CALIFORNIA
Assessment of Student Performance and Progress

Guide to CAASPP Completion Status and Roster Management

2018–19 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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Prepared by Educational Testing Service ©
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Acronyms and Initialisms Used in the Guide to CAASPP Completion Status and Roster Management

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAA</td>
<td>California Alternate Assessment</td>
</tr>
<tr>
<td>CAASPP</td>
<td>California Assessment of Student Performance and Progress</td>
</tr>
<tr>
<td>CalTAC</td>
<td>California Technical Assistance Center</td>
</tr>
<tr>
<td>CAST</td>
<td>California Science Test</td>
</tr>
<tr>
<td>CSA</td>
<td>California Spanish Assessment</td>
</tr>
<tr>
<td>CSV</td>
<td>comma separated value</td>
</tr>
<tr>
<td>ELA</td>
<td>English language arts/literacy</td>
</tr>
<tr>
<td>EL</td>
<td>English learner</td>
</tr>
<tr>
<td>ELPT</td>
<td>English language arts/literacy performance task</td>
</tr>
<tr>
<td>IAB</td>
<td>Interim Assessment Block</td>
</tr>
<tr>
<td>ICA</td>
<td>Interim Comprehensive Assessment</td>
</tr>
<tr>
<td>LEA</td>
<td>local educational agency</td>
</tr>
<tr>
<td>NTE</td>
<td>Not tested due to medical emergency</td>
</tr>
<tr>
<td>PGE</td>
<td>Parent/Guardian exemption</td>
</tr>
<tr>
<td>PT</td>
<td>performance task</td>
</tr>
<tr>
<td>SSID</td>
<td>Statewide Student Identifier</td>
</tr>
<tr>
<td>SSO</td>
<td>single-sign on</td>
</tr>
<tr>
<td>TOMS</td>
<td>Test Operations Management System</td>
</tr>
</tbody>
</table>
Introduction to the Manual
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 (ELA), 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 ELA, 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 is not reported.

**What’s New in 2018–19 for Completion Status and Roster Management**

**Passwords, Access, and Logon**
- A new Welcome screen appears when you log on.
- The new two-step authentication process requires that for the first use of TOMS using a particular web browser/device, you will be prompted to request a security code be sent to your email address. Once received, the code must be used within 15 minutes to gain access to TOMS. Use of a different web browser requires that a new code be requested.
  - With the advent of two-step authentication, a security question and answer are no longer required.
Generating Completion Status Reports

- Report parameters on the *Plan and Manage Testing* screen include more options for searching students. In addition to the District, School, and Group options in the Choose Who section, you now have options for searching by Last Name, First Name, SSID, and Grade Level When Assessed.

Online Testing Progress Report

- The Online Testing Progress Report contains two new column attributes: District Name and School Name.

Rosters

- The “Search for Students to Add to the Roster” section has three new options: Last Name, First Name, and SSID. The Grade option is now called Grade Level When Assessed. The Students Added Since option has been removed.

Test Settings

- Test Form has been added to the test settings.

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, Appendices**, 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

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Warning" /></td>
<td><strong>Warning:</strong> This symbol appears with text that contains extremely important information regarding actions that may cause errors.</td>
</tr>
<tr>
<td><img src="image" alt="Caution" /></td>
<td><strong>Caution:</strong> This symbol appears with text that contains important information regarding a task.</td>
</tr>
<tr>
<td><img src="image" alt="Note" /></td>
<td><strong>Note:</strong> This symbol appears next to text that contains helpful information or reminders.</td>
</tr>
<tr>
<td><img src="image" alt="Resources" /></td>
<td><strong>Resources:</strong> This symbol accompanies a list of URLs for web pages and web documents that provide additional information.</td>
</tr>
<tr>
<td><img src="image" alt="Text" /></td>
<td>Text in brackets is used to indicate a link or button that is selectable.</td>
</tr>
<tr>
<td><img src="image" alt="Text" /></td>
<td>Text that is underlined and blue is used to indicate hyperlinks or cross references in the document.</td>
</tr>
</tbody>
</table>
Chapter 1. Navigating the Completion Status and Roster Management System
User Roles and Access

**Resources:**
- CAASPP Test Operations Management System (TOMS)—[https://caaspp.ets.org/](https://caaspp.ets.org/)
- User Roles in TOMS web page—[http://www.caaspp.org/administration/toms/toms-users.html](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 TOMS as well as your school- and 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 (email 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 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.

![CAASPP Portal](image)

**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.
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 email address in the *E-mail Address* field.

6. Enter your password in the *Password* field.

7. Select the [Secure Logon] button.

8. If this is the first time you are logging on to TOMS using a particular web browser or device, the Enter Code web form, as presented in Figure 3, appears.
a. Retrieve the code included in the system email that was sent.

b. Enter the code in the *Enter Emailed Code* field. This step must be taken within 15 minutes of the email’s receipt. If it is not taken within 15 minutes, skip to step d.

c. Select the [Submit] button to enter TOMS.

d. If the code expired, select the [Resend Code] button for a new code and repeat these steps to enter the new code.

9. When you log on to TOMS, you will proceed first to the *Welcome to TOMS* screen, shown in Figure 4.

10. If you have a user role(s) in both CAASPP and the English Language Proficiency Assessments for California testing programs, there will be a button for each program. The version of TOMS that is the default for the URL is highlighted with a thick, blue border around it. Ensure that the CAASPP program button is selected.

11. Select a user role from the list and then select [OK] to enter TOMS.

**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 5–11 previously.

2. Select the [Completion Status Reports] button (Figure 5) from the left-hand navigation pane.
Navigating the Completion Status and Roster Management System | User Roles and Access

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 6.)

![Figure 6. Menu bar with [Log Out] button](image-url)
Navigating the Completion Status and Roster Management System | System Features

System Features

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 next 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 7, 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 7. Home Page Dashboard](image)

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 located at the end of the menu. To perform a task, select the name of that task listed in this menu.
Header

The header, referred to in Figure 7, 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, browser variations, or both.

The menu bar, shown in Figure 8, 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 Rosters
  - Upload Rosters

- 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
  - Search by SSID

Figure 8. 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 9 for creating a Completion Status report. Select this button again to collapse the instructions.
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 10).

- The [Help] button links to the Online Guide screen (Figure 11) from which you can navigate to Help pages for your specific need.

- The Manage Account drop-down menu (Figure 12) displays the following tasks:
  - Change Role
  - My Contact
  - Reset Password
Figure 12. *Manage Account* drop-down menu

For more information about managing your account, refer to the *TOMS Pre-Administration Guide for CAASPP Testing* available on the CAASPP [Manuals and Instructions](#) web page.
This page is left blank intentionally.
Chapter 2. Completion Status Reports
Completion Status Reports | Generating Completion Status Reports

Generating Completion Status Reports

The tasks available in the Administering Tests task category allow authorized users to generate customized Completion Status reports to determine which students have completed or need to complete testing. Users may also check test completion rates by school, grade, subject, and test opportunity. Refer to Table 2 for additional information about test opportunities.

Access the Administering Tests options:

• Select the Administering Tests task category to display the Completion Status Reports drop-down list at the top of each page (and shown in Figure 13).

• Select the report type you want to generate from the drop-down list.

![Completion Status Reports drop-down list](image)

Figure 13. Completion Status Reports drop-down list

The Plan and Manage Testing option allows you to monitor your students’ test progress by generating customized Completion Status reports to determine which students have completed testing, as well as which students have yet to begin or complete a test opportunity. Data displays according to the parameters you select. If no students are listed, it means that no students currently match the specified report criteria.

You may generate two types of reports using the Plan and Manage Testing option:

1. Online Testing Progress Report
2. Test Administrator Report

Select Report Parameters

Report parameters are selected in three steps on the Plan and Manage Testing screen. These steps enable you to specify the type of report you wish to generate, the entity for which you wish to generate the report, and the type of data you wish to view.
Step 1. Choose What

This section, shown in Figure 14, allows you to select the tests and grade levels for which you wish to generate a report.

![Figure 14. Step 1: Choose What options](image)

The essential fields in the Step 1: Choose What section are as follows:

- **Test Instrument**: Select the test type from the Test Instrument drop-down menu, which displays the following:
  - CAA: California Alternate Assessments
  - CAST: California Science Test
  - CSA: California Spanish Assessment
  - Smarter ELA: Smarter Balanced English Language Arts/Literacy Summative Assessment
  - Smarter ICA: Smarter Balanced Interim Comprehensive Assessment
  - Smarter IAB: Smarter Balanced Interim Assessment Block
  - Smarter Math: Smarter Balanced Mathematics Summative Assessment

- **Administration**: Allows you to select the test administration year.

- **Test ID’s**: Enables you to select the test IDs for which you wish to generate a report.

Step 2. Search Students

This section, shown in Figure 15, allows you to choose the local educational agency (LEA) and school for which you wish to generate the report.

![Figure 15. Step 2: Search Students options](image)

The constituent fields in the Step 2: Search Students section are as follows:

- **District**: This option is only applicable for users who are associated with more than one LEA. For most users, the LEA with which you are associated in the Test Operations Management System (TOMS) will already be selected.
Completion Status Reports | Generating Completion Status Reports

- **School:** This is only applicable for users, such as LEA-level users, who are associated with more than one school. For most users, the school with which you are associated in TOMS will already be selected. Users associated with multiple schools will have additional values (i.e., schools) from which to select.

- **Group:** This is an optional field that enables you to select the test administrator for whom you wish to generate the report. The drop-down list contains all of the personnel associated with the selected school. The field is defaulted to “All.”

- **Last Name**
- **First Name**
- **SSID**
- **Grade Level When Assessed**

**Step 3. Get Specific**

This section, shown in Figure 14, allows you to specify filters that best match the data you wish to view. Each filter generates a report containing students whose information matches the parameters you have selected.

**Figure 16. Step 3: Get Specific options**

To select the parameters in this section:

1. Select the radio button for the row that has the parameters you wish to use.
2. Specify the required values for the parameters in the row that you have selected.

The report filter options are listed next. You can filter by a number of criteria, including grade, test, school, group, and test statuses, such as students who have started tests and who have started within a specific test administration year. The values in brackets [ ] are the parameter values that are available for selection. The options are:

- **students who [have/have not] [completed/started] [Any/1st/2nd/3rd] opportunity in the selected administration**
  - Determine which students have or have not completed testing.
  - Determine which students have or have not started testing.
  - Refer to Table 2 for additional information about test opportunities.
• students whose current opportunity will expire in [#] days
  – Determine which of the students currently testing have at least one test that will expire shortly. For example, you can enter “2” days to determine who needs to complete testing by the end of the next day.

• students on their [Any/1st/2nd/3rd] opportunity in the selected administration and have a status of [student test status]
  – Determine which students have a specified test status for the selected test opportunity. For a list of test statuses and their definitions, refer to Table 3.
  – Refer to Table 2 for additional information about test opportunities.

• students whose most recent [SessionID/TA Name] was ________ between [start date] and [end date]
  – Search for students who were in a specific session and view their current test status.
  – To view this report, enter the test administrator’s Session ID or enter the test administrator’s name, and then select a Session ID associated with the test administrator. You will also need to select the date fields to enter the time frame associated with the test administration.
  – This report will return the most recent completion status data for students who have taken the selected test. The Session ID and TA Name fields are optional. You may leave these fields blank and simply search for completion information within a particular date range. If the Session ID or TA Name is not specified, you will be limited to a date range of 15 days.

• search student(s) by [SSID/Name]: [#]
  – Search for students by entering a Statewide Student Identifier or a name.

Note: Students will have one opportunity to take each summative assessment to which they have been assigned. The opportunity number drop-down list will be functional only after students have taken the tests. The generated reports may also include multiple rows per student, as each content area available to the student will appear on a unique row.

Generate a Completion Status Report

You may generate a Completion Status report from the Plan and Manage Testing option. To generate a Completion Status report:

1. Select the Plan and Manage Testing option from the Completion Status Reports drop-down list.
2. Select the parameters for your report on the Plan and Manage Testing screen (refer to the Select Report Parameters subsection).
3. Select the [Generate Report] button on the bottom of the Plan and Manage Testing screen to view the results of your selected parameters on the screen. If you want to download or export the information on your screen, you can select the [Export Report] button to open the report in Microsoft Excel. These buttons are shown in Figure 17.

![Generate Report and Export Report buttons]

**Figure 17. Report buttons**

**Warning:** Reports show student information, which is secure data. Adhere to your school’s security policies to ensure this data remains protected.

**Caution:** The information displayed on the report reflects available data as of the time you generated the report. To update the information displayed in your report, you must generate a new report. Do not use the web browser’s refresh or reload function to update the page as this action may not provide the most current information.

### Completion Status Report Types

#### Online Testing Progress Report

The Online Testing Progress Report, shown in Figure 18, is generated if you select any of the first three opportunity-related radio buttons in the Step 3: Get Specific section of the Plan and Manage Testing screen. Column headings are shown in Table 2. Table 3 defines the possible values in the Status column.

**Features of the Online Testing Progress Report**

- **Navigation Tools:**
  - By default, 100 student records can be displayed on the screen at a time. Navigation buttons are displayed at the bottom of the report to enable you to navigate through all the retrieved records.
  - By default, the table displays 15 columns of available data. To view all of the available data, you will need to use the horizontal scroll bar at the bottom of the report. Table 2 identifies all of the columns present in an Online Testing Progress Report and provides a description of each one. Table 3 provides a definition for each test status (listed in the status column).

- **Hide/Show Columns:** You may show or hide columns in the table by selecting the [Arrow] icon in the top-right corner of the table (Figure 18). When you select the arrow, a list of the columns in the table is displayed. You may uncheck the check boxes
next to the columns that you wish to hide. This will remove the columns from view. To remove the list from view, move your cursor away from the arrow icon.

- **Sort Results by Attribute:** You may sort Completion Status report data in any column. Select the column header to sort data in ascending (A–Z; 1–10) or descending (Z–A; 10–1) order. The default sort order is by *Student Name*, in ascending order by last name.

- **General Tools:** The Online Testing Progress Report also provides you with access to the Help and Manage Account tools. For information on the functions of each of these tools, refer to *General Tools*.

---

**Figure 18. Online Testing Progress Report**

**Table 2. Online Testing Progress Report Column Attribute Definitions**

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Student’s legal name (last name, first name)</td>
</tr>
<tr>
<td>SSID</td>
<td>The student’s unique California Statewide Student Identifier (SSID)</td>
</tr>
<tr>
<td>District Name</td>
<td>The LEA in which a student’s school is located</td>
</tr>
<tr>
<td>Enrolled Grade</td>
<td>The grade in which a student is enrolled</td>
</tr>
</tbody>
</table>
| Restricted Subjects  | The content area in which the student is restricted (i.e., blocked) from taking tests  

• This field is populated as a Y/N value.
## Completion Status Reports

### Generating Completion Status Reports

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Name</strong></td>
<td>The school in which a student is enrolled</td>
</tr>
<tr>
<td><strong>Current ELL</strong></td>
<td>Indicates whether the student is an English learner (EL)</td>
</tr>
<tr>
<td></td>
<td>• This field is populated as a Y/N value.</td>
</tr>
<tr>
<td><strong>Test</strong></td>
<td>Test name for this student record (e.g., Grade 11 Math CAT Test)</td>
</tr>
<tr>
<td><strong>Language</strong></td>
<td>The language setting that was assigned to the student (English, Spanish, or braille)</td>
</tr>
<tr>
<td><strong>Opportunity</strong></td>
<td>The opportunity number for a specific student record</td>
</tr>
<tr>
<td></td>
<td>• For the current testing administration, one opportunity is available per student per test for the following assessments:</td>
</tr>
<tr>
<td></td>
<td>- Smarter Balanced Summative Assessments for English language arts/literacy (ELA) and mathematics</td>
</tr>
<tr>
<td></td>
<td>- California Science Test (CAST)</td>
</tr>
<tr>
<td></td>
<td>- California Alternate Assessments (CAAs) for ELA and mathematics</td>
</tr>
<tr>
<td></td>
<td>- California Spanish Assessment (CSA) field test or operational assessment</td>
</tr>
<tr>
<td></td>
<td>• Each embedded performance task administered as part of the CAA for Science field test is one opportunity, for a total of three.</td>
</tr>
<tr>
<td></td>
<td>• Three opportunities are available for each Interim Comprehensive Assessment (ICA).</td>
</tr>
<tr>
<td></td>
<td>• Ninety-nine opportunities (i.e., unlimited) are available for the Interim Assessment Blocks (IABs).</td>
</tr>
<tr>
<td><strong>TA Name</strong></td>
<td>The test administrator who created the session in which the student is currently testing (or in which the student completed the test)</td>
</tr>
<tr>
<td><strong>SessionID</strong></td>
<td>The Session ID to which the test is linked</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>The status for that specific opportunity <em>(Refer to Table 3 for test status definitions.)</em></td>
</tr>
<tr>
<td><strong>Results ID</strong></td>
<td>The unique identifier linked to the student’s results for that specific opportunity</td>
</tr>
<tr>
<td></td>
<td>• This information is used for results processing and is internal to the test provider.</td>
</tr>
<tr>
<td><strong>Restarts</strong></td>
<td>The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three “Restarts”)</td>
</tr>
<tr>
<td></td>
<td>• This includes Restarts within Grace Period—refer to the next row.</td>
</tr>
</tbody>
</table>
### Column Description

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restarts within Grace Period</td>
<td>The total number of times a student has resumed an opportunity within 20 minutes after a test was paused (e.g., if a test has been paused three times and the student resumed the opportunity within 20 minutes of two pauses but 35 minutes after the third pause, then this column will show two Restarts within Grace Period)</td>
</tr>
<tr>
<td></td>
<td>• A student has a timeout period of 30 minutes before the test is paused automatically by the test delivery system. The student can be idle in an active test for 30 minutes and still remain logged on to the test with access to all previously viewed items within a test segment. However, once a test is paused automatically, it can be paused for only 20 minutes (the grace period). A test paused for more than 20 minutes will expire, and the student will not be able to review any of his or her previous answers.</td>
</tr>
<tr>
<td>Date Started</td>
<td>The date when the first test item was presented to the student for that opportunity</td>
</tr>
<tr>
<td>Date Completed</td>
<td>The date when the student submitted the test for scoring</td>
</tr>
<tr>
<td>Last Activity</td>
<td>The date of the last activity for that opportunity/record</td>
</tr>
<tr>
<td></td>
<td>• A “completed” test can still have activity as it is processed for reporting.</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>The date the test opportunity expires</td>
</tr>
</tbody>
</table>

### Table 3. Test Status Definitions

<table>
<thead>
<tr>
<th>Status</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>The test administrator has approved the student for the session, but the student has not yet started or resumed the test.</td>
</tr>
<tr>
<td>[blank]</td>
<td>The student has not begun this test.</td>
</tr>
<tr>
<td>Completed</td>
<td>The student has submitted the test for scoring. No additional action can be taken by the student.</td>
</tr>
<tr>
<td>Denied</td>
<td>The test administrator denied the student entry into the session. If the student attempts to enter the session again, this status will change to “Pending” until the test administrator approves or denies the student.</td>
</tr>
<tr>
<td>Expired</td>
<td>The student’s opportunity has not been completed and cannot be resumed because the test opportunity has expired. Performance tasks expire after 10 days; computer adaptive tests expire after 45 days.</td>
</tr>
<tr>
<td>Invalidated</td>
<td>The test result has been invalidated.</td>
</tr>
<tr>
<td>Status</td>
<td>Definitions</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Paused   | The student’s test is currently paused. The following scenarios will result in a paused status:  
  • The student pauses his or her test by selecting the [Pause] button.  
  • The student has been idle longer than 20 minutes, and the test was paused.  
  • The test administrator pauses the student’s test.  
  • The test administrator stops the session.  
  • A technical problem with the student’s device or secure browser has resulted in a loss of connectivity to the test delivery system.  
  The time listed with this status indicates how long the student’s test has been in the “paused” status.  |
| Pending  | The student is awaiting test administrator approval for a new test opportunity.  
  • For the CAASPP assessments in the current testing administration, one opportunity is available per student per test for the Smarter Balanced Summative Assessments for ELA and mathematics, the CAST, the CAAs for ELA and mathematics, and the CSA field test or operational assessment.  
  • Each embedded performance task administered as part of the CAA for Science field test is one opportunity, for a total of three.  
  • Three opportunities are available for each ICA.  
  • Ninety-nine opportunities (i.e., unlimited) are available for the IABs.  |
| Reported | All quality assurance and scoring work is complete, and the results will be posted on the Online Reporting System when they become available.  
For interim assessments, results will be posted on the Interim Assessment Reporting System when they become available.  |
| Review   | The student has answered all test items and is currently reviewing his or her answers before submitting the test. (A test with a “review” status is not considered complete.)  |
| Scored   | The test delivery system has processed the student’s responses to items on the test.  |
| Started  | The student has started the test and is actively testing.  |
| Submitted| The test has been submitted for quality assurance review and validation before scores can be released. A quality assurance engine examines submitted tests for a number of statistical elements before they are reported, including reviews for scoring errors. Results with this status are not yet available to be viewed.  |
| Suspended| The student is awaiting test administrator approval to resume a test opportunity.  |
Test Administrator Report

The Test Administrator Report provides information about the test sessions that match the search parameters, the name of the test administrator for the sessions, and the number of students associated with each of those sessions. For the Test Administrator Report, the date range is a required field. The test administrator name is an optional field, but without a test administrator’s name, the date range must not exceed 15 calendar days from the date the report is generated.

Take the following steps to access the Test Administrator Report:

1. Select the Students whose most recent radio button in Step 3: Get Specific of the Plan and Manage Testing screen, as shown in Figure 19.

![Figure 19. Step 3: Get Specific of the Plan and Manage Testing screen](image)

2. The Test Administrator Report (Figure 20) is generated.

![Figure 20. Test Administrator Report](image)

Features of the Test Administrator Report

Similar to the Online Testing Progress Report, the Test Administrator Report allows you to hide/show columns, sort data, and utilize the general tools available on the screen.

Additionally, the Test Administrator Report allows you to generate or export the Online Testing Progress Report for the selected test administrator and session. Table 4 identifies the columns in the Test Administrator Report, and Table 5 identifies the Test Administrator Report tools.

Table 4. Test Administrator Report Columns

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Administrator Name</td>
<td>Test administrator’s name (first name, last name)</td>
</tr>
<tr>
<td>Session ID</td>
<td>The Session ID to which the tests are linked</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td># of Students in Session</td>
<td>The number of students testing or tested in the specified session</td>
</tr>
<tr>
<td># of Test IDs in Session</td>
<td>The number of test IDs that have been generated for the session</td>
</tr>
<tr>
<td></td>
<td>• A test ID is a unique identifier used by the software that says which test[s] students may take in a given session. A test session where the test administrator has selected the grade three adaptive mathematics test and the grade four ELA performance task has two test IDs.</td>
</tr>
</tbody>
</table>

Table 5. Test Administrator Report Tools

<table>
<thead>
<tr>
<th>Tools</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Allows you to generate the Online Testing Progress Report for the selected test administrator and session</td>
</tr>
<tr>
<td></td>
<td>• For information on the Online Testing Progress Report, refer to the Online Testing Progress Report subsection previously.</td>
</tr>
<tr>
<td>Export</td>
<td>Allows you to export the Online Testing Progress Report for the selected test administrator and session</td>
</tr>
</tbody>
</table>
Test Completion Rates Reports

Local educational agency (LEA)- and school-level users may generate a Microsoft Excel spreadsheet that displays the total number of students who have started and completed each test. The spreadsheet also provides information about the number of students who are associated with the selected entity. The reports can be viewed in Microsoft Excel and uploaded into most data analysis programs.

The reports, described in Table 6, can be generated at different user levels for all tests or for one specific test. Refer to Table 7 for a detailed description of each column provided in the report.

---

**Warning:** Reports show student information, which is secure data. Adhere to your school’s security policies as well as to security requirements outlined in the signed *Test Security Agreement* (LEA California Assessment of Student Performance and Progress [CAASPP] coordinators and CAASPP test site coordinators) and *Test Security Affidavit* (test administrators and others having access to tests) to ensure this data remains protected.

---

### Table 6. Test Completion Rates Reports

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Description</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>District Test Completion Rates</strong></td>
<td>This report contains data for the selected LEA.</td>
<td>LEA-level users may generate a report for the LEA(s) with which they are associated in the Test Operations Management System (TOMS).</td>
</tr>
<tr>
<td><strong>School Test Completion Rates</strong></td>
<td>This report contains data for the selected school or for all the schools in the selected LEA.</td>
<td>LEA-level users may generate this report for all schools under their jurisdiction, while school-level users may generate a report for the school(s) with which they are associated in TOMS.</td>
</tr>
</tbody>
</table>
Accessing a Test Completion Rates Report

The Test Completion Rates Report may be generated by selecting the Test Completion Rates option from the Completion Status Reports drop-down list, shown in Figure 21.

![Completion Status Reports drop-down list](image)

Figure 21. Completion Status Reports drop-down list

Select the Test Completion Rates Report Parameters and Generating the Report

The parameters required for generating a Test Completion Rates Report include selecting the test instrument, the administration year, the report type, and the test IDs you wish to include in the report. Figure 22 shows the Test Completion Rates options.

![Test Completion Rates options](image)

Figure 22. Test Completion Rates options

**Note**: The reports that are available to you are determined by your user role in TOMS. The parameters that must be specified to generate the report vary based on your report selection.

**Step 1. Select a Report**

Select the desired report from the ReportTypes drop-down menu, which displays all reports available to you based upon your user role. For example, a school-level user will only have permission to generate the School Test Completion Rates Report.

**Step 2. Select an Entity**

Select the desired LEA and school from the fields that are displayed based on the report you have selected.
Note: For most users, the entity will be preselected. If a user is associated with more than one LEA or school, the user will have the ability to generate a report for each of the entities for which he or she has rights.

Step 3. Select a Test Instrument
Select the test type from the Test Instrument drop-down menu, which displays the following:

- Smarter Interim Comprehensive Assessment
- Smarter Interim Assessment Blocks
- California Spanish Assessment Field Test

Step 4. Select an Administration
Select the administration year from the Administration drop-down menu.

Step 5. Select Test IDs
Select whether you want to view a single test or all tests. The default value is set to “All selected.”

Step 6. Generate the Report

⚠️ Warning: Reports show student information, which is secure data. Adhere to your school’s security policies to ensure this data remains protected.

Notes:

- The Test Completion Rates Report includes students for whom the Not tested due to medical emergency (NTE) condition code has been associated. These students are represented in the denominator of the completion reports. Students for whom the Parent/Guardian exemption (PGE) condition code has been associated are NOT included in the Test Completion Rates Report and are not represented in the denominator.

- The California Alternate Assessment (CAA) for Science consists of three embedded performance tasks (PTs) for each grade that are completed outside of the test delivery system. In order for the Test Completion Rates Report to accurately reflect the students who completed the CAA for Science, test examiners enter results for each embedded PT into a Data Entry System, which provides data for Completion Status. Completion data is then submitted for accountability purposes.

- The California Spanish Assessment (CSA) is administered within the test delivery system and is included in the Test Completion Rates Report.
Generate the report by selecting the [Export Report] button. This will create the report in an Excel spreadsheet, which you can either save or view. Figure 23 is a sample of an LEA-level Test Completion Rates spreadsheet report. Table 7 lists the column descriptions in the report that is produced.

![Sample Test Completion Rates Report for tests within the LEA](image)

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>The date and time that the report was generated</td>
</tr>
<tr>
<td>Test Name</td>
<td>The grade, test, and subject that are being reported</td>
</tr>
<tr>
<td>Opportunity</td>
<td>The test opportunity number that is being reported</td>
</tr>
<tr>
<td></td>
<td>• For the current testing administration, one opportunity is available per student per test for the following assessments:</td>
</tr>
<tr>
<td></td>
<td>- Smarter Balanced Summative Assessments for English language arts/literacy (ELA) and mathematics</td>
</tr>
<tr>
<td></td>
<td>- California Science Test</td>
</tr>
<tr>
<td></td>
<td>- CAAs for ELA and mathematics</td>
</tr>
<tr>
<td></td>
<td>- CSA field test or operational assessment</td>
</tr>
<tr>
<td></td>
<td>• Each embedded performance task administered as part of the CAA for Science field test is one opportunity, for a total of three.</td>
</tr>
<tr>
<td></td>
<td>• Three opportunities are available for each Interim Comprehensive Assessment.</td>
</tr>
<tr>
<td></td>
<td>• Ninety-nine opportunities (i.e., unlimited) are available for the Interim Assessment Blocks.</td>
</tr>
<tr>
<td>District Name</td>
<td>The name of the reported LEA</td>
</tr>
<tr>
<td>District ID</td>
<td>The ID number of the reported LEA</td>
</tr>
<tr>
<td>School Name</td>
<td>The name of the reported school</td>
</tr>
</tbody>
</table>
|                 | • This column is included in the School Test Completion Rates Report but is not included in the District Test Completion Rates Report.
## Introduction to the Manual

Test Completion Rates Reports

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
</table>
| School ID             | The ID number of the reported school  
  - This column is included in the School Test Completion Rates Report but is not included in the District Test Completion Rates Report.                  |
| Total Student         | The number of students associated with the LEA or school in TOMS  
  - This number includes students who did not test due to a medical emergency (condition code NTE). These students are represented in the denominator of the completion reports.  
  - Students for whom the Parent/Guardian exemption (PGE) condition code has been associated are NOT included in the Test Completion Rates Report and are not represented in the denominator. The percentage completed may be impacted as a result.  
  - This number will not be used for accountability purposes and is purely informational.                                                      |
| Total Student Started | The number of students who have started the test                                                                                                                                                    |
| Total Student Completed| The number of students who have finished the test and submitted the test for scoring  
  - This number includes completion rates for students whose test examiners entered CAA for Science results into the Data Entry Interface.                                           |
| Percent Started       | The percentage of students who have started the test out of the total number of students associated with the LEA or school in TOMS                                                                           |
| Percent Completed     | The percentage of students who have completed the test out of the total number of students associated with the LEA or school in TOMS                                                                         |
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Chapter 3. Roster Management
Roster Management | About Rosters

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

Resources:
- Smarter Balanced Usability, Accessibility, and Accommodations Guidelines (UAAG)—linked on the California Department of Education (CDE) Student Accessibility Resources web page at https://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, only the roster-level data that corresponds to the subject or grade you selected on the Home Page Dashboard web page will appear.

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 be presented with “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, refer to 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 24).
2. Select Add Rosters from the Rosters drop-down menu. The Add Rosters page loads (Figure 25).

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
• **Last Name:** Allows users to enter a last name associated with this roster
• **First Name:** Allows users to enter a first name associated with this roster
• **SSID:** Allows users to enter the Statewide Student Identifier associated with this roster
• **Grade Level When Assessed:** Allows users to select the grade associated with this roster

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 the Test Operations Management System (TOMS). To display these optional search fields, select the [+] icon next to the Advanced Search subhead (Figure 26).

**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 will be available in Roster Management the following day.

3. In the Search Fields drop-down menu, select the test settings to add to your search (Figure 27). 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
   - Test Form
   - Text-To-Speech
   - Translation (Glossary)
Roster Management |
Adding a New Roster

FOR ARCHIVE completion-status-guide.2018-19.101618.docx

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), Mathematics, Science, and Spanish. Using these drop-down menus, indicate the status of the selected test setting for the particular test type (Figure 28).

5. Select the [Add Selected] button (Figure 28). This action will list your test settings search parameters under the Additional Criteria Chosen subhead (Figure 27).
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 29), or you may select the test setting(s) individually using the checkboxes and then select the [Remove Selected] button (Figure 29).

8. Once the Search for Students to Add to the Roster fields are complete, select the [Search] button (indicated in Figure 27). 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 30), type a name for your roster in the Roster Name field. This is a required field as indicated by the asterisk (*).

2. Select the test administrator associated with this roster from the TA 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 31), do one of the following:
   a. To move one student to the roster, select the [+] 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 31. Sample student results

4. To remove students, take one of these steps in the list of students in the roster (Figure 31):
   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 or 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 32).

2. Select View/Edit Rosters (indicated in Figure 32). The View/Edit Rosters web form loads (Figure 33).

3. The “Search for Rosters to Edit” section (Figure 33) 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 34), select the [pencil] icon for the roster you want to view/edit.
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.

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 35). (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 TA 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 35):
   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 35):

a. To remove an individual student from the roster, select the [X] icon [X] 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 View/Edit a Roster subsection.

2. In the list of retrieved rosters (Figure 36), 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.

3. Select the [Delete] icon [ ] and in the Confirm Deletion pop-up window (Figure 37), select [Yes].

Figure 36. Retrieved Rosters list
Print a Roster

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

2. In the list of retrieved rosters (Figure 36), 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 38).
   - **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 39).
### Student Test Settings and Tools

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>Enrolled Grade</th>
<th>School</th>
<th>District</th>
<th>Test Settings and Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>LASTNAME, FIRSTNAME, MIDDLENAME</td>
<td>0999123154</td>
<td>08</td>
<td>DEMO SCHOOL</td>
<td>DEMO DISTRICT</td>
<td>ELA Print Size:3X</td>
</tr>
<tr>
<td>LASTNAME, FIRSTNAME, MIDDLENAME</td>
<td>0999123165</td>
<td>09</td>
<td>DEMO SCHOOL</td>
<td>DEMO DISTRICT</td>
<td>ELA Print Size:3X</td>
</tr>
<tr>
<td>LASTNAME, FIRSTNAME, MIDDLENAME</td>
<td>0999123148</td>
<td>10</td>
<td>DEMO SCHOOL</td>
<td>DEMO DISTRICT</td>
<td>Mathematics Translation (Glossary) English Glossary &amp; Punjabi Glossary Science Translation (Glossary) Korean &amp; English Glossary Non-Embedded Designated Supports Medical Device</td>
</tr>
<tr>
<td>LASTNAME, FIRSTNAME, MIDDLENAME</td>
<td>0999123166</td>
<td>10</td>
<td>DEMO SCHOOL</td>
<td>DEMO DISTRICT</td>
<td>ELA Print Size:3X</td>
</tr>
<tr>
<td>LASTNAME, FIRSTNAME, MIDDLENAME</td>
<td>0999123149</td>
<td>11</td>
<td>DEMO SCHOOL</td>
<td>DEMO DISTRICT</td>
<td>Mathematics Translation (Glossary) English Glossary &amp; Russian Glossary Science Translation (Glossary) Punjabi &amp; English Glossary</td>
</tr>
</tbody>
</table>

Figure 39. 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 next.

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

**Step 1. Upload**

1. Under the Preparing for Testing task category, select the Rosters drop-down menu to display the task options (Figure 40).

![Figure 40. Rosters drop-down menu](image)

2. Select Upload Rosters (indicated in Figure 40). The Upload Rosters page loads (Figure 41).

![Figure 41. Step 1: Upload Rosters screen](image)

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 42).
Figure 42. 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

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>School ID</td>
<td>School associated with the roster</td>
<td>School ID as it appears in the Test Operations Management System (TOMS), up to 20 characters</td>
</tr>
<tr>
<td>Email Address*</td>
<td>Email address of the teacher associated with the roster</td>
<td>Email address of a teacher existing in TOMS</td>
</tr>
<tr>
<td>Roster Name*</td>
<td>Name of the roster</td>
<td>Up to 20 characters</td>
</tr>
<tr>
<td>SSID*</td>
<td>Student’s unique identifier within the LEA</td>
<td>Up to 30 alphanumeric characters</td>
</tr>
</tbody>
</table>

* Required field

5. Figure 43 shows a sample of a completed template.

![Sample Roster Upload file](image)

The sample roster template uses a roster called “GradeSix.” If the roster “GradeSix” does not exist in school 9999, the system performs one or more of the following:

- Creates the roster “GradeSix”
- Associates the teacher whose email 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 44). Select your roster file in the pop-up window.
Roster Management | Creating Rosters Through File Upload

7. Select the [Next] button at the center of the page (Figure 44).

Step 2. Preview
1. A preview of your file will load. Verify you have uploaded the correct file and select [Next] (Figure 45).

Step 3. 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 46).

Figure 44. Step 1: Upload Rosters screen

Figure 45. Step 2: Preview screen

Figure 46. Step 3: Validate screen with errors
2. Once your file has been validated, select [Continue with Upload] to continue the upload process (Figure 47).

![Figure 47. Step 3: Validate screen without errors](image)

**Step 4. Confirmation**

1. The Confirmation screen will load when your roster has been successfully uploaded to the system (Figure 48). Select the [Upload New File] button if you would like to upload another roster and repeat the process.

![Figure 48. Step 4: Confirmation screen](image)
Chapter 4. Appendices
Appendix A. User Support

If this document does not answer your questions, test administrators, test examiners, and California Assessment of Student Performance and Progress (CAASPP) test site coordinators should contact their local educational agency (LEA) CAASPP coordinators, who will contact the California Technical Assistance Center (CalTAC).

CalTAC for LEA CAASPP Coordinators

If you must contact CalTAC, you will be asked to provide as much detail as possible about the issue(s) you encountered.

CalTAC Help Desk for LEA CAASPP Coordinators
Toll-Free Phone Support: 800-955-2954
Email Support: caltac@ets.org
Website: http://www.caaspp.org/

Always include the following information:

- Information technology/network contact person and contact information
- Statewide Student Identifier(s) of affected students
- Operating system and secure browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
  – Wired or wireless internet network setup

Warning: Never provide any other student information, as doing so may violate Family Educational Rights and Privacy Act policies.
Appendix B. Change Log

There currently are no change log items.

<table>
<thead>
<tr>
<th>Change(s)</th>
<th>Section(s)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[To be determined]</td>
<td>[To be determined]</td>
<td>[To be determined]</td>
</tr>
<tr>
<td>[To be determined]</td>
<td>[To be determined]</td>
<td>[To be determined]</td>
</tr>
</tbody>
</table>