MAST Scheduler Tool

OPI Assessment Unit Focused Support Video

MontCAS Montana Comprehensive Assessment System
opi.mt.gov Montana Office of Public Instruction

Posted: July 2024

OBJECTIVES

Learn about the...

Kite Educator Portal

- **Before Testing**
  - Schedule Math Testlets
  - Training
  - User Management
  - Rostering
  - Entering PNPs
  - Printing Student Tickets & DACs
- **During/After Testing**
  - Administering Testlets
  - Monitoring Completion
  - Make-Up Testing
  - Accessing Score Reports

Kite Student Portal

- Prepare Student Testing Devices
- Student Practice Test
  - Kite Student Toolbox

Kite Parent Portal

- Make the Student-Parent Connection in Educator Portal
- Provide Guidance to Parents/Guardians

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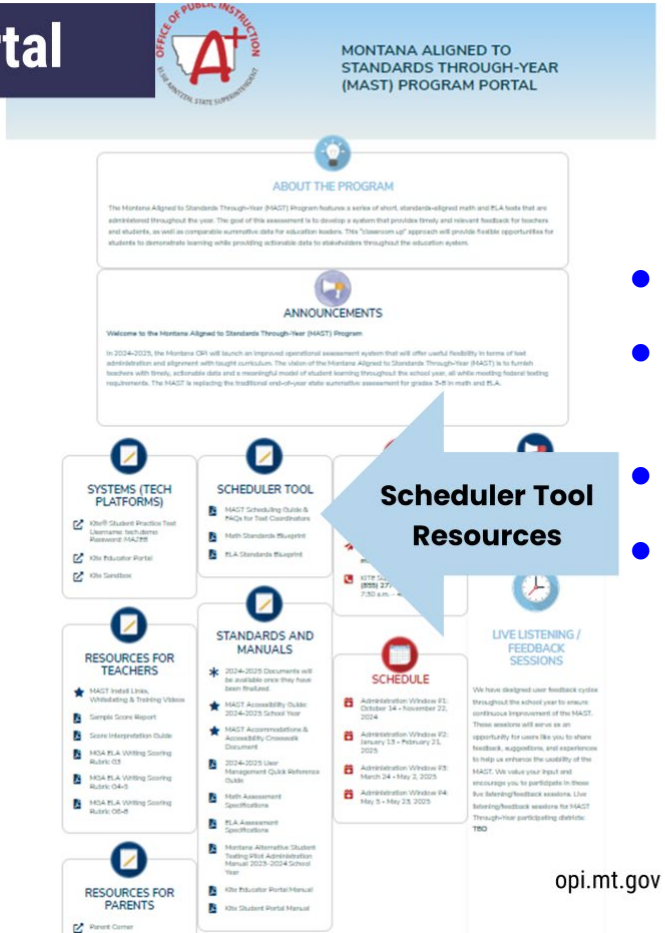
MAST Portal



MAST Portal

Supporting Documents

- MAST Scheduler User Manual
- MAST Scheduling Guide & FAQs for Test Coordinators
- Math Standards Blueprint
- ELA Standards Blueprint

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- Account includes:
  - Name
  - Email/User ID
  - Role(s)
  - Organization (s)

Platform Basics

Supported Operating Systems

- Microsoft Windows 11
- Chrome OS 124 and later

Supported Browsers

- Google Chrome: Version 124 and higher
- Microsoft Edge: Version 124 and higher
- Firefox: Version 126 and higher

Logging In

- Set Password
- Use the MasteryGuide Assessment Scheduler login URL found in the Scheduler Tool User Manual
  - Enter email address & password

Need Help?

- Email: help@newmeridian.org

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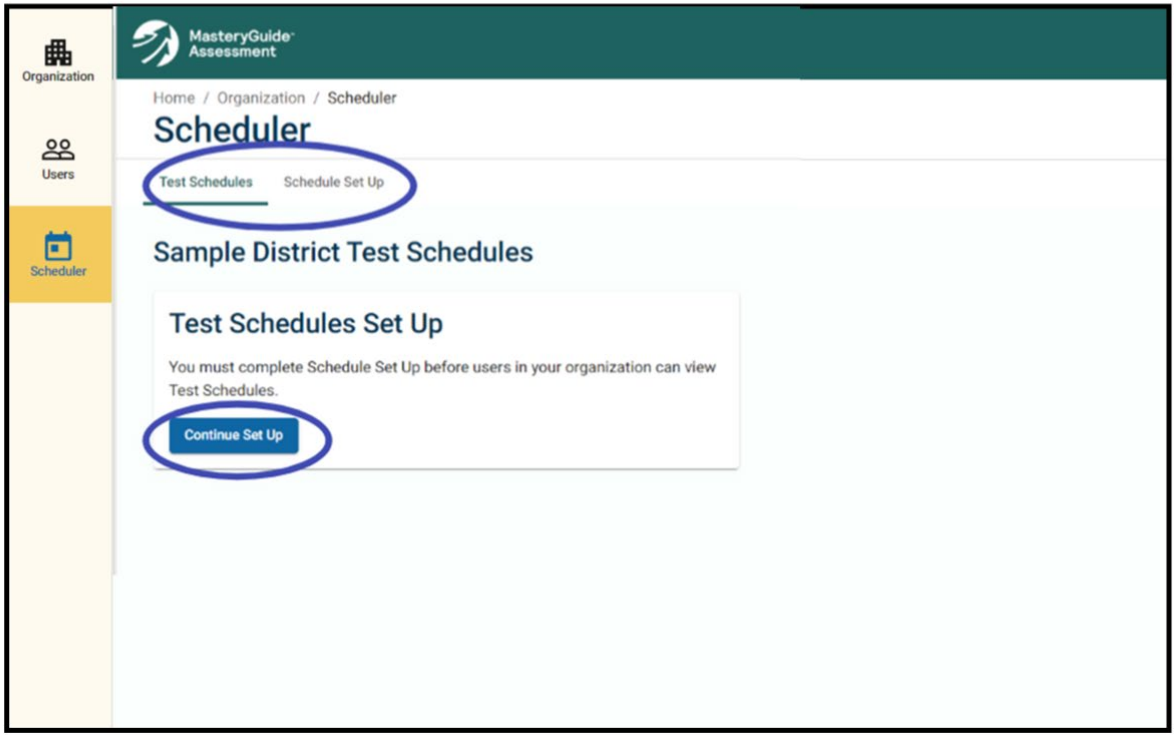

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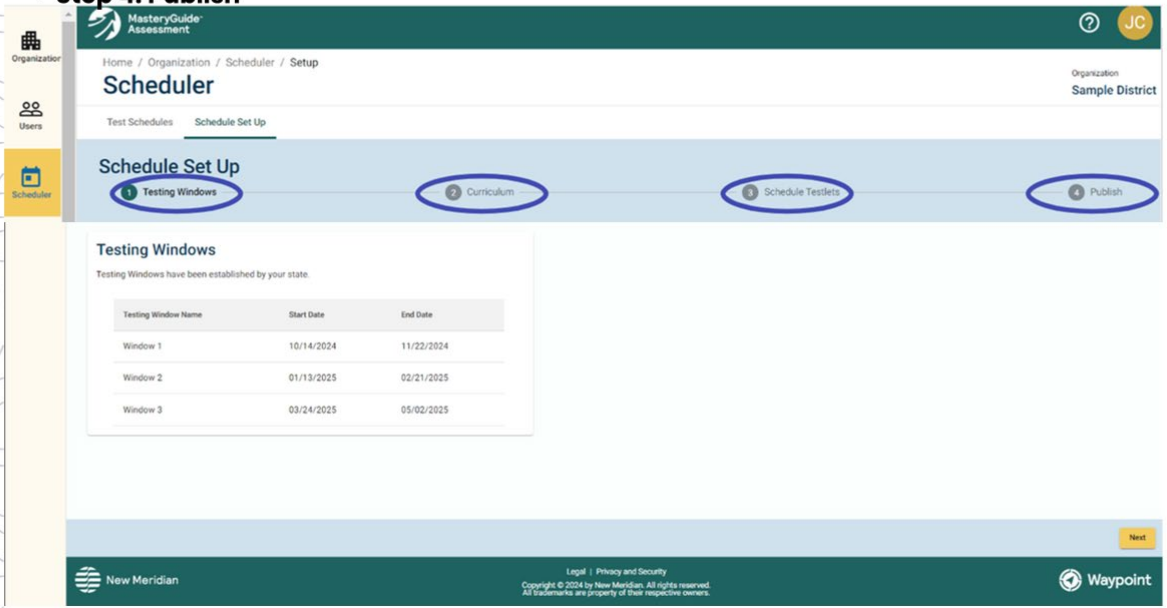
Scheduling consists of 4 steps

- **Step 1: Testing Windows** *OPI completes this step*
- **Step 2: Curriculum**
- **Step 3: Schedule Testlets**
- **Step 4: Publish**



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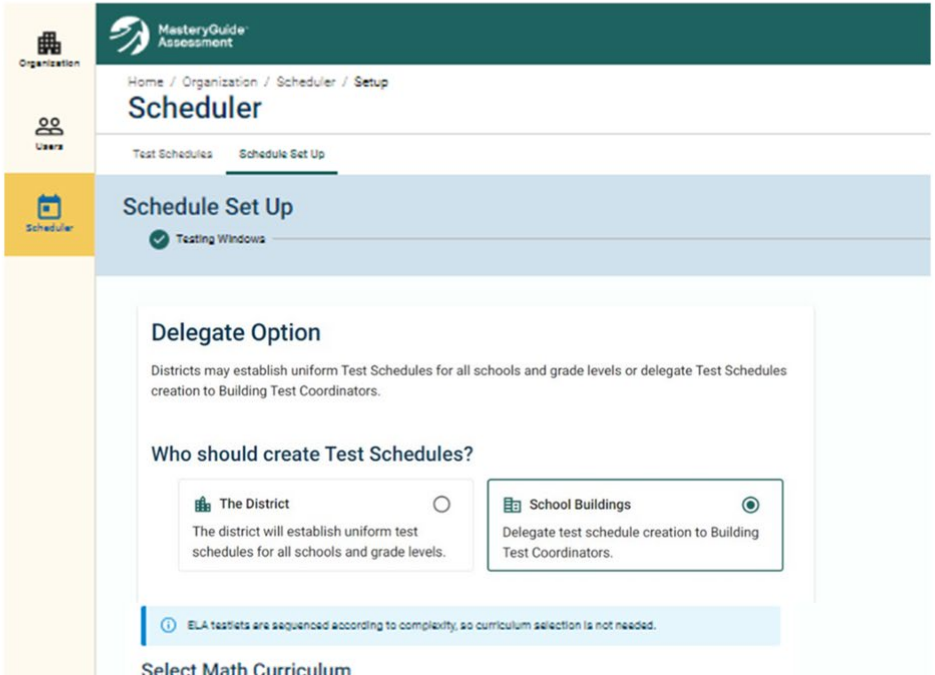
Step 2: Curriculum - Delegate Option

STCs begin on this step and may choose to establish uniform test schedules for all applicable grades and subjects or defer Schedule Set Up to Building Test Coordinators (BTCs)



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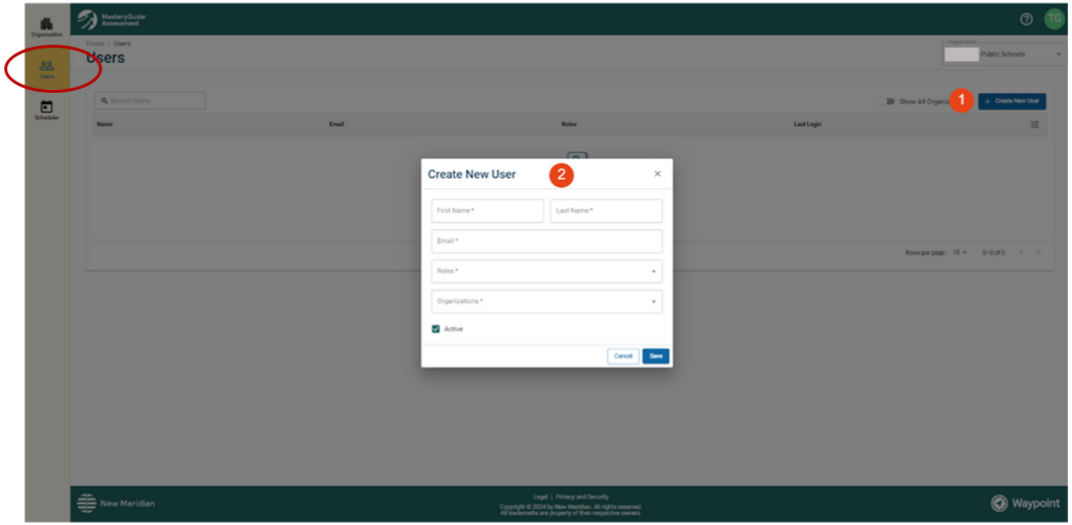
Step 2: Curriculum - Delegate Option

If the STC chooses to delegate scheduling to BTCs, the STC must create user accounts for the BTCs in ***Users***, ***Create New User***, then fill out corresponding account information.



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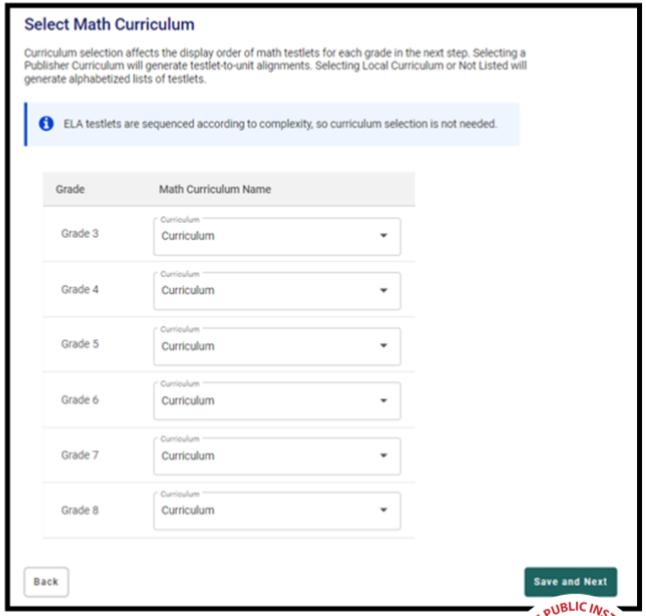
Step 2: Curriculum - Select Math Curriculum

- For each grade, STCs/BTCs will select the applicable option from the Curriculum drop-down:
  - Publisher Curriculum Name
    - Big Ideas Math (2014)
    - enVision Math (2020)
    - Into Math (2019)
    - Etc.
  - Other
    - Local Curriculum
    - Not Listed
- Selecting Local Curriculum or Not Listed will generate alphabetized lists of testlets.



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Mapped Math Programs

Agile Mind Middle School Mathematics (2022)
All Things Algebra Pre-Algebra (2016)
Big Ideas Math (2014)
Big Ideas Math – Modeling Real Life (2019)
Bridges in Mathematics (2014)
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)
Glencoe Math (2016)
Go Math (2015)
Go Math Middle School (2014)
Illustrative Mathematics (2021)
Into Math (2019)
Investigations in Number, Data and Space (2017)
iReady Classroom Mathematics (2020)
Jump Math (2014)
Math Expressions (2018)
McDougal Littell (2007)
Middle School Math Solution (2018)
My Math (2013)
Open Up Resources 6-8 Math (2021)
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)

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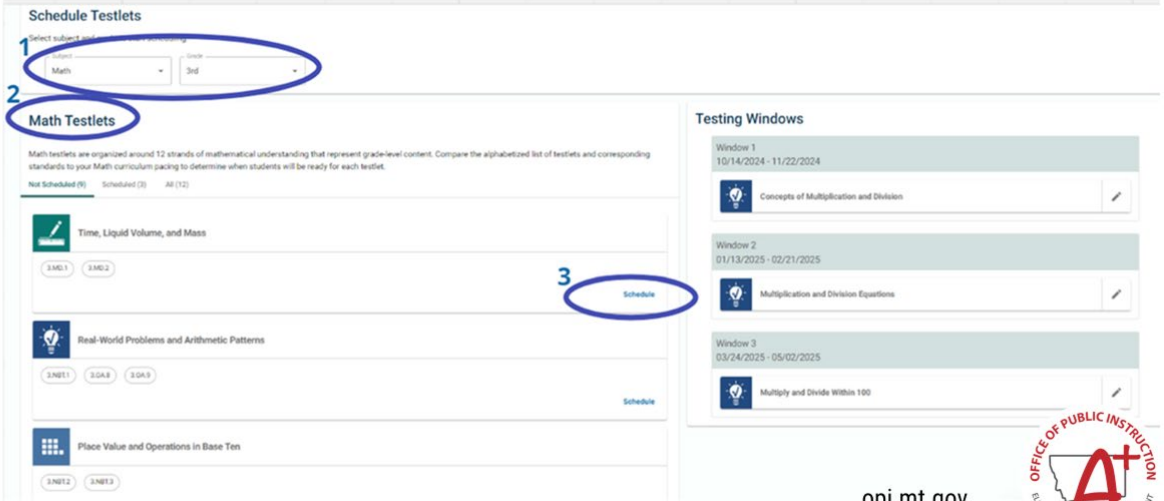
Step 3: Schedule Testlets

On the ***Schedule Testlets*** page, STCs/BTCs will see the Montana MAST Testing Windows listed on the right.

1. To begin scheduling testlets, STCs/BTCs will select the subject and grade.
2. View the list of testlets.
3. Select ***Schedule***.



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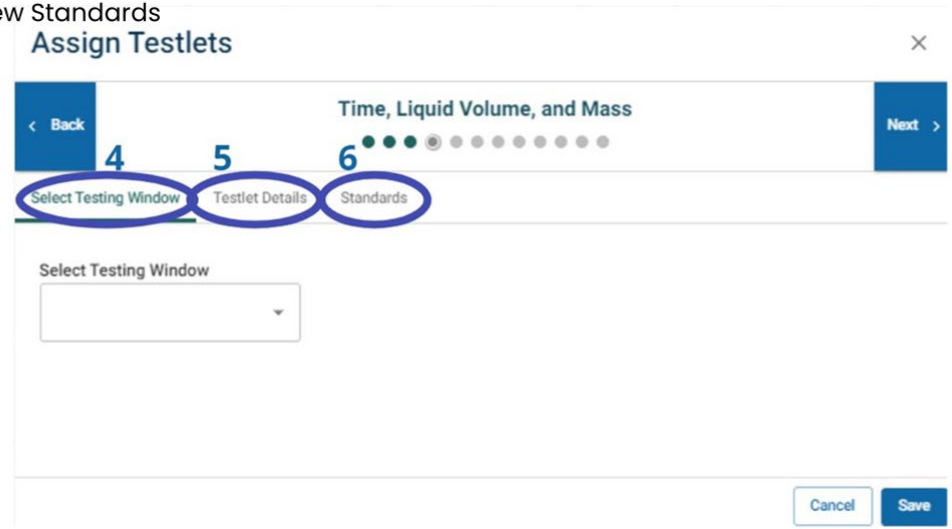
Step 3: Schedule Testlets

1. To begin scheduling testlets, STCs/BTCs will select the subject and grade.
2. View the list of testlets.
3. Select Schedule.
4. Choose the Testing Window
5. View Testlet Details
6. View Standards



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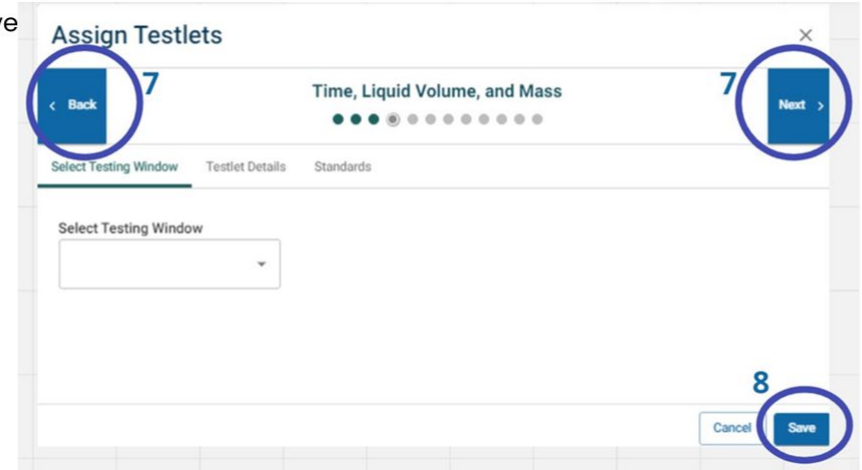
Step 3: Schedule Testlets

1. To begin scheduling testlets, STCs/BTCs will select the subject and grade.
2. View the list of testlets.
3. Select Schedule.
4. Choose the Testing Window
5. View Testlet Details
6. View Standards
7. Use 'Back' and 'Next'
8. Save



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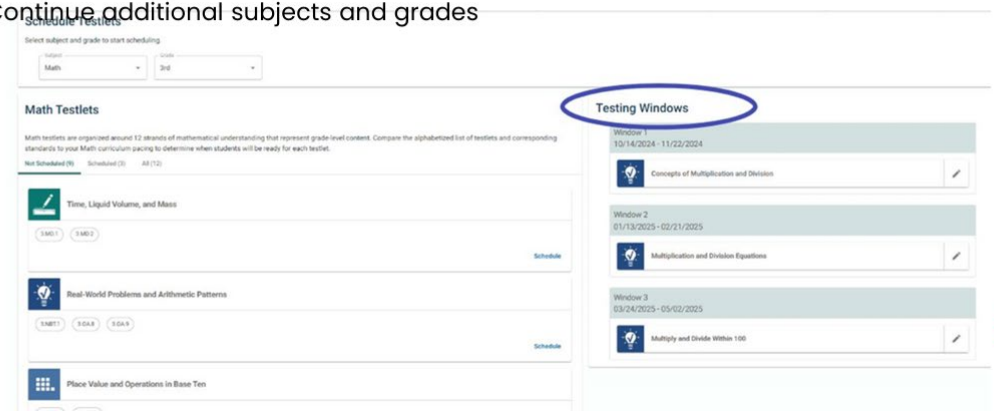
Step 3: Schedule Testlets

1. To begin scheduling testlets, STCs/BTCs will select the subject and grade.
2. View the list of testlets.
3. Select Schedule.
4. Choose the Testing Window
5. View Testlet Details
6. View Standards
7. Use 'Back' and 'Next'
8. Save
9. See Testing Windows on right
10. Repeat as necessary
11. Continue additional subjects and grades



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Step 3: Schedule Testlets

Reassign Testlets to Different Testing Windows

1. Select subject and grade from dropdown menus.
2. Click the edit pencil icon.

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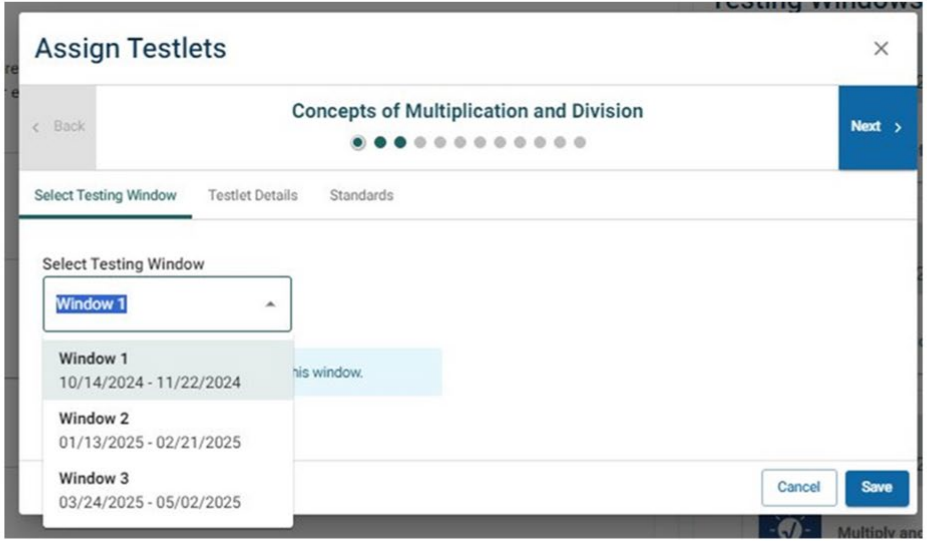
Step 3: Schedule Testlets

Reassign Testlets to Different Testing Windows

1. Select subject and grade from dropdown menus
2. Click the edit pencil icon
3. Navigate to *Select Testing Window*
4. Reassign and 'Save'



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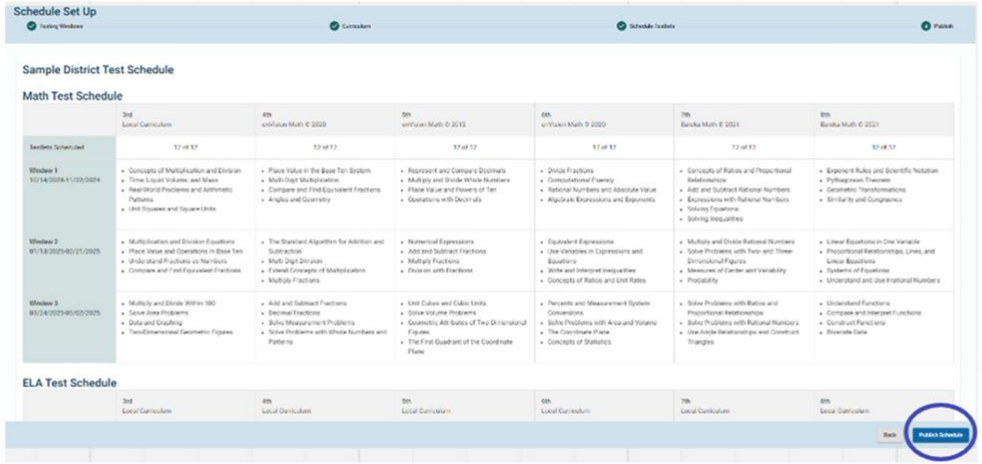
Step 4: Publish

Publish Test Schedules

1. Review Test Schedules
2. Click 'Publish'
3. See new Publish Schedule window
4. Review
5. Select 'Yes'
6. See Test Schedules page



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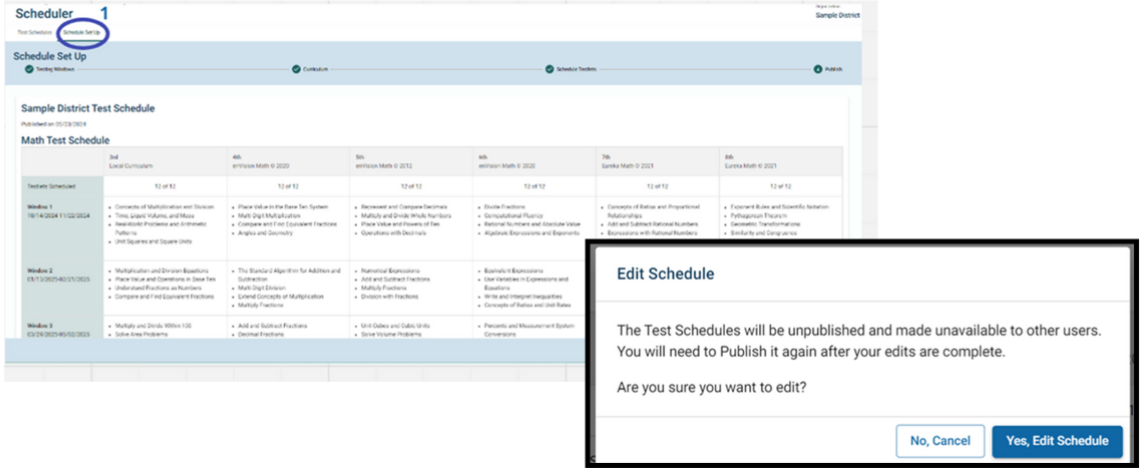
Step 4: Publish

Edit Published Test Schedules

1. Select 'Schedule Set Up' tab
2. Click 'Edit Schedule'
3. View Edit Schedule window
4. Read confirmation
5. Click 'Yes, Edit Schedule'
6. Continue to edit

*A reminder that test schedules cannot be edited after **September 20, 2024**.*



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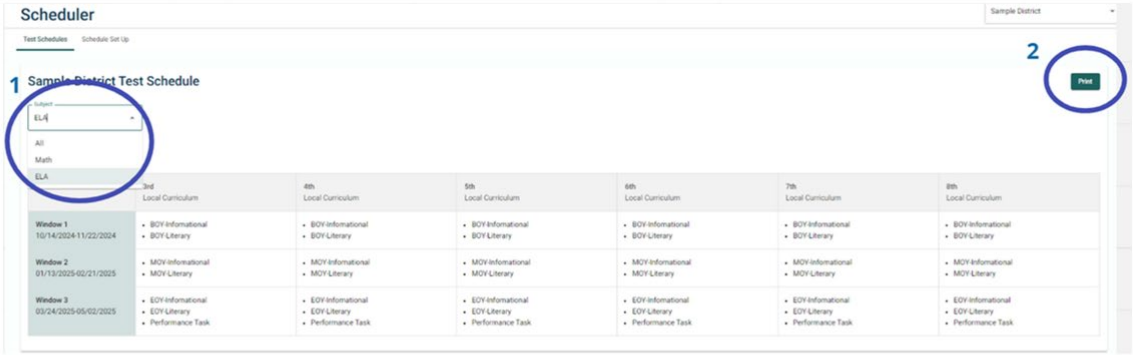
Step 4: Publish

View and Print Published Test Schedules

1. Select the subject(s)
2. Select 'Print'
3. See new window
4. Print



Math Testlet Scheduler

Math Scheduling Requirements

- Schedule and administer 3-5 Math testlets in each of the 3 primary test windows.
  - *ELA testlet schedule does not need to be scheduled.*
- Submit your final schedule by ***September 20, 2024***.
- Administer testlets assigned to a given window during the window
  - *No schedule changes can be made once submitted.*

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SY24-25 Testlet Scheduling

Scheduling Best Practice

- Administer as close to instruction as possible (at the end of the unit/chapter)
- Spread out testing throughout the window rather than clustering all testlets into the same week
- Use score reports for immediate and long-term instructional decisions (provided weekly during the window)
- Leverage testlet scheduling as an opportunity for district collaboration around curriculum and assessment
- All scheduled testing must be completed in the window & cannot be moved to the next window

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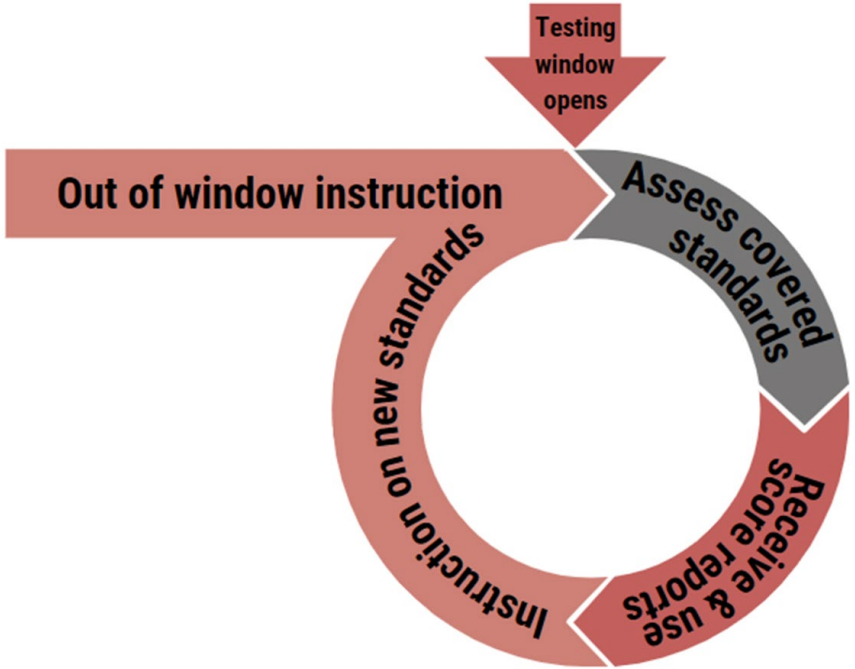
SY24-25 Testlet Scheduling

Instructional Testing Cycle



SY24-25 Testlet Scheduling

MAST Testing Windows

	Window 1	Window 2	Window 3	Window 4
	October 14 - November 22	January 13 - February 21	March 24 - May 2	May 5 - May 23
	6 weeks	6 weeks	6 weeks	3 weeks
MATH	3-5 Testlets	3-5 Testlets	3-5 Testlets	1 Anchor Testlet
ELA	2 BOY Testlets	2 MOY Testlets Performance Task	2 EOY Testlets	

Schedule MAST Math Testlets

Districts and schools will have the flexibility to align their MAST**math** testlets with the district's unique scope and sequence. The order of ELA testlets will remain consistent across all districts, as determined by the ELA testlet design, with complexity increasing throughout the school year.

MAST Scheduler Tool

Opens *July 22, 2024*.
District math testlet schedules must be submitted by *September 20, 2024*.

All resources can be found on the MAST Portal

Resources

- Scheduler Tool Manual
- MAST Scheduling Guide & FAQs for Test Coordinators
- Math Standards Blueprint
- ELA Standards Blueprint

Professional Learning Opportunities

July 22, 2024 @ 9-10 a.m.
Live Virtual Scheduler Training

July 23 -Sept. 19
MAST Weekly Office Hours
8:00-9:00 AM every Tues.
3:00-4:00 PM every Thurs.

Click here! Zoom link to all office hours

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Questions?

SCHEDULER TOOL, PROGRAM, & PRODUCT DESIGN QUESTIONS:
help@newmeridian.org

KITE PLATFORM INQUIRIES:
KITE SUPPORT DESK: (855) 277-9752
7:30 a.m. – 4:00 p.m. MST
Kite-support@ku.edu

OPI Assessment Help Desk:
1-844-867-2569
opiassessmenthelpdesk@mt.gov

opi.mt.gov

Questions?

Contact the OPI Assessment Unit:
opiassessmenthelpdesk@mt.gov

844.867.2569