

# Spring 2021 NMPED Assessments Online Rostering Process Update

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**Email Subject Line:** Spring 2021 NM-MSSA and NM-ASR Online Rostering Process Update

**Message Body Text:**

Greetings!

This is an update on the online rostering process for spring 2021 NM-MSSA and NM-ASR:

- The district bulk upload window for updating student rosters in preparation for spring 2021 summative testing will be open from 1/25/2021- 2/12/2021.
- Districts will still be able to manually update rosters from when the portal opens, 1/25/2021 all the way through the testing window, 5/7/2021.
- If you have been using the iMSSA for interim testing throughout the year (i.e., BOY, MOY, EOY), *the student information you have been working with will not be altered.*
- The NM PED will be reviewing student information in the portal prior to the opening of the upload window to be sure that all students are present in the correct location.
- Once the bulk upload/correction window opens on Monday, 1/25/2021, DTCs will be able to use the bulk upload features to update student information and accommodations.
- ***If there are students in the district that will be testing using paper-based materials, you will need to update their mode of testing in the iTester portal no later than 2/5/2021 in order to receive printed answer document pre-ID labels for those students.***
  - [Instructions for the identification of paper testers](#) have been posted to the Help and Support Site.
- All information needed for the bulk upload process can be found on the Help and Support site at the following location: <https://newmexico.onlinehelp.cognia.org/pre-id-file-upload/>.

If you have any questions or concerns about this process, please contact the Cognia NM Client Care Center team/Help desk at 1-877-676-6722 or email: [nmtechsupport@cognia.org](mailto:nmtechsupport@cognia.org) or use the [live chat link](#) on the Help and Support Site.

Kind Regards,

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are now

**cognia**

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Public Education Department

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