown menu.

There are no tests scheduled that match the selected criteria.

# Scheduling a test for multiple classes (continued)

5. Select the classes to be scheduled.
6. Click **Schedule**.

Schedule Tests

4 forms selected for scheduling 3 classes.

Content Area: Science Program: MCAS High School

Test: Demo Biology Test

Search for Classes: Cyber Falls Sch1-001 (Cyber Falls)

Classes:

- BIOFEB-Demo-Rm1031-00001111-(Grade -10)
- BIOFEB-Demo-Rm899-00001111-(Grade -10)
- BIOFEB-Demo-Rm3421-00001111-(Grade -10)

Start Date: 03/03/2025 End Date: 03/31/2025 Time Zone: Eastern

# Scheduling a Spanish/English test

1. Create a separate class for all students taking a Spanish/English test for that grade and content area.
  - Include the word “SPANISH” at the beginning of the class name.
2. Schedule the Spanish class to take the Spanish/English test.
  - Ensure the correct class is scheduled for the correct test.
  - The class name should include the word “SPANISH.”
  - The test name should include the words “Spanish/English.”

Science Classes in Cyber Falls Sch1-001

Cyber Falls Sch1-001 (Cyber Falls) Science

Class	Grade
BIOFEB-Demo-Rm3421-00001111-(Grade -10)	10
BIOFEB-Demo-Rm899-00001111-(Grade -10)	10
<b>SPANISH-BIOFEB-Demo-Rm1031-00001111-(Grade -10)</b>	10

Cyber Falls Sch1-001 (Cyber Falls) Science

MCAS High School Spanish/English February High School Bi...

Filter by testing status

All

Refer to the recording of the Overview of the Spanish/English MCAS Tests training webinar on the [Training Webinars page](#) of the MCAS Resource Center.

# Printing Student Logins by Class

1. Log in to the MCAS Portal and select **Administration**.
2. Select **Test Scheduling**.
3. Select the correct school, content area (ELA, mathematics, science, or civics), program (high school or grades 3–8), and test name.
4. Select **View Details/Student Logins**.

Displaying scheduled tests for Demo Biology Test in Cyber Falls Sch1-001

Cyber Falls Sch1-001 (Cyber Falls) Science Schedule New Test

MCAS High School Demo Biology Test

Filter by testing status  
All

School	Class	Testing Status	Created Date	Created By	
Cyber Falls Sch1-001	BIOFEB-Demo-Rm3421-00001111-(Grade -10)	In Progress	3/3/2025 12:34:10 PM	Demo DTC	<a href="#">View Details/Student Logins</a>
Cyber Falls Sch1-001	BIOFEB-Demo-Rm899-00001111-(Grade -10)	In Progress	3/3/2025 12:34:10 PM	Demo DTC	<a href="#">View Details/Student Logins</a>

Showing 1 - 2 of 2

# Printing Student Logins by Class (continued)

5. Select the student logins to print or select the checkmark in the column heading to select all students.
6. Select **Export Logins for Selected Students**.
7. Select either a PDF or CSV file.
  - When selecting PDF, select 1, 8, or 27 student logins per page.

Filter by Session  
Choose a Session [Export Logins for Selected Students](#) [Add Report Code](#)

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	
<input type="checkbox"/>	Demo	Student	9922553347	3m6cpwwu	Demo Biology Form 1	02/19/2025 12:23:30 PM	+	Session 1:Not Started			<a href="#">Session Report Codes</a>
<input type="checkbox"/>	Demo	Student	9992837465	4gxx5kge	Demo Biology SR/AT	02/19/2025 12:23:30 PM	+	Session 1:Not Started			<a href="#">Session Report Codes</a>

Session 2:Not Started [Session Report Codes](#)

Session 2:Not Started [Session Report Codes](#)

# Printing Student Logins in Bulk

- **New for 2025–26:** Student logins can be exported in bulk on the Test Scheduling page as a PDF or .CSV in two ways:
  - for a selected school and test (e.g., all grade 5 Math).
  - for all tests scheduled within a selected subject for the selected school (e.g., all Mathematics tests for the whole school).
- When exporting logins in PDF format, all student logins will be included in a single file, with a summary page break separating each class. The logins will be organized alphanumerically by class name, and then alphabetically by student last name.
- When exporting in .CSV format, all session logins will also be combined into one file, with the class name inserted between each class to indicate the separation.

# Printing Student Logins in Bulk (continued)

To export student logins in bulk as a PDF/.CSV for a scheduled test, follow the steps below:

1. On the Test Scheduling page, select the organization from the **Organization** drop-down menu.
2. Select the program from the **Program** drop-down menu (MCAS Grades 3–8 or MCAS High School).
3. Select the subject from the **Subject** drop-down menu.
4. If printing for a selected test, select a test from the **Test** drop-down menu. If printing for a content area, skip to step 5.
5. Then select **Exports** to expand the exports menu.

The screenshot shows the Dese Test Scheduling interface. The top navigation bar includes links for Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Scheduling, Materials Management, Student Registration, and Dashboard. The user is logged in as DistrictTest Coordinator, with links for MCAS Resource Center and Logout. The main content area displays "Displaying scheduled tests for ELA03 Demo Test in Cyber City Sch Supp". A red box highlights the filter section, which includes four drop-down menus: "Cyber City Sch Supp (Cyber City)", "ELA", "MCAS Grades 3-8", and "ELA03 Demo Test". Below these is a "Filter by testing status" section with a dropdown set to "All". To the right, there is a green "Schedule New Test" button and a red box around the "Exports" menu. The Exports menu is open, showing options: "Export Logins", "Export Logins for All Tests", "Export Test Status", "Export Test Status for All Tests", and "Export Students Not Scheduled". At the bottom, there is a table with columns for School, Class, Testing Status, Created Date, and Created By. The table contains one row: "Cyber City Sch Supp", "ELA03-Baker RM 122-0001001-(Grade -03)", "In Progress", "8/21/2025 3:15:13 PM", and "DistrictTest Coordinator". Action links "View Details/Student Logins" and "Delete" are visible for this row.

# Printing Student Logins in Bulk (continued)

6. If printing for a selected test, select **Export Logins**. If printing for a content area, select **Export Logins for All Tests**.
7. A pop-up will be shown with the option of choosing PDF or CSV. Select **PDF** or **CSV**.
8. Select the number of student logins to be printed per page (1, 8, or 27 logins per page) if PDF was selected, and then click **Export**.
9. A pop-up message will appear to notify the user that the results are available in Downloads and will contain a clickable link to access Downloads.
10. To download the login export, navigate to the **Downloads** section from the MCAS Portal homepage to access the file.

The screenshot shows the 'Exports' dropdown menu with 'Export Logins' highlighted. Below it is the 'Export Logins' dialog box. In the dialog, the 'PDF' radio button is selected under 'Select a format of the export:'. The 'Select the number of logins to be printed:' dropdown is set to '1 login per page'. The 'Export' button is highlighted.

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

# Scheduling Tests & Printing Logins FAQs

**Q. If accommodations change after tests are scheduled and logins are printed, do we need to reschedule the test and reprint the student's login?**

**A.** If a student has a form-dependent accommodation that is updated, a new login will need to be printed.

**Q. Do tests need to be scheduled before I can print student logins?**

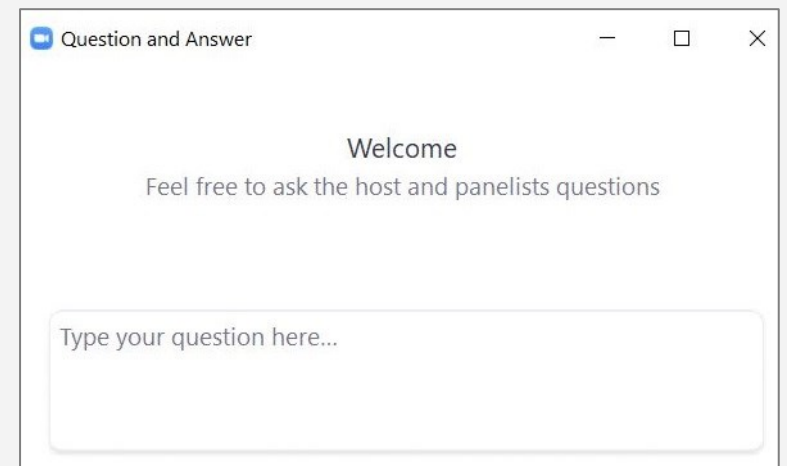
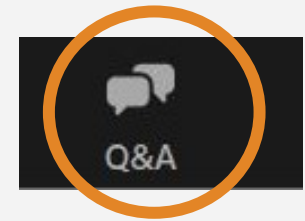
**A.** Yes.

# Resources

- [MCAS Portal Guides](#)
  - Guide to the MCAS Portal, Part VI: Scheduling Tests, Printing Student Logins, and Other Tasks in the Test Scheduling Page
- [Training Module:](#)
  - Scheduling Tests
  - Exporting and Printing Student Logins

# Questions & Answers

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



# 5. Materials Management

# Materials Management

- The Materials Management page in the MCAS Portal provides a view of shipments of materials being delivered to schools. Schools will be able to see materials shipments listed on this page once they are shipped.
- This is an optional feature that schools may find useful to track shipments.

Home Site Readiness Students Enrollment Transfer Classes Test Scheduling **Materials Management** Student Registration Dashboard

MCAS Resource Center Logout

Shipment History in Cyber City

Cyber City

Administration: February 2025 MCAS H...

Order Additional Materials

UPS Pick Up Request

Order Number	Order Date	Packed For	
000000001224990	01/16/2025	Cyber City	<a href="#">View Details</a>

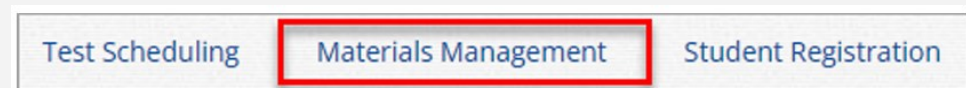
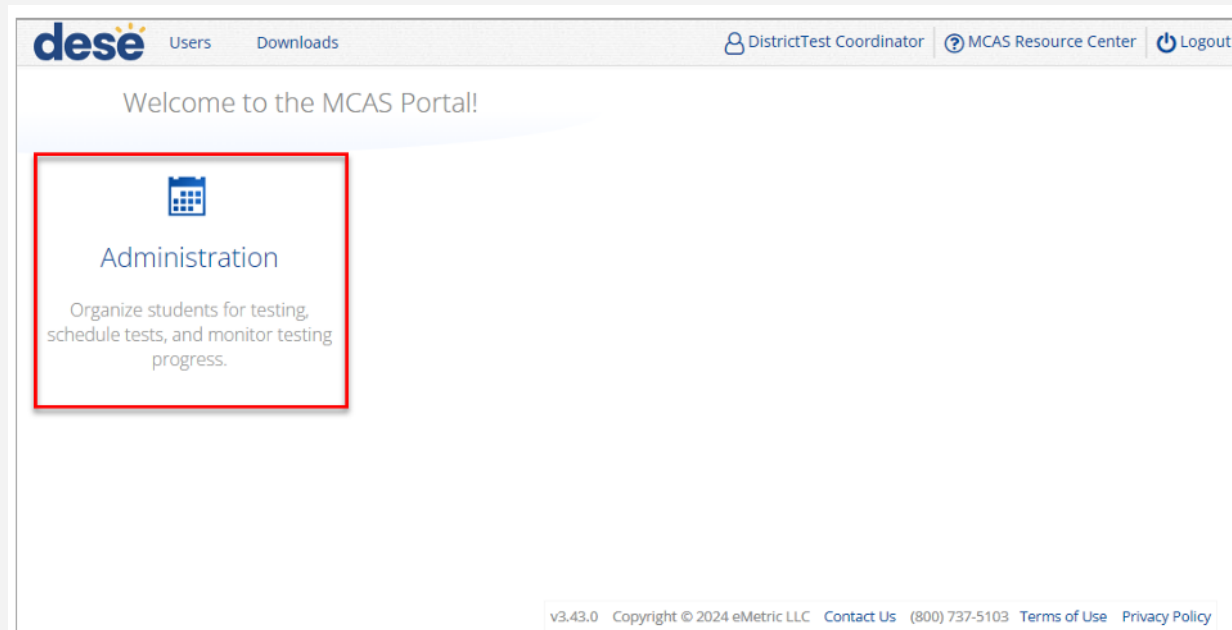
Showing 1 - 1 of 1

# Materials Management

- Select the **Order Additional Materials** or **UPS Pick Up Request** buttons to navigate to the MCAS Service Center to complete these tasks.
  - Schools may also continue to navigate to the MCAS Service Center website directly to complete these tasks as in previous years.
- Select **View Details** to view the Shipment Details page for each shipment. The Shipment Details table displays the following information about your order:
  - **Box ID Number:** the ID number of the individual boxes in the order. The Box ID Number, also known as the MP Ship Code, will be needed to place an additional materials order.
  - **Shipped Date:** date when the order was shipped
  - **Last Updated:** the date and time when the shipment information was last updated by UPS.
  - **Item Code, Quantity, and Description:** information about the contents of each box in your order. Note the Item Code will not be used by schools.
  - **UPS Tracking:** the UPS tracking number, with a link to the UPS tracking website

# Navigating the Materials Management Page

- **To access the Materials Management page, follow the steps below:**
- 1. Log in to the MCAS Portal with your username and password.
- 2. On the MCAS Portal homepage, select **Administration**.
- 3. Select **Materials Management** from the top menu bar.



# Resources

- [MCAS Portal Guides](#)
  - Guide to the MCAS Portal, Part VII: Materials Management

# 6. Accessibility and Accommodations

# Verifying Accommodations

- Test coordinators should review accommodations approximately two weeks prior to testing to ensure that they have been assigned correctly.
- Accommodations can be verified in five ways:
  - **New for 2026:** Through an Accommodations export.
  - On the **Edit Student** page in the MCAS Portal.
  - Through a Student Registration export.
  - On the summary page that is printed with student logins.
  - Form-dependent accommodations, i.e., Spanish/English, Screen Reader, Compatible Assistive Technology, ASL, Human Read-Aloud, and Human Signer, can be confirmed on the **View Details/Student Logins** page in the MCAS Portal.

# Demonstration

- Verifying accommodations

# Verifying Form-Dependent Accommodations

1. Log in to the MCAS Portal and select **Administration**.
2. Select **Test Scheduling**.
3. Select the correct school, content area (ELA, mathematics, science, or civics), program (high school or grades 3–8), and test name.
4. Select **View Details/Student Logins**.

Displaying scheduled tests for Demo Biology Test in Cyber Falls Sch1-001

Cyber Falls Sch1-001 (Cyber Falls) Science Schedule New Test

MCAS High School Demo Biology Test

Filter by testing status  
All

School	Class	Testing Status	Created Date	Created By	
Cyber Falls Sch1-001	BIOFEB-Demo-Rm3421-00001111-(Grade -10)	In Progress	3/3/2025 12:34:10 PM	Demo DTC	<a href="#">View Details/Student Logins</a>
Cyber Falls Sch1-001	BIOFEB-Demo-Rm899-00001111-(Grade -10)	In Progress	3/3/2025 12:34:10 PM	Demo DTC	<a href="#">View Details/Student Logins</a>

Showing 1 - 2 of 2

# Verifying Form-Dependent Accommodations (continued)

5. Review the "Form Name" column and ensure the form-dependent accommodations are indicated in the form name (i.e., human read aloud, human signer, screen reader, ASL, compatible assistive technology, Spanish/English).

Filter by Session  
Choose a Session

<input type="checkbox"/>	Last Name 🔍	First Name 🔍	Username 🔍	Password 🔍	Form Name 🔍
<input type="checkbox"/>	Demo	Student	9990003728	9AK4WBD3	Demo Form 01
<input type="checkbox"/>	Demo	Student	9994473829	TN2VU59R	Demo Form Human Read Aloud
<input type="checkbox"/>	Demo	Student	9990003728	YM8JNKWN	Demo Form ASL
<input type="checkbox"/>	Demo	Student	9990878987	B5U8A7D5	Demo Form SR/AT

# Verifying Accommodations: Single Student

1. Log in to the MCAS Portal and select **Administration**.
2. Select **Students**.
3. Locate the student you wish to review and click **Edit**.
4. Select the **Accommodations** tab.
5. Review and edit the accommodations as necessary.

Students in Cyber Falls Sch1-001

Cyber Falls Sch1-001 (Cyber Falls)

Choose a Content Area

Add Student

Student Search

Exports ▾

Last Name 🔍	First Name 🔍	Middle Initial 🔍	State Student ID 🔍	Student Grade 🔍				
Demo	Student		9999954673	10	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Demo		9999382736	10	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Doe	John		9999945676	10	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>



# Verifying Accommodations: Student Registration Export

1. Log in to the MCAS Portal and select **Administration**.
2. Select **Student Registration**.
3. Select the correct school or district.
4. Select **Export Students**.
5. Review the accommodations for each student in the export.

Student Registration for Cyber Falls

Cyber Falls

Select a file to be uploaded

 [Download Student Registration Data Definitions File](#) |  [Download Student Registration Template](#)

No file chosen

# Verifying Accommodations: Accommodations Export

1. Log in to the MCAS Portal and select **Administration**.
2. Select **Students**.
3. Select **Exports** and click **Export Accommodations**.
4. Review the accommodations for each student in the export.

Students in Cyber Falls Sch1-001

Cyber Falls Sch1-001 (Cyber Falls) ▾  
Choose a Content Area ▾

Add Student Student Search

Exports ▾

Exports ▾

Export Accommodations  
Export Roster

Last Name 🔍	First Name 🔍	Middle Initial 🔍	State Student ID 🔍	Student Grade 🔍				
Demo	Student		9999954673	10	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Demo		9999382736	10	View Clas			Edit
Doe	John		9999945676	10	View Clas			Edit

# Verifying Accommodations: Summary Sheet

- Follow the steps in slides 57–61 to print student logins.

**Note:** Be sure to print the student logins as a PDF. The first page of the PDF will be a summary page that lists students' accommodations.

Student Name	Date of Birth	Username	Password	Accommodations
Demo, Demo	1/1/2010	9999382736	SVS445XA	
Demo, Student	1/1/2010	9999954673	R3JV92Q5	
Doe, John	1/1/2010	9999945676	HBYV83RY	BIOFEB- (Screen Reader Edition)

# Test Administrator Logins

- For the human read aloud and human signer accommodations for computer-based testing, schools may choose to have test administrators read the test over the student's shoulder, or create test administrator logins so that test administrators can log in to their own test on their own device in order to read aloud.
- There are two options for creating a test administrator login in the MCAS Portal.
  - **Option 1:** Manually add a student to the MCAS Portal on the Students page using the field definitions outlined on the next slide.
  - **Option 2:** Add the test administrator login as a student during the Student Registration file upload.

# Test Administrator Logins

Column of Student Registration File	Field Name	Field notes
A	District code	The testing district
B	School code	The testing school
C	SASID	Begin with your 8-digit school code. Add “01”, “02”, etc. to the end of your school code for each test administrator login needed. Example: For a school whose code is 77665555, their test administrator login SASIDs would be 7766555501, 7766555502, 7766555503, etc.
D	Student grade	The grade level for the test that is being administered
E	Last name	Enter in “TA LOGIN”
F	First name	The test administrator’s first name
I	Date of birth	Enter in “01/01/1900”
J	Test code	The test code for the test that is being administered
L	Test format	“O”
T	Human Read Aloud Standard	“Y” if administering Math, STE, or Civics
Z	Human Read Aloud Special	“Y” if administering ELA
U	Human Signer Standard	“Y” if administering Math, STE, or Civics
AA	Human Signer Special	“Y” if administering ELA

# Test Administrator Logins

Once the test administrator logins have been added to the MCAS Portal, create a class for the students requiring a human read aloud or human signer accommodation for that content area.

1. Add the appropriate student(s) to the class.
2. Add the test administrator login to the class.
3. Save the class.
4. Schedule the class to take the appropriate test.

# Test Administrator Logins – After Testing

- Once testing is complete, all test administrator login tests should be voided.
- Refer to the Guide to the MCAS Portal, Part VI: Scheduling Tests, Printing Student Logins, and Other Tasks on the Test Scheduling Page, located on the [MCAS Portal page](#) of the MCAS Resource Center, for instructions on voiding a test.

# Resources

- [Principal's Administration Manual](#)
- Verifying accommodations: pages 47–48
- Test administrator logins: pages 115–116

# 7. Test Administrator Tasks Before Testing

# Timeline of Tasks in the MCAS Portal to Complete Before and During Testing for Test Administrators

## Up to 2 days before testing

- Verify accommodations

## Test Day

- Verify student roster
- Distribute student logins to students
  - Provide access codes to students
  - Enter proctor password as needed
- Monitor student testing status in the MCAS Portal
- Assist with testing issues as needed

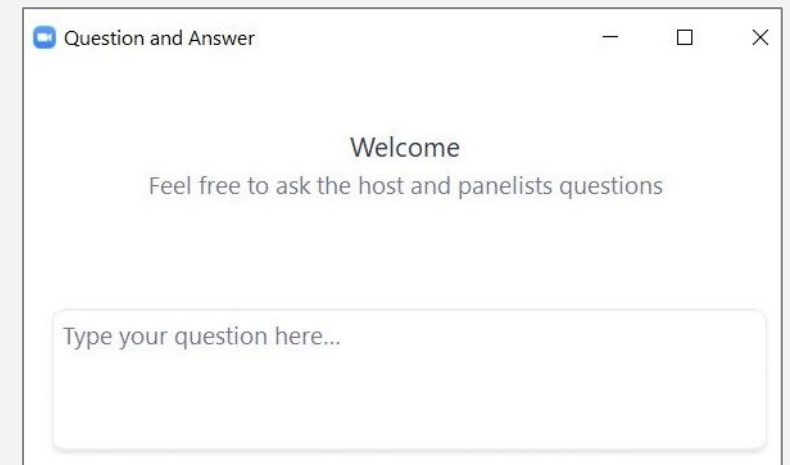
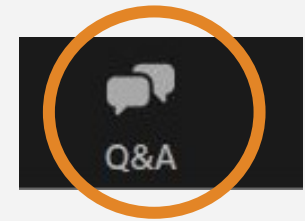
MCAS Portal Overview for Test Administrators module now available on the [Training Modules page](#) of the MCAS Resource Center.

# Verifying Accommodations

- Test administrators should review accommodations prior to testing to ensure that they have been assigned correctly.
- Test administrators can verify form-dependent accommodations on the **View Details/Student Logins** page.
- Test administrators can verify other accommodations on the student summary page (the first page of the PDF of exported student logins).

# Questions & Answers

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



# 8. Resources, Support, and Next Steps

# Additional Resources

## Resource

## Location

MCAS Resource Center

[mcas.onlinehelp.cognia.org](https://mcas.onlinehelp.cognia.org)

Guide to the MCAS Portal

<https://mcas.onlinehelp.cognia.org/portal/>

- Part III: Student Registration
- Part IV: Enrollment Transfers
- Part V: Creating and Managing Classes for Grades 3–8
- Part VI: Scheduling Tests, Printing Student Logins, and Other Tasks on the Test Scheduling Page
- Part VII: Materials Management
- Appendix A: Creating and Managing Classes for High School Tests

Student Assessment Updates

(Biweekly email with important updates about the MCAS program)

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

If you do not already receive this email, subscribe using this link:

<http://eepurl.com/ghSOhH>

# Upcoming Training Webinars

Session	Date and Registration Link	Recommended Read-Ahead Materials
<b>Tasks in the MCAS Portal During and After Testing</b>	<u><a href="#">Thursday, March 12 at 9:30–11:00 a.m.</a></u>	Guide to the MCAS Portal, located on the <u><a href="#">MCAS Portal page</a></u> of the MCAS Resource Center
<b>Office Hours: MCAS Portal Tasks</b>	<u><a href="#">Thursday, March 19 at 9:30–10:30 a.m.</a></u>	Guide to the MCAS Portal, located on the <u><a href="#">MCAS Portal page</a></u> of the MCAS Resource Center

# 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

# 9. Live “Sandbox Time”

# Poll Question

## Which demonstrations would you like to see again?

- A. Transferring students within your district
- B. Transferring students between districts
- C. Manually creating a class
- D. Uploading multiple classes via Class Upload file
- E. Uploading multiple classes via Student Registration file
- F. Scheduling a test for multiple classes
- G. Scheduling a Spanish/English test
- H. Printing student logins and summary pages
- I. Printing student logins in bulk
- J. Verifying accommodations
- K. Creating test administrator logins

# THANK YOU

## The Office of Student Assessment Services



781-338-3625



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



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



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