



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

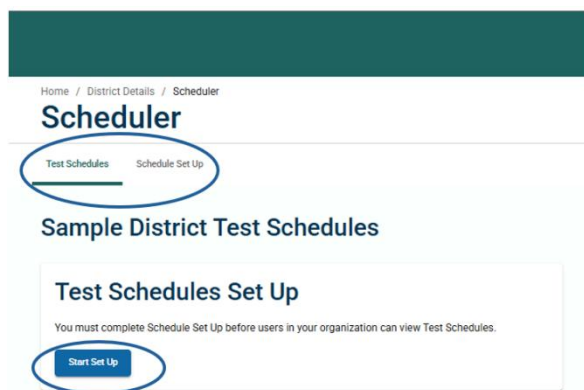
MasteryGuide™ Assessment Scheduler Introduction

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.



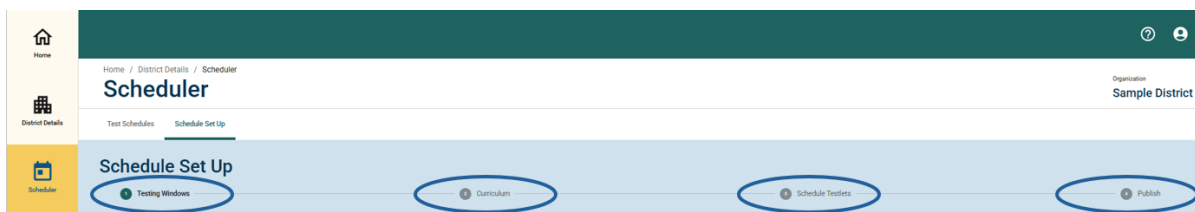
Schedule Set Up

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 The district will establish uniform test schedules for all schools and grade levels. <input checked="" type="radio"/>	 School Buildings Delegate test schedule creation to Building Test Coordinators. <input type="radio"/>
--	---



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 The district will establish uniform test schedules for all schools and grade levels. <input type="radio"/>	 School Buildings Delegate test schedule creation to Building Test Coordinators. <input checked="" type="radio"/>
---	--

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**.

Select Math Curriculum

Curriculum selection affects the display order of math testlets for each grade in the next step. Selecting a Publisher Curriculum will generate testlet-to-unit alignments. Selecting Local Curriculum or Not Listed will generate alphabetized lists of testlets.

Grade	Math Curriculum Name
6th	Curriculum *
7th	Curriculum *
8th	Curriculum *

[Back](#)
[Save and Next](#)

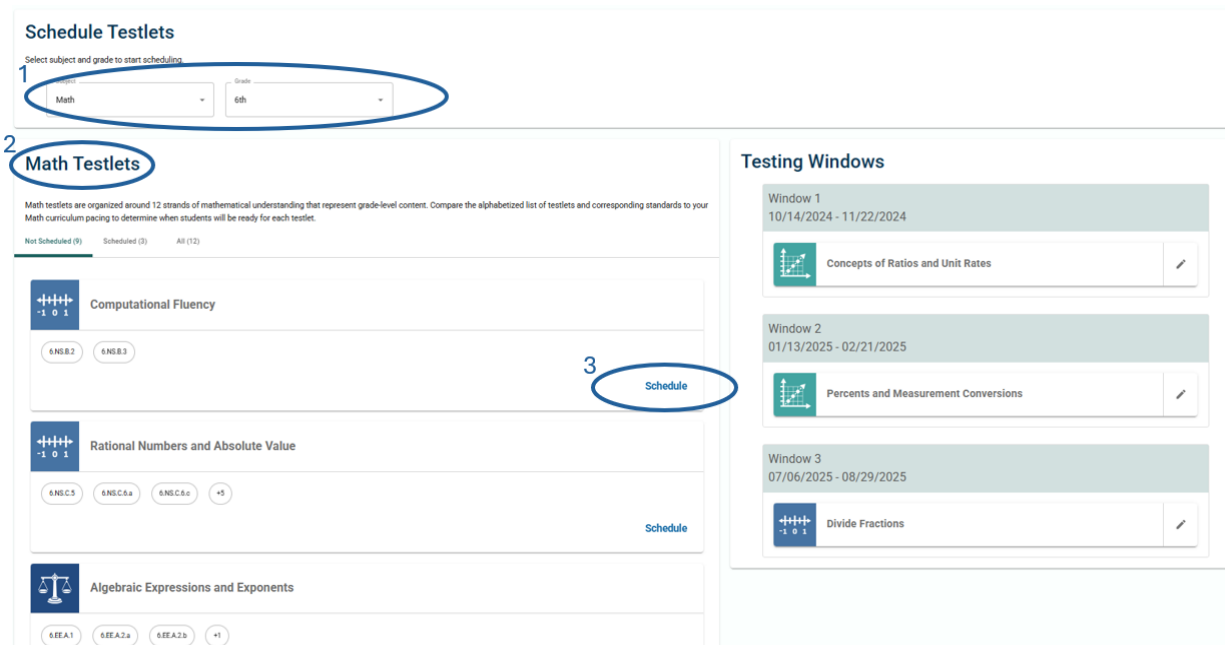
Step 3: Schedule Testlets

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.



The screenshot shows the 'Schedule Testlets' interface. At the top, there are two dropdown menus for 'Subject' and 'Grade'. The 'Subject' menu is set to 'Math' and the 'Grade' menu is set to '6th'. Below these menus, a list of testlets is displayed. The first testlet is 'Computational Fluency', which is highlighted with a blue circle and the number '3'. To the right of this testlet, there is a 'Schedule' button, also highlighted with a blue circle and the number '3'. To the right of the testlets, there is a 'Testing Windows' section with three windows listed: 'Window 1' (10/14/2024 - 11/22/2024), 'Window 2' (01/13/2025 - 02/21/2025), and 'Window 3' (07/06/2025 - 08/29/2025). Each window has a corresponding testlet assigned to it: 'Concepts of Ratios and Unit Rates' for Window 1, 'Percents and Measurement Conversions' for Window 2, and 'Divide Fractions' for Window 3.

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.

Assign Testlets ×

4 5 6 Computational Fluency

◀ Back Next ▶

Select Testing Window Testlet Details Standards

Select Testing Window

Cancel Save

- Click the **Back** and **Next** buttons to navigate between all testlets for the applicable subject and grade.
- When you have finished assigning testlets to Testing Windows, click **Save**.

Assign Testlets ×

7 7 Computational Fluency

◀ Back Next ▶

Select Testing Window Testlet Details Standards

Select Testing Window

Cancel Save

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


Schedule Testlets
Select subject and grade to start scheduling.

Subject: Grade:

Math Testlets

Math testlets are organized around 12 strands of mathematical understanding that represent grade-level content. Compare the alphabetized list of testlets and corresponding standards to your Math curriculum pacing to determine when students will be ready for each testlet.


Not Scheduled (3) | Scheduled (2) | All (72)



Computational Fluency

6.NB.2 6.NB.3


[Schedule](#)



Rational Numbers and Absolute Value

6.NC.1 6.NC.2a 6.NC.3a 6.NC.4

[Schedule](#)




Algebraic Expressions and Exponents


6.EA.1 6.EA.2a 6.EA.3a 6.EA.4

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 [✎](#)


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

- Select the applicable subject and grade from the Subject and Grade drop-down menus.
- Click the pencil icon  next to the appropriate testlet under Testing Windows.

Testing Windows

Window 1 01/14/2024 - 11/22/2024	 <div>Concepts of Ratios and Unit Rates</div> 
Window 2 01/13/2025 - 02/21/2025	 <div>Percents and Measurement Conversions</div> 
Window 3 07/06/2025 - 08/29/2025	 <div>Divide Fractions</div> 

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.

Assign Testlets

Concepts of Ratios and Unit Rates

Next

Back

Next

Select Testing Window

Testlet Details

Standards

Select Testing Window

Window 1

Window 1

10/14/2024 - 11/22/2024

Window 2

01/13/2025 - 02/21/2025

Window 3

07/06/2025 - 08/29/2025

Cancel

Save

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

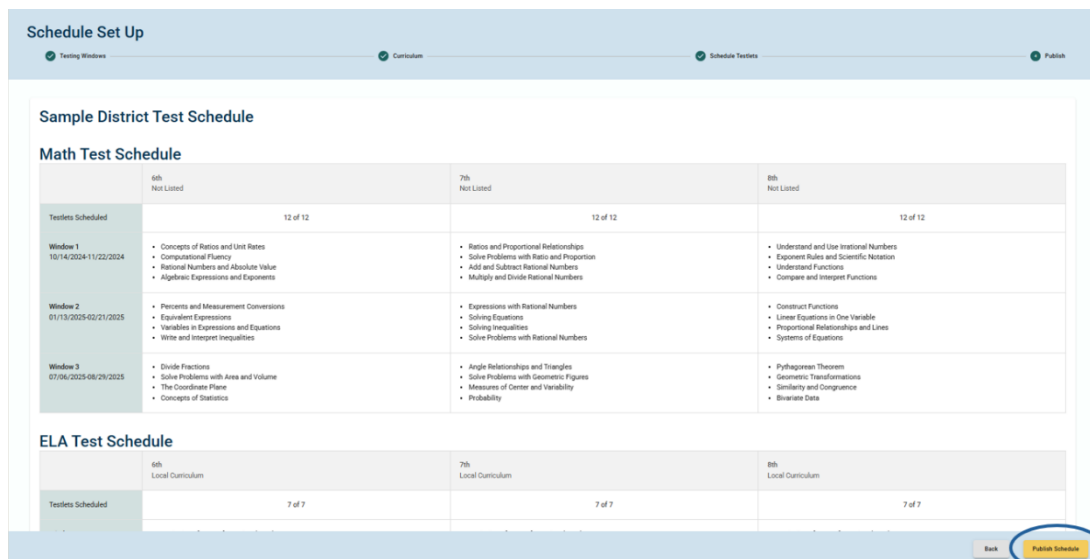
Step 4: Publish

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.



Schedule Set Up

Testing Windows Curriculum **Schedule Testers** Publish

Sample District Test Schedule

Math Test Schedule

	6th Not Listed	7th Not Listed	8th Not Listed
Testers Scheduled	12 of 12	12 of 12	12 of 12
Window 1 10/14/2024-11/22/2024	<ul style="list-style-type: none"> Concepts of Ratios and Unit Rates Computational Fluency Rational Numbers and Absolute Value Algebraic Expressions and Equations 	<ul style="list-style-type: none"> Ratios and Proportional Relationships Solve Problems with Ratio and Proportion Add and Subtract Rational Numbers Multiply and Divide Rational Numbers 	<ul style="list-style-type: none"> Understand and Use Irrational Numbers Exponent Rules and Scientific Notation Understand Functions Compare and Interpret Functions
Window 2 01/13/2025-02/21/2025	<ul style="list-style-type: none"> Percents and Measurement Conversions Equivalent Expressions Variables in Expressions and Equations Write and Interpret Inequalities 	<ul style="list-style-type: none"> Expressions with Rational Numbers Solving Equations Solving Inequalities Solve Problems with Rational Numbers 	<ul style="list-style-type: none"> Construct Functions Linear Equations in One Variable Proportional Relationships and Lines Systems of Equations
Window 3 07/06/2025-08/29/2025	<ul style="list-style-type: none"> Divide Fractions Solve Problems with Area and Volume The Coordinate Plane Concepts of Statistics 	<ul style="list-style-type: none"> Angle Relationships and Triangles Solve Problems with Geometry Figures Measures of Center and Variability Probability 	<ul style="list-style-type: none"> Pythagorean Theorem Geometric Transformations Similarity and Congruence Bivariate Data

ELA Test Schedule

	6th Local Curriculum	7th Local Curriculum	8th Local Curriculum
Testers Scheduled	7 of 7	7 of 7	7 of 7

Back **Publish Schedule**

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.

Test Schedule [Schedule Set Up](#)

Schedule Set Up

Testing Windows

Curriculum

Schedule Testlets

Publish

Sample District Test Schedule

Published on 07/30/2025

Math Test Schedule

	6th Not Listed	7th Not Listed	8th Not Listed
Testlets Scheduled	12 of 12	12 of 12	12 of 12
Window 1 10/14/2024-11/22/2024	<ul style="list-style-type: none"> Concepts of Ratios and Unit Rates Computational Fluency Rational Numbers and Absolute Value Algebraic Expressions and Equations 	<ul style="list-style-type: none"> Ratios and Proportional Relationships Solve Problems with Ratios and Proportions Add and Subtract Rational Numbers Multiply and Divide Rational Numbers 	<ul style="list-style-type: none"> Understand and Use Irrational Numbers Exponent Rules and Scientific Notation Understand Functions Compare and Interpret Functions
Window 2 01/13/2025-02/21/2025	<ul style="list-style-type: none"> Percents and Measurement Conversions Equivalent Expressions Variables in Expressions and Equations Write and Interpret Inequalities 	<ul style="list-style-type: none"> Expressions with Rational Numbers Solving Equations Solving Inequalities Solve Problems with Rational Numbers 	<ul style="list-style-type: none"> Construct Functions Linear Equations in One Variable Proportional Relationships and Lines Systems of Equations
Window 3 07/06/2025-08/29/2025	<ul style="list-style-type: none"> Divide Fractions Solve Problems with Area and Volume The Coordinate Plane Concepts of Statistics 	<ul style="list-style-type: none"> Angle Relationships and Triangles Solve Problems with Geometric Figures Measures of Center and Variability Probability 	<ul style="list-style-type: none"> Pythagorean Theorem Geometric Transformations Similarity and Congruence Binomial Data

ELA Test Schedule

	6th Local Curriculum	7th Local Curriculum	8th Local Curriculum
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[Edit Schedule](#)

- An Edit Schedule window will appear.

Edit Schedule

The Test Schedules will be unpublished and made unavailable to other users. You will need to Publish it again after your edits are complete.

Are you sure you want to edit?

No, Cancel

Yes, Edit Schedule

- Review the confirmation message.
- If you wish to proceed, click **Yes, Edit Schedule**.
- 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:

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


Home / District Details / Scheduler

Scheduler

Organization: Sample District

Test Schedules Schedule Details

Sample District Test Schedule

2 

ELA

Publish Date: 07/30/2025

ELA Test Schedule

	6th Local Curriculum	7th Local Curriculum	8th Local Curriculum
Window 1 10/14/2024-11/22/2024	<ul style="list-style-type: none"> Beginning of Year Informational Testlet Beginning of Year Literacy Testlet 	<ul style="list-style-type: none"> Beginning of Year Informational Testlet Beginning of Year Literacy Testlet 	<ul style="list-style-type: none"> Beginning of Year Informational Testlet Beginning of Year Literacy Testlet
Window 2 01/13/2025-02/21/2025	<ul style="list-style-type: none"> Middle of Year Informational Testlet Middle of Year Literacy Testlet Performance Task 	<ul style="list-style-type: none"> Middle of Year Informational Testlet Middle of Year Literacy Testlet Performance Task 	<ul style="list-style-type: none"> Middle of Year Informational Testlet Middle of Year Literacy Testlet Performance Task
Window 3 07/06/2025-08/29/2025	<ul style="list-style-type: none"> End of Year Informational Testlet End of Year Literacy Testlet 	<ul style="list-style-type: none"> End of Year Informational Testlet End of Year Literacy Testlet 	<ul style="list-style-type: none"> End of Year Informational Testlet End of Year Literacy Testlet

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

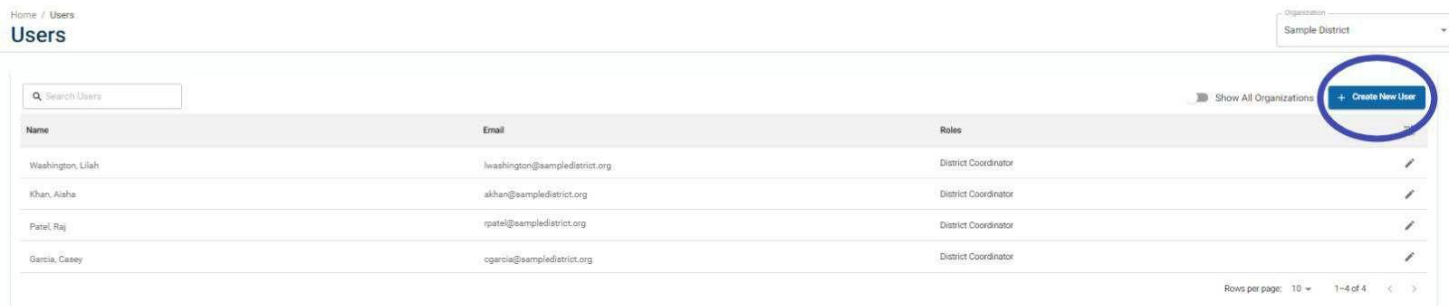
*Building Test Coordinators will have this permission only when a District Test Coordinator has granted it to them.

** 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.

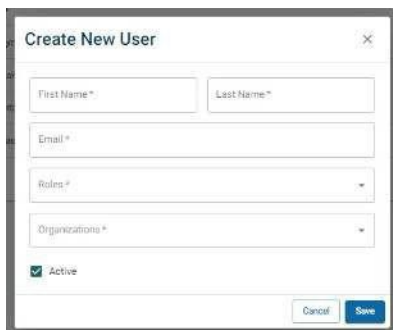
New Users

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.




The screenshot shows the 'Create New User' modal form. It has a title bar with a close button. The form contains several input fields: 'First Name*', 'Last Name*', 'Email*', 'Roles*' (a dropdown menu), and 'Organizations*' (a dropdown menu). There is also a checkbox labeled 'Active' which is checked. At the bottom right, there are 'Cancel' and 'Save' buttons.

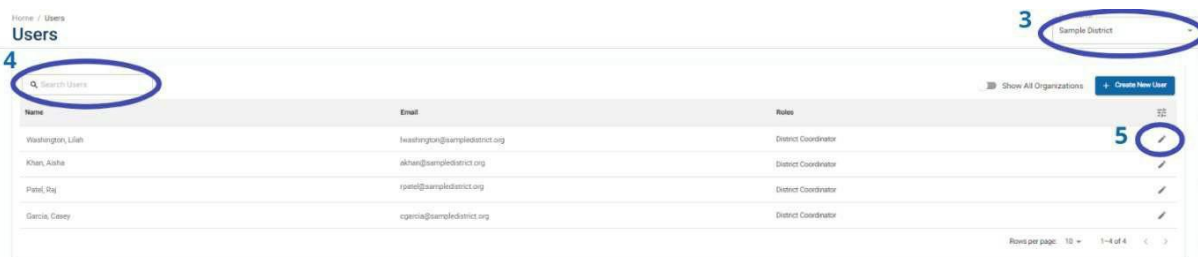
4. Enter the user's first name and last name.
5. Enter the user's email address.
6. Select one or more roles from the Roles drop-down menu.

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.

The 'Edit User' window is a modal form. It has a title bar with 'Edit User' and a close button. The form contains several input fields: 'First Name *' with 'Lilah', 'Last Name *' with 'Washington', 'Email *' with 'lwashington@sampledistrict.org', 'Roles *' with a dropdown menu showing 'District Coordinator', and 'Organizations *' with a dropdown menu showing 'Sample District'. There is also a checkbox labeled 'Active' which is checked. At the bottom right, there are two buttons: 'Cancel' and 'Save'.

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)	Go Math (2015)
All Things Algebra Pre-Algebra (2016)	Go Math (2023)
Amplify Desmos Math (2024)	Go Math Middle School (2014)
Big Ideas Math (2014)	Holt McDougal (2012)
Big Ideas Math – Modeling Real Life (2019)	Illustrative Mathematics (2021)
Bridges in Mathematics (2014)	Into Math (2019)
Carnegie Learning Math Series (2011)	Investigations in Number, Data and Space (2017)
Common Core Coach (2015)	iReady Classroom Mathematics (2020)
Connected Math Project 3 (2014)	iReady Classroom Mathematics (2024)
Core Connections (2013)	Jump Math (2014)
Desmos Math 6-A1 (2022)	Math & YOU (2025)
EdGems (2018)	Math Expressions (2018)
Edgenuity (2017)	McDougal Littell (2007)
enVision Math (2024)	Middle School Math Solution (2018) My Math (2013)
enVision Math (2020)	Open Up Resources 6–8 Math (2021)
enVision Math 2.0 (2016)	ORIGO Stepping Stones 2.0 (2022)
enVision Math (2012)	Prentice Hall Mathematics (2023) Prentice Hall
Eureka Math (2013)	Mathematics (2012) Progress in Mathematics (2009)
Eureka Math2 (2021)	Ready Classroom Mathematics (2020)
Everyday Math 4 (2020)	Reveal Math (2019)
Fishtank Plus (2021)	Singapore Math Common Core (2022)
Glencoe Math (2016)	Zearn (2021)