

2025-2026



MAST SCHEDULING & SCHEDULER TOOL

FOCUSED SUPPORT VIDEO



OBJECTIVES

Schedule math testlets to best align assessment to instruction

- Understand the scheduling flexibilities of math testlets
- Create a plan for collecting information required for submitting math testlet schedules
 - How can teachers be a part of scheduling testlets for each window?
 - How can teachers schedule testlets within each window?

Log into Waypoint Scheduler & submit your district's/school's math testlet schedule



2025-2026



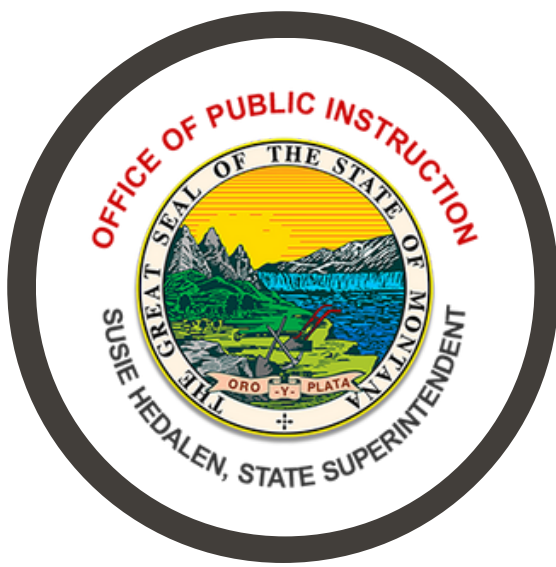
MONTANA OFFICE OF PUBLIC INSTRUCTION

MAST SCHEDULER TRAINING

BEST PRACTICES FOR
SCHEDULING MAST TESTLETS



opi.mt.gov



2025-2026 MAST DESIGN

These 12 testlets
are flexibly
scheduled at the
school level

| ELA | | Math | |
|----------------|---------------------------|---------|---------|
| Window 1 | BOY Literary Testlet | Testlet | Testlet |
| | BOY Informational Testlet | Testlet | Testlet |
| Window 2 | MOY Literary Testlet | Testlet | Testlet |
| | MOY Informational Testlet | Testlet | Testlet |
| | ELA Test Performance Task | Testlet | Testlet |
| Window 3 | EOY Literary Testlet | Testlet | Testlet |
| | EOY Informational Testlet | Testlet | Testlet |
| Anchor Testlet | | | |



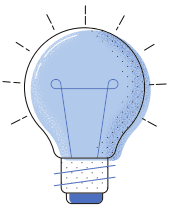
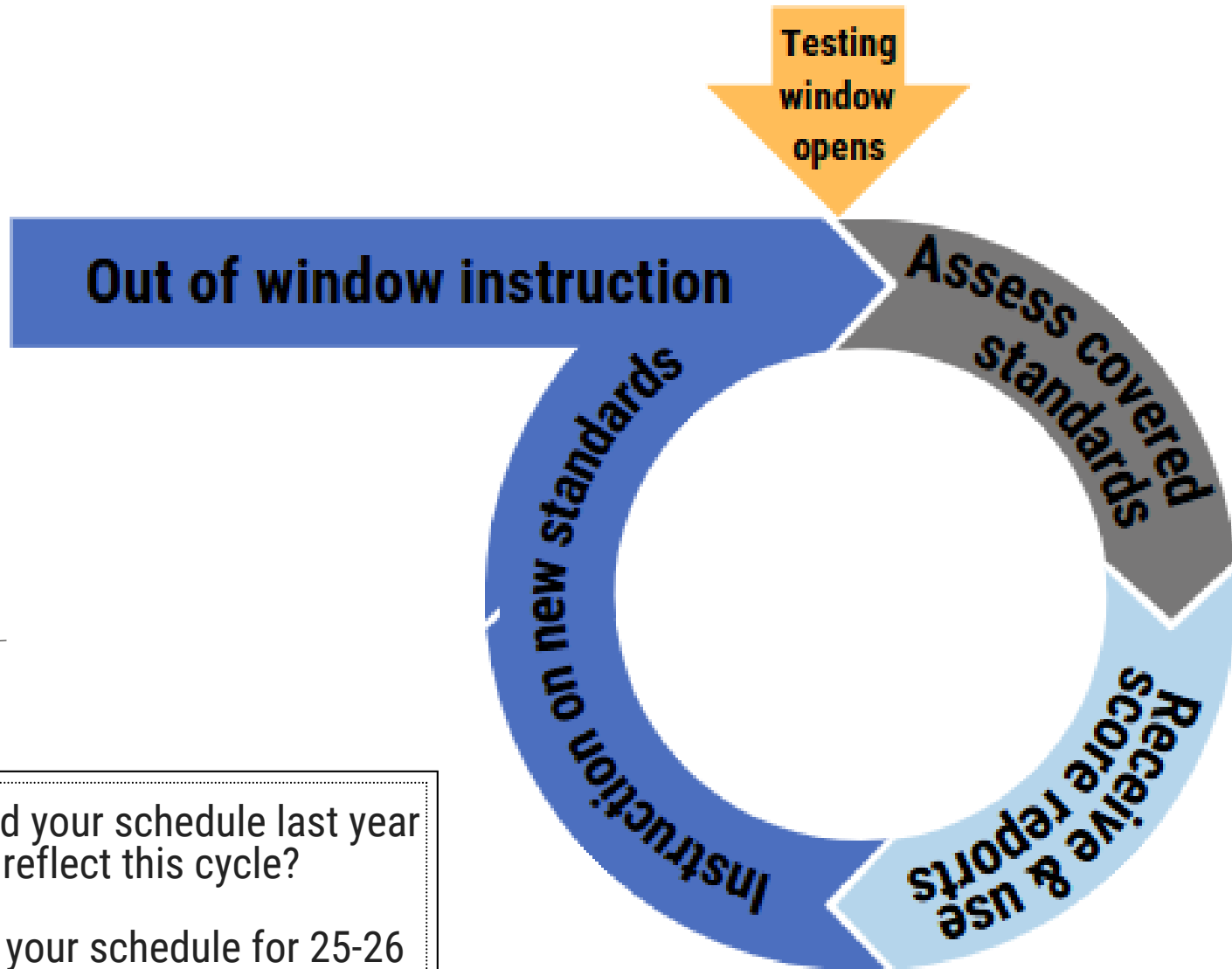
2025–2026 TESTING OVERVIEW

| | Window 1 | Window 2 | Window 3 |
|-------------|----------------------------|------------------------------------|----------------------|
| | October 13 – December 5 | January 12 – March 6 | March 30 – May 22 |
| | 8 weeks | 8 weeks | 8 weeks |
| MATH | 3–5 Testlets | 3–5 Testlets | 3–5 Testlets |
| | | | 1 Anchor Test |
| ELA | 2 BOY Testlets | 2 MOY Testlets Performance Task | 2 EOY Testlets |

All 12 testlets must be scheduled and administered across the 3 testing windows



SCHEDULING TESTLETS WITHIN WINDOW



How did your schedule last year reflect this cycle?

Could your schedule for 25-26 better reflect this cycle?



SCHEDULING TESTLETS WITHIN WINDOW

Best Practice Considerations

- 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
- Plan for make ups



CONSIDERATIONS FOR 2025-2026 SCHEDULING

- Testing windows are two weeks longer in the 2025-2026 school year with similar start dates
- Last year's schedules will rollover into the same windows within the scheduler tool
- If no changes are made during the editing period, testlets will remain in the same windows as last year
- STCs will be loaded into Waypoint & can add building level users to schedule testlets at the school level, but final submission must be done by the STC



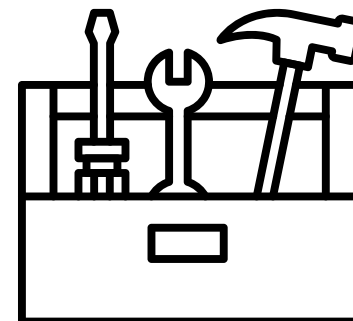
FALL SCHEDULING

Who should be involved with testlet scheduling?

- District's System Test Coordinator (STC)
- Any Building Test Coordinators (BTC) in the district
- Instructional/curricular leaders
- Teachers



FALL SCHEDULING



Tools for Scheduling Testlets

- Math pacing guides & school calendar
 - Previous year's MAST math testlet schedule
 - Previous or upcoming year's high-level lesson plans
 - Any notes from the previous year's pacing
 - MAST Math Assessment Specifications
 - MAST Scheduling Guide & FAQs for Test Coordinators
 - Pg. 11: *Math Schedule Worksheet*
 - *Appendix B: MAST Math Testlets and Standards*
- OR** *Math Standards Blueprint*



FALL SCHEDULING

Appendix B

| Grade 3 | |
|---|--|
| Testlet Names | MT Standards |
| Concepts of Multiplication and Division | 3.OA.1, 3.OA.2, 3.OA.3 |
| Multiplication and Division Equations | 3.OA.4, 3.OA.6 |
| Multiply and Divide Within 100 | 3.OA.5, 3.OA.7 |
| Time, Liquid Volume, and Mass | 3.MD.1, 3.MD.2 |
| Real-World Problems and Patterns | 3.OA.8, 3.OA.9 |
| Place Value and Operations in Base Ten | 3.NBT.2, 3.NBT.3 |
| Understand Fractions as Numbers | 3.G.2, 3.NF.1, 3.NF.2, 3.NF.2.a, 3.NF.2.b |
| Compare and Find Equivalent Fractions | 3.NF.3, 3.NF.3.a, 3.NF.3.b, 3.NF.3.c, 3.NF.3.d |
| Unit Squares and Square Units | 3.MD.5, 3.MD.5.a, 3.MD.5.b, 3.MD.6, 3.MD.7, 3.MD.7.a |
| Solve Area Problems | 3.MD.7, 3.MD.7.b, 3.MD.7.c, 3.MD.7.d |
| Data and Graphing | 3.MD.3, 3.MD.4 |
| Two-Dimensional Geometric Figures | 3.G.1, 3.MD.8 |



MAST 2024-2025 Math Schedule Worksheet

Directions:

1. Fill in grade, name, and, if applicable, curriculum name, publisher, and copyright year.
2. List unit names and/or standards covered before and during each window.
3. Compare your math curriculum units, standards, and pacing to the testing windows and to the math test blueprints to determine which testlets should be administered during each window.
4. Return the worksheet to your STC/BTC by the indicated due date.

| | |
|---------------|--|
| STC/BTC Name: | Due Date: |
| Name: | Curriculum name, publisher, and copyright year, if applicable: |
| Grade: | |

| | Window 1 | Window 2 | Window 3 |
|------|--------------------------------|--------------------------------|------------------------|
| | October 14 – November 22, 2024 | January 13 – February 21, 2025 | March 24 – May 2, 2025 |
| Math | 3-5 testlets | 3-5 testlets | 3-5 testlets |
| ELA | 2 BOY testlets | 2 MOY testlets + PT | 2 EOY testlets |

| | | Window 1 | Window 2 | Window 3 |
|-------------------|---|----------|----------|----------|
| Units Covered | | | | |
| Standards Covered | | | | |
| Aligned Testlets | 1 | | | |
| | 2 | | | |
| | 3 | | | |
| | 4 | | | |
| | 5 | | | |

The Math Schedule Worksheet and Math Standard Blueprints/Appendix B can be used together to help plan scheduling

Math Standard Blueprint

Montana MAST Math Testlets

| Gr | Testlet | Standards | Content Attributes |
|----|---|----------------------------|---|
| 3 | Concepts of Multiplication and Division | 3.OA.1 3.OA.2 3.OA.3 | <ul style="list-style-type: none"> Interpret products and quotients of whole numbers. Solve one-step real-world problems by multiplying or dividing within 10×10. |
| 3 | Multiplication and Division Equations | 3.OA.4 3.OA.6 | <ul style="list-style-type: none"> Determine an unknown number in a multiplication or division equation relating three whole numbers, within 10×10. Understand division as an unknown-factor problem. |
| 3 | Multiply and Divide Within 100 | 3.OA.5 3.OA.7 | <ul style="list-style-type: none"> Understand and use properties of operations to multiply and divide. Fluently multiply and divide within 10×10. |
| 3 | Time, Liquid Volume, and Mass | 3.MD.1 3.MD.2 | <ul style="list-style-type: none"> Tell time and solve problems involving intervals of time. Solve real-world problems involving liquid volume and mass. |

FALL SCHEDULING

Structures for Gathering Information

- Grade level PLC time
- School-wide planning time with grade level work and vertical alignment
- School leadership team using last year's schedule and notes to draft a potential schedule that is shared with teachers for feedback and adjustment



FALL SCHEDULING



Discussions for Scheduling

- *Is there a curriculum change for the upcoming school year?*
- *How well did math testlets align to instruction last year?*
 - *Were there testlets that could have been administered earlier?*
 - *Were there testlets that should have been moved to a later window?*
- *How will the move from six to eight week windows affect our scheduling?*



SCHEDULING MAST TESTLETS

Considerations for 2025-2026

- Testing windows are two weeks longer in the 2025-2026 school year with similar start dates
- Last year's schedules will rollover into the same windows within the MAST Scheduler
- If no changes are made during the editing period, testlets will remain in the same windows as last year
- STCs will be loaded into the MAST Scheduler and can add building-level users to schedule testlets at the school level, but final submission must be done by the STC



2025-2026



MONTANA OFFICE OF PUBLIC INSTRUCTION

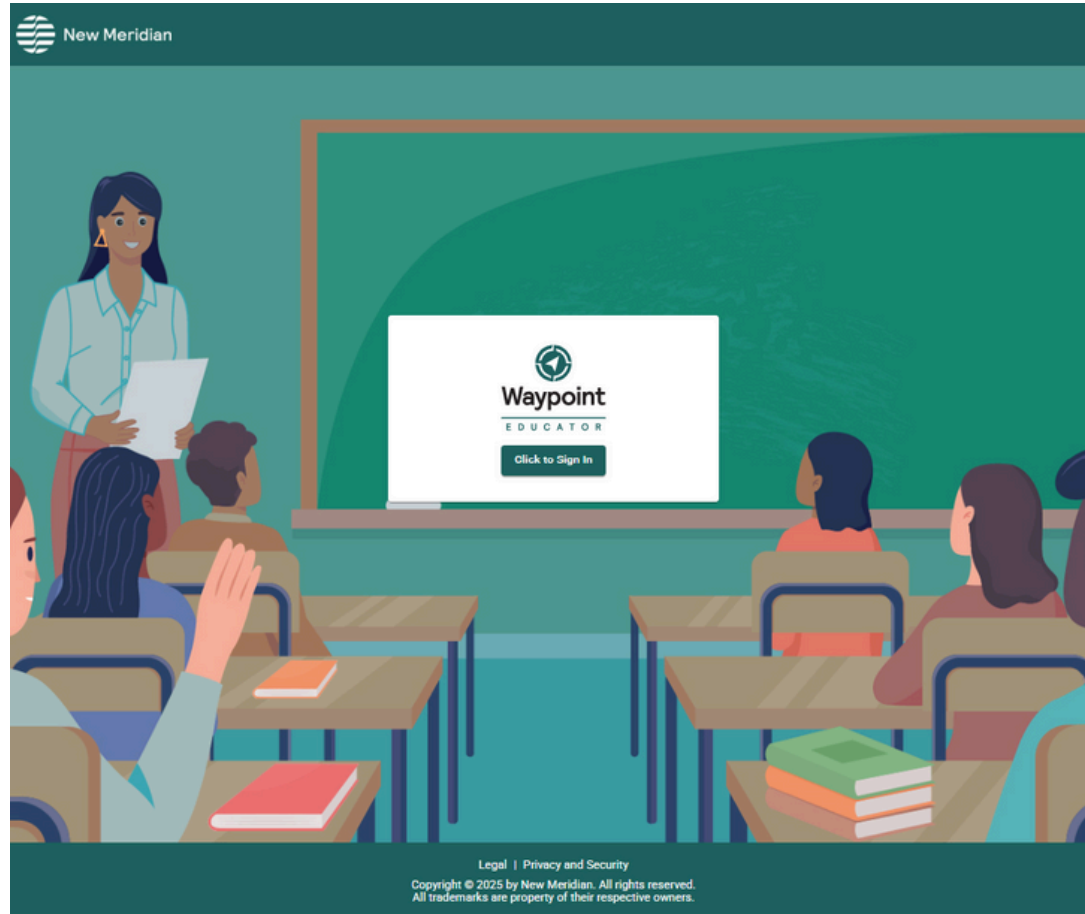
MAST SCHEDULER TRAINING

SCHEDULING WITHIN THE WAYPOINT
SCHEDULER TOOL



opi.mt.gov

WAYPOINT



***The portal for scheduling and publishing
MAST math testlets.***



WAYPOINT

Required Software

- 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

Users

- STCs have accounts created for them by the OPI.
 - *New users: an activation email will be sent. Check junk/spam folders if rerouted.*
- STCs may delegate building users for each school.



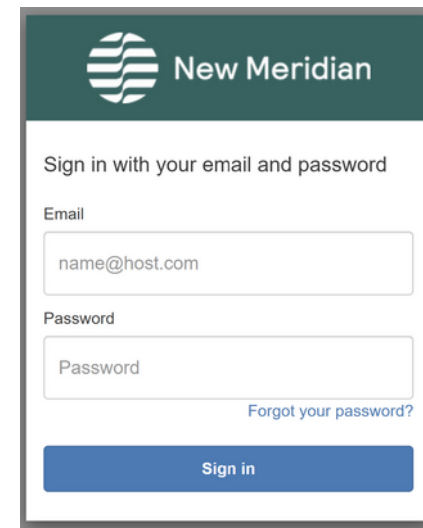
SCHEDULER ACCESS

Step-by-step
scheduling instructions
are located in the
Scheduler User Manual



To log in to the Scheduler, follow these steps:

- Go to the login page at www.newmeridian.io.
- Enter your registered email address and password (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.

A screenshot of a login form for 'New Meridian'. The header has a logo of three horizontal wavy lines and the text 'New Meridian'. Below the header, it says 'Sign in with your email and password'. There are two input fields: 'Email' with the placeholder 'name@host.com' and 'Password' with the placeholder 'Password'. To the right of the password field is a link that says 'Forgot your password?'. At the bottom is a blue button with the text 'Sign in'.

Common troubleshooting:

Use the Forgot Password option to reset your password or contact support for assistance.

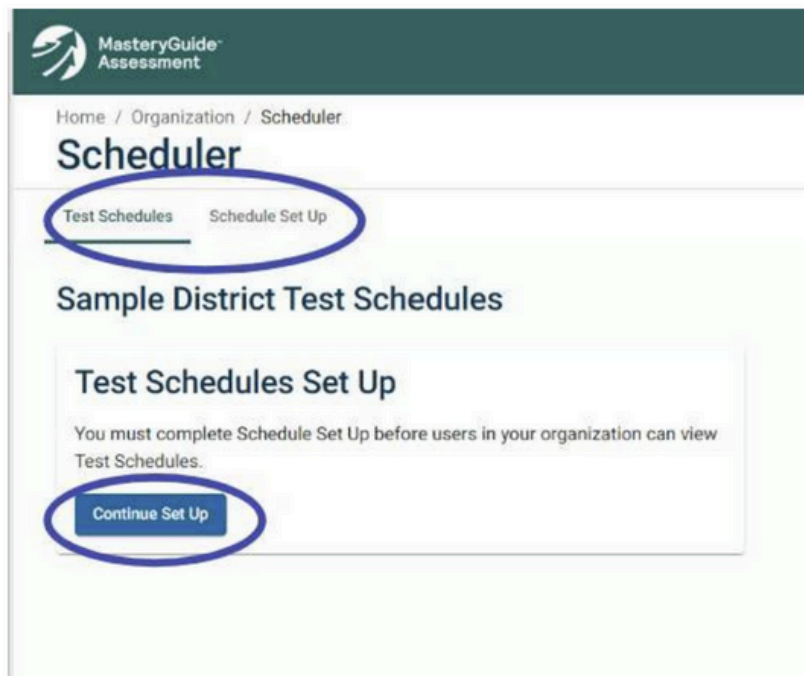
help@newmeridian.org



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 OVERVIEW

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 – These have been set by OPI

Step 2: Curriculum – Decide whether to complete all scheduling yourself or delegate scheduling to the building level. 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.

Step 3: Schedule Testlets – Assign testlets to Testing Windows.

Step 4: Publish – Review Test Schedules and publish them to other users in your organization.





SCHEDULE SET UP

STEP 2: CURRICULUM

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

Who should create Test Schedules?

| | |
|--|---|
|  The District <input checked="" type="radio"/> |  School Buildings <input type="radio"/> |
| 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*.



SCHEDULE SET UP

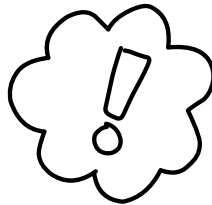
STEP 2: CURRICULUM

Select Math Curriculum

1. Select from the dropdown for each grade

- Selecting a Publisher Curriculum will generate testlet-to-unit alignments.
- Selecting *Local Curriculum* or *Not Listed* will generate alphabetized lists of testlets.

2. Click *Save and Next*.



Returning Schools

Curriculum and Schedules from SY24-25 will be prepopulated if there are no changes in delegation

- Prepopulated schedules are editable.
- If there are no changes, you can proceed to the next step.

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 |
|-------|----------------------|
| 3rd | Curriculum * |
| 4th | Curriculum * |
| 5th | Curriculum * |
| 6th | Curriculum * |
| 7th | Curriculum * |
| 8th | Curriculum * |

Back Save and Next



SCHEDULE SET UP

STEP 3: SCHEDULE TESTLETS

1. Select *Subject* and *Grade* from the drop-down menus.
2. View the list of testlets for the subject and grade on the left.
3. Select *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, under the heading 'Schedule Testlets', there is a sub-heading 'Select subject and grade from the dropdowns'. Below this, two dropdown menus are shown: 'Subject' with 'Math' selected and 'Grade' with '3rd' selected. These are circled in blue and labeled with a '1'. Below the dropdowns, the section 'Math Testlets' is highlighted with a blue circle and labeled with a '2'. It contains a description of math testlets and a list of testlets organized by strands. The first strand is 'Time, Liquid Volume, and Mass' with testlets 3.MD.1 and 3.MD.2. The second strand is 'Real-World Problems and Arithmetic Patterns' with testlets 3.NBT.1, 3.OA.8, and 3.OA.9. The third strand is 'Place Value and Operations in Base Ten' with testlets 3.NBT.2 and 3.NBT.3. A 'Schedule' button is visible at the bottom right of the testlet list, circled in blue and labeled with a '3'. To the right of the testlet list is a 'Testing Windows' section with three windows: 'Window 1' (10/14/2024 - 11/22/2024) with 'Concepts of Multiplication and Division', 'Window 2' (01/13/2025 - 02/21/2025) with 'Multiplication and Division Equations', and 'Window 3' (03/24/2025 - 05/02/2025) with 'Multiply and Divide Within 100'.



SCHEDULE SET UP

STEP 3: SCHEDULE TESTLETS (CONT.)

4. Choose the Testing Window.
5. Select *Testlet Details* to learn more about each testlet.
6. View *Standards* to see the descriptions for the standards covered in the testlet.

The screenshot shows a web interface titled "Assign Testlets" with a close button (X) in the top right. Below the title is a navigation bar with a "< Back" button on the left and a "Next >" button on the right. In the center of the navigation bar is the text "Time, Liquid Volume, and Mass". Below this, there are three numbered steps: 4, 5, and 6. Step 4 is labeled "Select Testing Window" and is circled in blue. Step 5 is labeled "Testlet Details" and is also circled in blue. Step 6 is labeled "Standards" and is circled in blue. Below the navigation bar, there is a section titled "Select Testing Window" with a dropdown menu. At the bottom right of the interface are "Cancel" and "Save" buttons.

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*.



SCHEDULE SET UP

STEP 3: SCHEDULE TESTLETS (CONT.)

7. Use *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*.

The screenshot displays the 'Assign Testlets' window. At the top, the title 'Assign Testlets' is followed by a close button (X). Below the title, a large blue button labeled '< Back' is circled in blue and labeled with a large blue '7'. To its right, the subject 'Time, Liquid Volume, and Mass' is displayed, followed by a progress indicator consisting of ten dots, with the fourth dot highlighted. Further right, a large blue button labeled 'Next >' is also circled in blue and labeled with a large blue '7'. Below the subject and progress indicator, there are three tabs: 'Select Testing Window' (which is active and underlined), 'Testlet Details', and 'Standards'. Under the 'Select Testing Window' tab, there is a dropdown menu labeled 'Select Testing Window'. At the bottom right of the window, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is circled in blue and labeled with a large blue '8'.



SCHEDULE SET UP

STEP 3: SCHEDULE TESTLETS (CONT.)

ELA testlets are pre-scheduled.
You may use the subject drop-down to see the scheduled testlets but changes cannot be made.

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

The screenshot displays the 'Schedule Testlets' interface. At the top, there are dropdown menus for 'Subject' (set to 'Math') and 'Grade' (set to '3rd'). Below this, the 'Math Testlets' section lists three testlet categories: 'Time, Liquid Volume, and Mass' (with sub-items 3.MD.1 and 3.MD.2), 'Real-World Problems and Arithmetic Patterns' (with sub-items 3.MBT.1, 3.OA.8, and 3.OA.9), and 'Place Value and Operations in Base Ten' (with sub-items 3.NBT.2 and 3.NBT.3). Each category has a 'Schedule' button. On the right, the 'Testing Windows' section is circled in blue. It lists three windows: 'Window 1' (10/14/2024 - 11/22/2024) with 'Concepts of Multiplication and Division', 'Window 2' (01/13/2025 - 02/21/2025) with 'Multiplication and Division Equations', and 'Window 3' (03/24/2025 - 05/02/2025) with 'Multiply and Divide Within 100'. Each window has an edit icon.

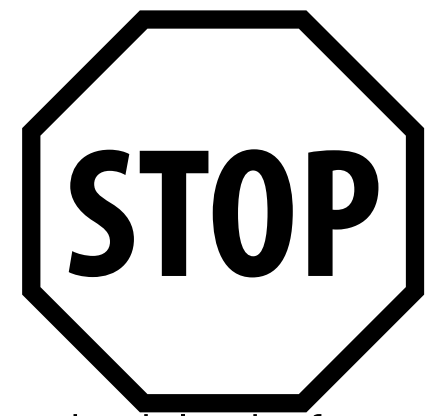
10. Repeat as necessary until all testlets for the subject and grade have been assigned to Testing Windows.

11. To continue scheduling for all grades, select a new grade from the Grade drop-down menus.



SCHEDULE SET UP

STEP 3: SCHEDULE TESTLETS (CONT.)



Check Schedules before Publishing

Once all testlets have been scheduled, you can review the Test Schedules before publishing. Print the draft schedule and check with all involved staff to ensure alignment and pacing.

Reminder: Once schedules have been published and the scheduling window is closed, no changes may be made for the school year.

To reschedule any testlets:

1. Select the applicable subject and grade from the drop-down menus.
2. Click the pencil icon next to the appropriate testlet under Testing Windows. 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 new Testing Windows, click Save.

Testing Windows

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

Concepts of Multiplication and Division

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

Multiplication and Division Equations

Window 3
03/24/2025 - 05/02/2025

Multiply and Divide Within 100



SCHEDULE SET UP

STEP 3: SCHEDULE TESTLETS (CONT.)

To reschedule any testlets (cont.):

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. Reassign and Save.

The screenshot shows the 'Assign Testlets' window for 'Concepts of Multiplication and Division'. The 'Select Testing Window' tab is active, and a dropdown menu is open, displaying three options: 'Window 1' (10/14/2024 - 11/22/2024), 'Window 2' (01/13/2025 - 02/21/2025), and 'Window 3' (03/24/2025 - 05/02/2025). The 'Next' button is visible on the right, and 'Cancel' and 'Save' buttons are at the bottom right.



SCHEDULE SET UP

STEP 4: PUBLISH

Publish Test Schedules

1. Review the Test Schedules.
2. Click *Publish Schedule* at the bottom right.

Schedule Set Up

Testing Windows | Consent | Schedule Details | Publish

Sample District Test Schedule

Math Test Schedule

| | 3rd Local Curriculum | 4th enVision Math © 2020 | 5th enVision Math © 2012 | 6th enVision Math © 2020 | 7th Bridges Math © 2021 | 8th Bridges Math © 2021 |
|--|---|---|---|--|--|---|
| Testlets Scheduled | 12 of 12 | 12 of 12 | 12 of 12 | 12 of 12 | 12 of 12 | 12 of 12 |
| Window 1 10/13/2024-11/22/2024 | <ul style="list-style-type: none">• Concepts of Multiplication and Division• Time, Liquid Volume, and Mass• Real-World Problems and Arithmetic• Patterns• Unit Squares and Square Units | <ul style="list-style-type: none">• Place Value in the Base Ten System• Multi-Digit Multiplication• Compare and Find Equivalent Fractions• Angles and Geometry | <ul style="list-style-type: none">• Represent and Compare Decimals• Multiply and Divide Whole Numbers• Place Value and Powers of Ten• Operations with Decimals | <ul style="list-style-type: none">• Divide Fractions• Computational Fluency• Rational Numbers and Absolute Value• Algebraic Expressions and Equations | <ul style="list-style-type: none">• Concepts of Ratios and Proportional Relationships• Add and Subtract Rational Numbers• Expressions with Rational Numbers• Solving Equations• Solving Inequalities | <ul style="list-style-type: none">• Exponent Rules and Scientific Notation• Pythagorean Theorem• Geometric Transformations• Similarity and Congruence |
| Window 2 01/13/2025-02/21/2025 | <ul style="list-style-type: none">• Multiplication and Division Equations• Place Value and Operations in Base Ten• Understand Fractions as Numbers• Compare and Find Equivalent Fractions | <ul style="list-style-type: none">• The Standard Algorithm for Addition and Subtraction• Multi-Digit Division• Extend Concepts of Multiplication• Multiply Fractions | <ul style="list-style-type: none">• Numerical Expressions• Add and Subtract Fractions• Multiply Fractions• Division with Fractions | <ul style="list-style-type: none">• Equivalent Expressions• Use Variables in Expressions and Equations• Write and Interpret Inequalities• Concepts of Ratio and Unit Rates | <ul style="list-style-type: none">• Multiply and Divide Rational Numbers• Solve Problems with Two- and Three-Dimensional Figures• Measures of Center and Variability• Probability | <ul style="list-style-type: none">• Linear Equations in One Variable• Proportional Relationships, Lines, and Linear Equations• Systems of Equations• Understand and Use Rational Numbers |
| Window 3 03/18/2025-05/02/2025 | <ul style="list-style-type: none">• Multiply and Divide Within 100• Solve Area Problems• Data and Graphing• Two-Dimensional Geometric Figures | <ul style="list-style-type: none">• Add and Subtract Fractions• Decimal Fractions• Solve Measurement Problems• Solve Problems with Whole Numbers and Patterns | <ul style="list-style-type: none">• Unit Cubes and Cubic Units• Solve Volume Problems• Geometric Attributes of Two-Dimensional Figures• The First Quadrant of the Coordinate Plane | <ul style="list-style-type: none">• Percents and Measurement Systems• Conversions• Solve Problems with Area and Volume• The Coordinate Plane• Concepts of Statistics | <ul style="list-style-type: none">• Solve Problems with Ratio and Proportional Relationships• Solve Problems with Rational Numbers• Use Angle Relationships and Congruent Triangles | <ul style="list-style-type: none">• Understand Functions• Compare and Interpret Functions• Construct Functions• Bivariate Data |

ELA Test Schedule

| | 3rd Local Curriculum | 4th Local Curriculum | 5th Local Curriculum | 6th Local Curriculum | 7th Local Curriculum | 8th Local Curriculum |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|

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.



SCHEDULE SET UP

STEP 4: PUBLISH

Edit Published Test Schedules

1. Select *Schedule Set Up* tab.

2. Click *Edit Schedule*

Scheduler 1

Test Schedules Schedule Set Up

Schedule Set Up

Testing Windows Continue Schedule Test Items Publish

Sample District Test Schedule

Published on 05/23/2024

Math Test Schedule

| Test Date Scheduled | 3rd Local Curriculum | 4th enVision Math © 2020 | 5th enVision Math © 2022 | 6th enVision Math © 2020 | 7th Eureka Math © 2021 | 8th Eureka Math © 2021 |
|-----------------------------------|--|---|---|--|--|---|
| Window 1 10/14/2024-11/22/2024 | <ul style="list-style-type: none">Concepts of Multiplication and DivisionTime, Liquid Volume, and MassReal-world Problems and Arithmetic PatternsUnit Squares and Square Units | <ul style="list-style-type: none">Place Value in the Base Ten SystemMulti-Digit MultiplicationCompare and Find Equivalent FractionsAngles and Geometry | <ul style="list-style-type: none">Decompose and Compare DecimalsMultiply and Divide Whole NumbersPlace Value and Powers of TenOperations with Decimals | <ul style="list-style-type: none">Divide FractionsComputational FluencyRational Numbers and Absolute ValueAlgebraic Expressions and Exponents | <ul style="list-style-type: none">Concepts of Ratios and Proportional RelationshipsAdd and Subtract Rational NumbersExpressions with Rational NumbersSolving EquationsSolving Inequalities | <ul style="list-style-type: none">Exponent Rules and Scientific NotationPythagorean TheoremGeometric TransformationsSimilarity and Congruence |
| Window 2 01/13/2025-02/21/2025 | <ul style="list-style-type: none">Multiplication and Division EquationsPlace Value and Operations in Base TenUnderstand Fractions as NumbersCompare and Find Equivalent Fractions | <ul style="list-style-type: none">The Standard Algorithm for Addition and SubtractionMulti-Digit DivisionExtend Concepts of MultiplicationMultiply Fractions | <ul style="list-style-type: none">Numerical ExpressionsAdd and Subtract FractionsMultiply FractionsDivision with Fractions | <ul style="list-style-type: none">Equivalent ExpressionsUse Variables in Expressions and EquationsWrite and Interpret InequalitiesConcepts of Ratios and Unit Rates | <ul style="list-style-type: none">Multiply and Divide Rational NumbersSolve Problems with Two- and Three-Dimensional FiguresMeasures of Center and VariabilityProbability | <ul style="list-style-type: none">Linear Equations in One VariableProportional Relationships, Lines, and Linear EquationsSystems of EquationsUnderstand and Use Irrational Numbers |
| Window 3 03/24/2025-05/02/2025 | <ul style="list-style-type: none">Multiply and Divide Whole 100Solve Area Problems | <ul style="list-style-type: none">Add and Subtract FractionsDecimal Fractions | <ul style="list-style-type: none">Unit Cubes and Cubic UnitsSolve Volume Problems | <ul style="list-style-type: none">Percents and Measurement System Conversions | <ul style="list-style-type: none">Solve Problems with Ratios and Proportional Relationships | <ul style="list-style-type: none">Understand FunctionsCompare and Interpret Functions |

2

Edit Schedule

3. View Edit Schedule window

4. Read confirmation

5. Click *Yes, Edit Schedule*

6. Continue to edit.

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



PRINT

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. Follow these steps:

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

The screenshot shows the 'Scheduler' interface. At the top, there are tabs for 'Test Schedules' and 'Schedule Set Up'. Below the tabs, the title 'Sample District Test Schedule' is displayed. On the left, there is a 'Subject' drop-down menu with options: 'All', 'Math', and 'ELA'. The 'ELA' option is selected and circled in blue. To the right of the subject menu, there is a 'Print' button, also circled in blue. The main area of the interface is a table with columns for '3rd Local Curriculum', '4th Local Curriculum', '5th Local Curriculum', '6th Local Curriculum', '7th Local Curriculum', and '8th Local Curriculum'. The table contains three rows of test schedules, each with a date range and a list of subjects to be tested.

| | 3rd Local Curriculum | 4th Local Curriculum | 5th Local Curriculum | 6th Local Curriculum | 7th Local Curriculum | 8th Local Curriculum |
|-----------------------------------|--|--|--|--|--|--|
| Window 1 10/14/2024-11/22/2024 | • BOY Informational • BOY Library | • BOY Informational • BOY Library | • BOY Informational • BOY Library | • BOY Informational • BOY Library | • BOY Informational • BOY Library | • BOY Informational • BOY Library |
| Window 2 09/13/2025-02/21/2025 | • MOY Informational • MOY Library | • MOY Informational • MOY Library | • MOY Informational • MOY Library | • MOY Informational • MOY Library | • MOY Informational • MOY Library | • MOY Informational • MOY Library |
| Window 3 03/24/2025-05/02/2025 | • EOY Informational • EOY Library • Performance Task | • EOY Informational • EOY Library • Performance Task | • EOY Informational • EOY Library • Performance Task | • EOY Informational • EOY Library • Performance Task | • EOY Informational • EOY Library • Performance Task | • EOY Informational • EOY Library • Performance Task |

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: PERMISSIONS

| 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 | ✓ | ✓ |



NEW USERS

Add New User

1. Select *Users*
2. Click *Create New User*
3. Enter information into fields.
4. Click *Save*.

Home / Users

Users

Organization: Sample District

Search Users

Show All Organizations + Create New User

| Name | Email | Roles |
|-------------------|--------------------------------|----------------------|
| Washington, Lilah | lwashington@sampledistrict.org | District Coordinator |
| Khan, Aisha | akhan@sampledistrict.org | District Coordinator |
| Patel, Raj | rpatel@sampledistrict.org | District Coordinator |
| Garcia, Casey | cgarcia@sampledistrict.org | District Coordinator |

Rows per page: 10 1-4 of 4

Create New User

First Name * Last Name *

Email *

Roles *

Organizations *

☒ Active

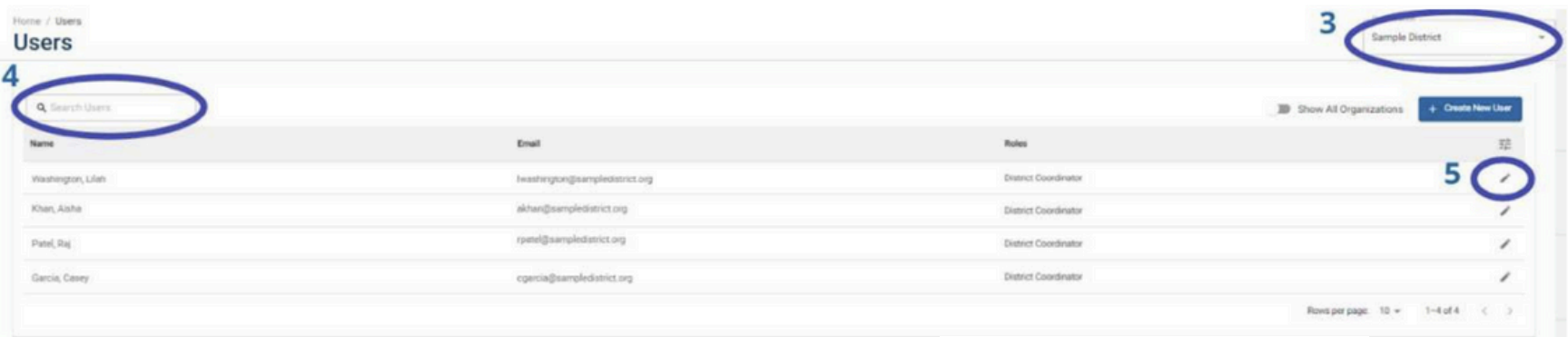
Cancel Save



EDIT OR DEACTIVATE USERS

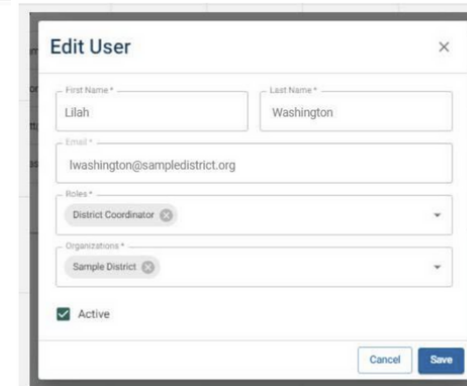
To edit an existing user's information, follow these steps:

1. Click *Users* in the left-hand navigation.
2. See *Users* page.
3. Select school.
4. Type 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.



The screenshot shows the 'Users' page in a web application. The breadcrumb trail at the top left reads 'Home / Users'. The page title is 'Users'. On the right, there is a dropdown menu for selecting a school, currently set to 'Sample District', with a blue circle and the number '3' next to it. Below the title, there is a search bar labeled 'Search Users' with a magnifying glass icon, circled in blue with the number '4'. To the right of the search bar are links for 'Show All Organizations' and '+ Create New User'. Below these is a table with columns 'Name', 'Email', and 'Roles'. The table contains four rows of user data. The first row is 'Washington, Lilah' with email 'lwashington@sampledistrict.org' and role 'District Coordinator'. To the right of this row is a pencil icon, circled in blue with the number '5'. The other three rows are 'Khan, Aisha', 'Patel, Raj', and 'Garcia, Casey', all with roles of 'District Coordinator'. At the bottom right, there is a pagination control showing 'Rows per page: 10' and '1-4 of 4'.

- 6.
7. Make the necessary edits.
8. OPTIONAL: If you need to deactivate a user's access, deselect the *Active* checkbox.
9. Click *Save*.



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



DISSEMINATE

Who Should Receive Testing Schedules?

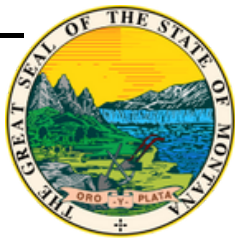
- Testing Coordinators
- Teachers administering MAST
- Special Education teachers supporting grade level instruction
- Support staff involved with instruction
- Anyone supporting MAST administration



REFLECT

Throughout the Year

- Have teachers make note of testlets that could be moved to earlier or later windows
- Allow time to discuss student results in reference to alignment
- Ensure all students in a school within the grade level are able to complete scheduled testing within each designated window—*Testlets may not be rescheduled once the September deadline has passed*
 - Testlets may be rescheduled prior to the 2026–2027 school year



SCHEDULER TOOL RESOURCES

- MAST Before Testing Tasks
- MAST Scheduling Guide & FAQs for Test Coordinators
 - MAST Math Scheduling Worksheet
- Math Assessment Specifications
- Math Standards Blueprint
- Testing Windows
- Waypoint Scheduler Tool Portal
 - Scheduler Tool Manual
 - Scheduler Tool Focused Support Video

All MAST-related resources can be found on the MAST Portal



?? Questions? ??

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