



TO: System Superintendents and Test Coordinators
 FROM: Judy Snow, State Assessment Director
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 RE: Reminders: ART Passwords and Roles

As you know, access to your system and school spring 2015 Smarter Balanced test results will be through the Measured Progress portal. Reminders:

- Each of you should have user names and passwords and roles assigned in ART (Administration and Registration Tools).
- And, each school principal and school test coordinator (if there is one appointed) should also have user names and passwords.
- And each applicable system and school role should have at least the general (and perhaps all) role/permission applied to them in ART. The table below describes the three permissions (indicated by the blue arrows). Without those permissions applied in ART, the system and/or school staff will not have access to the system or school results in the data warehouse.

Reporting Roles

↓ ART ↓

Data Warehouse Roles		ART USER ROLES				
Role	Role Description	System Superintendent and Coordinator	Interim Test Administrator	School Principal and Coordinator	State Coordinator	Test Administrator
→ General	Allows access to view aggregate reports for districts in a state, schools in a district, and grades in a school.	Phase 1	Phase 3	Phase 2	ALL	Phase 3
→ PII	Allows access to individual student assessment results.	Phase 1	NA	Phase 2	ALL	NA
→ SAREXTRACTS	Allows access to download assessment results at the aggregate and individual student report levels. Requires PII access.	Phase 1	NA	Phase 2	ALL	NA

On Monday, December 21, at 10:30 am and later, use the following steps below to access your Spring 2015 Smarter Balanced system and school results

1. Access the Measured Progress portal
<https://mtsmarter.measuredprogress.org/portal/>
2. Click



Welcome to the Montana Comprehensive Assessment System (MontCAS) Portal page



3. Log in



Username
Enter your email address

Password
minimum 8 characters, including one number

[Forgot Your Password?](#)

Log In

4. Click on the blue "Reporting" box.



5. Then click on the “Log In” button on the top right of the screen. You will not be asked for your user name and password at this time as your earlier login will apply.



For more information on the reports:

- ART (Administration Registration Tools) Quick Start Guide 2015-16
http://www.opi.mt.gov/pdf/Assessment/SMART/15_16QSG_ARTAcctMaint.pdf
- Preparing for the 2015 Smarter Results Webinar: Slides and Recording
http://opi.mt.gov/PDF/Assessment/Preparingfor2015_Smarter_Results_Color.pdf
http://opi.mt.gov/PDF/Assessment/Preparingfor2015_Smarter_Results_B&W.pdf
<http://opi.mt.gov/Streamer/Assessment/15NovPreparingSmarterResults.mp4>