Chapter 3. Roster Management

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

ETS
Measuring the Power of Learning.™

caaspp
California Assessment of
Student Performance and Progress

About Rosters

Rosters can be used for analyzing aggregate score data and tracking students' test scores easily. All rosters are locally created and locally controlled.

Local educational agency (LEA) California Assessment of Student Performance and Progress (CAASPP) coordinators and CAASPP test site coordinators can create a roster if they want to view a report that lists all students in a specific grade who have tested. Other school-level users (i.e., test administrators and test examiners) can only view those students who have been assigned to them in a roster by an LEA CAASPP coordinator or CAASPP test site coordinator. All users can also create a custom list of students receiving special instruction or who belong to an extracurricular program to track their performance as a group, but please note that test administrators and test examiners are only able to create groups from the students explicitly assigned to them.

This feature is accessible at all times except during periods of scheduled maintenance.

This section provides instructions for adding rosters, modifying rosters, managing rosters via file uploads, and printing rosters.

Adding a New Roster

Additional Resources:

- *Smarter Balanced Usability, Accessibility, and Accommodations Guidelines (UAAG)*—linked on the California Department of Education (CDE) Student Accessibility Resources Web page at http://www.cde.ca.gov/ta/tg/ca/accesssupport.asp

This section explains how to add a new roster in the Roster Management portion of the system. You can create rosters of students associated with your school or local educational agency (LEA). Students can be included in multiple rosters. You cannot create rosters for users outside of your organization.

Important notes about rosters:

1. **Rosters may also include students from different grades. However, score reports, where available, display data only for a single subject and grade at one time. If a roster includes students from multiple grades, you will see only the roster-level data that correspond to the subject or grade you selected on the Home Page Dashboard Web page.**

2. **Rosters must be assigned to users associated with the site for which the roster is being created. LEA-level users may create rosters for site-level users, but may only assign rosters to themselves at a site if they also possess a user role at the site in question.**

3. **Rosters, whether entered individually or as a result of a batch file upload, may take up to 24 hours to process in the system.**

4. **If student scores are not available or the roster has not yet been associated with the user, then the user will see "N/A."**

Adding an Individual Roster

Note: If you have multiple rosters to upload, it may be easier to perform those transactions through file uploads. For instructions, see the Creating Rosters Through File Upload subsection.

1. Under the Preparing for Testing task category, select the *Rosters* drop-down menu on the Home Page dashboard to display the task options (Figure 22).

Figure 22. *Rosters* drop-down list

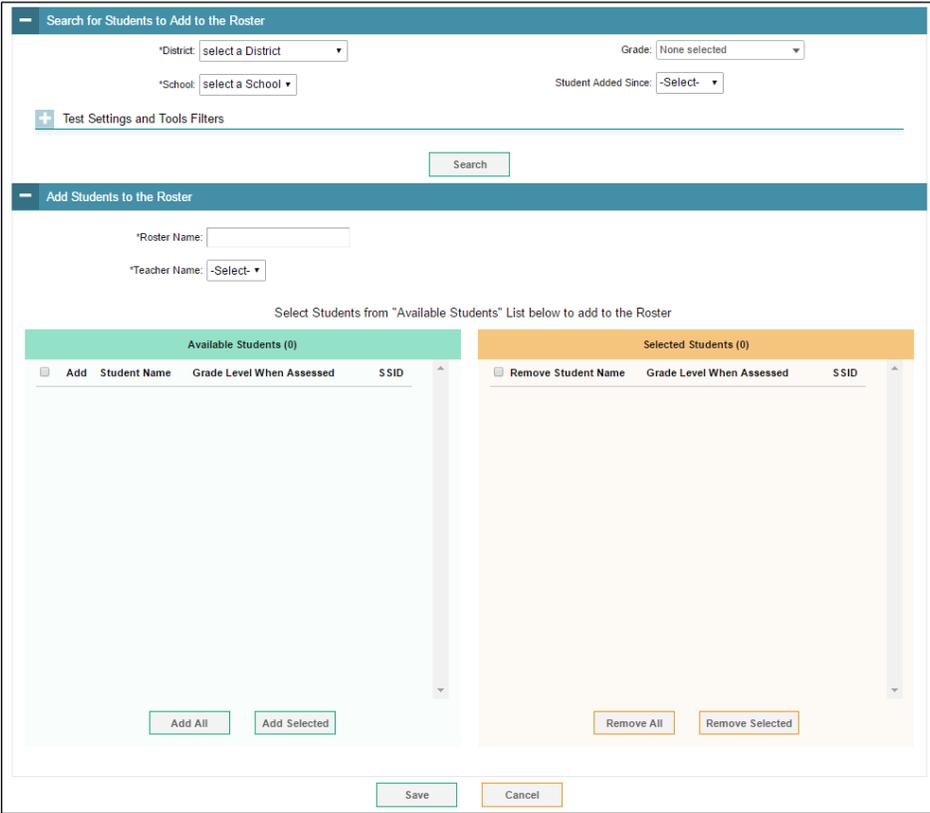2.   Select *Add Roster* (Figure 22). The Add Roster page loads (Figure 23).

Figure 23. Add Roster form

Search for Students to Add to the Roster

1.   The Search for "Students to Add to the Roster" section allows you to search for students to add to your roster. The fields in this section are as follows:

   • **District:** Requires users to select the LEA associated with this roster.

   • **School:** Requires users to select the school associated with this roster.

   • **Grade:** Allows users to select the grade associated with this roster.

- **Student Added Since:** Allows users to search for a student based on the period of time since he or she was added to the Test Operations Management System (TOMS). The options include one day, one week, one month, and one year.

2. The Search for Students to Add to the Roster section also includes the option to filter your search by students who have been assigned test settings for the current test administration in TOMS. To display these optional search fields, select the [**plus**] icon [ ] next to the Test Settings and Tools Filters subhead (Figure 24).

> **Caution:** Test settings updated in TOMS in the morning will be accessible in the Roster Management portion of the system by the afternoon. Any test settings inputted in TOMS after 5 p.m. Pacific standard time will be available in Roster Management the following day.
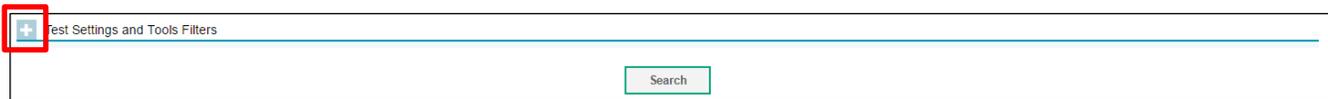
Figure 24. Test Settings and Tools Filters subhead

3. In the *Search Fields* drop-down menu, select the test settings to add to your search (Figure 25). The options include the following:

- American Sign Language
- Audio Transcriptions
- Closed Captioning
- Color Contrast
- Language
- Line Reader
- Masking
- Mouse Pointer

- Non-Embedded Accommodations
- Non-Embedded Designated Supports
- Permissive Mode
- Print On Demand
- Print Size
- Streamlined Interface
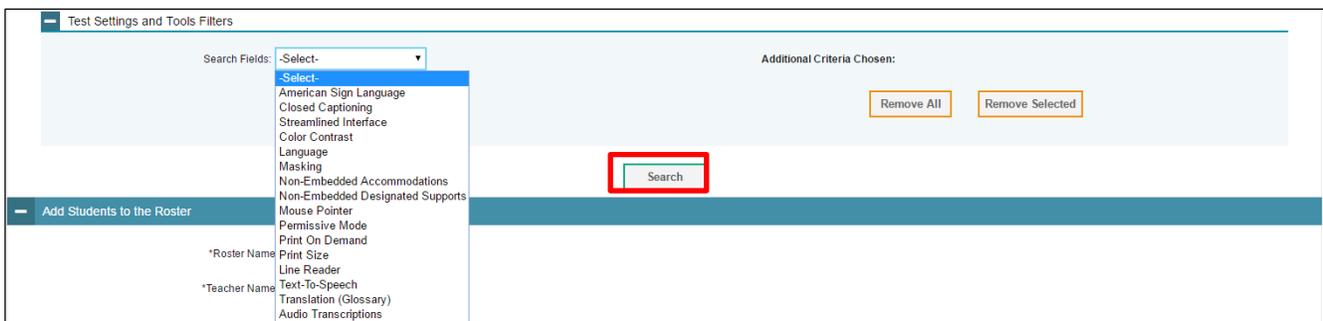- Text-To-Speech
- Translation (Glossary)

Figure 25. *Search Fields* drop-down menu

> **Note:** For more information about test settings, supports, and accommodations, see the Smarter Balanced *Usability, Accessibility, and Accommodations Guidelines* linked on the CDE Student Accessibility Resources Web page.

4. Upon selecting a test setting, the following optional drop-down menus will display for the test type (as applicable): English language arts/literacy (ELA), ELA performance task

(ELPT), and/or mathematics. Using these drop-down menus, indicate the status of the selected test setting for the particular test type (Figure 26).
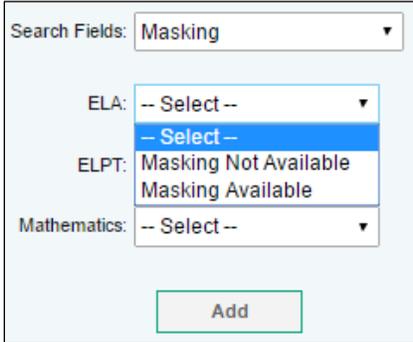

Figure 26. *Test Types* **drop-down menus**

5. Select the [**Add**] button (Figure 26). This action will list your test settings search parameters under the Additional Criteria Chosen subhead (Figure 27).
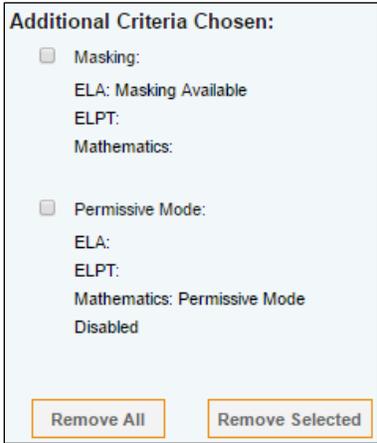

Figure 27. Additional Criteria Chosen subhead

6. Repeat steps 3–5 if you would like to add additional test settings to your search.

7. If you find you no longer want to include the chosen test settings, you may remove them entirely by selecting the [**Remove All**] button (Figure 27), or you may select the test setting(s) individually using the checkboxes and then select the [**Remove Selected**] button (Figure 27).

8. Once the *Search for Students to Add to the Roster* fields are complete, select the [**Search**] button (indicated in Figure 25). The students fitting your search parameters and available to add to your roster will display in the Available Students column of the Add Students to the Roster section.

Add Students to the Roster

1. In the Add Students to the Roster section (Figure 28), type a name for your roster in the *Roster Name* field. This is a required field as indicated by the asterisk (*).

Figure 28. Add Students to the Roster section

2. Select the teacher associated with this roster from the *Teacher Name* drop-down list. This is also a required field as indicated by the asterisk (*).

3. To add students, in the list of available students (Figure 29) do one of the following:

    a. To move one student to the roster, select the [**plus**] icon [➕] in the student's row.

    b. To move select students to the roster, select the checkbox next to the name of each student you would like to move, and then select the [**Add Selected**] button.

    c. To move all of the students in the Available Students column to the roster, select the [**Add All**] button.
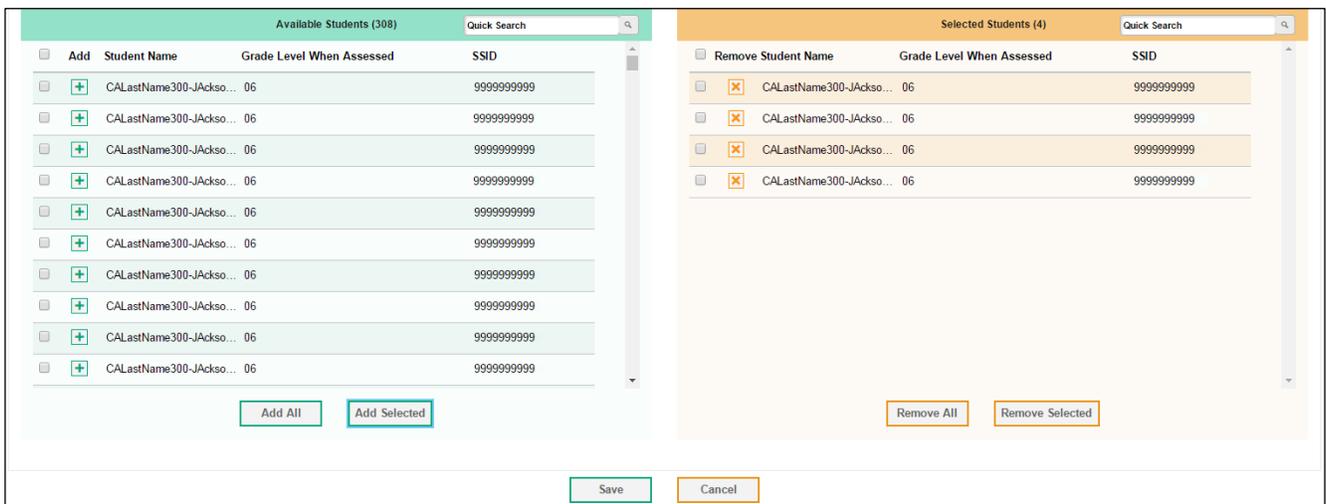
Figure 29. Sample student results

4. To remove students, take one of the these steps in the list of students in the roster (Figure 29):

    a. To remove one student from the roster, select the [**X**] icon [✖] next to the student's name.

    b. To delete select students from the roster, select the checkbox next to the name of each student you would like to delete, and then select the [**Remove Selected**] button.

    c. To remove all of the students from the roster, select the [**Remove All**] button.

5. Select [**Save**] at the bottom of the screen when your roster is complete and then select the [**Continue**] button to confirm.

Viewing, Editing, Deleting, and Printing a Roster

This section details how to view, edit, delete, and print an existing roster. You can edit a roster by changing its name, associated teacher (available for local educational agency [LEA] California Assessment of Student Performance and Progress (CAASPP) coordinators and CAASPP test site coordinators only), or by adding or removing students.

You may only view or edit rosters based on your user level, with LEA-level users able to access rosters across the LEA and school-level users able to access only those rosters either associated with their site (for CAASPP test site coordinators) or assigned to them (for test administrators and test examiners).

View/Edit a Roster

1. Under the Preparing for Testing task category, select the *Rosters* drop-down menu to display the task options (Figure 30).
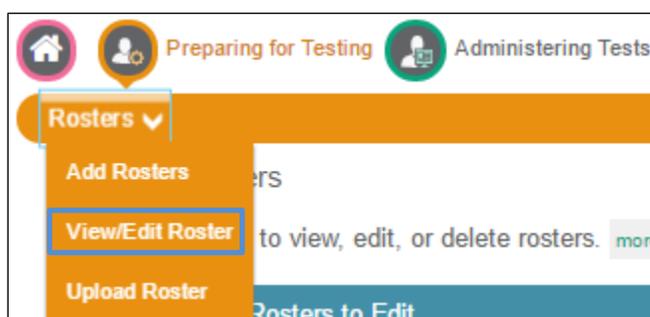
Figure 30. *Rosters* drop-down menu

2. Select *View/Edit Rosters* (indicated in Figure 30). The View/Edit Rosters Web form loads (Figure 31).

Figure 31. View/Edit Rosters Web form

3. The "Search for Rosters to Edit" section (Figure 31) allows you to retrieve the roster you would like to view/edit. Use the *District*, *School*, and *Roster Type* drop-down menus to specify the roster you would like to access. (All three of these fields are required as indicated by the asterisk [*]). Select the [**Search**] button.

4. In the list of retrieved rosters (Figure 32), select the [**pencil**] icon [🖊] for the roster you want to view/edit.

Figure 32. Retrieved Rosters list

5. In the Search for Students to Add to the Roster section, search for students by following the procedure in the Searching for Students to Add to the Roster subsection of this guide.
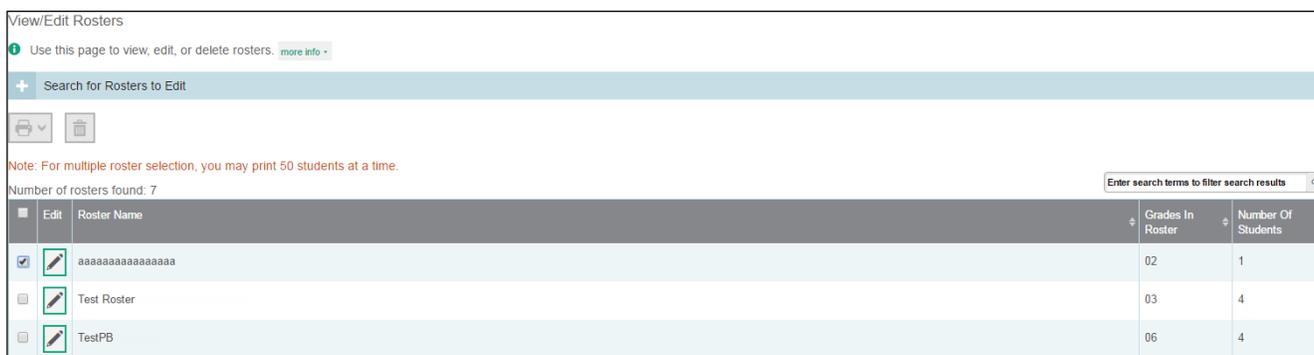

Figure 33. View/Edit Rosters page

6. To change the name of the roster, enter the revised/new name in the *Roster Name* field of the Add Students to the Roster section (Figure 33). (This field will be prepopulated with the roster's current name.)

7. To change the teacher associated with the roster, select the new teacher from the *Teacher* Name drop-down list. (This field will be prepopulated with the name of the teacher currently associated with the roster.)

8. To add students, do one of the following in the list of available students (Figure 33):

   a. To move an individual student to the roster, select the [**plus**] icon [➕] associated with that student.

   b. To move all of the students in the Available Students list to the roster, select the [**Add All**] button.

   c. To move selected students to the roster, mark the checkboxes for the students you want to add, and then select [**Add Selected**].

9. To remove students, do one of the following in the list of students in the roster (Figure 33):

   a. To remove an individual student from the roster, select the [**X**] icon [✖] associated with that student.

   b. To remove all of the students from the roster, select the [**Remove All**] button.

   c. To remove selected students from the roster, mark the checkboxes for the students you want to remove, then select the [**Remove Selected**] button.

10. Select the [**Save**] button, and in the confirmation pop-up window, select [**Continue**].

Delete a Roster

1. Retrieve the rosters you want to delete by following the procedure in the To View/Edit a Roster subsection.

2. In the list of retrieved rosters (Figure 34), do one of the following to delete a roster:

   a. To delete a selected roster(s), mark the checkbox for the roster(s) you want to delete.

   b. To delete all of the rosters, mark the checkbox at the top of the table to select all of the rosters.

Figure 34. Retrieved Rosters list

3. Select the [**Delete**] icon [🗑] and in the *Confirm Deletion* pop-up window (Figure 35), select [**Yes**].
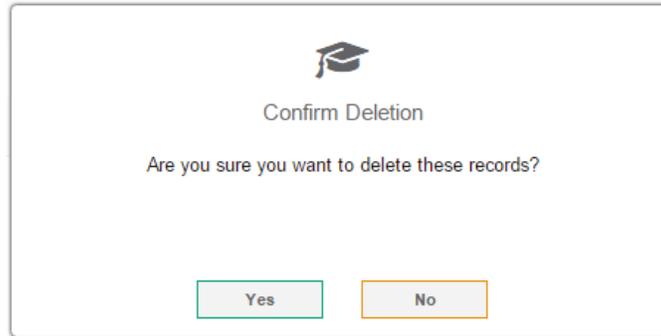
Figure 35. *Delete Roster Confirmation* pop-up window

Print a Roster

1. Retrieve the rosters you want to delete by following the procedure in the To View/Edit a Roster subsection.

2. In the list of retrieved rosters (Figure 34), do one of the following to print a roster:

   a. To print a selected roster(s), mark the checkbox for the roster(s) you want to print.

   b. To print all of the rosters, mark the checkbox at the top of the table.

3. Select the [**Print**] icon [🖶⌄] and in the drop-down menu, select either *Roster* or *Student Settings and Tools*.

   - **Roster:** Generates a print-ready version of the roster, with columns for student name, grade level when assessed, and Statewide Student Identifier (SSID) (Figure 36).

   - **Student Settings and Tools:** Generates a print-ready version of the assigned student settings and tools, with columns for student name, enrolled grade, school, district, and test settings and tools (Figure 37).

Roster Student List

School ID: 111111111111111
School Name: Sample High
Teacher Name: Sample Teacher

Roster Name: Correct Roster

Student Name	Grade Level When Assessed	SSID
LASTNAME114,FIRSTNAME114	11	7777777777
LASTNAME1145,FIRSTNAME1145	11	2222222222
LASTNAME1155,FIRSTNAME1155	11	1111111111
LASTNAME1156,FIRSTNAME1156	11	8818888888
LASTNAME116,FIRSTNAME116	11	3333333333

Figure 36. Roster print view

Student Test Settings and Tools

Roster : Correct Roster

Student Name	Enrolled Grade	School	District	Test Settings and Tools
LASTNAME116, FIRSTNAME116 MIDDLENAME116	11	SAMPLE HIGH (11111111111111)	SAMPLE UNIFIED (00000000000000)	
LASTNAME1156, FIRSTNAME1156 MIDDLENAME1156	11	SAMPLE HIGH (11111111111111)	SAMPLE UNIFIED (00000000000000)	
LASTNAME1145, FIRSTNAME1145 MIDDLENAME1145	11	SAMPLE HIGH (11111111111111)	SAMPLE UNIFIED (00000000000000)	
LASTNAME1155, FIRSTNAME1155 MIDDLENAME1155	11	SAMPLE HIGH (11111111111111)	SAMPLE UNIFIED (00000000000000)	
LASTNAME114, FIRSTNAME114 MIDDLENAME114	11	SAMPLE HIGH (11111111111111)	SAMPLE UNIFIED (00000000000000)	

Figure 37. Student Test Settings and Tools print view

4. The print-ready version of the roster format you selected will open in a separate window. Select [**Print**].

Creating Rosters Through File Upload

If you have many rosters to create, it may be easier to perform those transactions through file uploads. There are four steps to the process as outlined below.

Note: This task requires familiarity with composing comma separated value (CSV) files or working with Microsoft Excel.

Step 7. Upload

1. Under the Preparing for Testing task category, select the *Rosters* drop-down menu to display the task options (Figure 38).
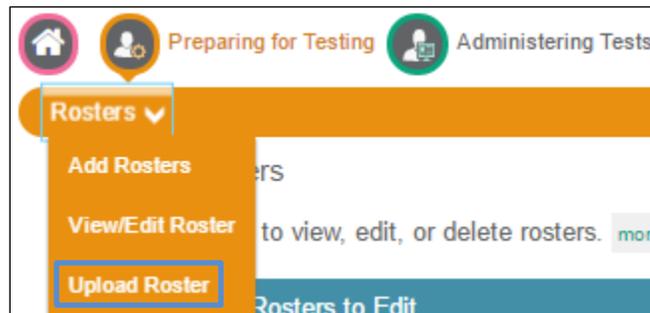

Figure 38. *Rosters* drop-down menu

2. Select *Upload Roster* (indicated in Figure 38). The Upload Roster page loads (Figure 39).
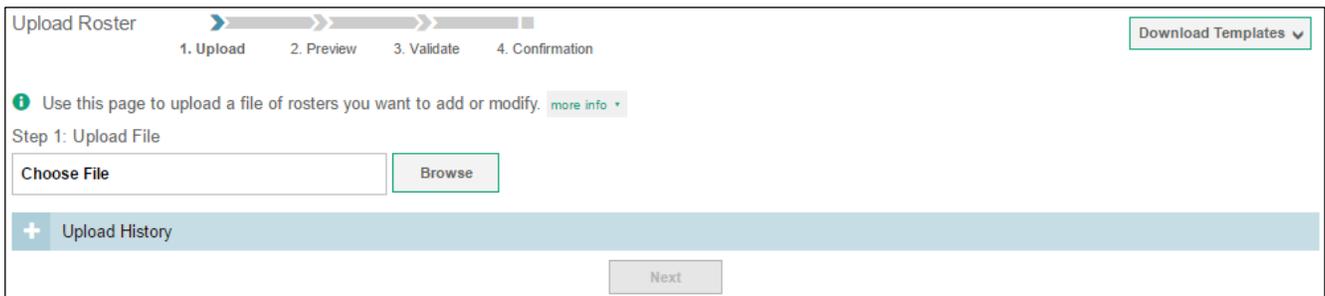
Figure 39. Step 1: *Upload Roster* screen

3. To ease and streamline the upload process, use one of the provided document templates. To download a template, select the *Download Templates* drop-down menu and choose between a CSV or Microsoft Excel template (Figure 40).
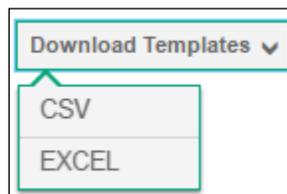
Figure 40. *Download Templates* drop-down menu

4. Navigate to the downloaded template and complete the template for your roster. Table 8 provides the guidelines for filling out the template.

Table 8. Columns in the Rosters Template

Column Name	Description	Valid Values
School ID	School associated with the roster	School ID as it appears in TOMS, up to 20 characters.
Email Address*	E-mail address of the teacher associated with the roster	E-mail address of a teacher existing in TOMS
Roster Name*	Name of the roster	Up to 20 characters
SSID*	Student's unique identifier within the local educational agency.	Up to 30 alphanumeric characters

* Required field

5. Figure 41 shows a sample of a completed template.

	A	B	C	D
1	School ID	Email Address	Roster Name	SSID
2	9999	caltac@ets.org	GradeSix	9999999999
3	9999	caltac@ets.org	GradeSix	1111111111

Figure 41. Sample Roster Upload file

The sample roster template uses a roster called "GradeSix." If the roster GradeSix does not exist in school 9999, the system:

- Creates the roster GradeSix.
- Associates the teacher whose e-mail address is caltac@ets.org with the roster.
- Adds the SSIDs 9999999999 and 1111111111 to the roster GradeSix.

6. Once your roster is complete, navigate to the saved file on your computer by selecting the [**Browse**] button on the Upload Roster page (Figure 42). Select your roster file in the pop-up window.

Figure 42. Step 1: *Upload Roster* screen

7. Select the [**Next**] button at the center of the page (Figure 42).

Step 8. Preview

1. A preview of your file will load. Verify you have uploaded the correct file and select [**Next**] (Figure 43).
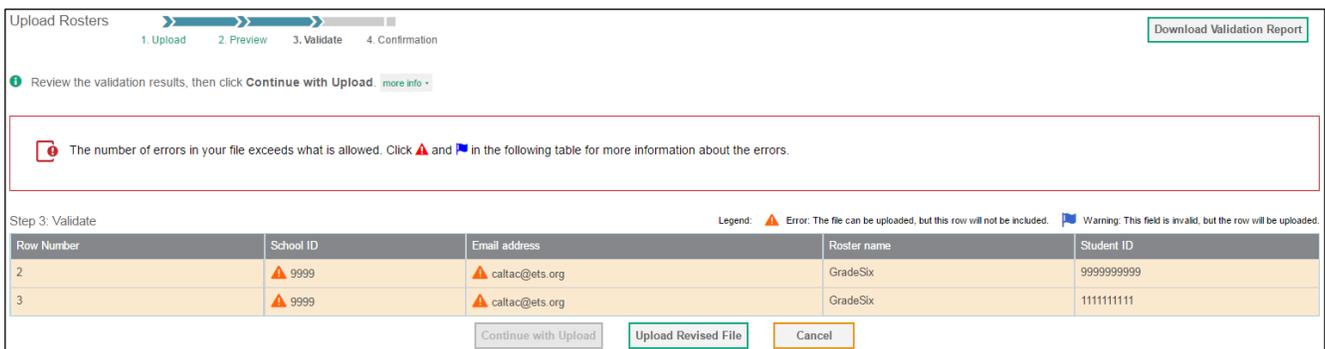
Figure 43. Step 2: *Preview* screen

Step 9. Validate

1. If the system detects any errors in your file, you will be notified at this step. For detected errors, you will need to fix and reload the file. You will receive a warning at this step if your file includes invalid fields, but still can be uploaded.

    The [**Error**] icon [⚠] indicates a record has errors and will be excluded. If a file has enough accumulated errors, the entire file will need to be corrected and uploaded.

    The [**Warning**] icon [🚩] indicates a particular field is invalid, but the record will still be uploaded (Figure 44).

Figure 44. Step 3: *Validate* screen with errors

2. Once your file has been validated, select [**Continue with Upload**] to continue the upload process (Figure 45).

Figure 45. Step 3: *Validate* screen without errors

Step 10. Confirmation

1. The *Confirmation* screen will load when your roster has been successfully uploaded to the system (Figure 46). Select the [**Upload New File**] button if you would like to upload another roster and repeat the process.

Figure 46. Step 4: *Confirmation* screen