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# Introduction to the Manual

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CALIFORNIA  
Assessment of Student Performance and Progress

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## Guide to CAASPP Completion Status and Roster Management

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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



Measuring the Power of Learning.™



California Assessment of  
Student Performance and Progress



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# Manual Content



## Additional Resources:

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

The Completion Status and Roster Management interface is the primary means of viewing test status and completion data and managing rosters for students taking part in the CAASPP in English language arts/literacy, mathematics, and science, as well as the assessment in Spanish reading/language arts, the California Spanish Assessment. This Web-based system enables authorized local educational agency (LEA) CAASPP coordinator, CAASPP test site coordinator, test administrator, and test examiner users to manage rosters and view test progress information for students participating in the online CAASPP test administration in English language arts/literacy, mathematics, and science.



## Notes:

- Because this interface does not provide users with score reports, test performance data, or accountability reports, this manual describes Completion Status and Roster Management only. The Online Reporting System is described in the *Online Reporting System User Guide for California*, linked on the CAASPP [Score Reporting](#) Web page.
- Completion data for the online Standards-based Tests in Spanish are not reported.

## What's New

Feature	Change
<b>California Alternate Assessment (CAA) for Science</b>	Completion Status Reports are populated when a test examiner enters a student's CAA for Science results into the Data Entry Interface (available in early 2018).
<b>California Spanish Assessment (CSA)</b>	Starting with the pilot, the CSA is now included in the Completion Status and Roster Management system and applicable reports.
<b>Roster Management search criteria</b>	Added the following new test settings to the criteria used to search for a student to add to a roster: <ul style="list-style-type: none"> <li>• Audio Transcriptions</li> <li>• Line Reader</li> <li>• Mouse Pointer</li> </ul>

## Organization of the User Guide

This user guide provides information about each of the system features available to authorized LEA and test site personnel and includes instructions for viewing available roster and test management resources. This user guide is organized as follows:





- [Chapter 1, Navigating the Completion Status and Roster Management System](#), provides an overview of the Completion Status and Roster Management system, which enables users to determine which students have completed or need to complete testing and manage rosters of students, as well as information about how to access Completion

Status reports and rosters, including logon instructions, LEA- and school-level account differences, and details about the tools available to users.

- [Chapter 2, Completion Status Reports](#), includes instructions on generating LEA- and school-level Completion Status reports, with specifics on how to filter these reports by student demographics and testing progress.
- [Chapter 3, Roster Management](#), details how to add, modify, delete, and print student rosters.
- [Chapter 4, Appendixes](#), describes how LEA CAASPP coordinators can obtain assistance with the Completion Status and Roster Management System and includes a manual change log.

The stylistic features and icons used in this user guide are described in Table 1.

**Table 1. Key Icons and Elements**

Element	Description
	<b>Warning:</b> This symbol appears with text that contains extremely important information regarding actions that may cause errors.
	<b>Caution:</b> This symbol appears with text that contains important information regarding a task.
	<b>Note:</b> This symbol appears next to text that contains helpful information or reminders.
	<b>Additional Resources:</b> This symbol accompanies a list of URLs for Web pages and/or Web documents that provide additional information.
[Text]	Text in brackets is used to indicate a link or button that is selectable.
<a href="#">Text</a>	Text that is underlined and blue is used to indicate hyperlinks or cross references in the document.

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