New Meridian

MasteryGuide™
Assessment

Scheduler User Manual

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Platform Basics

Required Software

Please ensure your system meets these requirements to utilize the full capabilities of the MasteryGuide™ Assessment Scheduler.

Supported Operating Systems:

- Microsoft Windows: Windows 11

- ChromeOS: ChromeOS 124 and later versions

Supported Browsers:

- Google Chrome: Version 124 and higher

- Microsoft Edge: Version 124 and higher

- Firefox: Version 126 and higher

Additional Requirements:

- An active internet connection is required for full platform functionality.

- Ensure that JavaScript is enabled in the browser.

- Screen resolution of 1024x768 or higher is recommended for optimal viewing experience.

For further assistance, refer to the help section of your operating system or browser to check for updates and configuration details.

Users: My Account

Each user on the MasteryGuide™ Assessment Scheduler has a personal account that provides access to various features and settings. Your account allows you to view your profile, which includes your name, email/user ID, role(s), and organization(s). For detailed information on managing your user account, including step-by-step instructions and additional features, please refer to the Users section in this manual.

Passwords & Unlock User Account

Your password is essential for accessing the MasteryGuide™ Assessment Scheduler securely. Follow these guidelines for creating a strong password:

- Use at least eight characters.

- Include a mix of uppercase and lowercase letters, numbers, and special characters. Your password is case sensitive.

- Avoid using easily guessable information such as your name or birthdate.

If you forget your password, you can reset it by following these steps:

- Go to the MasteryGuide™ Assessment Scheduler login page at www.newmeridian.io.

- Click on the **Forgot Your Password** link below the login fields.

- Enter your registered email address and click **Submit**. This field is case sensitive.

- Check your email for a code to enter on the MasteryGuide™ Assessment Scheduler site along with your new password.

If you do not receive the password reset email, check your spam or junk folder, or contact support for further assistance. If your account becomes locked due to too many unsuccessful login attempts, contact help@newmeridian.org.

Logging In

To log in to the MasteryGuide™ Assessment Scheduler, follow these steps:

- Go to the MasteryGuide™ Assessment Scheduler login page at www.newmeridian.io.

- Enter your registered email address and password. These fields are case sensitive.

- Click **Sign in** to access your dashboard.

If you encounter any issues during the login process, ensure that you have entered the correct email address and password. If the problem persists, use the **Forgot Password** option to reset your password or contact support for assistance.

Contact Support

If you need help or encounter any issues while using the MasteryGuide™ Assessment Scheduler, you can contact our support team:

- Email: help@newmeridian.org

MasteryGuide™ Assessment Scheduler Introduction

The Scheduler is a tool for MasteryGuide™ Assessment that allows designated users to set up, publish, and view testing schedules. Designated users are determined based on their assigned roles and organizations within the platform. Users with Schedule Set Up and Publish access typically include State User, District Test Coordinator (DTC), and Building Test Coordinator (BTC). This user manual is intended for people in an organization responsible for creating test schedules.

Test Schedules

Accessing Test Schedules

The Scheduler can be accessed via the left-hand navigation menu. Users designated to set up and publish test schedules will see a prompt either to Start or Continue Schedule Set Up. They will also see two tabs: Test Schedules and Schedule Set Up.
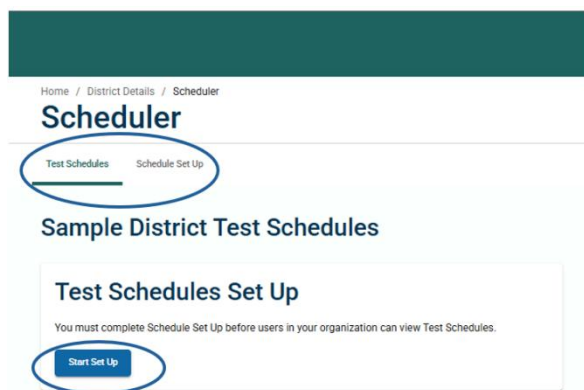
Schedule Set Up

Only designated users as determined by your organization can access the Schedule Set Up tab. The steps at the top of the page will guide you through the set-up process:

- Step 1: Testing Windows Testing windows are established at the state level and cannot be adjusted by DTCs or BTCs.

- Step 2: Curriculum – Decide whether to complete all scheduling yourself or delegate scheduling. If the former, you will enter math curriculum information for each grade and complete Steps 3 and 4. If the latter, the designee(s) will complete the remaining steps.

  If delegation status remains unchanged from the previous year, existing Test Schedules will be automatically imported. These imported schedules can then be reviewed and edited as needed before publishing.

- Step 3: Schedule Testlets – Assign testlets to testing windows.

- Step 4: Publish – Review test schedules and publish them to other users in your organization.
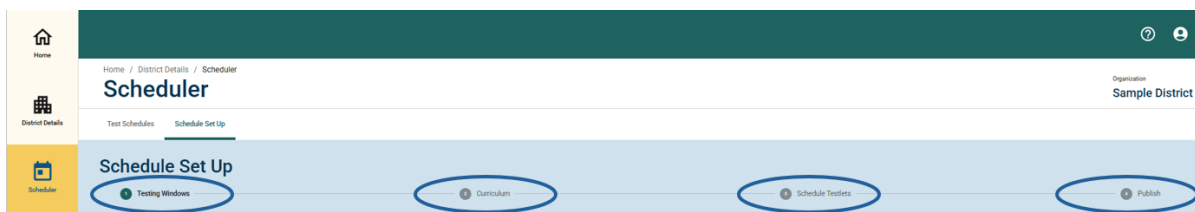
Step 1: Testing Windows

In Step 1 of Schedule Set Up, Testing Windows are established at the state level for all users within the organization prior to the opening of the Scheduler. These windows are shared across both math and English language arts (ELA) test schedules. DTCs and BTCs can view these windows, but they cannot change them.

Step 2: Curriculum

In Step 2 of Schedule Set Up, you will:

1. Decide whether to delegate the remaining Schedule Set Up tasks, and/or

2. Indicate the math curriculum you use.

Delegate Option

Organizations may choose to establish uniform test schedules for all schools and grade levels in the organization or delegate creation of test schedules to Building Test Coordinators. By delegating scheduling to building coordinators, each school in the district can have its own test schedule. Building Test Coordinators must be added to the organization before they can have the scheduling task delegated to them.

To establish uniform test schedules for all applicable schools and grade levels in your organization, select The District and proceed to Select Math Curriculum.

Delegate Option

Districts may establish uniform Test Schedules for all schools and grade levels or delegate Test Schedules creation to Building Test Coordinators.

Who should create Test Schedules?

🏢 The District ⦿	🏢 School Buildings ○
The district will establish uniform test schedules for all schools and grade levels.	Delegate test schedule creation to Building Test Coordinators.

To delegate, follow these steps:

1. Select School Buildings.

2. Review the information about delegating.

3. Click **Save and Next**.

4. Review the confirmation prompt.

5. Click **Save and Finish**.

Delegate Option

Districts may establish uniform Test Schedules for all schools and grade levels or delegate Test Schedules creation to Building Test Coordinators.

Who should create Test Schedules?

🏢 The District ○	🏢 School Buildings ⦿
The district will establish uniform test schedules for all schools and grade levels.	Delegate test schedule creation to Building Test Coordinators.

NOTE: If you delegate, you must notify applicable users that they will be responsible for the rest of the Schedule Set Up steps, starting with Select Math Curriculum.

Select Math Curriculum

Curriculum selection affects the display order of math testlets for each grade in Step 3: Schedule Testlets. Selecting a Publisher Curriculum will generate testlet-to-unit alignments. Selecting Local Curriculum or Not Listed will generate alphabetized lists of testlets. See Appendix A: Curriculum Alignments for a full list of available Curriculum Alignments.

To select Math Curriculum, follow these steps:

1. Select the applicable option from the Math Curriculum Name dropdown for each grade.

    a. Publisher Curriculum – If you see the name and copyright year of a publisher curriculum you use, select this option.

    b. Other

        i. Local Curriculum – If you have a unique curriculum that does not come from a publisher, select this option.

        ii. Not Listed – If you use a publisher curriculum not listed under Publisher Curriculum, select this option.

2. Click **Save and Next**.

Step 3: Schedule Testlets

In Step 3 of Schedule Set Up, you will assign grade-level testlets to Testing Windows.

Schedule Testlets

To schedule testlets, follow these steps:

1. Select the subject and grade from the Subject and Grade drop-down menus.

2. A list of testlets for the subject and grade will appear on the left.

3. Click **Schedule** for the testlet you wish to schedule. A new Assign Testlet window will appear.

4. Select the Testing Window from the drop-down menu on the Select Testing Window tab.

5. You may also click **Testlet Details** to learn more about each testlet.

6. You may also click **Standards** to see the descriptions for the standards covered in the testlet.

7. Click the **Back** and **Next** buttons to navigate between all testlets for the applicable subject and grade.

8. When you have finished assigning testlets to Testing Windows, click **Save**.

9. The testlets you have assigned to windows will populate under their respective Testing Windows on the right.

10. Repeat as necessary until all testlets for the subject and grade have been assigned to Testing Windows.

11. To continue scheduling for all applicable subjects and grades, select a new subject and/or grade from the Subject and Grade drop-down menus.

> NOTE: You may navigate between different subjects and grades as desired. Once you assign a testlet to a testing window, it will be saved so you can leave the page and return later to complete scheduling.
>
> NOTE: Before you can publish test schedules, you must schedule all testlets for all applicable subjects and grades.

Reassign Testlets to New Testing Windows

To reassign an already scheduled testlet to a new testing window, follow these steps:

1. Select the applicable subject and grade from the Subject and Grade drop-down menus.

2. Click the pencil icon ✏ next to the appropriate testlet under Testing Windows.

Testing Windows

Window 1
10/14/2024 - 11/22/2024

 Concepts of Ratios and Unit Rates

Window 2
01/13/2025 - 02/21/2025

 Percents and Measurement Conversions

Window 3
07/06/2025 - 08/29/2025

 Divide Fractions

3. The Assign Testlets window will appear.

4. Select the appropriate Testing Window from the Testing Window drop-down menu on the Select Testing Window tab.

5. When you have finished reassigning testlets to the new testing windows, click **Save**.
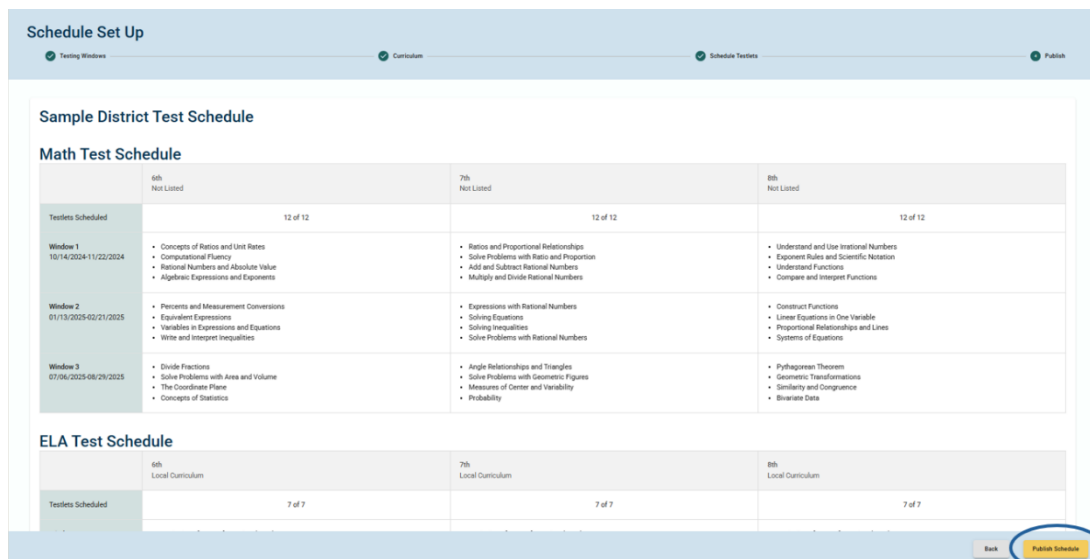
Step 4: Publish

In Step 4 of Schedule Set Up, you will review and publish test schedules. You will only be able to publish test schedules once all testlets for all applicable subjects and grades have been assigned to Testing Windows. Incomplete test schedules cannot be published.

Publish Test Schedules

To publish Test Schedules, follow these steps:

1. Review the Test Schedules for applicable subjects and grades.

2. Click **Publish Schedule** at the bottom right.

3. A new Publish Schedule window will appear.

4. Review the Publish Test Schedules confirmation prompt.

5. If you wish to proceed, click **Yes**.

6. You will be redirected to the Test Schedules page.

Edit Published Test Schedules

Test schedules may be edited prior to the state-established scheduler deadline. Test Schedules may not be edited after that date. To edit published Test Schedules, follow these steps:

1. Select the Schedule Set Up tab at the top of the Scheduler page.

2. Click **Edit Schedule** at the bottom right.

3. An Edit Schedule window will appear.

4. Review the confirmation message.

5. If you wish to proceed, click **Yes, Edit Schedule**.

6. You will be redirected to Step 3: Schedule Testlets.

View & Print Test Schedules

Once test schedules are published, all users in an organization will be able to view and print test schedules on the Scheduler page.

To print test schedules, follow these steps:

1. Select the subject(s) you want to print from the Subject drop-down menu on the left.

2. Click **Print**.

3. A new window will appear with your web browser's print function.

4. Use your web browser's print function to implement your desired action, such as printing or saving as a PDF.

Users

Each educator using the New Meridian MasteryGuide™ Assessment must have at least one user role assigned. A person can have one or more roles, and multiple people can be assigned to the same role. When a person is added to the Scheduler, that person is placed in one or more of the following user roles:

- District Test Coordinator (DTC)

- Building/School Test Coordinator (BTC)

The table below describes what each user role can see and do:

| Permission	DTC	BTC
Delegate Scheduling to Building Test Coordinators	✓	
Select Curriculum and Create Testing Schedules*	✓	✓
Publish Testing Schedules*	✓	✓
View Published Schedules	✓	✓
Create and Edit Users**	✓	✓
View Organizations	✓	✓

*Building Test Coordinators will have this permission only when a District Test Coordinator has granted it to them.

** Users with permission to create new accounts can only assign roles that are equal to or lower than their own; they cannot assign higher permission levels.
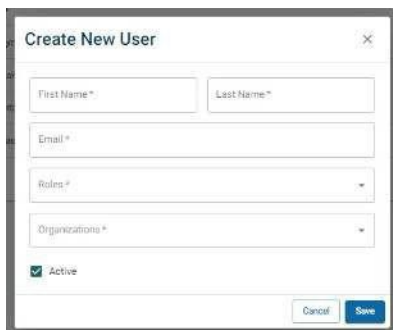
New Users

User accounts are created by another user with an equivalent or higher level of access than the account to be created. New users will receive an email to register their account and set a password. To add a new User, follow these steps:

1. Click **Users** in the left-hand navigation. The Users page will appear.

2. Click the **+ Create New User** button.
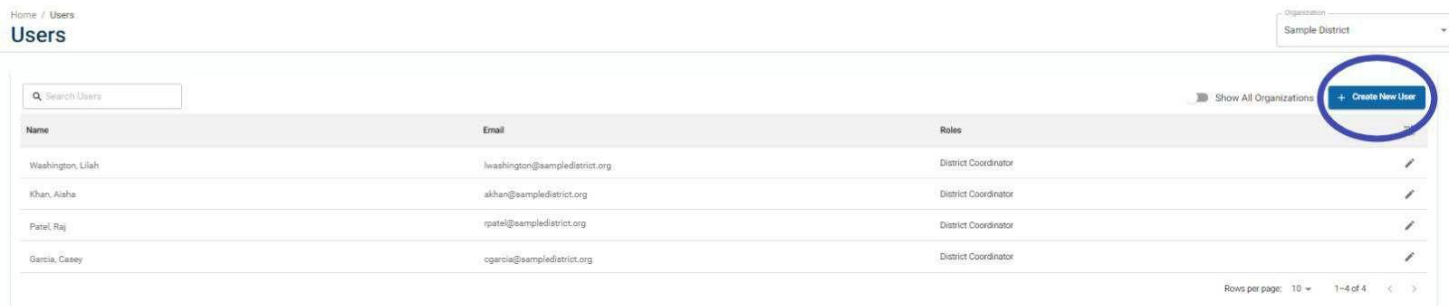
3. The Create New User window will appear.

4. Enter the user's first name and last name.

5. Enter the user's email address.

6. Select one or more roles from the Roles drop-down menu.

7. Select one or more organizations from the Organizations drop-down menu.

8. Click **Save**.

Edit Or Deactivate Existing Users

To edit an existing user's information, follow these steps:

1. Click **Users** in the left-hand navigation.

2. The Users page will appear.

3. Select the school or organization of the user you are searching for from the Organization drop down menu at the top right of the page.

4. Type the user's name in the Search Users field to further narrow your search.

5. Click the pencil icon next to the user's name in the table to edit their information.
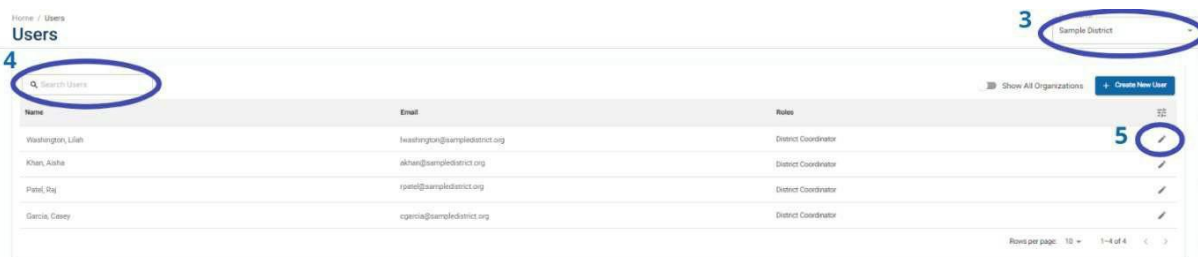
6. The Edit User window will appear.

7. Make the necessary edits.

8. OPTIONAL: If you need to deactivate a user's access, deselect the Active checkbox.

9. Click **Save**.

Appendix A: Curriculum Alignments

Agile Mind Middle School Mathematics (2022)

All Things Algebra Pre-Algebra (2016)

Amplify Desmos Math (2024)

Big Ideas Math (2014)

Big Ideas Math – Modeling Real Life (2019)

Bridges in Mathematics (2014)

Carnegie Learning Math Series (2011)

Common Core Coach (2015)

Connected Math Project 3 (2014)

Core Connections (2013)

Desmos Math 6-A1 (2022)

EdGems (2018)

Edgenuity (2017)

enVision Math (2024)

enVision Math (2020)

enVision Math 2.0 (2016)

enVision Math (2012)

Eureka Math (2013)

Eureka Math2 (2021)

Everyday Math 4 (2020)

Fishtank Plus (2021)

Glencoe Math (2016)

Go Math (2015)

Go Math (2023)

Go Math Middle School (2014)

Holt McDougal (2012)

Illustrative Mathematics (2021)

Into Math (2019)

Investigations in Number, Data and Space (2017)

iReady Classroom Mathematics (2020)

iReady Classroom Mathematics (2024)

Jump Math (2014)

Math & YOU (2025)

Math Expressions (2018)

McDougal Littell (2007)

Middle School Math Solution (2018) My Math (2013)

Open Up Resources 6–8 Math (2021)

ORIGO Stepping Stones 2.0 (2022)

Prentice Hall Mathematics (2023) Prentice Hall Mathematics (2012) Progress in Mathematics (2009)

Ready Classroom Mathematics (2020)

Reveal Math (2019)

Singapore Math Common Core (2022)

Zearn (2021)