



Montana

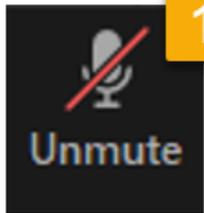
Office of Public Instruction

System Access Across Assessments and Setup

**MontCAS Webinar Series
October 11, 2023**

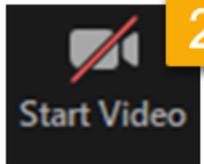
**Assessment Unit
Teaching and Learning Department**

Zoom Basics



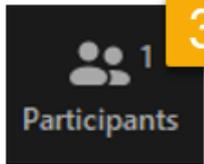
1

Mute your mic when it is not in use.



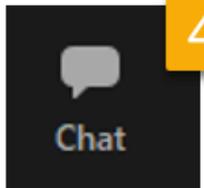
2

Share your video.



3

Clearly name yourself as a participant.



4

Use the chat.

Objectives

- Learn to navigate the MontCAS sites and portals.
- Learn how to manage user accounts to administer the MontCAS assessments.
- Be familiar with the levels of accounts in the different portals and sites to ensure student data privacy.
- Learn how to roster students in the Montana Testing Portal (live demonstration).

You want me to go where?

Smarter Balanced
ACT Success ?
MSAA
KITE Platform
TIDE
MontCAS
MT Testing Portal
AMSA ?
WIDA AMS
ACCESS for ELLs ?
ACT with Writing
ePass
MSA
PANext
WIDA Secure Portal
MAST Pilot
ONLINE REPORTING

Assessment Overview

ACCESS for **ELLs**
English
Language
Learners

1

<p>SBA Smarter Balanced Assessment</p> <p>2</p>	<p>MSA Montana Science Assessment</p> <p>2</p>	<p>AMSA Alternate Montana Science Assessment</p> <p>2</p>
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MAST Pilot
Montana
Alternative
Student
Testing

3

MSAA
Multi
State
Alternate
Assessment

4

ACT with Writing
American
College
Testing

5

ACCESS for ELLs



WIDA Secure Portal

- Test Administrator training site
- Test Preparation, administration, and post-testing resources live here
 - Test Administrator's Manual
 - Training Courses and Webinars
 - Professional Learning Courses



WIDA AMS

- ACCESS for ELLs test management site
- WIDA Screener Online management site
- Order materials
- Manage users
- Hosted by DRC (“DRC Site”)

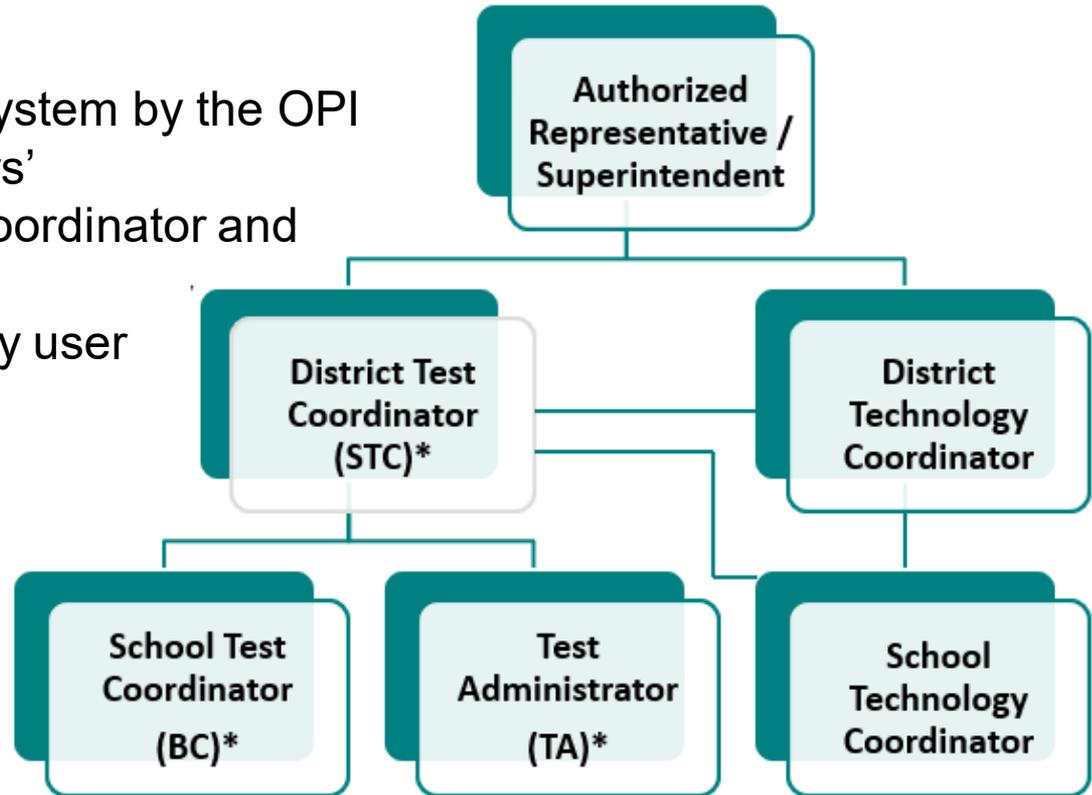
**Hint: Bookmark URLs!*

WIDA Secure Portal & AMS - User Roles

User Management

- STCs are uploaded to the system by the OPI as 'District Test Coordinators'
- STCs create School Test Coordinator and Test Administrator accounts
- STCs also create technology user accounts

On the chart here, the * indicates the OPI role designation, not WIDA Secure Portal role designations.



Navigating the WIDA Secure Portal

WIDA Secure Portal (the training site)

URL: <https://portal.wida.us/IDP/Account/Login>

Secure site: username and password required

Choose your path



Assessment Training

Get trained on WIDA Assessments



Professional Learning

High-quality professional learning, right where you are



Webinars

Live and recorded webinars on a variety of topics



Resources

Resources to help you make the most of your WIDA experience



My Certifications

View or print certificates for your completed courses

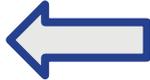
The screenshot shows the 'Assessment Training' section of the WIDA Secure Portal. At the top, there are navigation links: 'Assessment Training', 'Professional Learning', 'Webinars', 'Resources', and 'My'. The main heading is 'Assessment Training'. Below this, there is a 'My Certifications' button and a 'Filter By' section. The 'Filter By' section has a 'Test' dropdown menu and a list of filters with checkboxes: 'ACCESS Online', 'ACCESS Paper', 'Alternate ACCESS', 'Kindergarten ACCESS', 'Screener for Kindergarten', 'Screener Online', and 'Screener Paper'. There are 'Apply Filters' and 'Clear Filters' buttons. To the right, there are three course cards. The first card is titled 'Alternate Scoring' and features a photo of two people. The second card is titled 'Kindergarten and Scoring' and features a photo of a teacher and a student. The third card is titled 'Online AC' and features a photo of a teacher and a student. Each card has a brief description and a 'Course Detail' link.

Navigating the WIDA AMS

Welcome! What would you like to do today?



Add/Edit Users



Add/Edit/View Students



Add/Edit/View Test Sessions



Download Individual Student Reports



Score WIDA Screener Responses



View Documentation



Order and Manage ACCESS Materials



Download Status Reports



Install and Configure Testing Software

WIDA AMS – test management site

URL: <https://www.drctdirect.com/all/eca-portal-ui/welcome/WIDA>

Secure site: username and password required

Smarter Balanced, MSA, AMSA

Welcome to the Montana Portal

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

➤ User Management

➤ Summative and Interim Test Management

➤ Summative and Interim Test Administration

➤ Score Reporting

➤ Tools for Teachers

URL: <https://mt.portal.cambiumast.com/>



PROGRAM

Smarter Balanced

The ELA/math assessments are administered in grades 3-8, with high school interims available.



PROGRAM

Science

The science assessments are administered in Grades 5 and 8, with high school interims available.



PROGRAM

Alt Science

The AMSA is for eligible students with significant cognitive disabilities in grades 5, 8, and 11.

User Hierarchy



Montana Testing Portal – User Roles

TIDE

AR/STC

BC

TA

PR

AR: Authorized Representative

STC: System Test Coordinator

BC: Building Coordinator

TA: Test Administrator

PR: Proctor

***Tools for Teachers**

Montana Testing Portal – User Roles

System Test Coordinators create new accounts, in the portal via TIDE.

➤ The PR role does not have access to score reports and results!

➤ Users need only be added at the highest level of access needed.

AR, STC and BC view

Preparing for Testing

- Users
- Students
- Test Settings
- Rosters

This screenshot shows the 'Preparing for Testing' section of the TIDE portal for AR, STC, and BC roles. It features a user profile icon with a gear and a list of four menu items: Users, Students, Test Settings, and Rosters, each with a dropdown arrow.

TA and PR view

Preparing for Testing

- Students
- Test Settings
- Rosters

This screenshot shows the 'Preparing for Testing' section of the TIDE portal for TA and PR roles. It features a user profile icon with a gear and a list of three menu items: Students, Test Settings, and Rosters, each with a dropdown arrow.

BC role and above will have access to user management in the TIDE tile.

SYSTEM

TIDE

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

This block contains the 'SYSTEM TIDE' logo and a brief description of the system's purpose.

Navigating the Montana Testing Portal

Preparing for Testing



Browse by Program



PROGRAM

Smarter Balanced

The ELA/math assessments are administered in grades 3-8, with high school interims available.



PROGRAM

Science

The science assessments are administered in Grades 5 and 8, with high school interims available.



PROGRAM

Alt Science

The AMSA is for eligible students with significant cognitive disabilities in grades 5, 8, and 11.

Administering Tests

SYSTEM



Test Administration

The TA Interface allows test administrators to administer operational tests in the Test Delivery System.

Summative Assessments
Choose which test to add to your session from the tree, and then start your session.

- Math
 - Grade 4 Math
 - Grade 5 Math
- ELA
- Science



After Testing

SYSTEM



Reporting

The Reporting System holds all, current and historical, interim and summative score reports.

Navigating the Montana Testing Portal

Preparing for Testing

SYSTEM



TIDE

TIDE provides tools to and students SBAC, MSA, and AMSA.

SYSTEM



Test Administration Certification

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

SYSTEM



TA P

The administrator test administering tests in the online portal.

SYSTEM



Tool Teac

Tool Teac is used by Smarter Balanced 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



Inte App

AVA review adm for purposes.

After Testing

SYSTEM



Secure File Center

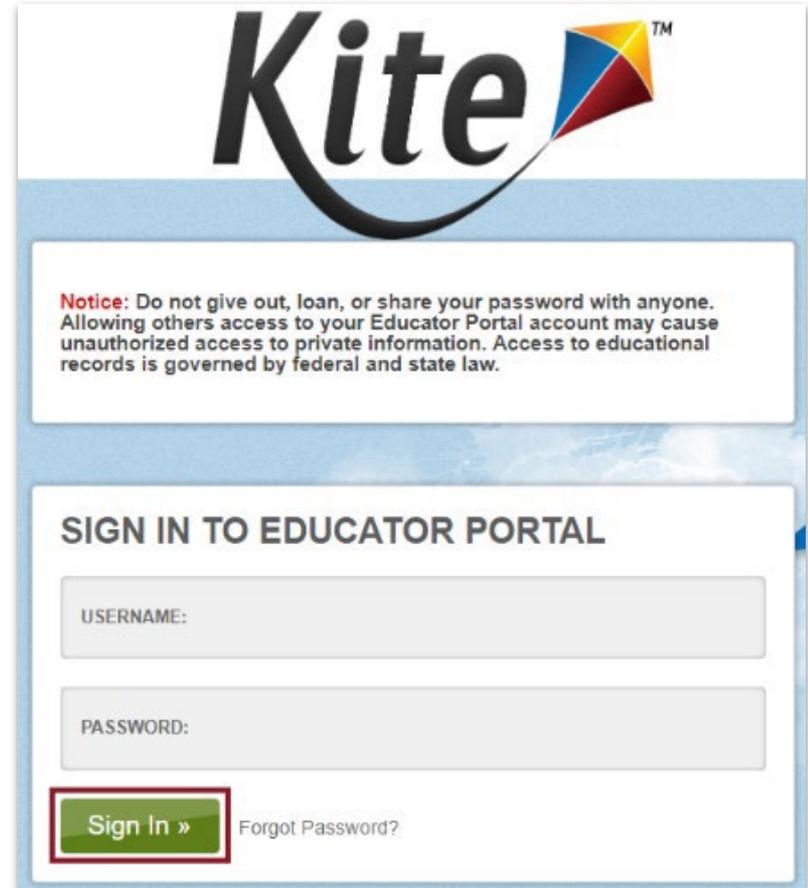
The Secure File Center serves as a repository for secure documents/file sharing between and by users.

MAST Pilot

Kite Educator Portal

URL: <https://educator-testlet.kiteaai.org/>

- Secure user access.
- Everything in one place for test management, user management, and student management.



Kite 

Notice: Do not give out, loan, or share your password with anyone. Allowing others access to your Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

SIGN IN TO EDUCATOR PORTAL

USERNAME:

PASSWORD:

[Sign In »](#) [Forgot Password?](#)

Kite Educator Portal-MAST

The screenshot shows the user management interface of the Kite Educator Portal. At the top, there is a navigation bar with 'SETTINGS', 'INTERIM', 'REPORTS', 'DASHBOARD', and 'HELP'. Below this, there are buttons for 'View Users', 'Add User', and 'Upload Users'. The main section is titled 'User Information' and contains a 'Save' button. The form includes fields for 'FIRST NAME: *', 'LAST NAME: *', 'EMAIL ADDRESS: *', and 'EDUCATOR IDENTIFIER:'. Below this is the 'Organization & Roles' section, which includes dropdown menus for 'STATE: *' (set to 'Montana'), 'ASSESSMENT PROGRAM: *' (set to 'Select'), and 'ROLE: *' (set to 'Select').

STC (System Test Coordinator)

AR (Authorized Representative)

BC (Building Coordinator)

TA (Test Administrator)

DTC (District Test Coordinator)

BTC (Building Test Coordinator)

TEA (Teacher)

Kite Educator Portal-MAST

The screenshot displays the Kite Educator Portal interface. At the top left is the Kite logo and the text "Educator Portal". On the top right, it shows "Logged in as [username] Sign Out". Below this are three dropdown menus: "Role:" (set to "District Test Coordinator"), "Organization:" (set to "Schools"), and "Assessment Program:" (set to "Testlet"). A blue navigation bar contains "SETTINGS", "INTERIM", "REPORTS", and "HELP", with a red circle containing the number "1" over the "HELP" link. The main content area features a large image of a teacher interacting with students at a desk. A "Welcome to Educator Portal" message is overlaid on the bottom right of the image. To the right of the image are two panels: "My Profile" with a red circle "2" and a placeholder for a profile picture, and "Quick Links" with a red circle "3" and three items: "Students", "Rosters", and "Extracts". At the bottom left, there is a "Live Chat" button with a red circle "4" over it. The footer includes "© 2023 The University of Kansas" and a "Site Map" link.

Kite Educator Portal-MAST



SETTINGS ▾

INTERIM ▾

REPORTS ▾

DASHBOARD

HELP

DATA EXTRACTS



Monitor Session



Extracts

Live Chat



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Site Map



Multi-State Alternate Assessment - MSAA

MSAA Testing Portal (aka Cognia Testing Portal) MSAA Consortia Site

URL: <https://www.msaaassessment.org/user?destination=tap/users>

- Secure user access.
- Everything in one place for test management, user management, and student management.

The MSAA system be open through the 24th of this month to download Spring 2021 score reports. It will then be closed and be accessible by users again in Spring 2022.

msaa MSAA System
Multi-State Alternate Assessment

Request new password

E-mail or username *
Enter your e-mail address or username

Password *
Enter the password that accompanies your e-mail

Log in

RESOURCES

- Sample Items
- Technology Requirements
- Get Help

Multi-State Alternate Assessment at www.msaaassessment.org is the home for all MSAA administration information. For assistance, contact the MSAA Service Desk.

Phone: 866-834-8879
Email: MSAAServiceCenter@cognia.org

MSAA – Cognia Testing Portal

Tabs include:

- Test Status Summary – manage testing and check on test status
- Students – student management area (OPI uploads students)
- Sample Items – sample items, writing rubrics, and best practices videos
- Organizations – list of the schools attached to your district
- Users – user management

msaa System
Multi-State Alternate Assessment

Welcome, Duane Schlabach Log out

Dashboard Test Status Summary Students Sample Items Organizations Users

Multi-State Alternate Assessment System

- Access Assessment Training Resources
- Set-up and Edit Student Information
- Start and Manage Tests

RESOURCE

- Sample Items
- Technology Requirements
- Get Help
- Test Administrator User Guide
- Test Coordinator User Guide
- Test Administration Manual (TAM)

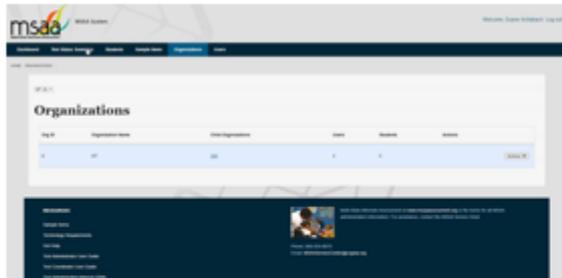
Multi-State Alternate Assessment at www.msaaassessment.org is the home for all MSAA administration information. For assistance, contact the MSAA Service Desk.

Phone: 666-634-6879
Email: MSAAServiceCenter@cognia.org

Multi-State Alternate Assessment

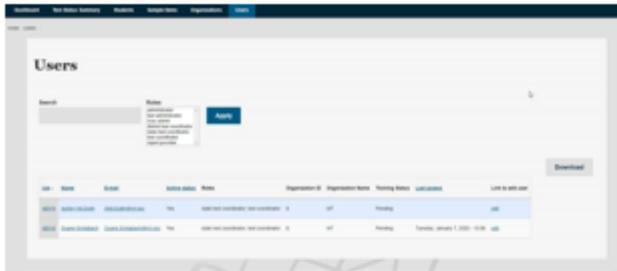
Dashboard Sample Items Organizations Reports Users

MSAA – Cognia Testing Portal



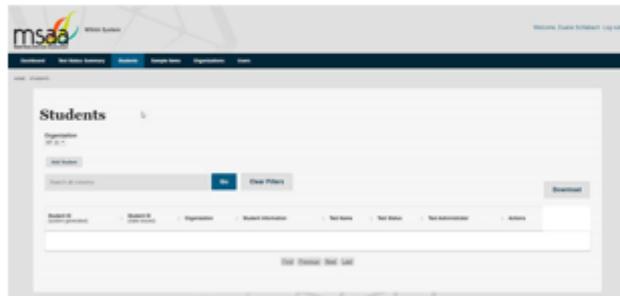
The Organization tab provides STCs with information about the organizational ID, Child organizations, users, and students.

Organization tab



The Users tab is the screen in which STCs will add the TA user accounts for their districts and school.

Users tab



The Students tab can be used to view and confirm student profiles.

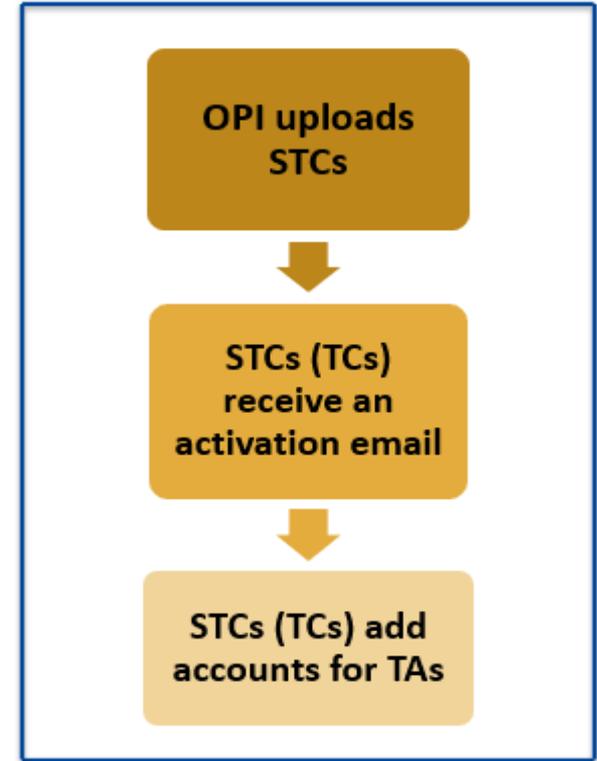
Students tab

MSAA – Cognia Testing Portal



In the MSAA system:

- **STCs are referred to as TCs (Test Coordinators)**
- **TAs are referred to as TAs (Test Administrators)**



MSAA – Consortia Site

Consortia Site

URL: <http://www.msaastates.com/>

HOME

ABOUT MSAA

ELIGIBILITY

RESOURCES FOR
FAMILIES

RESOURCES FOR
EDUCATORS

SAMPLE ITEMS

USER GUIDE AND
MANUAL

WRITING RUBRICS

CORE CONTENT
CONNECTORS

CONTACT



HOME
ABOUT MSAA
ELIGIBILITY
RESOURCES FOR
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USER GUIDE AND
MANUAL
WRITING RUBRICS
CORE CONTENT
CONNECTORS
CONTACT

WELCOME TO MSAA

This test contains many built-in supports that allow students to show what they know and can do by communicating as independently as possible.

Core Content Connectors

https://wiki.ncscpartners.org/index.php/Core_Content_Connectors

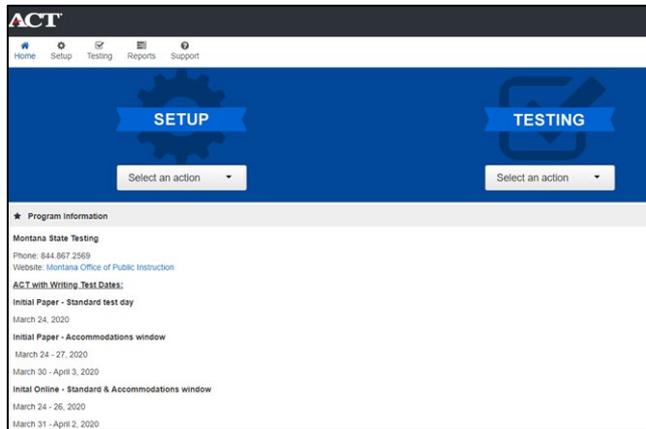


ACT with Writing

ACT Success

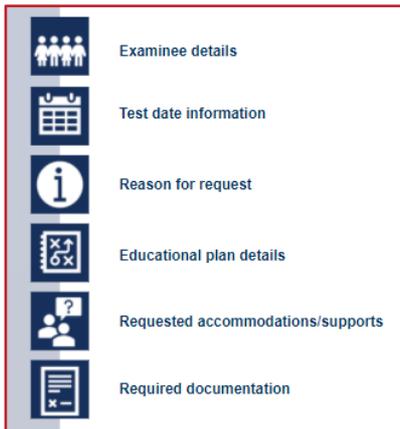


The screenshot shows the ACT Success website. At the top, there is a navigation bar with 'ACT' logo, 'Cases', 'Organizations', and 'Knowledge Hub'. Below the navigation bar is a large image of hands raised in a classroom. Underneath the image are two columns: 'Resources' and 'Helpful Tools'. The 'Resources' column includes 'The ACT', 'Online Reporting', and 'Social Emotional Learning (SEL)'. The 'Helpful Tools' column includes 'ACT Test Scores and Report' and 'PearsonAccess^{next}'.



The screenshot shows the ACT website. At the top, there is a navigation bar with 'ACT' logo, 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. Below the navigation bar are two large buttons: 'SETUP' and 'TESTING'. Underneath the buttons are two dropdown menus labeled 'Select an action'. Below the buttons is a section titled 'Program Information' with the following text: 'Montana State Testing', 'Phone: 844.867.2569', 'Website: Montana Office of Public Instruction', 'ACT with Writing Test Dates:', 'Initial Paper - Standard test day', 'March 24, 2020', 'Initial Paper - Accommodations window', 'March 24 - 27, 2020', 'March 30 - April 3, 2020', 'Initial Online - Standard & Accommodations window', 'March 24 - 26, 2020', 'March 31 - April 2, 2020'.

Pearson Access^{next}



The screenshot shows a navigation menu for the TAA Site. It consists of a vertical list of icons and text: 'Examinee details', 'Test date information', 'Reason for request', 'Educational plan details', 'Requested accommodations/supports', and 'Required documentation'.

TAA Site

Public

ACT State and District Website

State of Montana

ACT State Testing



Welcome to Your Testing Program

Navigating Your ACT



ACT – Montana State and District Testing

ACT State and District Testing: Montana Page url:

<https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/montana/the-act.html>

The ACT Test: Montana

Next Steps | Important Dates | Help and Contact

Administration Process Next Steps

Administration process to see resources related to that phase.



State of Montana

ACT State Testing



Welcome to Your Testing Program

PreACT: Montana

Next Steps | Important Dates | Help and Contact

Administration Process Next Steps

Administration process to see resources related to that phase.



Step 3

Step 4

Step 5

Step 6



ACT – Montana State and District Testing

Test Administration Process Next Steps

Select your current phase of the test administration process to see resources related to that phase.

1

Step 1

2

Step 2

3

Step 3

4

Step 4

5

Step 5

6

Step 6

7

Step 7

Important Dates and Information

Your **Schedule of Events** (coming soon) contains all dates and deadlines for your test event. Check it frequently to ensure you're on track for a successful administration.

Test Dates

The ACT Taken Online

- Test Window 1: March 26-29, 2024 and April 1-5, 2024
- Test Window 2: April 9-12, 2024 and April 15-19, 2024
- Test Window 3: April 23-26, 2024 and April 29 - May 3, 2024

*Accommodations testing available on paper per student IEP/504 plan

Documents will be replaced as they become available for spring 2024 testing

1

Step 1: Orientation

Before Testing: Get started with your testing program.

Learn about Test Formats and Policies

Resources:

- What's New (web content)
- The ACT Taken Paper or Online (pdf)
- Testing Policies and Information (web content) (select the first result listed after applying search filters)
- Test Coordinator Checklist (interactive resource)

Select Test Dates and Verify Shipping Address (Manage Participation)

Dates:

📅 November 7 - December 9, 2022

Websites:

- PearsonAccess ^{next}

Resources:

- PearsonAccess ^{next} User Guide (web content) (select the Test Date and Materials Receipt Selection section)
- Address Change Request Form (webform)

Training:

- Test Date Selection (Manage Participation) (training tutorial)

Select Test Staff and Set Up Accounts

Websites:

- PearsonAccess ^{next}

Resources:

- Staff Requirements, Roles, and Responsibilities (web content) (select the first result listed after applying search filters)
- PearsonAccess ^{next} User Guide (web content) (select the Managing Contact and User Account Information section)

Training:

ACT – PearsonAccess^{next} – User Roles

PearsonAccess^{Next} (PA Next)

URL: <https://testadmin.act.org/customer/index.action>

User

- Can perform tasks in PA^{Next}.
- Does not receive ACT communication unless added as a Contact.
- ‘DTC’, ‘TA’, ‘Room Supervisor’, and ‘TC’.

Contact

- Receives ACT communications.
- Must also be a ‘user’.
- Only 2 may be entered in the system.
- ‘District Test Coordinator’ and ‘Test Administrator’.

ACT – PearsonAccess^{next} – User Roles

STC

District Test Coordinator

- System Test Coordinators are uploaded to the system by the OPI as District Test Coordinators (as a 'user' and a 'contact').

ACT TC

Test Administrator

- If there is an ACT Test Coordinator at the district, he/she is added as a 'user' and a 'contact'.

Technology Coordinator

- Added as 'users'.
- Will not receive ACT communications.

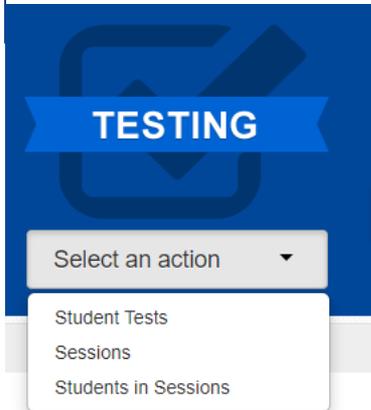
Optional

Room Supervisor

- Added as 'users'.
- Will not receive ACT communications.

ACT with Writing - PANext

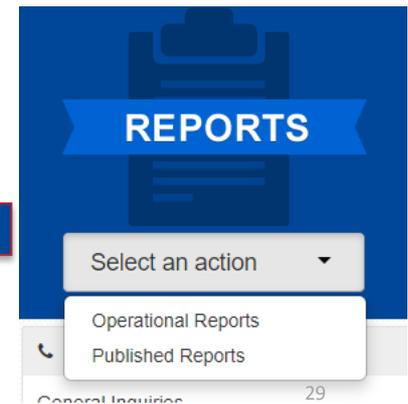
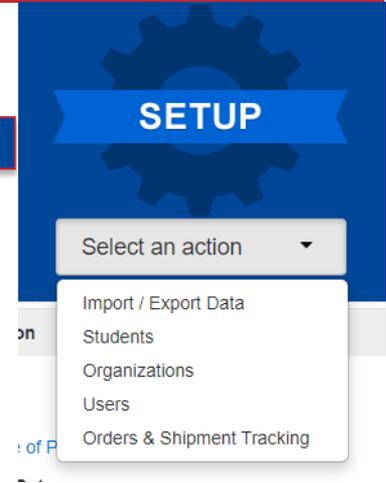
In addition to User Management, this tab is used for student management and materials ordering. Tasks under these items are assigned by ACT and 'Contacts' will receive communication completing them.



The 'Testing' icon is where online test management is completed.

The 'Reports' icon provides access to reports in the following categories:

- Student and Registration reports
 - Online Testing reports
- Orders & Shipment Tracking reports



ACT with Writing – ACT Success

ACT Success

<https://success.act.org/s/>



Sign In

Sign In or [Create Account](#)

Email
mfortner@mt.gov

Password
.....
[Forgot password?](#)

Sign In

Welcome to Success!

The Success community provides ACT customers access to the tools successful. To view your organization's information, create an account

Online Reporting: Looking for your school's data, trends, and scores? personalized data.

Test Accessibility and Accommodations: Test Accommodation Coor request student's accommodations or English Learner supports, recei agree to test previously approved students through Special Testing. and have a previous TAA account, please use your TAA email when cr

Pearson AccessNext: Sign in and access the administration system for t

Sign In

Sign In or [Create Account](#)

Email
mfortner@mt.gov

Online Reporting for ACT

Helpful Tools



Test Accessibility and Accommodations (TAA) Access

Helpful Tools



Resources for Additional Support

ACCESS for ELLs

WIDA AMS (DRC) site

- 1-866-276-7735

- help@wida.us

WIDA Secure Portal

- 1-866-276-7735

- help@wida.us

Smarter Balanced, Montana Science and Alternate Montana Science Assessment

- Montana Testing Portal Montana Help Desk
 - 1-877-365-7915
 - mthelpdesk@cambiumassessment.com

MSAA – Multi State Alternate Assessment

- MSAA Service Center
 - 1-866-834-8879
 - MSAAServiceCenter@cognia.org

ACT with Writing

- PA Next and ACT State and District Testing Montana Page
 - 1-800-553-6244, ext. 2800 (general)
 - 1-800-553-6244, ext. 1788 (accommodations)
 - ACTStateAccoms@act.org (accommodations)

Questions

OPI Assessment Helpdesk

1.844.867.2569

OPIAssessmentHelpDesk@mt.gov