

CALIFORNIA

Assessment of Student Performance and Progress

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

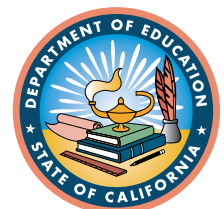
California Science Tests



Measuring the Power of Learning.™



California Assessment of
Student Performance and Progress



Section II. Navigating the Completion Status and Roster Management System

To log on to view Completion Status reports and manage rosters, users must have the authorized Single Sign-On (SSO) username (e-mail address) and password that permits access to the Test Operations Management System (TOMS) and the applications related to online testing. Test administrators and test examiners who have not received logon information for TOMS should contact their California Assessment of Student Performance and Progress (CAASPP) test site coordinator or local educational agency (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.



Warning: Do *not* share your logon information with anyone. The Completion Status and Roster Management system provides access to student information, which must be protected in accordance with federal privacy laws (the Family Educational Rights and Privacy Act) and California state law.

Logging On to the Completion Status and Roster Management System

To access the Completion Status and Roster Management system, you must have an authorized username (e-mail address) and password for the SSO system that was described on the previous page.

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

1. Open your Web browser and navigate to the CAASPP Portal at <http://www.caaspp.org/>, shown in Figure 1.
2. Locate the [**Completion Status/ Roster Management**] button near the top of the screen.
3. Select the [**Completion Status/ Roster Management**] button, which is indicated in Figure 1.



Figure 1. CAASPP Portal

4. You will be directed to the SSO Web form, shown in Figure 2.
5. 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.
6. Enter your e-mail address in the *E-mail Address* field.
7. Enter your password in the *Password* field.
8. Select the [Secure Login] button.

Figure 2. SSO Web form

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

1. Open your Web browser and navigate to TOMS at <https://caaspp.ets.org/> and complete the SSO Web form, shown in Figure 2, using the instructions in steps 6–8 above.
2. Select the [Completion Status Reports] button (Figure 3) from the left-hand navigation pane.
3. You will be automatically logged on to the Completion Status and Roster Management system.

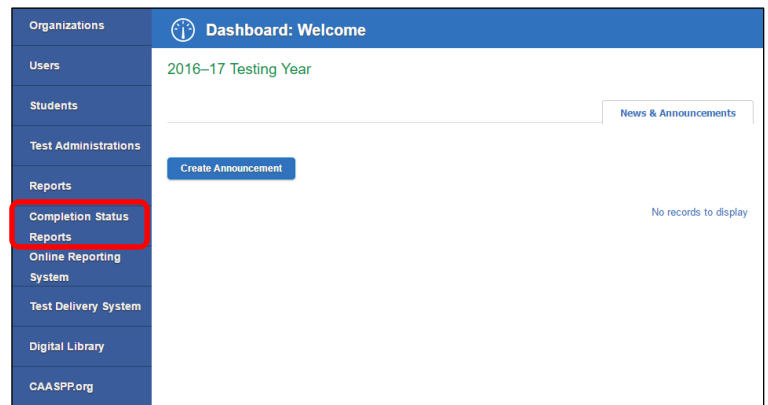


Figure 3. TOMS Dashboard

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.**

To log off the Completion Status and Roster Management system:

1. Select the [Log out] button in the top right-hand corner of the screen (indicated in Figure 5).



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.

Understanding Completion Status and Roster Management Features

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



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

Home Page Dashboard

The Home Page Dashboard, shown in Figure 4, 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.

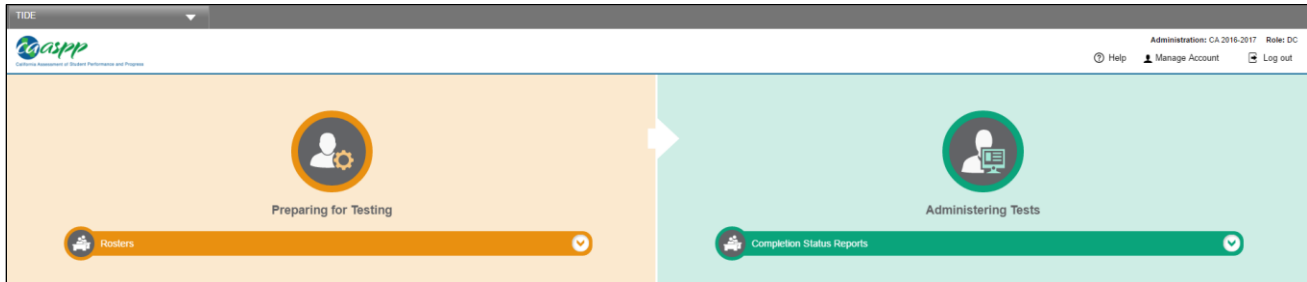


Figure 4. Home Page Dashboard

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

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

Header

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

The menu bar, shown in Figure 5, contains three linked icons:

- The [Home] icon [🏠] takes you to the Home Page Dashboard from any page within the system.

- The **[Preparing for Testing]** icon [👤] and link produce the *Rosters* drop-down list from which users can select from the following options:
 - Add Rosters
 - View/Edit Roster
 - Upload Roster
- The **[Administering Tests]** icon [👤] and link produce the *Completion Status Reports* drop-down list from which users can select from the following tasks:
 - Plan and Manage Testing
 - Test Completion Rates

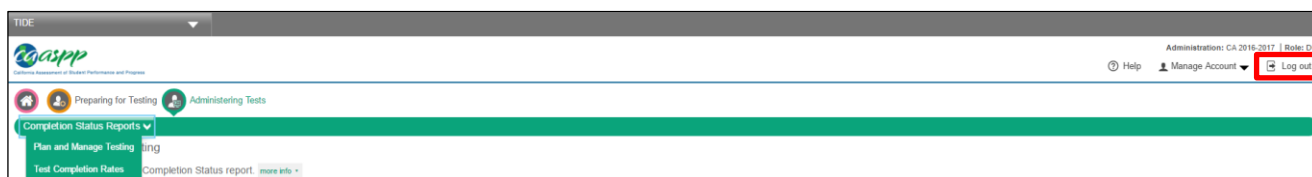


Figure 5. Menu bar with *Completion Status Reports* drop-down list



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

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 6).

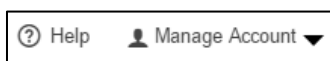


Figure 6. General tools

- The **[Help]** button links to the *Help* screen specific to the page you are currently viewing. For example, selecting the **[Help]** button while on the *Plan and Manage Testing* screen links to the *Plan and Manage Testing* help page (Figure 7).

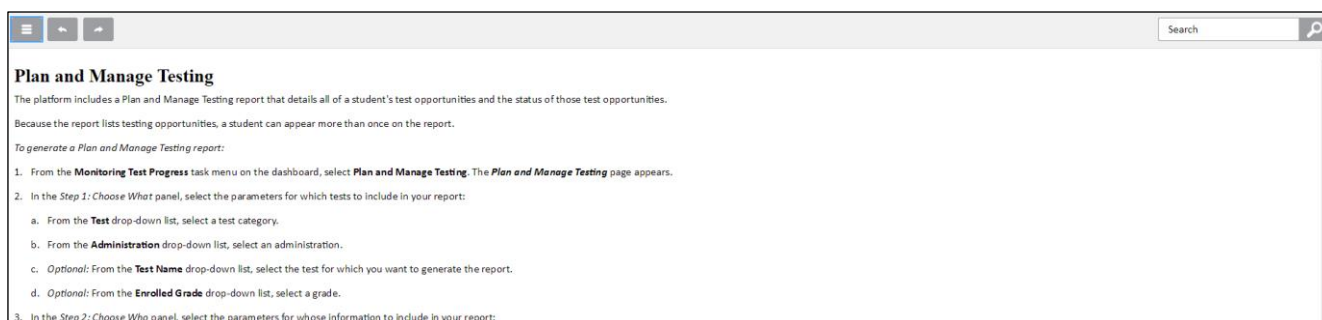


Figure 7. Sample *Help* screen

- The Manage *Account* drop-down menu (Figure 8) displays the following tasks:
 - Change Role
 - My Contact
 - Reset Password

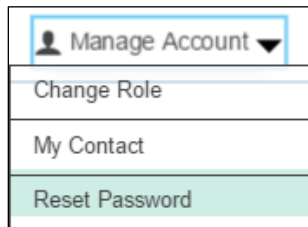


Figure 8. Manage Account drop-down menu



Note: Users do have the ability to change roles, but only from among the roles they have already been assigned in TOMS.

For more information about managing your account, see the *TOMS Pre-Administration Guide for CAASPP Testing* available on the Manuals and Instructions Web page at <http://www.caaspp.org/administration/instructions/>.

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