

# CALIFORNIA

Assessment of Student Performance and Progress

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# Guide to CAASPP Completion Status and Roster Management

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 and Mathematics  
California Science Tests



*Measuring the Power of Learning.™*



California Assessment of  
Student Performance and Progress





# Introduction to the Guide to CAASPP Completion Status and Roster Management

This user guide describes the features available within the California Assessment of Student Performance and Progress (CAASPP) Smarter Balanced Completion Status and Roster Management system. 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.



**Note:** 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 Score Reporting Web page at <http://www.caaspp.org/administration/reporting/>. The appeals process is described in the *Security Incidents and Appeals Procedure Guide*, available on the CAASPP Security and Test Administration Incident Reporting System Process for Summative Assessments Web page at <http://www.caaspp.org/stairs/>.


## 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:

- [Section I. Introduction to Completion Status and Roster Management](#) 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.
- [Section II. Navigating the Completion Status and Roster Management System](#) describes 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.
- [Section III. Preparing for Testing](#) details how to add, modify, delete, and print student rosters.
- [Section IV. Administering Tests](#) 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.

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.

Element	Description
	<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.
[Text]	Text in brackets is used to indicate a link or button that is selectable.
<u>Text</u>	Text that is underlined and blue is used to indicate hyperlinks or cross references in the document.