



Chapter 1. Navigating the Completion Status and Roster Management System

CALIFORNIA
Assessment of Student Performance and Progress

Guide to CAASPP Completion Status and Roster Management

2017-18 Administration

- Smarter Balanced Summative Assessments for English Language Arts/Literacy and Mathematics
- Smarter Balanced Interim Assessments for English Language Arts/Literacy and Mathematics
- California Alternate Assessments for English Language Arts/Literacy, Mathematics, and Science
- California Science Test
- California Spanish Assessment


  

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User Roles and Access

Additional Resources:

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- California Assessment of Student Performance and Progress (CAASPP) Portal Web site—<http://www.caaspp.org/>
 - CAASPP Test Operations Management System (TOMS)—<https://caaspp.ets.org/>
 - User Roles in TOMS Web page—<http://www.caaspp.org/administration/toms/toms-users.html>

The Completion Status and Roster Management system operates in a secure, role-based structure. Your access to reports, data, and rosters in the system depends upon your user role in the Test Operation Management System (TOMS), as well as your school- and/or local educational agency (LEA)-level associations. The [User Roles in TOMS](#) Web page describes the reports and features that are accessible for each user role. In the Completion Status portion of the system, users in all user roles can access two report types: the Plan and Manage Testing Report and the Test Completion Rates Report.



Warning: School-level users cannot view LEA-level data. For example, a CAASPP test site coordinator may view only roster and test data for students within his or her school.

Logging On and Off the Completion Status and Roster Management System

To access the Completion Status and Roster Management system, you must have an authorized username (e-mail address) and password for the Single Sign-on (SSO) system. SSO is designed to ease the logon process and simplify navigation between systems. The applications it serves include:

- TOMS (which includes access to the Security and Test Administration Incident Reporting System)
- Test Administrator Interface
- Test Administrator Practice and Training Test Site
- Online Reporting System
- Completion Status and Rosters/Appeals
- Interim Assessment Hand Scoring System

Access to each system and its features is dependent on the access provided by your user role. Test administrators and test examiners who have not received logon information for the CAASPP California assessment systems should contact their CAASPP test site coordinator or LEA CAASPP coordinator, as they will need to have user accounts created in TOMS before they can access the Completion Status and Roster Management system. CAASPP test site coordinators should contact their LEA CAASPP coordinators with any logon issues they or their test administrators and test examiners have.

Logging On Completion Status and Roster Management

To access the Completion Status and Roster Management system via the CAASPP Portal:

1. Open your Web browser and navigate to the [CAASPP Portal](#), shown in Figure 1.



Figure 1. CAASPP Portal

2. Select the [**Completion Status/Roster Management**] button, near the top of the screen, which is indicated in Figure 1.
3. You will be directed to the SSO Web form, shown in Figure 2.

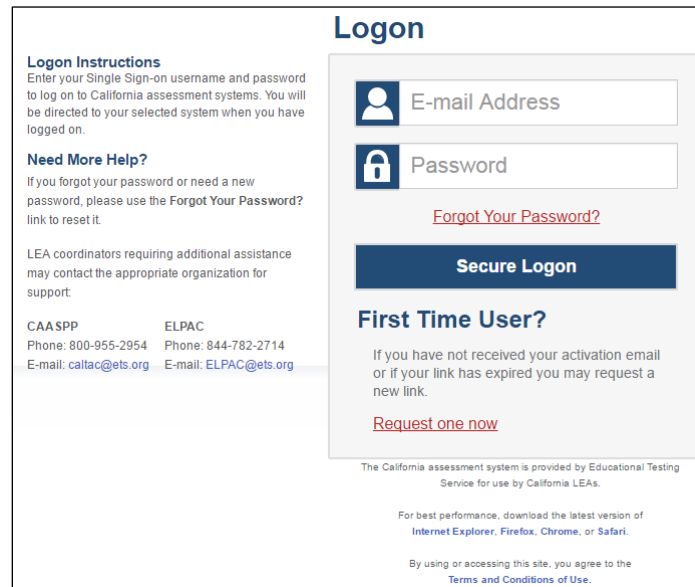


Figure 2. SSO Web form

4. SSO allows you to log on to each of the online systems supporting the CAASPP test administration. After logging on, you can switch between systems without having to log on and off each system.
5. Enter your e-mail address in the *E-mail Address* field.
6. Enter your password in the *Password* field.
7. Select the [**Secure Logon**] button.

To access the Completion Status and Roster Management system via TOMS:

1. Open your Web browser and navigate to [TOMS](#) and complete the SSO Web form, shown in Figure 2, using the instructions in steps 6–8 previously.
2. Select the [**Completion Status Reports**] button (Figure 3) from the left-hand navigation pane.

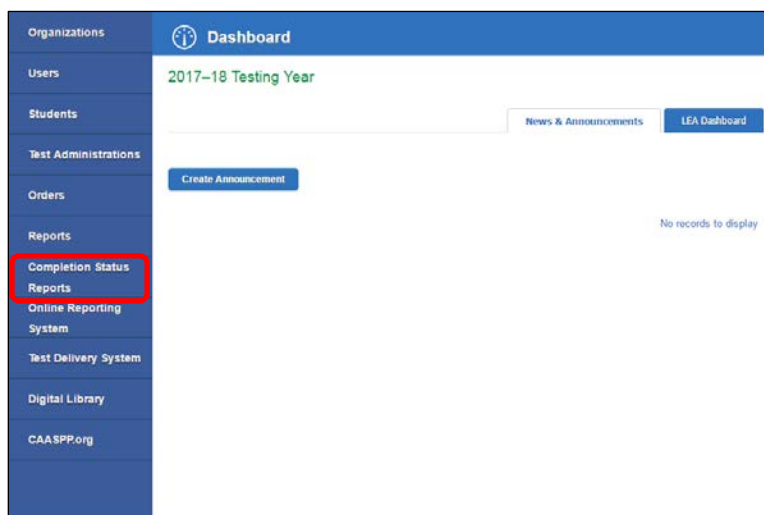


Figure 3. TOMS Dashboard

3. You will be logged on automatically to the Completion Status and Roster Management system.

Logging Off Completion Status and Roster Management

For security purposes, it is important that you log off the Completion Status and Roster Management system to ensure that the reports and rosters cannot be accessed by unauthorized users following your session. **Logging off the Completion Status and Roster Management system will log you off all SSO systems such as the Test Administrator Interface or TOMS.**



Caution: The system has an automatic timeout feature that automatically logs you off all applications if you are inactive—that is, if you do not select any screen elements like a button or link or select an item from a drop-down list—for more than 30 minutes.

To log off the Completion Status and Roster Management system:

1. Select the [**Log out**] button in the menu bar at the top right-hand corner of the screen (indicated in Figure 4.)

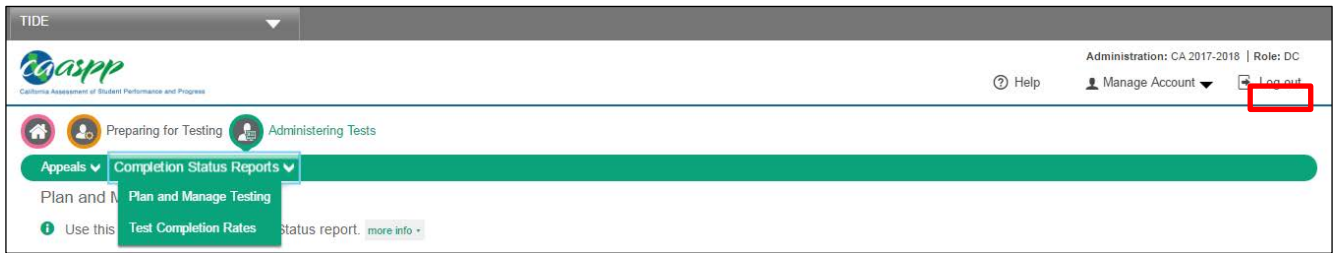


Figure 4. Menu bar with [Log out] button

System Features

Additional Resources:

- California Assessment of Student Performance and Progress (CAASPP) Manuals and Instructions Web page—<http://www.caaspp.org/administration/instructions/>

All Completion Status and Roster Management features described below are available from both the Home Page Dashboard, which appears when you first log on to the Completion Status and Roster Management system and displays every task you can perform within the system, and the primary menu bar located on any page in the system.



Caution: Use the provided navigational tools and buttons to move between Completion Status and Roster Management screens. Do **not** use your Web browser's back button, as data may not load or refresh properly.

Home Page Dashboard

The Home Page Dashboard, shown in Figure 5, displays the two task categories in the Completion Status and Roster Management system: Preparing for Testing and Administering Tests. Each category includes a drop-down menu with the available category-specific tasks.

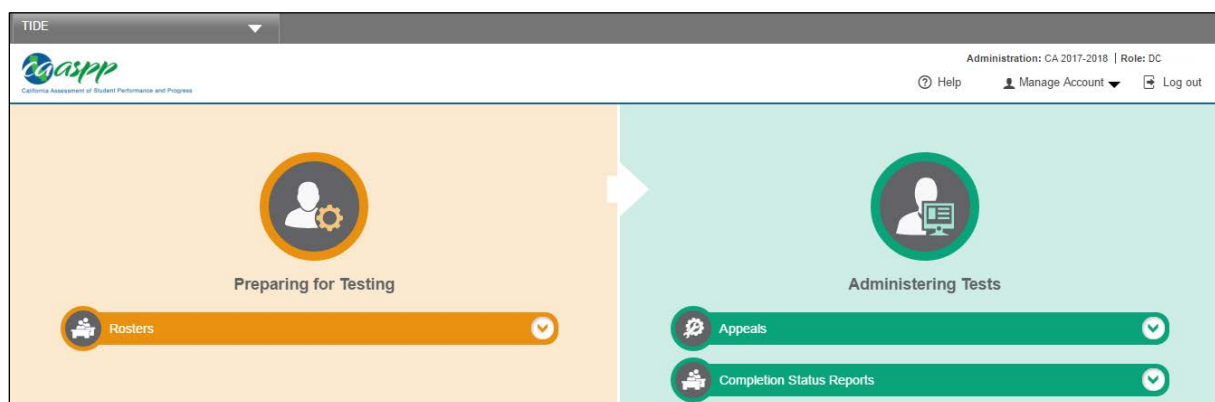


Figure 5. Home Page Dashboard

Each task drop-down menu contains a set of related tasks. For example, the *Completion Status Reports* drop-down menu contains two options: *Plan and Manage Testing* and *Test Completion Rates*.

To expand a task drop-down menu and view its set of related tasks, select the [drop-down menu] icon [▼ or ▾] located at the end of the menu. To perform a task, select the name of that task listed in this menu.

Header

The header, seen in Figure 5, is located at the top of the screen and lists the user role for the user who is currently logged on to the system in the top right-hand corner. The Single Sign

On (SSO) system drop-down menu, which enables you to switch between the CAASPP SSO systems, is located in the top left-hand corner of the header.

Additionally, the header includes the **[Log out]** button, which enables you to log off the system and prevents unauthorized access to student information.

Menu



Note: Actual screen appearance may contain slight variations due to device platform and/or browser variations.

The menu bar, shown in Figure 6, contains three linked icons:

- The **[Home]** icon [🏠] takes you to the Home Page Dashboard from any page within the system.
- The **[Preparing for Testing]** icon [👤] and link produce the *Rosters* drop-down list from which users can select from the following options:
 - Add Rosters
 - View/Edit Roster
 - Upload Roster
- The **[Administering Tests]** icon [👤] and link produce the *Completion Status Reports* drop-down list from which users can select from the following tasks:
 - Plan and Manage Testing
 - Test Completion Rates

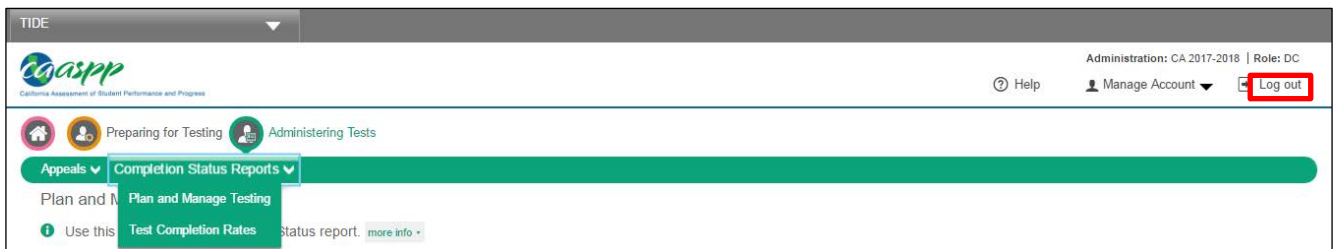


Figure 6. Menu bar with *Completion Status Reports* drop-down list

- The **[more info]** button, shown at the end of the row where the **Information** symbol is, displays instructions on how to perform a task. This is shown in Figure 7 for creating a Completion Status report. Select this button again to collapse the instructions.

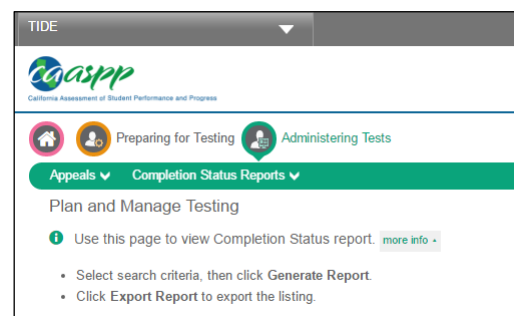


Figure 7. [more info] button

General Tools

The top of the Home Page Dashboard and menu bar contains several tools that you can use if you require additional assistance (Figure 8).

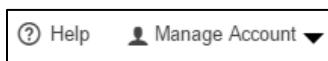


Figure 8. General tools

- The [**Help**] button links to the *Help* screen specific to the page you are currently viewing. For example, selecting the [**Help**] button while on the *Plan and Manage Testing* screen links to the *Plan and Manage Testing* help page (Figure 9).

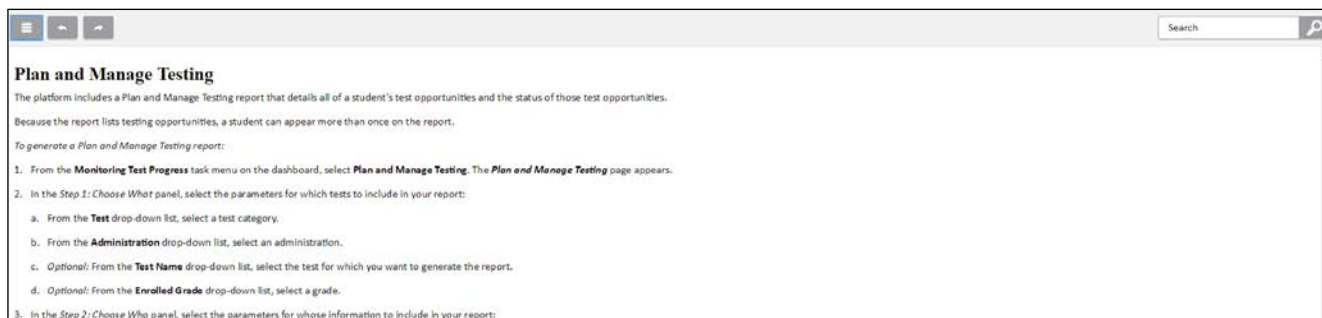


Figure 9. Sample *Help* screen

- The *Manage Account* drop-down menu (Figure 10) displays the following tasks:
 - Change Role
 - My Contact
 - Reset Password

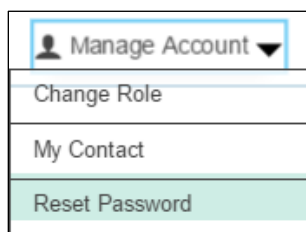


Figure 10. *Manage Account* drop-down menu

For more information about managing your account, see the *TOMS Pre-Administration Guide for CAASPP Testing* available on the CAASPP [Manuals and Instructions](#) Web page.