
From: CalTac <CalTAC@info.ets.org>
Sent: Wednesday, August 16, 2017 10:54 AM
To:
Subject: CAASPP--Interim Assessment Transition to 2017-18 Administration



Measuring the Power of Learning.™

Dear LEA CAASPP Coordinator:

As a reminder, the Smarter Balanced Interim Assessments will experience downtime from **Wednesday, August 30, 2017, through Monday, September 4, 2017**, to prepare for the transition to the 2017–18 school year. Note that systems may go offline the day prior to a scheduled downtime day (no earlier than 5 p.m.) and will resume by 8 a.m. the day following a scheduled downtime day.

Key dates related to the downtime:

- **August 22–29**—The California Technical Assistance Center (CalTAC) will remove *all* 2016–17 user roles in the Administration and Registration Tools (ART) interface that provide access to the Interim Assessment Reporting System (IA Reporting System). **Digital Library accounts will not be impacted.** The appropriate ART user roles provide access to view student results in the IA Reporting System. Local educational agency (LEA) California Assessment of Student Performance and Progress (CAASPP) coordinators should contact CalTAC if there is an urgent need for access to interim assessment results between August 22 and August 30, 2017.
- **August 30**—CalTAC will remove *all* 2016–17 user roles in the Test Operations Management System (TOMS) interface that provide access to the interim assessment systems. The appropriate TOMS user roles provide access to administer and hand score interim assessments.
- **September 5**—LEA CAASPP coordinators who have been designated by their LEA superintendent and have returned the necessary security agreement will be provisioned (i.e., registered) for 2017–18 in TOMS and ART. Once LEA CAASPP coordinators are provisioned, they will be responsible for adding users from their LEA and providing the necessary access in both systems. **Important Note: Details about how to provision LEA staff for the new Interim Assessment (IA) Reporting System will be e-mailed to you in September.**
- **Also on September 5**—The 2017–18 Smarter Balanced Interim Assessments will be available for LEA use. In addition to revising some interim assessment block (IAB) items, Smarter Balanced will release several new IABs. For more details about the new and revised IABs, please refer to the 2017–18 Interim Assessment Blocks Overview document at <https://portal.smarterbalanced.org/library/en/interim-assessments-overview.pdf>.

Important steps in preparation for the 2017–18 interim assessments:

Prior to the downtime on August 22

Ensure that your LEA superintendent has designated you as the LEA CAASPP coordinator and return the necessary security agreement. If you have not been designated as the LEA CAASPP coordinator for 2017–18 and/or have not returned your security agreement, you will not be able to provision any users in your LEA.

1. In ART, download all users in your LEA by selecting the [**Create/Modify User**] icon, and then selecting the [**Export**] button to download a file of the users in your LEA. As mentioned above, details about how to provision LEA staff for the new IA Reporting System will be e-mailed to you in September. Beginning September 5, however, all designated LEA CAASPP coordinators who have returned the necessary security agreement will have access to the new IA Reporting System.

Prior to the downtime on August 30

1. In TOMS, download the LEA User List Report (i.e., the file of past users) or a blank template.
 - a. The LEA User List Report is linked in the [**Reports**] button in the left navigation bar; scroll down the form and select the [**DOWNLOAD REPORT**] button in the “LEA User List Report” section. This report includes all current users associated with the LEA. You also will be able to download the report after September 4. Directions are provided in TOMS.
 - b. The blank template is linked in the [**Users**] button in the left navigation bar; select this tab, then select the [**Upload Users**] button in the left navigation bar, and select the [**Download Spreadsheet Template**] down-arrow  icon to download the blank Excel template. Note that the blank template includes a worksheet that contains the file specifications.
2. Update your 2017–18 student enrollment data in the California Longitudinal Pupil Achievement Data System (CALPADS). Changes made in CALPADS to student demographics from August 29–September 4, 2017 may take 24–48 hours to update in TOMS after all systems come back online on Tuesday, September 5.

During the downtime from August 30 through September 4

1. Use the LEA User List Report to determine which users need to be modified and which users are no longer associated with the LEA. Prepare the TOMS upload file for the 2017–18 users associated with the LEA. Ensure that educators who will need to administer interim assessments are provisioned with the correct user roles in TOMS. (See the CAASPP User Roles in TOMS Web page at <http://www.caaspp.org/administration/toms/toms-users.html> for user role definitions.) You will be able to upload these files on September 5.

Between September 5 and 8

1. Upload the TOMS file by selecting the [**Users**] button in the left navigation bar and then select the [**Upload Users**] button. Follow the directions provided in TOMS to upload the user file.

Note: Although these activities can be completed after the systems resume, you are encouraged to complete them during the timeframes listed above so staff can administer the interim assessments as soon as they are available.

Remember that during the downtime, all TOMS and ART user roles with access to the interim assessments will be cleared out. Only LEA CAASPP coordinators who have been named in the

superintendent designation form and have returned the security agreement will be provided access to TOMS and ART on September 5, 2017.

Questions about access to the interim assessments and related systems should be directed to CalTAC by phone at 800-955-2954 or by e-mail at caltac@ets.org.

Sincerely,

California Technical Assistance Center

E-mail: caltac@ets.org

Web site: <http://www.caaspp.org/>

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