
From: CalTac <CalTAC@info.ets.org>
Sent: Friday, October 16, 2015 2:15 PM
To:
Subject: CAASPP--October 20 Webcast: TOMS Test Administration and User Setup



Dear LEA CAASPP Coordinator:

On **Tuesday, October 20, 2015**, from **1 to 2 p.m.**, Educational Testing Service (ETS) will present the Test Operations Management System (TOMS) Test Administration and User Setup Webcast to demonstrate the process for setting up test administration window(s) and establishing users for the 2015–16 California Assessment of Student Performance and Progress (CAASPP) assessments. Topics will include the following:

- The Online Designation Form and Test Security Agreement
- How to log on to TOMS
- How to configure test administrations in TOMS and view test windows
- Adding and Managing Users in TOMS

You may view the Webcast at <http://www.caaspp.org/training/webcast/>. Reviewing the user role definitions prior to the Webcast may be helpful to viewers. A list of available user roles and definitions is posted at <http://www.caaspp.org/administration/toms/toms-users.html>.

This Webcast is open to everyone and requires no preregistration. A logon account is not required. Materials and the archive of the Webcast will be available in the “Webcast Archives” section on the Current Administration of the CAASPP System Tests Training Videos and Resources Web page at <http://www.caaspp.org/training/caaspp/>.

If you have any questions about the 2015–16 CAASPP administration, please contact your CalTAC representative by phone at 800-955-2954 or by e-mail at caltac@ets.org.

Sincerely,

California Technical Assistance Center
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