

# 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





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## Section III. Preparing for Testing

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

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 LEA. Students can be included in multiple rosters. You cannot create rosters for users outside of your organization.

#### What follows are important notes about rosters:

- 1. Rosters may also include students from different grades. However, the score reports 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 you selected on the Home Page Dashboard Web page. For example, if a roster includes students from grades three and four, and you select a grade three mathematics test, you will see data only for the students who tested in grade three.**
- 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. Rosters are otherwise assigned to CAASPP test site coordinators and users with test administrator or educator user roles.**
- 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."**

## To add 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](#) section.

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 9).



**Figure 9. Rosters drop-down list**

2. Select *Add Roster* (Figure 9). The Add Roster page loads (Figure 10).

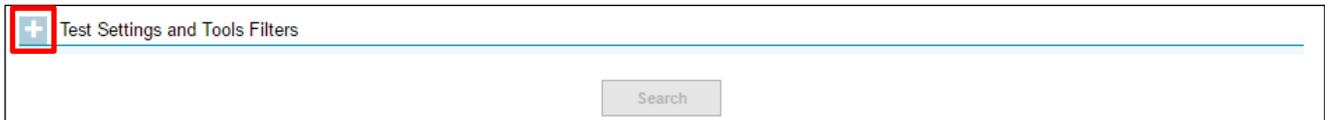
**Figure 10. Add Roster form**

**Searching 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:** Allows users to select the LEA associated with this roster. This is a required field as indicated by the asterisk (\*).
  - **School:** Allows users to select the school associated with this roster. This is a required field as indicated by the asterisk (\*).
  - **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 11).



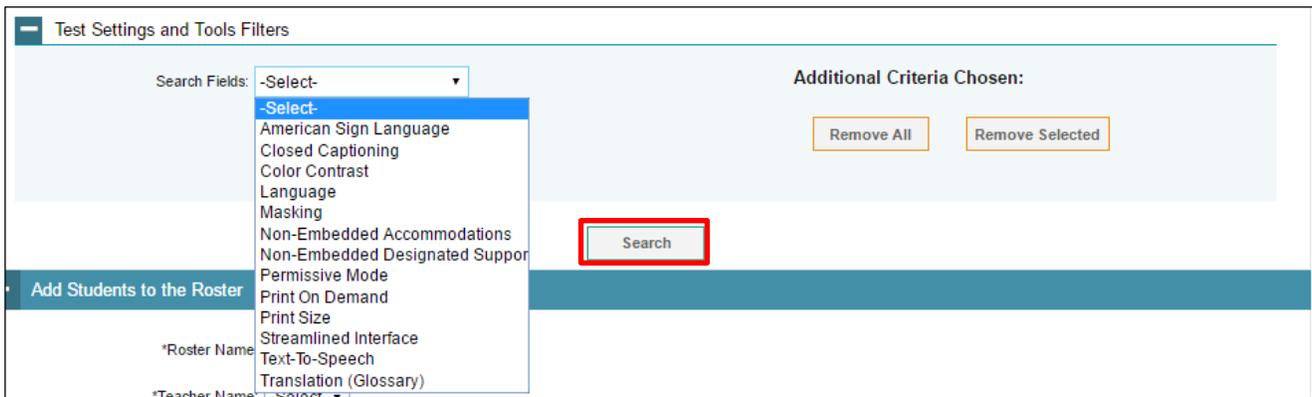
**Caution:** Test settings updated in TOMS in the morning will be accessible in the Roster Management portion of the system by the afternoon. Any test settings inputted in TOMS after 5 p.m. Pacific standard time will be available in Roster Management the following day.



**Figure 11. Test Settings and Tools Filters subhead**

3. In the *Search Fields* drop-down menu, select the test settings to add to your search (Figure 12). The options include:

- American Sign Language
- Closed Captioning
- Color Contrast
- Language
- Masking
- Non-Embedded Accommodations
- Non-Embedded Designated Supports
- Permissive Mode
- Print On Demand
- Print Size
- Streamlined Interface
- Test-To-Speech
- Translation (Glossary)

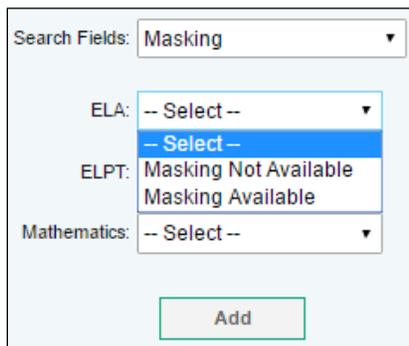


**Figure 12. Search Fields drop-down menu**



**Note:** For more information about test settings, supports, and accommodations, see the Smarter Balanced *Usability, Accessibility, and Accommodations Guidelines* posted at <http://www.smarterbalanced.org/wp-content/uploads/2015/09/Usability-Accessibility-Accommodations-Guidelines.pdf>.

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 13).



**Figure 13. Test Types drop-down menus**

5. Select the **[Add]** button (Figure 13). This action will list your test settings search parameters under the Additional Criteria Chosen subhead (Figure 14).

**Additional Criteria Chosen:**

Masking:  
 ELA: Masking Available  
 ELPT:  
 Mathematics:

Permissive Mode:  
 ELA:  
 ELPT:  
 Mathematics: Permissive Mode  
 Disabled

Remove All      Remove Selected

**Figure 14. 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 14), or you may select the test setting(s) individually using the checkboxes and then select the **[Remove Selected]** button (Figure 14).
8. Once the *Search for Students to Add to the Roster* fields are complete, select the **[Search]** button (indicated in Figure 12). 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.

***Adding students to the roster:***

1. In the Add Students to the Roster section (Figure 15), type a name for your roster in the *Roster Name* field. This is a required field as indicated by the asterisk (\*).

— Add Students to the Roster

\*Roster Name:

\*Teacher Name:

**Figure 15. Add Students to the Roster section**

2. Select the teacher associated with this roster from the *Teacher Name* drop-down menu. This is also a required field as indicated by the asterisk (\*).
3. To add students, in the list of available students (Figure 16) 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.

Available Students (8)				Students in Roster (4)			
<input type="checkbox"/>	Grade 3	Washington, George	9990009010	<input type="checkbox"/>	Grade 3	Doe, Jane	9990009012
<input type="checkbox"/>	Grade 3	Adams, John	9990009019	<input type="checkbox"/>	Grade 3	Doe, John	9990009011
<input type="checkbox"/>	Grade 3	Jefferson, Thomas	9990009018	<input type="checkbox"/>	Grade 3	Doe, Janet	9990009009
<input type="checkbox"/>	Grade 3	Madison, James	9990009017	<input type="checkbox"/>	Grade 3	Doe, Jake	99900090...
<input type="checkbox"/>	Grade 3	Monroe, James	9990009016				
<input type="checkbox"/>	Grade 3	Jackson, Andrew	9990009015				
<input type="checkbox"/>	Grade 3	Harrison, William	9990009014				
<input type="checkbox"/>	Grade 3	Taylor, Zachary	99900090...				

**Figure 16. Sample student results**

4. To remove students, do one of the following in the list of students in the roster (Figure 16):
  - a. To remove one student from the roster, select the [X] icon [X] 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.

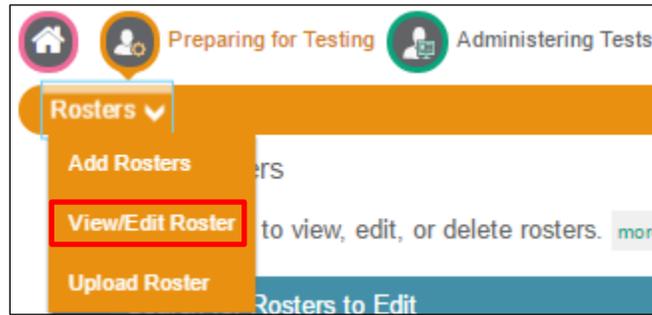
## Viewing, Editing, Deleting, and Printing a Roster

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 LEA CAASPP coordinators and CAASPP test site coordinators only), or by adding students 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).

### To view/edit a roster:

1. Under the Preparing for Testing task category, select the *Rosters* drop-down menu to display the task options (Figure 17).



**Figure 17. Rosters drop-down menu**

2. Select *View/Edit Rosters* (indicated in Figure 17). The View/Edit Rosters page loads (Figure 18).

**Figure 18. View/Edit Rosters form**

3. The Search for Rosters to Edit section (Figure 18) 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 19), select the **[pencil]** icon  for the roster you want to view/edit.

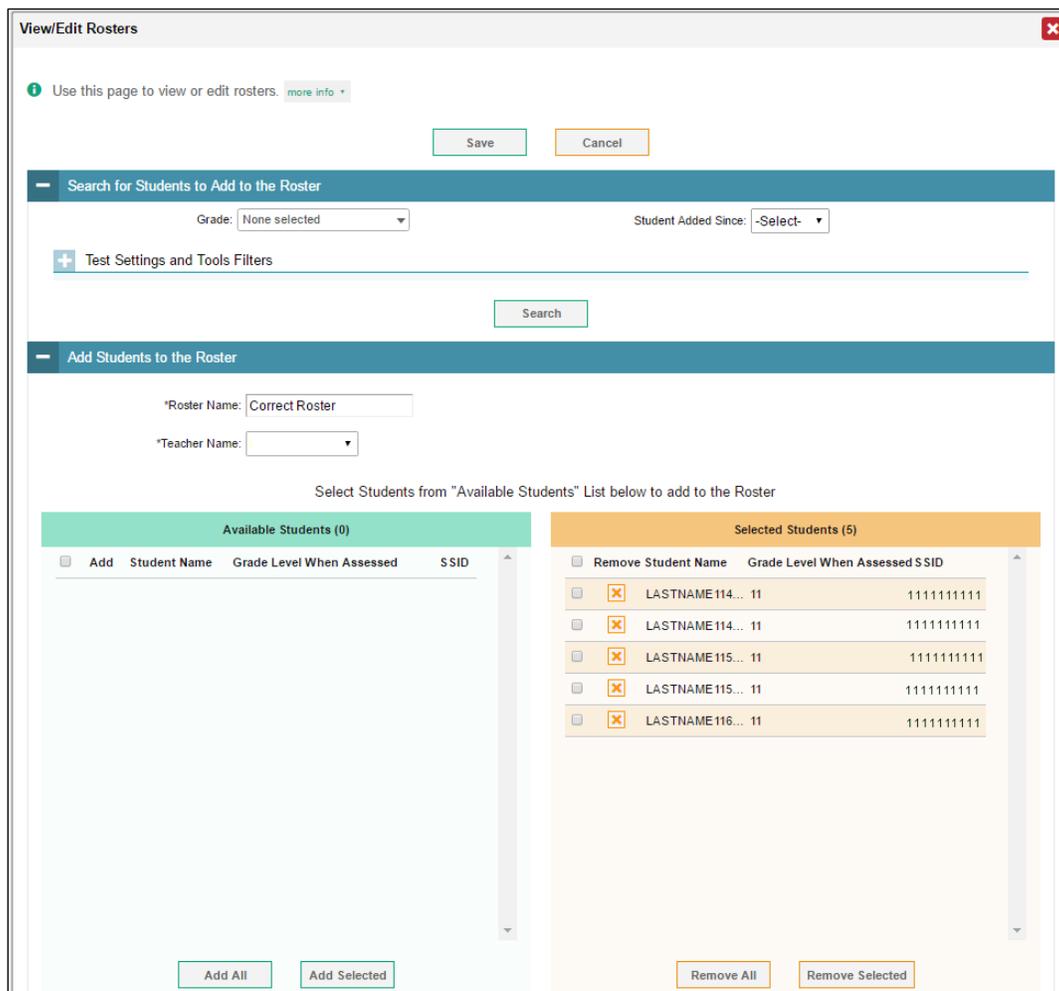
Note: For multiple roster selection, you may print 50 students at a time.

Number of rosters found: 3

<input type="checkbox"/>	Edit	Roster Name	Grades In Roster	Number Of Students
<input type="checkbox"/>		Correct Roster	11	5
<input type="checkbox"/>		Roster 3	11	5
<input type="checkbox"/>		Roster2	09	3

**Figure 19. 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](#) section of this guide.



**Figure 20. 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 20). (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 20):
  - 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 20):
- To remove an individual student from the roster, select the [X] icon [✗] associated with that student.
  - To remove all of the students from the roster, select the [Remove All] button.
  - 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].

### To delete a roster:

- Retrieve the rosters you want to delete by following the procedure in the [To View/Edit a Roster](#) section.
- In the list of retrieved rosters (Figure 21), do one of the following to delete a roster:
  - To delete a selected roster(s), mark the checkbox for the roster(s) you want to delete.
  - To delete all of the rosters, mark the checkbox at the top of the table to select all of the rosters.

View/Edit Rosters

Use this page to view, edit, or delete rosters. [more info](#)

+ Search for Rosters to Edit

Note: For multiple roster selection, you may print 50 students at a time.

Number of rosters found: 3

<input type="checkbox"/>	Edit	Roster Name	Grades In Roster	Number Of Students
<input checked="" type="checkbox"/>		Correct Roster	11	5
<input type="checkbox"/>		Roster 3	11	5
<input type="checkbox"/>		Roster2	09	3

Figure 21. Retrieved Rosters list

- Select the [Delete] icon [🗑️] and in the *Confirm Deletion* pop-up window (Figure 22), select [Yes].

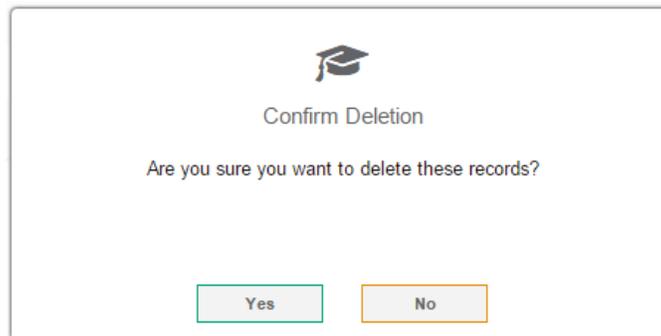


Figure 22. Delete Roster Confirmation pop-up window

## To print a roster:

1. Retrieve the rosters you want to delete by following the procedure in the [To View/Edit a Roster](#) section.
2. In the list of retrieved rosters (Figure 21), 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 23).
- **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 24).

Roster Student List		
School ID: 11111111111111		
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 23. 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 (1111111111111111)	SAMPLE UNIFIED (0000000000000000)	
LASTNAME1156, FIRSTNAME1156 MIDDLENAME1156	11	SAMPLE HIGH (1111111111111111)	SAMPLE UNIFIED (0000000000000000)	
LASTNAME1145, FIRSTNAME1145 MIDDLENAME1145	11	SAMPLE HIGH (1111111111111111)	SAMPLE UNIFIED (0000000000000000)	
LASTNAME1155, FIRSTNAME1155 MIDDLENAME1155	11	SAMPLE HIGH (1111111111111111)	SAMPLE UNIFIED (0000000000000000)	
LASTNAME114, FIRSTNAME114 MIDDLENAME114	11	SAMPLE HIGH (1111111111111111)	SAMPLE UNIFIED (0000000000000000)	

Figure 24. 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 1. Upload

1. Under the Preparing for Testing task category, select the *Rosters* drop-down menu to display the task options (Figure 25).

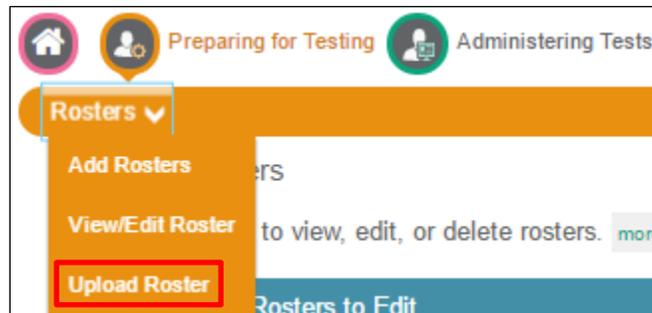


Figure 25. *Rosters* drop-down menu

2. Select *Upload Roster* (indicated in Figure 25). The Upload Roster page loads (Figure 26).

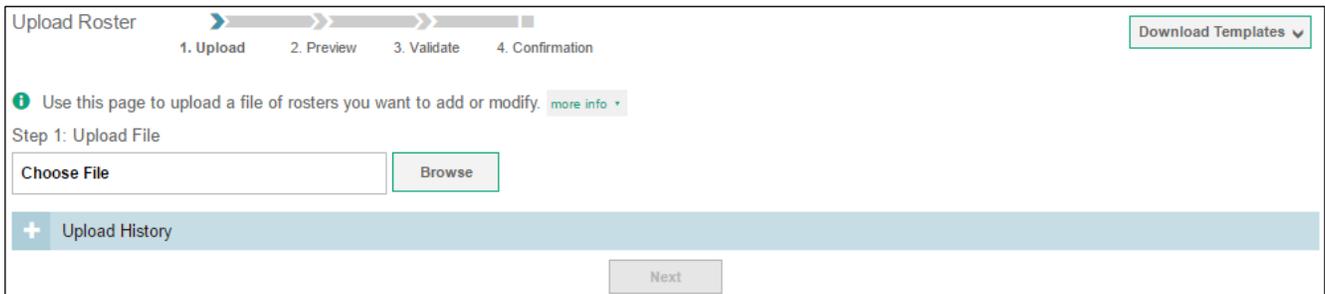


Figure 26. Step 1: *Upload Roster* screen

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 27).

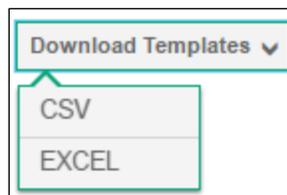


Figure 27. *Download Templates* drop-down menu

4. Navigate to the downloaded template and complete the template for your roster. Table 2 provides the guidelines for filling out the template and Figure 28 is a sample of a completed template.

**Table 2. Columns in the Rosters Template**

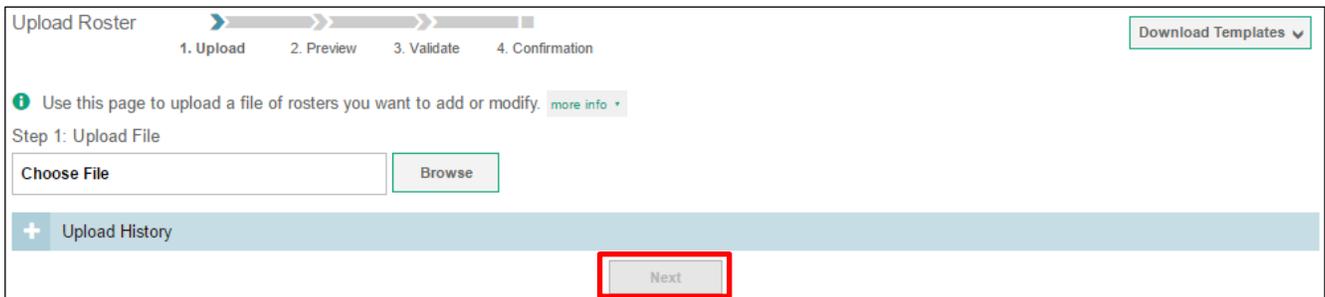
Column Name	Description	Valid Values
School ID	School associated with the roster	School ID as it appears in TOMS. Up to 20 characters.
Email Address*	E-mail address of the teacher associated with the roster	E-mail address of a teacher existing in TOMS
Roster Name*	Name of the roster	Up to 20 characters
SSID (Statewide Student Identifier)*	Student’s unique identifier within the LEA.	Up to 30 alphanumeric characters

\*Required field

	A	B	C	D
1	<b>School ID</b>	<b>Email Address</b>	<b>Roster Name</b>	<b>SSID</b>
2	555555555555555	sample1@email.org	Sample Roster	1111111111
3	555555555555555	sample2@email.org	Sample Roster	2222222222

**Figure 28. Sample Roster Upload file**

5. Once your roster is complete, navigate to the saved file on your computer by selecting the **[Browse]** button on the Upload Roster page (Figure 29). Select your roster file in the pop-up window.



**Figure 29. Step 1: Upload Roster screen**

6. Select the **[Next]** button at the center of the page (Figure 29).

### Step 2. Preview

1. A preview of your file will load. Verify you have uploaded the correct file and select **[Next]** (Figure 30).

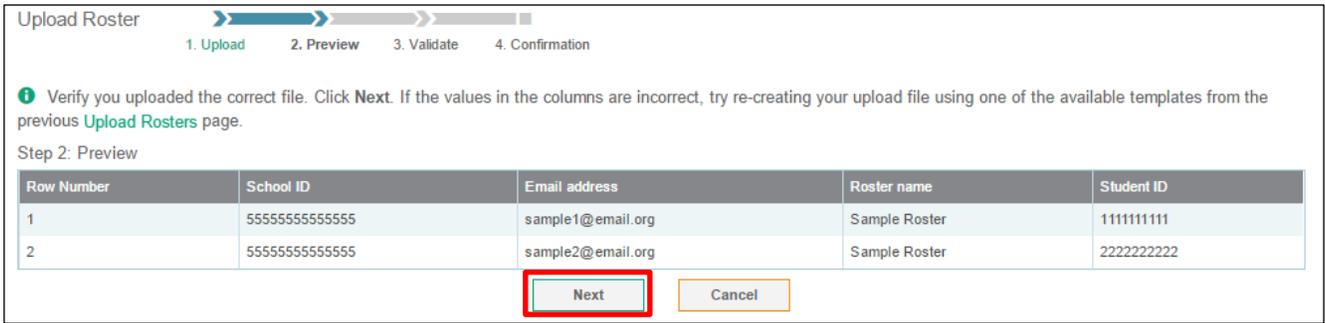


Figure 30. Step 2: Preview screen

### 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 31).

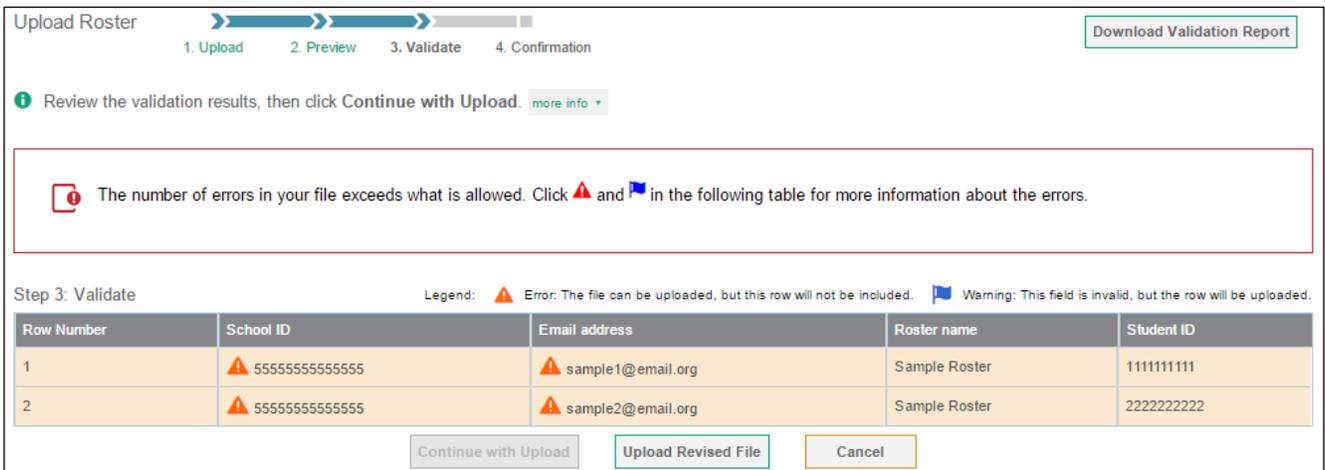


Figure 31. Step 3: Validate screen with errors

2. Once your file has been validated, select **[Continue with Upload]** to continue the upload process (Figure 32).

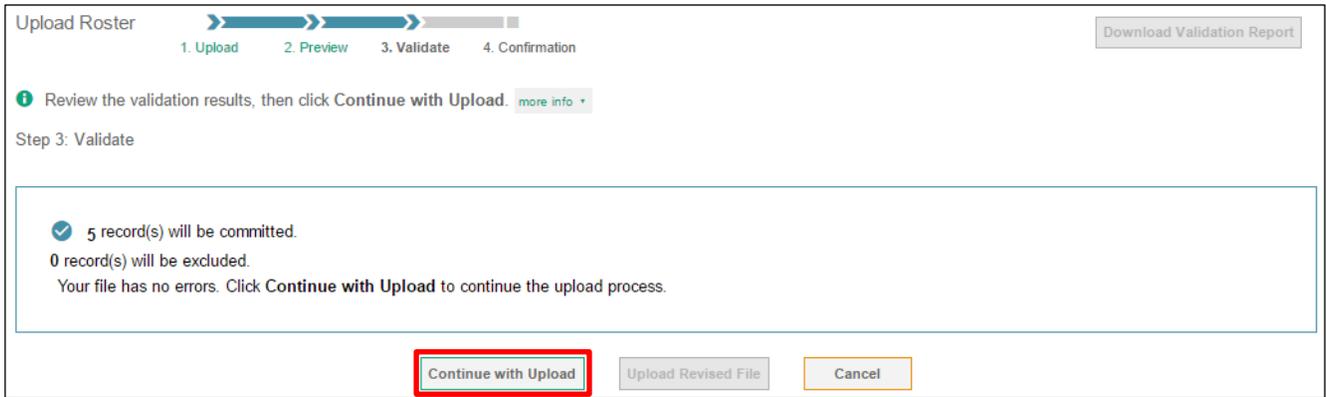


Figure 32. Step 3: *Validate* screen without errors

### Step 4. Confirmation

1. The *Confirmation* screen will load when your roster has been successfully uploaded to the system (Figure 33). Select the **[Upload New File]** button if you would like to upload another roster and repeat the process.

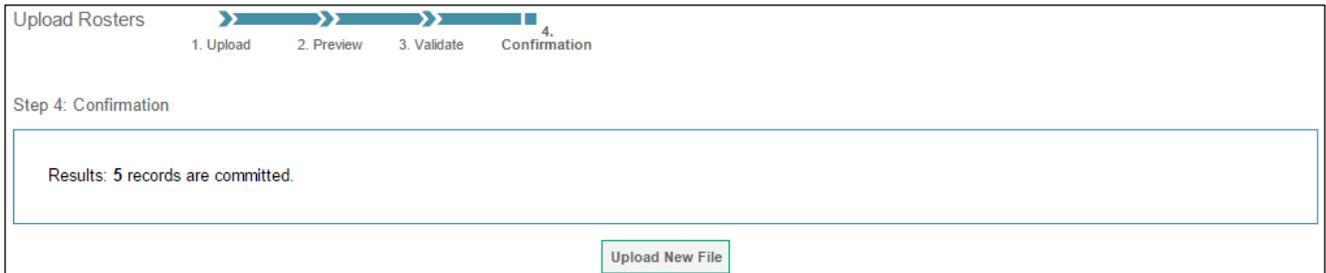


Figure 33. Step 4: *Confirmation* screen