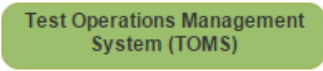
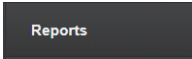

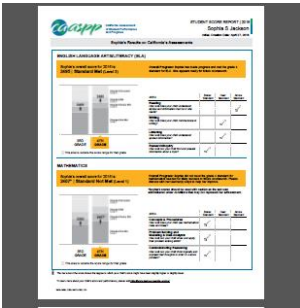
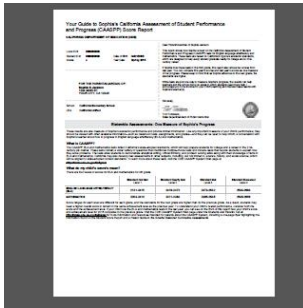



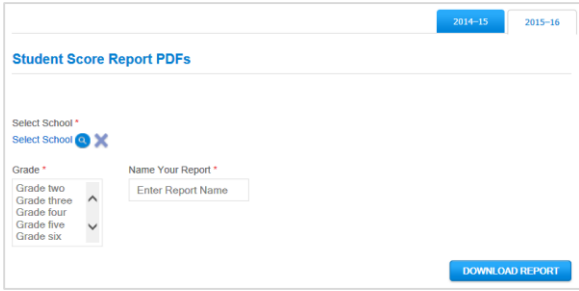
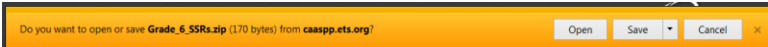


Test Operations Management System (TOMS) Downloading Student Score Report PDF Files Quick Start Guide

ACCESSING THE STUDENT SCORE REPORT PDFs	
Step	Action
1	<p>Access the Test Operations Management System (TOMS) through the [TOMS] button on http://www.caaspp.org/.</p> 
2	<p>Log on to TOMS.</p>
3	<p>Select the [Reports] tab on the left side of the screen to show the available report options.</p> <ul style="list-style-type: none"> User role determines access level. 
4	<p>Select the [SSR PDFs] tab.</p> <ul style="list-style-type: none"> Student Score Reports are available for students who completed testing in all content areas for their given grade.   
5	<p>Select the administration—either 2014–15 or 2015–16—from the tabs on the right.</p> <ul style="list-style-type: none"> Administrations listed include 2014–15 and 2015–16. The default selection is the 2015–16 administration (i.e., the white tab indicates the selected administration).  <ul style="list-style-type: none"> If the 2014–15 administration is selected, the data are final as the administration is complete. If the 2015–16 administration is selected, the data provided are dependent upon the students who have completed testing. Caution is advised as the reports are dynamic (i.e., the data updates nightly as student results are scored and the data can change as students complete testing and appeals are processed).



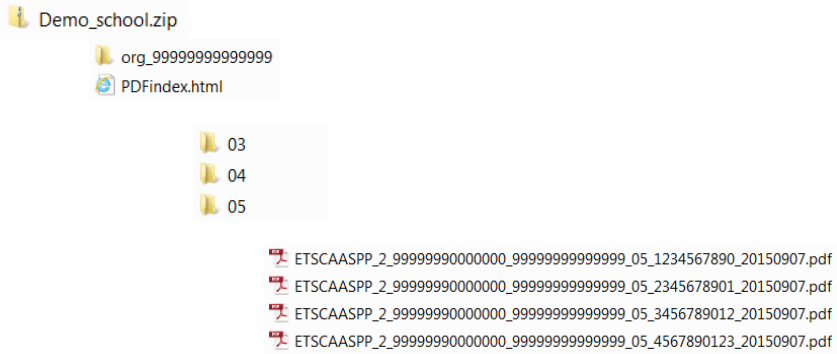
Test Operations Management System (TOMS) Downloading Student Score Report PDF Files Quick Start Guide

ACCESSING THE STUDENT SCORE REPORT PDFs	
Step	Action
6	<p>Select the school and grade of the reports you want to compile and name the report download file.</p> <p>To select more than one grade, hold down the [Shift] or [Ctrl] key as you select each grade. Using the [Shift] key will highlight contiguous grades (e.g., grades three through six) while the [Ctrl] key will allow you to select specific non-contiguous grades (e.g., grade three, grade four, and grade six).</p> <ul style="list-style-type: none">You cannot download a report for an individual student.Use alphanumeric characters and no spaces when you name your file; the only special characters permitted are the hyphen and the underscore.  <p>The screenshot shows a web interface titled "Student Score Report PDFs". At the top right, there are two tabs for the school year: "2014-15" (selected) and "2015-16". Below the title, there are two "Select School" buttons with a magnifying glass icon and a close icon. A "Grade" dropdown menu is open, showing options for "Grade two", "Grade three", "Grade four", "Grade five", and "Grade six". To the right of the grade menu is a "Name Your Report" text input field with the placeholder text "Enter Report Name". At the bottom right of the interface is a blue "DOWNLOAD REPORT" button.</p>
7	<p>Select the [Download Report] button and save the file to your local hard drive or server.</p> <ul style="list-style-type: none">Files may be very large and may take time to process depending on the number of students at the school and the grade(s) you selected.For the best performance, make sure that only one user is downloading files for your school at a time, and that you allow time for the file to finish processing and downloading before submitting a request for the next grade.A compressed file (.zip) will be saved. The process for saving the file locally depends on the device and Web browser you are using. An example dialog box is below.  <p>The screenshot shows a file save dialog box with a yellow background. The text reads: "Do you want to open or save Grade_6_SSRs.zip (170 bytes) from caaspp.ets.org?". At the bottom right, there are three buttons: "Open", "Save", and "Cancel".</p>



Test Operations Management System (TOMS) Downloading Student Score Report PDF Files Quick Start Guide

ACCESSING THE STUDENT SCORE REPORT PDFs

Step	Action
<p>8</p>	<p>Locate the file you downloaded on your local hard drive or server and open the file to access the Student Score Report PDFs.</p> <ul style="list-style-type: none"> • The file is labeled with the file name you entered in the “Name Your Report” field. • The file includes an index named “PDFIndex.html” that provides an index of the Student Score Reports. The index also includes links to the individual Student Score Report PDFs. • The file includes personally identifiable information (PII). Adhere to local and state policies when handling PII. • The PDF file name includes the local educational agency (LEA) code, school code, grade, Statewide Student Identifier (SSID), and the download date (as displayed below). • The PDF file will display as seen below and you can search for students by using their SSIDs. <p>Samples of the Student Score Reports are available on the California Department of Education’s CAASPP Student Score Report Information Web page at http://www.cde.ca.gov/ta/tg/ca/caasppsrinfo.asp</p> 
<p>9</p>	<p>To check on the scoring progress for your LEA, select the [Dashboard] button on the upper right side of the screen. Then select the [LEA Dashboard] tab on the right side of the screen.</p> <ul style="list-style-type: none"> • The LEA Dashboard will show the percentage of scoring completed for each test administration window. • You will see an announcement on the LEA Dashboard and you will receive an e-mail alert when 80 percent of the scoring is complete. At that point, you will be reminded to allocate time to update your student demographic data in the California Longitudinal Pupil Achievement Data System, enter condition codes, and request the Spanish-language version of the Student Score Reports, if needed. See the Spanish-Language Score Reports Quick Start Guide for more information about that process. • You will see another announcement on the LEA Dashboard and you will receive another e-mail alert when 90 percent of the scoring is complete. At 90 percent complete, we will begin the process of printing and shipping the paper Student Score Reports to your LEA. 