



Montana

Office of Public Instruction

Five Things You Must Know About Smarter Balanced & Montana Science Assessments This Year

**MontCAS Webinar Series
February 7, 2024**

OPI Assessment Unit: Teaching & Learning Division

Recording Disclaimer

- This session is being recorded
- We will post recordings of the sessions to the [STC Workshop website](#) for you to access at future date.
- We will also post them on the [OPI Assessment YouTube channel](#).



Agenda

Assessments

Schedules and
pre-assessment
tasks

Verifying Student
Data and
Participation

Notifying Parents

Monitoring Test
Completion

Self Assess



How ready are you for Summative State Assessments?



2023-2024 Assessments



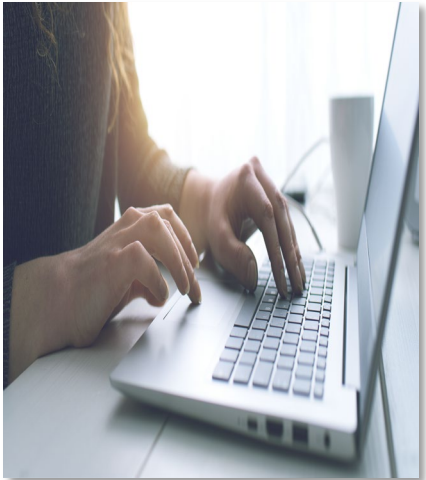
Smarter Balanced and Montana Science Overview

TEST NAME	Smarter Balanced	Montana Science
Subjects	ELA/Math	Science
Student Group	General	General
Grades	Grades 3-8	Grades 5,8
Window Period	12 weeks	12 weeks
Testing Window	March 4-May 24	March 4-May 24
Who is taking?	All students not in MAST pilot/MAST form B (unless in MSAA)	All students in grades 5 and 8 (unless in AMSA)

Personally Identifiable Information (PII)

- Student's name or initials, date of birth, SSN or other student identifier number
- Address of students and/or family
- Name of students' family members
- Any other information, including physical characteristics that would make student easily identifiable

Personally Identifiable Information (PII)



When contacting the OPI, please do not include PII in:

- Email
- Fax or
- A voicemail



SCHEDULES AND TASKS



Smarter Balanced Testing Times

Window March 4- May 24

Grade	ELA (CAT + Brief Writes)	Mathematics (CAT + PT)	Total Time
3	1:30	1:31	3:01
4	1:31	1:34	3:05
5	1:27	1:41	3:08
6	1:31	1:41	3:12
7	1:21	1:26	2:47
8	1:16	1:28	2:43



Science Testing Times

Window March 4- May 24

Assessment	Average Testing Times
Montana Science Assessment	90 minutes



Montana Testing Portal/TIDE



Welcome to the Montana Portal

This portal contains testing information for the ELA, math, science, and alternate science.



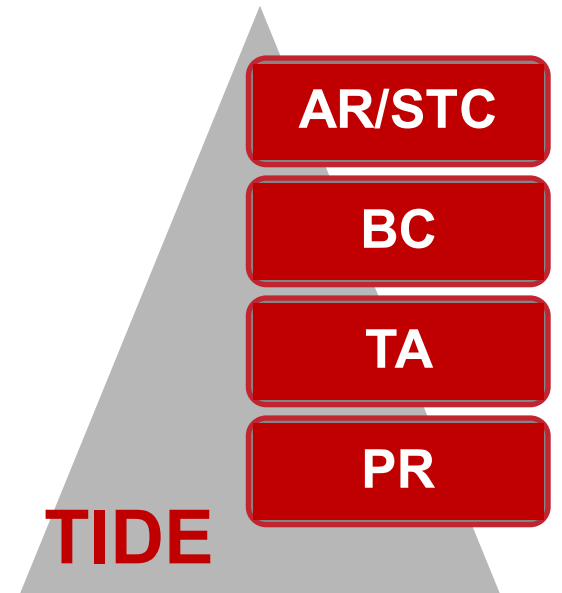
Montana Testing Portal/TIDE-User Roles

Authorized Representative (AR)/ System Test Coordinator(STC)

Building Coordinator (BC)

Testing Administrator (TA)

Proctor (PR)



Tasks for Users in TIDE



Sign the Virtual Test Security Agreement (TSA)

Tasks for Users in TIDE



Sign the Virtual Test Security Agreement (TSA)



Complete the TA Certification Course

Tasks for Users in TIDE



Sign the Virtual Test Security Agreement (TSA)



Complete the TA Certification Course



Review the Test Administration Manual (TAM)



Montana Testing Portal/TIDE




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TIDE

Preparing for Testing


SYSTEM



TIDE

TIDE provides users with the tools to add and manage users and students participating in SBAC, MSA, and AMSA.


SYSTEM



Test Administration Certification

Test administrators are required to complete the TA Certification Course to administer assessments.


SYSTEM



TA Practice Site

The TA Practice site allows test administrators to practice administering tests in the online portal.


SYSTEM



Tools for Teachers

Tools for Teachers, designed by Smarter Balanced, houses ELA and math lesson plans and resources.


SYSTEM



Practice and Training Test Administration

The practice test allows students to practice taking tests online and using test tools.

SYSTEM



Interim Assessment Viewing Application

AVA allows authorized users to review interim assessments for administrative or instructional purposes.

[Forgot Your Password?](#)

Secure Login

First Time Login This School Year?

The password you used during the previous school year has expired.

[Request a new one for this school year.](#)

Practice and Training Tests

Preparing for Testing

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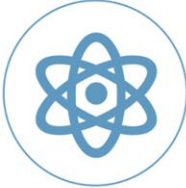






SYSTEM



Interim Assessment Viewing Application

AVA allows authorized users to review interim assessments for administrative or instructional purposes.

Secure Browser

 <p>PROGRAM</p> <p>Smarter Balanced</p> <p>The ELA/math assessments are administered in grades 3-8, with high school interims available.</p>	 <p>PROGRAM</p> <p>Science</p> <p>The science assessments are administered in Grades 5 and 8, with high school interims available.</p>	 <p>PROGRAM</p> <p>Alt Science</p> <p>The AMSA is for eligible students with significant cognitive disabilities in grades 5, 8, and 11.</p>	 <p>PROGRAM</p> <p>Other Assessments</p> <p>Access resources for administering the WIDA, MSAA, and ACT assessments.</p>
Quick Access			
<p>USER</p>  <p>Students and Families</p> <p>This page provides access to the practice tests, training tests, and sample items to students and families.</p>	<p>SYSTEM</p>  <p>Secure Browsers</p> <p>The Secure Brower page lists the supported operating systems and which Secure Browser to install.</p>	<p>SYSTEM</p>  <p>Technology Guide</p> <p>This guide provides instructions to set up technology in your school.</p>	<p>SYSTEM</p>  <p>Practice Tests</p> <p>The practice test allows students to practice taking tests online and using test tools.</p>

Read the Test Administration Manual (TAM)

Associated Resources

Preparing for Testing

Administering Tests

After Testing

USER GUIDE

TIDE User Guide 

This user guide provides an overview of how to access and utilize the Test Information and Distribution Engine (TIDE).

ABOUT THE ASSESSMENTS

SBAC Interim Assessments Overview 

This document provides an overview of the Smarter Balanced Interim Assessments.

ADMINISTRATION MANUAL

Smarter Balanced Summative Test Administration Manual 

This manual provides information for Test Administrators (TA) on procedural and policy guidance to prepare for and administer



Preparing the Classroom



INSTRUCTIONAL
MATERIALS IN THE
ROOM ARE
COVERED OR
REMOVED



SIGNAGE ON
POSTED ON DOORS,
E.G. "TESTING IN
PROGRESS"



STUDENTS STORE
ALL ELECTRONIC
DEVICES AND
HEADPHONES
BEFORE THE TEST
SESSION BEGINS.



MINIMIZE
DISTRACTIONS

Reflection



My district/school has a schedule for testing



I have assigned User Roles in TIDE



I have a system in place to track TSA completion



I have scheduled trainings

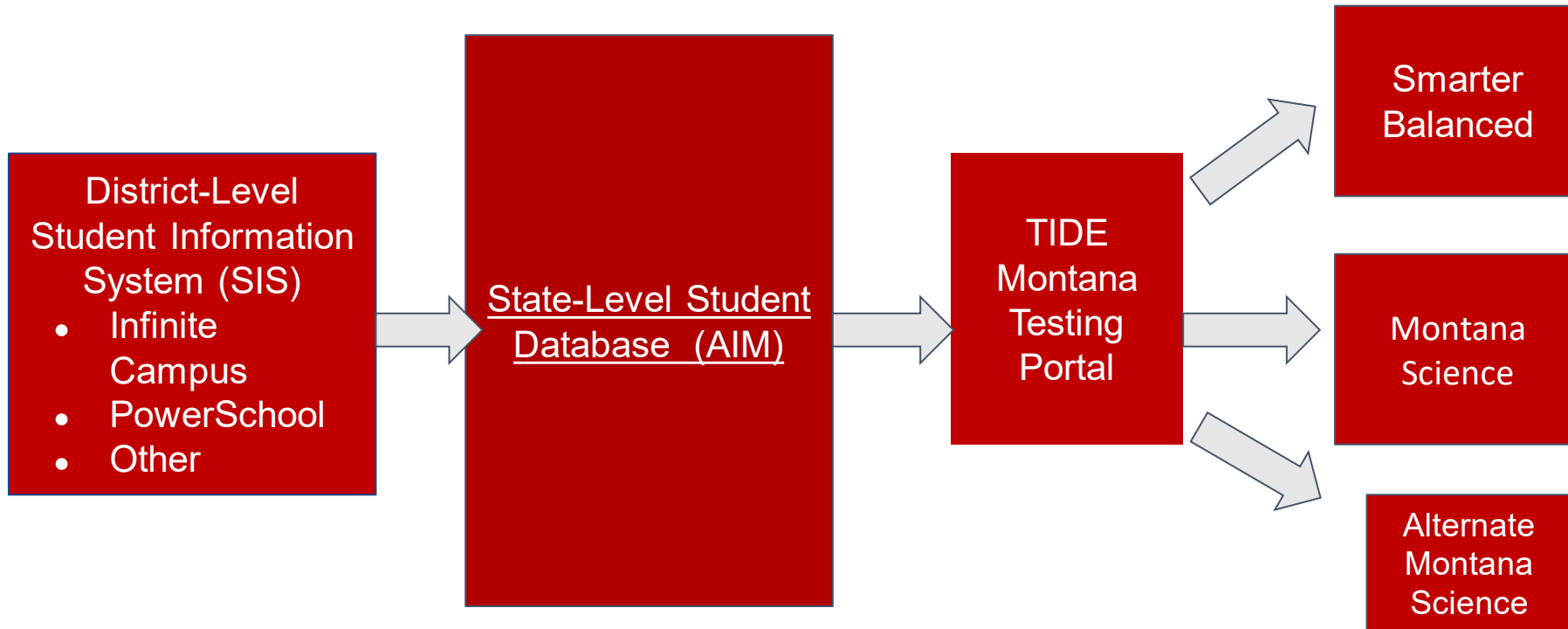
Take a minute to jot down any next steps from this section



Student Data and Participation



Student list in TIDE



Upload Schedule

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

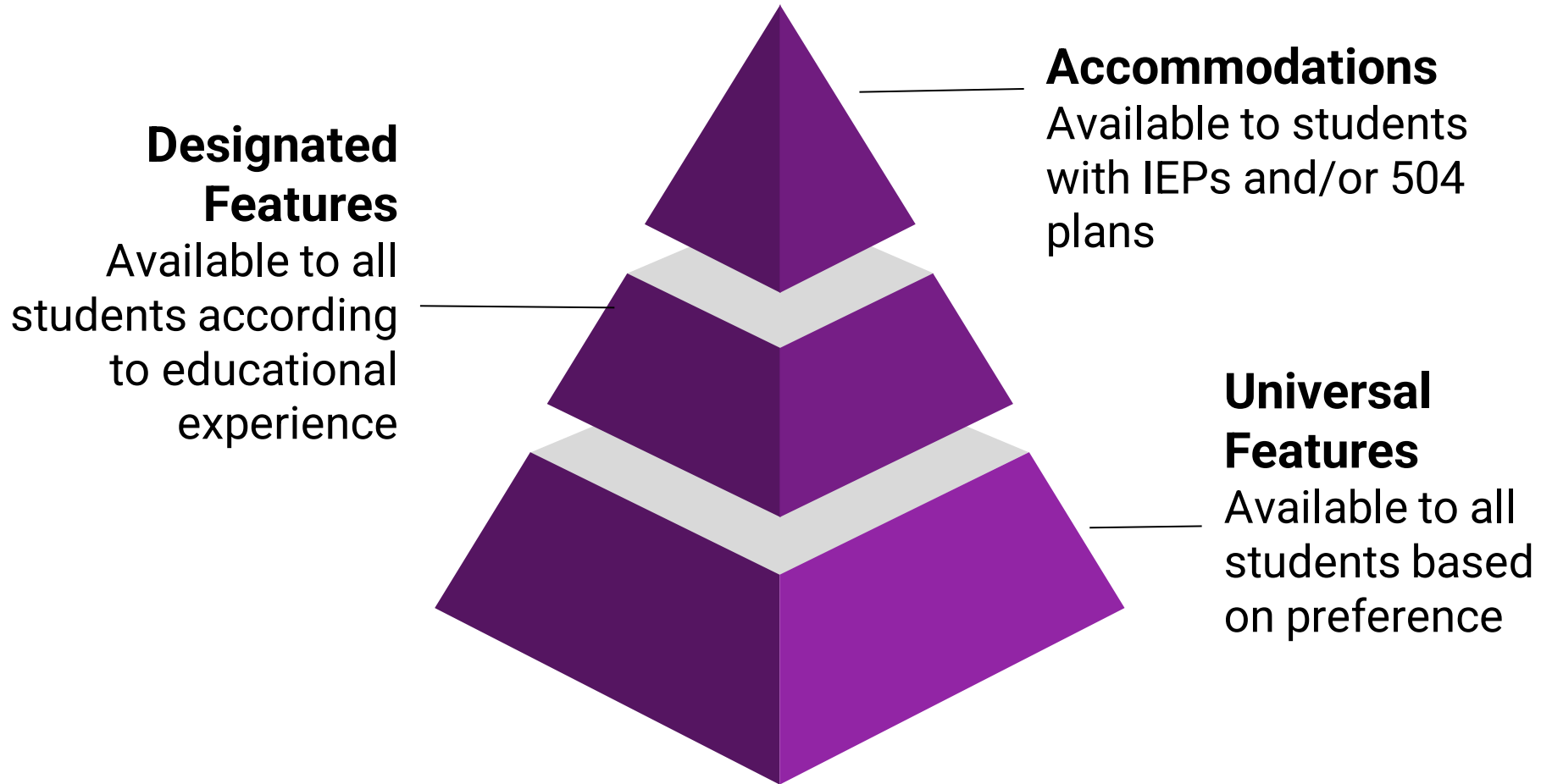


Student Participation





Three ways to participate:

- 1) Participate in general population assessments without accommodations
- 2) Participate in general population assessments with accommodations
- 3) Participate in **alternate assessments** when the participation criteria are met

Student Accommodations and Supports




Verify Data




 Preparing for Testing
  Administering Tests
  After Testing
 Student ID/User Email

[Users](#)
[Students](#)
[Test Settings](#)
[Rosters](#)

View/Edit/Export Students

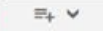
 Use this page to view, edit, or export students. [more info](#)







+ Search Students

Number of students found: 277

Enter search terms to filter search results

1-50 of 277 records | Page: **1** of 6 

Edit	School Information			Student Information										Test Settings and Tools					
	District	School	SSID	Student's Last Name	Student's First Name	Student's Middle Name	Gender	Birth Date (MMDDYYYY)	Grade	IDEA Indicator/IEP	LEP Status	Section 504	Alternate Assessment	Color Choices	Language (Designated Supports and Accommodations) <small>Stacked Spanish Translations for Mathematics are considered a Designated Support.</small>	Masking	Mouse Pointer	Permi	
<input type="checkbox"/>		9999	9999_9999	B99999993	dupicatetest	TEST	middle	Male	01131994	05	Yes	Yes	Yes		MA:TDS_CCInvert ELPT:TDS_CCInvert EL:TDS_CCInvert	MA:ENU-Braille ELPT:ENU-Braille EL:ENU-Braille	MA:TDS_Masking1 ELPT:TDS_Masking1 EL:TDS_Masking1	MA:TDS_MP_Red_XL ELPT:TDS_MP_Red_XL EL:TDS_MP_Red_XL	MA:ELP EL:T
<input type="checkbox"/>		9999	9999_9999	B99980001	dupicatetest	TEST	middle	Male	01131994	05	Yes	Yes	Yes		MA:TDS_CCYellowB ELPT:TDS_CCYellowB EL:TDS_CCYellowB			MA:TDS_MP_Red_XL ELPT:TDS_MP_Red_XL EL:TDS_MP_Red_XL	MA:T
<input type="checkbox"/>		9999	9999_9999	C00000003	Lname	Fname		Male		05	Yes								
<input type="checkbox"/>		9999	9999_9999	C00000013	Lname	Fname		Male		05									
<input type="checkbox"/>		9999	9999_9999	C00000023	Lname	Fname		Male		05									
<input type="checkbox"/>		9999	9999_9999	C00000033	Lname	Fname		Male		05	Yes								

TIDE Designation

Universal Support:

- Can be selected for any student

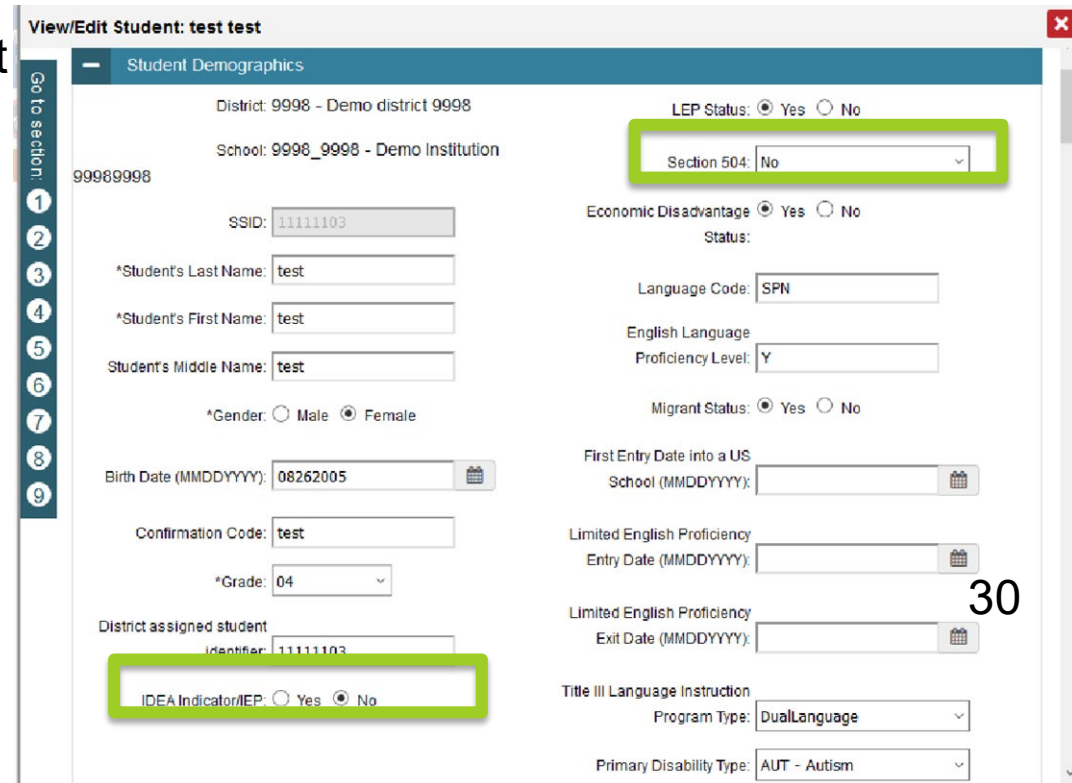
Designated Supports:

- Selected as determined by the student's educational support team

Accommodations:

IDEA Indicator/IEP (or) Section 504

- Must be set to "Yes"
- Permits accommodations



View/Edit Student: test test

Student Demographics

District: 9998 - Demo district 9998

School: 9998_9998 - Demo Institution

99989998

SSID: 11111103

*Student's Last Name: test

*Student's First Name: test

Student's Middle Name: test

*Gender: Male Female

Birth Date (MMDDYYYY): 08262005

Confirmation Code: test

*Grade: 04

District assigned student identifier: 11111103

IDEA Indicator/IEP: Yes No

LEP Status: Yes No

Section 504: No

Economic Disadvantage Status: Yes No

Language Code: SPN

English Language Proficiency Level: Y

Migrant Status: Yes No

First Entry Date into a US School (MMDDYYYY):

Limited English Proficiency Entry Date (MMDDYYYY):

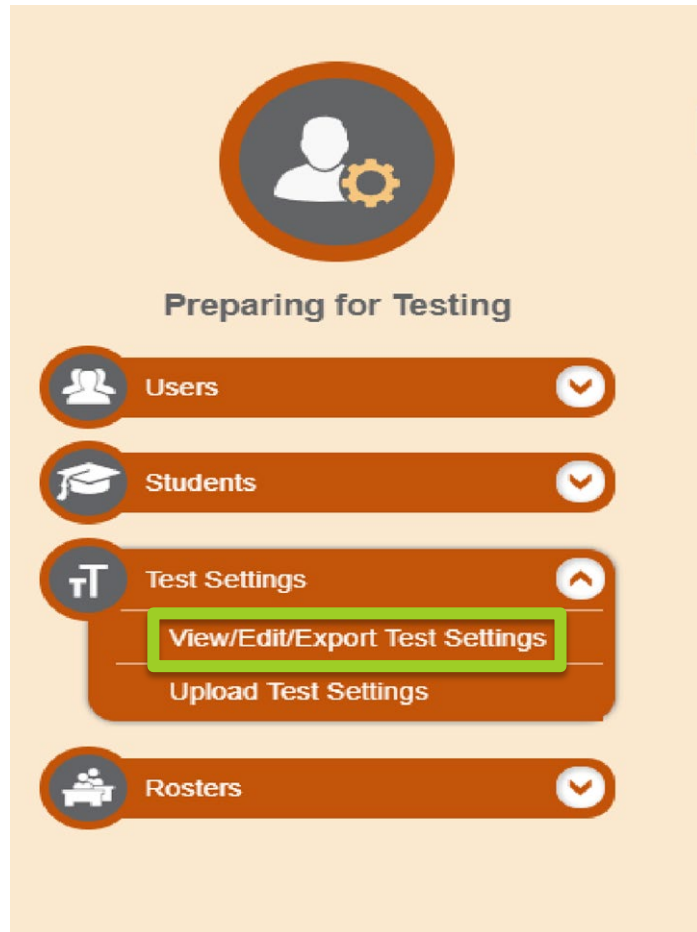
Limited English Proficiency Exit Date (MMDDYYYY):

Title III Language Instruction Program Type: DualLanguage

Primary Disability Type: AUT - Autism

30

Input Test Settings: Manual



Preparing for Testing

- Users
- Students
- Test Settings**
 - View/Edit/Export Test Settings**
 - Upload Test Settings
- Rosters

View/Edit/Export Test Settings

i Use this page to view, edit, or export students and their test settings. [more info](#)

Search Students

*District: Demo district 9999 - 9999
*School: Demo Institution 9999_9999 - 9999_9999
SSID:

Student's Last Name:
Student's First Name:
Grade: None selected

Advanced Search

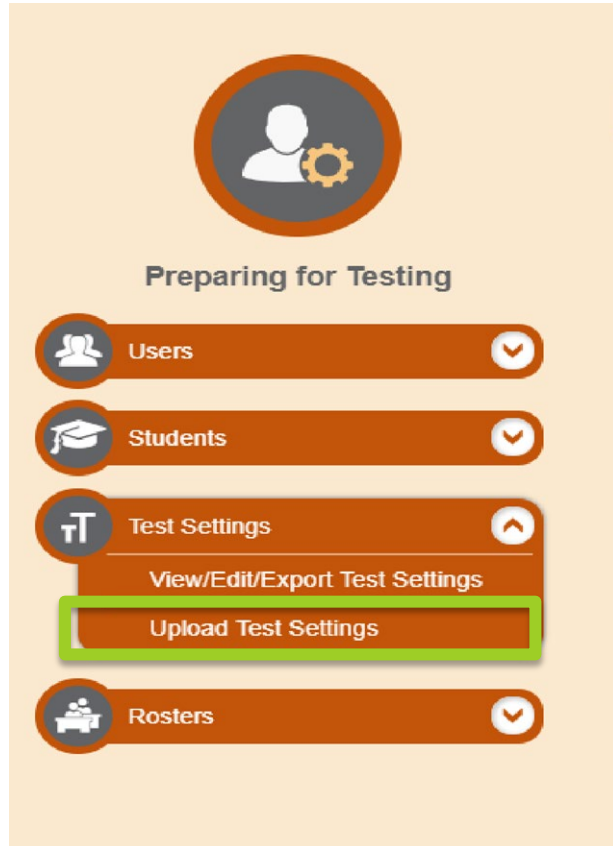
Search Fields: Gender

Gender: Male Female

Additional Criteria Chosen:

- Print on Request: ELA: None
- Streamlined Mode: ELA: On
Mathematics: Off

Input Test Settings: Upload



Preparing for Testing

- Users
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- Test Settings
 - View/Edit/Export Test Settings
 - Upload Test Settings**
- Rosters

Upload Test Settings and Tools

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Templates

Download Templates ▾

- CSV
- EXCEL

i Use this page to upload a file of student test settings and tools you want to add or modify. [more info](#)

Step 1: Upload File

Choose File

Upload History

File name	Date Uploaded	Status	Records Processed	Records Rejected	Validation Report
TestSettings1.xlsx	12/05/2015 10:40 AM	Processed	Download (75)	N/A	Download
TestSettings2.xlsx	12/07/2015 1:30 PM	Started	N/A	N/A	Download



Test Settings

Users ▾ Students ▾ Test Settings ▾ Rosters ▾ Test Windows ▾

View/Edit/Export Students

i Use this page to view, edit, or export students. [more info ▾](#)

+ Search Students

 ▾  ▾

Number of s
Filter result

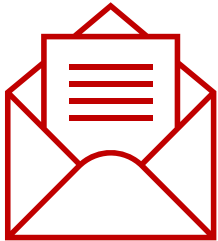
- Export All to Excel (288)
- Export Selected to Excel (3)
- Export All to CSV (288)
- Export Selected to CSV (3)
- Export All to Upload-Ready Student Settings File (288)
- Export Selected to Upload-Ready Student Settings File (3)

Edit



Parent and Family Communication

Parent Guardian Notification



Before Testing

Districts are encouraged to notify parents at least one week prior to the planned assessment.

After Testing

Reports must be provided in a timely manner.





Monitoring Completion Outreach from OPI

General and Targeted Outreach



GENERAL Outreach: OPI will provide bi-weekly general outreach to all STCs with overall completion rate.



TARGETED Outreach: Weekly at completion intervals to STCs, district principals and superintendents



Why? We want to support districts in meeting participation rates and making sure you have the resources you need.

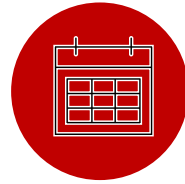


Montana

Office of Public Instruction

Learning Lab: Monitoring Completion

Final Reflection



I have a system to monitor completion and communicate with schools



I have accessed TIDE and updated student settings



I have scheduled parent communication



I know who to reach out to for help

Take a minute to jot down any next steps.



Upcoming ACT Webinar
Thursday, February 8
3:00

<https://event.on24.com/wcc/r/4492818/954D67042725490DCB807CE5299F3E1E>



2024-2025 Assessments



2024-2025 Statewide Assessments

TEST NAME	Grade Levels	Subject(s)
MAST	3-8 General	Math & ELA
MSA	5 & 8 General	Science
MSAA	3-8 & 11 Students	Math & ELA
AMSA	5, 8, & 11	Science
ACT	11	Math, ELA, & Science
ACCESS for ELLs	K-12 English Language Learners <small>Putting Montana Students First A+</small>	English Language Proficiency 42

Renewal Units/Evaluation

One session evaluation for 1-hour of training = 1 renewal unit.

Indicate your feedback using a scale from 1-5.

1. Objectives and outcomes were clear.
2. Technology features appropriate to accomplish the goals.
3. Session objectives met and the content was useful.
4. Clear how to apply the session content to STC Role.
5. Opportunities for participants to interact and engage in the learning.
6. Overall satisfaction with session.

The logo for MontCAS (Montana Comprehensive Assessment System) is displayed in a white box with a red border. It features the text 'MontCAS' in a large, bold, red font, followed by 'Montana Comprehensive Assessment System' in a smaller, black font. Below this, 'Montana Office of Public Instruction' is written in a black font.

Renewal Unit and Evaluation Form

Complete this form to provide the Assessment Team with feedback on the STC Workshop Series Session and to receive a renewal unit certificate.

One session evaluation for 1-hour of training = 1 renewal unit.

Renewal units will be processed electronically to manage and issue certificates in a more efficient way.

Your completion of the form is essential to receive your renewal unit certificate. After receiving your form, the Assessment Team will reply via email with your renewal certificate.

Please allow 28 business days to process your certificate.

amcgrath@opiconnect.org [Switch account](#)

* Required

Thanks for Attending

**Office of Public Instruction
Assessment Unit
OPIAssessmentHelpDesk@mt.gov
844-867-2569**