

# MCAP Government and LS MISA

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PORTAL USER GUIDE

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## Version Control

Version	Date	Author	Change Description
1.0	8/23/2023	eMetric	Created support documentation per 2023-2024 requirements discussion with Cognia and MSDE.
1.1	11/28/2023	eMetric	Updated Roles and Responsibilities table for Technology Coordinator (TC) user role.
1.2	12/19/2023	eMetric	Updated text on page 35 to indicate that the State Student ID and Local Student ID Number are non-editable fields.
1.3	01/04/2024	eMetric	Updated Roles and Responsibilities table for LAC and STC user roles.
1.4	02/20/2024	eMetric	Added Reports Access Only (RAO) user to users' table, and updated Test Report Codes section to include adding bulk test report codes.

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## INTRODUCTION

There are two components of the MCAP Government and LS MISA online testing platform: the **MCAP Government and LS MISA Online Portal**, used by school, Local Education Agency (LEA), and state administrators, and the **Kiosk**, used by students for testing.

For more information on installing the kiosk, see the *MCAP Government and LS MISA Kiosk Installation Guide*, which is available on the MCAP Government and LS MISA Help & Support page:

<http://maryland.onlinehelp.cognia.org>

## TECHNICAL SUPPORT

If you experience any difficulty accessing the MCAP Government and LS MISA Portal, contact the Cognia Service Desk at [LSMISA.GovHelpDesk@cognia.org](mailto:LSMISA.GovHelpDesk@cognia.org) or (866) 207-8804.

For questions about the test administration or other technical information	<b>Cognia Maryland Service Desk</b> Toll free: 1 (866) 207-8804 Email: <a href="mailto:LSMISA.GovHelpDesk@cognia.org">LSMISA.GovHelpDesk@cognia.org</a>
For questions or information regarding MCAP Government and LS MISA policy and testing procedures	<b>Maryland State Department of Education</b> Division of Curriculum, Accountability, and Assessment Phone: 1 (410) 767-0083

## ROLES & RESPONSIBILITIES

The MCAP Government and LS MISA Portal recognizes three user roles:

1. Local Accountability Coordinator (LAC)
2. School Test Coordinator (STC)
3. Technology Coordinator (TC)
4. Reports Access Only (RAO)

The LAC will have access to all schools in their LEA; all other users will be assigned to their specific school(s) within the LEA. Users cannot access components or information for any organization (LEA or school) to which they are not assigned.

- For assistance with other schools within your LEA, contact your Local Accountability Coordinator.
- For assistance with schools in another LEA, contact the Cognia Service Desk at [LSMISA.GovHelpDesk@cognia.org](mailto:LSMISA.GovHelpDesk@cognia.org) or (866) 207-8804.

Each role has a separate set of responsibilities which determine the user's level of access to the components available within the MCAP Government and LS MISA Portal, see the table below for more information.

Role	Responsibilities	Portal Components
<b>Local Accountability Coordinator (LAC)</b>	<p>The LAC has access to all schools in the LEA and can:</p> <ul style="list-style-type: none"> <li>• Manage users (add, edit, or deactivate peer LAC accounts and all other user accounts).</li> <li>• Confirm Test Monitor activation requests.</li> <li>• Deactivate TestMonitor.</li> <li>• Add &amp; Edit student information and accommodations and accessibility features.</li> <li>• Request and approve student transfers in the Enrollment Transfer screen.</li> <li>• Create classes.</li> <li>• Schedule tests.</li> <li>• Manage and monitor tests.</li> <li>• Invalidate tests.</li> <li>• Export test status report.</li> <li>• Track shipments and order additional materials.</li> <li>• View Dashboard.</li> <li>• Download and install the student kiosk on testing devices.</li> <li>• Access passwords used to initiate the Site Readiness Test on installed kiosks and certify the site (school) is ready for student testing.</li> <li>• Create and View Reports</li> </ul>	<p>Users Administration Reporting</p>

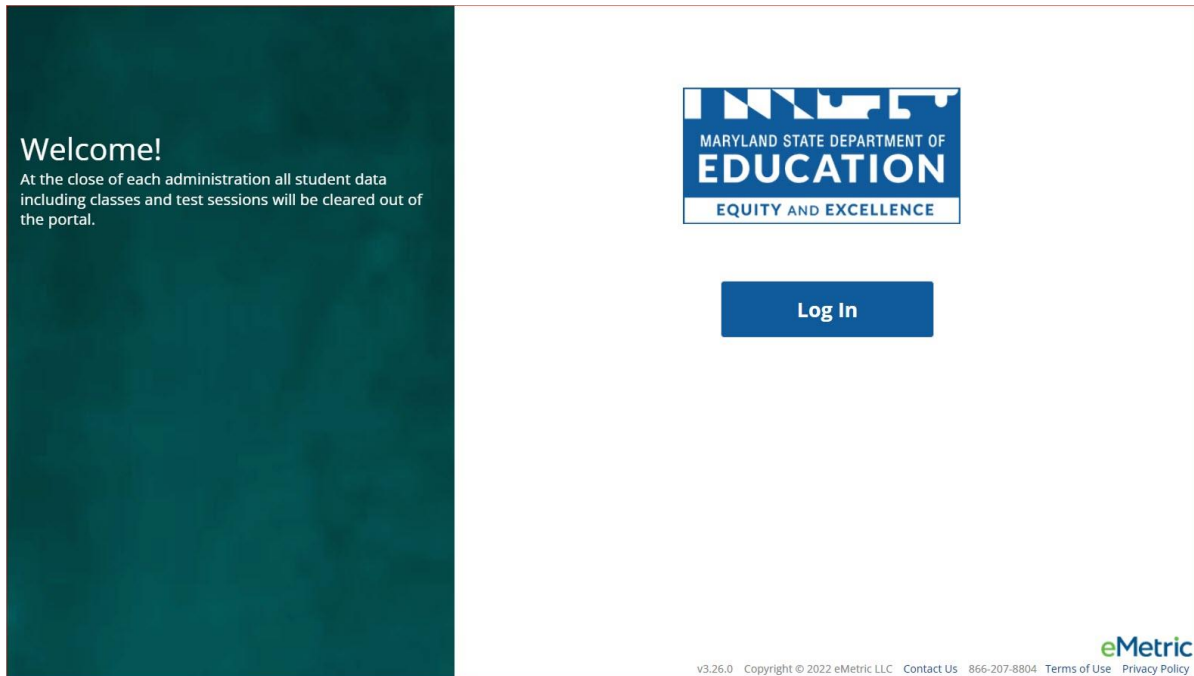
<b>School Test Coordinator (STC)</b>	<p>The STC has access to one or more schools and can:</p> <ul style="list-style-type: none"> <li>• Manage users (add, edit, or deactivate accounts associated with their school).</li> <li>• Confirm Test Monitor activation requests.</li> <li>• Deactivate TestMonitor</li> <li>• Add &amp; Edit Student information and accommodations and accessibility features.</li> <li>• Create classes.</li> <li>• Schedule tests.</li> <li>• Manage and monitor tests.</li> <li>• Export test status report.</li> <li>• Track shipments and order additional materials.</li> <li>• View Dashboard.</li> <li>• Download and install the student kiosk on testing devices.</li> <li>• Access passwords used to initiate the Site Readiness Test on installed kiosks and certify the site (school) is ready for student testing.</li> <li>• Create and View reports</li> </ul>	Users Administration Reporting
<b>Technology Coordinator (TC)</b>	<p>The TC is assigned to an LEA or to one or more schools and can:</p> <ul style="list-style-type: none"> <li>• Prepare the IT network for student testing.</li> <li>• Download and install the student kiosk on testing devices.</li> <li>• Download, install, and request activation for TestMonitor.</li> <li>• Verify content synchronization of TestMonitor.</li> <li>• Access passwords used to initiate the Site Readiness Test on installed kiosks and certify the site (school) is ready for student testing.</li> </ul>	Administration
<b>Reports Access Only (RAO)</b>	<ul style="list-style-type: none"> <li>• Create and view reports for their assigned organizations.</li> </ul>	Reporting

**Note:** TCs only have access to the Site Readiness component for their assigned school(s). A LAC or STC assigned to the school(s) also have access to perform site readiness and certification tasks.

**Note:** All TestMonitor related responsibilities are optional as TestMonitor is an optional caching module.

## LOGGING IN

To access the MCAP Government and LS MISA Portal, users will navigate to <https://lsmisagovportal.cognia.org> and will be presented with a page like the following.



Click the Log In button to enter your user credentials. Users will type their username and password into the text boxes and click the **Sign In** button to enter the portal.

The screenshot shows the login form on the MCAP Government and LS MISA Portal. At the top is the Maryland State Department of Education logo. Below it, the text "MCAP Government and LS MISA Portal" is centered. The login form consists of two input fields: "Username" and "Password". To the right of the "Password" field is a link that says "Forgot Password?". Below the input fields is a black "Sign In" button.



1. **Forgot your password?:** If a user has forgotten their password, click on the **Forgot Password?** link and enter the username into the textbox provided. Click the **Submit** button. The system will send an email to the address associated with the account that will allow the user to reset his or her password.
  - a. **Password Requirements:**
    - i. Minimum of 8 characters, maximum of 32 characters
    - ii. One uppercase letter
    - iii. One lowercase letter
    - iv. One special character (~!@#\$\$%^&\*()\_+={}|[:]'<>?,)
    - v. One number
2. **Contact Us:** The **Contact Us** link provides contact information for the [Cognia Help Desk](#).
3. **Terms of Use:** The **Terms of Use** link provides security information regarding the MCAP Government and LS MISA Portal.

## PORTAL HOME PAGE

The MCAP Government and LS MISA Portal is used to perform all administrative tasks for student testing. Upon logging in to the MCAP Government and LS MISA Portal, the portal home page provides access to the following components according to your role and organization:

- **User Management:** Used for adding and editing portal user accounts.
- **Administration:** Used for downloading kiosks and completing site readiness, organizing students and classes for testing, scheduling tests, accessing student log-in information, printing student test tickets, monitoring student testing progress, and placing and tracking orders for materials.

### NAVIGATING THE PORTAL HOME PAGE



1. Click the **Maryland State Department of Education logo** in the top-left corner of any page to return to the Portal home page.
2. Click [Users](#) at the top of the Portal home page to access the User Management component.
3. Click your username in the top-right corner of the page to view your profile.
4. Click **Help & Support** in the top-right corner of the page to go to the [MCAP Government and LS MISA Help & Support page](#).
5. Click **Logout** at the top-right corner of the page to log out of the portal.

6. Click [Administration](#) to access the Administration component.
7. Click [Reporting](#) to access the Reporting component.
8. Click **Contact Us** at the bottom of the Portal home page to open a blank email message address to [Cognia Help Desk](#).

## UPDATE YOUR PROFILE

Your profile page displays your contact information, organization(s), and role. To make changes to your user profile, click on your name in the upper right corner of the portal. Click the **Edit Information** button to make updates to your first or last name, email address, password, phone number, fax number or address. Click **Save Profile** to save any changes you have made.

MARYLAND STATE DEPARTMENT OF  
**EDUCATION** Users Jobs

New User

Contact Information support@emetric.net

Organizations • Blue District

Roles • Local Accountability Coordinator

Edit Information

## USERS

The top menu bar on the portal home page provides the **Users** tab, which provides user management features for the platform. According to your permissions you can view users, add new users and manage existing user accounts for the platform. By default, a list of existing users will be provided.

**Note:** The **Users** component is available to LACs and STCs only.

Users

1 Create New User 2 Import Users ☐ Show Deactivated Accounts 3 Filter: Choose an Organization Choose a Role 4 Search

First Name	5 Last Name	Email	Username	Role
eMetric	Support	eMSupport@emetric.net	eMSupportSTC	School Testing Coordinator 6
DemoSTC	Support	Support@emetric.net	SupportDemoSTC	School Testing Coordinator
eMetric	SupportLAC	Support@emetric.net	SupportDemoLAC	Local Accountability Coordinator 7

1. To add a new user account click the [Create New User](#) button.
2. To add or update existing users via file upload click the [Import Users](#) button.
3. Filter the list by selecting an organization in the **Choose an Organization** drop-down menu or by selecting a user role in the **Choose a Role** drop-down menu.
4. To locate a user, in the **Search** (🔍) box in the top-right corner of the page, type the first name, last name, username or email address of the user, and then hit **Enter** or click the search icon 🔍.
5. Sort columns by clicking the column heading.

6. To edit an existing user, select the **Edit User** (✎) icon in the user's row.
7. To deactivate a user account, click on the **Deactivate User** (✕) icon in the user's row.

## ADD A NEW USER

To add a new user, click the **Create New User** button.


The screenshot shows the 'Create New User' form. At the top left is a '5' in a circle. Below it are 'Save User' and 'Cancel' buttons. The form is divided into two main sections. The left section contains input fields for 'Username\*' (with a '1' in a circle), 'First Name\*' (containing 'New'), 'Last Name\*' (containing 'User'), 'Email\*', 'Phone Number', 'Fax Number', and 'Address'. The right section is titled 'Roles & Organizations' and contains three numbered callouts: '2' for 'New User has the following role:' with a dropdown menu showing 'No roles selected. Click here to choose role(s).'; '3' for 'New User belongs to the following organizations:' with a button 'Click here to select organization(s).'; and '4' for 'New User has access to the following programs:' with a list of 'LS MISA & Gov Operational' and 'LS MISA & Gov Practice', each with an 'X' to remove it, and a button 'Click here to select program(s)'.

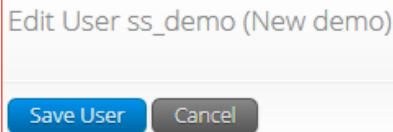
1. Enter the new user's personal and contact information. Fields with a red asterisk (\*) are required.
  - a. Use the new user's email address as their username.
  - b. Ensure the email address is accurate. New portal users will be sent separate emails containing their username and passwords to the email specified.
2. Select the role you wish the user to have from the **New user has the following role:** drop-down menu. The permissions for the indicated user role will be provided to the individual given the role.
 

Each user account can be assigned to one role only. If one person will be performing tasks for more than one role, they should be given the role with the highest level of privilege required to complete their tasks.
3. In the **New User belongs to the following organizations** list, select the organizations the user should have access to. Users may have access to multiple organizations.
4. In the **New User has access to the following programs** list, select the programs the user should have access to. Programs are listed by default, click the X to remove a program from the list.

- Click **Save User** to save the new user account.

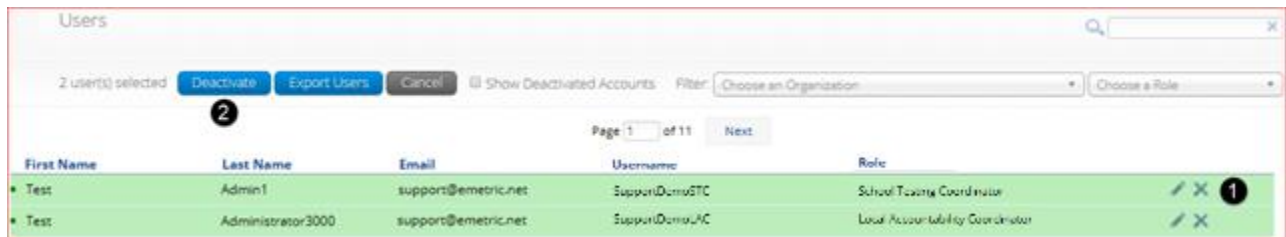
### EDIT A USER


To edit an existing user, select the  icon in the user's row. You will be redirected to the user's profile and will be able to edit fields as allowed by your account type. Click **Save** to save any changes made to a user's profile.




### DEACTIVATE & REACTIVATE USERS

A LAC or STC can deactivate existing user accounts and reactivate user accounts that were previously deactivated. Deactivating a user account will remove the account from the list of users and render the account unusable. The 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.



- To deactivate a user account, click on the  icon in the user's row. A pop-up verification message will appear.
- To deactivate multiple user accounts, select each account and click on the **Deactivate** button above the user table. A pop-up verification message will appear.

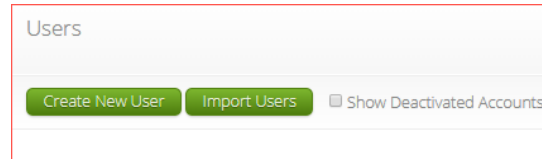


- To reactivate an account that was previously deactivated, click on the **Show Deactivated Accounts** checkbox.
- Click the  icon in the user's row to reactivate a user account. A pop-up verification message will appear.
- To reactivate multiple user accounts, select each account to be reactivated and click the **Reactivate** button above the user table. A pop-up verification message will appear.

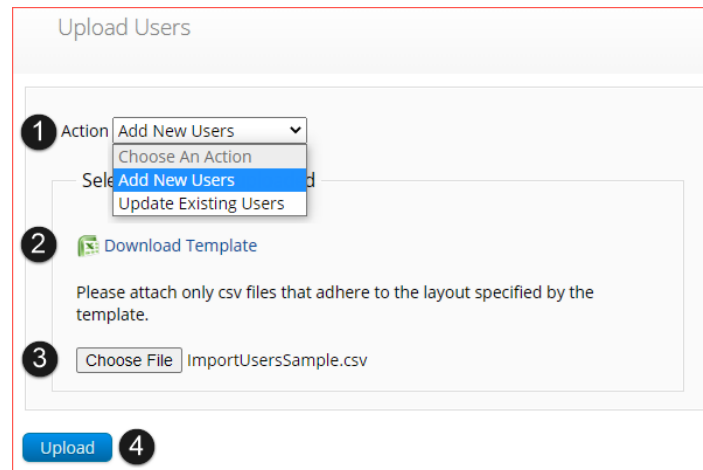
## IMPORT USERS

If you have several users 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 separate files must be used when adding or editing existing users.

**Note:** The user upload feature will be available from 3:00 PM to 5:30 AM EST during operational testing windows.



To add new users or update existing users via file upload, from the **Users** page click on the **Import Users** button.



1. On the Upload Users page, select **Add New Users** or **Update Existing Users** from the Action drop down menu.
2. Once an action has been selected, the user upload template will be made available to download. Click on the **Download Template** link to download to your computer. Fill out the template accordingly and save the file in CSV format, there is a **limit of 30 records** for each upload file.

The following is an example of an upload file:

	A	B	C	D	E	F	G	H	I	J
1	Username	Fname	Lname	Email	Role	Org	Program	Phone	Fax	Address
2	LACDemo1	LAC	Demo	LACdemo@emetric.net	LAC	GD	2 1			
3	eMSupportSTC	eMetric	Support	STCdemo@emetric.net	STC	GD-HS	2 1			
4	SupportDemoSTC	DemoSTC	Support	STCdemo@emetric.net	STC	GD-ES	2 1			
5	SupportDemoLAC	eMetric	SupportLAC	LACdemo@emetric.net	LAC	GD	2 1			
6	TCDemo	TC	Demo	TCdemo@emetric.net	TC	GD	2 1			
7										

3. Click **Choose File** and select the file you would like to upload from your computer, you will now see the file name next to the **Choose File** button.
4. 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 portal users will be sent two separate emails containing their username and passwords to the email specified.

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

The table below describes the columns, required fields, and accepted values in the upload file:

Field Name	Description	Accepted Values
Username*	User's username for logging into the portal.	Up to 50 alpha-numeric characters.
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.
Role*	User's role.	<p>One of the following:</p> <p>LAC — Local Accountability Coordinator</p> <p>TC — Technology Coordinator</p> <p>STC — School Test Coordinator</p> <p>TA — Test Administrator</p> <p>The abbreviated role will be used in the CSV file.</p> <p><i>For example:</i></p> <p><b>STC</b> will be the accepted value in the CSV file for adding a School Test Coordinator.</p>
Org*	<p>Local Education Agency number associated with the district level user.</p> <p>Local Education Agency number and School Number associated with the school level user.</p>	<p><u>Local Accountability Coordinator, Technology Coordinator (District)</u></p> <p>Org = Local Education Agency Number</p> <p><i>For example:</i></p> <p>If Local Education Agency Number is = 21</p> <p>then</p> <p>Org = 21</p> <p><u>School Test Coordinator, Technology Coordinator (School)</u></p> <p>Org = Local Education Agency Number hyphen School Number.</p> <p><i>For example:</i></p> <p>If Local Education Agency Number = 21</p> <p>School Number = 1015</p> <p>then</p> <p>Org = 21-1015</p> <p>If a user belongs to multiple organizations, a pipe will be used to separate the organizations.</p> <p><i>For example:</i></p> <p>If a user belongs to school 1015 and 1016 in LEA 21 then</p> <p>Org + 21-1015 21-1016.</p>

Program	Programs available for the user.	Blank 2 = LS MISA & Gov Operational 1 = LS MISA & Gov Practice If a user needs access to multiple programs a pipe will be used to separate organizations. If a user needs access to both LS MISA & Gov Operational and LS MISA & Gov Practice then Program = 2 1
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

**Note:** Leaving the program column blank will give the user access to all programs by default. Include data in this column when a user should have access to only **LS MISA & Gov Operational** or **LS MISA & Gov Practice**.

**Note:** Org IDs are available on the [MCAP Government and LS MISA Help & Support page](#).

## RESOLVING IMPORT USER ERRORS

If there are errors in the user file upload, you will be notified after you upload the file. 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.


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

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 <i>Save As</i> , select a file location, click on <i>Save as type</i> : drop down menu, select <i>CSV (Comma delimited)</i> , click <i>Save</i> .



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

**Total number of records present in the uploaded file:** 4  
**Number of Records Rejected:** 3  
**Number of Records Processed:** 1  
  
**Number of Users Created:** 1  
**Number of Users Updated:** 0

 [Download records with errors.](#)

The Error File can contain one or more of the errors shown in the table below:

<i>Notes Field in Error File</i>	<i>Result</i>	<i>Next Steps</i>
Unable to add user.	Username already exists in the portal.	Modify the username.
Username must be 4-50 alpha-numeric characters.	Username contains characters that are not alpha-numeric or are less than 4 or greater than 50 characters or is blank.	Modify the username to contain at least 4 characters, not more than 50 characters and include a mix of letters and number in the username.
First name must be 1-25 characters long.	First name contains characters that are less than 1 or greater than 25 characters or first name is blank.	Modify the first name to contain at least 1 character and not more than 25 characters.
Last names must be 2-25 characters long.	Last name contains characters that are less than 2 or greater than 25 characters or last name is blank.	Modify the last name to contain at least 2 characters and not more than 25 characters.
Invalid role.	Invalid role code or role is blank.	Add a valid role abbreviation.
Invalid organization and role pairing.	Invalid organization and role combination. For example, school user only has a LEA Number as Org.	If the user is a STC, verify that the LEA Number and School Number are provided in the Org field.
Invalid organization number.	Invalid organization number.	Verify the organization number is correct. If you are creating a LAC or TC that covers the LEA, verify the LEA Number is correct. Refer to the organization codes provided by MSDE.
Invalid/Not allowed program ID.	Invalid Program ID.	Update the program ID to be a valid number. See the table above for valid program codes.

After the invalid fields are corrected in the User Upload file, save the updated file to your device, and repeat the steps to import.

## EXPORT USERS

User information can be exported from the MCAP Government and LS MISA Portal in the form of a CSV file. To update existing users' information using the file upload feature, you should first export existing users, edit the exported file, and then upload the file using the **Update Existing Users** file upload option.

First Name	Last Name	Email	Username	Role
eMetric	Support	eMSupportSTC@emetric.net	eMSupportSTC	School Testing Coordinator
DemoSTC	Support	SupportDemoSTC@emetric.net	SupportDemoSTC	School Testing Coordinator
eMetric	SupportLAC	SupportDemoLAC@emetric.net	SupportDemoLAC	Local Accountability Coordinator

To export users, select the user accounts from the Users table and click **Export Users**. A confirmation will appear to confirm that the user data you selected was exported and the Export file downloaded.

Open the downloaded CSV file to view the user data that was exported.

	A	B	C	D	E	F	G	H	I	J
1	Username	Fname	Lname	Email	Role	Org	Program	Phone	Fax	Address
2	LACDemo1	LAC	Demo	LACdemo@emetric.net	LAC	GD	2 1			
3	eMSupportSTC	eMetric	Support	STCdemo@emetric.net	STC	GD-HS	2 1			
4	SupportDemoSTC	DemoSTC	Support	STCdemo@emetric.net	STC	GD-ES	2 1			
5	SupportDemoLAC	eMetric	SupportLAC	LACdemo@emetric.net	LAC	GD	2 1			
6	TCDemo	TC	Demo	TCdemo@emetric.net	TC	GD	2 1			
7										

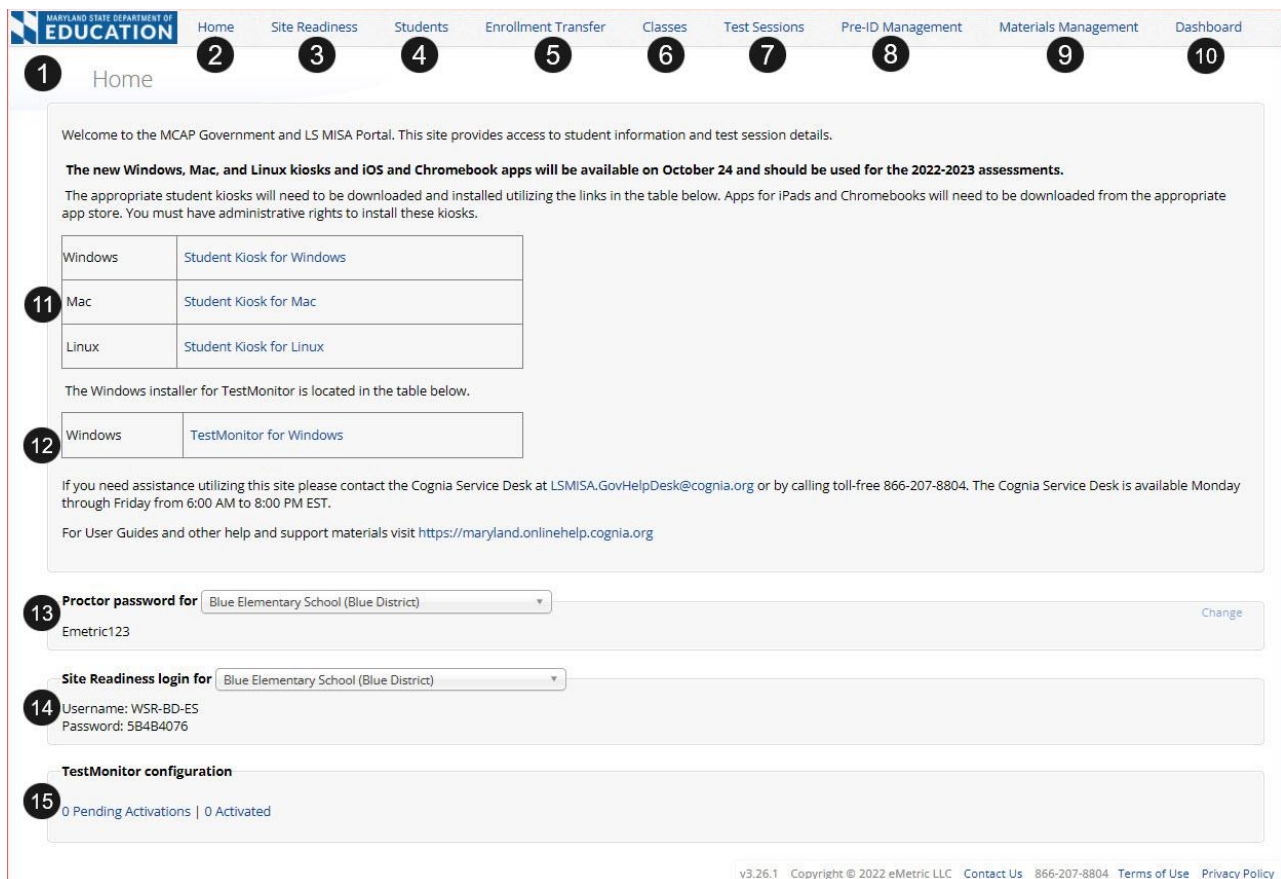
## ADMINISTRATION

To access the Administration component, users will click on the Administration icon upon logging in to the MCAP Government and LS MISA Portal.



The **Administration** home page displays a welcome message and the Administration components available according to the user's account level.

## NAVIGATING THE ADMINISTRATION HOME PAGE



1. To return to the Portal home page click the **Maryland Department of Education logo** in the top-left corner of any page.
2. To return to the Administration home page click **Home** from any page in the Administration component.
3. To review a summary of completed Site Readiness tests and certify your site as ready for student testing click [Site Readiness](#).
4. To add and edit student information, accommodations, and enroll or unenroll students from the building 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, schedule, and delete test sessions and print student test log-in tickets click [Test Sessions](#).
8. To add/update student data via pre-id upload click [Pre-ID Management](#).
9. To track order shipments, order additional materials, or schedule a UPS pickup click [Materials Management](#).
10. To view district and school level testing status click [Dashboard](#).
11. To download and install the MCAP Government and LS MISA Kiosk click on **Student Kiosk for Windows, Student Kiosk for Mac, or Student Kiosk for Linux**. For more information on installing the MCAP Government and LS MISA Kiosk, see the [MCAP Government and LS MISA Kiosk Installation Guide](#).
12. To download and install TestMonitor click on **TestMonitor for Windows**. For more information on TestMonitor, see the [TestMonitor User Guide](#).
13. To view the **Proctor Password** for schools in your organization select the school from the organization drop-down menu.
14. To view the **Site Readiness Login** information for your organization, select the school from the organization drop-down menu.
15. View **TestMonitor** configurations for your organization.

## SITE READINESS

**Site Readiness** testing identifies potential technical problems prior to student testing using a kiosk. The test is designed to simulate a test scenario and is used to verify that testing devices meet the minimum requirements and have been properly configured. To administer the Site Readiness Test, the Technology Coordinator launches the MCAP Government and LS MISA Kiosk on each device configuration (i.e., device type and operating system) being used for testing and uses the site readiness login for the assigned school to log in to the Site Readiness Test.

The Administration home page contains the links for downloading and installing the kiosk on Windows, Mac, and Linux devices, and the **Site Readiness Test login information** for TCs.

Welcome to the MCAP Government and LS MISA Portal. This site provides access to student information and test session details.

**The new Windows, Mac, and Linux kiosks and iOS and Chromebook apps will be available on October 24 and should be used for the 2022-2023 assessments.**

The appropriate student kiosks will need to be downloaded and installed utilizing the links in the table below. Apps for iPads and Chromebooks will need to be downloaded from the appropriate app store. You must have administrative rights to install these kiosks.

Windows	<a href="#">Student Kiosk for Windows</a>
Mac	<a href="#">Student Kiosk for Mac</a>
Linux	<a href="#">Student Kiosk for Linux</a>

The Windows installer for TestMonitor is located in the table below.

Windows	<a href="#">TestMonitor for Windows</a>
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If you need assistance utilizing this site please contact the Cognia Service Desk at [LSMISA.GovHelpDesk@cognia.org](mailto:LSMISA.GovHelpDesk@cognia.org) or by calling toll-free 866-207-8804. The Cognia Service Desk is available Monday through Friday from 6:00 AM to 8:00 PM EST.

For User Guides and other help and support materials visit <https://maryland.onlinehelp.cognia.org>

**Proctor password for**

Emetric123

[Change](#)

**Site Readiness login for**

Username: WSR-BD-ES

Password: 5B4B4076

**TestMonitor configuration**

0 Pending Activations | 0 Activated

The **Site Readiness Test** includes the System Set-Up Test, which will test your bandwidth, connectivity, screen resolution and the text-to-speech function, as well as the Student Interface Test, which will provide you with sample test questions to determine whether the device is capable of correctly displaying and navigating test content in iTester. For more information on running the Site Readiness Test, see the [MCAP Government and LS MISA Kiosk Installation Guide](#).

The **Site Readiness** component monitors progress toward site (school) certification. Clicking the link from the Administration home page will display the Site Readiness page.



Results of the Site Readiness Test for each device are displayed on the Site Readiness page. If the kiosk fails the System Set-Up Test or does not work properly when the Student Interface Test is run, then the TC will need to ensure the device meets the technical requirements and repeat the Site Readiness Test.

## NAVIGATING THE SITE READINESS PAGE

Site Readiness in Blue High School

1 Blue High School (Blue District)

2 School <a href="#">a</a>	Number of Devices Tested <a href="#">b</a>	Date and Time <a href="#">c</a>	Certified By <a href="#">d</a>
Blue High School	5	9/19/2022 10:35:14 AM	Support_LAC

3 View Details

Showing 1 - 1 of 1

\*Date and time is in Eastern Standard Time.

1. **Filter** the table by selecting an organization from the from the organization drop-down menu.
2. **Sort** columns by clicking on the column heading. The following columns are displayed:
  - a. List of Schools that have performed Site Readiness Tests.
  - b. Number of devices tested.
  - c. Date and Time when the site was certified.
  - d. User who certified Site Readiness testing for each school listed.
3. Click **View Details** to access the Site Readiness Details for the selected school.

## NAVIGATING THE SITE READINESS DETAILS PAGE

Site Readiness Details

1 Blue High School (Blue District)

2 Device Name <a href="#">a</a>	OS <a href="#">b</a>	Screen Size <a href="#">c</a>	Date and Time <a href="#">d</a>
Emetric-239	Windows 10	1536x802	10/7/2021 4:17:00 PM
emetric-244	Mac OS 11.5.1	1440x900	10/7/2021 1:54:42 PM
emetric-244	Mac OS 11.5.1	1440x847	10/7/2021 4:10:14 PM
emetric-244	Mac OS 11.5.1	1440x847	10/12/2021 6:15:49 PM
emetric-244	Mac OS 11.5.1	1440x900	10/12/2021 6:26:34 PM

Showing 1 - 5 of 5

**Site Certification**

3 I certify that Site Readiness tests have been performed on the above machines and any noted issues have been resolved.

[Certify Site Readiness](#)

\*Date and time is in Eastern Standard Time.

[Back](#)

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1. **Filter** the table by selecting a school from the organization drop-down menu.
2. **Sort** columns by clicking on the column heading. The following columns are displayed:
  - a. Device Names of devices that have performed a Site Readiness Test.
  - b. Operating System for the device listed.
  - c. Screen Size of the device listed.
  - d. Date and Time the Site Readiness Test was performed on the device listed.
3. When the kiosk has been installed on all devices and the Site Readiness Test has been completed for each device configuration, the TC may certify the site by clicking **Certify Site Readiness**.



After a device has been successfully certified, the site appears on the **Site Certification** list and site certification is indicated on the Site Readiness Details page.



## PRE-ID MANAGEMENT

The **Pre-ID Management** component is used to add or update students via pre-id file upload. Clicking the link from the Administration home page will display the Pre-ID Management page.



Pre-ID files will add new students to the portal, update existing student demographic data, update student enrollment, and add/update student accommodations and accessibility features.

**Note:** Accommodations can also be added or edited for multiple students who are already in the portal by using the “Upload Accommodations” feature described in the [Students](#) section.

Pre-ID upload will only be available during the specified Pre-ID window. Only LAC and STC users will have access to the Pre-ID Management page. During the pre-id window, pre-id files can be uploaded by LAC users at the LEA level and STC users at the school level.

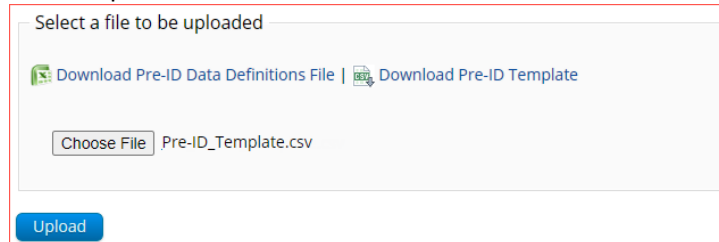
### NAVIGATING THE PRE-ID MANAGEMENT PAGE

File Name	File Size (Bytes)	Upload Date	Uploaded By	Uploaded Records	Records with Error	Status
Test6.csv	1738	03/18/2020 11:52:28 AM	emetric QualityAssurance			Pending
Test5.csv	1738	03/18/2020 11:52:15 AM	emetric QualityAssurance	2	0	Processed
Test4.csv	1738	03/18/2020 11:51:50 AM	emetric QualityAssurance	1	1	Validation Error

1. Select a district from the **Organization** drop-down menu. This will filter the file table below and determine to which organization files are uploaded.
2. Click the **Export Students** button to export a pre-ID 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 uploaded

pre-ID files. Exported Pre-ID files can be edited and uploaded back into the portal during Pre-ID windows to update student records.

3. Click on **Download Pre-ID Data Definitions file** to download a reference of the required columns and expected values for each field.
4. Click on **Download Pre-ID Template** to download the pre-ID file template as a csv file. A reference is available on the [MCAP Government and LS MISA Help & Support page](#).
5. After the file has been saved in the correct CSV format, click on **Choose File** to select your file, and then click **Upload** to upload the file.

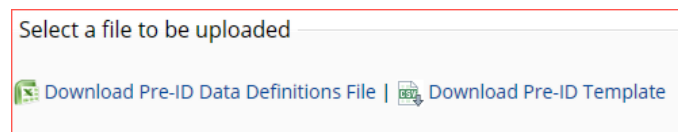


If the file does not pass the initial file validations, you will receive an error message and will be required to correct and upload the file again. Examples of file validations include incorrect file type, incorrect or missing headers, and empty data rows.

6. Uploaded files appear in the File Table on the Pre-ID Management page. You can sort the table by clicking on the column headings.
7. The status column will display the three available statuses:
  - a. If the file passes the initial file validations, it will remain in a **Pending** status until it has completed processing.
  - b. After the files have been processed, an email will be sent notifying you that processing is complete. The file table will be updated to reflect the status of **Processed** files, showing the number of uploaded records and the number of records with errors.
  - c. Click on **Validation Error** to download an error file after the file is processed. The error file will contain the row where the error occurred as well as an error description field.

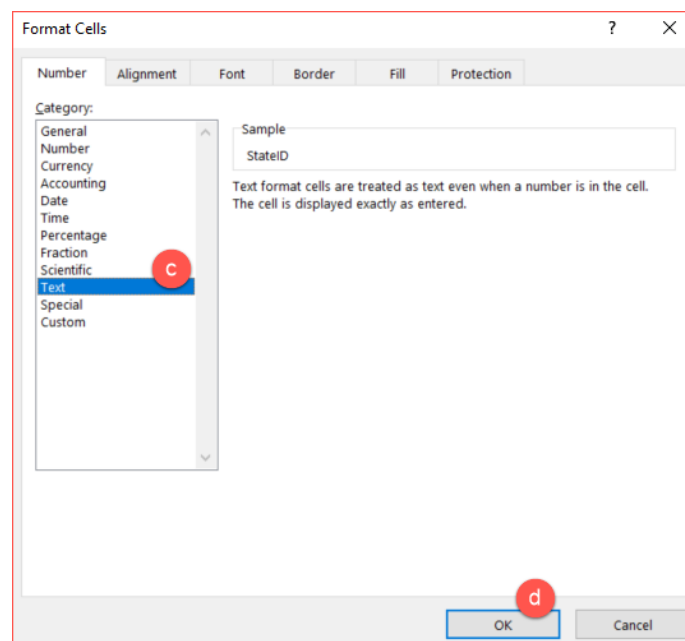
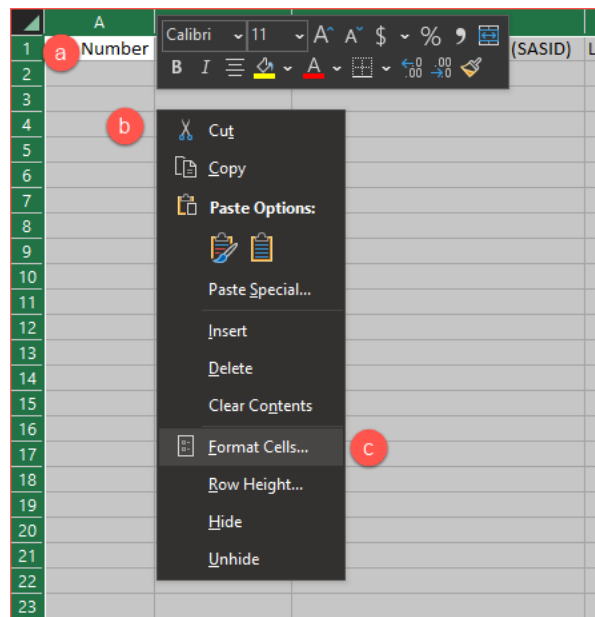
## PREPARING A PRE-ID FILE

Listed are the steps to prepare a Pre-ID File from the downloaded Pre-ID template.



1. Click on Download Pre-ID Data Definitions file to download a reference of the required columns and expected values for each field
2. Click on Download Pre-ID Template to download the template to be populated, the template will download as a CSV file.
3. Open the Pre-ID Template, when editing in Excel the user needs to first make all cells in the file text format to ensure leading zeros will not be dropped when populating the columns and rows.
  - a. Highlight the whole sheet by clicking on the triangle
  - b. Right click and select format cells
  - c. Select text
  - d. Click OK





4. Use the Data Definitions file to assist in populating the Pre-ID File, the Data definitions file provides information on each column that is to be populated, identifies which columns are required to have a value, and the accepted values for each column in the file.

	A	B	C	D	E	F	G
1	Item Numb	Data Element Name	Required	Length	Type	Permitted Values	Definition and Instructions
2	1	LEA Number	Y	2	String	01-24, 30, 32, 55, 60	The two-digit state designation of the local education agency.
3	2	School Number	Y	4	String	Valid MSDE school number	The four-digit code assigned to the school. Must be a valid school number for the reported academic year.
4	3	State Assigned Student ID (SASID)	Y	10	String	State Assigned Student ID	The valid State Assigned Student ID number assigned through USIS. Cannot contain pseudo numbers and cannot be BLANK. This number must be the same on all data files submitted to MSDE.
5	4	Local Student ID Number	Y	10	String	Local Student ID Number	The unique number assigned by the local education agency. May be any combination of numbers, not more than ten characters, right aligned. If fewer than ten characters, zero fill remaining positions to the left. This number must be the same on all data files submitted to MSDE.
6	5	Last Name	Y	30	String		The full legal last name borne in common by members of a family, as appears on the evidence of birth document. Up to thirty (30) characters long. Do not include punctuation.
7	6	First Name	Y	30	String		The full legal first name given to a person at birth, baptism, or through legal change, as appears on the evidence of birth document. Up to thirty (30) characters long. Do not include punctuation.
8	7	Middle Name	N	15	String		The student's full legal middle name given to a person at birth, baptism, or through legal change, as appears on the evidence of birth document. Up to fifteen (15) characters long. Do not include punctuation. Report as indicated as per official birth documentation. Can be Blank
9	8	Generation Code or Suffix	N	3	String	Jr, Sr, I, II, III, etc....	An appendage, if any, used to denote the student's generation in a family (e.g., Jr., Sr., III), as appears on the evidence of birth document. Valid values include Jr, JR, II, III, IV, V. Data reported for this element should be alpha characters right justified with null values pre-filled to the left without punctuation. Use Roman numbering for standardization – 2nd should be II (ii), 3rd should be III (iii), 4th should be IV (iv), 5th should be V. Jr and II are unique occurrences and both are valid values.

##### 5. Populate all the required fields in the Pre-ID Template.

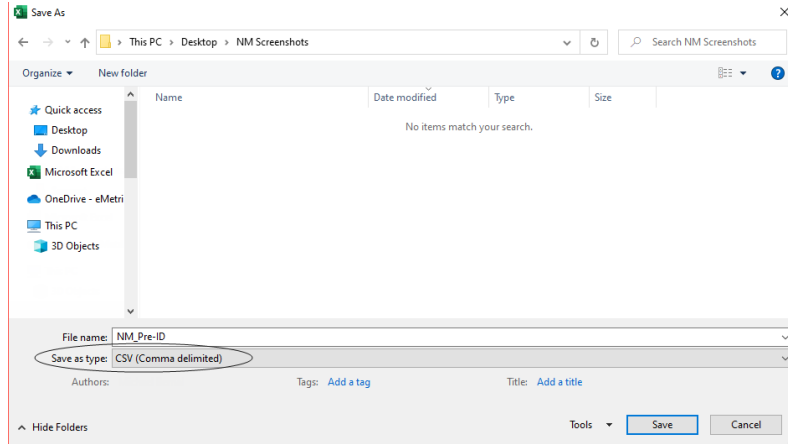
	A	B	C	D	E	F	G	H	I	J	K	L
1	LEA Number	School Number	State Assigned Student ID (SASID)	Local Student ID Number	Last Name	First Name	Middle Name	Generation Code or Suffix	Preferred Name (OPTIONAL)	Date of Birth	Grade	Gender
2	BD	ES	943057644		31 Demo	One	A			19981228	10	1
3	BD	ES	943051284		31 Demo	three	A			19981228	10	1
4	BD	ES	1739057136		656513 Demo	Two	G			20030306	9	2
5	BD	ES	921947136		656513 Demo	Two	G			20030306	9	2
6	BD	ES	929057136		656513 Demo	Two	G			20030306	9	2
7	BD	ES	942837136		656513 Demo	Two	G			20030306	9	2
8	BD	ES	9430571888		656513 Demo	Two	G			20030306	9	2
9	BD	ES	943057197		656513 Demo	Two	G			20030306	9	2
10	BD	ES	943057612		656513 Demo	Two	G			20030306	9	1
11	BD	ES	943057614		656513 Demo	Two	G			20030306	9	1
12	BD	ES	943057615		656513 Demo	Two	G			20030306	9	1
13	BD	ES	943057616		656513 Demo	Two	G			20030306	9	2

##### 6. Save the file as a .CSV. The Pre-ID File is now ready for upload into the MCAP Government and LS MISA Portal.

#### HOW TO SAVE AN EXCEL FILE AS A CSV (.csv) FILE

**Pre-ID Files** need to be saved in the correct **CSV** format to pass the initial file validations. To save an excel file as a .csv:

1. Click **File** in a completed Excel sheet.
2. Click **Save As**.
3. Click on the drop-down menu next to "Save as type."
4. Select **CSV (comma delimited)**.
5. Click **Save**. Your file is now saved in the correct CSV format.

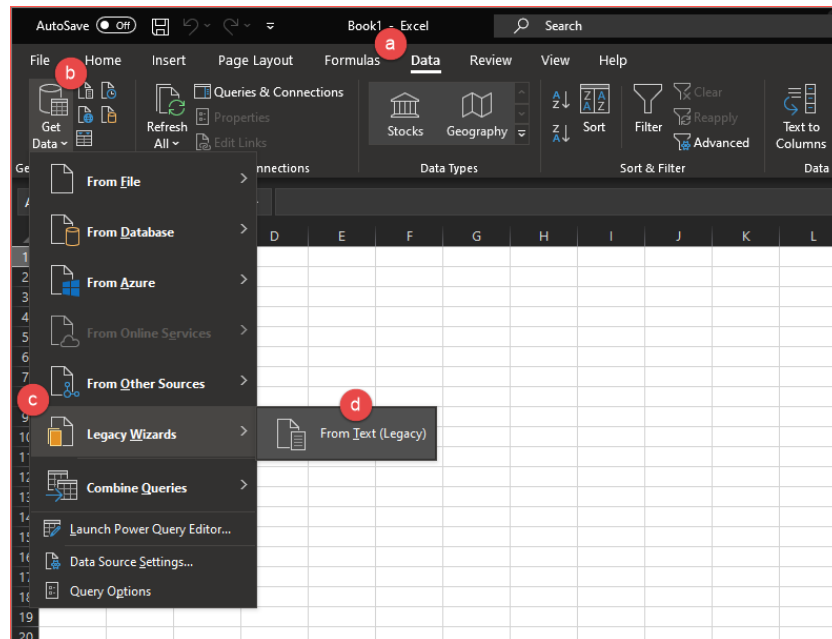


### WORKING WITH AN EXPORTED PRE-ID FILE IN EXCEL

Opening a CSV in EXCEL will cause all leading zeros to be dropped. Follow the steps below in EXCEL to ensure the leading zeros in the exported file are retained.

1. Export the Pre-ID file for the district or school on to your computer.
2. Open EXCEL and choose a Blank workbook.
  - a. Click **Data**
  - b. Click **Get Data**
  - c. Select **Legacy Wizards** from the list.
  - d. Then select **from Text (Legacy)**.

**NOTE:** (If you do not have legacy wizards as a selection, they can be added by going into File->Options->Data and selecting the legacy wizards to add, From Text ).



3. Select the **exported Pre-ID file** downloaded onto the computer and click **Import**.

4. The Text Import Wizard will appear in Step 1 select **Delimited** under Original data type and check the box next to **My Data has headers**, click **Next**.
5. In Step 2, uncheck **Tab** and check next to **Comma** in the Delimiters box then click **Next**.
6. In Step 3, shift click on the **first column** in the Data preview, then scroll to the **last column** and shift click, all columns should now be highlighted black. Select **Text** in the Column data format box, all the headers for each column should now show Text instead of General. The leading zeros will show as retained.

7. Click **Finish**, and then click **OK**. The Data will be imported with leading zeros.

	A	B	C	D	E	F	G	H
1	LEA Number	School Number	State Assigned Student ID (SASID)	Local Student ID Number	Last Name	First Name	Middle Name	Generation Code or Suffix
2	01	0602	123555556	123456789	Agendi	Jermaine		
3	BD	ES	943057644	000000031	Demo	One	A	
4	BD	ES	943051284	000000031	Demo	three	A	
5	BD	ES	1739057136	656513	Demo	Two	G	
6	BD	ES	921947136	656513	Demo	Two	G	
7	BD	ES	929057136	656513	Demo	Two	G	
8	BD	ES	942837136	656513	Demo	Two	G	
9	BD	ES	9430571888	656513	Demo	Two	G	
10	BD	ES	943057197	656513	Demo	Two	G	
11	BD	ES	943057612	656513	Demo	Two	G	
12	BD	ES	943057614	656513	Demo	Two	G	
13	BD	ES	943057615	656513	Demo	Two	G	
14	BD	ES	943057616	656513	Demo	Two	G	

8. The exported Pre-ID file can be edited to update student enrollment information, demographic information, accessibility features, and accommodations. After editing of the file has been completed the file will need to be saved as a .csv file then can be uploaded back into the MCAP Government and LS MISA Portal.

## PRE-ID ERROR CODES

Below is a table containing the possible error codes you may encounter in the error file returned to you:

<b>Error Code</b>	<b>Field</b>	<b>Description</b>
4001	LEA Number	Only LEAs 01-24, 30, 32, 55 or 60 are valid, if <i>Homeschooled</i> = Y LEA Number must be 55
4002	School Number	School Number must be unique Permitted values are 0-9 Uploading School Number does not match School Number from Portal
4003	State Assigned Student ID (SASID)	SASID Must be unique Permitted values are 0-9 Max length is 10 digits Duplicate data
4004	Local Student ID Number	Only Numeric values are valid Max length is 10 digits
4005	Last Name	Permitted Values are a-z, A-Z, space, À, È, Ì, Ò, Ù, à, è, ì, ò, ù, Á, É, Í, Ó, Ú, Ý, á, é, í, ó, ú, ý, Â, Ê, Î, Ô, Û, â, ê, î, ô, û, Ã, Ñ, Ò, ã, ñ, õ, Ä, Ë, Ì, Ö, Ü, ä, ë, ï, ö, ü, ç, Ç, ß, Ø, ø, Å, å, Æ, æ, Þ, þ, Ð, ð, \, -, ., ' Max length is 30 characters
4006	First Name	Permitted Values are a-z, A-Z, space, À, È, Ì, Ò, Ù, à, è, ì, ò, ù, Á, É, Í, Ó, Ú, Ý, á, é, í, ó, ú, ý, Â, Ê, Î, Ô, Û, â, ê, î, ô, û, Ã, Ñ, Ò, ã, ñ, õ, Ä, Ë, Ì, Ö, Ü, ä, ë, ï, ö, ü, ç, Ç, ß, Ø, ø, Å, å, Æ, æ, Þ, þ, Ð, ð, \, -, ., ' Max length is 30 characters
4007	Middle Name	Permitted Values are a-z, A-Z, space, À, È, Ì, Ò, Ù, à, è, ì, ò, ù, Á, É, Í, Ó, Ú, Ý, á, é, í, ó, ú, ý, Â, Ê, Î, Ô, Û, â, ê, î, ô, û, Ã, Ñ, Ò, ã, ñ, õ, Ä, Ë, Ì, Ö, Ü, ä, ë, ï, ö, ü, ç, Ç, ß, Ø, ø, Å, å, Æ, æ, Þ, þ, Ð, ð, \, -, ., ' Max length is 15 characters
4008	Generation Code or Suffix	Permitted values are Jr, Sr, I, II, III, IV, V, "etc.", blank; Max length is 3 characters
4009	Preferred Name	Permitted Values are a-z, A-Z, space, À, È, Ì, Ò, Ù, à, è, ì, ò, ù, Á, É, Í, Ó, Ú, Ý, á, é, í, ó, ú, ý, Â, Ê, Î, Ô, Û, â, ê, î, ô, û, Ã, Ñ, Ò, ã, ñ, õ, Ä, Ë, Ì, Ö, Ü, ä, ë, ï, ö, ü, ç, Ç, ß, Ø, ø, Å, å, Æ, æ, Þ, þ, Ð, ð, \, -, ., ' Max length is 15 characters
4010	Date of Birth	Date format is YYYYMMDD; Date is invalid
4011	Grade	Grade range is 04-12

4012	Gender	Permitted Values are 1, 2, or 3. 1 = Male, 2 = Female, 3 = X
4013	Hispanic/Latino Ethnicity	Permitted Values are Y or N
4014	American Indian Alaskan Native	Permitted Values are 0,1
4015	Asian	Permitted Values are 0,2
4016	Black or African American	Permitted Values are 0,3
4017	Native Hawaiian or Pacific Islander	Permitted Values are 0,4
4018	White	Permitted Values are 0,5
4019	<i>Additional Race Check</i>	At least one race field must be populated
4020	Homeless Student	Permitted Values are Y or N
4021	Title 1 Indicator	Permitted Values are Y or N
4022	Economically Disadvantaged	Permitted Values are Y or N
4023	Migrant	Permitted Values are Y or N
4024	Foreign Exchange Student Indicator	Permitted Values are Y or N
4025	Special Education (SE) Indicator	<p>Permitted Values are Y, N, E, 2, 3;</p> <p>Must be Y if Special Education Certificate Status is Y;</p> <p>If <i>ASL Video, Assistive Technology Screen Reader, Assistive Technology Non-Screen Reader, Closed Captioning, Refreshable Braille, Alternate Representation Paper Test, Large Print, Human Signer for Test Directions, Answers Recorded in Test Book, Calculation Device and Mathematics Tools, Technology Enhanced Items, Monitor Test Response, or Word Prediction</i> are <b>Y</b> then Special Education Indicator must be Y, 2, or 3</p> <p>If <i>Braille Response</i> is <b>01 or 02</b> then Special Education Indicator must be Y, 2, or 3</p> <p>If <i>Constructed Response</i> is <b>01, 02, 03, or 04</b> then Special Education Indicator must be Y, 2, or 3</p> <p>If <i>Selected Response</i> <b>01, 02, 03, or 04</b> then Special Education Indicator must be Y, 2, or 3</p> <p>If <i>Text To Speech or Braille with Tactile Graphics</i> are <b>01</b> then Special Education Indicator must be Y, 2, or 3</p> <p>If <i>Human Reader or Human Signer</i> is <b>01 or 02</b> then Special Education Indicator must be Y, 2, or 3</p>

4026	Special Education End Date	Date format is YYYYMMDD; Cannot be blank if <i>Special Education Indicator</i> is <b>E or 3</b> ; Date cannot be in the future; Date is invalid
4027	Special Education Certificate Status	Permitted Values are Y or N
4028	English Learner (EL) Status	Permitted Values are Y, N, E; If <i>Administration Directions Clarified in Students Native Language, Administration Directions Read Aloud in Students Native Language, Science/Social Studies Response EL, Unique Accommodation, or Word to Word Dictionary English Native Language</i> are <b>NOT N</b> then English Learner Status must be Y or E
4029	English Learner Entry into the US Date	Date format is YYYYMMDD; Cannot be blank if <i>English Learner Status</i> is <b>Y or E</b> ; Date is invalid
4030	English Learner Service Begin Date	Date format is YYYYMMDD; Cannot be blank if <i>English Learner Status</i> is <b>Y or E</b> ; Date is invalid
4031	English Learner Service End Date	Date format is YYYYMMDD; Cannot be blank if <i>English Learner Status</i> is <b>E</b> ; Date is invalid
4032	Foster Care Status	Permitted Values are Y or N
4033	Military Connected Indicator	Permitted Values are Y, N, or U
4034	Homeschooled	Permitted Values are Y or N; If = 'Y,' <i>LEA Number</i> = <b>55</b>
4035	HomeLEA	Permitted Values: 01-23, 30, 32; Cannot be blank if <i>LEA Number</i> = <b>24</b>
4036	Academic Year	For school year 2023-2024 the academic year is 2024
4037	Student with Disabilities	Permitted Values are IEP, 504, blank; If <i>Special Education Indicator</i> is <b>Y</b> Student with Disabilities must be IEP; If <i>Special Education Indicator</i> is <b>2 or 3</b> Student with Disabilities must be 504; If <i>Special Education Indicator</i> is <b>N or E</b> Student with Disabilities must be blank

4038	Primary Disability Type	Permitted values are: AUT,DB,DD,EMN,HI,ID,MD,OI,OHI,SLD, SLI,TBI,VI, blank
4041	Test Format - HSMISA	Permitted Values are P, O or BLANK; If <i>Color Contrast, ASL Video, Assistive Technology Screen Reader, Assistive Technology Non-Screen Reader, Closed Captioning, or Refreshable Braille Display</i> are <b>Y</b> then Test Format must be O; If <i>Text To Speech</i> is <b>01</b> then Test Format must be O; If <i>Alternate Representation Paper Test, Large Print, or Answers Recorded in Test Book</i> are <b>Y</b> then Test Format must be P; If <i>Braille with Tactile Graphics</i> is <b>01</b> then Test Format must be P If Test Format is P, then an applicable paper accommodation must be selected: Alternate Representation Paper Test Large Print Braille With Tactile Graphics Answers Recorded in Test Book
4042	Test Format - HSGOV	Permitted Values are P, O or BLANK; If <i>Color Contrast, ASL Video, Assistive Technology Screen Reader, Assistive Technology Non-Screen Reader, Closed Captioning, or Refreshable Braille Display</i> are <b>Y</b> then Test Format must be O; If <i>Text To Speech</i> is <b>01</b> then Test Format must be O; If <i>Alternate Representation Paper Test, Large Print, or Answers Recorded in Test Book</i> are <b>Y</b> then Test Format must be P; If <i>Braille with Tactile Graphics</i> is <b>01</b> then Test Format must be P If Test Format is P, then an applicable paper accommodation must be selected: Alternate Representation Paper Test Large Print Braille With Tactile Graphics Answers Recorded in Test Book
4043	Frequent Breaks	Permitted Values are Y or N
4044	Separate Alternate Location	Permitted Values are Y or N
4045	Small Testing Group	Permitted Values are Y or N



4046	Specialized Equipment or Furniture	Permitted Values are Y or N
4047	Specified Area of Testing	Permitted Values are Y or N
4048	Time of Day	Permitted Values are Y or N
<del>4049</del>	<del>Answer Masking</del>	<del>Permitted Values are Y or N</del>
4050	Student Reads Assessment Aloud to Themselves	Permitted Values are Y or N
4051	Color Contrast	Permitted Values are Y or N
4052	ASL Video	Permitted Values are Y or N; <i>If Text To Speech, Assistive Technology Screen Reader, Assistive Technology Non-Screen Reader, Closed Captioning, Human Reader/Signer, Refreshable Braille are Y then ASL Video must be N;</i> <i>If Special Education Indicator is Y, 2 or 3 then ASL Video must be N</i>
4053	Assistive Technology Screen Reader	Permitted Values are Y or N; <i>If Text To Speech, ASL Video, Assistive Technology Non-Screen Reader, Closed Captioning, Human Reader/Signer are Y then Assistive Technology Screen Reader must be N;</i> <i>If Special Education Indicator is Y, 2, or 3 then Assistive Technology Screen Reader must be N</i>
4054	Assistive Technology Non-Screen Reader	Permitted Values are Y or N; <i>If Text To Speech, ASL Video, Assistive Technology Screen Reader, Closed Captioning, Human Reader/Signer are Y;</i> <i>If Special Education Indicator is Y, 2 or 3 then Assistive Technology Non-Screen Reader must be N</i>
4055	Closed Captioning	Permitted Values are Y or N; <i>If Text To Speech, ASL Video, Assistive Technology Screen Reader, Assistive Technology Non-Screen Reader, Human Reader/Signer, Refreshable Braille are Y then Closed Captioning must be N ;</i> <i>If Special Education Indicator is Y, 2, or 3 then Closed Captioning must be N</i>
4056	Refreshable Braille Display	Permitted Values are Y or N
4057	Alternate Representation Paper Test	Permitted Values are Y or N
4058	Large Print	Permitted Values are Y or N

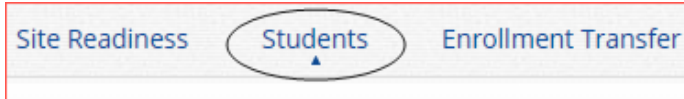
4059	Braille with Tactile Graphics	Permitted Values are 01 or N
4060	Human Signer For Test Directions	Permitted Values are Y or N
4061	Answers Recorded In Test Book	Permitted Values are Y or N
4062	Braille Response	Permitted Values are 01, 02, or N
4063	Calculation Device and Mathematics Tools	Permitted Values are Y or N
4064	Constructed Response	Permitted Values are 01-04, N
4065	Selected Response Or Technology Enhanced Items	Permitted Values are 01-04, N
4066	Monitor Test Response	Permitted Values are Y or N
4067	Word Prediction	Permitted Values are Y or N
4068	Administration Directions Clarified in Students Native Language	Permitted Values are Y or N
4069	Administration Directions Read Aloud in Students Native Language	Permitted Values are: AMH, ARA, CPE, CPF, CPP, CRP, HAT, CHI, ZHO, FRA, FRE, POR, SPA ,URD, VIE or HT
4070	Science/Social Studies Response EL	Permitted Values are 01, 02, or N
4071	Word to Word Dictionary English Native Language	Permitted Values are Y or N
4072	Text To Speech	Permitted Values are 01 or N
4073	Human Reader Or Human Signer	Permitted Values are 01, 02, or N
4074	Unique Accommodation	Permitted Values are Y or N
4075	Emergency Accommodation	Permitted Values are 01, 99 or N
4076	Extended Time	Permitted Values are IEP, 504, EL, N
4077	Allow Accessibility Mode Testing	Permitted Values are Y or N

Note: Answer Masking is offered to all students as a Universal Tool.

The file layout, Pre-ID File Data Definitions, and a list of error codes are also available on the [MCAP Government and LS MISA Help & Support page](#).

## STUDENTS

The **Students** tab is used to manually add students, edit student information & accommodations, and view student information. Click the link from the Administration home page to access Students.



### NAVIGATING THE STUDENTS PAGE

Students in Grand Canyon Elementary School

1 Grand Canyon Elementary School (Grand Canyon Dist... ☐ View Unenrolled Students

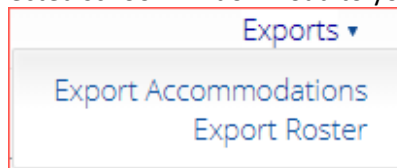
2 Choose a Subject

3 Add Student 4 Upload Accommodations 5 Student Search 6 Exports

Last Name	First Name	Middle Name	State Assigned Student ID	Grade	8	9	10	11
Doe	Demo Student Jane	M	948940171	9	View Classes	View Test Sessions	Enrollment Info	Edit
Doe	Demo Student Jane	M	175852591	9	View Classes	View Test Sessions	Enrollment Info	Edit
Doe	Demo Student John	M	1825048842	9	View Classes	View Test Sessions	Enrollment Info	Edit
Doe	Demo Student Jane	M	930444407	9	View Classes	View Test Sessions	Enrollment Info	Edit
Doe	Demo Student Jane	M	829286429	9	View Classes	View Test Sessions	Enrollment Info	Edit
Doe	Demo Student John	M	2101285036	9	View Classes	View Test Sessions	Enrollment Info	Edit
Doe	Demo Student Jane	M	758957445	9	View Classes	View Test Sessions	Enrollment Info	Edit
Doe	Demo Student John	M	801795570	9	View Classes	View Test Sessions	Enrollment Info	Edit
Doe	Demo Student Jane	M	1832353823	9	View Classes	View Test Sessions	Enrollment Info	Edit
Doe	Demo Student John	M	301373952	9	View Classes	View Test Sessions	Enrollment Info	Edit

Showing 1 - 10 of 51 Page 1 of 6 Next > 10 per page

1. **Filter** the Students table by selecting an organization from the **Organization** drop-down menu.
2. **Filter** the Students table by selecting a subject from the **Choose A Subject** drop-down menu.  
**Note:** The by subject filter filters the students after they have been put into course-level classes.
3. To add a new student, click [Add Student](#).
4. To upload student accommodations, click [Upload Accommodations](#).
5. To search for a student, click **Student Search**. Enter the Student ID, First Name, or Last Name.
6. Click **Exports** to Export Accommodations or Export Roster for the selected organization. A CSV file listing all students at the selected school will download to your computer.



7. Sort columns by clicking on a column heading. To locate a student, click the search icon (🔍) next to the column heading and type the desired search criteria.
8. Locate the student in the table and click **View Classes** in the column on the right to view a student's classes. A pop-up box will display a list of the assigned classes.
9. Locate the student in the table and click **View Test Sessions** in the column on the right to view a student's scheduled test sessions. A pop-up box will display a list of the scheduled sessions.
10. Click on [Enrollment Info](#) to view the student's enrollment information.

11. To edit a student's profile click **Edit** in the student's row. The student information tab will be displayed. Make your changes to the student's demographic information. You cannot make changes to the **State Student ID** and **Local Student ID Number** fields that are dimmed and unavailable.

## ADD A NEW STUDENT

To add a new student, select the school from **Organization** drop-down menu then click the **Add Student** button. The **Student Information** tab will be displayed.

Student Information	Accommodations	Classes
<b>Required Information:</b>		
Last Name: *		
First Name: *		
Middle Name:		
State Assigned Student ID: *		
Date of Birth: *		
Gender: *		
Grade: *		
Generation Code or Suffix:		
Local Student ID Number: *		
Hispanic/Latino Ethnicity: *		
Please choose at least one race		
American Indian/Alaskan Native: <input type="checkbox"/>		
Asian: <input type="checkbox"/>		
Black or African American: <input type="checkbox"/>		
Native Hawaiian or Other Pacific Islander: <input type="checkbox"/>		
White: <input type="checkbox"/>		
Homelessness Status: *		
Title I Indicator: *		
Economically Disadvantaged: *		
Migrant Status: *		
Foreign Exchange Student Indicator: *		
Special Education (SE) Indicator: *		
Special Education End Date:		
Special Education Certificate Status: *		
English Learner (EL) Status: *		
English Learner Entry into the US Date:		
English Learner Service Begin Date:		
English Learner Service End Date:		
Foster Care Status: *		
Military Connected Indicator: *		
Homeschooled: *		
Home LEA (For LEA 24 Schools Only):		
Submission Date:		
MCAP Government and LS MISA Data Elements		
Student with Disabilities:		
Primary Disability Type:		
Administration Code: *		
Test Month Year: *		
Test Format - HSMISA:		
Test Format - HSGOV:		
Save Cancel		

Fill in the student's demographic information. Fields with a red asterisk are required.

If the student requires accommodations and accessibility features, select **IEP** or **504** from the menu next to the **Students with Disabilities** field under **MCAP Government and LS MISA Data Elements** to indicate that the student is enrolled in a qualifying program for the accommodation. Then select the additional fields using the menus provided.

Click **Save** to add the new student or **Cancel** to discard your entry.

## ADDING ACCOMMODATIONS

If a student requires accommodations and/or accessibility features, select **IEP** or **504** from the menu next to the **Students with Disabilities** field under **MCAP Government and LS MISA Data Elements** to indicate that the student is enrolled in a qualifying program for the accommodation. Then select the additional fields using the menus provided and click the **Accommodations** tab to assign accommodations.

Accommodations and accessibility features must be assigned *before* the student begins the operational test. Accommodations and accessibility features are separated into groups based on type. The accommodations and accessibility features requiring support from the MCAP Government and LS MISA Kiosk are as follows: Color Contrast, ASL Video, Refreshable Braille Display, Assistive Technology Screen Reader, Text To Speech, Assistive Technology Non-Screen Reader, Closed Captioning, Braille Response: Braille Writer, Braille Response: Braille Notetaker, Human Signer, and Human Reader.

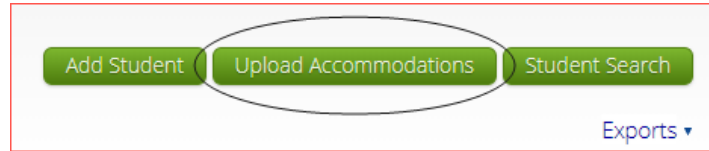
<p><i>Student Kiosk Mode</i></p> <p><input checked="" type="checkbox"/> Allow Accessibility Mode Testing</p> <p><i>Administration Considerations</i></p> <p><input type="checkbox"/> Frequent Breaks</p> <p><input type="checkbox"/> Separate Alternate Location</p> <p><input type="checkbox"/> Small Testing Group</p> <p><input type="checkbox"/> Specialized Equipment Or Furniture</p> <p><input type="checkbox"/> Specified Area Or Setting</p> <p><input type="checkbox"/> Time Of Day</p> <p><input type="checkbox"/> Student Reads Assessment Aloud To Themselves</p> <p><input type="checkbox"/> Color Contrast</p> <p><i>Presentation Accommodations</i></p> <p><input type="checkbox"/> ASL Video</p> <p><input type="checkbox"/> Assistive Technology Screen Reader</p> <p><input type="checkbox"/> Assistive Technology Non-Screen Reader</p> <p><input type="checkbox"/> Closed Captioning</p> <p><input type="checkbox"/> Refreshable Braille Display</p> <p><input type="checkbox"/> Alternate Representation Paper Test</p> <p><input type="checkbox"/> Large Print</p> <p><input type="checkbox"/> Braille With Tactile Graphics</p> <p><input type="checkbox"/> Human Signer For Test Directions</p>	<p><i>Response Accommodations</i></p> <p><input type="checkbox"/> Answers Recorded In Test Book</p> <p><input type="checkbox"/> Braille Response: Braille Writer</p> <p><input type="checkbox"/> Braille Response: Braille Notetaker</p> <p><input type="checkbox"/> Calculation Device and Mathematics Tools</p> <p><input type="checkbox"/> Constructed Response: Speech to Text</p> <p><input type="checkbox"/> Constructed Response: Human Scribe</p> <p><input type="checkbox"/> Constructed Response: Human Signer</p> <p><input type="checkbox"/> Constructed Response: External A/V Device</p> <p><input type="checkbox"/> Selected Response: Speech to Text</p> <p><input type="checkbox"/> Selected Response: Human Scribe</p> <p><input type="checkbox"/> Selected Response: Human Signer</p> <p><input type="checkbox"/> Selected Response: External A/V Device</p> <p><input type="checkbox"/> Monitor Test Response</p> <p><input type="checkbox"/> Word Prediction</p> <p><i>Other Accommodations and Accessibility Features</i></p> <p><input type="checkbox"/> Text To Speech</p> <p><input type="checkbox"/> Human Signer</p> <p><input type="checkbox"/> Human Reader</p> <p><input type="checkbox"/> Unique Accommodation</p> <p><input type="checkbox"/> Emergency Accommodation: Human Scribe</p> <p><input type="checkbox"/> Emergency Accommodation: Other</p> <p><input type="checkbox"/> Extended Time: IEP</p> <p><input type="checkbox"/> Extended Time: 504</p> <p><input type="checkbox"/> Extended Time: EL</p>	<p><i>Accommodations for EL</i></p> <p><input type="checkbox"/> Administration Directions Clarified In Students Native Language</p> <p><input type="checkbox"/> Administration Directions Read Aloud: Arabic</p> <p><input type="checkbox"/> Administration Directions Read Aloud: Chinese</p> <p><input type="checkbox"/> Administration Directions Read Aloud: Creole</p> <p><input type="checkbox"/> Administration Directions Read Aloud: French</p> <p><input type="checkbox"/> Administration Directions Read Aloud: Amharic</p> <p><input type="checkbox"/> Administration Directions Read Aloud: Portuguese</p> <p><input type="checkbox"/> Administration Directions Read Aloud: Spanish</p> <p><input type="checkbox"/> Administration Directions Read Aloud: Urdu</p> <p><input type="checkbox"/> Administration Directions Read Aloud: Vietnamese</p> <p><input type="checkbox"/> Administration Directions Read Aloud: Human Translator</p> <p><input type="checkbox"/> Science/Social Studies Response EL: Speech-to-Text</p> <p><input type="checkbox"/> Science/Social Studies Response EL: Human Scribe</p> <p><input type="checkbox"/> Word to Word Dictionary English Native Language</p>
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**Important:** Text-to-Speech is not available on Linux operating systems.

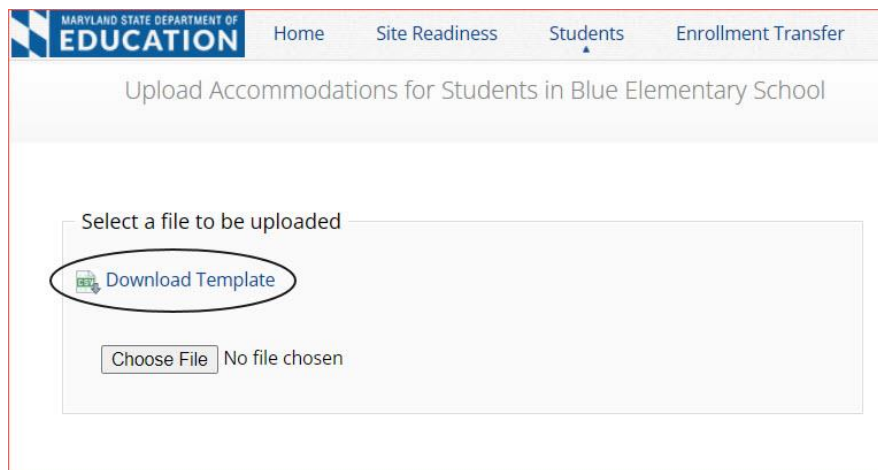
The Allow Accessibility Mode Testing accommodations will allow students to use third party assistive technology software when testing with a **Windows** kiosk. Owing to iTester's secure kiosk feature and variability among assistive technologies, some assistive technologies may not be compatible with iTester, even with the "Allow Accessibility Mode Testing" accommodation activated. It is imperative that

test coordinators utilize the practice test to ensure assistive technologies required by the student will work with iTester and that they provide the student an opportunity to familiarize themselves with the assistive technology as it is used within the iTester kiosk prior to the student beginning the operational test. If a test coordinator identifies an assistive technology that is not compatible with iTester, it is incumbent upon the test coordinator to identify an alternative devices or test delivery method.

## UPLOAD ACCOMMODATIONS



Users may upload accommodations and accessibility features for multiple students using the **Upload Accommodations** feature within the Students tab after the Pre-ID window closes. You can upload a maximum of 1000 records per accommodations upload file.



Click the **Download Template** link to download the file template needed to upload accommodations. The Accommodations Upload template will contain one column for the student ID number followed by a column for each accommodation.

	A	B	C	D	E	F	G
1	State Assigned Student ID	Allow Accessibility Mode Testing	Frequent Breaks	Separate Alternate Location	Small Testing Group	Specialized Equipment Or Furniture	Specified Area Or Setting
2							
3							
4							
5							
6							
7							
8							
9							

Below is table that contains fields, an explanation of the fields, and accepted values for the Accommodations Upload.

<i>Field Name</i>	<i>Description</i>	<i>Accepted Values</i>
State Assigned Student ID	Student's State Identification number	Up to 10 digits
Allow Accessibility Mode Testing	Allow Accessibility Mode Testing Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Frequent Breaks	Frequent Breaks Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Separate Alternate Location	Separate Alternate Location Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Small Testing Group	Small Testing Group Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Specialized Equipment Or Furniture	Specialized Equipment Or Furniture Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Specified Area Or Setting	Specified Area Or Setting Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Time Of Day	Time Of Day Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Student Reads Assessment Aloud To Themselves	Student Reads Assessment Aloud To Themselves Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation



<b>Field Name</b>	<b>Description</b>	<b>Accepted Values</b>
Color Contrast	Color Contrast Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
ASL Video	ASL Video Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Assistive Technology Screen Reader	Assistive Technology Screen Reader Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Assistive Technology Non-Screen Reader	Assistive Technology Non-Screen Reader Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Closed Captioning	Closed Captioning Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Refreshable Braille Display	Refreshable Braille Display Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Alternate Representation Paper Test	Alternate Representation Paper Test Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Large Print	Large Print Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Braille Graphic Textile	Braille Graphic Textile Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Human Signer For Test Directions	Human Signer For Test Directions Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Answers Recorded In Test Book	Answers Recorded In Test Book Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation



<i>Field Name</i>	<i>Description</i>	<i>Accepted Values</i>
Braille Response: Braille Writer	Braille Response: Braille Writer Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Braille Response: Braille Notetaker	Braille Response: Braille Notetaker Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Calculation Device and Mathematics Tools	Calculation Device and Mathematics Tools Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Constructed Response: Speech to Text	Constructed Response: Speech to Text Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Constructed Response: Human Scribe	Constructed Response: Human Scribe Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Constructed Response: Human Signer	Constructed Response: Human Signer Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Constructed Response: External A/V Device	Constructed Response: External A/V Device Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Selected Response: Speech to Text	Selected Response: Speech to Text Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Selected Response: Human Scribe	Selected Response: Human Scribe Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Selected Response: Human Signer	Selected Response: Human Signer Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Selected Response: External A/V Device	Selected Response: External A/V Device Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation

<i>Field Name</i>	<i>Description</i>	<i>Accepted Values</i>
Monitor Test Response	Monitor Test Response Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Word Prediction	Word Prediction Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Text To Speech	Text To Speech Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Human Signer	Human Signer Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Human Reader	Human Reader Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Unique Accommodation	Unique Accommodation Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Emergency Accommodation: Human Scribe	Emergency Accommodation: Human Scribe Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Emergency Accommodation: Other	Emergency Accommodation: Other	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Extended Time: IEP	Extended Time: IEP Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Extended Time: 504	Extended Time: 504 Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Extended Time: EL	Extended Time: EL Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation

<b>Field Name</b>	<b>Description</b>	<b>Accepted Values</b>
Administration Directions Clarified in Students Native Language	Administration Directions Clarified in Students Native Language Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Administration Directions Read Aloud: Arabic	Administration Directions Read Aloud: Arabic Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Administration Directions Read Aloud: Chinese (Mandarin)	Administration Directions Read Aloud: Chinese (Mandarin) Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Administration Directions Read Aloud: Haitian Creole	Administration Directions Read Aloud: Haitian Creole Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Administration Directions Read Aloud: French	Administration Directions Read Aloud: French Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Administration Directions Read Aloud: Amharic	Administration Directions Read Aloud: Amharic Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Administration Directions Read Aloud: Portuguese	Administration Directions Read Aloud: Portuguese Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Administration Directions Read Aloud: Spanish	Administration Directions Read Aloud: Spanish Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Administration Directions Read Aloud: Urdu	Administration Directions Read Aloud: Urdu Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Administration Directions Read Aloud: Vietnamese	Administration Directions Read Aloud: Vietnamese Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Administration Directions Read Aloud: Human Translator	Administration Directions Read Aloud: Human Translator Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation

Field Name	Description	Accepted Values
Science/Social Studies Response EL: Speech-to-Text	Science/Social Studies Response EL: Speech-to-Text Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Science/Social Studies Response EL: Human Scribe	Science/Social Studies Response EL: Human Scribe Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation
Word to Word Dictionary English Native Language	Word to Word Dictionary English Native Language Accommodation	0—Remove accommodation 1—Add accommodation Blank—No change in accommodation

\*Required Field

After uploading the accommodations file, a green confirmation message will pop-up with the date and time of the file upload.

Upload Accommodations for Students

Successfully uploaded the file  
**Accommodations\_Upload\_Demo.csv** to the server  
at 2/5/2020 2:15:55 PM

Select a file to be uploaded

Download Template

Choose File No file chosen

<b>Total number of records present in the uploaded file:</b>	6
<b>Number of records processed successfully:</b>	0
<b>Number of error records present in the file:</b>	6

A summary of the file upload will also be provided. The summary will display the number of records that were successfully uploaded and the number of records that were not uploaded due to errors in the file.

The following table contains pop-up messages that will appear after an uploaded accommodation file fails the initial validations. If one of the following red error messages appears after clicking **Upload**, the accommodations file will not be uploaded to the portal.

<i>Pop-Up Message</i>	<i>Result</i>	<i>Next Steps</i>
The uploaded file is not in the expected .CSV format. Please update the file and try again.	The file is not in the required CSV format.	Open your original Accommodations file. Click Save As, select a file location, click on the Save as type: drop down menu, select CSV (Comma delimited), and click Save.
The uploaded file is empty.	The file is a CSV file and in the correct format, but no records have been entered into the file.	Upload a file that contains student records.
The uploaded file is not in the expected format. Please download and use the template provided via the Download Template link.	The CSV file does not match the required template provided by clicking the Download Template link.	Click the Download Template link and save as a CSV to your device. Enter the student and accommodations data into this template.
The uploaded file cannot be processed because the maximum number of records in the file cannot exceed 1000.	There are more than 1000 records being uploaded at one time which exceeds the system limit.	Break your accommodations upload file into multiple files, each containing less than or equal to 1000 records.

### ACCOMMODATIONS UPLOAD ERROR MESSAGES

Any records that were not successfully uploaded will be assigned an error message in the Type of Error section of the Error file. The records containing errors may be downloaded as a CSV file by clicking the **Download records with errors** link.


**Total number of records present in the uploaded file:** 6

**Number of records processed successfully:** 2

**Number of error records present in the file:** 4

**Errors**

Type of Error	Number of Records With Errors
Empty Student Id	1
Invalid Student Id	1
Duplicate Student Id	1
Incorrect value for accommodations	1

 [Download records with errors](#)

[« Back to Students](#)

The Error file can contain one or more of the errors shown in the following table:

Error File Type of Error	Result	Next Steps
Empty Student ID	Student ID field was left blank	Add correct Student ID.
Invalid Student ID	Student ID value does not exist.	Correct the student ID in the upload file. Save and upload the updated file.
Duplicate Student ID	Student ID value was listed multiple times	Remove rows that contain a duplicate student ID.
Incorrect Value for Accommodation	A value other than, 0, 1, or a blank was placed in one or more of the accommodations columns.	Remove or replace the invalid values with values of 0, 1, or blank. Save and upload the updated file.

The error file will contain two columns: **State Student ID Number**, the number associated with the records that are in error, and **Type of Error**, the error associated with the record.

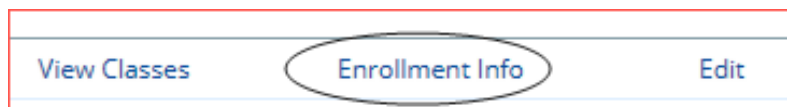
	A	B
1	State Student ID Number	Type of Error
2		Empty Student Id (1)
3	95550973900	Invalid Student Id
4	956756505	Duplicate Student Id
5	957733719	Incorrect value for accommodations

#### ENROLL A STUDENT IN A DIFFERENT SCHOOL

If a student is transferring between schools in an LEA after the final Pre-ID Window has closed, the Local Accountability Coordinator will be responsible for enrolling the student in the new school.

**Important:** If the student has already started a test, their test tickets will need to be securely transferred to the new school.

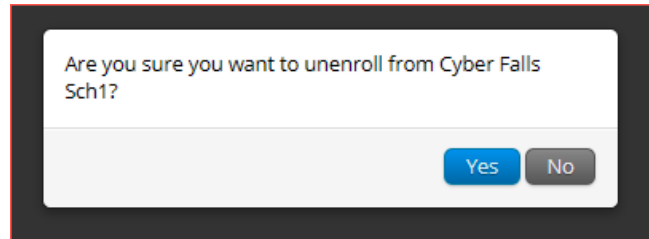
Locate the student in the Students table and then click **Enrollment Info** in the column on the right.



The student enrollment information is shown. You must first unenroll the student from the original school to enroll the student in the new school.

Enrollment Information for Baldwin, Brandon (100000005)				
District	School	Grade	Enrollment Status	
Cyber Falls	Cyber Falls Sch1	3	Enrolled	1 Unenroll
2 Enroll student in a different school				
<a href="#">« Back</a>				

1. In the column on the right, click **Unenroll** and then click **Yes** to confirm.



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

2. Click **Enroll student in a different school**.

 A dialog box titled "Enroll Student" with a close button (X) in the top right. It contains two sections. The first section, "Use demographic and accommodation information from:", has a dropdown menu currently showing "Cyber Falls Sch1". The second section, "Select the school in which you want to enroll the student:", shows the student's name "Baldwin, Brandon (100000005)" and a dropdown menu currently showing "Cyber Falls Sch2 (Cyber Falls)". At the bottom right, there are two buttons: a blue "Enroll Student" button and a grey "Cancel" button.

The first question asks you to select the school from which you want to use the student's demographic and accommodation information. If more than one school is available, select the school you believe to have the most up-to-date information for the student.

Select the new school from the organization drop-down, and then click **Enroll Student**.

A confirmation message will appear, and you will be re-directed to the student information page to verify the student information is correct. Click **Save** to update the student record.

Enrollment Information for Baldwin, Brandon (100000005)						
District	School	Grade	Enrollment Status			
Cyber Falls	Cyber Falls Sch1	3	Not Enrolled	Enroll	<a href="#">View Classes</a>	<a href="#">Edit</a>
Cyber Falls	Cyber Falls Sch2	3	Enrolled	Unenroll	<a href="#">View Classes</a>	<a href="#">Edit</a>
Enroll student in a different school						
<a href="#">« Back</a>						

STCs can unenroll a student from their school; however, STCs should only unenroll students who are transferring out of the LEA. Once an STC unenrolls a student from the school, the LAC will not be able to access the student to enroll them in another school in the same LEA. If an STC unenrolls a student, the **Cognia Help Desk** must be contacted to complete the transfer, or the transfer must be completed using an enrollment transfer request in the Enrollment Transfer tab.

## ENROLLMENT TRANSFER

The **Enrollment Transfer** feature will allow users to make and request enrollments transfers for students transferring between LEAs after the final Pre-ID Window has closed. The Local Accountability Coordinator will be responsible for requesting the student from their previous LEA and approving enrollment transfer requests. Only LACs will be able to approve and reject student transfer requests. Click the link from the Administration home page to access the Enrollment Transfer page.

Students **Enrollment Transfer** Classes

### NAVIGATING THE ENROLLMENT TRANSFER PAGE

The screenshot shows the 'Enrollment Transfer' page. At the top, there's a header with 'Enrollment Transfer'. Below it, a filter dropdown (1) is set to 'Cyber Falls' and a 'Request Transfer' button (2). There are two tabs: 'Approvals' and 'Requests' (3). The 'Requests' tab is active, showing a table of enrollment transfer requests. The table has columns: Request ID, State Student ID, First Name, Last Name, Requesting Organization, Assigned Organization, Request Date, and Status. Two requests are listed: Request ID 17 (Approved) and Request ID 16 (Pending). The 'View Details' link (5) is next to the 'Approved' status of the first request. The 'Approve' (6) and 'Reject' buttons are next to the 'Pending' status of the second request. At the bottom, it says 'Showing 1 - 2 of 2'.

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status
17	205946912	TestAPIPOST	Student	Cyber Valley Sch2	Cyber Falls Sch2	02/25/2020 6:00:41 PM	Approved
16	717072859	TestAPIPOST	Student	Cyber Valley Sch2	Cyber Falls Sch2	02/20/2020 1:40:40 PM	Pending

1. **Filter** the table by selecting an organization from the **Organization** drop-down menu
2. Click the green Request Transfer button to request a new enrollment transfer.
3. View enrollment Approvals or Requests using the tabs provided.
4. Sort table columns by clicking on a column heading. To locate a student, click the search icon (🔍) next to the column heading and type the desired search criteria.
5. Click the **View Details** link to view the detailed enrollment transfer information for the selected student.

The screenshot shows the 'Transfer request details of TestAPIPOST Student (717072859)'. It displays the following information:

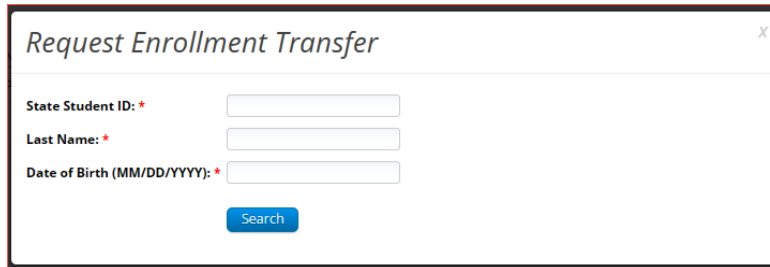
- Request Details:**
  - Requested By:** Test Admin (AdminTest)
  - Date:** 02/20/2020 1:40:40 PM
  - Notes:**

6. Click the desired button to **Approve** or **Reject** pending enrollment transfers.



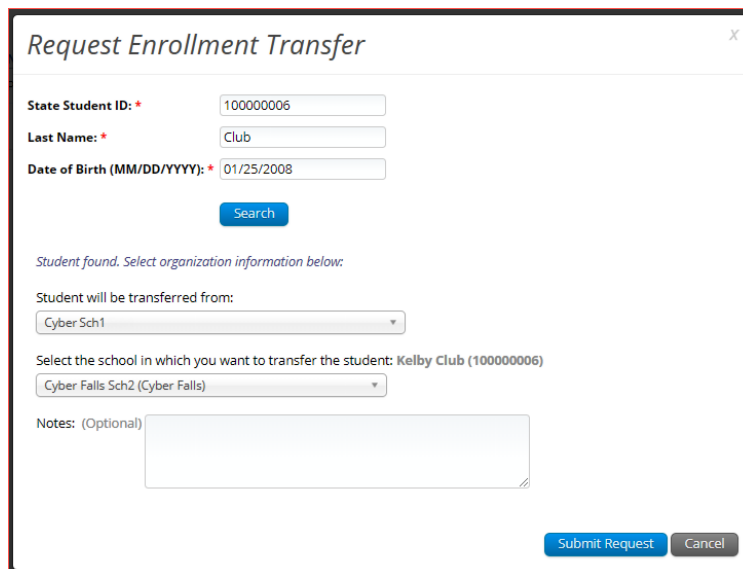
## REQUEST AN ENROLLMENT TRANSFER

To submit a student transfer request, click the green **Request Transfer** button and search for the student by State Student ID, Last Name, and date of birth.



The form is titled "Request Enrollment Transfer" and contains three input fields: "State Student ID: \*", "Last Name: \*", and "Date of Birth (MM/DD/YYYY): \*". Each field has a corresponding text input box. Below the fields is a blue "Search" button.

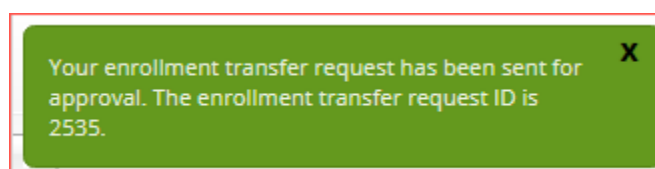
Results will only be returned when all these fields match a student record. If a matching student is found, the demographic and accommodation information will be transferred from the organization with the most recent record. If the student is not currently enrolled in any organization, the transfer request will require **Cognia** approval.



The form is titled "Request Enrollment Transfer" and contains three input fields: "State Student ID: \*", "Last Name: \*", and "Date of Birth (MM/DD/YYYY): \*". Each field has a corresponding text input box. Below the fields is a blue "Search" button. Below the search button, the text "Student found. Select organization information below:" is displayed. Below this text, there are two dropdown menus: "Student will be transferred from:" (with "Cyber Sch1" selected) and "Select the school in which you want to transfer the student: Kelby Club (100000006)" (with "Cyber Falls Sch2 (Cyber Falls)" selected). Below the dropdown menus is a text area labeled "Notes: (Optional)". At the bottom right of the form are two buttons: "Submit Request" and "Cancel".

Select the school in which you want to request to enroll the student, add notes if needed (notes are optional), and select **Submit Request**. A transfer request ID will be provided.

**Note:** If the student has already started a test, indicate the test, and section the student has started using the notes section in the enrollment transfer. Test sessions **DO NOT** transfer with the student. The student will need to be scheduled for the test in their new school and should resume testing with the section(s) not completed in the previous school.



A green message box with a close button (X) in the top right corner. The text inside reads: "Your enrollment transfer request has been sent for approval. The enrollment transfer request ID is 2535."

Once a request is submitted, an email will be sent to the LAC who initiated the request as well as the LAC from the assigned organization. The requests will also appear on the Requests tab of the Enrollment Transfer page.

Requesting Organization	Assigned Organization	Request Date	Status	
Cyber Valley Sch2	Cyber Falls Sch2	02/20/2020 1:40:40 PM	Pending	<a href="#">View Details</a> <a href="#">Cancel</a>

To cancel a transfer request, click the Cancel button. After the request is cancelled, the username of the LAC who cancelled the request will be documented in the Enrollment Transfer details and an email will be sent to the requesting LAC and the LAC who cancelled the request.

**Cognia** will be notified when the request is made or cancelled for an unenrolled student.

### APPROVE AN ENROLLMENT TRANSFER REQUEST

An indicator will be added to the administration homepage to notify LACs when there are pending transfer requests that require action. Clicking the link will take you to the Enrollment Transfer page to view the requests.

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

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

Status
Pending <a href="#">View Details</a> <a href="#">Approve</a> <a href="#">Reject</a>

A box will appear confirming approval of the enrollment transfer request. Add notes if needed, once complete select **Confirm**.

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

*Teresa Emetric (stn: 3453535) will be enrolled in Yosemite Elementary School.*

Notes: (Optional)

[Confirm](#) [Close](#)

The status will be updated to Approved and the student will now be enrolled in the new school. The username of the LAC 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 to the user who initiated the request and the LAC from the assigned organization.

LACs can also reject transfer requests. After a request is rejected, the LAC will be required to provide a reason for the rejection in the Notes field. The status will be updated to **Rejected**, the username of the LAC 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 to the LAC who initiated the request and the LAC who rejected the request.

**Cognia** will be notified when the request is approved or rejected for an unenrolled student.

## CLASSES

The **Classes** tab manages the classes, or groups of students, for testing. Click the **Classes** link from the Administration home page to access Classes.



### NAVIGATING THE CLASSES PAGE

Government Classes in Grand Canyon Elementary School

1

2

3 Create Course Level Class

4 Upload Classes

Class	Course	Student Count	
GC PT Class 19795 Course Sch-Government (GOV)	Government	1	6 <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
QAchk-Government (GOV)	Government	31	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

1. **Filter** the Classes table by selecting an organization from the **Organization** drop-down menu.
2. **Filter** the Classes table by selecting a subject from the **Subject** drop-down menu.
3. Click the green [Create Course Level Class](#) to create a new class.
4. Click [Upload Classes](#) to create multiple classes within one CSV file.
5. **Sort** columns by clicking on a column heading. Click the search icon () next to the column heading and type the desired search criteria.
6. To modify an existing class, locate the class in the table and click [View, Edit, or Delete](#).

## CREATE A COURSE LEVEL CLASS

Select an organization from the organization drop-down list and a subject from the subject drop-down list, then click the **Create Course Level Class** to create a new class.

The screenshot shows a web form titled "Add New Government Class in Green High School". The form is divided into sections. The first section, "Class Information", contains three numbered steps: 1. "Class Name:" with a text input field; 2. "Course:" with a dropdown menu labeled "Choose a Course"; 3. "Search for Students" which includes two dropdown menus for "Grade:" and "Class:" (both labeled "Choose a Grade" and "Choose a Class" respectively), a checkbox "Show only students that are not assigned to a class" which is checked, and a list of students. The student list is titled "Showing students in : Green High School" and "Last Name, First Name (State Assigned Student ID)". It contains three entries: "one, demo (366724562)", "QA, Ana (138970000)", and "two, demo (94678456)". To the right of this list are two buttons: "Add »" and "« Remove". At the bottom of the form are two buttons: "Save" and "Cancel".

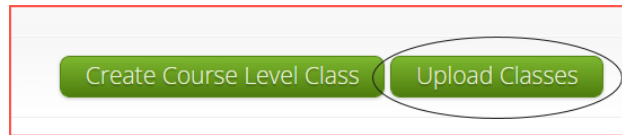
1. Type the name of the class in the **Class Name** field.
2. Select a course from the **Choose a Course** drop-down list.
3. Select or deselect the “Show only students that are not assigned to a class” checkbox to activate or deactivate this filter as needed. To filter the list of available students:
  - a. Select a grade and class in the **Search for Students** drop-down lists.
  - b. Begin typing a student’s State ID, 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.
  - c. Sort the list of students by last name, first name, or student ID using the **Sort By** drop-down list.
  - d. Add students to the class by selecting one or more students from the list on the left and clicking the **Add** button.
  - e. Remove students from the class list by selecting one or more students from the list on the right and clicking the **Remove** button.

**Note:** Hold Ctrl and select student names to select multiple students. Max class size is 250 students.
4. Click **Save** to create the class or click **Cancel** to discard the class.

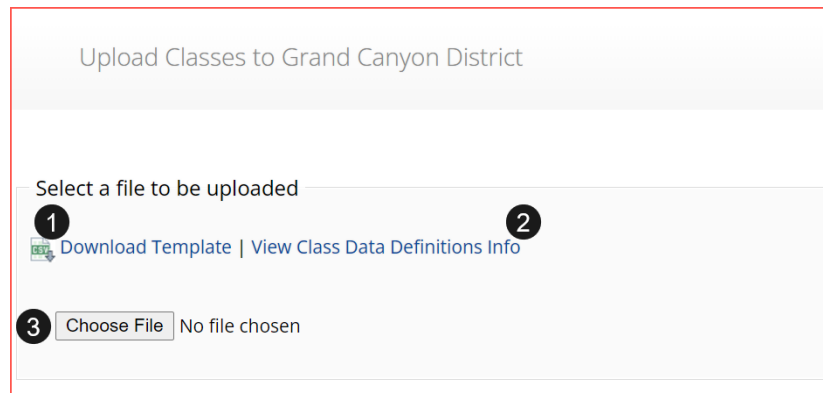
## UPLOAD COURSE LEVEL CLASSES

The **Upload Classes** feature allows you to create multiple classes populated with students using one CSV file.

To create a class via bulk upload, select an organization from the organization drop-down list and a subject from the subject drop-down list and then click **Upload Classes** to create a new class.



LACs can upload classes at the LEA level by selecting the LEA from the organization drop-down list, a subject from the subject drop-down list and then clicking **Upload Classes for District**.



1. On the Upload Classes page, click on the **Download Template** link to download to your computer.
2. Click **View Class Data Definitions Info** to view the headers and permitted values for each column in your class upload file.

*Class Data Definitions Information*
X

Field Name	Permitted Values
ClassName	Alphanumeric characters. Max name length: 50 chars
ContentArea	Government,Science,Math,ELA,Social Studies
ClassType	course
Course	Government,Science,Math,ELA,Social Studies1
SchoolCode	Unique identification number of the school
State Assigned Student ID	Existing state student id

Close

If uploading classes at the LEA level, the school code will be required and included in the downloaded templated and data definitions info.

*Class Data Definitions Information*
X

Field Name	Permitted Values
ClassName	Alphanumeric characters. Max name length: 50 chars
ContentArea	Government,Science
ClassType	course
Course	Government,Science
SchoolCode	Unique identification number of the school
State Assigned Student ID	Existing state student id

Close

- Fill out the template accordingly and save the file in CSV format, there is a **limit of 1000 records** for each upload file. The following is an example of an upload file at the LEA Level:

	A	B	C	D	E	F	G
1	ClassName	ContentArea	ClassType	Grade/CourseCode	SchoolCode	State Assigned Student ID	
2	TestClass102	Government	course	Government	GC-HS	907456877	
3	TestClass103	Government	course	Government	GC-HS	987654258	
4	TestClass104	Science	course	Science	GC-HS	965412035	
5	TestClass105	Science	course	Science	GC-HS	964125748	
6							
7							

**Note:** If uploading at the LEA level, the school code column will need to include the district code and school code separated by a hyphen.

4. Choose the file and click **Upload**. Any validation errors in the file will be reported, including:
  - a. Number of students processed successfully.
  - b. Number of duplicate records present in the file.
  - c. Number of error records present in the file.
    - i. A table including the type of error and the number of records is provided.
    - ii. Click **Download records with errors** to download a file of the errors found.

**Note:** You can only include 1,000 records at a time when using the bulk upload feature with the max class size being 250 students per class. The availability of creating and editing classes in bulk will be limited during the operational testing windows between the hours of 3:00pm EST – 5:30am EST.

The table below describes the pop-up message, result, and next steps to resolve the class upload file errors.

Pop-Up Message	Result
Successfully uploaded the file [filename] to the server at [date MM/DD/YYYY] [time hh:mm:ss PM/AM]	The csv file contains the correct fields and no data.
The uploaded file is not in the expected format. Please download and use the template provided via the Download Template link.	The csv file is blank.
Successfully uploaded the file [filename] to the server at [date MM/DD/YYYY] [time hh:mm:ss PM/AM] Could not find STN in the given organization	The csv file contains a student ID that does not exist in the system.
Successfully uploaded the file [filename] to the server at [date MM/DD/YYYY] [time hh:mm:ss PM/AM] Length of class name cannot exceed 100 characters	The Class name in the csv file is greater than 100 characters.
Successfully uploaded the file [filename] to the server at [date MM/DD/YYYY] [time hh:mm:ss PM/AM] Class name is missing	The Class name is not included in the csv file.

## VIEW CLASSES

[View](#) | [Edit](#) | [Delete](#)

To **View** a class, click on the View link from the classes table. The Class Details page will appear.

Details for Demo Class:

1
Back
Edit Class


2
Export Roster

Students in this class:

Last Name	First Name	Middle Name	State Assigned Student ID	
one	demo		366724562	4 Edit
QA	Ana	F	138970000	Edit
two	demo		94678456	Edit

Showing 1 - 3 of 3

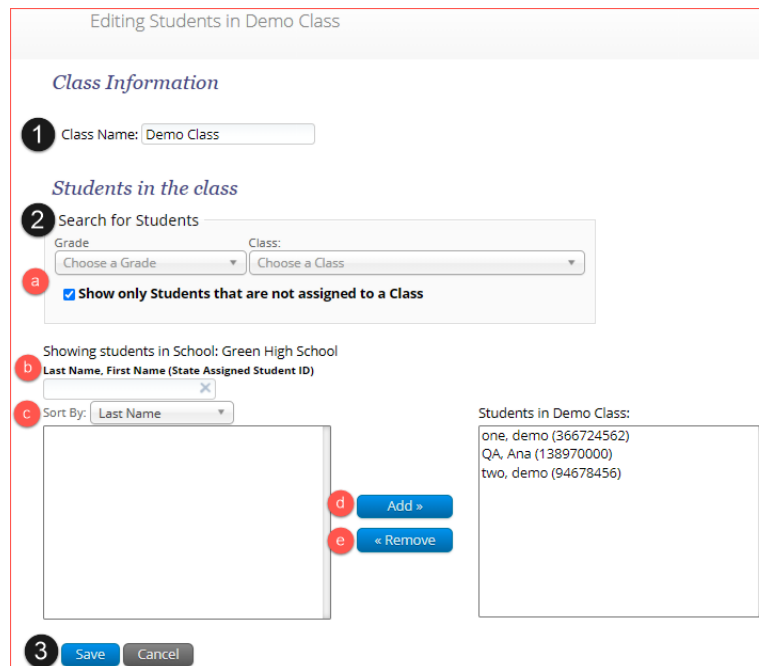
1. Click **Back** to return to the classes page or **Edit Class** to edit the class.
2. Click **Export Roster** to download a csv roster file of the students assigned to the class.

- Sort columns by clicking the column heading or search within a column by clicking on the magnifying glass .
- Edit a student's information by locating the student in the class table and clicking the **Edit** link in the column on the right.

## EDIT CLASSES

[View](#) | [Edit](#) | [Delete](#)

To **Edit** a class, click on the Edit link from the classes table or by clicking the **Edit Class** button from the Class Details page, the Edit Class page will appear.



- Edit name of the class in the **Class Name** field.
- To filter the list of available students:
  - Select a class and grade in the **Search for Students** drop-down lists. If you cannot find a student, deselect **Show only Students that are not assigned to a Class** to show all students in the school, including those already assigned to a class.
  - Begin typing a student's State ID, 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.
  - Sort the list of students by last name, first name, or State ID using the **Sort By** drop-down list.
  - Add students to the class by selecting one or more students from the list on the left and clicking the **Add** button.
  - Remove students from the class list by selecting one or more students from the list on the right and clicking the **Remove** button.

**Note:** Hold Ctrl and select student names to select multiple students.
- Click **Save** to save the edited class or click **Cancel** to discard.



## DELETE CLASSES

[View](#) | [Edit](#) | [Delete](#)

**Delete** a class by clicking on the **Delete** link from the classes table. A message will appear to confirm deletion.

*Are you sure you want to delete this class: Demo Class-Government (GOV)?*

Classes can only be deleted if no students have started a test session in that class.

## TEST SESSIONS

The Test Sessions tab manages online test sessions for testing. Click the **Test Sessions** link from the Administration home page to access Test Sessions.

Classes **Test Sessions** Pre-ID Management

### NAVIGATING THE TEST SESSIONS PAGE

Displaying test sessions for QATest1 in Green High School

1 a Green High School (Green District) c Government 2 b HSA Operational d QATest1 3 e Filter by testing status: All Schedule New Test Session Exports

School	Class	Testing Status	Created Date	Created By	
Green High School	Demo Class-Government (GOV)	In Progress	7/30/2020 11:27:38 AM	Michael Bernal	<span>5</span> View Details/Student Logins <span>6</span> Delete

Showing 1 - 1 of 1

\*Created date is in Eastern Standard Time.

- Filter** the Test Sessions table by selecting an option from one or more of the following drop-down lists:
  - Organization (LEA or school)
  - Program Name
  - Content Area
  - Test Name
  - Testing Status (All, Not Started, In Progress, or Finished)
- Click the green [Schedule New Test Session](#) button to schedule a new test session.
- Click the **Exports** Link to access the exports available on the Test Sessions tab.

Exports ▾

Export Test Status

Export Students Not Scheduled

Click on [Export Test Status](#) to export a CSV file listing every student and their test status per session. Click on [Export Students Not Scheduled](#) button to download a CSV file listing all students not scheduled to test a session.

- 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 Test Session Details page.
- Click **Delete** to delete a test session. Only sessions that were scheduled by you and have **NOT** yet started can be deleted. Once a student has logged in, the test session cannot be deleted.

## SCHEDULE NEW TEST SESSION

Displaying test sessions for Test1 in Grand Canyon District

1 Grand Canyon District

2 HSA Operational

Filter by testing status  
All

3 Government

4 Test1

5 Schedule New Test Session

To schedule a test session:

1. Select your Organization from the organization drop-down menu.
2. Select the desired program from the program drop-down menu.
3. Select the subject from the subject drop-down menu.
4. Select a test from the test drop-down menu.
5. Click the green **Schedule New Test Session** button.

The **Schedule Test Session** page will display a list of classes available to schedule.

Schedule Test Session

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

Content Area: Government Program: HSA Operational

Test: Test1

Search for Classes  
Grand Canyon District

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

1

Demo Class-Government (GOV)

Start Date: 07/30/2020 End Date: 08/30/2020 Time Zone: Eastern


2

**Schedule** **Cancel**

1. Select one or more classes to schedule, click **Select All** to schedule the test for all classes in the list. Multiple classes may be assigned to the same test, and all forms within that test will be automatically spiraled for all students in the class(es).
2. Click **Schedule** when you are done to save the test session or **Cancel** to discard.

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

## VIEW TEST SESSION DETAILS

Created By 		
Demo User	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>
Demo User	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>
Demo User	<a href="#">View Details/Student Logins</a>	<a href="#">Delete</a>

Locate the test session in the Test Sessions table and click **View Details/Student Logins** in the column on the right to view the test session details.

Test Sessions

**District:** Green District      **School :** Green High School  
**Administration:** 2018-2019      **Content Area:** Government  
**Class:** Demo Class-Government (GOV)  
**Test Name:** QATest1  
**Testing Window:** 07/30/2020 to 08/30/2020


**Test is in progress.** It ends on **08/30/2020**. Students may log in and take the test using their username and password shown below.

Access Codes






Session Sequence	Session Name	Access Code
1	Session 1	2109782860

« Back to Test Sessions

Session:

Choose a Session 

[Export Logins](#)

<input type="checkbox"/>	Last Name 	First Name 	Username 	Password 	Form Name 	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	one	demo	366724562	C6BE6BC8	Read aloud Form	07/30/2020 11:27:38 AM	+	Session 1:Not Started		Invalidate
<input type="checkbox"/>	QA	Ana	138970000	7993D45A	Regular form	07/30/2020 11:27:38 AM	+	Session 1:Not Started		Invalidate
<input type="checkbox"/>	two	demo	94678456	7C9D3EAA	Read aloud Form	07/30/2020 11:27:38 AM	+	Session 1:Not Started		Invalidate

Showing 1 - 3 of 3

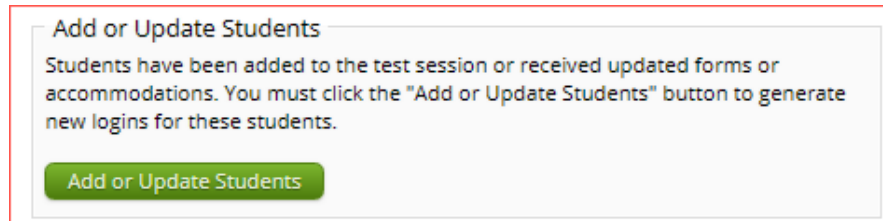
The test session details page displays the session access code(s). Session access codes are used to restrict access to specific test sessions within a test. Students will be prompted for the session access code after logging in and selecting a session in the MCAP Government and LS MISA Kiosk.

The Test Session Details table contains the following information for each student:

- Student's first and last name
- Student's username and password
- Form assigned to the student
- Date and Time when new student test logins were generated.
- Test report codes
- Test session status (Not Started, In Progress, or Finished).
- Date and time when the test was started and completed.

## EXPORT STUDENT TEST LOGINS

Student test logins can be exported from the Test Session details page as a PDF or CSV file. If students were added to the class, or if the text-to-speech accommodation was changed for a student in the class, **after** the test session was scheduled, the **Add or Update Students** button will appear at the top of the test session details page. Click the **Add or Update Students** button to update the test session with the new or updated students.



Select the students whose login information will be exported. To select all the students in the table, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student's name.

Session:

[Export Logins](#)

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input checked="" type="checkbox"/>	One Hundred and Eighteen	DemoStudent	904321909	C8ED4254	Demo IN-PERSON Early Fall 2021 HS MISA	07/14/2021 1:55:32 PM	+	Session 1:Not Started		Invalidate
<input checked="" type="checkbox"/>	One Hundred and Eighty	DemoStudent	905840780	BA6C597B	Demo IN-PERSON Early Fall 2021 HS MISA	07/14/2021 1:55:32 PM	+	Session 1:Not Started		Invalidate
<input checked="" type="checkbox"/>	One Hundred and Eighty Eight	DemoStudent	946810575	BF495F36	Demo IN-PERSON Early Fall 2021 HS MISA	07/14/2021 1:55:32 PM	+	Session 1:Not Started		Invalidate
<input checked="" type="checkbox"/>	One Hundred and Eighty Five	DemoStudent	926455690	4779A746	Demo IN-PERSON Early Fall 2021 HS MISA	07/14/2021 1:55:32 PM	+	Session 1:Not Started		Invalidate
<input checked="" type="checkbox"/>	One Hundred and Eighty Four	DemoStudent	906633435	E2B7FC5B	Demo IN-PERSON Early Fall 2021 HS MISA	07/14/2021 1:55:32 PM	+	Session 1:Not Started		Invalidate

Showing 1 - 5 of 5

To export the logins, click the **Export Logins** button. A pop-up box will appear with the option to choose a PDF or CSV version of the export.



Selecting PDF will require you to choose the number of logins to be printed per page (1, 8, or 27 logins per page). Make your selection and then click **Export**.



*Export Logins*

Select a format of the export:

☒ PDF ☐ CSV

Select the number of logins to be printed:

8 logins per page

**Export** **Cancel**

The student login information (names, usernames, passwords, and accommodations) and test tickets are exported to a PDF file. Open the PDF file and print the student labels. The logins are formatted to print on plain paper or on Avery® #5160 labels (Easy Peel® White Address Labels for Laser Printers).

Each label displays the student's name, date of birth, test name, username, and password.

<p>One Hundred And Eighteen, Demos udent A DOB:7/16/1995 Demo IN-PERSON Early Fall</p> <p>Username: 904321909</p> <p>Password: C8ED4254</p>	<p>One Hundred And Eighty, Demostu ent A DOB:5/11/1998 Demo IN-PERSON Early Fall</p> <p>Username: 905840780</p> <p>Password: BA6C597B</p>
<p>One Hundred And Eighty Eight, D mostudent A DOB:5/8/2004 Demo IN-PERSON Early Fall</p> <p>Username: 946810575</p> <p>Password: BF495F36</p>	<p>One Hundred And Eighty Five, De ostudent B DOB:5/9/1994 Demo IN-PERSON Early Fall</p> <p>Username: 926455690</p> <p>Password: 4779A746</p>

The printout also includes test details, the session access codes, and a master list of student login information and accommodations for the test proctor. Test proctors should review this to ensure students have the correct accommodations before students log into the test.

Class Name: In-Person Period 1-Science (SCI)				
Test Name: Demo IN-PERSON Early Fall 2021 HS MISA				
Testing Window: 7/14/2021 to 10/31/2021				
Session Sequence	Session Name	Access Code		
1	Session 1	8494639620		
Student Name	Date of Birth	Username	Password	Accommodations
One Hundred and Eighteen, DemoStudent A	7/16/1995	904321909	C8ED4254	
One Hundred and Eighty, DemoStudent A	5/11/1998	905840780	BA6C597B	
One Hundred and Eighty Eight, DemoStudent A	5/8/2004	946810575	BF495F36	
One Hundred and Eighty Five, DemoStudent B	5/9/1994	926455690	4779A746	
One Hundred and Eighty Four, DemoStudent A	5/25/1991	906633435	E2B7FC5B	

If choosing to export student logins as a CSV, select CSV and click **Export**.

*Export Logins*

Select a format of the export:

☐ PDF ☒ CSV

**Export** **Cancel**

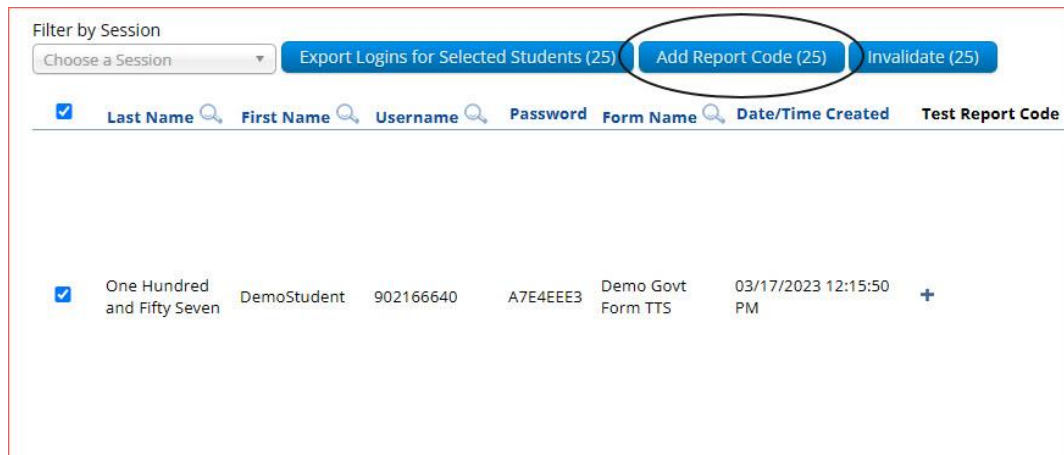
A CSV file listing each student's demographics, login information, test name, and accommodations will be downloaded.

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Middle Initial	DOB	Username	Password	Test Name	Accommodations
2	One Hundred and Eighteen	DemoStudent	A	7/16/2004	904321909	C8ED4254	Demo IN-PERSON Early Fall 2021 HS MISA	
3	One Hundred and Eighty	DemoStudent	A	5/11/2004	905840780	BA6C597B	Demo IN-PERSON Early Fall 2021 HS MISA	
4	One Hundred and Eighty Eight	DemoStudent	A	5/8/2004	946810575	BF495F36	Demo IN-PERSON Early Fall 2021 HS MISA	
5	One Hundred and Eighty Five	DemoStudent	B	5/9/2005	926455690	4779A746	Demo IN-PERSON Early Fall 2021 HS MISA	
6	One Hundred and Eighty Four	DemoStudent	A	5/10/2004	906633435	E2B7FC5B	Demo IN-PERSON Early Fall 2021 HS MISA	
7								
8								

## ADD TEST REPORT CODES

Test Report codes can be added in bulk for multiple students at once, or individually for a single student.

To add bulk test report codes, select the students in the student table of the Test Session details page, and click the **Add Report Code** button at the top of the table.

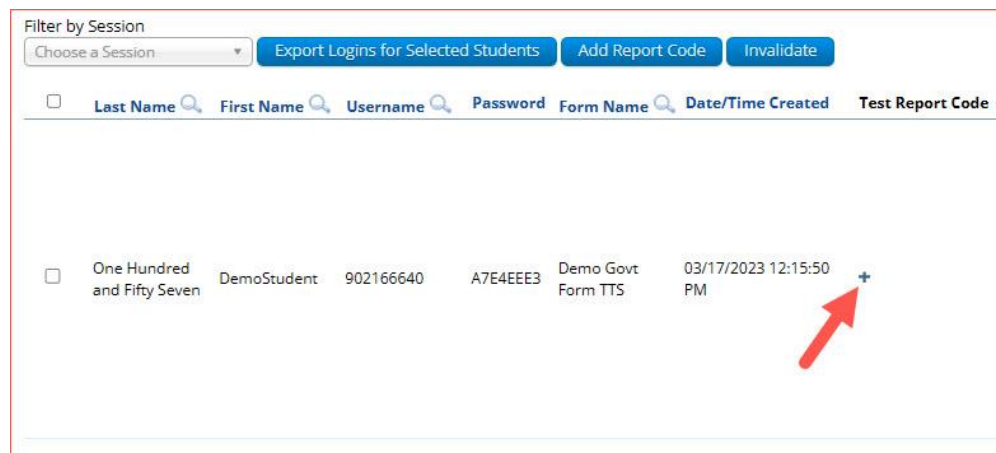


Filter by Session  
Choose a Session

Export Logins for Selected Students (25) **Add Report Code (25)** Invalidate (25)

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code
<input checked="" type="checkbox"/>	One Hundred and Fifty Seven	DemoStudent	902166640	A7E4EEE3	Demo Govt Form TTS	03/17/2023 12:15:50 PM	+

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



Filter by Session  
Choose a Session

Export Logins for Selected Students Add Report Code Invalidate

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code
<input type="checkbox"/>	One Hundred and Fifty Seven	DemoStudent	902166640	A7E4EEE3	Demo Govt Form TTS	03/17/2023 12:15:50 PM	+

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



### Displaying codes for Deborah Demo in MCAP Govt Demo Test

#### Test Report Codes (Clear) ⓘ

- ☐ 01 = Absent Excused
- ☐ 02 = APs/ IB/ Dual Enrollment Exempt
- ☐ 03 = Changed to Certificate Bound
- ☐ 04 = Duplicate Test
- ☐ 05 = Hospital/homebound/incarcerated
- ☐ 06 = Incorrect Accommodation/Accessibility Feature Applied
- ☐ 07 = Local decision
- ☐ 08 = Medical Emergency
- ☐ 09 = Suspended or Expelled
- ☐ 10 = Test irregularity
- ☐ 11 = Other - Excused
- ☐ 20 = Absent Not Excused
- ☐ 21 = Cheating/using electronic device
- ☐ 22 = Student Refusal to participate
- ☐ 23 = Withdrew before test completion
- ☐ 24 = Other - Not Excused

Close

You will be prompted that your changes were saved, click **Close** and you will see the code reflected in the test session.

### INVALIDATE AND REACTIVATE TESTS

To invalidate a test, LACs can locate the student in the student table of the Test Session details page and click the **Invalidate** link next to each test session.

Status	Date/Time Started	Date/Time Completed
Session 1:Not Started		<a href="#">Invalidate</a>
Session 2:Not Started		<a href="#">Invalidate</a>

Once clicked, you will be asked to confirm the invalidation, click **Yes** and you will see the session is now invalidated.

Status	Date/Time Started	Date/Time Completed
Session 1:Not Started		<a href="#">Invalidated ( Validate )</a>
Session 2:Not Started		<a href="#">Invalidate</a>

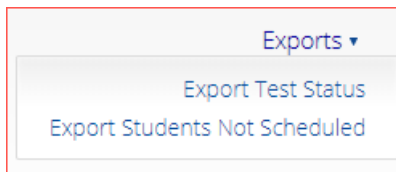
STCs and LACs can reactivate a student's test by clicking on the **Reactivate** link. A test can only be reactivated once it is in a **Finished** status.

Test Report Code	Status	Date/Time Started	Date/Time Completed
LD	Session 1:Not Started		Invalidate
+	Session 1:Not Started		Invalidate
+	Session 1:Finished (Reactivate)	7/30/2020 2:28:20 PM	7/30/2020 2:28:31 PM Invalidate

If a student's test is reactivated, their test status will display as **In Progress**, but their previously listed End Time will remain the same until they have completed the test after having it reactivated.

## EXPORT TEST STATUS

**Export Test Status** is a feature that is available to LACs and STCs. Click **Exports** then **Export Test Status** to download a file with the test status of all students in the selected school.



A CSV file listing every student and their completion status per session of the currently selected school and test will be downloaded. To filter the results before exporting, set the **Filter by testing status** drop-down to the desired testing status and then click **Export Test Status**.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	First Name	SASID	Grade Level	Test Name	Class Name	School	Session Name	DateTimeStartedTestSession	DateTimeEndedTestSession	Test Report Code	StudentTestStatus
2	one	demo	366724562	9	QATest1	Demo Class	Green High School	Session 1			Test Report Codes:Local Decision:LD	Not Started
3	QA	Ana	138970000	9	QATest1	Demo Class	Green High School	Session 1				Not Started
4	two	demo	94678456	9	QATest1	Demo Class	Green High School	Session 1	7/30/2020 14:28	7/30/2020 14:28		Finished
5												
6												
7												

## EXPORT TEST STATUS FOR ALL TESTS

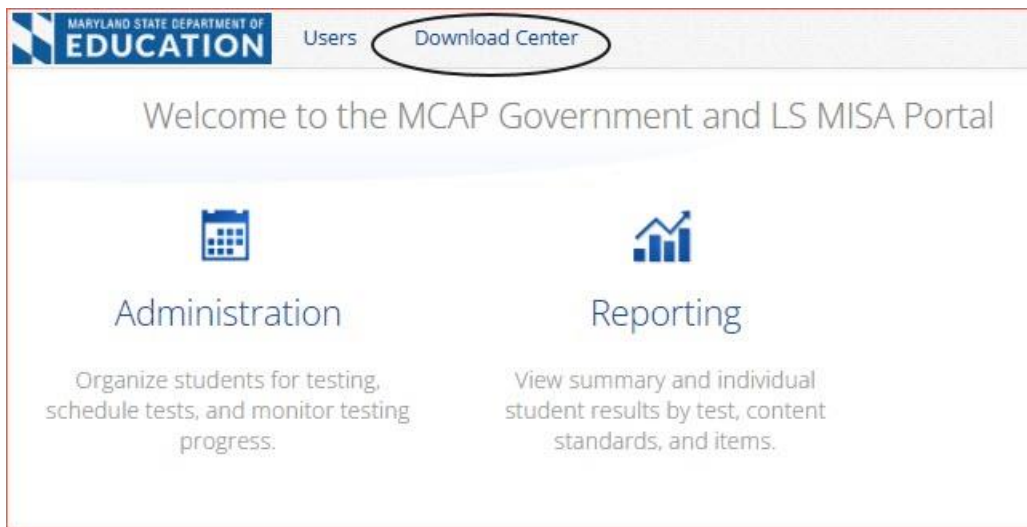
**Export Test Status for All Tests** is a feature that is available to LACs and STCs at the LEA and school level. Click **Exports** then **Export Test Status for All Tests** to download a file with the test status of all students for all tests in the selected school or LEA.



A pop-up message will appear indicating the downloaded file will be available in the Download Center.



Once complete, the user will receive an email indicating that the file is available to download. Navigate to the Download Center from the MCAP Government and LS MISA Portal home page 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.

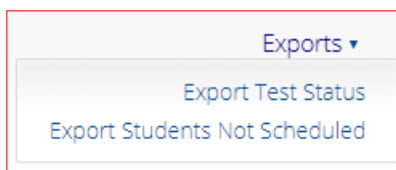
Download Center				
<a href="#">Refresh List</a> <input type="checkbox"/> Show Archived				
ID	Type	Date Created (CST)	Status	Actions
51	Export Test Status for All Tests	10/25/2023 11:25:39 AM	Succeeded	<a href="#">Download Result</a> <a href="#">Archive</a>

A CSV file listing every student and their completion status per session of the currently selected LEA, program, and content area will be downloaded.

#### EXPORT STUDENTS NOT SCHEDULED

**Export Students Not Scheduled** is a feature that is available to District Test Coordinators and School Test Coordinators. The button will only appear at the school level, if a district is selected on the test session page, the button will not appear.

Click **Exports** then **Export Students Not Scheduled** to download a file with a listing of students not scheduled for the selected school or test.

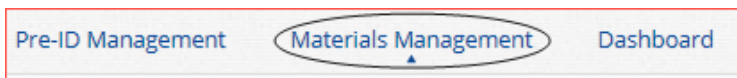


A CSV file listing every student not scheduled for the currently selected school and test will be downloaded.

	A	B	C	D	E	F	G	H
1	Last Name	First Name	MI	State Student ID	Grade	Class Name	Test Name	
2	one	demo		366724562	9	Demo Class-Government (GOV)	QATest	
3	QA	Ana	F	138970000	9	Demo Class-Government (GOV)	QATest	
4	two	demo		94678456	9	Demo Class-Government (GOV)	QATest	
5								
6								

## MATERIALS MANAGEMENT

Access **Materials Management** by clicking the link at the top of the Administration page. Use the Materials Management page to track order shipments, order additional materials, and schedule a UPS pickup.



### NAVIGATING THE MATERIALS MANAGEMENT PAGE

Shipment History

1 Grand Canyon District

2 Administration: Maryland HSA - 2018 ...

3 Order Additional Materials

4 UPS Pick Up Request

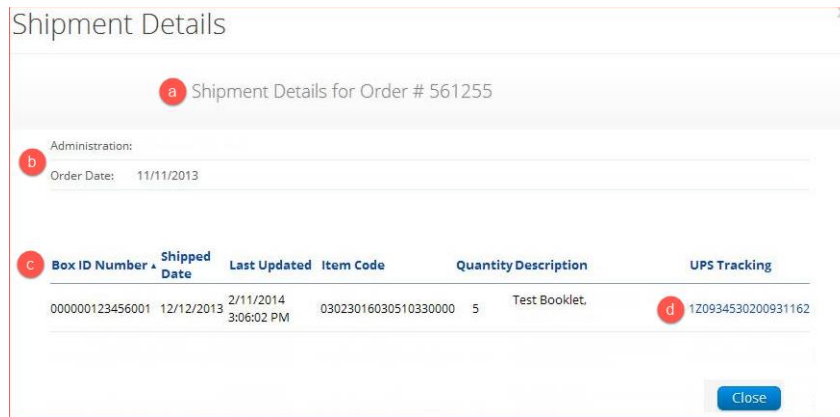
Order Number	Order Date	Packed For
000000000983008	05/03/2018	Grand Canyon District

5

6 View Details

Showing 1 - 1 of 1

1. **Filter** the Order table by selecting an organization from the **Organization** drop-down menu.
2. **Filter** the Order table by selecting a test admin from the **Administration** drop-down menu.
3. Click the blue **Order Additional Materials** button to order additional materials after having received the initial shipment.
4. Click the green **UPS Pickup Request** button after all shipments are packed and ready to ship to schedule a UPS pickup.
5. Sort the **Order Number** column by clicking the column heading.
6. Click the **View Details** link to view the Shipment Details page.

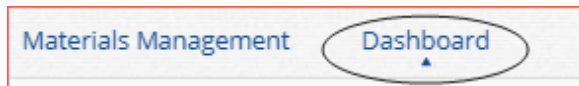


A pop-up box will appear showing the details of the shipment:

- The page title contains the order number.
- The **Administration** field displays the test for which materials were ordered and the **Order Date** displays when the order was placed.
- The Shipment Details table displays information about your order. **Sort** columns by clicking on a column heading.
- Click the link for the **UPS Tracking Number** to access the UPS tracking website.

## DASHBOARD

Access the **Dashboard** by clicking the link at the top of the Administration page. The **Dashboard** is a feature that is available to Local Accountability Coordinators and School Test Coordinators to allow them to view specific testing data in their school and/or LEA, depending on their role. The Dashboard is updated every 24 hours and will reflect data from the first day of the testing window to one day prior to the current day.




The table below describes the metrics provided in the Dashboard.

By Day Metrics	Cumulative Metrics
Number of portal users per day.	Total number of tests scheduled for administration.
Number of test users who logged in to the client per day.	Total number of tests completed per day and cumulative by test.
Number of tests started and completed by day.	Percentage of tests completed.
Number of tests in progress by hour.	Operating System Summary
Number of tests completed by hour.	Total number of sites who completed site readiness and site certification tests.

Cumulative means from the first day of the testing window to one day prior to the current day. The data in the Dashboard is provided for informational purposes only and is not to be used for accountability reporting purposes.

Select the date, organization, and program from the menu. By default, all programs will be selected, click the **Program** drop-down menu to choose a specific program. The charts, graphs, and tables will populate with the selected parameters.



The charts and graphs can be downloaded as JPEGs, PNGs, PDFs, or as an SVG vector image by clicking on the download arrow  in the top-right corner of each graph, chart, or table.