

# How to Bulk Download Student Score Reports

Student Score Reports are available for students who completed testing in all content areas for their given grade level.

- 1 Navigate to <http://www.caaspp.org>.
- 2 Select the **Test Operations Management System (TOMS)** button.
- 3 Select the **Reports** tab on the left side of the page.
- 4 Select the **SSR PDFs** tab under the Reports tab.
- 5 Select the administration from the tabs on the right.
- 6 Select the organization, school(s), and grade(s).

**i** Multiple grades and schools can be selected. Hold the **[Ctrl]** key to select individual options, or select the top option and then hold the **[Shift]** key as you select the last option on the list.

- 7 Enter your report name.

**i** Use alphanumeric characters and no spaces in the file name; the only special characters permitted are the hyphen and the underscore.

- 8 Select the **Request Report** button.

**i** When the file has been processed, the system will send an email that contains a link to retrieve the Student Score Reports. The link will expire after 24 hours.

- 9 Select the **Score Report** link in the email to start the file download.

**i** The file includes personally identifiable information (PII). Adhere to local and state policies when handling PII.

- 10 Open the downloaded file to access the Student Score Report PDFs.

**i** The zipped folder is labeled with the file name that was entered in step 7. It must be unzipped to reach the folder that holds the downloaded PDFs. The PDF file name includes the local educational agency code, school code, grade, statewide student identifier and the download date. The folder also includes a file named "PDFIndex.html" that provides an index of the Student Score Reports. The index includes links to the individual Student Score Report PDFs.

Test Operations Management System (TOMS)

Reports

LEA Reports

SSR PDFs