

**Assessment Dates:** Updates will be made on the ADE website's home page – [Assessment Calendars](#)

## Create/Update Teacher Accounts:

- Teachers that will administer the Interim Assessments will need to have an account in MasteryConnect
  - [Manage and Add Teacher Accounts](#)
  - Only the primary teacher of a section will need an account. Only 1 test per student needs to be generated for each subject area test.
- Activation emails will be sent to the teacher if you create an account for them. If a teacher already has an account but has not activated it, you can resend an activation email.
  - [Activation Email](#)
- Teachers can login to MasteryConnect through their Canvas account by clicking the Mastery splash:
- Teachers should update their profile to include the grade and subjects that they teach.



## Student Rosters

- All student data will come from Infinite Campus.
  - Do not update students in MasteryConnect. Make all changes to student rosters in IC.

## Student Login

- Students can login to the MasteryConnect Test Portal via the Mastery Connect quick link on their desktop.
- If this is not automatically on the student desktop it can be found in the Software Center or in the Company Portal.
- The lockdown test browser Respondus should also be on the students' devices.
  - Respondus can also be downloaded from the Software Center or the Company Portal



## Teacher Assessment Setup

- [Proctor Guide](#)
- [An Introduction to the District Interim Assessments](#)
- [Assigning Students to Assessments – Video](#)

## Test Day

- Teachers should unlock and lock assessments on the day of the test. Think of handing out the assessment and then, when the period is over, picking up assessments that aren't done.
  - [Open and Close Test Portal](#)
  - This process is what keeps students from working on the assessment outside of the time you've designated.
  - [Test ID and MasteryConnect Test Portal](#)

## Manage Student Completions

- Follow steps 1 – 3 from [How to Manage a Benchmark Assessment](#).
  - Use the filters to find the subject area and grade for the assessment.
  - Drill down into your school at step 3 to see which students have not tested.

## Reports

- More information to follow but here are some MasteryConnect Resources.
  - [Overview Report – Checking Teacher Trackers](#)
  - [View Benchmark Assessments](#)
  - [Administrative Reports](#)
  - [Assessment Reports](#)