



Guide to the MCAS Portal

2025–26 MCAS Test Administrations
Updated February 17, 2026



This document was prepared by the
Massachusetts Department of Elementary and Secondary Education
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Important Contact Information and Resources

Contact:	MCAS Service Center	
For questions on:	• general test administration support • MCAS Portal and MCAS Student Kiosk such as - o user accounts - o technology support and readiness - o student registration process and loading files - o viewing student data - o scheduling tests • locating resources • shipments of materials	
Hours:	7:00 a.m.–5:00 p.m., Monday–Friday	
Web:	mcas.onlinehelp.cognia.org	
Email:	mcas@cognia.org	
Telephone:	800-737-5103	TTY: 888-222-1671

Contact:	DESE Office of Student Assessment Services	
For questions on:	• policy, such as assigning accessibility features and accommodations • student participation • testing irregularities, including test security incidents and technology failures • reactivating tests for CBT • student data and SIMS (Refer to note below regarding SIMS.) Questions regarding SIMS data should be directed to the district's SIMS contact (go to profiles.doe.mass.edu/search/search.aspx?leftNavID=11239, select SIMS Contact from the Function menu, and click Get Results).	
Hours:	8:00 a.m.–5:00 p.m., Monday–Friday during test administration windows Between 7:00 a.m. and 8:00 a.m. during the test administration windows, MCAS Service Center representatives will receive calls to 781-338-3625, answer questions regarding logistics, and take messages for Department staff, which will be returned during our regular business hours.	
Web:	www.doe.mass.edu/mcas/admin.html	
Email:	mcas@mass.gov	
Telephone:	781-338-3625	

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Document updates:

Updated February 17, 2026: Part V: Creating and Managing Classes for Grades 3-8 was updated to add clarity around creating and managing grade-level class that are used for grades 3-8 tests. Appendix A: Creating and Managing High Classes for High School Tests was updated to add clarity around creating and managing course-level classes that are used for high school tests.

Part I: Introduction to the MCAS Portal

A. Introduction

MCAS computer-based testing uses the following components:

- the **MCAS Portal**, the test administration and management website for district test coordinators, technology coordinators, principals/school test coordinators, test administrators, and other staff as needed
- the **MCAS Training Site**, where test coordinators, principals, technology coordinators, and test administrators can practice the tasks required in the MCAS Portal
- the **MCAS Student Kiosk**, the student testing platform

B. Glossary of Terms

Access Code: Test administrators will provide students with an access code that students will enter while signing in to each test.

Class: A group of students who will test at the same time in the same place. DESE recommends creating classes two weeks before testing.

Proctor Password: A proctor password is an additional security measure that is required in certain situations. The proctor password is available on the MCAS Portal Administration home page.

Scheduling Classes: Schools will need to “schedule” classes for tests in order to assign test forms and create student logins. Test scheduling becomes available one week prior to the testing window.

Site Readiness: Steps the technology coordinator will take to confirm that different device configurations at the school are ready for MCAS computer-based testing.

Student Logins: Schools will download and print student logins to provide students with their usernames and passwords for computer-based testing.

Student Registration: The process by which schools register students for tests and provide their demographic information as well as their accessibility features and accommodations.

Student Registration Data Definitions File: The data definitions file shows the data fields in Student Registration as well as the expected value for each column and any validation notes.

Validation Error: An error that occurs during the Student Registration file upload. The MCAS Portal will return a Validation Error file for any Student Registration upload that contains errors.

C. Logging in to the MCAS Portal

1. Initial Login Instructions

New for 2025–26: When a user account is created, users will receive one automated email from mcas@cognia.org.

- Users will receive one email for the [MCAS Portal](#) containing their username and a link that will allow them to create their password.
- Users will receive one email for the [MCAS Training Site](#) containing their username and a link that will allow them to create their password.

After receiving the emails, users will need to follow the links to log in to both the MCAS Portal and MCAS Training Site and set up their passwords. Note that users will need to set up passwords separately for each site; DESE recommends setting the same password for the MCAS Portal and the MCAS Training Site.

If you have not received your MCAS Portal login instructions, users may receive support as follows:

- **Test administrators and school-level technology coordinators** should contact their principal or school test coordinator for assistance.
- **Principals, school test coordinators, and district-level technology coordinators** should contact their district test coordinator for assistance.
- **District test coordinators** should contact the MCAS Service Center for assistance.

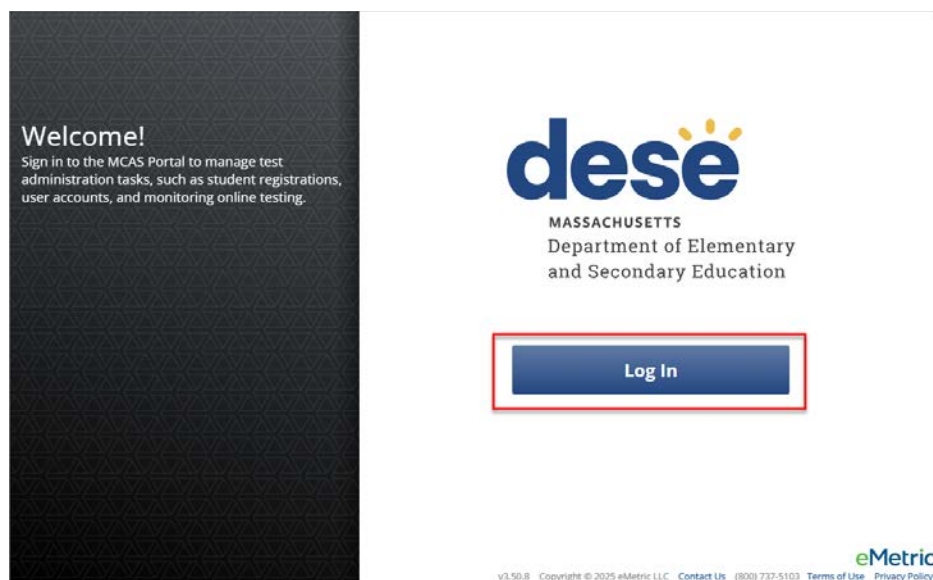
2. Password Requirements

Passwords must meet the requirements shown below. Passwords expire after 365 days. If it has been longer than 365 days since you have updated your password, you will be required to update it upon login.

- Minimum of 12 characters, maximum of 32 characters
- One uppercase letter
- One lowercase letter
- One number
- One special character (~!@#\$%^&*()_+=-{}|[]:~;"'<>?)

3. Logging In

1. To access the MCAS Portal, navigate to <https://mcas.cognia.org/> (refer to the screenshot below). Click the **Log In** button to enter your username and password.



2. Type in your username and password as indicated in the screenshot below and click the **Log In** button to enter the portal.

If you have forgotten your password, select the **Forgot Password?** link and enter your username as indicated in the screenshot below. Select the **Submit** button. The system will send an email to the email address associated with the account providing instructions to reset your password.

D. MCAS Portal Homepage

The MCAS Portal is used to perform test administration management tasks, including registering students for testing, assigning student accommodations, scheduling students for tests, conducting technology preparations, and viewing reports.

Upon logging in to the MCAS Portal, the portal homepage provides access to the following sections according to your role and organization:

- **User Management:** Used for adding and editing portal user accounts
- **Downloads:** Used for accessing exported administration reports from the Test Scheduling page such as bulk export of student logins and export test status for all tests.

- **Administration:** Used for the following tasks:

Task	Approximate Timeline
Downloading the MCAS Student Kiosk and completing Site Readiness tasks	Fall 2025
Registering students for testing	Approximately two months prior to test administration
Assigning classes for testing	Approximately two weeks prior to test administration
Scheduling tests	One week prior to test administration
Accessing student log-in information Printing student test logins	Two days prior to testing
Monitoring student test status	During test administration
Placing and tracking orders for materials	Ongoing as needed

- **Reporting:** Used for accessing reports in the Download Center.

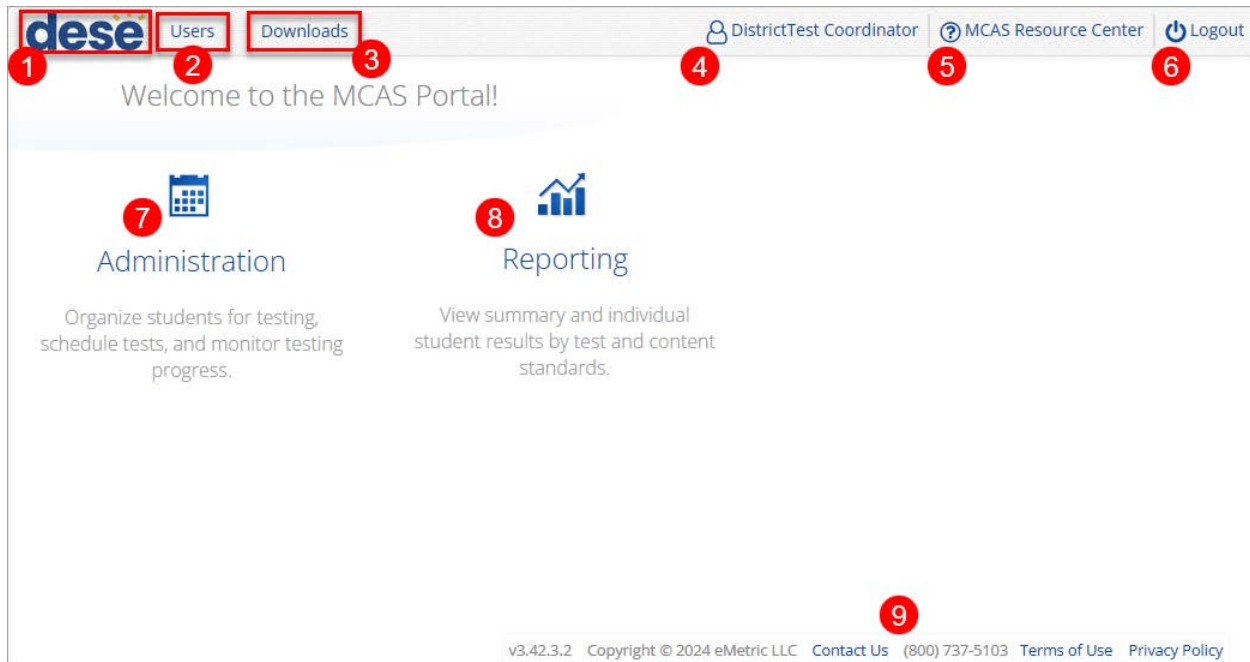
1. Navigating the MCAS Portal Homepage

In Table 1 below are descriptions of the features and sections that are available on the MCAS Portal homepage. The numbered icons listed in Table 1 below are shown in the screenshot that follows indicating the location of the feature or section on the MCAS Portal homepage.

Table 1. MCAS Portal Homepage

Icons	Description
	Click the DESE logo in the top left corner of any page to return to the MCAS Portal homepage.
	Click Users at the left-hand side of the top menu bar on the MCAS Portal homepage to access User Management. User Management is where MCAS Portal user accounts are created and edited. More information about user accounts and User Management can be found in Part II: MCAS Portal User Management .

Icons	Description
3	Click Downloads to view and download large exports of student test statuses, such as Export Test Status for All Tests.
4	Click your username in the top-right corner of the page to view your profile. This is where you can update your password. (“DistrictTest Coordinator” is the username in this example.)
5	Click the MCAS Resource Center link in the top right-hand side to access the MCAS Resource Center , which will open in a new tab in your web browser.
6	Click Logout at the top right-hand corner to log out of the portal. After clicking Logout , you will be prompted to then select the Logout button on the next page that appears.
7	Click Administration to access the Administration section to manage student data, order materials, assign students to classes, schedule tests, print student logins, and monitor testing status.
8	Click Reporting to access the Reporting section. Reporting is where users will access the available reports. This feature will be available later this school year.
9	Click Contact Us at the bottom of the MCAS Portal homepage to open a blank email message addressed to the MCAS Service Center . The phone number next to Contact Us is for the MCAS Service Center.

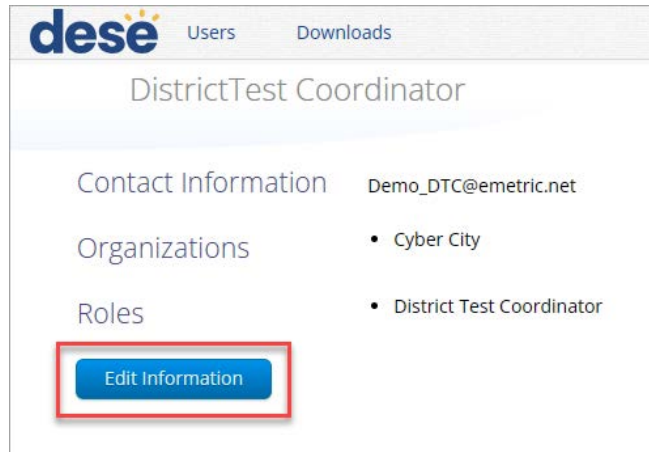


2. Update Your Profile

Your profile page displays your contact information, organization(s), and role.

To update your user profile, follow the steps below:

1. Click on your name in the upper right corner of the portal.
2. Click the **Edit Information** button to make updates to your first or last name, email address, password, phone number, fax number, or address.



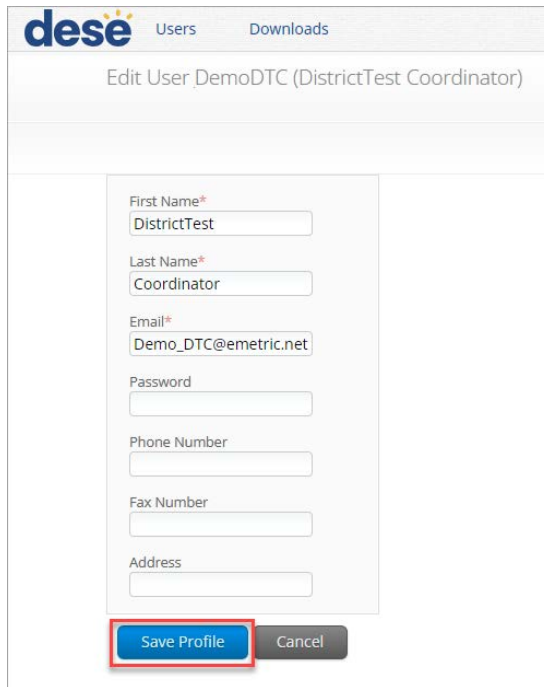
The screenshot shows the 'dese' portal with 'Users' and 'Downloads' tabs. The user is logged in as 'DistrictTest Coordinator'. The profile details are as follows:

Section	Value
Contact Information	Demo_DTC@emetric.net
Organizations	• Cyber City
Roles	• District Test Coordinator

A red rectangle highlights the 'Edit Information' button at the bottom left of the profile card.

Note: If you are updating the contact information in your school/district test coordinator or district-level technology coordinator account, please ask your [District Directory Administrator](#) to update these changes in [School and District Profiles](#) as well. (Other roles are not included in School and District Profiles.)

3. Click **Save Profile** to save any changes you have made.



The screenshot shows the 'Edit User DemoDTC (DistrictTest Coordinator)' form. It contains the following fields:

- First Name*: DistrictTest
- Last Name*: Coordinator
- Email*: Demo_DTC@emetric.net
- Password: (empty)
- Phone Number: (empty)
- Fax Number: (empty)
- Address: (empty)

A red rectangle highlights the 'Save Profile' button at the bottom left, with a 'Cancel' button to its right.

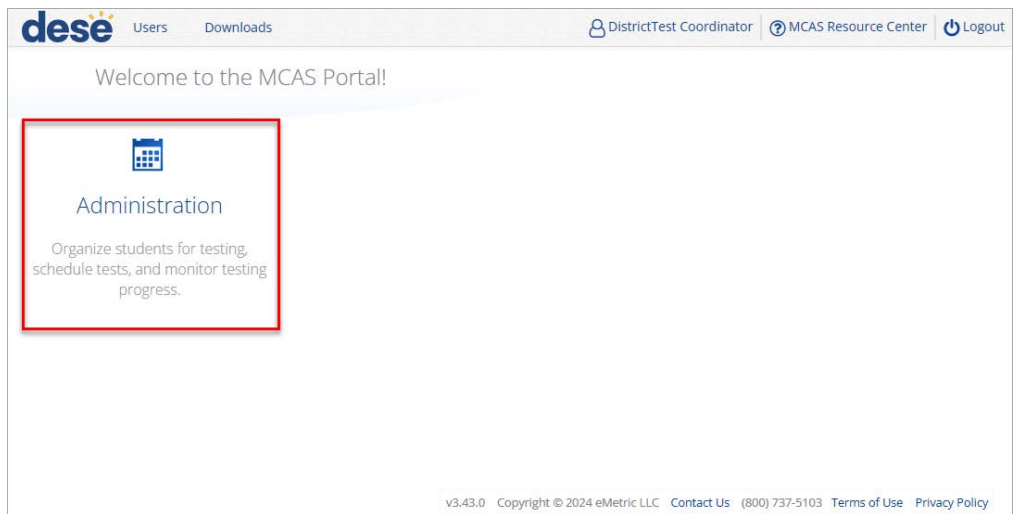
E. Administration

1. General Overview of Administration

To access the Administration section of the MCAS Portal (available to all user roles except Reports Access Only), click the **Administration** icon on the MCAS Portal homepage. Within Administration, users can complete the following tasks according to their user role.

- add and manage students
- assign students to classes
- schedule classes to tests
- access and print student test logins
- monitor student progress and test status
- track and manage additional materials orders
- download the MCAS Student Kiosk
- complete Site Readiness tasks

Refer to the User Role Permissions Matrix on pages 12 and 13 for information on which user roles are able to complete each task in the portal.



In Table 2 below are descriptions of the features that are available on the Administration homepage for Test Coordinators. The numbered icons listed in Table 2 are shown in the screenshot that follows to indicate the location of the feature.

Table 2. Administration Homepage Test Coordinator View

Icons	Description
	To return to the portal homepage, click the DESE logo in the top-left corner of any page.

Icons	Description
2	To return to the Administration homepage, click Home from any page in the Administration section.
3	To review a summary of completed Site Readiness tests and certify Site Readiness as ready for student testing, click Site Readiness . For more information on Site Readiness, refer to Part IX: Site Readiness and Site Certification .
4	To add and edit student information, accommodations, and enroll or unenroll students from the school, click Students .
5	To view, request, and approve enrollment transfers for students located outside of your district, click Enrollment Transfer .
6	To view, add, and edit classes, click Classes .
7	To view and schedule tests, delete scheduled tests, print student logins, and monitor student progress, click Test Scheduling .
8	To track materials orders or order additional testing materials, click Materials Management .
9	To add or update student data via student registration upload, click Student Registration .
10	To view district and school-level testing status, click Dashboard .
11	Access to the MCAS Resource Center and information provided on the MCAS Resource Center are linked to the Administration homepage for test coordinators.
12	To view the Proctor Password for schools in your organization, select the school from the organization drop-down menu. For more information on the Proctor Password, refer to section F below.
13	To view the Site Readiness Login information for your organization, select the school from the organization drop-down menu.

The screenshot shows the MCAS Portal Home page. At the top is a navigation bar with links: Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Scheduling, Materials Management, Student Registration, and Dashboard. Below the navigation bar is a large welcome message box containing contact information for the MCAS Service Center and links to the MCAS Resource Center. At the bottom of the page are two login sections: 'Proctor password for' and 'Site Readiness login for', both with dropdown menus and input fields. Red numbered callouts (1-13) are placed over various elements: 1 on the Home link, 2 on the Home page title, 3 on Site Readiness, 4 on Students, 5 on Enrollment Transfer, 6 on Classes, 7 on Test Scheduling, 8 on Materials Management, 9 on Student Registration, 10 on Dashboard, 11 on the welcome message box, 12 on the Proctor password section, and 13 on the Site Readiness login section.

F. Proctor Password

1. Purpose

A proctor password is required to be entered in the MCAS Student Kiosk during testing if one of the following four situations occurs:

1. A student is idle in the test for more than 60 minutes. A student is “idle” if they do not interact in any way with the kiosk. This includes the use of any accommodation or tool, navigating through the test, or interacting with any of the on-screen widgets and answer choices.
2. A student pauses or exits the test and attempts to log back in to the test after more than 60 minutes have passed.
3. The MCAS Student Kiosk has experienced an abrupt closure, such as a loss of power, or the device is turned off while testing.
4. The proctor password will always be required on the Options page for students with the accommodation “Compatible Assistive Technology.”

2. Viewing the Proctor Password

District test coordinators, school test coordinators, technology coordinators, and test administrators can view the Proctor Password on the Administration homepage of the MCAS Portal. To view the Proctor Password, follow the steps below:

1. Log in to the MCAS Portal with your username and password.
2. Click **Administration**.

3. Scroll down to view the Proctor Password. To view the **Proctor Password** for schools in your organization, select the school from the organization drop-down menu.

The screenshot shows the 'Home' page of the MCAS Portal. At the top is a navigation bar with links: Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Scheduling, Materials Management, Student Registration, and Dashboard. Below the navigation bar, the page title is 'Home'. A welcome message states: 'Welcome to the MCAS Portal. This site provides access to MCAS test administration and reporting tasks. If you need assistance with this site, please contact the MCAS Service Center:'. A list of contact information is provided: Live chat, Email: mcas@cognia.org, Phone: 800-737-5103, and TTY: 888-222-1671. Below this, a message states: 'The MCAS Resource Center contains step-by-step instructions and guides to assist you in completing tasks in the MCAS Portal. Visit the MCAS Resource Center for:'. A list of resources is provided: MCAS Portal guides, technology guides, previously recorded webinars, online training modules, the student tutorial and practice tests, and released items. At the bottom of the page, there are two sections. The first section is titled 'Proctor password for' and has a dropdown menu showing 'Cyber Valley Sch1-001 (Cyber Valley)'. Below the dropdown is a text field containing 'MDPQP25P'. To the right of the text field is a 'Change' button. The second section is titled 'Site Readiness login for' and has a dropdown menu showing 'Cyber Valley Sch1-001 (Cyber Valley)'. Below the dropdown is a text field containing 'Username: WSR-00-661666-001' and 'Password: 00-661666-001'.

3. Changing the Proctor Password

The Proctor Password will be automatically updated nightly during test administration windows, but district test coordinators and school test coordinators can manually update the proctor password as needed on the Administration homepage of the MCAS Portal. Schools may choose to manually update the proctor password for security purposes (for example, if the proctor password was shared with a large number of students after a power outage). To change the proctor password, follow the steps below:

1. Log in to the MCAS Portal with your username and password.
2. Click **Administration**.
3. Scroll down to view the proctor password. To view the proctor password for schools in your organization, select the school from the organization drop-down menu.
4. Click **Change** to update the proctor password.

This is a close-up screenshot of the 'Proctor password for' section. It shows a dropdown menu with 'Cyber Valley Sch1-001 (Cyber Valley)' selected. Below the dropdown is a text field containing 'MDPQP25P'. To the right of the text field is a 'Change' button, which is highlighted with a red box.

5. Enter a new proctor password and click **Save**. The password should contain at least one letter and one number, and the length should be between 8 and 25 characters.

Change proctor password for Cyber Valley ✕
Sch1-001

Enter new password: ⓘ

The password should contain at least one letter and one number, and the length should be between 8 and 25 characters.

Save Cancel

Part II: MCAS Portal User Management

A. Introduction

Users should be assigned the same role in the MCAS Training Site as in the MCAS Portal. This document is intended to provide instructions for navigating and using the User Management section of the MCAS Portal.

B. Roles and Permissions

The MCAS Portal includes the following five separate user roles:

- District Test Coordinator (DTC)
- School Test Coordinator (STC)
- Test Administrator (TA)
- Technology Coordinator (TC)
- Reports Access Only (RAO)

Each role has a separate set of permissions that determine the user's level of access to the features within the MCAS Portal. Refer to Table 3 below for more information.

Table 3. User Roles Permissions Matrix

Features	DTC	STC	TA	TC	RAO
User Management					
Manage users (i.e., add, edit, or deactivate accounts)	X	X		X	
Site Readiness					
Access MCAS Student Kiosk installation links for downloading and installing on testing devices				X	
Access passwords used to initiate the Site Readiness tool on installed kiosks and certify the site (school) is ready for student testing	X	X		X	
Student Management					
Upload student registration file, add and edit student information, and assign accessibility features and accommodations	X	X		X	
Request and approve student transfers in the Enrollment Transfer screen	X	X			
Export accommodations on the Students page	X	X		X	
Create, edit, and delete classes	X	X		X	

Features	DTC	STC	TA	TC	RAO
View existing classes, students, and scheduled tests	X	X	X	X	
Test Management					
Schedule tests	X	X		X	
View proctor passwords (required to sign a student back in to a test in certain situations)	X	X	X	X	
Unlock previously answered items	X	X			
Reactivate previously turned-in test	X				
Add test report codes	X	X		X	
Add session report codes	X	X		X	
View test and session report codes	X	X	X	X	
Manage and monitor scheduled tests	X	X		X	
View student test progress	X	X	X	X	
Export test status (i.e., access to exports that show student test status)	X	X		X	
View daily and cumulative testing metrics at a school or district	X	X		X	
Track shipments and order additional materials	X	X			
Reports					
View reports	X	X		X	X

C. User Management

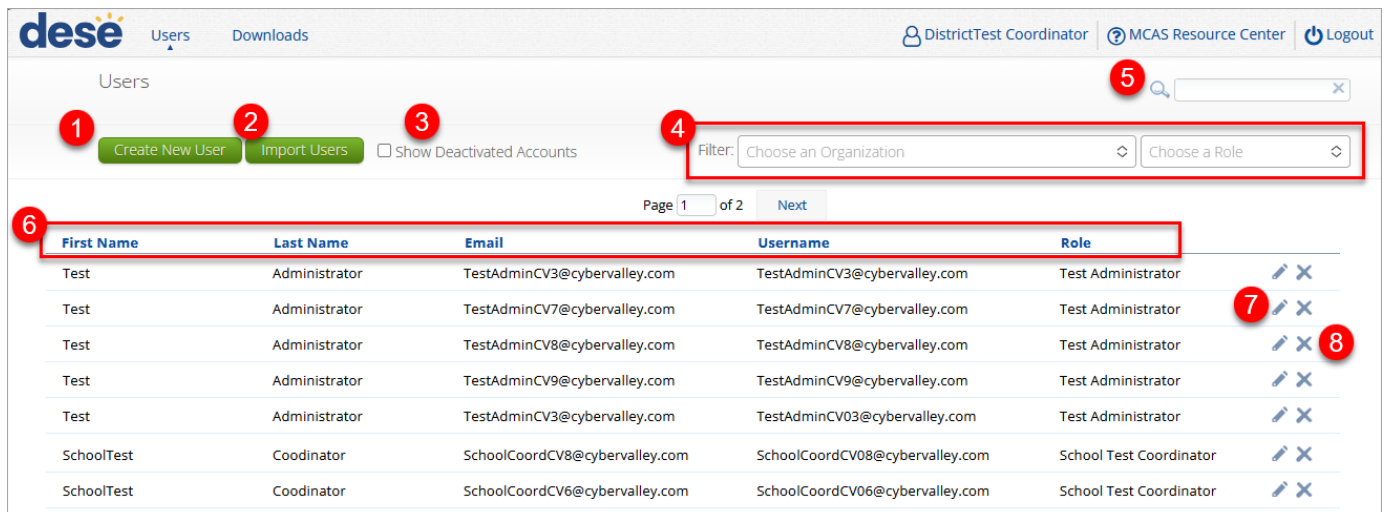
1. General Overview of User Management

To access the User Management section, click the **Users** link on the top left-hand side of the menu bar of the MCAS Portal homepage. Features in User Management are available based on user role permissions. Within User Management, test coordinators can view user accounts, add new user accounts, and manage existing user accounts for their school or district. By default, a list of existing active users will be shown.

In Table 4 below are descriptions of the features that are available on the User Management homepage. The numbered icons listed in Table 4 are shown in the screenshot that follows to indicate the location of the feature.

Table 4. User Management Homepage

Icons	Description
1	To manually add a new user account, click the Create New User button, and follow the instructions in the Manually Add New User Accounts section listed below in section C 2.
2	To add new users or update existing users via a file upload, click the Import Users button, and follow the instructions in the Adding and Editing Multiple User Accounts via File Upload in section C 4 below.
3	To view a list of deactivated users, select the checkbox to the left of Show Deactivated Accounts . The user table will change to show only deactivated users.
4	Filter the list by selecting an organization in the Choose an Organization drop-down menu or by selecting a user role (District Test Coordinator, School Test Coordinator, Technology Coordinator, Test Administrator, or Reports Access Only) in the Choose a Role drop-down menu.
5	To search for a user, type the first name, last name, username, or email address in the Search  box in the top right-hand corner, and then press Enter or click the search icon.
6	Sort columns by clicking the column heading.
7	To edit an existing user record, select the Edit User  icon in the row with that user's name and follow the instructions in the Manually Editing a User Account section listed below in section C 2.
8	To deactivate a user account, click the Deactivate User  icon in the user's row and follow the instructions in the Deactivate and Reactivate Users section C 3 below.



The screenshot shows the 'dese' Users Management interface. At the top, there are navigation links for 'Users' and 'Downloads', and user information for 'DistrictTest Coordinator' and 'MCAS Resource Center' with a 'Logout' button. The main section is titled 'Users' and contains several elements:

- Buttons:** 'Create New User' (1) and 'Import Users' (2) are green buttons. A checkbox for 'Show Deactivated Accounts' (3) is next to them.
- Filters:** A 'Filter:' section (4) contains two dropdown menus: 'Choose an Organization' and 'Choose a Role'.
- Search:** A search bar (5) with a magnifying glass icon is in the top right.
- Table:** A table (6) with columns: 'First Name', 'Last Name', 'Email', 'Username', and 'Role'. It lists several users, including 'Test Administrator' and 'SchoolTest Coodinator'. Each row has action icons: a pencil for 'Edit User' (7) and an 'X' for 'Deactivate User' (8).
- Pagination:** 'Page 1 of 2' and a 'Next' button are located below the filter section.

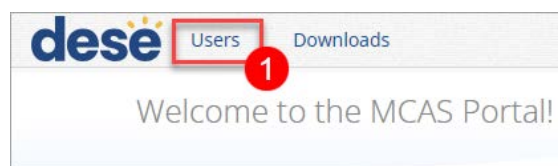
2. Manually Adding and Editing User Accounts

In the MCAS Portal, there are two options for adding and editing user accounts. The first option is to manually add or edit a user account; this is recommended if you are adding or editing fewer than ten accounts. The second option is to add or edit multiple user accounts through file upload, which is shown in section C 4 on page 20; this is recommended when adding or editing a large number of user accounts.

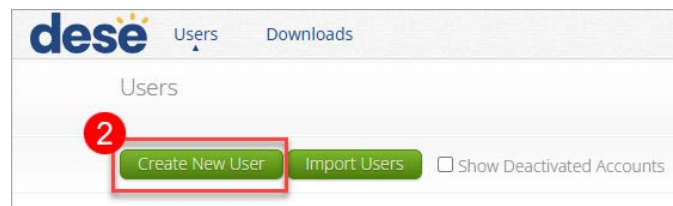
Manually Add New Users (recommended for 10 or fewer users)

To manually add a new user, follow the steps below:

1. On the MCAS Portal homepage, click **Users** at the left-hand side of the top menu bar, shown in (1).



2. Click the **Create New User** button, shown in (2).



3. Enter the new user's contact information, shown in (3) below. Fields with a red asterisk (*) are required.
 - a. Use the new user's email address as their username.
 - b. Ensure the email address is accurate. New MCAS Portal users will be sent an email containing their username and a link to create their password.
4. Select the role you wish the user to have from the **New User has the following role** drop-down menu shown in (4) below. Refer to Table 3 above for user role permissions.

Each user account can only be assigned **one role**. If one person will conduct tasks that are common across multiple roles, they should be given the role with the highest level of permission to complete their tasks. For example, if a user is performing tasks of both a school test coordinator and a test administrator, they should be assigned the role of school test coordinator, since that role has the higher level of access.

5. In the **New User belongs to the following organizations** section, click the blue bar to select the organization(s) the user will have access to, shown in (5). Users may have access to multiple organizations.

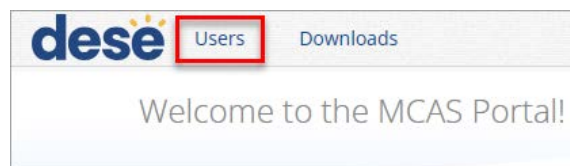
6. In the **New User has access to the following programs** section, click the blue bar to select **MCAS Grades 3-8** and/or **MCAS High School**, shown in (6).
7. Click **Save User** in the top left-hand side of the screen to save the new user account, shown in (7).

The screenshot shows the 'Create New User' form. On the left, there are input fields for Username, First Name (with 'New' entered), Last Name (with 'User' entered), Email, Phone Number, Fax Number, and Address. A red circle with the number 3 is next to the Username field. At the top left, there are 'Save User' and 'Cancel' buttons, with a red circle and the number 7 next to the 'Save User' button. On the right, under the 'Roles & Organizations' tab, there are three sections: 'New User has the following role:' with a dropdown menu (red circle 4), 'New User belongs to the following organizations:' with a button 'Click here to select organization(s)' (red circle 5), and 'New User has access to the following programs:' with a button 'Click here to select program(s)' (red circle 6).

Manually Edit a User Account (recommended for 10 or fewer users)

To manually edit an existing user, follow the steps below:

1. On the MCAS Portal homepage, click **Users** at the top left-hand side of the menu bar.



2. Select the **Edit User**  icon in the user's row.

Users				
Create New User Import Users ☐ Show Deactivated Accounts Filter: Choose an Organization Choose a Role				
Page 1 of 2 Next				
First Name	Last Name	Email	Username	Role
Test	Administrator	TestAdminCV3@cybervalley.com	TestAdminCV3@cybervalley.com	Test Administrator
Test	Administrator	TestAdminCV7@cybervalley.com	TestAdminCV7@cybervalley.com	Test Administrator
Test	Administrator	TestAdminCV8@cybervalley.com	TestAdminCV8@cybervalley.com	Test Administrator
Test	Administrator	TestAdminCV9@cybervalley.com	TestAdminCV9@cybervalley.com	Test Administrator

- You are directed to the user's profile.
- Edit fields as allowed by your account type, shown below.

Edit User TestAdminCV7@cybervalley.com (Test Administrator)

Save User

Cancel

Username*

TestAdminCV7@cyberval

First Name*

Test

Last Name*

Administrator

Email*

TestAdminCV7@cyberval

Phone Number

Fax Number

Address

Roles & Organizations

Test Administrator has the following role:

Test Administrator

Test Administrator belongs to the following organizations:

Cyber Valley Sch7-007 (Cyber Valley)

Click here to select organization(s).

Test Administrator has access to the following programs:

MCAS Grades 3-8

MCAS High School

Click here to select program(s).

- Click **Save User** (shown in the red box above) to save any changes made to a user's profile.

3. Deactivate and Reactivate User Accounts

A district test coordinator, school test coordinator, or technology coordinator can deactivate existing user accounts and reactivate user accounts that were previously deactivated within their organization. Deactivating a user account will remove the account from the list of active users and render the account unusable. The deactivated account still exists in the system and the username cannot be reused. Accounts that have been deactivated can be reactivated, edited, and used again. When a user

account is deactivated or reactivated, an email notifying the user will be sent to the email address associated with the account.

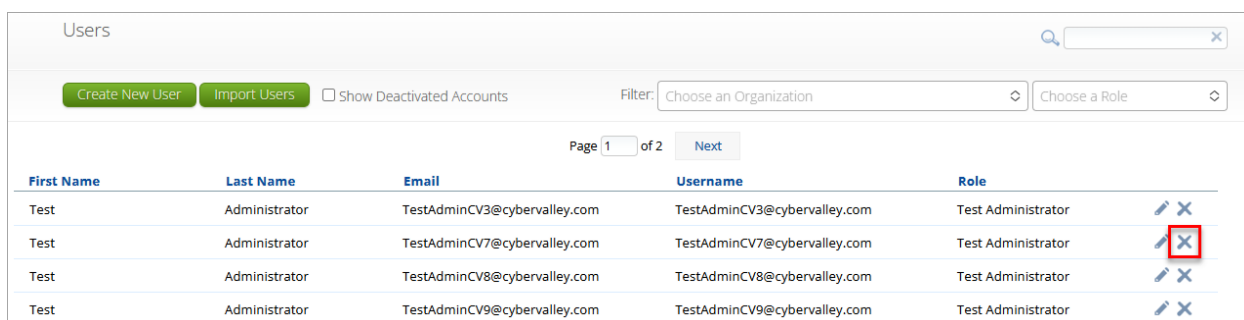
Note: When a user account is linked to multiple organizations, deactivation may not work if the user performing the deactivation does not have access to the same organizations. This can result in the account still appearing as active in the user table.

To resolve this, ensure that the deactivation process is carried out by someone with access to all relevant organizations, such as a district test coordinator or technology coordinator with district level access.

Deactivate User Accounts

To deactivate a single user account, follow the steps below:

1. On the MCAS Portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. Click the **Deactivate User** icon  in the user's row.



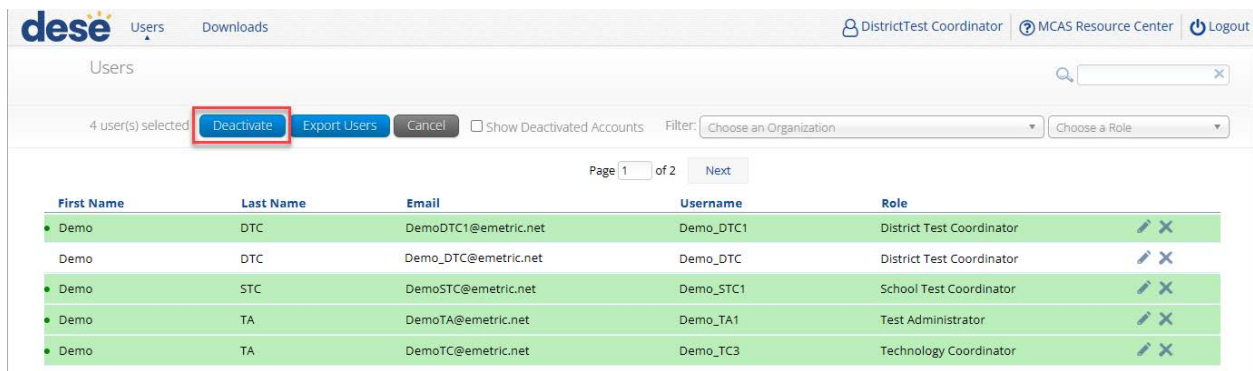
First Name	Last Name	Email	Username	Role	
Test	Administrator	TestAdminCV3@cybervalley.com	TestAdminCV3@cybervalley.com	Test Administrator	
Test	Administrator	TestAdminCV7@cybervalley.com	TestAdminCV7@cybervalley.com	Test Administrator	
Test	Administrator	TestAdminCV8@cybervalley.com	TestAdminCV8@cybervalley.com	Test Administrator	
Test	Administrator	TestAdminCV9@cybervalley.com	TestAdminCV9@cybervalley.com	Test Administrator	

3. A pop-up verification message will appear. Click **Deactivate** to confirm deactivation of the user account.

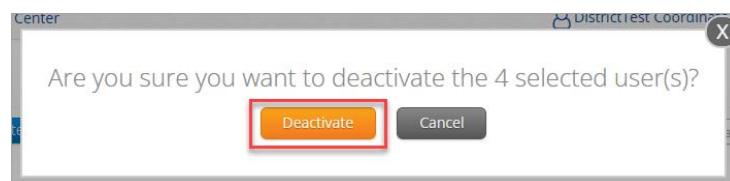


To deactivate multiple user accounts, follow the steps below:

1. On the MCAS Portal homepage, click **Users** at the left-hand side of the top menu bar.
2. Select each account. Once selected, the row will appear highlighted in green. Then click the **Deactivate** button above the user table.



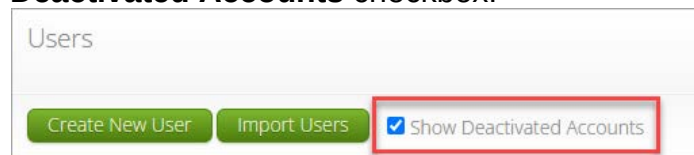
3. A pop-up verification message will appear. Click **Deactivate** to confirm deactivation of the selected user accounts.



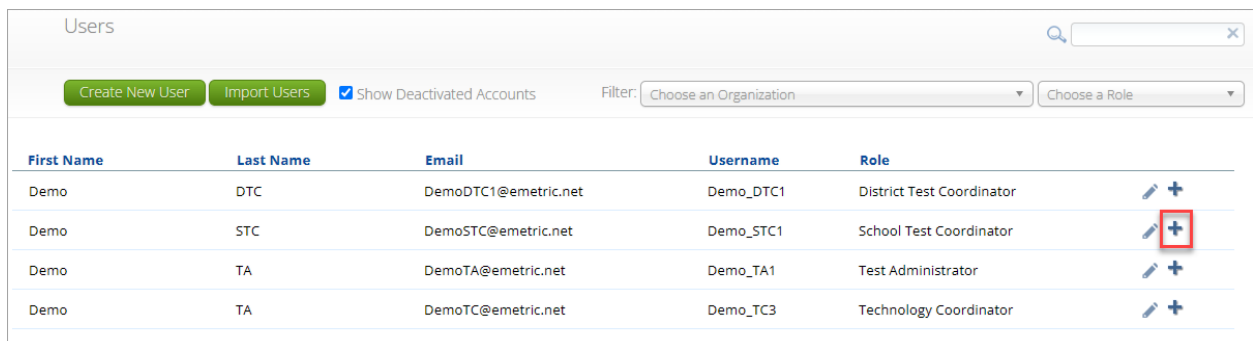
Reactivate User Accounts

To reactivate a single user account that was previously deactivated, follow the steps below:

1. On the MCAS Portal homepage, click **Users** at the left-hand side of the top menu bar.
2. Click the **Show Deactivated Accounts** checkbox.



3. Click the **Reactivate +** icon in the user's row to reactivate their user account.

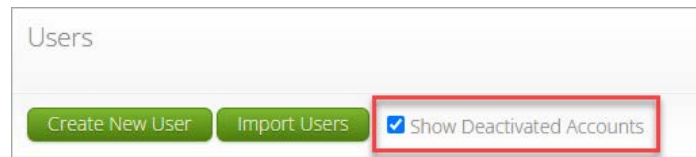


4. A pop-up verification message will appear. Click **Reactivate** to confirm reactivation of the user account.

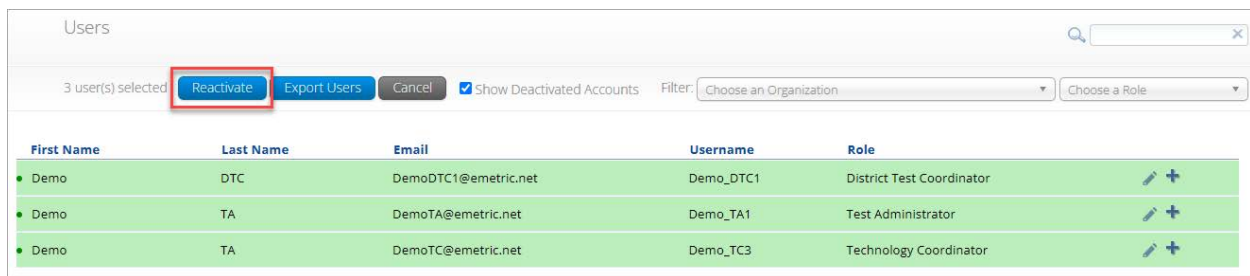


To reactivate multiple user accounts, follow the steps below:

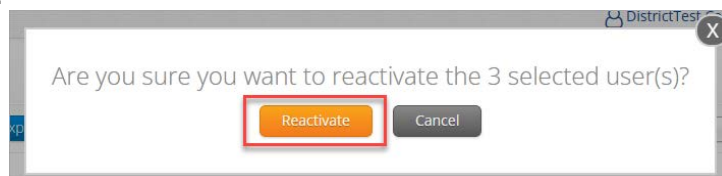
1. On the MCAS Portal homepage, click **Users** at the left-hand side of the top menu bar.
2. Click the **Show Deactivated Accounts** checkbox.



3. Select each account to be reactivated and click the **Reactivate** button above the user table.



4. A pop-up verification message will appear. Click **Reactivate** to reactivate selected user accounts.



4. Adding and Editing Multiple User Accounts via File Upload

If you have several user accounts to add or edit, it may be easier to use the file upload feature. File uploads are required to be in .CSV file format, and files must be uploaded separately for adding new users and editing existing user accounts. Note that user accounts may not be deactivated or reactivated via file upload.

Adding Multiple User Accounts via File Upload

1. To add new users via file upload, from the **Users** page, click the **Import Users** button.

Users

Create New User **Import Users** ☐ Show Deactivated Accounts Filter: Choose an Organization Choose a Role

Page 1 of 2 Next

First Name	Last Name	Email	Username	Role
DistrictTest	Coordinator	Demo_DTC@emetric.net	kharper_DemoDTC	District Test Coordinator
Demo	DTC	DemoDTC1@emetric.net	Demo_DTC1	District Test Coordinator
Demo	STC	DemoSTC@emetric.net	Demo_STC1	School Test Coordinator
Demo	TA	DemoTA@emetric.net	Demo_TA1	Test Administrator
Demo	TA	DemoTC@emetric.net	Demo_TC3	Technology Coordinator

- Click the **Download Template** link to download the user template. The template will be downloaded to your device.

Upload Users

Action Add New Users

Select a file to be uploaded

Download Template

Please attach only csv files that adhere to the layout specified by the template.

Choose File No file chosen

- Fill out the template and save the file in .CSV format. Refer to Table 4 below for information on how to fill in the template. There is a **limit of 200 records** for each upload file.

The following is an example of a user import file:

	A	B	C	D	E	F	G	H	I	J
1	Username	Fname	Lname	Email	Role	Org	Program	Phone	Fax	Address
2	Demo_DTC	Demo	DTC	demoDTC@emetric.net	DTC	00-771777	1036			
3	Demo_STC	Demo	STC	demoSTC@emetric.net	STC	00-771777-001 00-771777-002 00-771777-003	1036			
4	Demo_TA	Demo	TA	demoTA@emetric.net	TA	00-771777-001 00-771777-002 00-771777-003	1036			
5	Demo_TC	Demo	TC	demoTC@emetric.net	TC	00-771777	1036			
6										

- Once the user upload file has been created, navigate to the Users page to upload your file. From the Users page, select the **Import Users** button.

dese Users Downloads

Users

Create New User **Import Users** ☐ Show Deactivated Accounts

- Select **Add New Users** from the **Choose An Action** drop-down menu.

Upload Users

Action: Choose An Action ▼

Choose An Action

Add New Users

Update Existing Users

Download Template

Please attach only csv files that adhere to the layout specified by the template.

Choose File No file chosen

6. Click **Choose File** and select the user upload file from your computer. The file name will now be next to the **Choose File** button.

Click **Upload** to upload the file. A pop-up confirmation will appear indicating the user file has been uploaded, and a summary containing the number of users created and the number of records rejected will be provided. New MCAS Portal users will be sent an email containing their username and a link to create their password.

Upload Users

Action: Add New Users ▼

Select a file to be uploaded

Download Template

Please attach only csv files that adhere to the layout specified by the template.

Choose File User Upload...er Valley.csv

Upload

Note: If the file is not in .CSV format, you will receive an error message upon clicking **Upload**. You will need to update the file format to **.CSV (Comma delimited)** and upload the file again.

Editing Multiple User Accounts via File Upload

To edit multiple user accounts via file upload, follow the steps below:

1. On the MCAS Portal homepage, click **Users** at the left-hand side of the top menu bar.
2. Select the user accounts you wish to edit by clicking on their row in the user table. Once selected, they will appear in green highlighting and the **Export Users** button

will appear.

The screenshot shows the 'Users' management interface. At the top, there are tabs for 'Users' and 'Downloads'. Below the tabs, there's a search bar and a status bar indicating '4 user(s) selected'. The 'Export Users' button is highlighted with a red box. Below the buttons, there's a table of users with columns: First Name, Last Name, Email, Username, and Role. The table contains five rows of user data.

First Name	Last Name	Email	Username	Role
Demo	DTC	DemoDTC1@emetric.net	Demo_DTC1	District Test Coordinator
Demo	DTC	Demo_DTC@emetric.net	Demo_DTC	District Test Coordinator
Demo	STC	DemoSTC@emetric.net	Demo_STC1	School Test Coordinator
Demo	TA	DemoTA@emetric.net	Demo_TA1	Test Administrator
Demo	TA	DemoTC@emetric.net	Demo_TC3	Technology Coordinator

3. Click **Export Users**. A confirmation will appear to confirm that the user data you selected was exported and the export file downloaded.
4. Edit the exported file as needed; in the file, you will be able to edit the user's role or organization or update the user profile information (first name, last name, email address, phone number). Refer to Table 5 below for information on how to fill in the template. Once done editing, save the file.
5. On the Users homepage, click **Import Users**.

The screenshot shows the 'Users' management interface. At the top, there are tabs for 'Users' and 'Downloads'. Below the tabs, there's a search bar and a status bar. The 'Import Users' button is highlighted with a red box.

6. On the Upload Users page, select **Update Existing Users** in the Action drop-down menu.

The screenshot shows the 'Upload Users' interface. At the top, there are tabs for 'Users' and 'Downloads'. Below the tabs, there's a search bar and a status bar. The 'Action' drop-down menu is highlighted with a red box, showing 'Update Existing Users' as the selected option. Below the menu, there's a section for 'Select a file to be uploaded' with a 'Download Template' link and a 'Choose File' button. The file name 'Edited Expor...ve_Users.csv' is displayed. An 'Upload' button is at the bottom.

- Click **Choose File** and select the user upload file from your computer. The file name will not be next to the **Choose File** button.

- Click **Upload** to upload the file. A pop-up confirmation will appear indicating the user file has been uploaded, and a summary containing the number of users updated and the number of records rejected will be provided.

Table 5 below describes the columns, required fields, and accepted values in the upload file:

Table 5. Import Users Data Definitions Table

Field Name	Description	Accepted Values
Username*	User's username for logging in to the portal	Up to 50 alpha-numeric characters; this should be the user's email address.
Fname*	User's first name	Up to 25 characters
Lname*	User's last name	Up to 25 characters
Email*	User's email address	Any standard email address

Field Name	Description	Accepted Values
Role*	User's role	One of the following: DTC — District Test Coordinator TC — Technology Coordinator STC — School Test Coordinator TA — Test Administrator RAO — Reports Access Only
		The abbreviated role will be used in the .CSV file. <i>For example:</i> STC will be the accepted value in the .CSV file for adding a School Test Coordinator.
Org*	District Code associated with the district level user	<u>District Test Coordinator, Technology Coordinator (District)</u> Org = District Code
	School Code associated with the school level user	<i>For example:</i> If District Code is = 00050000 then Org = 00050000
		<u>School Test Coordinator, Technology Coordinator (School), Test Administrator (School)</u> Org = School Code
		<i>For example:</i> If School Code = 00055555 then Org = 00055555 If a user belongs to multiple organizations, a pipe character (“ ”) should be used to separate the organizations. <i>For example:</i>

Field Name	Description	Accepted Values
		If a user belongs to schools 00055555 and 00055556 in District 00050000 then Org = 00055555 00055556 Note: Schools that do not fall into one of the following categories should enter “00000000” as their district code: • Public school • Charter school • Public school program • SEIS program • Collaborative program
Program	Programs available for the user	Blank 1030 = MCAS Grades 3-8 1034 = MCAS High School Note: If this is left blank, the user will be assigned to both programs
Phone	User’s phone number	Phone number in xxx-xxx-xxxx format
Fax	User’s fax number	Fax number in xxx-xxx-xxxx format
Address	User’s address	Up to 200 characters

**Required Field*

Resolving Import User Errors

If there are errors in the user upload file, you will be notified after the upload file has been processed. A summary of the results of the upload will be shown on the Upload Users page and a downloadable file detailing the errors will be made available.

The screenshot shows the 'Users' management page. At the top, a notification box states: 'The uploaded file has been processed with errors, but 6 user(s) have been successfully uploaded. Errors are detailed in attached file.' Below this, the 'Action' dropdown is set to 'Add New Users'. A section for file upload includes a 'Download Template' link, instructions to use CSV files, a 'Choose File' button, and the filename 'MCAS_New Users.csv'. An 'Upload' button is present. Below the upload section, a summary of record processing is displayed:

Total number of records present in the uploaded file:	8
Number of Records Rejected:	2
Number of Records Processed:	6
Number of Users Created:	6
Number of Users Updated:	0

At the bottom, there is a link to 'Download records with errors.'

Pop-up notification messages are provided in Table 6 below along with results of the file upload and next steps to resolve any errors.

Table 6. Import Users Pop-Up Messages

Pop-Up Message	Result	Next Steps
The uploaded file has been processed and {successCount} user(s) have been successfully uploaded.	Success	No action needed. File was processed without errors.
The uploaded file has been processed with errors, but {successCount} user(s) have been successfully uploaded. Errors are detailed in attached file.	Some errors	Click on the Error file to download. Open the file to view the fields for which there are errors.
No users have been uploaded. Errors are detailed in attached file.	Only errors	Click on the Error file to download. Open the file to view the fields for which there are errors.
The uploaded file is not in the expected .CSV format. Please update the file and try again.	File is not in .CSV format.	Open your original Users file. Click Save As , select a file location, click on Save as type : drop-down menu, select .CSV (Comma delimited) , then click Save .

Click **Download records with errors** to download a file that contains details about errors in the uploaded file.

Total number of records present in the uploaded file: 8

Number of Records Rejected: 2

Number of Records Processed: 6

Number of Users Created: 6

Number of Users Updated: 0

 [Download records with errors.](#)

Sample error file:

	A	B	C	D	E	F	G	H	I	J	K
1	Username	Fname	Lname	Email	Role	Org	Program	Phone	Fax	Address	Notes
2	Demo_DTC	Demo	DTC	demoDTC@emetric.net	DTC	00-771777	1036				User exists with same username
3	Demo_STC	Demo	STC	demoSTC@emetric.net	STC	00-771777-001 00-771777-004 00-771777-005	1036				Invalid organization number.
4	Demo_TA	Demo	TA	demoTA@emetric.net	TA	00-771777-001 00-771777-002 00-771777-003	1036				User exists with same username
5	Demo_TC	Demo	TC	demoTC@emetric.net	IT	00-771777	1036				Invalid role.
6											

The Error File will contain one or more of the errors shown in Table 7 below:

Table 7. Import Users Errors

Notes Field in Error File	How to Resolve the Error
User exists with same username	Modify the username.
Username must be 4-50 alpha-numeric characters	Modify the username to contain at least 4 characters, not more than 50 characters, and include a mix of letters and numbers in the username.
First name must be 1-25 characters long	Modify the first name to contain at least 1 character and not more than 25 characters.
Last names must be 2-25 characters long	Modify the last name to contain at least 2 characters and not more than 25 characters.
Invalid role	Add a valid role abbreviation.
Invalid organization and role pairing	If the user is a STC, verify that the district number and school number are provided in the Org field.
Invalid organization number	Verify the organization number is correct. If you are creating a DTC or TC that covers the district, verify the district number is correct.

Notes Field in Error File	How to Resolve the Error
Invalid/Not allowed program ID	Update the program ID to be a valid number. Refer to the table above for valid program codes.

Correct the invalid fields in the User Upload file. Then, save the updated file and repeat the steps to import. You will start with **Step 4** listed above.

Contact the MCAS Service Center for assistance with errors that you are unable to resolve.

Part III: Student Registration

A. Introduction

This section provides schools and districts with the information needed for completing the initial upload for the Student Registration process for MCAS testing as well as for updating information after the initial upload. This section provides instructions for all 2025–26 MCAS test administrations, followed by field definitions to be used as a reference when completing Student Registration.

It is also important to refer to the [Accessibility and Accommodations Manual](#) for guidance on eligibility for assigning accommodations and additional steps to take. To avoid errors that can occur during test administration, it is important to communicate students' accessibility features and accommodations with their educators and test administrators. Additionally, students can practice with these features in advance of testing; practice tests will be available on the [MCAS Resource Center](#), the MCAS Student Kiosk, and through the MCAS Training Site.

The accuracy of Student Registration is important because it provides a record of certain accessibility features and accommodations used by students. In addition, for CBT, Student Registration determines the test form that students will take (e.g., the Human Read-Aloud form); for PBT, it provides the basis for the initial shipment of test materials to schools (e.g., Student ID Labels, test & answer booklets, large-print booklets). The Student Registration process is also the basis for schools' orders for test administration manuals.

The general process for Student Registration is as follows:

- On the first day of the Student Registration window, DESE will post a pre-populated .CSV file in DropBox Central in the [DESE Security Portal](#) containing student registration information, based on the most recent Student Information Management System (SIMS) or Schools Interoperability Framework (SIF).
- Schools/districts receive notification via the Student Assessment Update when it is time to complete Student Registration for each test administration.
- Schools/districts update the file with new data and remove outdated data and then import the file into the MCAS Portal (the test administration and management website).

All schools, with the exceptions below in the “Special Situations” section, must complete the initial Student Registration file import, after which schools can update Student Registration in the MCAS Portal for a small number of students, or import a new file into the MCAS Portal for large numbers of students. Schools must upload the initial Student Registration file by the deadlines listed in the [testing schedule](#).

Student Registration for Students Using Accommodations

Selected accommodations and accessibility features must be up to date in the MCAS Portal for students by the end of each test administration window in order for DESE to have current data for the purposes of accurately reporting results.

Student Registration for Students Who Transfer

Note that the “enrollment transfer” task in the MCAS Portal is used when a student transfers between schools to transfer a student’s registration data from the first school to the new school. For CBT, the student will need to be placed into a “class” to be scheduled to take a test. Refer to [Part IV: Enrollment Transfers](#) for further information.

Student Registration for High Schools

Special Situations

Adult/external diploma programs, test sites, DYS/SEIS (Department of Youth Services/Special Education in Institutional Settings), and other high schools with a special situation should contact the MCAS Service Center instead of using the Student Registration process. Other high schools will be directed to follow the Student Registration process.

Schools with No Students Participating in the High School Science Administrations

Schools that have no students participating in high school Science administrations must [email the MCAS Service Center](#) with the school and district name and code. The MCAS Service Center will be calling schools that do not complete Student Registration or do not contact them before the deadline.

B. Steps for Completing Student Registration

The Student Registration page in the MCAS Portal is where district and school test coordinators complete the initial Student Registration upload and where they will come back if they need to add or update student information via a file upload. The Student Registration file upload is used to add new students to the MCAS Portal, update existing student demographic data, update student enrollment, add or update student accommodations and accessibility features, and create classes.

To access the Student Registration page, select **Student Registration** on the top menu bar of the **Administration** homepage.



Table 8 below contains descriptions of the features that are available on the Student Registration page. The numbered icons in Table 8 are shown in the screenshot that follows to indicate the location of the feature.

Table 8. Student Registration Page

Icons	Description
	The Organization drop-down menu allows test coordinators to select the organization for which they will upload files and view processed files.

Icons	Description
2	Click Export Students to export a Student Registration file. The exported file will contain the current student data as it appears in the portal and will be in the same file format as the Student Registration file template. Exported Student Registration files can be edited and uploaded back into the MCAS Portal to update student records.
3	Click Download Student Registration Data Definitions file to download a reference of the required columns and expected values for each field.
4	Click Download Student Registration Template to download the Student Registration file template as a .CSV file. A reference is also available on the MCAS Resource Center .
5	Click Choose File to select your file, and then click Upload to upload the file.
6	Uploaded files appear in the file table on the Student Registration page. Users can sort the table by clicking on the column headings.
7	The status column will inform users whether their file is pending or has been processed and indicates whether this was done successfully or if there are errors that would require the file to be updated and reimported (refer to section B 3 on page 36 for information on resolving errors).

Student Registration for Cyber Valley

Cyber Valley 1 2 Export Students

Select a file to be uploaded

3 Download Student Registration Data Definitions File 4 Download Student Registration Template

5 Choose File No file chosen

6 File Name	File Size (Bytes)	Upload Date	Uploaded By	Records with Error	Uploaded Records	Status 7
MCAS_Error File.csv	2154	11/04/2024 9:53:52 AM	Test Coordinator	0	14	Processed
MCAS Student Registration Sample File.csv	34865	11/01/2024 9:06:59 PM	Test Coordinator	9	314	Validation Error

1. Preparing a Student Registration File

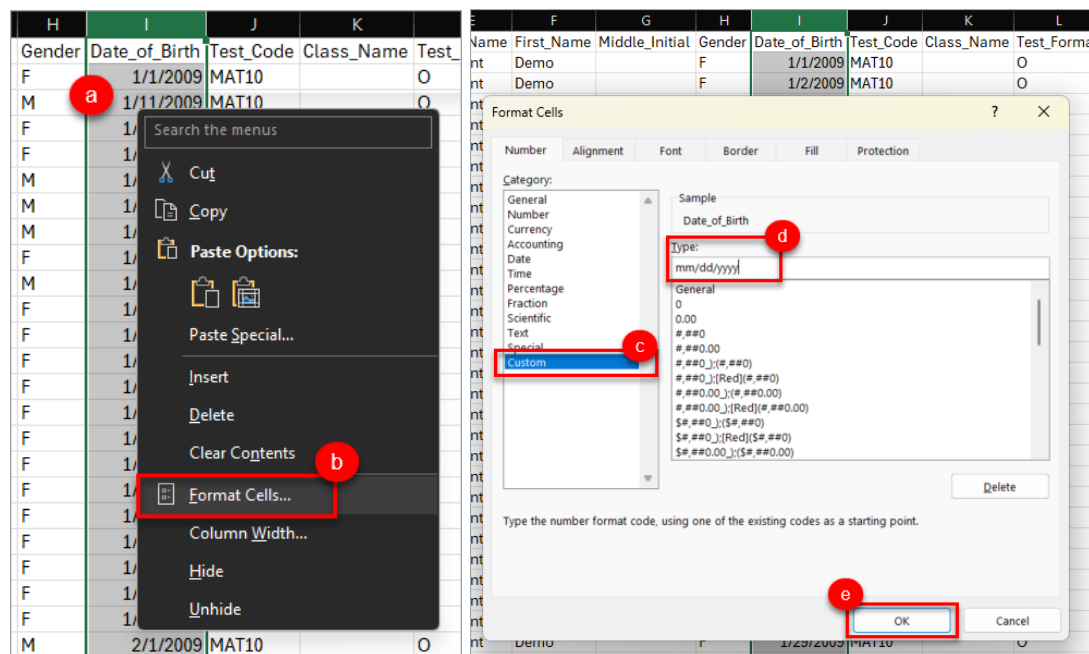
Listed below are the steps to prepare a Student Registration file.

1. Log in to the [DESE Security Portal](#). At **DropBox Central**, select the **MCAS 2025 Data** folder for the November 2025 Retest, or the **MCAS 2026 Data** folder for all 2026 administrations. Download the .CSV file for the appropriate test administration.

Note: When opening the file, a prompt will appear on screen asking whether to remove the leading 0s in the file. Users should select “no”.

Note for Apple Users: .CSV files on a Mac may remove the leading zeros on District Code, School Code, Grade, and the first two digits on the birth year. Use the following steps to update the formatting:

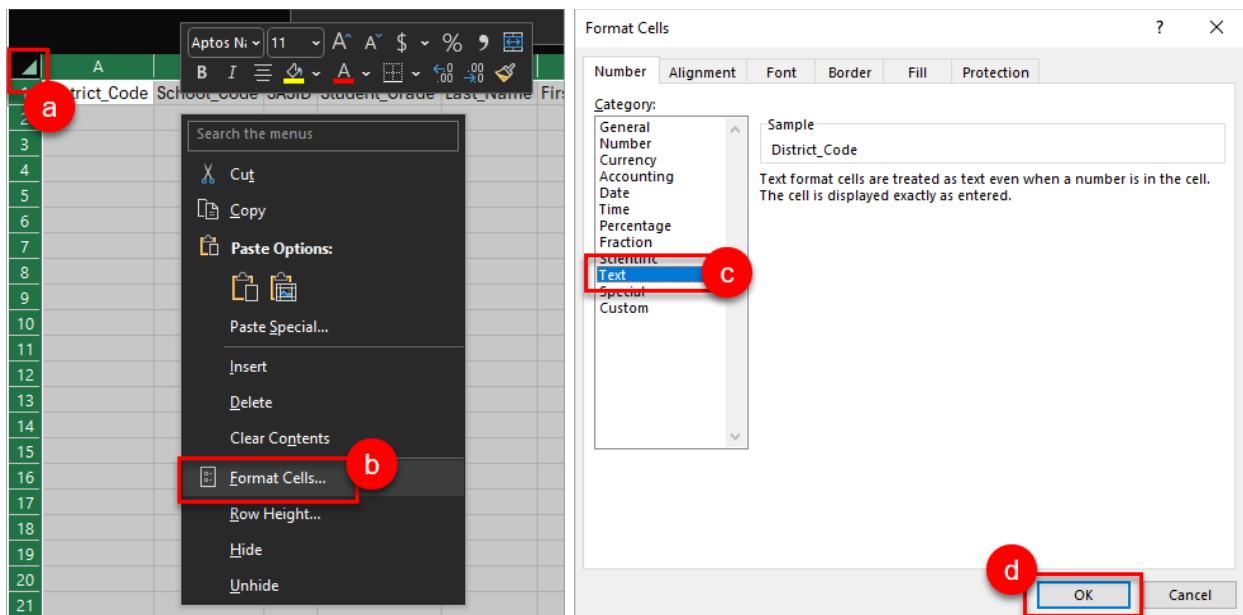
- Select the column in the file.
- Right click and select **Format Cells**.
- Select the **Custom** option from the list.
- In the **Type** text box, remove the text and enter “00000000” for the District or School code field, and “00” for the grade field. For the DOB, enter “mm/dd/yyyy.”
- Click **OK**.



Note: If you will not use the DESE .CSV file, download the Student Registration Template on the Student Registration page. If using Excel to create your file, convert all the cells in the file text format to ensure leading zeros will not be dropped when populating the columns and rows by following the directions below:

- Highlight the entire sheet by clicking on the arrow in the upper left corner of the spreadsheet between the columns and rows.
- Right click and select **Format Cells**.
- Select the **Text** option from the Category selector in the Format Cells pop-up window.
- Click **OK**.

If you are pasting data after formatting the cells in the file, be sure to paste only the values to ensure the formatting is correct.



2. Delete rows of students who are no longer enrolled in your school or who will not participate in that particular administration.

Note: In order to delete students from the file, you must right-click on the row to remove and select “delete.” **Do not use the delete key on your keyboard.**

3. Add rows for students who were not included in the file but should be tested.

Note: This step is particularly important for PBT, since students taking PBT will only receive Student ID Labels and secure test materials if they are listed in the MCAS Portal during the initial Student Registration window.

4. For the February and June high school Science administrations: Add the appropriate Science test code for the subject test that students will take (refer to section D, beginning on page 43, in column J for the test codes). The test code is pre-populated in the DESE file for all other grades/tests.

5. Enter students’ selected accessibility features or accommodations in the designated columns. Refer to the field definitions in section D, beginning on page 43, for the expected values for each column.

Note: The accessibility features and accommodations are only pre-populated in the February and spring data files by DESE and are based on the previous spring MCAS test administration. Accommodations for students who did not participate in the spring administration and accommodations for the retests are not available and are not pre-populated. **Be sure to review the file and update a student’s accessibility features and accommodations if changes are needed.**

Column K of the Student Registration file can be used to automatically create classes and add students to those classes for computer-based tests. Schools may choose to do this step during the initial Student Registration import or later, prior to testing. DESE recommends leaving column K blank during the initial Student Registration import. Then, schools can create classes approximately two weeks

before test administration to minimize changes needed. Refer to the field notes and validations for Column K, "Class Name," for recommended naming conventions.

Note: MCAS grades 3-8 tests use grade-level classes, meaning classes are grade and subject specific. MCAS high school tests use course-level classes, which are subject and course specific. Refer to additional information in Part V: Creating and Managing Classes.

6. Once complete, ensure leading zeros remain in the file for columns where they may be required, such as district code (column A), school code (column B), student grade (column D), and date of birth (column I).

7. Save the file as a .CSV file.

Note for Apple users: Prior to saving, verify that the Date of Birth field (column I) is correctly formatted to show the 8-digit birth year, e.g., 01/01/2000. If it is not in this format, refer to the directions shown in column I in the table in section D, beginning on page 43, to update it.

Note: Please ensure that the headings in your Student Registration file match the [Student Registration Template](#) exactly. Header spelling is case-sensitive, and may return a validation error upon upload to the MCAS Portal if it does not match the [Student Registration Template](#).

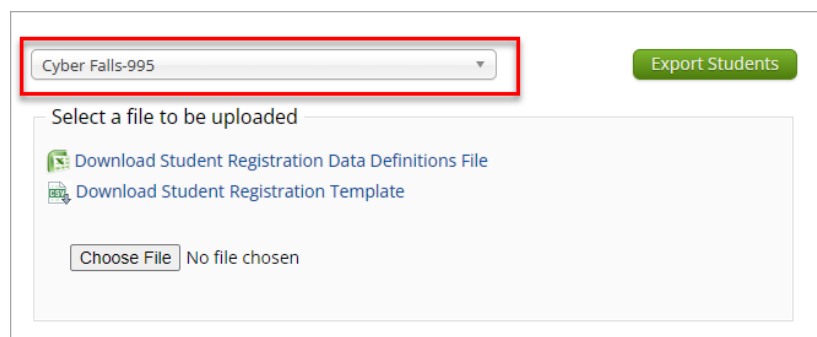
2. Uploading a Student Registration file into the MCAS Portal

To upload a Student Registration file, 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 **Student Registration** from the top menu bar.



4. Select the **organization** from the organization drop-down. Student Registration files can be uploaded at the district level by a district test coordinator or district-level technology coordinator, or at the school level by a district test coordinator, school test coordinator, or technology coordinator.



5. Select **Choose File** and select the Student Registration file to upload.

Note: Remember that the file must be saved in .CSV format.

6. Select Upload.

Cyber Falls-995 Export Students

Select a file to be uploaded

[Download Student Registration Data Definitions File](#)

[Download Student Registration Template](#)

Choose File Student Regi...emplate.csv

Upload

7. The Student Registration file will go through an initial validation process upon upload. This validation process ensures that the file is in the correct format, verifies the headers in the file are correct, and that the file is not empty.
8. After the initial validation, the uploaded student registration file will be processed within a few minutes, and the Status column will display one of the three available statuses:
- **Pending:** The file has been uploaded successfully and is processing. Processing can take up to ten minutes.
 - **Processed:** All records in the file have uploaded successfully. After the file passes initial validation and has been processed, the Student Registration table will be updated to reflect the status of the **Processed** file, showing the number of uploaded student records.
 - o **Note:** If the file has been processed, schools will not be able to select “Processed” for a link to the file. Schools can export all uploaded student records by following the steps in section C 1 below.
 - **Validation Error:** At least one student record has a validation error, and the file needs to be updated and reimported. Select **Validation Error** to download an error file. The error file will list the column in the uploaded Student Registration file where the error occurred. Schools should refer to the Student Registration Data Definitions file or section D, beginning on page 43, for expected values for each column.
 - **Error: Contact eMetric:** Contact the MCAS Service Center for support.

File Name	File Size (Bytes)	Upload Date	Uploaded By	Uploaded Records	Records with Error	Status
Student Registration Corrections.csv	2065	07/02/2024 10:41:51 AM	District TestCoordinator	2	0	Processed
MCAS Student Registration_CyberFalls.csv	7350	07/02/2024 8:40:57 AM	District TestCoordinator	33	2	Validation Error

3. Resolving Student Registration Validation Errors

When the Student Registration file contains records with validation errors, a Validation Error file is provided in the MCAS Portal on the Student Registration page. The

Validation Error file will only include records that have validation errors and were not imported into the MCAS Portal. To view the error file, 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 **Student Registration** from the top menu bar.



4. Select the **organization** from the organization drop-down to view the Student Registration file at the district or school that has been processed and the validation errors.
5. Select **Validation Error** to download the file with validation errors that need correcting.

File Name 🔍	File Size (Bytes) 🔍	Upload Date 🔍	Uploaded By 🔍	Records with Error 🔍	Uploaded Records 🔍	Status 🔍
REL_MCAS_Student_Registration_Template.csv	5461	11/05/2024 10:25:54 AM	Demo DTC	32	46	Validation Error

6. Open the file and scroll to the column header titled **Error Description** (column AP) to view a description of the validation errors for the records that were in the Student Registration file.

Options for making corrections are to update the Student Registration file (correcting the original file), uploading corrected records from the validation error file, or, if there are only a few students with errors, those students can be added to the MCAS Portal manually.

AO	AP	
Filler4	ErrorColumnNm	
	SASID	
	Human_Read_Aloud_Standard,Test_Code,Text_to_Speech_Special	
	School_Code,Test_Code	
	Test_Code	
	ASL_Edition,Human_Read_Aloud_Standard,Test_Code	

7. Use the Student Registration Data Definitions File or reference section D, beginning on page 43, below to help you correct the records with validation errors.

Note: The error **Student Enrollment** indicates that the student in this row of the file is already enrolled in the MCAS Portal in a different organization. If a student record returns this error, remove the student from the Student Registration upload file and complete an enrollment transfer request in the MCAS Portal. Step-by-step instructions on completing enrollment transfers can be found in [Part IV: Enrollment Transfers](#).

Note: The error **Class Size Exceeded** for a student row indicates that the class has reached the maximum class size of 250 students, and the student was not added to the class or the portal (if they were not already in the MCAS Portal).

8. Save the file as a .CSV.
9. Upload the corrected file on the **Student Registration** page in the MCAS Portal.

C. Updating Student Information after Upload

District and school test coordinators have two options for adding and updating student information after the initial Student Registration upload as described in the table below.

Options for updating Student Registration	When would you use this option?
Option 1: Student Registration file export and import	when updating a large number of student records
Option 2: Manually add/edit students in the MCAS Portal user interface	when updating approximately 10 or fewer student records

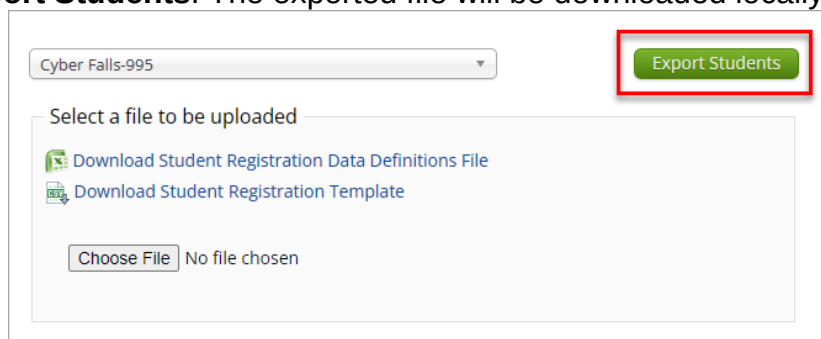
1. Option 1: Student Registration Export and Upload

To export Student Registration, 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 **Student Registration** from the top menu bar.



4. Select the **organization** from the organization drop-down. Student Registration files can be exported at the district level by a district test coordinator or district-level technology coordinator, or at the school level by a district test coordinator, school test coordinator, or technology coordinator.
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. The Data Definitions File provides information on each column, identifies which columns are required to have a value, and shows the expected values for each column in the file. The data definitions for the Student Registration file are also referenced in section D, beginning on page 43.

7. Update the fields in the Student Registration export file that need updating.
8. Save the file as a .CSV. The Student Registration file is now ready for upload into the MCAS Portal, following the steps in section B 2 above.

2. Option 2: Manually Update Student Records on the Students Page

The Students page in the MCAS Portal is used to manually add students and edit demographic information and accommodations.

Manually Add a New Student in the MCAS Portal

To add a new student record, 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 **Students** from the top menu bar.
4. Select the school from the **Organization** drop-down menu and then select **Add Student**.
5. Fill in the student's demographic information. Fields with a red asterisk are required.

The screenshot shows the MCAS Portal interface for adding a new student. The top navigation bar includes links for Home, Site Readiness, Students, Enrollment Transfer, and Classes. The main heading is 'Add a new student to Cyber City Sch1-001'. Below this, there are three tabs: 'Student Information', 'Accommodations', and 'Classes'. The 'Student Information' tab is selected. The form contains the following fields:

- State Student ID: *** (text input): 1000005264
- Student Grade: *** (dropdown menu): 10
- Last Name: *** (text input): Student
- First Name: *** (text input): Demo
- Middle Initial:** (text input):
- Date of Birth: *** (text input): 03/02/2009
- Registration Codes: *** (checkboxes): ELA10, MAT10

At the bottom of the form are 'Save' and 'Cancel' buttons.

6. If the student has accessibility features and/or accommodations that need to be added, select **Accommodations**, select the **Test Code** from the Information for Test Code drop-down, and then check the boxes next to the accommodations.
7. Select **Save** to add the new student.

Student Information **Accommodations** Classes

IMPORTANT: Accommodations must be saved before making changes to the Registration Codes.

Information for Test Code: MAT10 (Spring Grade 10 Math)

☐ Medical Absence
 ☐ Test Format Paper (A1, EL1)

☐ EL First Year
 ☒ **Enlarged Cursor/Mouse Pointer (UF4)**

☐ Graphic Organizer/Reference Sheet (A9)

☒ **Text to Speech Standard (A4, EL3.1)**

☐ Human Read Aloud Standard (A5, EL3.2)

☐ Human Signer Standard (A6.1)

☐ Human Scribe Standard (A10.1, EL4.1)

☐ Speech to Text Standard (A10.2, EL4.2)

☐ Word Prediction Standard (A18)

☐ Spanish English (EL7)

☐ Calculation Device (SA4)

☐ Typed Responses (A12)

☐ Large-Print Test (A2)

☐ Braille (A3.2)

☐ ASL (A6.2)

☐ Screen Reader (A3.1)

☐ Compatible Assistive Technology (A3.3)

Save
 Cancel

New for 2026: If users attempt to add accommodations that cannot be assigned together on one test, as defined in the Student Registration File Data Definitions beginning on page 43, an onscreen error message will appear indicating the test code and fields that need to be corrected.

For example, if a user selects the Test Format Paper, Enlarged Cursor/Mouse Pointer, and Text-to-Speech accommodations for ELA, the error message pictured below will appear because Enlarged Cursor/Mouse Pointer and Text-to-Speech may only be selected for online tests. In this example, the user should either

- remove the Test Format Paper selection to change the test to an online test, or
- remove the Enlarged Cursor/Mouse Pointer and Text-to-Speech accommodations.

×

One or more student accommodation entries are invalid. Please review the student record and ensure all values meet the required criteria.

Fields in error:

ELA05 (Mouse Pointer Online Format, Text to Speech Special)

Close

Edit a Student Record in the MCAS Portal

To edit a student's demographic information or update accessibility features and/or accommodations, 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 **Students** from the top menu bar.
4. Select the school from the **Organization** drop-down menu
5. Locate the student in the Students table and select **Edit** in the row for the student.

Last Name	First Name	Middle Initial	State Student ID	Student Grade				
Student	Brittany	P	4707162489	05	View Classes	View Test Sessions	Enrollment Info	Edit

6. The Student Information tab will be shown, allowing changes to be made to the student's demographic information.

Student Information

Accommodations

Classes

State Student ID: * 4707162489

Student Grade: * 05

Last Name: * Student

First Name: * Brittany

Middle Initial: P

Date of Birth: * 04/15/2011

Registration Codes: * SCI05

Save

Cancel

7. To update the student's accessibility features and/or accommodations, select **Accommodations**, select the **Test Code** from the Information for Test Code drop-down and then check or uncheck the box next to the accommodation or accessibility feature that needs updating. Note that **new for 2026**, an error message will appear onscreen if a user attempts to add accommodations that cannot be assigned together. Refer to page 40 for additional details.
8. Once edits have been completed, click **Save**.

Student Information **Accommodations** Classes

IMPORTANT: Accommodations must be saved before making changes to the Registration Codes.

Information for Test Code: SCI05 (STE Grade 05)

- ☐ Medical Absence
- ☐ EL First Year
- ☐ Test Format Paper (A1, EL1)
- ☐ Enlarged Cursor/Mouse Pointer (UF4)
- ☐ Graphic Organizer/Reference Sheet (A9)
- ☒ Text to Speech Standard (A4, EL3.1)
- ☐ Human Read Aloud Standard (A5, EL3.2)
- ☐ Human Signer Standard (A6.1)
- ☐ Human Scribe Standard (A10.1, EL4.1)
- ☐ Speech to Text Standard (A10.2, EL4.2)
- ☐ Word Prediction Standard (A18)
- ☐ Spanish English (EL7)
- ☐ Typed Responses (A12)
- ☐ Large-Print Test (A2)
- ☐ Braille (A3.2)
- ☐ Screen Reader (A3.1)
- ☐ Compatible Assistive Technology (A3.3)

Save Cancel

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	The Testing District responsible for administering the test to a student. District codes must be 8 characters in length. Non-public schools that do not have a parent organization should leave this field blank.		0-9, A-Z
B	School_Code	Y	8	The Testing School responsible for administering the test to a student. School codes must be 8 characters in length. If a school code doesn't exist within the MCAS Portal, an error message will appear.		0-9, A-Z Use the same codes in DESE's School and District Profiles .
C	SASID	Y	10	A unique numeric code given to each Massachusetts publicly funded student. SASIDs must be 10-digits beginning with "10..." 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. A different SASID format is used for test administrator logins for the Human Reader/Human Signer accommodations (refer to instructions in the Principal's Administration Manual).		0-9
D	Student_Grade	Y	2	Student's grade as listed in most recent SIMS		November Retest: repeating

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
				Students must participate in MCAS tests only for the grade in which they are enrolled and reported in SIMS (for grades 3–8). The MCAS Portal will restrict test registration to grade-level testing in grades 3–8; call your SIMS contact with any questions (refer to instructions on page i on finding the contact for your district). Participation guidelines for the high school tests will be posted at www.doe.mass.edu/mcas/highschool.html .		grade 10, 11, 12 February High School Science: 09, 10, 11, 12 Spring MCAS Gr 3-8: 03, 04, 05, 06, 07, 08 Spring MCAS Gr 10 ELA and Math: 10, 11, 12 June High School Science: 09, 10, 11, 12
E	Last_Name	Y	25	The student's last name as it appears in SIMS		A-Z, a-z - (hyphen) . (period) ' (standard apostrophe) embedded spaces
F	First_Name	Y	25	The student's full first name as it appears in SIMS		A-Z, a-z - (hyphen) . (period) ' (standard apostrophe)

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
						embedded spaces
G	Middle_Initial	N	1	The initial of the full middle name as it appears in SIMS		A-Z, a-z, blank
H	Gender	N	1	Gender of the student M = Male, F = Female, N = Non-Binary		M, F, N, blank
I	Date_of_Birth	Y	10	The year, month, and day on which the student was born Note for Apple users: .CSV files on a Mac will remove the first two digits on the birth year, and an error message will appear. Use the following steps to update the formatting. 1. Select column I in the file and right-click (secondary click). 2. Select Format Cells from the menu. 3. Select the Custom option from the list. 4. In the Type text box, remove the text and enter "mm/dd/yyyy." 5. Click OK .		mm/dd/yyyy
J	Test_Code	Y	6	Identifier assigned to the test name November 2025 MCAS Retest ELANOV = ELA retest MATNOV = Math retest February 2026 MCAS High School Science BIOFEB = Biology PHYFEB = Introductory Physics Spring 2026 Grades 3–8 ELA03 = Grade 3 ELA ELA04 = Grade 4 ELA ELA05 = Grade 5 ELA		November 2025 MCAS Retest ELANOV MATNOV February 2026 MCAS High School Science BIOFEB PHYFEB

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
				ELA06 = Grade 6 ELA ELA07 = Grade 7 ELA ELA08 = Grade 8 ELA MAT03 = Grade 3 Math MAT04 = Grade 4 Math MAT05 = Grade 5 Math MAT06 = Grade 6 Math MAT07 = Grade 7 Math MAT08 = Grade 8 Math SCI05 = Grade 5 STE SCI08 = Grade 8 STE CIV08 = Grade 8 Civics Spring 2026 MCAS Grade 10 ELA and Math ELA10 = Grade 10 ELA MAT10 = Grade 10 Math June 2026 MCAS High School Science BIOSPR = Biology PHYSPR = Introductory Physics		Spring 2026 Grades 3–8 ELA03 ELA04 ELA05 ELA06 ELA07 ELA08 MAT03 MAT04 MAT05 MAT06 MAT07 MAT08 SCI05 SCI08 CIV08 Spring 2026 MCAS Grade 10 ELA and Math ELA10 MAT10 June 2026 MCAS High School Science BIOSPR PHYSPR
K	Class_Name	N	50	For CBT only; not applicable for PBT. If this field is populated in the initial import, a class will automatically be created with the name entered in this field in the MCAS Portal. Students who share the same class name will also be automatically placed into it. When creating classes,		A-Z, a-z - (hyphen) . (period) ' (standard apostrophe)

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
				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 test administrator name and testing location (e.g., SMITH 205). Students with the following accommodations will need to be placed into separate classes: • Human Read Aloud • Human Signer • Spanish/English It is recommended that class names for these accommodations include the test administrator name, testing location, and accommodation (e.g., HRA SMITH 208, SPANISH SMITH 215). DESE recommends leaving this column blank during the initial Student Registration import and creating classes approximately two weeks prior to test administration. The class name entered in this column will be used to automatically create a class with the following naming format in the system: Grade-level classes Test Code-Content Area-Grade-Class Name-School Code (e.g., MAT07-Math-07-SMITH 205-88881010). Course-level classes Test Code-Content Area-Class Name-School Code (e.g., BIOFEB-Science-SMITH 205-88881010). Classes will not be created where Test_Format = P or Class_Name = blank		embedded spaces Blank
L	Test_Format	Y	1	Format of the test		P = Paper O = Online

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
M	Not_Tested_Reason	N	1	Use this field to indicate if a student had a medically documented absence.		Y = Medical absence Blank
N	Filler1	N	1	Blank Field		
O	Filler2	N	1	Blank Field		
P	EL_FirstYr	N	1	First-year English learner status is estimated using historical SIMS. Official reporting will be based on March and June SIMS of this school year. This field is to help schools remove ELA test assignments for first-year EL students who will not participate in the spring ELA test in grades 3–8 and 10 (removal of the test assignment is optional). (Note that ELA testing is optional, but participation in Mathematics, STE, and Civics is required.) Refer to the Accessibility and Accommodations Manual for guidance on participation. Note: Any student with a “Y” in this field is projected to be a first-year EL as of March of the spring test administration and is not required to participate in the spring ELA test.	Available for: - Grades 3–8 - Grade 10 ELA and Math - June High School Science Not Available for: - November Retests - February High School Science	Y = First-year English learner Blank
				Universal Accessibility Features		
Q	Mouse_Pointer (UF4)	N	1	For CBT only Select an enlarged cursor/mouse size with or without a different color. If expected value = Y then the following criteria must be met or the record will cause an error message to appear: Test Format must be "O"	Available for all administrations	Y = Yes Blank
				Accommodations		

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
R	Graphic_Organizer_Reference_Sheet (A9)	N	1	A student with a disability uses an approved reference sheet or graphic organizer for ELA, Mathematics, STE, or Civics tests. Refer to the <i>Graphic Organizers, Checklists, and Supplemental Reference Sheets, for use by students with disabilities</i> for specific policy information on types of materials that can be used: https://www.doe.mass.edu/mcas/accessibility/organizers/	Available for all administrations	Y = Yes Blank
S	Text_to_Speech_Standard (A4, EL3.1)	N	1	For CBT only TTS-enabled version of computer-based test read aloud to student TTS is only available for computer-based tests. TTS is not available for paper-based tests. If using headphones, the student may be tested in a typical-size group; if not using headphones, the student must be tested individually in separate setting. If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear: • Test format must be “O” • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Reader as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • Spanish/English Edition must be left blank Text-to-speech as a special access accommodation for ELA should be indicated in a separate column (column Y).	Available for: • November Math Retest • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science Not available for: • November ELA Retest • Grades 3–8 ELA • Grade 10 ELA	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
T	Human_Read_Aloud_Standard (A5, EL3.2)	N	1	(FD) Refer to section E: MCAS Portal Guidance for Form-Dependent Accommodations on pages 71–72 for additional information. For CBT or PBT Standard Accommodation Test administrator reads aloud a test to a student with a disability. Refer to Appendix G of the Accessibility and Accommodations Manual for additional instructions. If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear: • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank for Feb. Science, Gr 10 Math, and HS Science • Math, STE, and Civics tests only	Available for: • November Math Retest • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science Not available for: • November ELA Retest • Grades 3–8 ELA • Grade 10 ELA	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
U	Human_Signer_Standard (A6.1)	N	1	(FD) Refer to section E: MCAS Portal Guidance for Form-Dependent Accommodations on pages 71–72 for additional information. For CBT or PBT Standard Accommodation Test administrator signs a test to a student who is Deaf or Hard-of-hearing. No more than five students may be tested in a group. If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear: • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • Math, STE, and Civics tests only	Available for: • November Math Retest • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science Not available for: • November ELA Retest • Grades 3–8 ELA • Grade 10 ELA	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
V	Human_Scribe_Standard (A10.1, EL4.1)	N	1	For CBT or PBT Standard Accommodation Scribe must record student's responses verbatim (as dictated by the student and following the guidelines in the MCAS Principal's Administration Manual) at the time of testing into the student's test (into the MCAS Student Kiosk, for CBT), or into the student's test & answer booklet (for PBT). The student must be tested individually in a separate setting. Students with recent arm fractures or severe injuries may be provided with a scribe. This information must be included in a 504 plan (or IEP, if student already has one). If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Speech-to-Text as a Standard/Special Access Accommodation must be left blank • Human Scribe as a Special Access Accommodation must be left blank • Math, STE, and Civics tests only	Available for: • November Math Retest • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science Not available for: • November ELA Retest • Grades 3–8 ELA • Grade 10 ELA	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
W	Speech_to_Text_Standard (A10.2, EL4.2)	N	1	For CBT or PBT Standard Accommodation If student is using their own speech-to-text application (not the MCAS Student Kiosk speech-to-text tool) review Appendix E of the Accessibility and Accommodations Manual: Using Assistive Technology as an MCAS Test Accommodation prior to selecting this accommodation. If a compatible (a district-owned software program installed on the student's computer) speech-to-text device or software will be used on the same device as the MCAS Student Kiosk, then Compatible Assistive Technology must also be selected (Column AM). If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Human Scribe as a Standard/Special Access Accommodation must be left blank • Speech-to-Text as a Special Access Accommodation must be left blank • Math, STE, and Civics tests only	Available for: • November Math Retest • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science Not available for: • November ELA Retest • Grades 3–8 ELA • Grade 10 ELA	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
X	Word_Prediction_Standard (A18)	N	1	For CBT or PBT If a student is using their own word prediction application (not the MCAS Student Kiosk word prediction tool) review Appendix E of the Accessibility and Accommodations Manual: Using Assistive Technology as an MCAS Test Accommodation prior to selecting this accommodation. If a compatible (a district-owned software program installed on the student's computer) word prediction device or software will be used on the same device as the MCAS Student Kiosk, then Compatible Assistive Technology must also be selected (Column AM) . Test administrator may assist student to transcribe words from the external device or application into either the MCAS Student Kiosk (CBT) or the student's answer booklet (PBT). If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Word Prediction as a Special Access Accommodation must be left blank • Math, STE, and Civics tests only Word prediction as a special access accommodation for ELA should be indicated in a separate column (column AD).	Available for: • November Math Retest • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science Not available for: • November ELA Retest • Grades 3–8 ELA • Grade 10 ELA	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
Y	Text_to_Speech_Special (SAA1.1)	N	1	For CBT only Special Access Accommodation TTS-enabled version of computer-based test read aloud to student TTS is only available for computer-based tests. TTS is not available for paper-based tests. If using headphones, the student may be tested in a typical-size group; if not using headphones, the student must be tested individually in separate setting. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Test format must be "O" • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Reader as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • Spanish/English Edition must be left blank	Available for: • November ELA Retest • Grades 3–8 ELA • Grade 10 ELA Not available for: • November Math Retest • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
Z	Human_Read_Aloud_Special (SAA1.2)	N	1	(FD) Refer to section E: MCAS Portal Guidance for Form-Dependent Accommodations on pages 71–72 for additional information. For CBT or PBT Special Access Accommodation Test administrator reads aloud a test to a student with a disability. Refer to Appendix D of the Accessibility and Accommodations Manual for additional instructions. If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear: • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Standard Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • ELA tests only	Available for: • November ELA Retest • Grades 3–8 ELA • Grade 10 ELA Not available for: • November Math Retest • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AA	Human_Signer_Special (SAA2)	N	1	(FD) Refer to section E: MCAS Portal Guidance for Form-Dependent Accommodations on pages 71–72 for additional information. For CBT or PBT Special Access Accommodation Test administrator signs a test to a student who is Deaf or Hard-of-Hearing. No more than five students may be tested in a group. If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear: • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • ELA tests only	Available for: • November ELA Retest • Grades 3–8 ELA • Grade 10 ELA Not available for: • November Math Retest • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AB	Human_Scribe_Special (SAA3.1)	N	1	For CBT or PBT Special Access Accommodation Scribe must record student's responses verbatim (as dictated by the student and following the guidelines in the MCAS Principal's Administration Manual) at the time of testing into the student's test (into the MCAS Student Kiosk, for CBT), or into the student's test & answer booklet (for PBT). The student must be tested individually in a separate setting. Students with recent arm fractures or severe injuries may be provided with a scribe. This information must be included in a 504 plan (or IEP, if student already has one). If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Speech-to-Text as a Standard/Special Access Accommodation must be left blank • Human Scribe as a Standard Accommodation must be left blank • ELA tests only	Available for: • November ELA Retest • Grades 3–8 ELA • Grade 10 ELA Not available for: • November Math Retest • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AC	Speech_to_Text_Special (SAA3.2)	N	1	For CBT or PBT Special Access Accommodation For PBT: Test administrators must transcribe student responses verbatim (as dictated by the student) into the student's answer booklet. For CBT: If student is using their own speech-to-text application (not the MCAS Student Kiosk speech-to-text tool) review Appendix E of the Accessibility and Accommodations Manual: Using Assistive Technology as an MCAS Test Accommodation prior to selecting this accommodation. If a compatible (a district-owned software program installed on the student's computer) speech-to-text device or software will be used on the same device as the MCAS Student Kiosk, then Compatible Assistive Technology must also be selected (Column AM). If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Human Scribe as a Standard/Special Access Accommodation must be left blank • Speech-to-Text as a Special Access Accommodation must be left blank • ELA tests only	Available for: • November ELA Retest • Grades 3–8 ELA • Grade 10 ELA Not available for: • November Math Retest • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AD	Word_Prediction_Special (SAA6)	N	1	For CBT or PBT Special Access Accommodation If a student is using their own word prediction application (not the MCAS Student Kiosk word prediction tool) review Appendix E of the Accessibility and Accommodations Manual: Using Assistive Technology as an MCAS Test Accommodation prior to selecting this accommodation. If a compatible (a district-owned software program installed on the student's computer) word prediction device or software will be used on the same device as the MCAS Student Kiosk, then Compatible Assistive Technology must also be selected (Column AM) . Test administrator may assist student to transcribe words from the external device or application into either the MCAS Student Kiosk (CBT) or the student's answer booklet (PBT). If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Word Prediction as a Standard Accommodation must be left blank • ELA tests only	Available for: • November ELA Retest • Grades 3–8 ELA • Grade 10 ELA Not available for: • November Math Retest • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AE	Spanish_English (EL7)	N	1	(FD) Refer to section E: MCAS Portal Guidance for Form-Dependent Accommodations on pages 71–72 for additional information. For CBT and PBT CBT: Spanish/English appears stacked on the same screen, with Spanish above English. Note: Students taking the Spanish/English edition must also be scheduled for the Spanish/English test during test scheduling in order to receive the correct form. PBT: Spanish/English test booklets are published in side-by-side Spanish/English format, with identical test questions presented on opposing pages in two languages: left-facing pages present the questions in Spanish; right-facing pages present the same questions in English. If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear: • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank	Available for: • November Math Retest • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science Not available for: • November ELA Retest • Grades 3–8 ELA • Grade 10 ELA	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AF	Calculation_Device (SAA4)	N	1	For CBT or PBT Special Access Accommodation CBT: Calculators will be embedded in the MCAS Student Kiosk if selected. PBT: Calculator must be provided to the student. Select if student requires a calculator for Mathematics noncalculator sessions. If selected, a calculator will be embedded in the MCAS Student Kiosk for the noncalculator session (i.e., school does not need to provide student with a calculator). Note for STE Tests: Calculator will be automatically available (embedded) in the MCAS Student Kiosk for all students taking computer-based STE tests and is not part of Student Registration for STE. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Math tests only	Available for: • November Math Retest • Grades 3–8 Math • Grade 10 Math	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AG	Spell_Checker (SAA5)	N	1	For CBT or PBT Special Access Accommodation CBT: Student uses spell-checker embedded in the MCAS Student Kiosk for ELA. PBT: Student uses an external spell- checking device for ELA. Note: Spell-checker will be available automatically to all students taking all CBT Math, STE, and Civics tests, and therefore, does not need to be collected. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • ELA tests only	Available for: • November ELA Retest • Grades 3–8 ELA • Grade 10 ELA Not available for: • November Math Retest • February High School Science • Grades 3–8 Math, STE, Civics • Grade 10 Math • June High School Science	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AH	Typed_Responses (A12)	N	1	For PBT only Student responds to test questions using word processing program/application. Responses must be printed out, one response per page, and inserted into the student's answer booklet with all required information on each page (refer to the appendix in the appropriate Test Administrator's Manual). Typed responses should not be transcribed into the student's answer booklet. Responses that have been printed out must be deleted from the student's device. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Test format must be "P" • Mouse Pointer must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL Edition must be left blank	Available for all administrations	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AI	Large_Print_Test_Edition (A2)	N	1	(FD) Refer to section E: MCAS Portal Guidance for Form-Dependent Accommodations on pages 71–72 for additional information. For PBT only A large-print combined test and answer booklet is provided with printed text in approximately 18-point font. Responses must be transcribed into the student's standard test & answer booklet. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Test format must be "P" • Mouse Pointer must be left blank • Screen Reader edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test edition must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL edition must be left blank • Spanish/English edition must be left blank	Available for all administrations	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AJ	Braille_Test_Edition (A3.2)	N	1	(FD) Refer to section E: MCAS Portal Guidance for Form-Dependent Accommodations on pages 71–72 for additional information. For PBT only A hard-copy UEB Braille test booklet is provided. Responses must be transcribed by test administrator into the student's standard answer booklet. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Test format must be "P" • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL Edition must be left blank • Spanish/English Edition must be left blank • Mouse Pointer must be left blank	Available for all administrations	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AK	ASL_Edition (A6.2)	N	1	(FD) Refer to section E: MCAS Portal Guidance for Form-Dependent Accommodations on pages 71–72 for additional information. For CBT only American Sign Language video is embedded in the MCAS Student Kiosk for all test items and responses. If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear: • Test format must be “O” • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Reader as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • Spanish/English Edition must be left blank	Available for: • Grade 10 Math • June High School Science Not available for: • Grades 3–8 • Grade 10 ELA • November Retest • February High School Science	Y = Yes Blank
AL	Screen_Reader_Edition (A3.1)	N	1	(FD) Refer to section E: MCAS Portal Guidance for Form-Dependent Accommodations on pages 71–72 for additional information. For CBT only Screen reader-enabled edition of computer-based test for a student who is blind Screen Reader assistive technology application (e.g., Jaws, NVDA) is used for browser navigation and to deliver a computer-based test tagged to support Screen Reader use. Generally used in conjunction with a Refreshable Braille display or hard-copy Braille test.	Available for all administrations	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
				Note: "Screen Reader Edition" is different from "Compatible Assistive Technology" and "Text-to-Speech" test forms. If Spell-checker accommodation is needed, the student must use a spell- checking program on a second computer. If selecting "Screen Reader Edition," the student will only receive a Braille hard-copy test, if tactile graphics or test materials require tactile supports. If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Test format must be "O" • Large Print Test Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • Typed Responses must be left blank • Spell-Checker must be left blank • Spanish/English Edition must be left blank		

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AM	Compatible_Assistive_Technology (A3.3)	N	1	(FD) Refer to section E: MCAS Portal Guidance for Form-Dependent Accommodations on pages 71–72 for additional information. For CBT only Select Compatible Assistive Technology (AT) to allow activation of external software or hardware that is compatible (e.g., Dragon Naturally Speaking, ZoomText). For more information on how to determine compatibility of software or devices, refer to Appendix E of the Accessibility and Accommodations Manual: Using Assistive Technology as an MCAS Test Accommodation. Compatible Assistive Technology is intended for non-screen reader AT only. Select “screen reader” instead, if used by a student with a visual disability. Covers accommodation codes: (A10.2, SA6, EL4.2 or approved Unique Accommodation). Must obtain DESE approval prior to testing for AT applications If expected value equals “Y,” then the following criteria must be met, or the record will cause an error message to appear: • Test format must be “O” • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ASL must be left blank • Typed Responses must be left blank • Spell-Checker must be left blank • Spanish/English Edition must be left blank	Available for all administrations	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions, Notes, and Validations	Administrations	Expected Values
AN	Filler3	N		Blank Field		
AO	Filler4	N		Blank Field		

E. MCAS Portal Guidance for Form-Dependent Accommodations

1. Form-Dependent Accommodations

Principals and test coordinators must verify that all accommodations have been assigned correctly in the MCAS Portal prior to testing. The following accommodations are particularly important to verify prior to testing because **they cannot be changed in the MCAS Portal after a student has signed in to a computer-based test**. If a student begins testing and one of these accommodations has been assigned incorrectly, it may result in voiding the student's test.

- ASL
- Compatible assistive technology
- Human Read-Aloud
- Human Signer
- Screen reader edition
- Spanish/English edition

The following form-dependent accommodations should also be verified for paper-based testing:

- Braille
- Large-print
- Spanish/English

Test administrators should also review and verify the accommodations for the students they will be proctoring one day before testing.

2. Assigning Students to Spanish/English Classes in the MCAS Portal and Scheduling the Spanish/English Test

For students receiving a Spanish/English edition for the computer-based test, **in addition** to selecting the appropriate column (column AE) in the Student Registration file as described above, students must **also** be assigned to a Spanish/English class and scheduled for the Spanish/English test prior to testing. DESE recommends creating and assigning students to classes approximately two weeks prior to test administration.

Note that the scheduling tests functionality will not be available in the MCAS Portal until one week prior to test administration.

To create a Spanish/English class, follow the steps below:

1. On the Classes page in the MCAS Portal, select an **organization** from the organization drop-down list, and then select a **subject** from the subject drop-down list.
2. Select the **Course Level** tab for high school classes or select the **Grade Level** tab for grades 3-8 classes.
3. Select **Create Course Level Class** or **Create Grade Level Class**.

4. Type the name of the class in the **Class Name** field. It is recommended that the name of the class include an identifier that the class will be scheduled for the Spanish/English test.
5. Select a course for course level classes from the **Choose a Course** drop-down list or select a grade from the **Choose a Grade** drop-down list for the class.
6. Select or deselect the “Show only students that are not assigned to a class” checkbox to activate or deactivate this filter as needed. When the box is checked, only students that are not assigned to the class are shown as available to add to a class.
7. Add students to the class by selecting one or more students from the list on the left, and click **Add**. If you need to remove students from the class list, select one or more students from the list on the right and click **Remove**.
8. Select **Save** to create the class.

The scheduling tests functionality in the MCAS Portal will be available one week prior to test administration. To schedule the class for the Spanish/English test, follow the steps below:

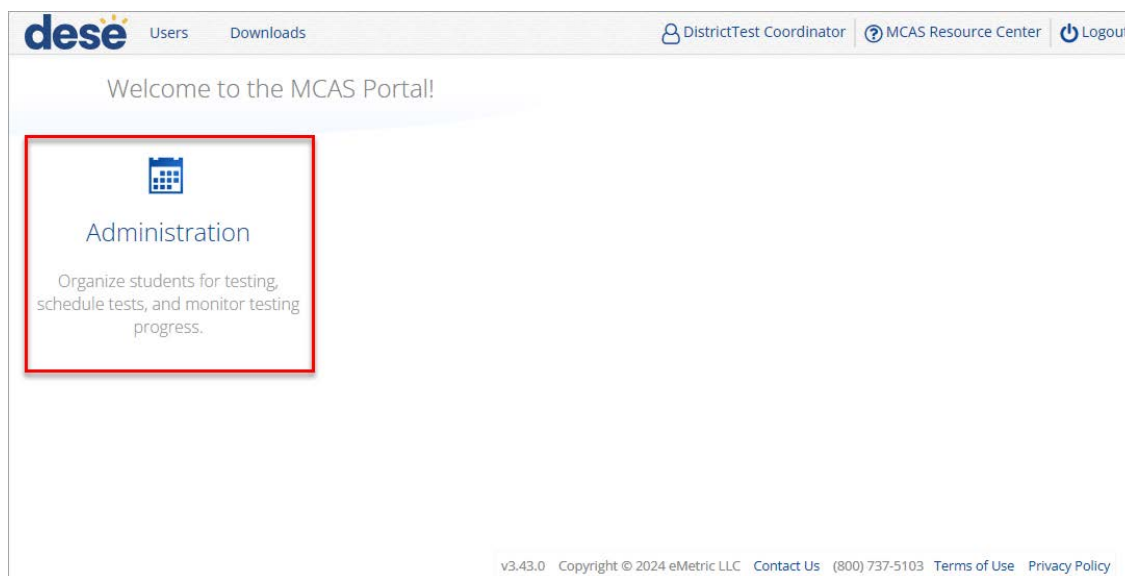
1. On the Test Scheduling page in the MCAS Portal, select the **organization** from the organization drop-down list.
2. Select the **program** from the program drop-down list (MCAS Grades 3–8 or MCAS High School).
3. Select the **subject** from the subject drop-down list.
4. Select the Spanish/English edition test from the test drop-down list.
5. Select the green **Schedule New Test** button.
6. Select the Spanish classes that need to be assigned the Spanish/English test.
7. Select **Schedule** to schedule the test. The start date and end date are not editable and are fixed to the first and last day of the testing window.

F. Export Student Accommodations

Test coordinators are encouraged to review student accommodations prior to testing to ensure that students have been assigned the correct accommodations. This is especially important for form-dependent accommodations, described in section E above.

Student accommodations can be exported from the MCAS Portal on the Students page by school. The Export Accommodations report is available for district and school test coordinators and technology coordinators. Test administrators and report access only users do not have access to this report. This feature provides a .CSV file listing accommodations for all students at the school by test code. To export student accommodations from the Students page, follow the steps below:

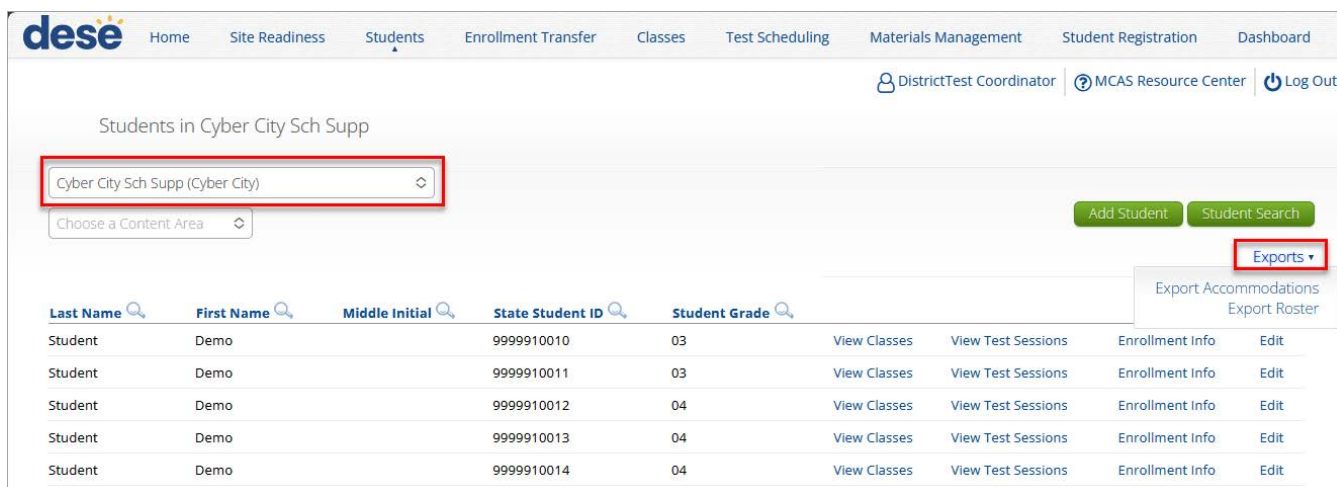
1. Log in to the [MCAS Portal](#) with your username and password.
2. On the MCAS Portal homepage, select **Administration**.



3. Select **Students** from the top menu bar.



4. On the Students page, select the **school** from the school drop-down menu and then select **Exports**.



5. Select **Export Accommodations**.



6. A .CSV file will be exported. The file lists all students enrolled in the school along with the accommodations assigned to them separated by Test Code. A cell with a value of 1 denotes that the accommodation is assigned to the corresponding student record; a blank cell indicates that the accommodation is not assigned.

	A	B	C	D	E	F	G	H	I	J
	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)	Text to Speech Standard (A4, EL3.1)
1	Demo	StudentEight	999999998	SCI05				1	1	1
2	Demo	StudentEight	999999998	MAT05				1	1	1
3	Demo	StudentEight	999999998	ELA05				1	1	1
4	Demo	StudentEighteen	999999918	SCI05						1
5	Demo	StudentEighteen	999999918	MAT05						1
6	Demo	StudentEighteen	999999918	ELA05						1
7	Demo	StudentEleven	999999911	SCI05				1		1
8	Demo	StudentEleven	999999911	MAT05				1		1
9	Demo	StudentEleven	999999911	ELA05						1
10	Demo	StudentFifteen	999999915	SCI05						1
11	Demo	StudentFifteen	999999915	MAT05						1
12	Demo	StudentFifteen	999999915	ELA05						1

Part IV: Enrollment Transfers

A. Introduction

Students are loaded to the MCAS Portal once per school year. Schools will need to take steps to transfer students from one school to another within the MCAS Portal when students transfer to a new school. These steps should be taken for students taking either computer-based tests or paper-based tests.

District test coordinators are able to update student enrollment in the MCAS Portal for students who transfer schools **within the same district**. Please refer to section B below for these steps.

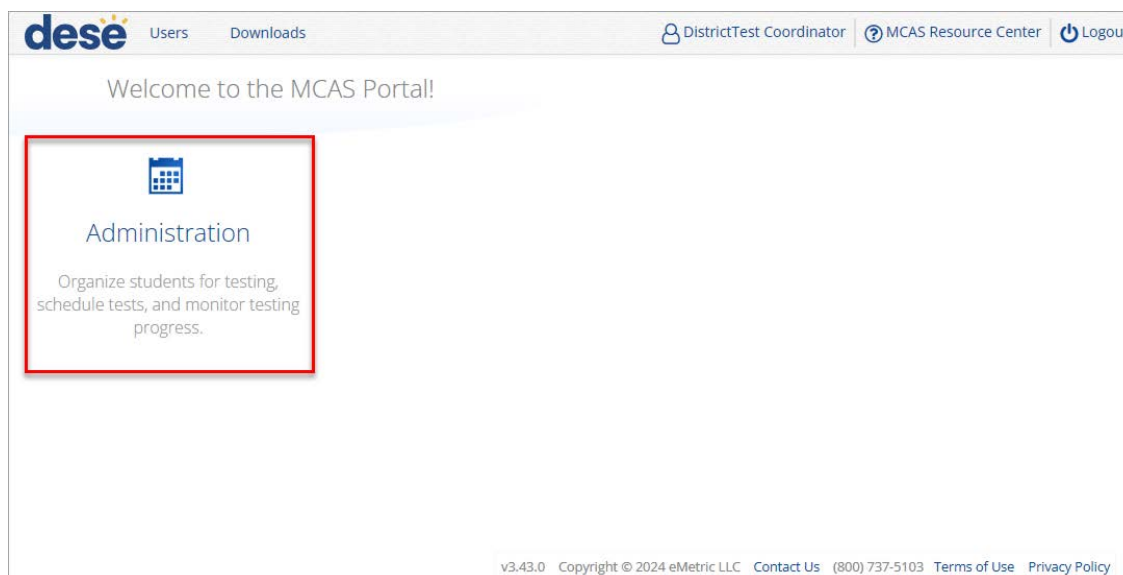
District and school test coordinators are able to submit enrollment transfer requests in the MCAS Portal for students who transfer schools **between different districts**. Please refer to section C below for these steps.

B. Steps to Transfer a Student to a New School in the Same District

An enrollment transfer request is not necessary for a student that transfers schools within the same district. The district test coordinator is able to enroll a student in a new school if the student is transferring between schools within the same school district.

To transfer a student's enrollment from one school to another within your district, the district test coordinator should 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 **Students** from the top menu bar.

- Locate the student in the students table by clicking the search icon  next to the column heading, type the search criteria, such as Last Name or State Student ID, and then select **Enrollment Info** in the student’s row.

- The student enrollment information is shown. Select **Unenroll** and then select **Yes** to confirm to unenroll the student from their previous school.

Enrollment Information for Demo, Lila (201100367)

District	School	Grade	Enrollment Status			
Cyber Falls-995	Cyber Falls Sch1-994	6	Enrolled	Unenroll	View Classes	View Test Sessions

Enroll student in a different school

« Back

Are you sure you want to unenroll from Cyber Falls Sch1-994?

Yes
 No

You will receive a green confirmation message indicating the student has been unenrolled.

Student has been unenrolled from Cyber Falls Sch1-994.

- Select **Enroll student in a different school**.

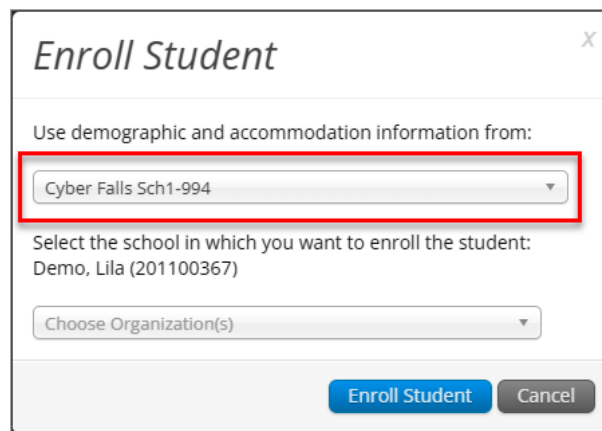
Enrollment Information for Demo, Lila (201100367)

District	School	Grade	Enrollment Status	
Cyber Falls-995	Cyber Falls Sch1-994	6	Not Enrolled	Enroll

Enroll student in a different school

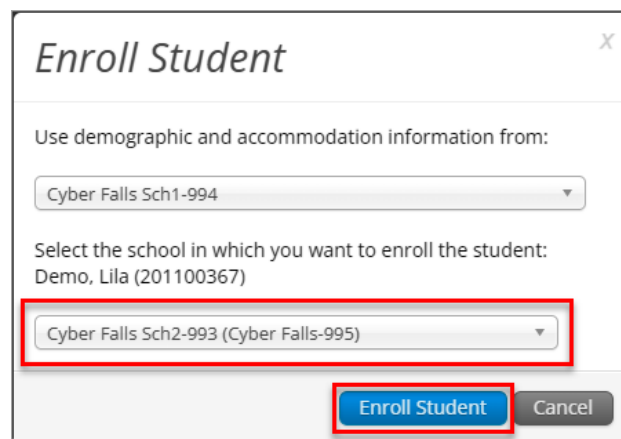
« Back

7. In the first drop-down menu, select the school from which you want to transfer the student's demographic and accommodation information (i.e., the school where the student was most recently enrolled).



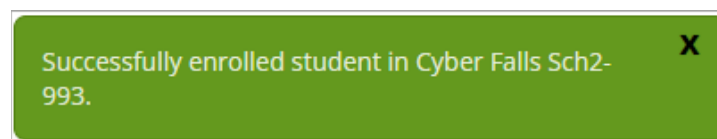
The 'Enroll Student' dialog box is shown. It has a title bar with a close button (X). Below the title, it says 'Use demographic and accommodation information from:'. A drop-down menu is highlighted with a red box, showing 'Cyber Falls Sch1-994'. Below this, it says 'Select the school in which you want to enroll the student: Demo, Lila (201100367)'. There is another drop-down menu labeled 'Choose Organization(s)'. At the bottom right, there are two buttons: 'Enroll Student' (blue) and 'Cancel' (grey).

8. In the second drop-down menu, select the school in your district that the student is transferring to and then select **Enroll Student**.



The 'Enroll Student' dialog box is shown again. The first drop-down menu still shows 'Cyber Falls Sch1-994'. The second drop-down menu, labeled 'Choose Organization(s)', is highlighted with a red box and shows 'Cyber Falls Sch2-993 (Cyber Falls-995)'. The 'Enroll Student' button at the bottom right is also highlighted with a red box. The 'Cancel' button is grey.

9. A confirmation message will appear, and you will be redirected to the student information page to verify whether the student information is correct. Select the **Accommodations** tab to verify the student's accommodations, and the **Classes** tab to assign the student to a class. These steps can also be completed at a later time. Select **Save** to update the student record.



C. Enrollment Transfer – Transferring Students between Districts

1. General Overview of Enrollment Transfer

The Enrollment Transfer feature, available to district and school test coordinators, allows users to request enrollment transfers for students transferring between school districts. District test coordinators and school test coordinators will be able to request and approve student enrollment transfers.

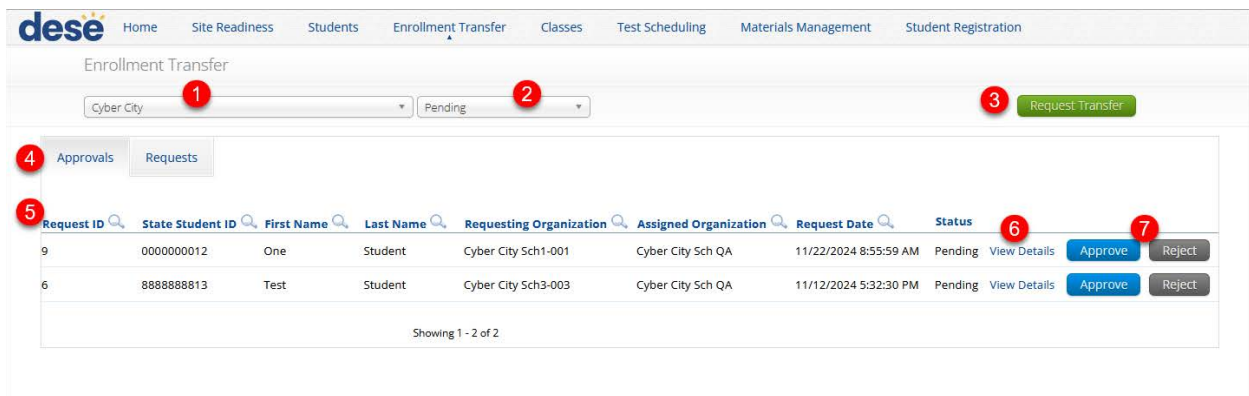
Select **Enrollment Transfer** from the homepage of the Administration component in the top menu bar to access the Enrollment Transfer page.

In Table 9 below are descriptions of the features that are available on the Enrollment Transfer page. The numbered icons listed in Table 9 are shown in the screenshot that follows to indicate the location of the feature.

Table 9. Enrollment Transfer

Icons	Description
	Filter the table by selecting an organization from the Organization drop-down menu.
	Filter enrollment transfers by status (Pending, Canceled, Approved, Rejected) using the Status drop-down menu.

Icons	Description
3	Select the green Request Transfer button to request a new enrollment transfer.
4	View enrollment Approvals or Requests using the tabs provided. The Approvals tab will show enrollment transfers from your school that require your approval. The Requests tab will display enrollment transfers you have requested.
5	Sort table columns by selecting a column heading. To locate a student, select the search icon  next to the column heading and type the search criteria (e.g., the first name, last name, or SASID).
6	Select the View Details link to view the detailed enrollment transfer information for the selected student.
7	Select the appropriate button to Approve or Reject pending enrollment transfers.

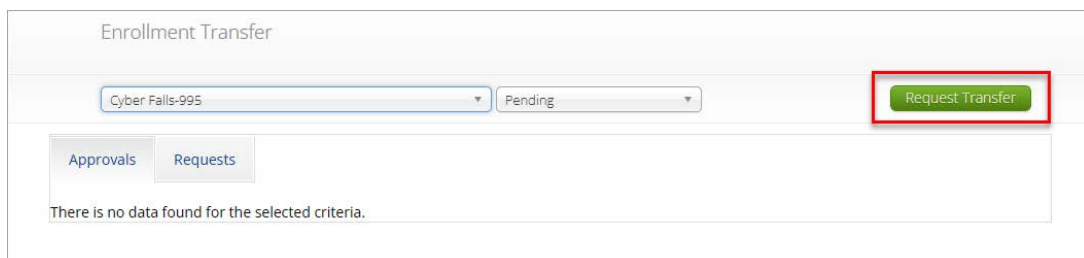


The screenshot shows the 'deSe' Enrollment Transfer interface. At the top, there's a navigation bar with links like Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Scheduling, Materials Management, and Student Registration. Below this, the 'Enrollment Transfer' section has a dropdown menu for 'Cyber City' (callout 1) and a 'Pending' status filter (callout 2). A green 'Request Transfer' button is visible (callout 3). Below the filters are two tabs: 'Approvals' (callout 4) and 'Requests'. The 'Requests' tab is active, showing a table of enrollment transfer requests. The table has columns for Request ID, State Student ID, First Name, Last Name, Requesting Organization, Assigned Organization, Request Date, and Status. Two requests are listed: one for 'One Student' and another for 'Test Student'. Each request has a 'View Details' link (callout 6), an 'Approve' button (callout 7), and a 'Reject' button. The page footer indicates 'Showing 1 - 2 of 2'.

2. Request an Enrollment Transfer

Schools will request an enrollment transfer when a student transfers into their school if the student already exists in the MCAS Portal. To initiate an enrollment transfer request, follow the steps below:

1. On the Enrollment Transfer page, select **Request Transfer**.



This screenshot shows the 'Enrollment Transfer' page with the 'Request Transfer' button highlighted by a red rectangle. The page displays the 'Cyber Falls-995' dropdown menu and the 'Pending' status filter. Below the filters are the 'Approvals' and 'Requests' tabs. The 'Requests' tab is active, and a message states 'There is no data found for the selected criteria.'

2. Search for the student by **State Student ID (SASID)**, **last name**, and **date of birth**, and then select **Search**. Results will only be returned when all of these fields match a student record in the MCAS Portal.

The screenshot shows a web form titled "Request Enrollment Transfer" with a close button (X) in the top right corner. The form contains three input fields: "State Student ID: *" with the value "2222345678", "Last Name: *" with the value "Demo", and "Date of Birth (MM/DD/YYYY): *" with the value "01/01/2012". These three fields are grouped together and enclosed in a red rectangular box. Below this group is a blue button labeled "Search", which is also enclosed in a red rectangular box.

3. If a matching student is found, you will be prompted to select the school into which you want to transfer the student, and then select **Submit Request**.

Note: If a matching student is not found, verify whether the State Student ID (SASID), last name, and date of birth are correct. If the student still cannot be found, this means that the student record does not exist yet in the MCAS Portal for your school or any other organization. You will need to manually add the student to the MCAS Portal; steps for this process can be found in [Part III: Student Registration](#).

The screenshot shows the same "Request Enrollment Transfer" form, but now it displays additional information after a search. The search criteria fields and the "Search" button are still visible. Below them, the text "Student found. Select organization information below:" is displayed. Under this text, there are two dropdown menus. The first is labeled "Student will be transferred from:" and shows "Cyber City Sch2-002". The second is labeled "Select the school in which you want to transfer the student: Mike Demo (2222345678)" and shows "Choose Organization(s)". This second dropdown menu is enclosed in a red rectangular box. Below the dropdown menus is a text area labeled "Notes: (Optional)". At the bottom right of the form, there are two buttons: a blue "Submit Request" button and a grey "Cancel" button. The "Submit Request" button is enclosed in a red rectangular box.

Once a request is submitted, an email will be sent from the MCAS Service Center to the district test coordinator who initiated the request as well as to the district test

coordinator and school test coordinator from the school that the student is transferring from. The request will also appear on the Requests tab of the Enrollment Transfer page. Once the district or school test coordinator approves the request, the demographic and accommodation information will be transferred from the organization with the most recent record.

The screenshot shows the 'Enrollment Transfer' interface. At the top, a green notification banner states: 'Your enrollment transfer request has been sent for approval. The enrollment transfer request ID is 25.' Below this, there are dropdown menus for 'Cyber Falls' and 'Pending', and a green 'Request Transfer' button. The 'Requests' tab is selected and highlighted with a red box. Below the tabs is a table with the following data:

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status
25	2222345678	Mike	Demo	Cyber Falls Sch2-002	Cyber City Sch2-002	12/12/2024 7:50:33 AM	Pending

At the bottom of the table, there is a 'View Details' link and a 'Cancel' button. The status 'Pending' is also displayed next to the request ID. The footer of the table indicates 'Showing 1 - 1 of 1'.

Important Notes:

- **Test sessions do not transfer with the student from school to school within the MCAS Portal.** During live testing windows, schools should review the Notes feature in the enrollment transfer to view which tests a student has completed. Additional information is in section 3 below.
- To cancel an enrollment transfer request, select the **Cancel** button. After a request is canceled, the username of the district test coordinator who canceled the request will be documented in the Enrollment Transfer details and a notification email will be sent from the MCAS Service Center to the district and school test coordinator from the school the student was transferring from as well as the district and school test coordinator who canceled the request.
- If the student is found within the MCAS Portal but is not currently enrolled in any organization, the transfer request will be approved by the MCAS Service Center within 24 hours.
- The MCAS Service Center will approve requests that have not been responded to within 48 hours.

3. Approve an Enrollment Transfer Request

Schools that have students who transfer out of their organization will need to approve enrollment transfer requests when another school enrolls that student. School and district test coordinators can approve enrollment transfer requests. To approve an enrollment transfer request, follow the steps below:

1. A banner will appear in the Administration homepage to notify district and school test coordinators when there are pending transfer requests that require action. Select the link to access the Enrollment Transfer page to view the requests.

You have pending enrollment transfer requests. Go to the [Enrollment Transfer](#) page to view the requests.

2. Locate the student transfer request in the Approvals tab and select the **Approve** button in the column on the right.

Enrollment Transfer

Cyber City Pending Request Transfer

Approvals Requests

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
19	9999092817	Margaret	Demo	Cyber Falls Sch3-003	Cyber City Sch6-006	12/13/2024 7:38:51 AM	Pending	View Details Approve Reject
16	9999456345	John	Demo	Cyber Falls Sch3-003	Cyber City Sch6-006	12/13/2024 7:36:57 AM	Pending	View Details Approve Reject

3. A box will appear confirming approval of the enrollment transfer request. Once complete, select **Confirm**.

Note: Test sessions do not transfer with the student from school to school within the MCAS Portal. During live testing, schools are strongly encouraged to use the Notes feature in the enrollment transfer to indicate which, if any, MCAS test sessions the student has already completed. If the student transfers after the student has started a test, but did not finish that test in their previous school, indicate the test and session the student has started using the Notes section in the enrollment transfer. Once the student completes that test at the new school, both test sessions taken (at the previous and new school) will be merged by DESE for scoring and reporting purposes.

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

Mike Demo (2222345678) will be enrolled in Cyber Falls Sch2-002.

Notes: (Optional) Student has completed session 1 of Biology but has not started session 2.

Confirm Close

The status will be updated to **Approved**, and the student will now be enrolled in the new school in the MCAS Portal. The username of the district or school test coordinator who approved the request and the date and time of the approval will be documented in the Enrollment Transfer details. An email will be sent from the MCAS Service Center to the district or school test coordinator who initiated the request and to the district and school test coordinator from the school the student is transferring from.

Enrollment Transfer

Cyber Falls Approved Request Transfer

Approvals Requests

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
25	2222345678	Mike	Demo	Cyber Falls Sch2-002	Cyber City Sch2-002	12/12/2024 7:50:33 AM	Approved	View Details

District and school test coordinators can also reject transfer requests by selecting **Reject** on the Enrollment Transfer page. When a test coordinator rejects an enrollment transfer request, they are required to provide a reason for the rejection in the Notes field. The status will be updated to **Rejected**. The username of the test coordinator who rejected the request and the date and time of the rejection will be documented in the Enrollment Transfer details. An email will be sent from the MCAS Service Center to the district test coordinator or school test coordinator who initiated the request and the district test coordinator or school test coordinator who rejected the request.

To view details for an approved enrollment transfer and view any notes that were included, follow the steps below:

1. On the enrollment transfer page select **Approved** in the status drop-down menu and then select the **Requests** tab.

Enrollment Transfer

Cyber Falls Approved Request Transfer

Approvals **Requests**

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
25	2222345678	Mike	Demo	Cyber Falls Sch2-002	Cyber City Sch2-002	12/12/2024 7:50:33 AM	Approved	View Details

2. Select **View Details** to view the details of the transfer and the notes field.

Enrollment Transfer

Cyber Falls Approved Request Transfer

Approvals Requests

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
25	2222345678	Mike	Demo	Cyber Falls Sch2-002	Cyber City Sch2-002	12/12/2024 7:50:33 AM	Approved	View Details

3. The details of the enrollment transfer will be shown. During live testing windows, view the **Notes** field to view any testing information that the previous school provided for the student.

Transfer request details of Mike Demo (2222345678)

Request Details:
Requested By: CyberFalls DTC (CyberFallsDTC@Cyberfalls.net)
Date: 12/12/2024 7:50:33 AM

Response Details:
Responding User: DistrictTest Coordinator (CyberCityDTC@cybercity.net)
Date: 12/12/2024 8:06:32 AM
Notes: Student has completed session 1 of Biology but has not started session 2.

Close

Schools are reminded that any student information updated in the MCAS Portal should also be updated in SIMS.

Part V: Creating and Managing Classes for Grades 3–8

A. Introduction

Note: High schools should refer to **Appendix A: Creating and Managing Classes for High School Tests**.

A “class” in the MCAS Portal is a group of students in the same grade who will take a subject area test in the same location at the same time. Students must be assigned to a class before scheduling the test in the MCAS Portal. In the MCAS Portal there are two types of classes: course-level classes and grade-level classes. **For grades 3–8 tests, only grade-level classes should be created.**

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

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

- **All students in a class must be in the same grade level.**
- **Schools should assign each student to only one class per subject area test.** The MCAS Portal allows users to add students to multiple classes per subject, but this should not be done in most cases.
- There is a **limit of 250 students** per class.
 - When creating a testing plan, schools should assign students to testing rooms in a way that adheres to all of the policies and procedures outlined in the *Principal’s Administration Manual*.
- **Students with the following accommodations need to be placed into separate classes:**
 - Students taking the Spanish/English edition of a test need to be placed into a separate class using only the Spanish/English edition.
 - Students with the Human Read-Aloud accommodation should be placed into a class of no more than 5 students, all of whom are assigned the Human Read-Aloud accommodation.
 - Students with the Human Signer accommodation should be placed into a class of no more than 5 students, all of whom are assigned the Human Signer accommodation.

1. Class Naming Conventions

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

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

- testing location

An example of a class name would be MAT07–SMITH 205, in which

- MAT07 is the test code
- SMITH 205 is the test administrator name and testing location

New for 2025–2026, the content area, grade, and school code will be added to the class name when a class is created in the MCAS Portal user interface. Classes created manually and classes created through the class upload file will have the content area, grade, and school code automatically added to the class name. These class names will follow the naming convention: content area-grade-class name-school code (e.g., Mathematics-07-MAT07 SMITH 205-88888888).

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

It is recommended that class names for students with the following accommodations: Spanish/English edition, Human Read-Aloud, and Human Signer, include the accommodation (e.g., MAT07 HRA SMITH 208 88881010, MAT07 SPANISH SMITH 215 88881010).

2. Classes Page in the MCAS Portal

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



In Table 10 below are descriptions of the features that are available on the Classes page. The numbered icons listed in Table 10 are shown in the screenshot that follows to indicate the location of the feature.

Table 10. Classes

Icons	Description
	Filter the Classes table by selecting an organization from the Organization drop-down menu.
	Filter the Classes table by selecting a subject from the Subject drop-down menu.
	Select the Grade Level tab for grades 3-8 tests. Do not use the Course Level tab.
	Select the green Create Grade Level Class button to manually create a new class. For grades 3–8 tests, do not use the Create Course Level Class button.

Icons	Description
5	Click Upload Classes to create multiple classes using the Class Upload .CSV file.
6	Sort columns by clicking on a column heading. Click the search icon  next to the column heading and type the desired search criteria
7	To view or modify an existing class, locate the class in the table and click View, Edit, or Delete .

Mathematics Classes in Cyber Valley Sch1-001

1 Cyber Valley Sch1-001 (Cyber Valley) 2 Mathematics 4 Create Grade Level Class 5 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.

3 Course Level Grade Level

6 Class 7

Class	Grade	Student Count	
Mathematics-05-MAT05 Garcia 202-I666-001	05	11	View Edit Delete
Mathematics-05-MAT05 HRA Jones 113-I666-001	05	3	View Edit Delete
Mathematics-05-MAT05 Jacobs 103-I666-001	05	17	View Edit Delete
Mathematics-05-MAT05 Smith 209-I666-001	05	14	View Edit Delete
Mathematics-05-MAT05 Spanish Hannan 114-I666-001	05	4	View Edit Delete
Mathematics-05-MAT05 Spanish Williams 102-I666-001	05	4	View Edit Delete

Showing 1 - 6 of 6

B. Creating Classes in the MCAS Portal

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

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

Option 3: Create and upload a Class Upload file.	Recommended when creating five or more classes or when working with a large number of students
---	--

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

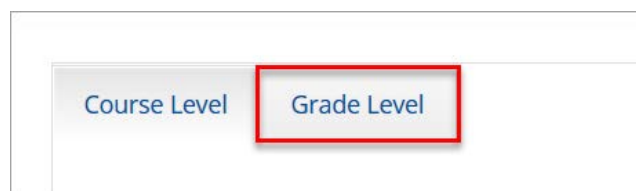
1. Option 1: Manually Create a Class in the MCAS Portal User Interface

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

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



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



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



4. Type the name of the class in the **Class Name** field. Refer to the Class Naming Conventions in section A 1 on pages 85–86 for additional information.
5. Select a grade from the **Choose a Grade** drop-down list.

Add New Mathematics Class in Cyber Valley Sch1-001

Class Information

Class Name: MAT05 SMITH 102 8881C

Grade:
05

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

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

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

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

7. Add students to a class by selecting one or more students from the list on the left and selecting **Add**. If you need to remove students from the class list, select one or more students from the list on the right and select **Remove**.

Search for Students

Grade:

05

Class:

Choose a Class

☒ Show only students that are not assigned to a class

Showing students in : Cyber Valley Sch1-001

Last Name, First Name (State Student ID)

Sort By:

Last Name

Student, Demo (9999910025)

Student, Demo (9999910026)

Student, Demo (9999910028)

Student, Demo (9999910029)

Student, Demo (9999910027)

Student, Demo (9999920020)

Student, Demo (9999920021)

Student, Demo (9999920022)

Student, Demo (9999920023)

Student, Demo (9999920024)

Add »

« Remove

Save

Cancel

Students in MAT05 SMITH 102 8881010: 10/250

Student, Demo (9999910021)

Student, Demo (9999910022)

Student, Demo (9999910023)

Student, Demo (9999910024)

Student, Demo (9999910025)

Student, Demo (9999910026)

Student, Demo (9999910020)

Student, Demo (9999920022)

Student, Demo (9999920023)

Student, Demo (9999920021)

To filter the list of students:

- Select a class in the **Search for Students** drop-down list to view students in the class selected. They will be shown in the list on the left and can be added to the new class being created.
- To search for a specific student in the school, begin typing a student's SASID, first name, or last name in the **Showing students in:** field and the students list will dynamically begin to update with the students that match the text entered.

Search for Students

Grade: 05 Class: Choose a Class

☒ Show only students that are not assigned to a class

Showing students in : Cyber Valley Sch1-001

Last Name, First Name (State Student ID)

Sort By: Last Name

- Student, Demo (9999920051)
- Student, Demo (9999920052)
- Student, Demo (9999920053)
- Student, Demo (9999920054)
- Student, Demo (9999920055)
- Student, Demo (9999920056)
- Student, Demo (9999920057)
- Student, Demo (9999920058)
- Student, Demo (9999920059)
- Student, Demo (9999920060)

Add »

« Remove

Students in MAT05 SMITH 102 8881010: 0/250

Save Cancel

To sort the list of available students:

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

Showing students in : Cyber City Sch4-004

Last Name, First Name (State Student ID)

Smi

Sort By: Last Name

- Smith, Sam (3333333398)
- Smith, John (3333333365)
- Smith, Jane (2258796423)

Add »

« Remove

Save Cancel

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

Add New Mathematics Class in Cyber Valley Sch1-001

Class Information

Class Name: MAT05 SMITH 102 88810

Grade: 05

Search for Students

Grade: 05 Class: Choose a Class

☒ Show only students that are not assigned to a class

Showing students in : Cyber Valley Sch1-001

Last Name, First Name (State Student ID)

Sort By: Last Name

Student, Demo (9999920027)
Student, Demo (9999920028)
Student, Demo (9999920029)
Student, Demo (9999920051)
Student, Demo (9999920052)
Student, Demo (9999920053)
Student, Demo (9999920054)
Student, Demo (9999920055)
Student, Demo (9999920056)
Student, Demo (9999920057)

Add »
« Remove

Students in MAT05 SMITH 102 8881010: 10/250
Student, Demo (9999920051)
Student, Demo (9999920052)
Student, Demo (9999920053)
Student, Demo (9999920054)
Student, Demo (9999920055)
Student, Demo (9999920029)
Student, Demo (9999911025)
Student, Demo (9999911026)
Student, Demo (9999911028)
Student, Demo (9999911051)

Save Cancel

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

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

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

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

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

Test Code-Subject Area-Grade-Class Name-School Code

(e.g., MAT07-Math-07-SMITH 215-88881010)

3. Option 3: Create Classes via File Upload

The Upload Classes feature allows you to create a new Class Upload file that can include multiple classes for multiple grades and subjects using one .CSV file. Classes can be uploaded with a Class Upload file at the district level by the district test coordinator, or at the school level by school and district test coordinators.

Schools that choose this option will take the following steps:

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

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

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

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

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



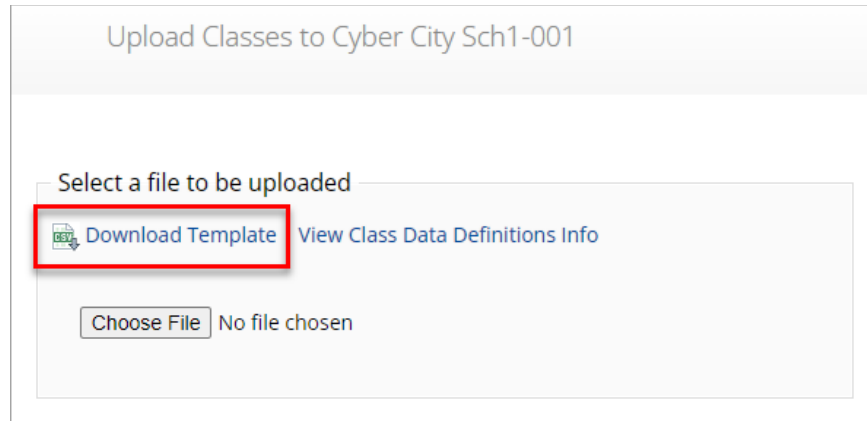
The screenshot shows the 'Mathematics Classes in Cyber Valley' interface. It features a dropdown menu for the organization, currently set to 'Cyber Valley', and another dropdown for the subject, set to 'Mathematics'. A green button labeled 'Upload Classes for District' is highlighted with a red box.

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

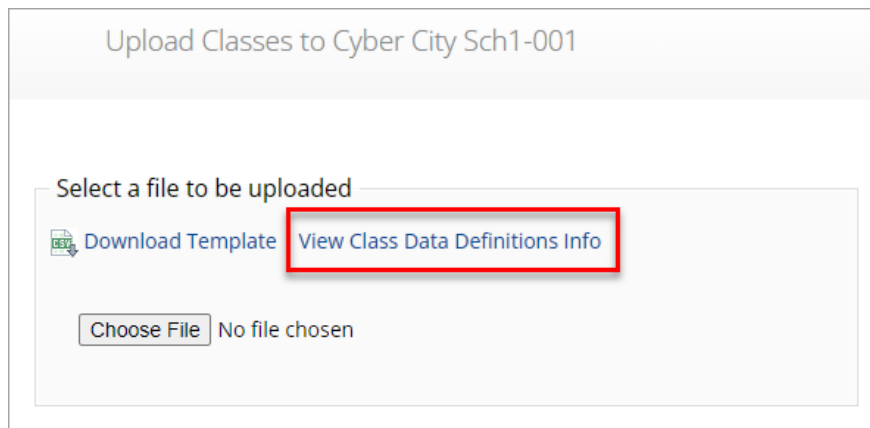


The screenshot shows the 'Mathematics Classes in Cyber Valley Sch1-001' interface. It features a dropdown menu for the organization, currently set to 'Cyber Valley Sch1-001 (Cyber Valley)', and another dropdown for the subject, set to 'Mathematics'. Two green buttons are visible: 'Create Grade Level Class' and 'Upload Classes'. The 'Upload Classes' button is highlighted with a red box.

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



2. **Populate the fields in the template using the permitted values as outlined in the Class Data Definitions Info in the MCAS Portal.**
 - a. On the Upload Classes page, select **View Class Data Definitions Info** to view the headers and permitted values for each column in your Class Upload file.



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

Class Data Definitions Information for districts:

Class Data Definitions Information X

Field Name	Permitted Values
ClassName	Alphanumeric characters. ' ' character not allowed. Max name length: 50 characters.
ContentArea	Mathematics,ELA,Science,Civics
ClassType	"grade" or "course"
Grade	03,04,05,06,07,08,09,10,11,12
Course	Mathematics,English Language Arts,Civics,Biology,Physics
SchoolCode	Unique identification number of the school
State Student ID	Existing state student ID

Close

Class Data Definitions Information for schools:

Class Data Definitions Information X

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

Close

Class Data Definitions Information:

- o **ClassName:** Enter a class name, refer to the Class Naming Conventions in section A 1 for additional information.

- o **ContentArea:** Enter the content area for the class: Mathematics, ELA, Science, or Civics.
 - o **ClassType:** Enter “grade” for class type for grades 3–8.
 - o **Grade/CourseCode:** Enter the grade. Leading zeros will be required for grades 3 through 9.
 - o **SchoolCode:** Only applicable to district-level class uploads. The School Code column will require the format of “district code-school code”. For example, if the district code is 00999999 and the school code is 00999987, the School Code column should be entered as 00999999-00999987.
 - o **State Student ID:** Enter the students’ SASID in the State Student ID Number column in the template. The SASID must match the student at the district or school.
- b. Fill out the template using the data definitions information provided and then **save** the file in .CSV format. Note that there is a **limit of 1000 records** for each upload file.

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

	A	B	C	D	E	F
1	ClassName	ContentArea	ClassType	Grade/CourseCode	State Student ID Number	
2	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	10xxxxxxx	
3	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	10xxxxxxx	
4	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	10xxxxxxx	
5	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	10xxxxxxx	
6	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	10xxxxxxx	
7	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	10xxxxxxx	
8	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	10xxxxxxx	
9	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	10xxxxxxx	
10	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	10xxxxxxx	
11	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	10xxxxxxx	
12	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	10xxxxxxx	
13	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	10xxxxxxx	
14	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	10xxxxxxx	
15	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	10xxxxxxx	
16	ELA05-DEMOTA-202-00100100	ELA	grade	05	10xxxxxxx	
17	ELA05-DEMOTA-202-00100100	ELA	grade	05	10xxxxxxx	
18	ELA05-DEMOTA-202-00100100	ELA	grade	05	10xxxxxxx	
19	ELA05-DEMOTA-202-00100100	ELA	grade	05	10xxxxxxx	

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

	A	B	C	D	E	F	G
1	ClassName	ContentArea	ClassType	Grade/CourseCode	SchoolCode	State Student ID Number	
2	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00999999-00100100	10xxxxxxx	
3	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00999999-00100100	10xxxxxxx	
4	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00999999-00100100	10xxxxxxx	
5	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00999999-00100100	10xxxxxxx	
6	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00999999-00100100	10xxxxxxx	
7	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00999999-00100100	10xxxxxxx	
8	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00999999-00100100	10xxxxxxx	
9	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00999999-00100100	10xxxxxxx	
10	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00999999-00100100	10xxxxxxx	
11	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00999999-00100100	10xxxxxxx	
12	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00999999-00100100	10xxxxxxx	
13	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00999999-00100100	10xxxxxxx	
14	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00999999-00100100	10xxxxxxx	
15	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	00999999-00100100	10xxxxxxx	
16	ELA05-DEMOTA-202-00100100	ELA	grade	05	00999999-00100100	10xxxxxxx	
17	ELA05-DEMOTA-202-00100100	ELA	grade	05	00999999-00100100	10xxxxxxx	
18	ELA05-DEMOTA-202-00100100	ELA	grade	05	00999999-00100100	10xxxxxxx	
19	ELA05-DEMOTA-202-00100100	ELA	grade	05	00999999-00100100	10xxxxxxx	

3. Upload the saved file to the MCAS Portal.

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

- After the upload has been processed, the following information will appear 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 that were in the file, the type of error, and the number of records is provided. Records with errors will not be imported into the portal.
 - Click **Download records with errors** to download a file of the errors found.

Upload Classes to Cyber City

Successfully uploaded the file
Class_Template_School.csv to the server at
11/11/2024 9:34:47 PM

Select a file to be uploaded

Download Template | View Class Data Definitions Info

Choose File No file chosen

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

Errors

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

Download records with errors

« Back to Classes

Table 11 below describes the error messages and the next steps to resolve Class Upload file errors.

Table 11. Class Upload File Errors

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

Error	How to Resolve the Error
Grade does not exist	Correct the Grade to a permitted grade number. (03,04,05,06,07,08,09,10,11,12)
Grade is missing	Add a valid Grade.
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.
Invalid Grade	Correct the Grade to a permitted value. For grades 3–9, leading zeros are required.
Student grade does not match with class grade	Verify that the student's grade matches the grade of the class being created.

C. Managing Classes

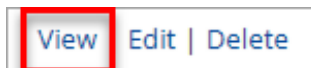
1. View Classes

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

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



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



The Class Details page will display.

Details for ELA05 WILLIAMS 206 8881010:

« Back

Edit Class

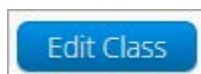
Export Roster

Students in this class:

Last Name 🔍	First Name 🔍	Middle Initial 🔍	State Student ID 🔍	
Student	Demo		9999910020	Edit
Student	Demo		9999910021	Edit
Student	Demo		9999910022	Edit
Student	Demo		9999910023	Edit
Student	Demo		9999910024	Edit
Student	Demo		9999910025	Edit
Student	Demo		9999910026	Edit
Student	Demo		9999910028	Edit

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

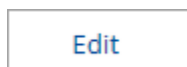
- Edit the class by selecting **Edit Class**.



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



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



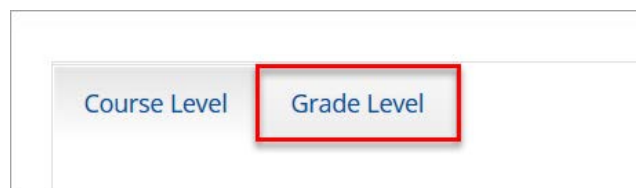
2. Edit a Class

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

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



3. Select the **Grade Level** tab.



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



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

- a. Edit the name of the class in the **Class Name** field.
- b. The **Show only students that are not assigned to a class** checkbox is checked by default. **Schools should keep this checkbox checked when assigning students to classes so that students are not mistakenly assigned to multiple classes for the same subject.**
 - o If a school needs to move students from one class to another, select a class in the **Search for Students** drop-down list to view students in a class. They will be shown in the list on the left and can be added to the class on the right.
- c. To search for a specific student in the school, begin typing a student's SASID, first name, or last name in the **Showing students in:** field, and the students list will dynamically update with the student records that match the text entered.
- d. Sort the list of students by last name, first name, or SASID using the **Sort By** drop-down.
- e. Add students to the class by selecting one or more students from the list on the left and clicking the **Add** button.
- f. Remove students from the class list by selecting one or more students from the list on the right and clicking the **Remove** button.

Note: To select multiple students at once,

- o hold Ctrl and select student names one at a time from the list, or
- o select a student, then hold Shift and select a student further down or up on the list to select groups of students from the student list.

Editing Students in MAT05 SMITH 102 8881010

Class Information

a Class Name:

Students in the class

Search for Students

Grade: Class: **b**

☒ Show only Students that are not assigned to a Class

Showing students in School: Cyber Valley Sch1-001

Last Name, First Name (State Student ID)

c

Sort By: **d**

Student, Demo (9999910020)

Student, Demo (9999910021)

Student, Demo (9999910022)

Student, Demo (9999910023)

Student, Demo (9999910024)

Student, Demo (9999910025)

Student, Demo (9999910026)

Student, Demo (9999910028)

Student, Demo (9999910029)

Student, Demo (9999910027)

e Add »

« Remove **f**

Students in MAT05 SMITH 102 8881010: 10/250

Student, Demo (9999920029)

Student, Demo (9999920051)

Student, Demo (9999920052)

Student, Demo (9999920053)

Student, Demo (9999920054)

Student, Demo (9999920055)

Student, Demo (9999911025)

Student, Demo (9999911026)

Student, Demo (9999911028)

Student, Demo (9999911051)

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

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

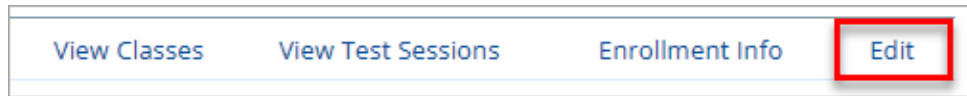
After a class has been created, school and district test coordinators and technology coordinators can also add a student directly to an existing class from the Students page. Note that classes must have been created previously in order to add a student to a class using the Edit feature on the Students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

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

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

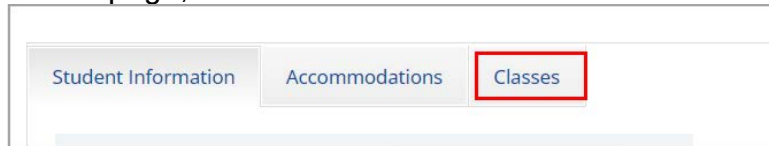


3. From the Students page, locate the student in the students table and select **Edit** in the row for the student.



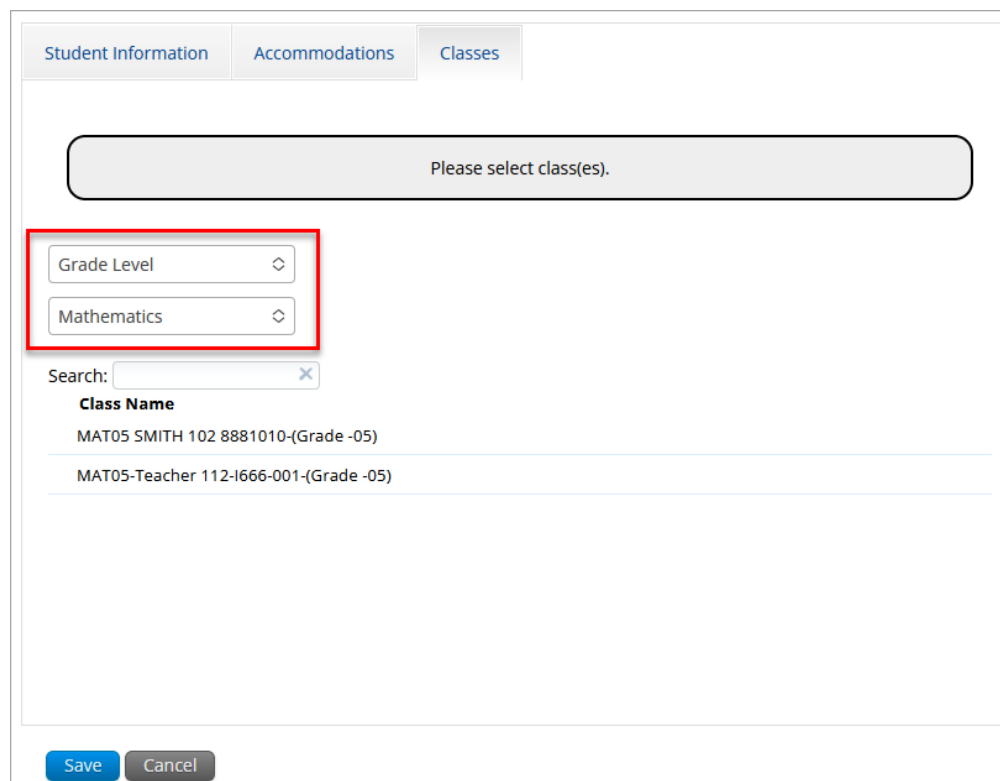
A horizontal navigation bar with four buttons: "View Classes", "View Test Sessions", "Enrollment Info", and "Edit". The "Edit" button is highlighted with a red rectangular border.

4. On the Edit Student page, click the **Classes** tab.



A horizontal tab bar with three tabs: "Student Information", "Accommodations", and "Classes". The "Classes" tab is highlighted with a red rectangular border.

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



A screenshot of the "Classes" tab in the Edit Student interface. At the top, there are three tabs: "Student Information", "Accommodations", and "Classes". Below the tabs is a large gray button that says "Please select class(es)". Underneath this button are two dropdown menus: "Grade Level" and "Mathematics", both of which are highlighted with a red rectangular border. Below the dropdowns is a search bar with the text "Search:" and a small "x" icon. Below the search bar is a list of class names: "MAT05 SMITH 102 8881010-(Grade -05)" and "MAT05-Teacher 112-1666-001-(Grade -05)". At the bottom of the interface are two buttons: "Save" and "Cancel".

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

Student Information Accommodations **Classes**

1 selected class (1 selected grade level class for Mathematics)

Grade Level

Mathematics

Search:

Class Name

- MAT05 SMITH 102 8881010-(Grade -05)
- MAT05-Teacher 112-1666-001-(Grade -05)

Save Cancel

The same student can also be added to additional classes in other subjects on this same screen. After highlighting the first class, change the **Subject** in the drop-down menu to select additional classes you would like to add the student to. The confirmation box at the top will let you know how many classes are selected for the student. When all the new classes have been selected, click **Save**.

Student Information Accommodations **Classes**

2 selected classes (1 selected grade level class for ELA)

Grade Level

ELA

Search:

Class Name

- ELA05 WILLIAMS 206 8881010-(Grade -05)

Save Cancel

4. Delete Classes

Classes can be deleted if none of the students have started a scheduled test in that class. To delete classes for your organization, follow the steps below:

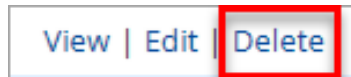
1. On the MCAS Portal homepage select **Administration**.
2. On the Administration homepage, select **Classes** from the top menu bar.



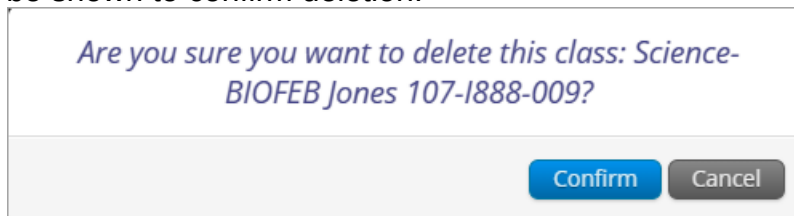
3. Select the **Grade Level** tab.



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



A message will be shown to confirm deletion.



Part VI: Scheduling Tests, Printing Student Logins, and Other Tasks on the Test Scheduling Page

A. Introduction

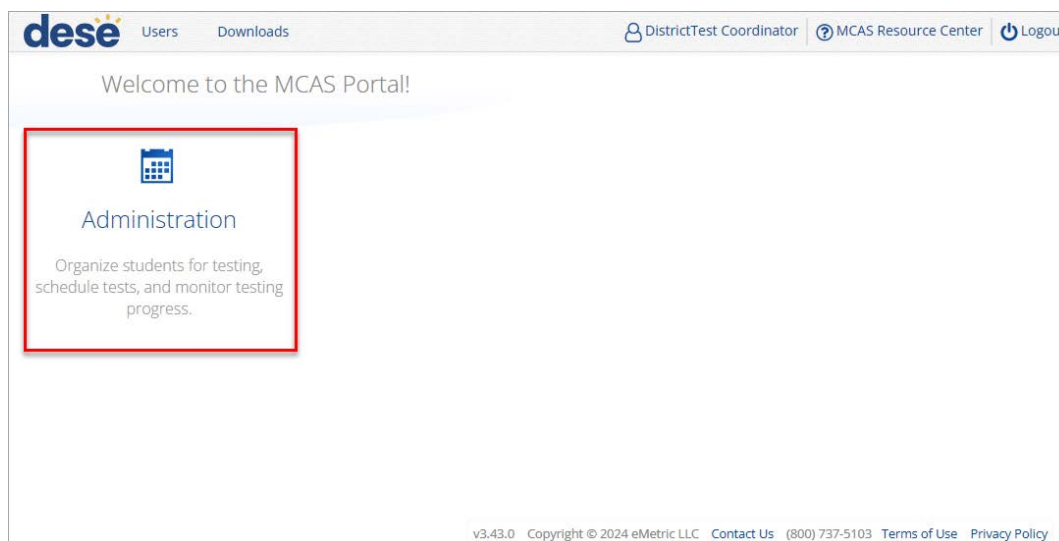
Test coordinators will need to schedule tests approximately one week prior to test administration. The [Statewide Testing Schedule](#) lists the dates that test scheduling should be completed for each administration. Scheduling a test assigns classes to tests, assigns the correct testing form to students with and without accommodations, and creates the student logins.

School and district test coordinators will need to complete tasks on the Test Scheduling page in the MCAS Portal including scheduling tests and monitoring student progress. They may also need to add report codes, reactivate finished tests, and export reports as needed. This section includes also instructions on monitoring student progress, adding report codes, reactivating finished tests, and exporting reports from the Test Scheduling page in the MCAS Portal.

B. Test Scheduling

The Test Scheduling page in the MCAS Portal, available to all user roles except Reports Access Only, manages classes that have been scheduled for computer-based tests. To access the Test Scheduling page:

1. Log in to the [MCAS Portal](#) with your username and password.
2. On the MCAS Portal homepage, select **Administration**.



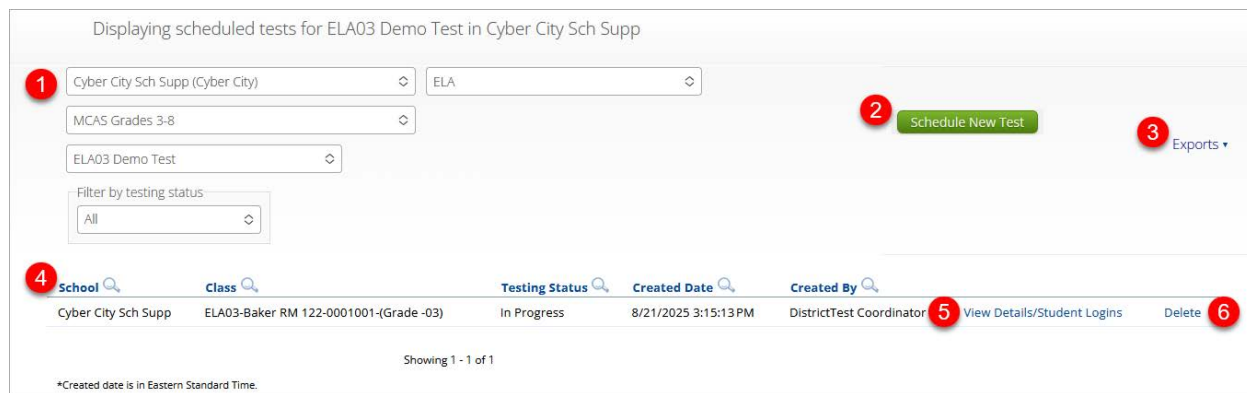
3. Select **Test Scheduling** on the top menu bar.



In Table 12 below are descriptions of the features that are available on the Test Scheduling page. The numbered icons listed in Table 12 are shown in the screenshot that follows to indicate the location of the feature.

Table 12. Test Scheduling

Icons	Description
	Filter the Scheduled Tests by selecting an option from one or more of the following drop-down lists: Organization, Program Name (MCAS Grades 3–8 or MCAS High School), Subject, Test Name, and Testing Status (All, Not Started, In Progress, or Finished).
	Click the green Schedule New Test button to schedule a new test.
	Click Exports to Export Student Logins, Export Test Status, or Export Students Not Scheduled for the selected test criteria.
	Sort columns by clicking on a column heading. Click the search icon  next to the column heading and type the desired search criteria.
	Click View Details/Student Logins to view the Scheduled Test Details page and print student logins.
	Click Delete to delete a scheduled test. DTCs, STCs, and TCs can delete any test session that has NOT started. Once a student has logged in, the scheduled test cannot be deleted.



Displaying scheduled tests for ELA03 Demo Test in Cyber City Sch Supp

1 Cyber City Sch Supp (Cyber City) ELA

MCAS Grades 3-8

ELA03 Demo Test

Filter by testing status: All

2 Schedule New Test 3 Exports

4 School	Class	Testing Status	Created Date	Created By	
Cyber City Sch Supp	ELA03-Baker RM 122-0001001-(Grade -03)	In Progress	8/21/2025 3:15:13 PM	DistrictTest Coordinator	5 View Details/Student Logins 6 Delete

Showing 1 - 1 of 1

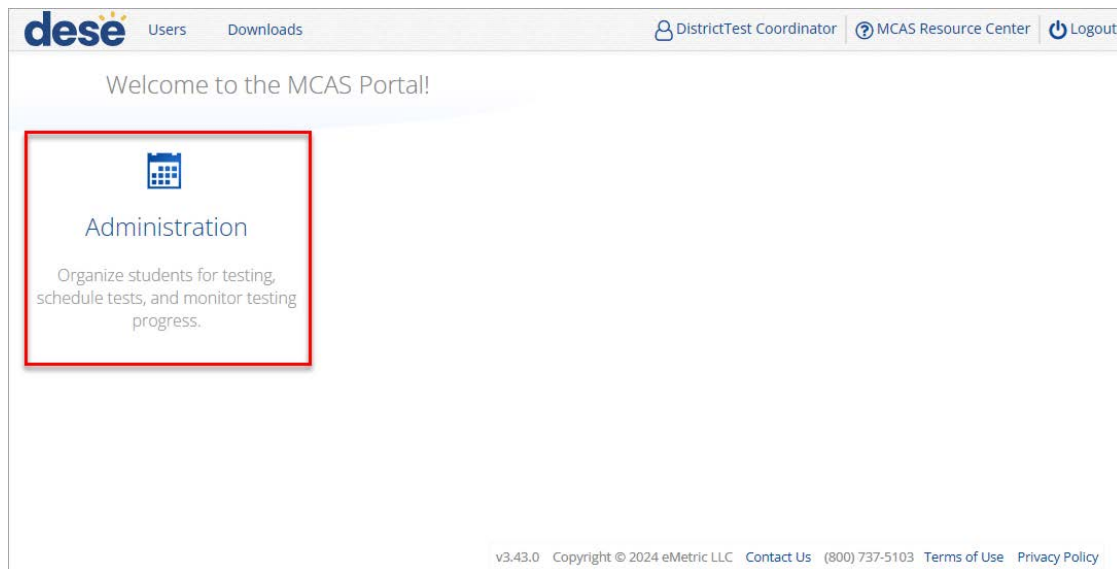
*Created date is in Eastern Standard Time.

1. Schedule a New Test

Test coordinators will be able to schedule tests beginning approximately one week prior to test administration. Classes must be created, and students must be assigned to classes before a school can schedule the test. To schedule a test, 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 **Test Scheduling** from the top menu bar.



4. On the Test Scheduling page, select the organization from the **Organization** drop-down menu.
5. Select the program from the **Program** drop-down menu (MCAS Grades 3-8 or MCAS High School).
6. Select the subject from the **Subject** drop-down menu.
7. Select a test from the drop-down menu.

Note: If the class is assigned to the Spanish/English edition of the test, be sure to select the Spanish/English edition in the drop-down menu.

The screenshot shows the Test Scheduling page. At the top, it says 'Displaying scheduled tests for Spanish/English Grade 5 Math in Cyber City Sch Supp'. Below this, there are four drop-down menus. The first is 'Cyber City Sch Supp (Cyber City)', the second is 'Mathematics', the third is 'MCAS Grades 3-8', and the fourth is 'Spanish/English Grade 5 Math'. The fourth menu is highlighted with a red border.

8. Click the green **Schedule New Test** button.

Displaying scheduled tests for Demo ELA03 in Cyber City Sch Supp

Cyber City Sch Supp (Cyber City)
ELA

MCAS Grades 3-8

Demo ELA03

Filter by testing status
All

Schedule New Test

There are no tests scheduled that match the selected criteria.

The **Schedule Tests** page will display a list of classes available to schedule as shown in the screenshot below.

Schedule Tests

2 forms selected. Please select class(es) to proceed with scheduling.

Content Area:
ELA

Program:
MCAS Grades 3-8

Test:
Demo ELA03

Search for Classes
Cyber City Sch Supp (Cyber City)

Classes:

Select All
Unselect All

ELA03-Baker RM 122-0001001-(Grade -03)

Start Date:
08/20/2025

End Date:
12/31/2025

Time Zone:
Eastern

Schedule
Cancel

9. Select one or more classes to schedule or click **Select All** to schedule the test for all classes in the list as shown in the screenshot below. Multiple classes may be assigned to the same test.

10. The start date and end date are not editable and are fixed to the first and last day of the testing window.

11. Click **Schedule** to schedule the test.

Schedule Tests

2 forms selected for scheduling 1 class.

Content Area: ELA Program: MCAS Grades 3-8

Test: Demo ELA03

Search for Classes

Cyber City Sch Supp (Cyber City)

Classes: **Select All** **Unselect All**

- ELA03-Baker RM 122-0001001-(Grade -03)

Start Date: 08/20/2025 End Date: 12/31/2025 Time Zone: Eastern

Schedule Cancel

Note: If any students in the selected class(es) do not have the correct test Registration Code assigned, an error will appear identifying the students and the test will not be scheduled, as shown in the screenshot below. Correct the Registration Code on the Edit page (**Administration > Students > find the student > Edit**) and then reschedule the test.

Schedule Tests

X

The following student(s) do not have the test's Registration Code:

- Student, Demo
- Student, Demo
- Student, Demo

2 forms selected for scheduling 1 class.

Content Area:

Program:

ELA

MCAS Grades 3-8

Test:

Demo ELA03

Search for Classes

Cyber City Sch Supp (Cyber City)

Classes:

Select All

Unselect All

X

- ELA03-Baker RM 122-0001001-(Grade -03)

Start Date:

End Date:

Time Zone:

08/20/2025

12/31/2025

Eastern

Schedule

Cancel

2. View Scheduled Test Details

Test administrators are instructed to view their scheduled test on the morning of test day to ensure that their student roster matches the students listed for the scheduled test. To view details for a scheduled test, follow the steps below:

1. On the Test Scheduling page, use the drop-down menus (Organization, Program, Subject, and Test Name) to filter for the scheduled test.

Displaying scheduled tests for Demo ELA03 in Cyber City Sch Supp

Cyber City Sch Supp (Cyber City) ⌵
 ELA ⌵

MCAS Grades 3-8 ⌵

Demo ELA03 ⌵

[Schedule New Test](#)

Filter by testing status
 All ⌵

2. The scheduled classes for the selected test will be shown.
3. Locate the scheduled class in the scheduled tests table and click **View Details/Student Logins** to view the scheduled test details.

Displaying scheduled tests for Demo ELA03 in Cyber City Sch Supp

Cyber City Sch Supp (Cyber City) ⌵
 ELA ⌵

MCAS Grades 3-8 ⌵

Demo ELA03 ⌵

[Schedule New Test](#)

[Exports ▼](#)

Filter by testing status
 All ⌵

School 🔍	Class 🔍	Testing Status 🔍	Created Date 🔍	Created By 🔍	View Details/Student Logins	Delete
Cyber City Sch Supp	ELA03-Baker RM 122-0001001-(Grade -03)	In Progress	8/20/2025 12:33:42 PM	DistrictTest Coordinator		

Showing 1 - 1 of 1

*Created date is in Eastern Standard Time.

The Scheduled Test Details page displays the following information as shown in the screenshots below:

- Access code(s): Test administrators will provide students with an access code that students will enter while signing in to each test.
- On the **Scheduling Details** tab, the following information will be shown for each student:
 - Student's first and last name
 - Student's username and password
 - Form assigned to the student, including the accommodated forms listed below
 - o Human Read Aloud
 - o Human Signer
 - o Screen Reader/Assistive Technology (SR/AT)
 - o ASL

o Spanish/English

- Date/Time Created: The date and time when student test login was generated
- Test report codes (Schools may add test report codes before the end of the testing window as needed. Refer to additional information in Appendix D of the *Principal's Administration Manual*.)
- Test status (Not Started, In Progress, or Finished)
- Date and time when the test was started and completed

Scheduled Test

« Back Edit Scheduled Test

District: Cyber City
Administration: Massachusetts Admin
Class: ELA03-Baker RM 122-0001001-(Grade -03)
Test Name: ELA03 Demo Test
Testing Window: 08/21/2025 to 12/31/2025

School : Cyber City Sch Supp
Content Area: ELA

Test is in progress. It ends on 12/31/2025. Students may log in and take the test using their username and password shown below.

Session Sequence	Session Name	Access Code
1	Session 1	7638746828
2	Session 2	6002555420

Scheduling Details Progress View

Filter by Session
 Choose a Session Export Logins for Selected Students Add Report Code

	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
☐	Student	Demo	9999910011	MKBTS56Z	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started Session 2:Not Started		
☐	Student	Demo	9999910010	MFMSARDZ	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started Session 2:Not Started		
☐	Student	Demo	9999910009	M56NJZG4	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started Session 2:Not Started		

- **New for 2025–26:** On the **Progress View** tab, the following information will be shown for each student:
 - Student's first and last name
 - Form assigned to the student
 - Session Progress: A progress bar showing how many questions the student has answered and how many questions the student has not answered in a session
 - Number of Items Visited in a session
 - Last Viewed: The last question the student viewed in the session

- Last Activity: A timestamp when the last response was received for the test session
- Time Spent on the test session
- Status (Not Started, In Progress, or Finished)

Scheduling Details

Progress View

Filter by Session

Choose a Session

Last Name	First Name	Form Name	Session	Session Progress	Number of Items Visited	Last Viewed	Last Activity	Time Spent	Status
Student	Demo	ELA03 Demo Form 1	Session 1	3 answered 5 not answered 3/8 items answered 38%	4	Item 4	09/15/2025 11:45:01 AM	7 min	In Progress
			Session 2	0 answered 4 not answered 0 items answered					Not Started
Student	Demo	ELA03 Demo Form 1	Session 1	7 answered 1 not answered 7/8 items answered 88%	8	Item 8	09/15/2025 11:47:34 AM	1 min	Finished
			Session 2	2 answered 2 not answered 2/4 items answered 50%	2	Item 2	09/15/2025 11:49:06 AM	1 min	In Progress
Student	Demo	ELA03 Demo Form 1	Session 1	3 answered 5 not answered 3/8 items answered 38%	3	Item 3	09/15/2025 11:51:27 AM	1 min	In Progress
			Session 2	0 answered 4 not answered 0 items answered					Not Started
Student	Demo	ELA03 Demo Form 3	Session 1	8 answered 0 not answered 8/8 items answered 100%	8	Item 8	09/15/2025 11:37:08 AM	39 min	Finished
			Session 2	0 answered 4 not answered 0 items answered					Not Started

C. Printing Student Test Logins

Student logins will contain students' usernames and passwords to sign in to the MCAS Student Kiosk. Student logins can be exported in three different ways:

- Student logins can be exported from the Scheduled Test Details page as a PDF or .CSV file for a class.

New for 2025–26: Student logins can be exported in bulk in the two ways listed below.

- Student logins can be exported in bulk on the Test Scheduling page as a PDF or .CSV for a selected school and test (e.g., all grade 5 Math).
- Student logins can be exported in bulk on the Test Scheduling page as a PDF or .CSV for all tests scheduled within a selected subject for the selected school (e.g., all Mathematics tests for the whole school).

1. Exporting Student Logins for a Class

Student logins can be exported as a PDF or .CSV for a class. When printing student logins as a PDF file, the first page of the PDF file is a summary sheet for the test administrator listing the access codes for the test, the students in the scheduled class

along with their login information, and accommodations assigned. Test administrators should review this prior to testing to ensure students have the correct accommodations before students log in to the test.

To export student logins as a PDF, follow the steps below:

1. Select the students whose login information will be printed. To select all the students scheduled, select the check box in the top-left corner of the header row as shown in the first red box below. To select individual students, select the check box next to each student's name as shown in the second red box below.

Filter by Session										
Choose a Session		Export Logins for Selected Students (11)			Add Report Code (11)					
☒	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
☒	Student	Demo	9999910011	MKBTS56Z	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started		
☒	Student	Demo	9999910010	MFMSARDZ	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started		
☒	Student	Demo	9999910009	M56NJZG4	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started		
☒	Student	Demo	9999910008	NVXT6XXS	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started		

2. Click **Export Logins**.

Filter by Session							
Choose a Session		Export Logins for Selected Students (11)			Add Report Code (11)		
☒	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code
☒	Student	Demo	9999910011	MKBTS56Z	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+
☒	Student	Demo	9999910010	MFMSARDZ	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+
☒	Student	Demo	9999910009	M56NJZG4	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+

3. A pop-up will be shown with the option to choose PDF or CSV. Select **PDF**.

Export Logins

Select a format of the export:

☒ PDF
☐ CSV

Export

Cancel

4. Select the number of student logins to be printed per page (1, 8, or 27 logins per page), and then click **Export**.

Export Logins

Select a format of the export:

☒ PDF
☐ CSV

Select the number of logins to be printed:

1 login per page

Export

Cancel

- The student logins are exported to a PDF file. The first page of the PDF file is a summary sheet for the test administrator listing the access codes for the test, the students in the scheduled class along with their login information, and accommodations assigned.

Class Name: ELA03-Baker RM 122-0001001-(Grade -03)

Test Name: ELA03 Demo Test

Testing Window: 8/21/2025 to 12/31/2025

Session Sequence	Session Name	Access Code
1	Session 1	7638746828
2	Session 2	6002555420

Student Name	Date of Birth	Username	Password	Accommodations
Student, Demo	12/22/2015	9999910011	MKBTS56Z	
Student, Demo	12/21/2015	9999910010	MFMSARDZ	ELA03- (Text to Speech Special, Speech to Text Special, Spell Checker, Word Prediction Special, Mouse Pointer)
Student, Demo	12/20/2015	9999910009	M5 6NJZG4	
Student, Demo	12/19/2015	9999910008	NVXT6XXS	

Following the cover sheet will be the student logins. Each label displays the student's name, date of birth, test name, username, and password.

Student, Demo
DOB:12/22/2015
ELA03 Demo Test

Username: 9999910011

Password: MKBTS56Z

To export student logins as a .CSV, follow the steps below:

1. Select the students whose login information will be printed. To select all the students scheduled, select the check box in the top-left corner of the header row as shown in the first red box below. To select individual students, select the check box next to each student's name as shown in the second red box below.

Filter by Session										
Choose a Session		Export Logins for Selected Students (11)			Add Report Code (11)					
☒	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
☒	Student	Demo	9999910011	MKBT56Z	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started		
								Session 2:Not Started		
☒	Student	Demo	9999910010	MFMSARDZ	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started		
								Session 2:Not Started		
☒	Student	Demo	9999910009	M56NJZG4	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started		
								Session 2:Not Started		
☒	Student	Demo	9999910008	NVXT6XXS	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started		
								Session 2:Not Started		

2. Click **Export Logins**.

Filter by Session										
Choose a Session		Export Logins for Selected Students (11)			Add Report Code (11)					
☒	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code			
☒	Student	Demo	9999910011	MKBT56Z	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+			
☒	Student	Demo	9999910010	MFMSARDZ	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+			
☒	Student	Demo	9999910009	M56NJZG4	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+			

3. A pop-up will appear with the option to choose PDF or CSV; select **CSV**. Click **Export**.

Export Logins

Select a format of the export:

☐ PDF
☒ CSV

Export

Cancel

4. A .CSV file listing each student's demographics, login information, test name, and accommodations will be downloaded.

	A	B	C	D	E	F	G	H
1	Listing Test Logins for ELA03-Baker RM 122-0001001-(Grade -03)							
2	Access code for Session 1: 7638746828							
3	Access code for Session 2: 6002555420							
4	Last Name	First Name	Middle Initial	DOB	Username	Password	Test Name	Accommodations
5	Student	Demo		12/22/2015	9999910011	MKBTS56Z	ELA03 Demo Test	
6	Student	Demo		12/21/2015	9999910010	MFMSARDZ	ELA03 Demo Test	ELA03-(Text to Speech Special,Speech to Text Special,Spell Checker,Word
7	Student	Demo		12/20/2015	9999910009	M56NJZG4	ELA03 Demo Test	
8	Student	Demo		12/19/2015	9999910008	NVXT6XXS	ELA03 Demo Test	
9	Student	Demo		12/18/2015	9999910007	C3X7RER2	ELA03 Demo Test	
10	Student	Demo		12/17/2015	9999910006	VY7EZEWN	ELA03 Demo Test	ELA03-(Text to Speech Special,Spell Checker,Mouse Pointer)

Note: If students were added to the class after the test was scheduled or if any of the following accommodations were changed (Assistive Technology, ASL, Human Read Aloud, Human Signer, or Screen Reader) for a student in the class after the test was scheduled, the **Add or Update Students** button will appear at the top of the Scheduled Test Details page. Click the **Add or Update Students** button to update the scheduled test with the new or updated students. Once completed, student logins will need to be exported again to reflect the changes for the added/updated students.

Scheduled Test

« Back
Edit Scheduled Test

District: Cyber City
Administration: Massachusetts Admin
Class: Smith RM201 PHYFEB 001
Test Name: Feb 2025 Physics
Testing Window: 12/23/2024 to 01/17/2025

School : Cyber City Sch 001
Content Area: Science

Test is in progress. It ends on **01/17/2025**. Students may log in and take the test using their username and password shown below.

Add or Update Students

Students have been added to the test or received updated forms or accommodations. You must click the "Add or Update Students" button to generate new logins for these students.

Add or Update Students

Export Logins for Selected Students
Unlock

If any of the students being added do not have the correct test Registration Code assigned, an error will appear identifying the students and they will not be added to the scheduled test, as shown in the screenshot below. Correct the Registration Code on the Edit page (**Administration > Students > find the student > Edit**) and then reschedule the test.

Scheduled Test

« Back
Edit Scheduled Test

District: Cyber City
Administration: Massachusetts Admin
Class: Smith RM201 PHYFEB 001
Test Name: Feb 2025 Physics
Testing Window: 12/23/2024 to 01/17/2025

School : Cyber City Sch 001
Content Area: Science

The following student(s) do not have the test's Registration Code:

- Student, Demo

Test is in progress. It ends on **01/17/2025**. Students may log in and take the test using their username and password shown below.

2. Exporting Student Logins in Bulk for a Scheduled Test

Exporting student logins in bulk for a scheduled test allows test coordinators to export and print all student logins for a selected test at a school at one time (e.g., export logins for all scheduled grade 5 Math tests). Test coordinators can export student logins in bulk as a PDF or .CSV.

To export student logins in bulk as a PDF 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. Select a test from the **Test** drop-down menu.

Note: If you need to export student logins in bulk for students taking the Spanish/English edition, you will need to export and print them separately (e.g., the drop-down will show Grade 3 Math and Spanish/English Grade 3 Math).

5. Then select **Exports** to expand the exports menu.

Displaying scheduled tests for ELA03 Demo Test in Cyber City Sch Supp

Cyber City Sch Supp (Cyber City) ELA

MCAS Grades 3-8

ELA03 Demo Test

Filter by testing status: All

Schedule New Test

Exports

- Export Logins
- Export Logins for All Tests
- Export Test Status
- Export Test Status for All Tests
- Export Students Not Scheduled

School	Class	Testing Status	Created Date	Created By
Cyber City Sch Supp	ELA03-Baker RM 122-0001001-(Grade -03)	In Progress	8/21/2025 3:15:13 PM	DistrictTest Coordinator

View Details/Student Logins Delete

6. Select **Export Logins**.

Exports

- Export Logins
- Export Logins for All Tests
- Export Test Status
- Export Test Status for All Tests
- Export Students Not Scheduled

7. A pop-up will be shown with the option of choosing PDF or CSV. Select **PDF**.

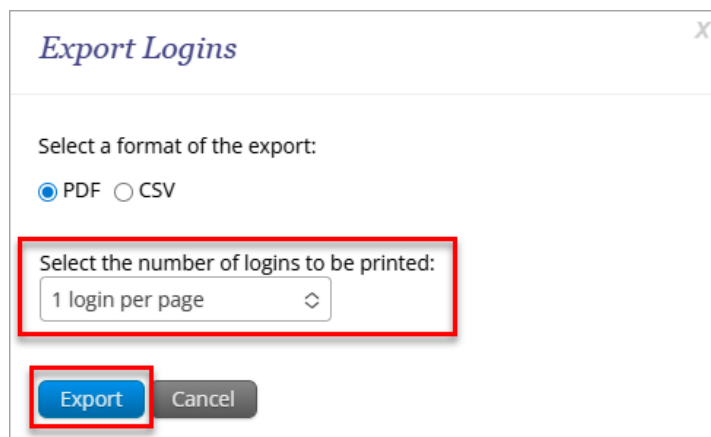
Export Logins

Select a format of the export:

☒ PDF ☐ CSV

Export Cancel

8. Select the number of student logins to be printed per page (1, 8, or 27 logins per page), and then click **Export**.



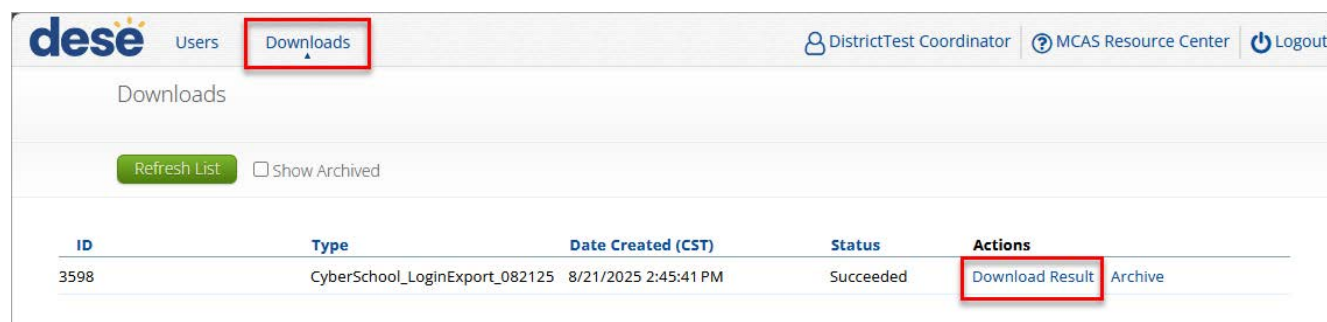
The 'Export Logins' dialog box has a title bar with a close button. It contains a section 'Select a format of the export:' with radio buttons for 'PDF' (selected) and 'CSV'. Below this is a section 'Select the number of logins to be printed:' with a dropdown menu showing '1 login per page'. At the bottom are 'Export' and 'Cancel' buttons. Red boxes highlight the dropdown menu and the 'Export' button.

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.

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

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.

To download the login export, navigate to the **Downloads** section from the MCAS Portal homepage to access the file.



The screenshot shows the 'Downloads' section of the MCAS Portal. The 'Downloads' tab is selected in the top navigation bar. Below the navigation bar, there are buttons for 'Refresh List' and 'Show Archived'. A table lists the downloads with columns: ID, Type, Date Created (CST), Status, and Actions. The first row shows a download with ID 3598, Type 'CyberSchool_LoginExport_082125', Date Created '8/21/2025 2:45:41 PM', Status 'Succeeded', and Actions 'Download Result' and 'Archive'. The 'Download Result' link is highlighted with a red box.

ID	Type	Date Created (CST)	Status	Actions
3598	CyberSchool_LoginExport_082125	8/21/2025 2:45:41 PM	Succeeded	Download Result Archive

To export student logins in bulk as a .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. Select a test from the **Test** drop-down menu.

Note: If you need to export student logins in bulk for students taking the Spanish/English edition, you will need to export and print them separately (e.g., the drop-down will show Grade 3 Math and Spanish/English Grade 3 Math).

5. Then select **Exports** to expand the exports menu.

6. Select **Export Logins**.

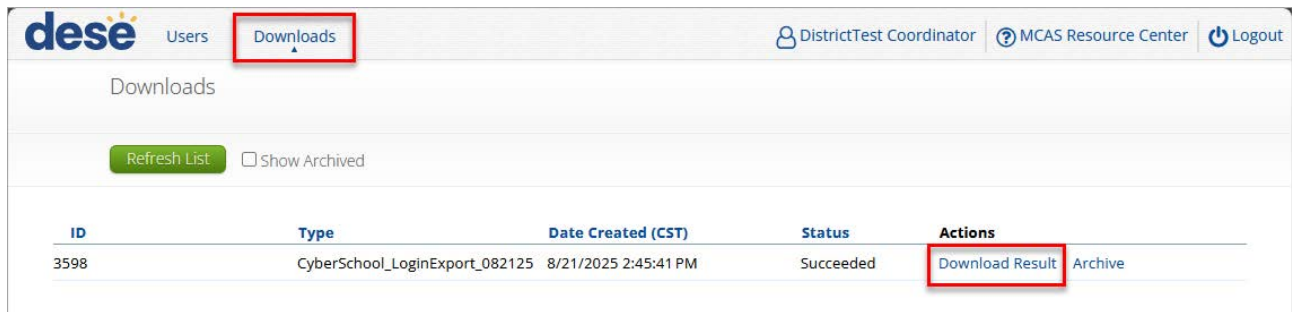
7. A pop-up will appear with the option to choose PDF or CSV; select **CSV**. Click **Export**.

8. 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.

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

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.

To download the export, navigate to the Downloads section from the MCAS Portal homepage to access the file.



dese	Users	Downloads	DistrictTest Coordinator	MCAS Resource Center	Logout
Downloads					
<button>Refresh List</button> ☐ Show Archived					
ID	Type	Date Created (CST)	Status	Actions	
3598	CyberSchool_LoginExport_082125	8/21/2025 2:45:41 PM	Succeeded	Download Result Archive	

3. Exporting Student Logins in Bulk for All Tests within a Subject

Exporting student logins in bulk for all tests within a subject allows test coordinators to export and print all student logins for all tests scheduled at the school for a selected subject (e.g., all scheduled Math tests in the school). Test coordinators can export student logins in bulk as a PDF or .CSV.

To export student logins for all tests within a subject as a PDF, 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).

Note: If you need to export student logins in bulk for students in grades 3-8 and high school, you will need to export and print these separately.

3. Select the subject from the **Subject** drop-down menu.
4. Select **Exports** to expand the exports menu.

de-se Home Site Readiness Students Enrollment Transfer Classes Test Scheduling Materials Management Student Registration Dashboard

DistrictTest Coordinator MCAS Resource Center Logout

Displaying scheduled tests in Cyber City Sch Supp

Cyber City Sch Supp (Cyber City) ELA

MCAS Grades 3-8

Select a test (required)

Filter by testing status: All

There are no tests scheduled that match the selected criteria.

Schedule New Test

Exports ▼

- Export Logins
- Export Logins for All Tests
- Export Test Status
- Export Test Status for All Tests
- Export Students Not Scheduled

5. Select **Export Logins for All Tests**.

Exports ▼

- Export Logins
- Export Logins for All Tests
- Export Test Status
- Export Test Status for All Tests
- Export Students Not Scheduled

6. A pop-up will be shown with the option to choose PDF or CSV. Select **PDF**.

Export Logins

Select a format of the export:

☒ PDF ☐ CSV

Export Cancel

7. Select the number of student logins to be printed per page (1, 8, or 27 logins per page), and then click **Export**.

Export Logins

Select a format of the export:

☒ PDF ☐ CSV

Select the number of logins to be printed:

1 login per page

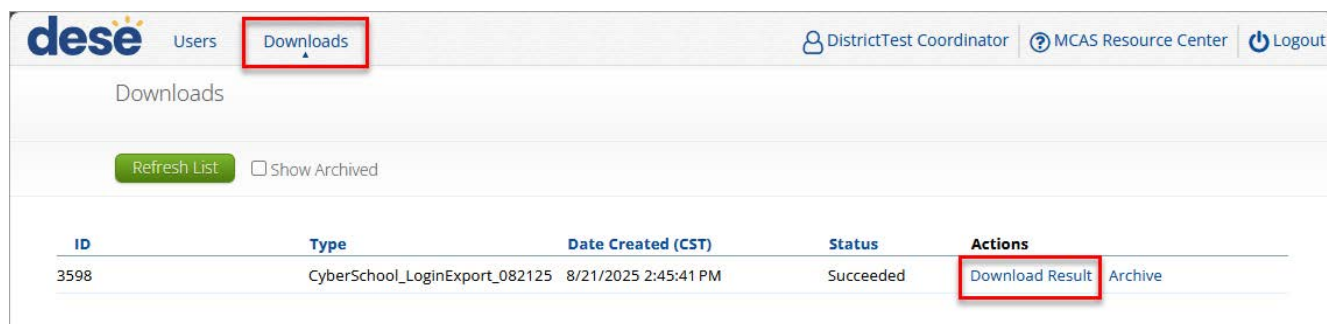
Export Cancel

8. 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.

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

The logins in the export file will be sorted first by test name, then class name, and within each class by student last name in alphanumeric order. When exporting logins in PDF format, all student logins will be included in a single file, with a summary page break separating each class.

To download the login export, navigate to the **Downloads** section from the MCAS Portal homepage to access the file.



ID	Type	Date Created (CST)	Status	Actions
3598	CyberSchool_LoginExport_082125	8/21/2025 2:45:41 PM	Succeeded	Download Result Archive

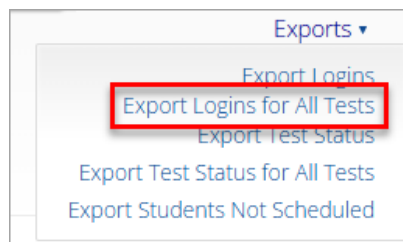
To export student logins in bulk as a .CSV for a scheduled test, follow the steps below:

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).

Note: If you need to export student logins in bulk for students in grades 3-8 and high school, you will need to export and print these separately.

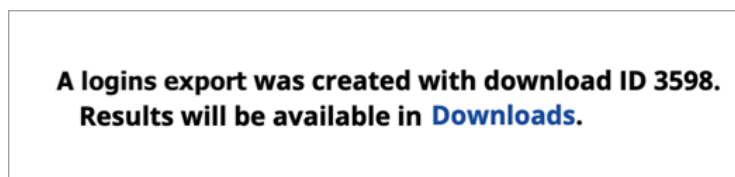
3. Select the subject from the **Subject** drop-down menu.
4. Select **Exports** to expand the exports menu.

5. Select **Export Logins for All Tests**.



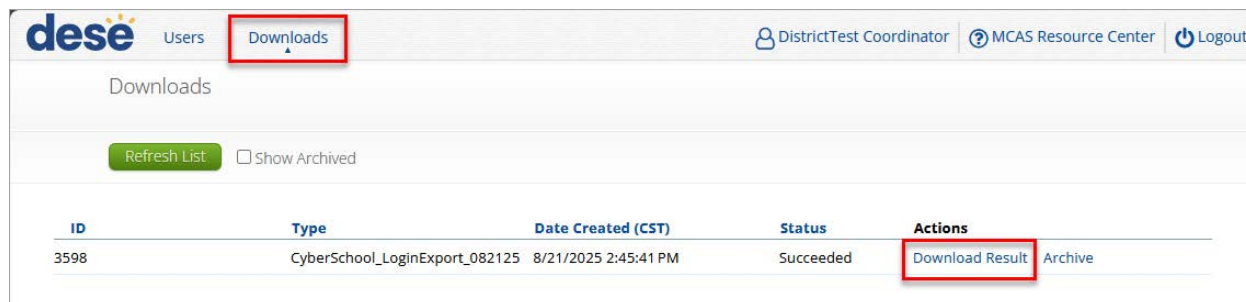
6. A pop-up will appear with the option to choose PDF or CSV; select **CSV**. Click **Export**.

7. 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.



The logins in the export file will be sorted first by test name, then class name, and within class by student last name in alphanumeric order. When exporting in .CSV format, all student logins will also be combined into one file, with the class name inserted between each class to indicate the separation.

To download the export, navigate to the **Downloads** section from the MCAS Portal homepage to access the file.



D. Monitoring Student Progress

Test administrators can view students' progress within their tests on the scheduled test details page. Follow the steps below to view student progress for a selected test.

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. Select a test from the **Test** drop-down menu.
5. Select **View Details/Student Logins** for the class you want to view test progress metrics.
6. On the Scheduled Test Details page, select **Progress View**.

The students' progress for each session in the test will be displayed. The data in the progress view refreshes every 60 seconds.

- (a) Under Session Progress a progress bar showing the number of questions answered and the number of questions not answered for each student is shown.
- (b) Number of items visited in a session is displayed.
- (c) In the Last Viewed column, test administrators can view the last question the student viewed.
- (d) The Last Activity column displays the date and time when the last response was received for the test session.
- (e) The Time Spent column displays the amount of time the student has spent in their test session.
- (f) The Status column displays the students' test status (Not Started, In Progress, or Finished).

Scheduling Details

Progress View

Filter by Session

Choose a Session

Last Name	First Name	Form Name	Session	Session Progress	Number of Items Visited	Last Viewed	Last Activity	Time Spent	Status
Student	Demo	ELA03 Demo Form 1	Session 1	3 answered 5 not answered 3/8 items answered38%	4	Item 4	09/15/2025 11:45:01 AM	7 min	In Progress
			Session 2	0 answered 4 not answered 0 items answered					Not Started
Student	Demo	ELA03 Demo Form 1	Session 1	7 answered 1 not answered 7/8 items answered88%	8	Item 8	09/15/2025 11:47:34 AM	1 min	Finished
			Session 2	2 answered 2 not answered 2/4 items answered50%	2	Item 2	09/15/2025 11:49:06 AM	1 min	In Progress
Student	Demo	ELA03 Demo Form 1	Session 1	3 answered 5 not answered 3/8 items answered38%	3	Item 3	09/15/2025 11:51:27 AM	1 min	In Progress
			Session 2	0 answered 4 not answered 0 items answered					Not Started
Student	Demo	ELA03 Demo Form 3	Session 1	8 answered 0 not answered 8/8 items answered100%	8	Item 8	09/15/2025 11:37:08 AM	39 min	Finished
			Session 2	0 answered 4 not answered 0 items answered					Not Started

E. Add Report Codes

Test report codes and session report codes can be added to a test or a test session for a student for the following reasons:

- **Medical absence:** School and district test coordinators may select this test report code for students if they did not participate in MCAS testing for medical reasons and have medical documentation, even if they were physically present in school on MCAS testing days.
- **Technical issue:** School and district test coordinators may select this test report code if a student is unable to complete testing due to technology issues. Schools should consult with DESE before using this code.
- **Void (wrong accommodation):** School and district test coordinators should select this test report code if a student test needs to be voided due to starting the test with incorrect accommodations (only needed for ASL, screen reader, assistive technology, Spanish/English, human reader, or human signer). Once a student's test is voided due to using the wrong accommodation, school and district test coordinators will be able to schedule a new test in the MCAS Portal.
- **Void (other):** School and district test coordinators may select this test report code if a student test needs to be voided for other reasons. Please contact DESE before using this code.

Test report codes will be applied to the student's entire test; session report codes may be added to an individual test session.

1. Adding Test Report Codes

Test report codes can be added to a test in bulk for multiple students at once, or individually for a single student. To add bulk test report codes, on the **Scheduled Test Details** page, select the students in the student table on the **Scheduling Details** tab and select the **Add Report Code** button at the top of the table.

Filter by Session
Choose a Session

Export Logins for Selected Students (5) **Add Report Code (5)** Unlock (5)

☒	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code
☒	Student	Demo	9999910082	7hr9rm55	Demo Biology Form 1	01/31/2025 9:41:31 AM	+
☒	Student	Demo	9999910081	c2r42zhd	Demo Biology Form 1	01/31/2025 9:41:31 AM	+
☒	Student	Demo	9999910080	4drnpwgm	Demo Biology Form 1	01/31/2025 9:41:31 AM	+
☒	Student	Demo	9999910078	m5m86tbx	Demo Biology Form 1	01/31/2025 9:41:31 AM	+

To add a test report code for an individual student, locate the student in the list and click the **+** under the Test Report Code column.

Filter by Session
Choose a Session

Export Logins for Selected Students Add Report Code Unlock

☐	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code
☐	Student	Demo	9999910082	7hr9rm55	Demo Biology Form 1	01/31/2025 9:41:31 AM	+
☐	Student	Demo	9999910081	c2r42zhd	Demo Biology Form 1	01/31/2025 9:41:31 AM	+

Select a test report code from the list and then select **Save**.

Displaying codes for Demo Student in Demo Biology Test

Test Report Codes (Clear)

☐ Medical absence
☐ Technical issue
☒ Void (wrong accommodation)
☐ Void (other)

Save Cancel

You will receive a message that your changes were saved. Select **Close** and the abbreviated code, listed below, will be reflected in the Test Report Code column.

- Medical absence = MED
- Technical Issue = TEC
- Void (wrong accommodation) = VWA

- Void (other) = VO

Displaying codes for Demo Student in Demo Biology Test

Test Report Codes (Clear)

☐ Medical absence
☐ Technical issue
☒ Void (wrong accommodation)
☐ Void (other)

Report Codes have been updated successfully.

Filter by Session
 Choose a Session

☐	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code
☐	Student	Demo	9999910082	7hr9rm55	Demo Biology Form 1	01/31/2025 9:41:31 AM	VWA

2. Adding Session Report Codes

Session report codes may be applied to a student's individual test session (session 1 or session 2). To add a session report code to a student's test session, locate the student in the student table on the **Scheduling Details** tab, and select the link **Session Report Codes** for the session you are adding a session report code to.

Filter by Session
 Choose a Session

☐	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	
☐	Student	Demo	9999910082	7hr9rm55	Demo Biology Form 1	01/31/2025 9:41:31 AM		Session 1: In Progress	1/31/2025 9:47:00 AM		Session Report Codes
								Session 2: Not Started			Session Report Codes

Select a session report code from the list and then select **Save**.

Displaying codes for Demo Student's Session 1 in Demo Biology Test

Test Session Report Codes (Clear)

☐ Medical absence
☐ Technical issue
☒ Void (wrong accommodation)
☐ Void (other)

You will receive a message that your changes were saved, select **Close**.

Displaying codes for Demo Student's Session 1 in Demo Biology Test

Test Session Report Codes (Clear)

☐ Medical absence

☐ Technical issue

☒ Void (wrong accommodation)

☐ Void (other)

Save Close

Report Codes have been updated successfully.

When you select the link **Session Report Codes** for the session you just added the report code to, the session report code will be selected.

Displaying codes for Demo Student's Session 1 in Demo Biology Test

Test Session Report Codes (Clear)

☐ Medical absence

☐ Technical issue

☒ Void (wrong accommodation)

☐ Void (other)

Save Close

To clear a report code for a test or session select **Clear**.

Displaying codes for Demo Student's Session 1 in Demo Biology Test

Test Session Report Codes (Clear)

☐ Medical absence

☐ Technical issue

☒ Void (wrong accommodation)

☐ Void (other)

Save Close

F. Reactivate Tests

If a student accidentally submits their test prior to finishing, district test coordinators are able to reactivate the test to allow the student to sign back on. **Only** users with the district test coordinator role have this ability in the MCAS Portal. Schools should contact their district test coordinator who can reactivate the test with the following steps.

1. On the Test Scheduling page, use the drop-down menus (Organization, Program, Subject, and Test Name) to filter for the scheduled test.

Displaying scheduled tests for Demo Biology Test in Cyber Valley Sch4-004

Cyber Valley Sch4-004 (Cyber Valley)

Science

MCAS High School

Demo Biology Test

Filter by testing status

All

Schedule New Test

2. The scheduled classes for the selected test will be shown.
3. Locate the scheduled class in the scheduled tests table and click **View Details/Student Logins** to view the scheduled test details.

Displaying scheduled tests for Demo Biology Test in Cyber Valley Sch4-004

Cyber Valley Sch4-004 (Cyber Valley)

Science

MCAS High School

Demo Biology Test

Filter by testing status

All

Schedule New Test

Exports ▼

School	Class	Testing Status	Created Date	Created By	
Cyber Valley Sch4-004	Biology_Demo TA_RM 202_CVSchool004-(Grade -09)	In Progress	1/31/2025 9:41:31 AM	Demo DTC	View Details/Student Logins

Showing 1 - 1 of 1

On the **Scheduling Details** tab of the **Scheduled Test Details** page the testing status is displayed for each student's session. Scroll down to find the student whose test requires reactivation. District test coordinators can reactivate a student's test by clicking on the **Reactivate** link in the Status column of the student table. A test can only be reactivated if it is in a **Finished** status. Once reactivated, the student will be able to sign back in to their test.

Filter by Session

Choose a Session

Export Logins for Selected Students

Add Report Code

Unlock

	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
☐	Student	Demo	9999910011	MKBT556Z	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1: Finished (Reactivate)	9/15/2025 10:09:10 AM	9/15/2025 4:04:39 PM
								Session 2: Finished (Reactivate)	9/15/2025 4:05:14 PM	9/15/2025 4:05:55 PM
☐	Student	Demo	9999910010	MFMSARDZ	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1: In Progress	9/15/2025 10:11:21 AM	
								Session 2: Not Started		

When a student's test is reactivated, their test status will display in the MCAS Portal as **In Progress**, but their previously listed End Time will remain the same until they have completed the test after it was reactivated, as shown in the screenshot below.

Filter by Session

Choose a Session

Export Logins for Selected Students

Add Report Code

Unlock

☐	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
☐	Student	Demo	9999910011	MKBT556Z	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:In Progress	9/15/2025 10:09:10 AM	9/15/2025 4:04:39 PM
								Session 2:Finished (Reactivate)	9/15/2025 4:05:14 PM	9/15/2025 4:05:55 PM
☐	Student	Demo	9999910010	MFMSARDZ	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:In Progress	9/15/2025 10:11:21 AM	
								Session 2:Not Started		

G. Reports Available on the Test Scheduling Page

1. Export Test Status

The **Export Test Status** report is available to district test coordinators and school test coordinators as a .CSV file listing every student and their completion status per session of the selected school and test. The report will only appear at the school level; if a district is selected on the Test Scheduling page, the report will not appear. Schools may want to use this report to assess how many students are still in Not Started or In Progress status for a particular test.

To download a file with the test status of all students in the selected school, on the Test Scheduling page, select the organization, program, subject, and test name in the drop-down menus. Then, select **Exports** then **Export Test Status**.

Displaying scheduled tests for ELA03 Demo Test in Cyber City Sch DLV1

Cyber City Sch DLV1 (Cyber City) ELA

MCAS Grades 3-8

ELA03 Demo Test

Filter by testing status

All

Schedule New Test

Exports

Export Logins

Export Logins for All Tests

Export Test Status

Export Test Status for All Tests

Export Students Not Scheduled

There are no tests scheduled that match the selected criteria.

A .CSV file will be downloaded.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Last Name	First Name	SSID	Grade Level	Test Name	Class Name	School	Session Name	DateTimeStartedTestSession	DateTimeEndedTestSession	Test Report Code	StudentTestStatus	
2	Annieqaam	James	2222345685	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 1	1/14/2025 15:06	1/14/2025 15:11		Finished	
3	Annieqaam	James	2222345685	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 2				Not Started	
4	Buchannon	Artqa	2222345694	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 2				Not Started	
5	Buchannon	Artqa	2222345694	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 1	1/14/2025 15:05			In Progress	
6	Dennis	Hiediqa	2222345689	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 2				Not Started	
7	Dennis	Hiediqa	2222345689	05	ELA Demo Form	ELA5-Mix5	Cyber City Sch1-001	Session 1				Not Started	

2. Export Test Status for All Tests

The **Export Test Status for All Tests** report is available to district test coordinators and school test coordinators as a .CSV file listing every student and their completion status per session for all tests of the selected district/school, program, and content area. Schools and districts may want to use this report to view how many students are still in Not Started or In Progress status across the school or district.

On the Test Scheduling page, use the drop-down menus (Organization, Program, and Subject) to filter for the scheduled tests. Select **Exports** then **Export Test Status for All Tests** to download the file.

Displaying scheduled tests in Cyber City Sch DLV1

Cyber City Sch DLV1 (Cyber City) Mathematics

MCAS Grades 3-8

Select a test (required) ☐ Show Expired Tests

Filter by testing status: All

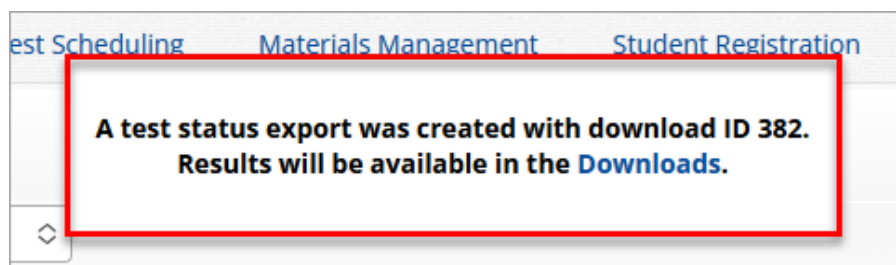
There are no tests scheduled that match the selected criteria.

Schedule New Test

Exports

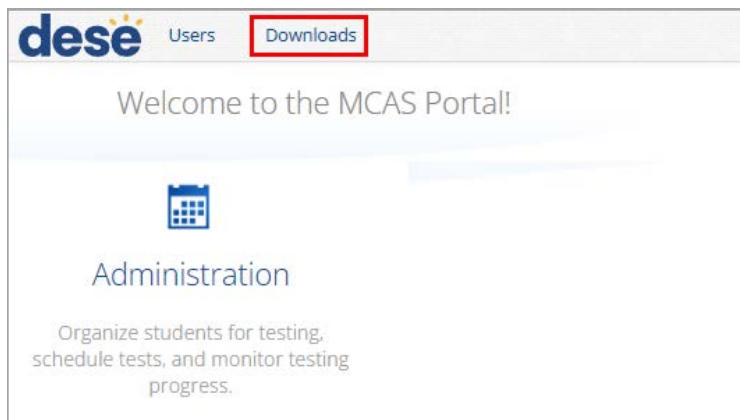
- Export Logins
- Export Logins for All Tests
- Export Test Status
- Export Test Status for All Tests
- Export Students Not Scheduled

A pop-up message will appear indicating the downloaded file will be available in the **Downloads** section of the MCAS Portal.



Once the file has completed processing, the user will receive an email indicating that the file is available to download. Most files are processed within five minutes while larger exports could take up to 10 minutes.

To download the export, navigate to the **Downloads** section from the MCAS Portal homepage to access the file.



A table will appear with the files available to download. Click on **Download Result** to download the Export Test Status for All Tests file.

Downloads				
Refresh List ☐ Show Archived				
ID	Type	Date Created (CST)	Status	Actions
382	Export Test Status for All Tests	8/26/2025 3:33:29 PM	Succeeded	Download Result Archive

A .CSV file will be downloaded.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Last Name	First Name	SSID	Grade Level	Test Name	Class Name	Program Name	District Name	School	District Code	School Code	Session Name	DateTimeStartedTestSession
2	ELAmathSci	Five	8888808005	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00888888	I888-001	Session 1	1/14/2025 15:06
3	ELAmathSci	Five	8888837055	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00888888	I888-001	Session 1	1/14/2025 15:06
4	ELAmathSci	Five	8888837005	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00888888	I888-001	Session 1	1/14/2025 15:06
5	ELAmathSci	Five	8888877055	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00888888	I888-001	Session 1	
6	ELAmathSci	Five	8888877005	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00888888	I888-001	Session 1	
7	ELAmathSci	Five	8888801055	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00888888	I888-001	Session 1	1/14/2025 15:05
8	ELAmathSci	Five	8888801005	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00888888	I888-001	Session 1	1/14/2025 15:05
9	ELAmathSci	Five	8888808055	05	ELA05	ELA05-AdmDash	MCAS Grades 3-8	Cyber City	Cyber City Sch001	00888888	I888-001	Session 1	1/14/2025 15:05

3. Export Students Not Scheduled

School and district test coordinators may use the **Export Students Not Scheduled** report to download a .CSV file listing every student that has not been scheduled for the selected school and test. The report will only appear at the school level; if a district is selected on the Test Scheduling page, the report will not appear. This report can be used to identify students who have not tested that need to be scheduled, or to verify that students who tested on paper did not take the computer-based test.

Displaying scheduled tests for ELA03 Demo Test in Cyber City Sch DLV1

Cyber City Sch DLV1 (Cyber City) ELA

MCAS Grades 3-8

ELA03 Demo Test

Filter by testing status: All

Schedule New Test

Exports

Export Logins
Export Logins for All Tests
Export Test Status
Export Test Status for All Tests
Export Students Not Scheduled

There are no tests scheduled that match the selected criteria.

To download the file, click **Exports** then **Export Students Not Scheduled**. A .CSV file will be downloaded. An example is shown below.

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Middle Initial	State Student ID	Student Grade	Class Name	Test Name	
2	Test	One		9898767654	05		ELA Demo Form	
3	Test	SixOneFive		9898767615	06		ELA Demo Form	
4	Test	SixOneFour		9898767614	06		ELA Demo Form	
5	Test	SixOneSeven		9898767617	06		ELA Demo Form	
6	Test	SixOneSix		9898767616	06		ELA Demo Form	
7	Test	SixOneThree		9898767613	06		ELA Demo Form	
8	Test	SixOneTwo		9898767612	05		ELA Demo Form	
9	Test	TenEight		9898767610	05		ELA Demo Form	
10	Test	TestEightFourFive		1200000005	05		ELA Demo Form	
11	Test	TestEightFourFour		1200000004	05		ELA Demo Form	
12	Test	TestEightFourSix		1200000006	05		ELA Demo Form	
13	Test	TestEightFourThree		1200000003	05		ELA Demo Form	
14	Test	TestEightFourTwo		1200000002	05		ELA Demo Form	
15								

H. Unlocking Test questions in a Test Session

In certain circumstances, a student may need to re-enter a test in the MCAS Student Kiosk. In some cases, questions that a student has previously answered will be automatically locked when the student signs back in. The student will not be able to

return to those questions unless they are unlocked by a school or district test coordinator. The table below outlines the following:

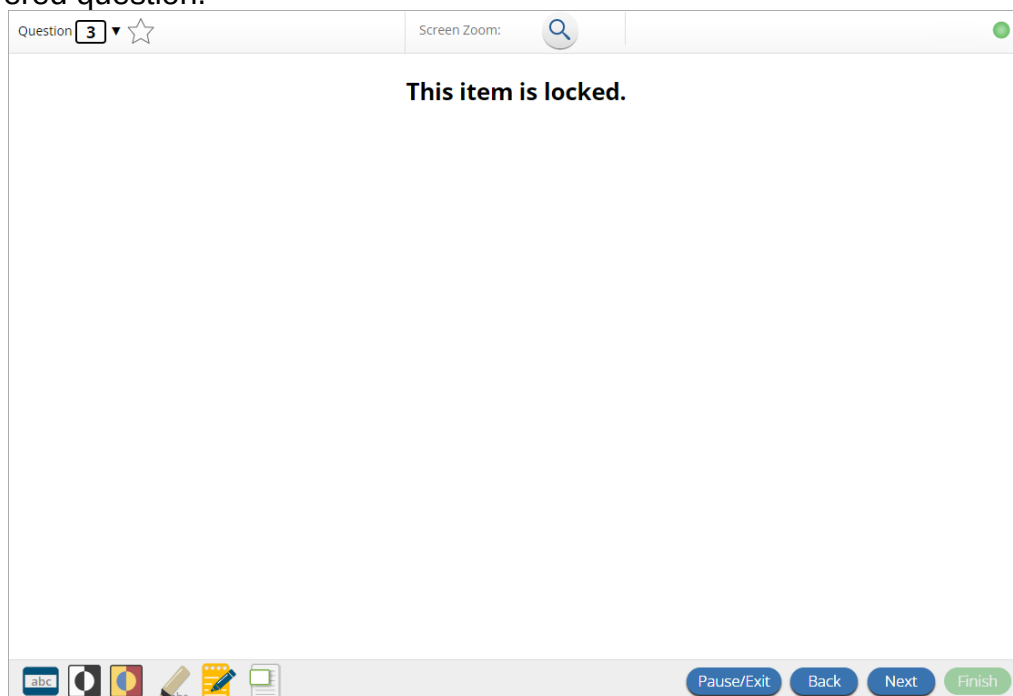
- the situations that may require that a student log back in to a test in the MCAS Student Kiosk
- login credentials required to re-enter a test
- whether notes they took in the notepad and highlighting they marked will be retained
- whether previously answered questions will be automatically locked

Table 13. Student Activity and Question Locking

Student Activity in the Test	What is required for log in?	Will highlighting/notes in the Notepad be retained?	Are previously answered questions automatically locked?
Student pauses a test for less than 60 minutes	• password	Yes	No
Student pauses a test for more than 60 minutes	• username • password • access code • proctor password	No	Yes
Student exits a test for less than 60 minutes	• username • password • access code	No	No
Student exits a test and more than 60 minutes pass	• username • password • access code • proctor password	No	Yes
Student does not interact with the test for 60 minutes or more (inactivity timeout)	• username • password • access code • proctor password	No	Yes
Abrupt closure (such as loss of power or the device is	• username • password • access code • proctor password	No	Yes

Student Activity in the Test	What is required for log in?	Will highlighting/notes in the Notepad be retained?	Are previously answered questions automatically locked?
turned off while testing)			

The screenshot below shows what a student will view when they log back in to a test where their test questions have been locked due to one of the situations outlined above. If there is not a need for their previously answered questions to be unlocked, the student should use the test review screen or the **Next** button to navigate to the next unanswered question.



The sections below provide additional information for each of these situations as well as instructions for school or district test coordinators to unlock a student's test questions.

1. Using the Pause/Exit Options and Inactivity Timeout

Pausing a test

The Pause/Exit button in the MCAS Student Kiosk allows students to securely pause their test and take a break during MCAS testing.

Question **28** ☆

Screen Zoom: 🔍

Text-to-Speech: 🔊 🔊 🔊 ⚙️

Read the passage "The Village of Left-Behinds." Then answer the question that follows.

The Village of Left-Behinds

by Ethel Pochocki

- 1 In a basket in a corner of the laundry room of a large family's house, there lived the village of Left-Behinds, a community of bewildered socks who had lost their mates and their reason for being. For what good was one sock? . . .
- 2 The mistress of the house had given them their own place where they could wait for the return of their loved ones. Her sock drawer had become so crowded, she could barely close it, but she was too softhearted to throw the odd ones away. It wasn't their fault their mates had vanished suddenly and mysteriously. One moment they were in the washer or dryer or on their way to being folded and put away, and the next, they weren't. It was, she said, one of life's great mysteries.
- 3 Every now and then, but not very often, one of the missing did return, found in an unlikely place—in a lunchbox, under the couch, crumpled in a pants pocket,

Type a summary of the passage.

Maximum number of characters: 2500 || Characters remaining: 2500

abc 🎨 🖌️ 📝 📄 📁

Pause/Exit Back Next Finish

When a student clicks on the **Pause/Exit** button, they will be given the option to pause their test, exit their test, or cancel and return to their test.

Do you want to pause your test or exit your test?

Pause the test to temporarily log out. Exit the test to log out and close the testing application.

Pause Test Exit Test Cancel

When the student clicks on the **Pause Test** button, their test will be paused and a timer will begin to count down from 60 minutes. The student will have 60 minutes to return to their test before they are automatically exited from the test.

Your test is **paused**.

To resume testing, enter your password and click the Resume button.
To exit the test and close the testing application, click the Exit button.
When the timer reaches 00:00, your test will exit on its own.

59:31

Password:

Resume

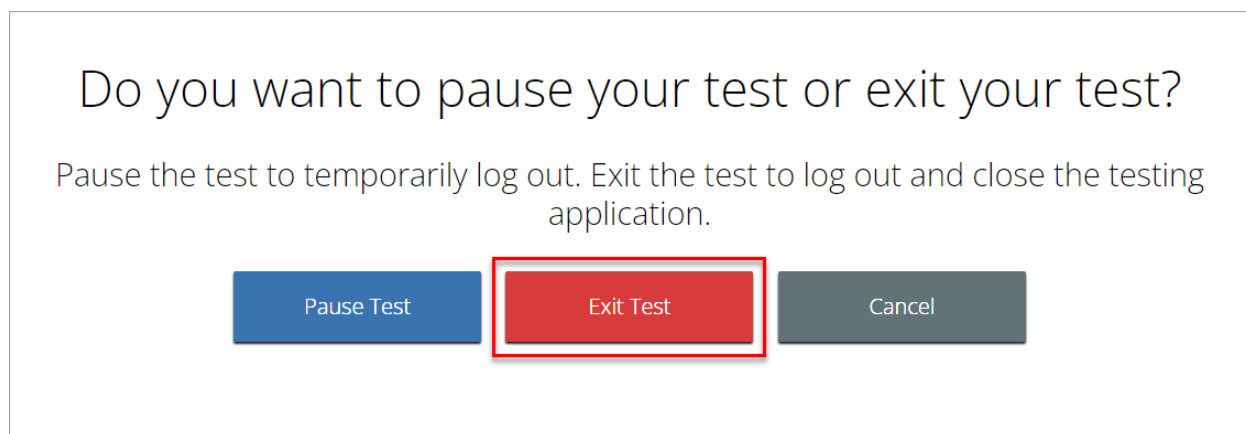
Exit Test

Exiting the Test

If a student exits the test, they will be logged out of the kiosk. In order to exit the test, a student must click on the **Pause/Exit** button on the lower right corner of the screen.

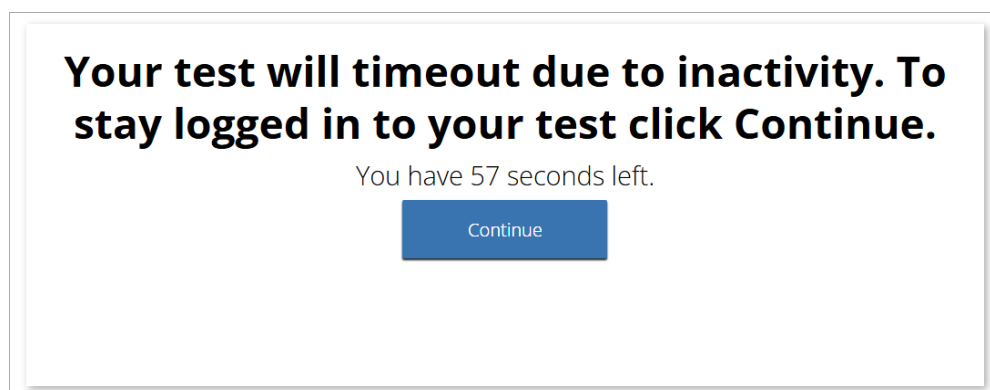
The screenshot shows a test interface with a top navigation bar containing 'Question 28', 'Screen Zoom', 'Text-to-Speech', and a settings icon. The main content area is split into two columns. The left column displays a reading passage titled 'The Village of Left-Behinds' by Ethel Pochocki, followed by three numbered questions. The right column prompts the student to 'Type a summary of the passage.' and includes a rich text editor with various formatting tools (bold, italic, underline, list, link, etc.) and a character count at the bottom: 'Maximum number of characters: 2500 | Characters remaining: 2500'. At the bottom of the screen is a toolbar with icons for a keyboard, mouse, and other functions. On the right side of this toolbar, the 'Pause/Exit' button is highlighted with a red box, along with 'Back', 'Next', and 'Finish' buttons.

Then, they must select the **Exit Test** button.

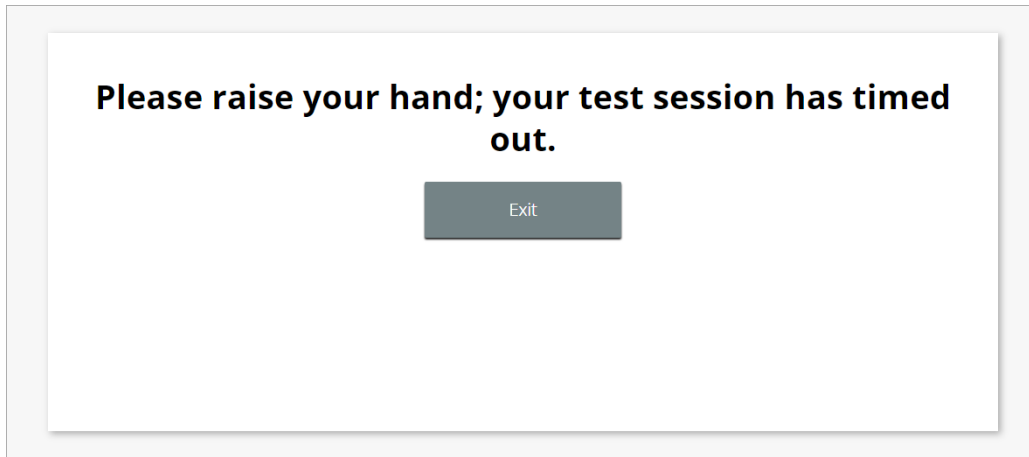


Inactivity Timeout

The MCAS Student Kiosk automatically times out after 60 minutes of inactivity. When a student is inactive in a test for 59 minutes, they will receive a warning prompt to let them know that their test will time out due to inactivity in 60 seconds. The student can click **Continue** in this pop-up window to resume testing.



When the countdown expires, the test will automatically time out due to inactivity and the student will be logged out of the kiosk. The student will be shown a message on screen, as displayed in the screenshot below, and the only option for the student will be to Exit.



Abrupt Closure

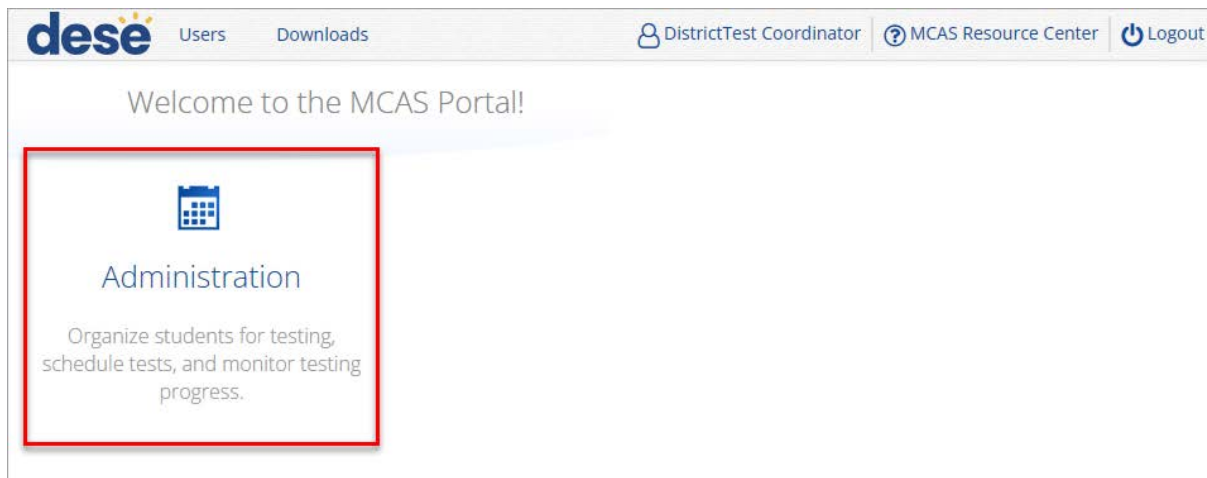
An abrupt closure refers to any time the kiosk closes without the student pausing or exiting; for example, this can occur due to a power outage, a device shutting off, or a hard reset.

2. Unlocking Test Questions in a Test Session – Steps for School or District Test Coordinators

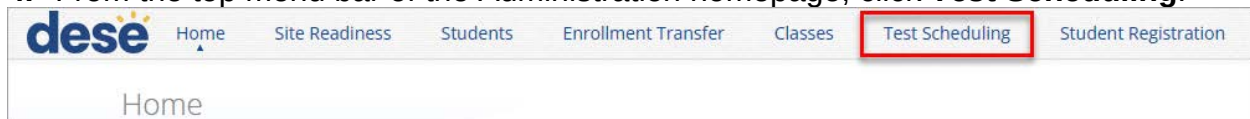
If a student needs access to previously answered questions that are locked in a test session, a school test coordinator or a district test coordinator can allow the student access to those questions by using the **Unlock** feature on the scheduled test details page. **Note that the Unlock feature unlocks ALL previously unanswered questions in the test session.** The student's original responses will be visible and may be edited by the student.

To unlock previously answered questions in a test session, follow the steps below:

1. Instruct the student to log completely out of the kiosk.
2. Log in to the [MCAS Portal](#) with your username and password.
3. On the MCAS Portal homepage, click **Administration**

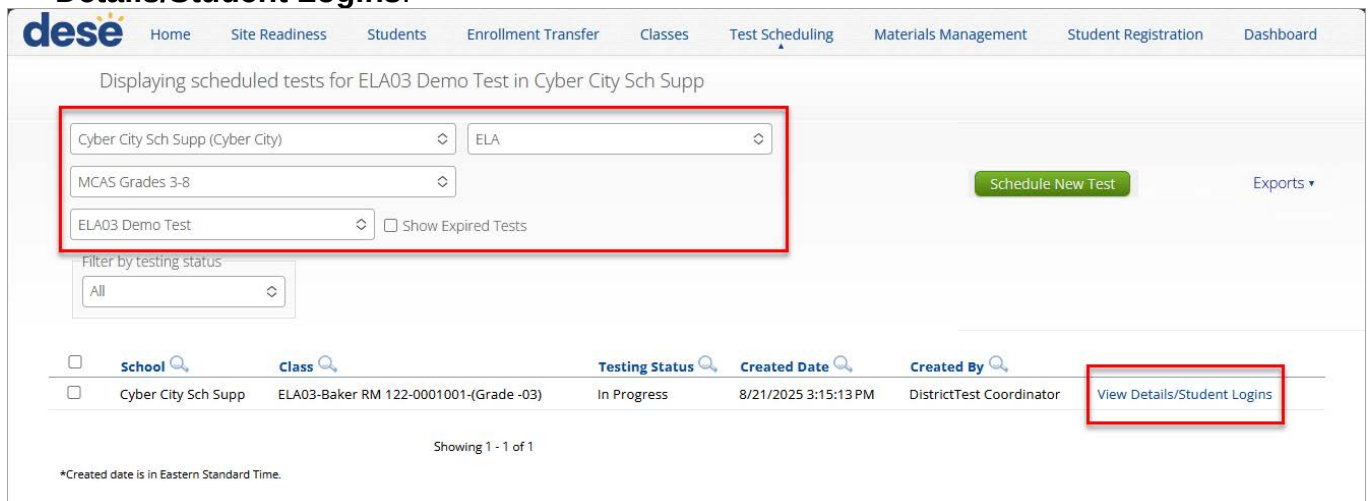


4. From the top menu bar of the Administration homepage, click **Test Scheduling**.



5. Select the Organization, Program, Subject, and Test.

6. Locate the scheduled test in the scheduled tests table and click **View Details/Student Logins**.



7. Select the **Scheduling Details** tab. In the details table, click on the search icon next to the First Name, Last Name, or Username to search for the student.

8. Click the **Unlock** link to unlock all the questions in the test session.

[Back](#)
[Edit Scheduled Test](#)

District: Cyber City
Administration: Massachusetts Admin
Class: ELA03-Baker RM 122-0001001-(Grade -03)
Test Name: ELA03 Demo Test
Testing Window: 08/21/2025 to 12/31/2025

School: Cyber City Sch Supp
Content Area: ELA

Test is in progress. It ends on 12/31/2025. Students may log in and take the test using their username and password shown below.

Access Codes	Session Name	Access Code
Session Sequence		
1	Session 1	7638746828
2	Session 2	6002555420

[Scheduling Details](#)
[Progress View](#)

Filter by Session
Choose a Session

[Export Logins for Selected Students](#)
[Add Report Code](#)
[Unlock](#)

☐	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	
☐	Student	Demo	9999910011	MKBT556Z	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:In Progress	9/15/2025 10:09:10 AM		Session Report Codes
								Session 2:Not Started			Session Report Codes
☐	Student	Demo	9999910010	MFMSARDZ	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:In Progress	9/15/2025 10:11:21 AM		Session Report Codes
								Session 2:Not Started			Session Report Codes
☐	Student	Demo	9999910009	MFMSARDZ	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:Not Started			Session Report Codes

9. Instruct the student to log in to the MCAS Student Kiosk and resume testing.

I. Reopening Sections for STE and Civics

For grade 5 and 8 STE tests and the grade 8 Civics test, some test sessions are separated into **sections** within the session. Just as when a student completes a session and they are not able to go back into it and review or change their responses, once a student has completed a section, they are not able to go back into it to review or change their responses.

At the end of each section, students are prompted to check that they have completed all questions in that section before moving on to the next section, as illustrated in the screenshot below.

Are you finished answering questions in this section?

You will not be able to revisit these questions.

[Yes, I'm finished](#)
[No, I'm not finished](#)

If a student tries to navigate to a question in a previously finished section, they will receive the following message, indicating that they cannot go back to the section.

You cannot go back to Section 1.

Ok

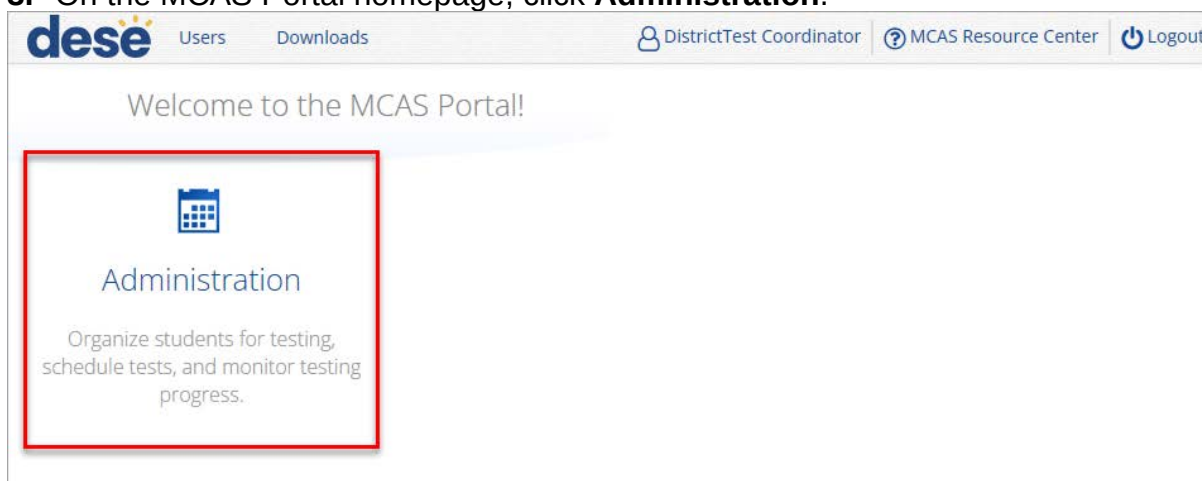
This section describes the process of unlocking sections within a test session for STE and Civics tests, to allow a student to go back into a previous section. **Test sections should only be unlocked in the event of a student accidentally clicking through to the next section without completing the previous section.** School and district test coordinators, technology coordinators, and test administrators have this function available to them in the MCAS Portal.

1. Reopen Sections in a Test Session – Steps for Test Administrators

If a student needs access to a previously finished section that is locked in a test session, test administrators or school and district test coordinators can allow the student access to those questions in that section by using the **Reopen Sections** feature on the scheduled tests details page. **Note that the Reopen Sections feature opens access to all questions in the previously turned in test section.** The student's original responses will be visible and may be edited by the student.

To reopen a previously finished section in a test session, follow the steps below:

1. Instruct the student to log completely out of their test.
2. Log in to the [MCAS Portal](#) with your username and password.
3. On the MCAS Portal homepage, click **Administration**.



4. From the top menu bar of the Administration homepage, click **Test Scheduling**.

5. Select the **Organization, Program, Subject** (Science or Civics), and **Test**.
6. Locate the scheduled test in the scheduled tests table and click **View Details/Student Logins**.

Displaying scheduled tests for Demo G8 STE in Cyber City Sch Supp

☐ Show Expired Tests

Exports ▾

Filter by testing status

☐ School	☐ Class	☐ Testing Status	☐ Created Date	☐ Created By	View Details/Student Logins
☐ Cyber City Sch Supp	Science-08-SCI08-Simmons 114-001001-1888-006	In Progress	8/27/2025 2:53:17 PM	School Test Coordinator	

Showing 1 - 1 of 1

*Created date is in Eastern Standard Time.

7. Select the **Scheduling Details** tab. In the details table, click on the search icon next to the First Name, Last Name, or Username to search for the student.
8. Click the **Reopen Sections** link to reopen the test section within the session.

District: Cyber City
Administration: Massachusetts Admin
Class: Science-08-SCI08-Simmons 114-001001-1888-006
Test Name: Demo G8 STE
Testing Window: 08/27/2025 to 12/30/9999

School: Cyber City Sch Supp
Content Area: Science

Test is in progress. It ends on 12/30/9999. Students may log in and take the test using their username and password shown below.

Session Sequence	Session Name	Access Code
1	Session 1	5533504701
2	Session 2	1881732880

Filter by Session

☐	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	Session Report Codes
☐	Student	Dylan	6573952976	SX4KU4SA	Demo G8 STE	08/27/2025 2:53:17 PM	+	Session 1: Finished (Reactivate)	8/27/2025 2:54:50 PM	8/27/2025 2:55:06 PM	Session Report Codes
								Session 2: In Progress	8/27/2025 2:55:15 PM		Session Report Codes
☐	Student	Sarah	5983809657	JKTHN8J7	Demo G8 STE	08/27/2025 2:53:17 PM	+	Session 1: Not Started			Session Report Codes
								Session 2: Not Started			Session Report Codes

9. Instruct the student to log in to the MCAS Student Kiosk and view the questions within the reopened section.

Part VII: Materials Management

A. Introduction

The Materials Management page in the MCAS Portal is used to track shipments of MCAS materials, order additional materials, and schedule a UPS pickup. The Materials Management page in the MCAS Portal is only available to district and school test coordinators.

Materials Management provides an alternative way to access the MCAS Service Center website for the following tasks. Schools may continue to access the [MCAS Service Center](#) website directly for these tasks as well as to complete additional ones.

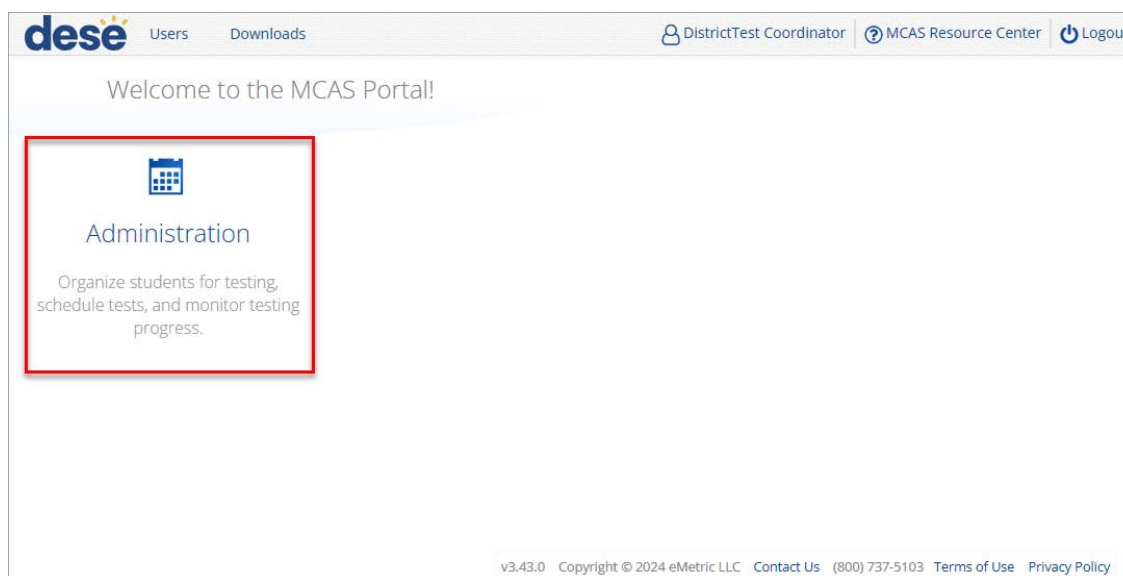
- **to order additional materials** (i.e., test administration manuals for both computer-based and paper-based testing as well as paper-based test materials)
- **to schedule a UPS pickup of paper-based test materials** Note: An automatic pickup is pre-scheduled, but schools may choose to schedule an earlier pickup; refer to the [testing schedule](#) for details.

Additionally, schools will be able to view materials shipments listed on this page once they are shipped. This is an optional feature that schools may find useful to track shipments.

1. 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.

In Table 14 below are descriptions of the features that are available on the Materials Management page. The numbered icons listed in Table 14 are shown in the screenshot that follows to indicate the location of the feature.

Table 14. Materials Management

Icons	Description
1	Filter the Order table by selecting an organization from the Organization drop-down menu.
2	Filter the Order table by selecting a test administration from the Administration drop-down menu.
3	Click the blue Order Additional Materials button to access the MCAS Service Center website to order additional materials after receiving the initial shipment. Refer to the specific dates for ordering additional materials for each administration in the Statewide Testing Schedule .
4	Click the green UPS Pickup Request button after all shipments are packed and ready to ship to access the MCAS Service Center website to schedule a UPS pickup. UPS pickups are automatically scheduled according to the dates in the Statewide Testing Schedule , but schools may use this feature to schedule an alternate pickup.
5	Sort the Materials Management order table by Order Number , Order Date , or Packed for by clicking the column heading. Search the Materials Management table by selecting the magnifying glass next to the column heading.
6	Click View Details to view the Shipment Details page for each shipment.

Shipment History in Cyber Falls

1 Cyber Falls

Administration: MCAS 2024-2025 Sprin... 2

3 Order Additional Materials

4 UPS Pick Up Request

5

Order Number	Order Date	Packed For
000000001224698	01/22/2025	Cyber Falls High School-001
000000001224699	01/30/2025	Cyber Falls Middle School-002
000000001224700	01/30/2025	Cyber Falls Elementary School-003

6 View Details

Clicking the **Order Additional Materials** or **UPS Pick Up Request** buttons will take users 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.

Selecting **View Details** will allow users 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

Shipment Details

X

Shipment Details for Order # 000000001224698

Administration: MCAS 2024-2025 Spring Operational

Order Date: 01/22/2025

Box ID Number	Shipped Date	Last Updated	Item Code	Quantity	Description
000001259199999	01/18/2025	01/22/2025 4:06:17 AM	00050115780100000999	1	Materials Summary
000001259199999	01/18/2025	01/22/2025 4:06:17 AM	00061115780100002999	2	Test Administrator's Manual

Close

Shipment Details

X

Shipment Details for Order # 000000001224698

Administration: MCAS 2024-2025 Spring Operational

Order Date: 01/22/2025

	Shipped Date	Last Updated	Item Code	Quantity	Description	UPS Tracking
99	01/18/2025	01/22/2025 4:06:17 AM	00050115780100000999	1	Materials Summary	1Z0934530308429999
99	01/18/2025	01/22/2025 4:06:17 AM	00061115780100002999	2	Test Administrator's Manual	1Z0934530308429999

Close

Part VIII: MCAS Portal Dashboards

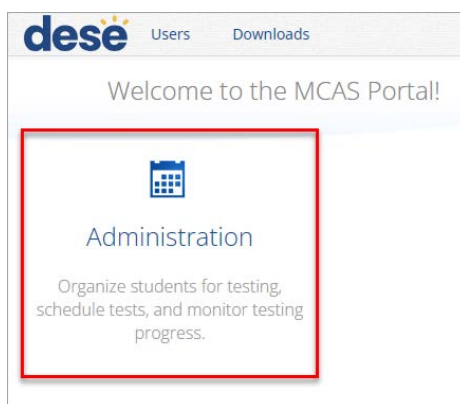
A. Administration Dashboard

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**.

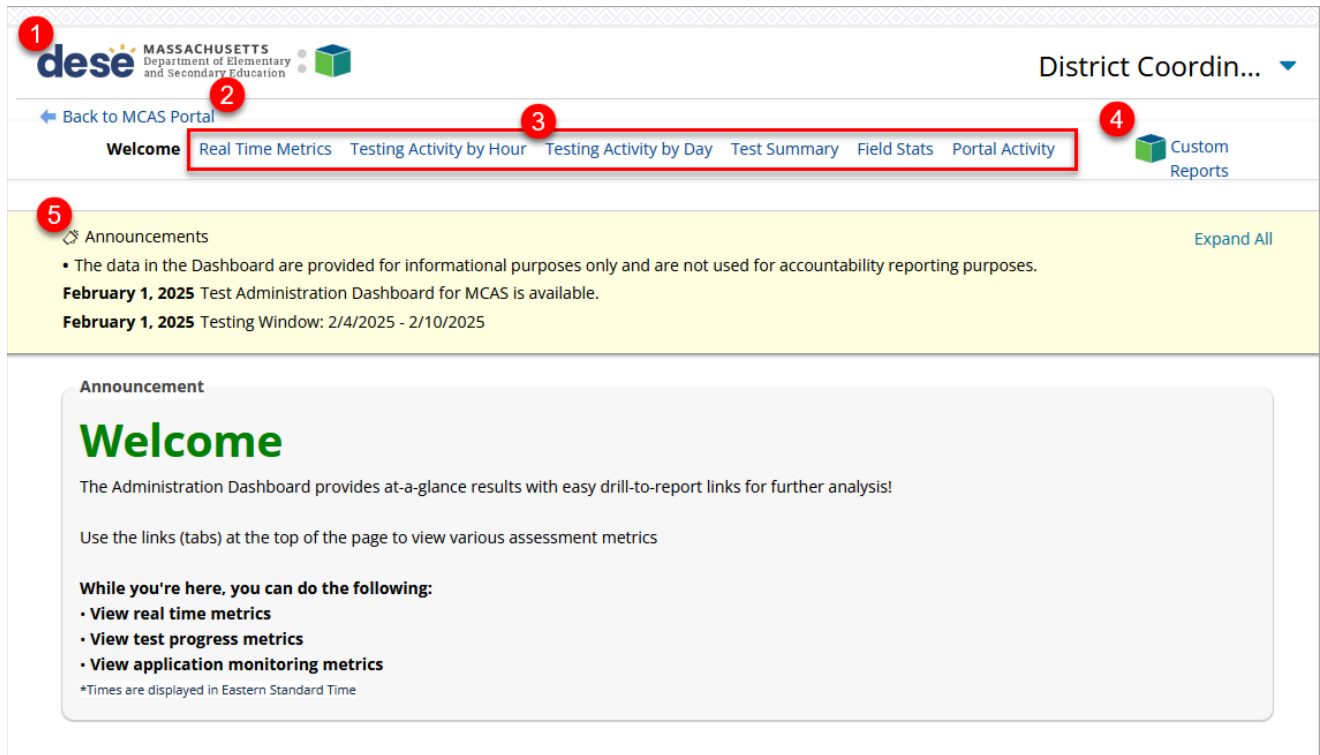


In Table 15 below are descriptions of the features that are available on the Administration Dashboard page. The numbered icons listed in Table 15 are shown in the screenshot that follows to indicate the location of the feature.

Table 15. Administration Dashboard

Icons	Description
	Select the DESE logo in the top left corner to return to the Administration Dashboard homepage.
	Select the blue Back to MCAS Portal link to return to the MCAS Portal homepage. This will exit you from the MCAS Administration Dashboard.
	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

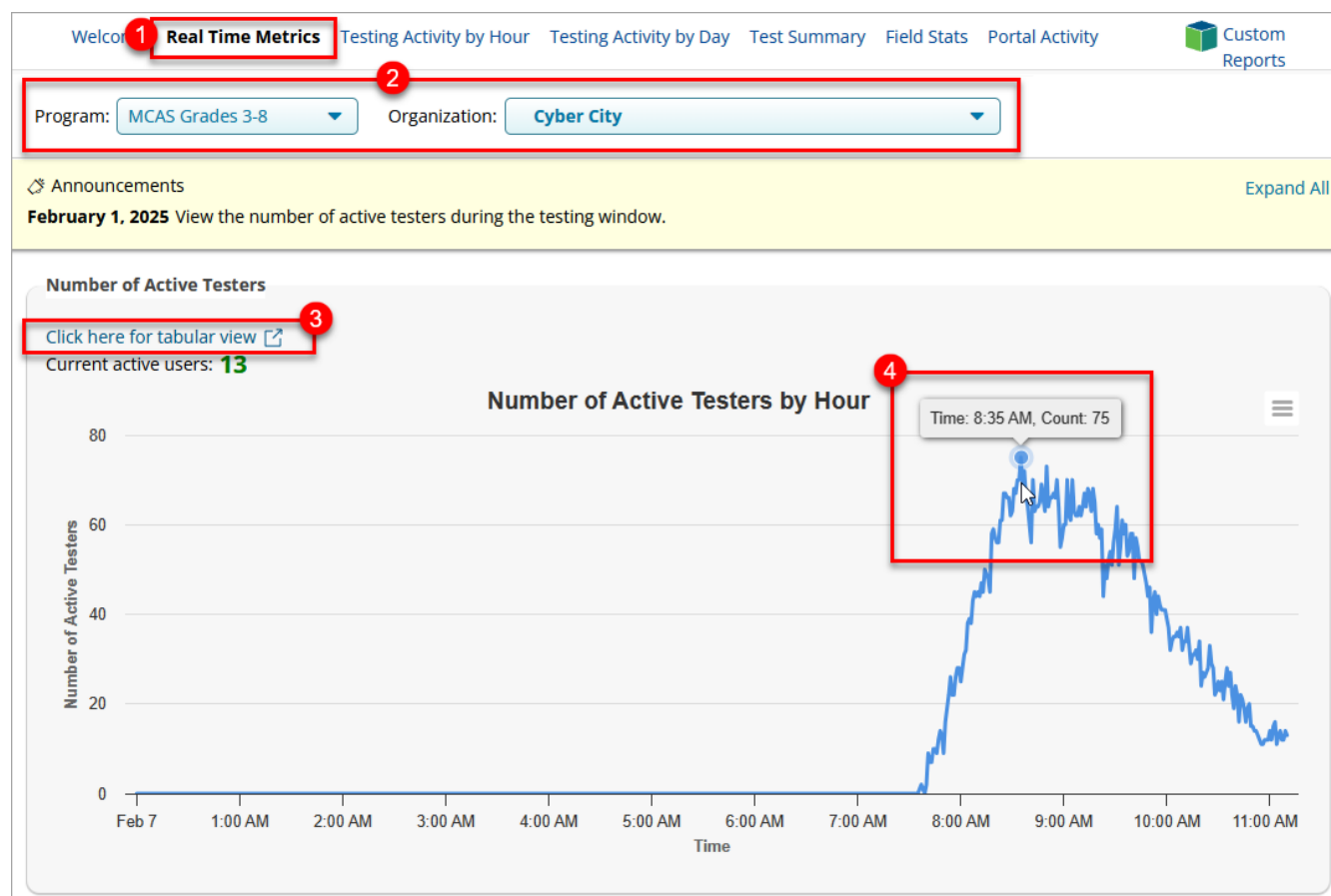
Real Time Metrics displays a graph of the number of students actively testing by hour for the program and organization selected. For this report, users can view either MCAS Grades 3–8 or MCAS High School (these are called “programs” in this report). If only one program is testing, only that program will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



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[← Back to MCAS Portal](#) | [Back to Custom Reports](#)

Number of Active Testers by Hour: MCAS Grades 3-8, Cyber City

Options
Download

Group	Date	Time	Active Testers
Cyber City	03/06/2025	07:32 AM	1
Cyber City	03/06/2025	07:34 AM	2
Cyber City	03/06/2025	07:35 AM	1
Cyber City	03/06/2025	07:36 AM	7
Cyber City	03/06/2025	07:37 AM	2
Cyber City	03/06/2025	07:38 AM	3
Cyber City	03/06/2025	07:39 AM	3
Cyber City	03/06/2025	07:40 AM	5
Cyber City	03/06/2025	07:41 AM	3
Cyber City	03/06/2025	07:42 AM	7
Cyber City	03/06/2025	07:43 AM	7
Cyber City	03/06/2025	07:44 AM	9
Cyber City	03/06/2025	07:45 AM	11
Cyber City	03/06/2025	07:46 AM	13
Cyber City	03/06/2025	07:47 AM	10

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Jump to:
Go

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**.

Add Date Filter

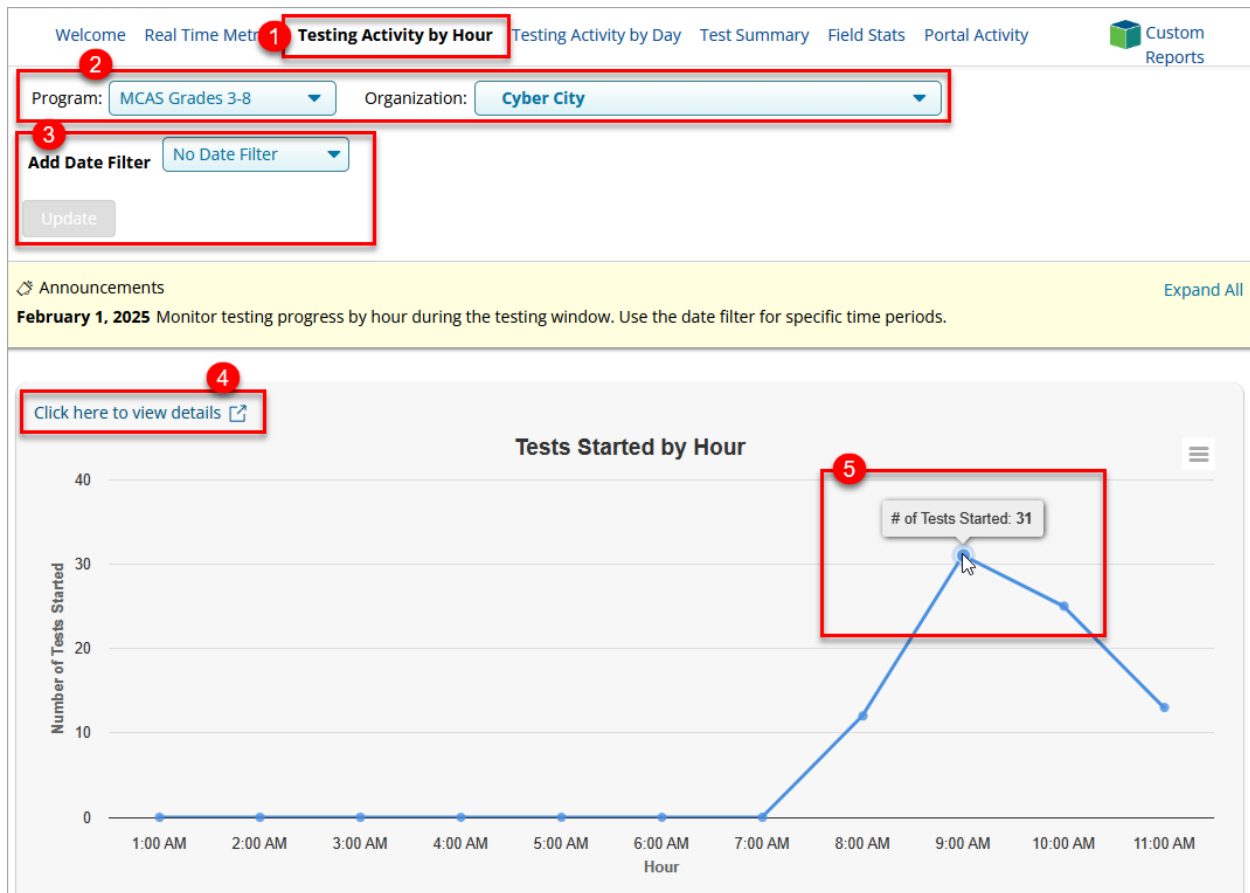
Day ▾

From:

02/04/2025

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.





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

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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

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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

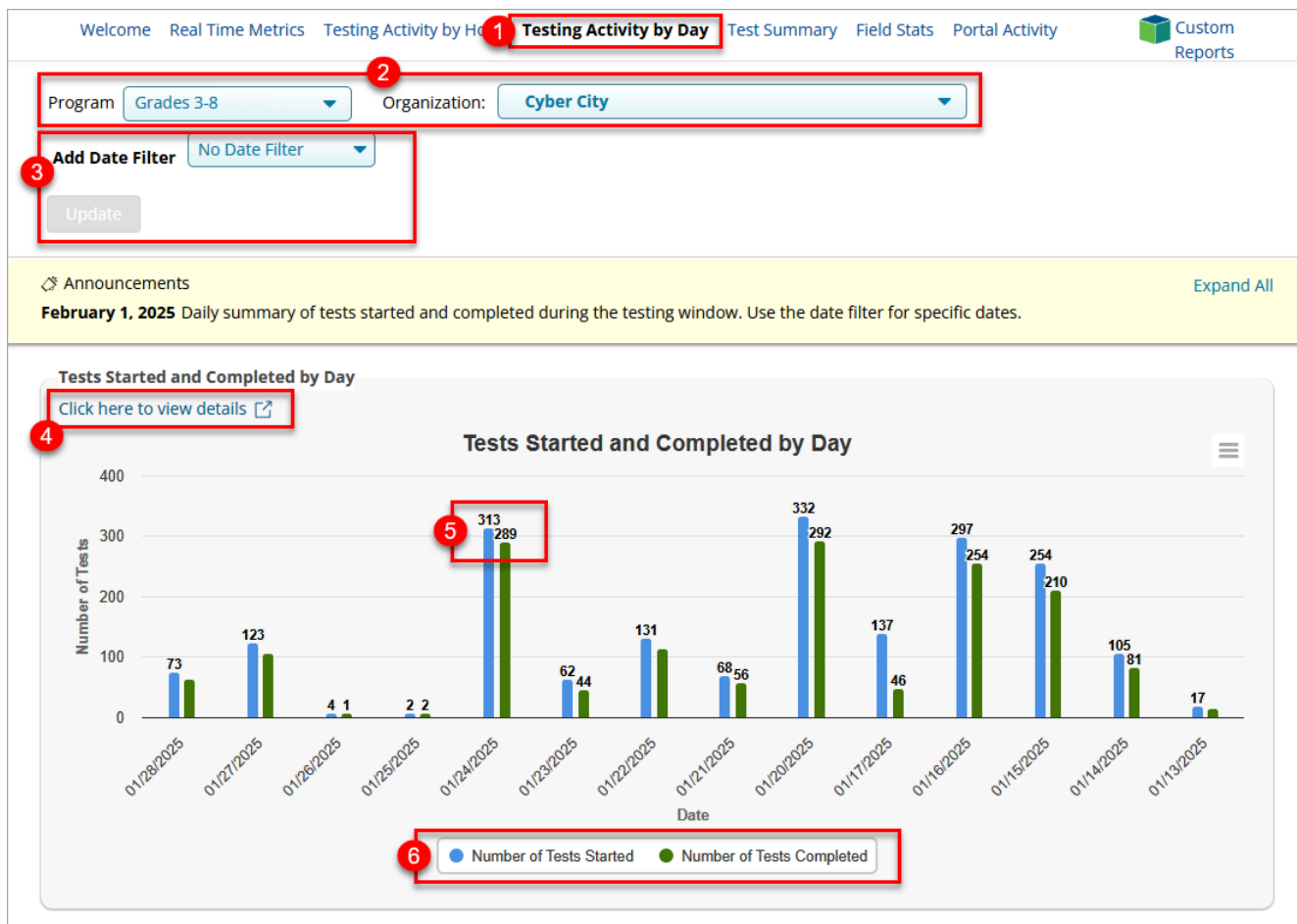
Testing Activity by Day will display a chart of the **Tests Started and Completed by Day** for the program, organization, and date selected (when a date is selected using the Date Filter). The Testing Activity by Day report is updated hourly.

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.

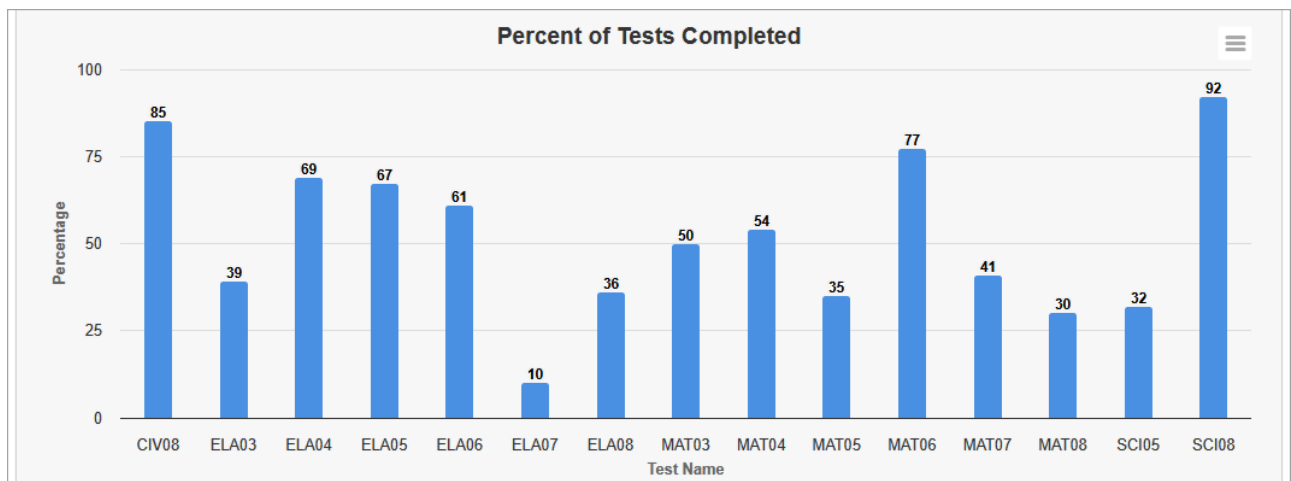
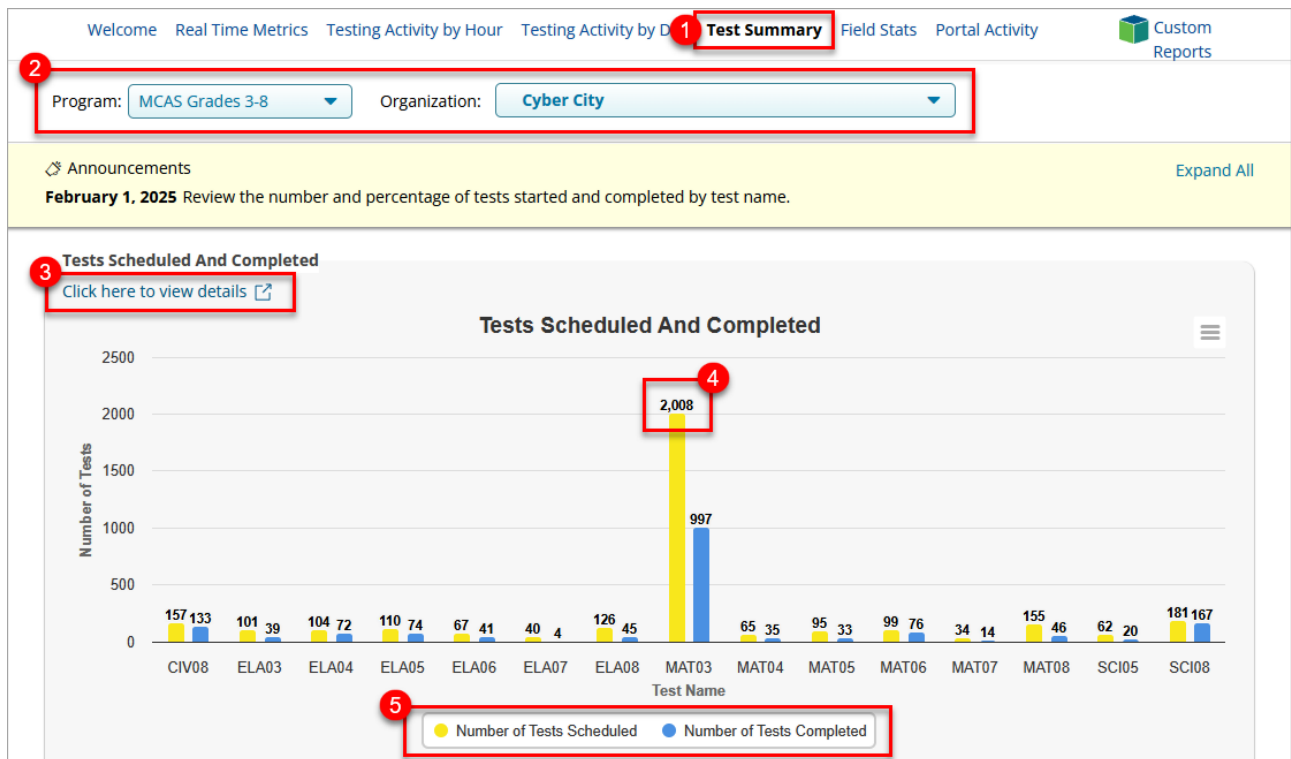


Test Summary

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.



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[Back to MCAS Portal](#) | [Back to Custom Reports](#)

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

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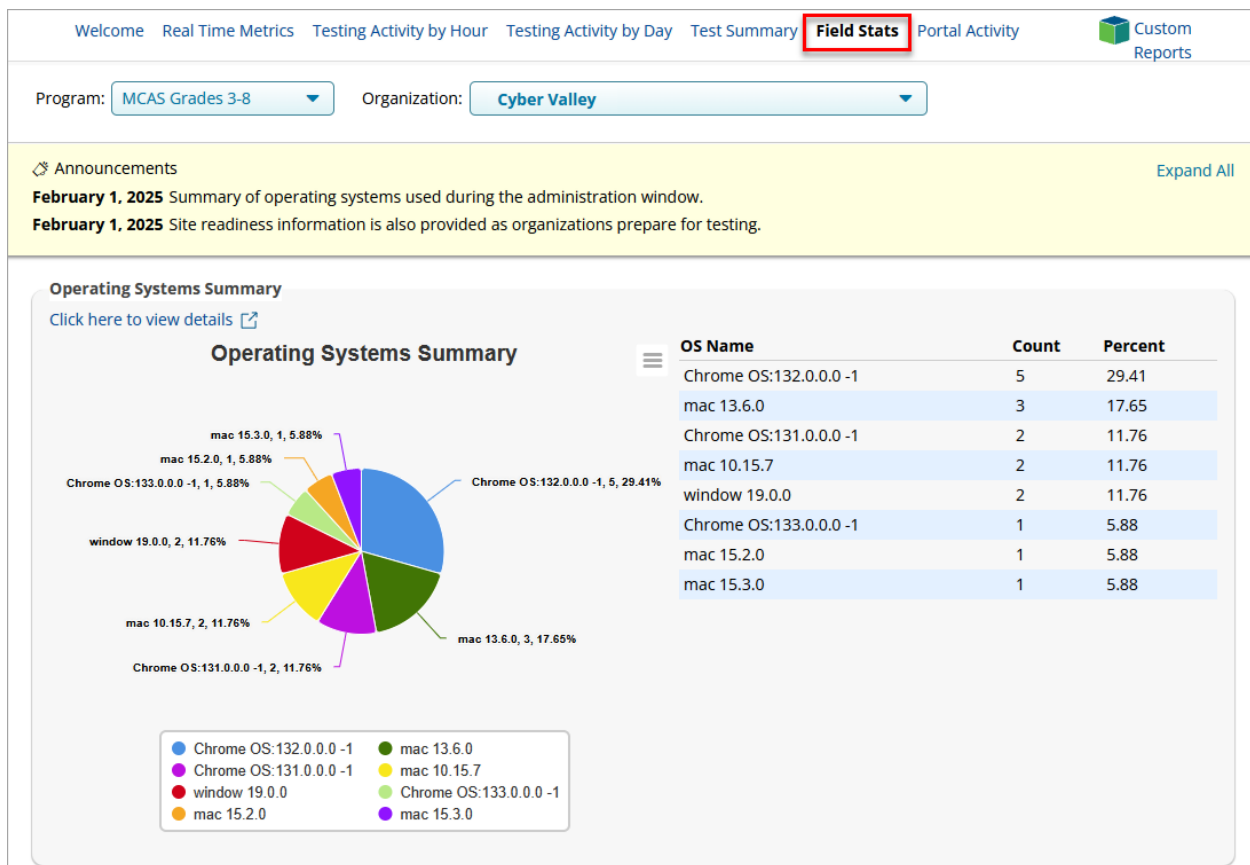
Field Stats

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.

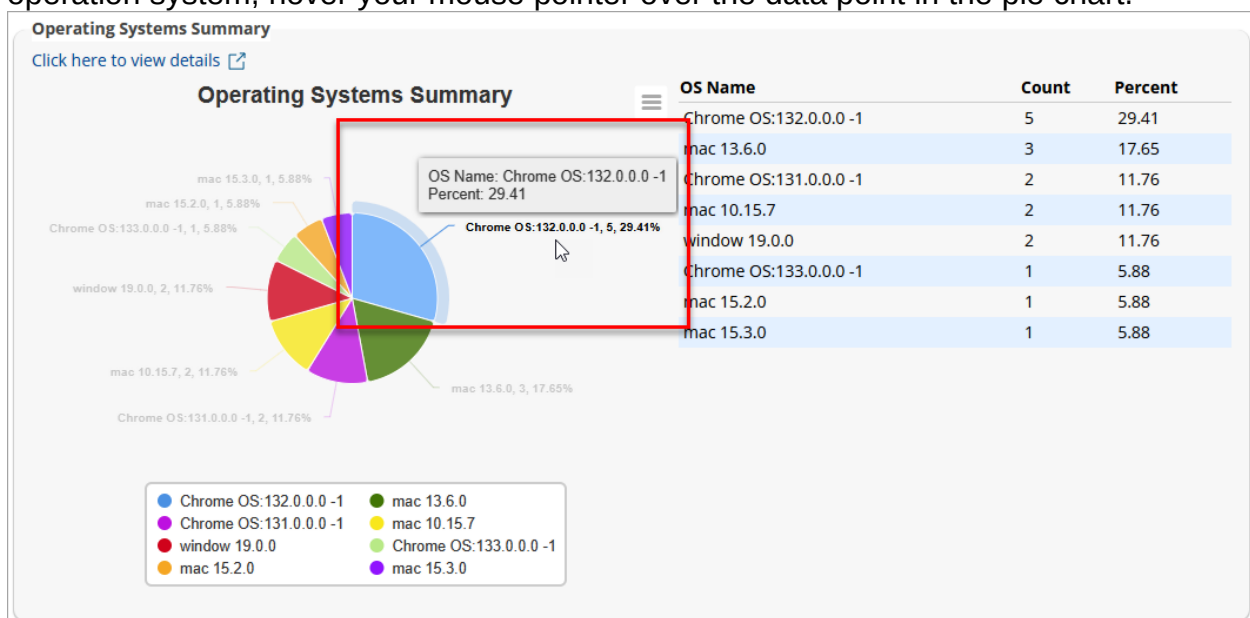
The Operating System Summary lists all of the operating systems and versions that were used by students during testing.

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
 - o 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.

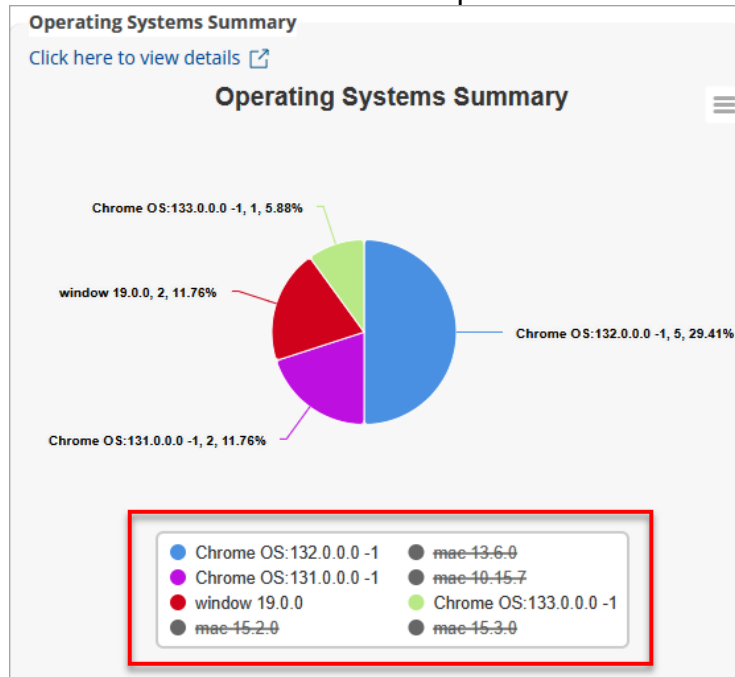


To focus on a specific operating system and percentage of devices that used that operation system, hover your mouse pointer over the data point in the pie chart.



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.

 MASSACHUSETTS Department of Elementary and Secondary Education Back to MCAS Portal Back to Custom Reports Operating Systems Summary: MCAS High School, Cyber Valley Sch4-004 Options Download			
Group	OS Name	Count	Percent
Cyber Valley Sch4-004	Chrome OS:132.0.0.0 -1	5	29.41
Cyber Valley Sch4-004	mac 13.6.0	3	17.65
Cyber Valley Sch4-004	Chrome OS:131.0.0.0 -1	2	11.76
Cyber Valley Sch4-004	mac 10.15.7	2	11.76
Cyber Valley Sch4-004	window 19.0.0	2	11.76
Cyber Valley Sch4-004	Chrome OS:133.0.0.0 -1	1	5.88
Cyber Valley Sch4-004	mac 15.2.0	1	5.88
Cyber Valley Sch4-004	mac 15.3.0	1	5.88

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.

Site Readiness Information		
Click here to view details		
Total Number of Organizations	Participated in Site Readiness	Site Readiness Certified
4	3	3

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Back to MCAS Portal

Back to Custom Reports

Site Readiness Information: MCAS High School, Cyber City

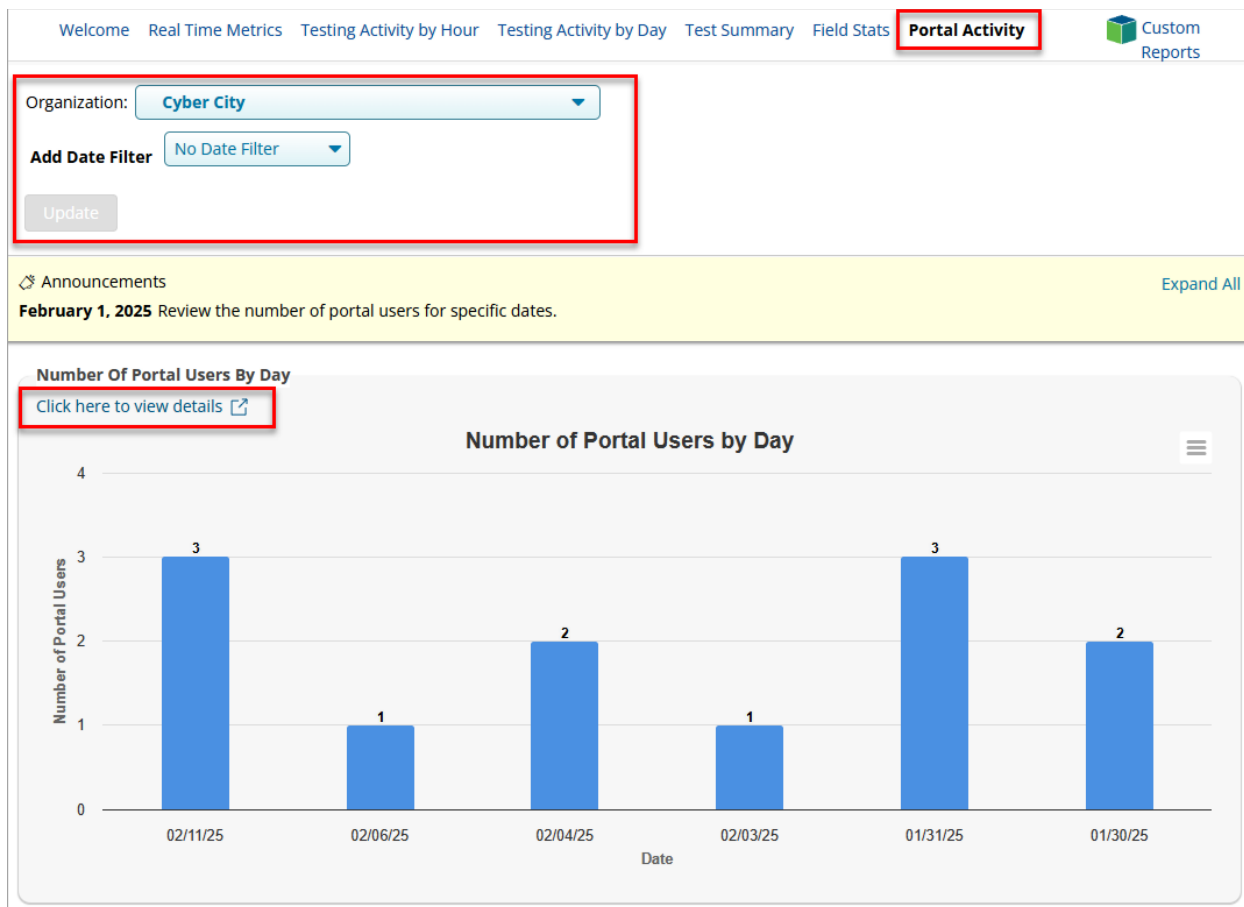
Options

Download

Group	Total Number of Organizations	Participated in Site Readiness	Site Readiness Certified
Cyber City	4	3	3

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.

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[Back to MCAS Portal](#)

1 Program: MCAS Grades 3-8

2 Report: Test Summary

Organization

Search within Massachusetts

Massachusetts

3 Cyber City

4 Get Report

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

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[Back to MCAS Portal](#) | [Back to Custom Reports](#)

Test Summary: MCAS Grades 3-8, Cyber City

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

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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	133	85	157	133	85
ELA03	192173	104	39	38	104	39	38

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

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.

Part IX: Site Readiness and Site Certification

A. Purpose

The MCAS Portal includes a Site Readiness tool for schools and districts to assess their readiness for online testing via the MCAS Student Kiosk and to identify any potential technology-related issues before testing begins to ensure a smooth testing experience. The Site Readiness tool is used to verify that testing devices meet the minimum requirements and have been properly configured.

Step-by-step instructions for conducting Site Readiness can be found in the *MCAS Student Kiosk Technology Guide* available on the [MCAS Resource Center](#) on the [Technology Setup](#) page. Part B below describes the steps that test coordinators should take to verify that their technology coordinators have completed site readiness prior to testing.

B. Viewing Site Readiness and Site Certification

District test coordinators, school test coordinators, and technology coordinators can view the results of Site Readiness testing on the Site Readiness page in the MCAS Portal. To view Site Readiness testing results and Site Certification, follow the steps below:

1. Log in to the MCAS Portal with your username and password.
2. Click **Administration**.
3. Click **Site Readiness** on the top menu bar.



4. On the Site Readiness page, select your district or school. The table will update to show the number of devices at each school that have been tested, when the school was certified, and who certified it. This certification indicates to the district or school test coordinator that the technology coordinator has tested the devices at the school and ensured they are operating as expected and meet the technology requirements.

Site Readiness in Cyber Falls				
Cyber Falls				
School	Number of Devices Tested	Date and Time	Certified By	
Cyber Falls Sch1-001	6	10/16/2024 11:56:07 AM	Demo_TechCoord	View Details
Cyber Falls Sch2-002	1			View Details

Showing 1 - 2 of 2

*Date and time is in Eastern Standard Time.

5. To view a list of the devices that were tested at the school using the Site Readiness tool, click **View Details**.

Site Readiness in Cyber Falls

Cyber Falls

School	Number of Devices Tested	Date and Time	Certified By	
Cyber Falls Sch1-001	6	10/16/2024 11:56:07 AM	Demo_TechCoord	View Details
Cyber Falls Sch2-002	1			View Details

Showing 1 - 2 of 2

*Date and time is in Eastern Standard Time.

Site Readiness Details

Cyber Falls Sch2-002 (Cyber Falls)

Device Name	OS	Screen Size	Date and Time
DESKTOP-7EB3FNI	window 10.0.0	1424x720	10/16/2024 1:44:46 PM

Showing 1 - 1 of 1

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Appendix A: Creating and Managing Classes for High School Tests

A. Introduction

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

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

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

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

1. Class Naming Conventions

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

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

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

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

The content area and school code will be added to the class name when a course-level class is created in the MCAS Portal user interface. Classes created manually and classes created through the class upload file will have the content area and school code automatically added to the class name. These class names will follow the naming convention: content area-class name-school code (e.g., Science-BIOFEB SMITH 205-88888888).

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

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

- Students taking the Spanish/English edition of a test need to be placed into a separate class using only the Spanish/English edition.
- Students with the Human Read-Aloud accommodation should be placed into a class of no more than 5 students, all of whom are assigned the Human Read-Aloud accommodation.
- Students with the Human Signer accommodation should be placed into a class of no more than 5 students, all of whom are assigned the Human Signer accommodation.

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

2. Classes Page in the MCAS Portal

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



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

Table A1. Classes Page

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

Mathematics Classes in Cyber City Sch Supp

1 Cyber City Sch Supp (Cyber City) 2 Mathematics

4 Create Course Level Class 5 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.

3 Course Level Grade Level

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

Showing 1 - 3 of 3

B. Creating Course-Level Classes in the MCAS Portal

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

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

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

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

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

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

Science Classes in Cyber City Sch Supp

Cyber City Sch Supp (Cyber City) Science

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

Course Level Grade Level

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

Create Course Level Class

4. Type the name of the class in the **Class Name** field. Refer to the Class Naming Conventions in section A 1 of this appendix for additional information.
5. Select a course from the **Course** drop-down list.

Add New Science Class in Cyber City Sch Supp

Class Information

Class Name: BIOFEB Eastman 119

Course: Biology

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

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

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

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

7. Add students to a class by selecting one or more students from the list on the left and selecting **Add**. If you need to remove students from the class list, select one or more students from the list on the right and select **Remove**.

The screenshot displays a web interface for managing students. At the top, there is a 'Search for Students' section with two dropdown menus for 'Grade' and 'Class', both currently set to 'Choose a Grade' and 'Choose a Class' respectively. Below these is a checkbox labeled 'Show only students that are not assigned to a class' which is checked. The main area is titled 'Showing students in : Cyber City Sch Supp'. It features a search bar for 'Last Name, First Name (State Student ID)' and a 'Sort By' dropdown set to 'Last Name'. On the left, a list of students is shown, with 'Student, Demo (9999910014)' selected. In the center, there are two buttons: 'Add »' and « Remove', which are highlighted with a red rectangular box. On the right, a list titled 'Students in BIOSPR Eastman 119: 9/250' shows a list of students. At the bottom, there are 'Save' and 'Cancel' buttons.

To filter the list of students:

- Select a class in the **Search for Students** drop-down list to view students in the class selected. They will be shown in the list on the left and can be added to the new class being created.
- To search for a specific student in the school, begin typing a student's SASID, first name, or last name in the **Showing students in:** field and the students list will dynamically begin to update with the students that match the text entered.

Search for Students

Grade: Class:

☒ Show only students that are not assigned to a class

Showing students in : Cyber City Sch Supp

Last Name, First Name (State Student ID)

Sort By: Last Name

Student, Demo (9999910004)
 Student, Demo (9999910005)
 Student, Demo (9999910006)
 Student, Demo (9999910007)
 Student, Demo (9999910008)
 Student, Demo (9999910009)
 Student, Demo (9999910010)
 Student, Demo (9999910011)
 Student, Demo (9999910012)
 Student, Demo (9999910013)

Add »

« Remove

Students in BIOSPR Eastman 119: 8/250

Student, Demo (9999910011)
 Student, Demo (9999910012)
 Student, Demo (9999910013)
 Student, Demo (9999910017)
 Student, Demo (9999910015)
 Student, Demo (9999910019)
 Student, Demo (9999910020)
 Student, Demo (9999910023)

Save Cancel

To sort the list of available students:

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

Showing students in : Cyber City Sch4-004

Last Name, First Name (State Student ID)

Smi

Sort By: Last Name

Smith, Sam (3333333398)
 Smith, John (3333333365)
 Smith, Jane (2258796423)

Add »

« Remove

Save Cancel

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

Class Information

Class Name: BIOFEB Eastman 119

Course:

Biology

Search for Students

Grade:

Choose a Grade

Class:

Choose a Class

☒ Show only students that are not assigned to a class

Showing students in : Cyber City Sch Supp

Last Name, First Name (State Student ID)

Sort By: Last Name

Student, Demo (9999910011)

Student, Demo (9999910012)

Student, Demo (9999910013)

Student, Demo (9999910014)

Student, Demo (9999910015)

Student, Demo (9999910016)

Student, Demo (9999910017)

Student, Demo (9999910018)

Student, Demo (9999910019)

Student, Demo (9999910020)

Student, Demo (9999910021)

Add »

« Remove

Students in BIOFEB Eastman 119: 12/250

Student, Demo (9999910001)

Student, Demo (9999910002)

Student, Demo (9999910004)

Student, Demo (9999910005)

Student, Demo (9999910007)

Student, Demo (9999910009)

Student, Demo (9999910011)

Student, Demo (9999910013)

Student, Demo (9999910014)

Student, Demo (9999910015)

Save

Cancel

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

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

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

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

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

Test Code-Subject Area-Class Name-School Code

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

3. Option 3: Create Classes via File Upload

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

Schools that choose this option will take the following steps:

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

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

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

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

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



The screenshot shows the 'Mathematics Classes in Cyber Valley' page. It features two dropdown menus: the first is set to 'Cyber Valley' and the second is set to 'Mathematics'. To the right of these menus is a green button labeled 'Upload Classes for District'. Red boxes highlight the 'Cyber Valley' dropdown and the 'Upload Classes for District' button.

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



The screenshot shows the 'Mathematics Classes in Cyber Valley Sch1-001' page. It features two dropdown menus: the first is set to 'Cyber Valley Sch1-001 (Cyber Valley)' and the second is set to 'Mathematics'. To the right of these menus are two green buttons: 'Create Grade Level Class' and 'Upload Classes'. Red boxes highlight the 'Cyber Valley Sch1-001 (Cyber Valley)' dropdown and the 'Upload Classes' button.

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

Upload Classes to Cyber City Sch1-001

Select a file to be uploaded

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

No file chosen

2. **Populate the fields in the template using the permitted values as outlined in the Class Data Definitions Info in the MCAS Portal.**
 - a. On the Upload Classes page, select **View Class Data Definitions Info** to view the headers and permitted values for each column in your Class Upload file.

Upload Classes to Cyber City Sch1-001

Select a file to be uploaded

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

No file chosen

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

Class Data Definitions Information for districts:

Class Data Definitions Information X

Field Name	Permitted Values
ClassName	Alphanumeric characters. ' ' character not allowed. Max name length: 50 characters.
ContentArea	Mathematics,ELA,Science,Civics
ClassType	"grade" or "course"
Grade	03,04,05,06,07,08,09,10,11,12
Course	Mathematics,English Language Arts,Civics,Biology,Physics
SchoolCode	Unique identification number of the school
State Student ID	Existing state student ID

Close

Class Data Definitions Information for schools:

Class Data Definitions Information X

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

Close

Class Data Definitions Information:

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

- o **ContentArea:** Enter the content area for the class: Mathematics, ELA, or Science.
 - o **ClassType:** Enter “course” for course-level classes that will be used for high school tests.
 - o **Grade/CourseCode:** Enter the course name.
 - o **SchoolCode:** Only applicable to district-level class uploads. The School Code column will require the format of “district code-school code”. For example, if the district code is 00999999 and the school code is 00999987, the School Code column should be entered as 00999999-00999987.
 - o **State Student ID:** Enter the students’ SASID in the State Student ID Number column in the template. The SASID must match the student at the district or school.
- b. Fill out the template using the data definitions information provided and then **save** the file in .CSV format. Note that there is a **limit of 1000 records** for each upload file.

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

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

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

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

3. Upload the saved file to the MCAS Portal.

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

Upload Classes to Cyber City Sch Supp

Select a file to be uploaded

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

Choose File | Class_Template_School.csv

Upload

- After the upload has been processed, the following information will appear 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

- i. A table showing the records that were in the file, the type of error, and the number of records is provided. Records with errors will not be imported into the portal.
- ii. Click **Download records with errors** to download a file of the errors found.

Upload Classes to Cyber City

Successfully uploaded the file

Class_Template_School.csv to the server at

11/11/2024 9:34:47 PM

Select a file to be uploaded

Download Template

View Class Data Definitions Info

Choose File

No file chosen

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

Errors

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

Download records with errors

« Back to Classes

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

Table A2. Class Upload File Errors

Error	How to Resolve the Error
The uploaded file is not in the expected format. Please download and use the template provided via the Download Template link.	Verify that the file is in .CSV format, and make sure the headers in the file match the template.
Could not find SASID in the given organization	Correct the student's SASID in the .CSV file.

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Error	How to Resolve the Error
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.
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 ClassType	Correct the ClassType to course .
Invalid ContentArea	Correct the ContentArea to a permitted value. Content areas must match the Class Data Definitions exactly.
Invalid Grade/Course	Correct the grade or course to a permitted value. For grades 3–9, leading zeros are required.
Student grade does not match with class grade	Verify that the student's grade matches the grade of the class being created.

C. Managing Classes

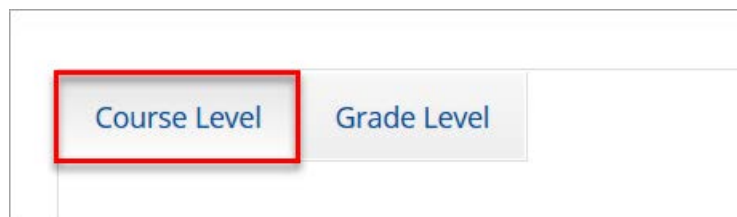
1. View Course-Level Classes

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

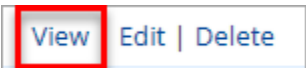
1. On the MCAS Portal homepage, select **Administration**.
2. On the Administration homepage, select **Classes** from the top menu bar.



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



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



The Class Details page will display.

Details for BIOFEB Jones 107:

« Back

Edit Class

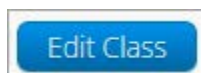
Export Roster

Students in this class:

Last Name 🔍	First Name 🔍	Middle Initial 🔍	State Student ID 🔍
Student	Demo		9999910051 Edit
Student	Demo		9999910052 Edit
Student	Demo		9999910053 Edit
Student	Demo		9999910054 Edit
Student	Demo		9999910063 Edit
Student	Demo		9999910064 Edit
Student	Demo		9999910065 Edit
Student	Demo		9999910066 Edit
Student	Demo		9999910067 Edit
Student	Demo		9999910068 Edit

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

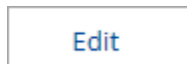
- Edit the class by selecting **Edit Class**.



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



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



2. Edit a Course-Level Class

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

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



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

A screenshot of a web interface showing two buttons: 'Course Level' and 'Grade Level'. The 'Course Level' button is highlighted with a red rectangular border.

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

A screenshot of a web interface showing three buttons: 'View', 'Edit', and 'Delete'. The 'Edit' button is highlighted with a red rectangular border.

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

- a. Edit the name of the class in the **Class Name** field.
- b. The **Show only students that are not assigned to a class** checkbox is checked by default. **Schools should keep this checkbox checked when assigning students to classes so that students are not mistakenly assigned to multiple classes for the same subject.**
 - o If a school needs to move students from one class to another, select a class in the **Search for Students** drop-down list to view students in a class. They will be shown in the list on the left and can be added to the class on the right.
- c. To search for a specific student in the school, begin typing a student's SASID, first name, or last name in the **Showing students in:** field, and the students list will dynamically update with the student records that match the text entered.
- d. Sort the list of students by last name, first name, or SASID using the **Sort By** drop-down.
- e. Add students to the class by selecting one or more students from the list on the left and clicking the **Add** button.
- f. Remove students from the class list by selecting one or more students from the list on the right and clicking the **Remove** button.

Note: To select multiple students at once,

- o hold Ctrl and select student names one at a time from the list, or
- o select a student, then hold Shift and select a student further down or up on the list to select groups of students from the student list.

Editing Students in BIOFEB Eastman 119

Class Information

a
 Class Name:

Students in the class

Search for Students

Grade

Class:

b

☒ **Show only Students that are not assigned to a Class**

Showing students in School: Cyber City Sch Supp

c

Sort By:

d
 Last Name

BioPhy, CAT (2416309500)
 Student, Demo (9999910003)
 Student, Demo (9999910006)
 Student, Demo (9999910008)
 Student, Demo (9999910010)
 Student, Demo (9999910012)
 Student, Demo (9999910018)
 Student, Demo (9999910019)
 Student, Demo (9999910020)
 Student, Demo (9999910021)

e

Add »

« Remove

f

Students in BIOFEB Eastman 119: 12/250

Student, Demo (9999910001)
 Student, Demo (9999910002)
 Student, Demo (9999910004)
 Student, Demo (9999910005)
 Student, Demo (9999910007)
 Student, Demo (9999910009)
 Student, Demo (9999910011)
 Student, Demo (9999910013)
 Student, Demo (9999910014)
 Student, Demo (9999910015)

Save

Cancel

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

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

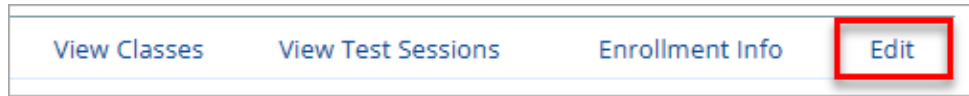
After a course-level class has been created, school and district test coordinators and technology coordinators can also add a student directly to an existing class from the Students page. Note that classes must have been created previously in order to add a student to a class using the Edit feature on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

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

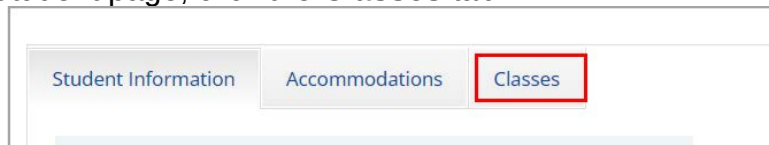
1. On the MCAS Portal homepage select **Administration**.
2. On the Administration homepage, select **Students** from the top menu bar.



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



4. On the Edit Student page, click the **Classes** tab.



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

The screenshot shows the 'Classes' tab selected. At the top, there are three tabs: 'Student Information', 'Accommodations', and 'Classes'. Below the tabs is a large grey button that says 'Please select class(es)'. Below this, there are two dropdown menus: 'Course Level' and 'Science'. These two dropdowns are enclosed in a red rectangular box. Below the dropdowns is a search bar with the text 'Search:' and a clear button (X). Below the search bar, there is a section titled 'Class Name' with a list of two items: 'Science-BIOFEB Eastman 119-I888-009' and 'Science-BIOFEB Jones 107-I888-009'.

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

The screenshot shows the 'Classes' tab in the MCAS Portal. At the top, there are three tabs: 'Student Information', 'Accommodations', and 'Classes'. Below the tabs, a summary bar indicates '1 selected class (1 selected course level class for Science)'. Underneath, there are two dropdown menus: 'Course Level' and 'Science'. A search bar is present with a clear button. Below the search bar, a table lists the selected class: 'Science-BIOFEB Jones 107-1888-009'. The 'Save' button at the bottom left is highlighted with a red box.

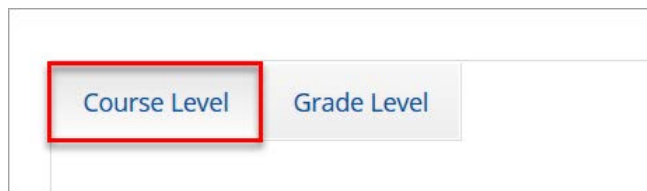
4. Delete Course-Level Classes

Classes can be deleted if none of the students have started a scheduled test in that class. To delete classes for your organization, follow the steps below:

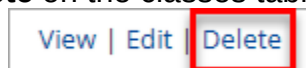
1. On the MCAS Portal homepage select **Administration**.
2. On the Administration homepage, select **Classes** from the top menu bar.



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



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



A message will be shown to confirm deletion.

*Are you sure you want to delete this class: Science-
BIOFEB Jones 107-1888-009?*

Confirm

Cancel