
From: CalTac <CalTAC@info.ets.org>
Sent: Tuesday, August 21, 2018 3:43 PM
To:
Subject: CAASPP--Interim Assessment Transition to 2018-19 Administration



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Dear LEA CAASPP Coordinator:

This email serves as a reminder that the Smarter Balanced Interim Assessments will experience a downtime from **Wednesday, August 29 through Monday, September 3, 2018**, to prepare for the transition to the 2018–19 school year. Note that systems may go offline the day prior to the scheduled downtime (no earlier than 5 p.m.) and will resume by 8 a.m. the day following a scheduled downtime.

Key dates related to the downtime:

- **August 29–September 3**—The California Technical Assistance Center (CalTAC) will remove *all* 2017–18 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 manage and view student results in the IA Reporting System. Local educational agency (LEA) CAASPP coordinators should contact CalTAC if there is an urgent need for access to interim assessment results between August 29 and September 3, 2018.
- **August 29**—CalTAC will remove *all* 2017–18 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 4**—LEA CAASPP coordinators who have been designated by their LEA superintendent and have returned the necessary security agreement will be registered for 2018–19 in TOMS and ART. Once LEA CAASPP coordinators are registered, they will be responsible for adding users from their LEA and providing the necessary access in both systems.
- **Also on September 4**—The 2018–19 Smarter Balanced Interim Assessments will be available for LEA use. For more details about the interim assessments, please refer to the [2018–19 Interim Assessment Blocks Overview](#) web document.

Important steps in preparation for the 2018–19 interim assessments:

Prior to the downtime on August 29

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 2018–19 and/or have not returned your security agreement, you will not be able to register 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 and [**Export all results**] option to download a file of all the users in your LEA. Please note: This same downloaded template can be modified with any new/revised user information and then uploaded to ART.
2. 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, select the [**Upload Users**] button in the left navigation bar, and then 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.
3. Update your 2018–19 student enrollment data in the California Longitudinal Pupil Achievement Data System (CALPADS). Changes made in CALPADS to student demographics from August 29–September 3, 2018, may take 24–48 hours to update in TOMS after all systems come back online on Tuesday, September 4.

During the downtime from August 29 through September 3

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 2018–19 users associated with the LEA. Ensure that educators who will need to administer interim assessments are assigned the correct user roles in TOMS. (See the [CAASPP User Roles in TOMS](#) web page for user role definitions.) You will be able to upload these files on September 4.

Between September 4 and 7

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: 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 [2018–19 Superintendent Designation Form](#) and have returned the security agreement will be provided access to TOMS and ART when systems resume on September 4, 2018.

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

Sincerely,

California Technical Assistance Center

Email: caltac@ets.org

Website: <http://www.caaspp.org/>

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