

CALIFORNIA

Assessment of Student Performance and Progress

Test Operations

Management System:

Adding and Managing Users Guide

Winter/Spring 2015

Smarter Balanced Summative Assessments
California Standards Tests for Science
California Modified Assessment for Science
California Alternate Performance Assessment for Science
Standards-based Tests in Spanish for Reading/Language Arts



Contact Information

California Technical Assistance Center

2731 Syston Drive

Concord, CA 94518

Phone: 800-955-2954

Fax: 800-541-8455

E-mail: CalTAC@ets.org

Web site: <http://caaspp.org/>

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Acronyms and Initialisms Used in the *Adding and Managing Users in TOMS Manual*

CAASPP	California Assessment of Student Performance and Progress
CalTAC	California Technical Assistance Center
CAPA	California Alternate Performance Assessment
LEA	local educational agency
SC	CAASPP Test Site Coordinator
TA	Test Administrator
TOMS	Test Operations Management System

Introduction

The Test Operations Management System (TOMS) is a secure site that permits local educational agency (LEA) California Assessment of Student Performance and Progress (CAASPP) Coordinators to perform a number of tasks for the CAASPP assessment system, which comprises the Smarter Balanced online summative assessments, the remaining paper-pencil tests in science, and the remaining paper-pencil primary language tests in reading/language arts.

LEA CAASPP Coordinators will be able to perform the following tasks in TOMS:

- Manage the LEA's testing windows;
- Verify contact and address information, including delivery and e-mail addresses;
- Configure online student test settings (accommodations, designated supports) and indicate which students are taking which science and/or reading/language arts paper-pencil tests; and
- Enter and manage CAASPP Test Site Coordinator (SC) and Test Administrator (TA) access to TOMS.

Adding and Managing Users in TOMS

Add Users

LEA CAASPP Coordinators must add SCs and TAs to TOMS to enable the designated users to administer, monitor, and manage the online Smarter Balanced summative and interim assessments. Each SC and TA can be assigned one TOMS account, no matter how many different LEAs or test sites they are associated with. SCs and TAs who require access to TOMS on behalf of multiple LEAs will need a TOMS account for each LEA. Each of these accounts will use a different user name and must be sent to a different e-mail account. For example, if SC Jane Alder is the SC for four independently testing charter schools—each of which is considered an LEA—Ms. Alder will need to be added to the list of users at each of these LEAs. She will need to have a unique e-mail address for each of these assignments, and will be assigned a unique user name for each TOMS account.

In addition, LEA CAASPP Coordinators may add additional personnel within their LEA that will be granted LEA CAASPP Coordinator–level access to TOMS. The primary LEA CAASPP Coordinator, appointed by the LEA superintendent, must contact the California Technical Assistance Center (CalTAC) at 800-955-2954 to add a secondary LEA CAASPP Coordinator(s). The primary LEA CAASPP Coordinator will bear overall responsibility for all of the added users within his or her LEA.

Please note that the appointment of a secondary LEA CAASPP Coordinator affords extended TOMS access only. Secondary LEA CAASPP Coordinators do not have additional status with the California Department of Education or CalTAC.

Manage Security

It is the responsibility of the LEA CAASPP Coordinators to have, on file at the LEA, a signed CAASPP Test Security Agreement from each secondary LEA CAASPP Coordinator and CAASPP Test Site Coordinator to whom access has been granted. It is the responsibility of each CAASPP Test Site Coordinator to have, on file at the school, a CAASPP Test Security Affidavit from each Test Administrator to whom access has been granted. Forms are linked on the Forms Web page at <http://caaspp.org/administration/forms/>.

CAASPP Test Site Coordinators should contact their LEA CAASPP Coordinators if they have questions about accessing or using TOMS. Test Administrators should contact their CAASPP Test Site Coordinator if they have questions about accessing or using TOMS.

Reset Passwords

LEA CAASPP Coordinators can reset passwords for their CAASPP Test Site Coordinators. CAASPP Test Site Coordinators should contact their LEA CAASPP Coordinators directly for this service.

CAASPP Test Site Coordinators can reset passwords for the TAs at their schools. TAs should contact their CAASPP Test Site Coordinators directly for this service.

TOMS Requirements

TOMS supports the following Web browsers:

- Internet Explorer 9 and above
- Mozilla Firefox 2.0 and above
- Google Chrome 4.0 and above
- Safari 3.0 and above
- Google Android (all)
- iPad Safari (all)

System functionality and screen displays may operate or appear different due to different browser and operating system capabilities. The TOMS Web site is optimal when viewed using a resolution of 1280 x 1024.

Please note that, because of the nature of multi-tab/window functionality, only one session of any module of the Test Operations Management System should be open for editing at one time. Data records may become inaccurate if, for example, one set of dates are updated from one open browser tab or window and another set of dates are updated from another open browser tab or window.

About This Manual

1. Web site users may notice slight differences between what is displayed on the Web page and what is shown in this manual due to individual browser versions, monitor resolution, PC configuration, etc.
2. Data displayed on the Web pages or forms shown as examples in this manual are for demonstration purposes only.
3. Web pages may appear slightly different under Macintosh, using various versions of Windows, or because of differences in browsers or browser versions.

Gaining Access to TOMS

LEA CAASPP Coordinators may access this module permitting them to add and manage CAASPP Test Site Coordinator and Test Administrator users only after the proper designation and security forms have been submitted to CalTAC:

- the “Superintendent’s Designation of LEA CAASPP Coordinator for the 2014–15 School Year”; and
- the “2014–15 CAASPP Test Security Agreement for LEA CAASPP Coordinators and CAASPP Test Site Coordinators.”

These electronic forms are linked on the Web page at <http://caaspp.org/administration/forms/>.

After these forms are submitted, the LEA CAASPP Coordinator will receive an e-mail with a username and temporary password that will allow access to TOMS. Please note that the logon credentials will not be sent instantaneously.

Adding and Managing Users

LEA CAASPP Coordinators must add SCs and/or TAs to TOMS to enable the designated users to administer, monitor, and manage the online Smarter Balanced summative and interim assessments.

Once SCs are added by their LEA CAASPP Coordinator and receive access to TOMS, they will have the ability to add TAs for their assigned site using the same methods in this section.

There are two methods LEA CAASPP coordinators and SCs can use to add users to TOMS:

- One by one
- Template upload

Adding Users One by One

1. Open an Internet browser.
2. Go to <http://caaspp.org/> and select the **[Test Operations Management System]** button to access the TOMS Sign In Web form to open TOMS.
3. When TOMS has opened—as shown in Figure 1—select the **[Users]** button on the left navigation bar to open the Create Users Web form.
4. Select the **[Add]** button.
5. Enter the following information for the user being added:
 - first name
 - last name
 - e-mail address
 - phone number
 - fax number (optional)
6. Select the LEA(s) the user is associated with by selecting the **[Select Organization]** link.
 - a. To pull up all of your associated organizations, do not specify any search criteria.
 - b. To view the LEA's information, enter the first letter of the LEA's name.
7. Based on the selected organization, select the radio button corresponding with the user's role by choosing either Site Coordinator or Test Administrator.
8. Select **[Add Role]**. A minimum of one role must be added to a new user profile.
9. Select **[Close]** on the "Save User" confirmation box.
10. Select **[Save]** when you are finished adding users.
11. Select **[Close]** on the "Add a user" confirmation box.

Note: When you are adding SCs and/or TAs to TOMS using the one-by-one-method, please allow up to **two hours** for the system to process the request and grant access to the added user.

Figure 1. Create Users Web form

Adding Users via Template Upload

LEAs also have the option to upload TOMS users via bulk upload of a file in .csv, .xls, or .xlsx format.

Create the Excel File

1. Download the TOMS user list template from the TOMS Web page at <http://caaspp.org/administration/toms/>.
2. Copy or enter your user information into the template. The specifications for each record in the template, including maximum length, required or not, and acceptable value for the field, are described in Table 1.

Note: When you are adding SCs and/or TAs to TOMS using the template upload method, please allow up to **24 hours** for the system to process the file and grant access to the added users.

Table 1. User file specifications for bulk upload

Col.	Field Name	Description	Max.	Req.?	Acceptable Value
A	First Name	User's first name	64	Yes	alphanumeric
B	Last Name	User's last name	64	Yes	alphanumeric
C	CDS Code	CDS Code of the School/ Program the user is associated with	14	Yes	numeric; must be 14 digits
D	Email Address	User's e-mail address	64	Yes	alphanumeric

Col.	Field Name	Description	Max.	Req.?	Acceptable Value
E	Telephone Number	User's telephone number	10	No	numeric; must be 10 digits
F	Role in Organization	User's role in the organization	64	Yes	CAASPP Test Site Coordinator CAASPP Test Administrator

3. Follow the instructions in the next subsection to upload the file.

Upload the File

1. Open the Upload List of Site Coordinators and Test Administrators Web form at <http://caaspp.org/administration/toms/users/>, shown in Figure 5.
2. Respond to the fields, entering information or making a selection as necessary.
3. Upload your .csv, .xls, or .xlsx file.
 - a. Select the **[Browse]** button.
 - b. Locate and select the file.
 - c. Confirm that the correct file is selected, and then select **[Submit Form]** to download.

Figure 2. Upload List of Site Coordinators and Administrators Web form

Viewing and Editing Users

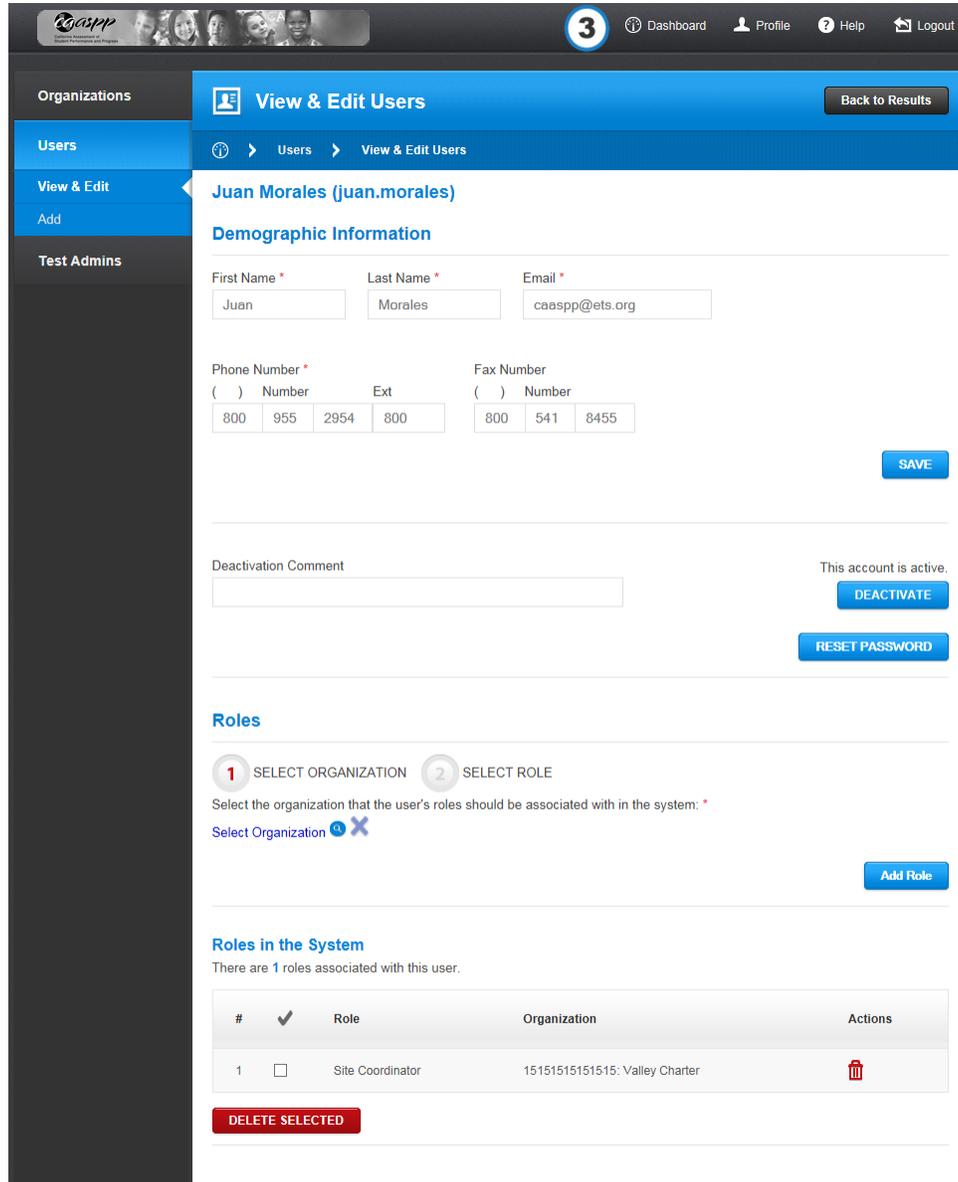
In the View & Edit section of the Users area, shown in Figure 8, you can search, view, edit, deactivate, reset passwords and add and remove roles from other users.

1. Select the **[Users]** button on the left navigation bar.

Figure 3. Search for a User Web form

Adding and Managing Users

- To find a user, enter criteria in the different search fields in the “Search for a User to View and Edit” section and select **[Search]**.
- To edit a user, select the **[Edit]** icon  in the *Actions* column in the row for the user (circled in Figure 8, on the previous page). The Demographic Information Web form, shown in Figure 9, appears.



View & Edit Users Back to Results

Users > View & Edit Users

Juan Morales (juan.morales)

Demographic Information

First Name * Last Name * Email *

Phone Number * () Number Ext Fax Number () Number

Deactivation Comment This account is active.

Roles

1 SELECT ORGANIZATION 2 SELECT ROLE

Select the organization that the user's roles should be associated with in the system: *

Select Organization

Roles in the System

There are 1 roles associated with this user.

#	✓	Role	Organization	Actions
1	<input type="checkbox"/>	Site Coordinator	15151515151515: Valley Charter	<input type="button" value="trashcan"/>

Figure 4. Edit Demographic User Information Web form

- You can take the following actions on the Demographic Information Web form:

Action	Select....
Edit the Demographic Information	[Save]
Deactivate a user	[Deactivate]
Reset a user's password	[Reset Password]
Add a role (follow the instructions in the “Adding Users One by One” section on page 3).	[Add Role]
Remove a role from a user's profile	[Delete Selected]
Remove a role from a user's profile	[Delete] (trashcan)

Resetting a Password

LEA CAASPP Coordinators can change passwords for CAASPP Test Site Coordinators and TAs; CAASPP Test Site Coordinators can change passwords for TAs.

To reset a password in TOMS:

1. Open an Internet browser.
2. Go to <http://caaspp.org/> and select the [Test Operations Management System] button to access the TOMS Sign In Web form to open TOMS.
3. Select the [Users] button in the left navigation bar to open the Search for a User to View and Edit Web form.
4. Follow the instructions in the [Viewing and Editing Users](#) section of this manual
or
Scroll to the bottom of the Web page to the “Results” section to see a list of users with whom you are associated.
5. Select the [Edit] icon [✎] in the *Actions* column in the row of the user whose password you will be resetting. The (partial) Demographic Information Web form, shown in Figure 5, opens.

The screenshot shows the 'View & Edit Users' interface. The user 'Reginald User (reginald.user)' is selected. The demographic information form includes fields for First Name (Reginald), Last Name (User), Email (callac@ets.org), Phone Number (800-955-2954), and Fax Number (800-435-7437). A 'SAVE' button is present. A modal window titled 'Edit User' is open, displaying the message 'User password reset successfully.' and a 'CLOSE' button. At the bottom right, there are buttons for 'DEACTIVATE' and 'RESET PASSWORD', with a circled '6' next to the 'RESET PASSWORD' button.

Figure 5. Demographic User Information Web form (partial)

6. Select the [Reset Password] button to reset the password; select [Close] to confirm.
7. The user will receive an e-mail with the new password.

Change Log

Change	Section	Date
Clarified the number of TOMS accounts to which an LEA CAASPP Coordinator or an SC can be assigned.	Introduction, page 1	12/22/14
Added the “reset password” task.	Introduction, page 1	12/22/14
Added instructions on how LEA CAASPP Coordinators and SCs can reset a password.	“Reset a Password,” page 7	12/22/14