
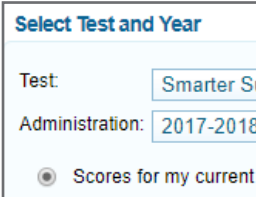




How to View Scores in the Online Reporting System

- 1 Navigate to <http://www.caaspp.org>.
- 2 Select the **Test Operations Management System (TOMS)** button.
- 3 Log on to the TOMS system.
- 4 Select the **Online Reporting System (ORS)** button on the left side of the screen.
- 5 Select your local educational agency (LEA) from the **Select** drop-down.
- 6 Select the **Score Reports** button.
 
- 7 Select Smarter Summative from the **Test** drop-down.
- 8 Select the test administration year from the **Administration** drop-down.
- 9 Select the student status for the records to be viewed. For example, if grade 5 is selected:
 - **Scores for my current students** will show scores for students currently associated with the LEA.
 - **Scores for students who were mine when they tested** will show students associated with the LEA at the time of testing.
- 10 Select the content area and grade to be viewed.
- 11 Select an option from the Breakdown Status drop-down to view data by subgroup.
- 12 Select the button with the LEA name to be viewed in the **Name** column.
 
- 13 From the pop-up box, make selections in the **Who** and **What** drop-downs based on the information to be viewed.
- 14 Select the **View** button.
- 15 Make sure the **Comparison** button is selected as On.
 
- 16 Print and Export buttons are available at the top of the page.