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**From:** CalTac <CalTAC@info.ets.org>  
**Sent:** Friday, September 04, 2015 12:29 PM  
**To:**  
**Subject:** CAASPP--Opening Student Data Files



Listening. Learning. Leading.®

Dear LEA CAASPP Coordinator:

Student data files for the 2014–15 administration of the California Assessment of Student Performance and Progress (CAASPP) are in .dat format. A .dat file contains data in an unspecified format—what you see is dependent upon the application you use to open the file. In the case of the student data file, the .dat file contains plain text data. When opening and/or editing this file, it is critical that the “plain” text format be preserved. Use a plain-text editor when working with the file. You may want to research a fully featured plain-text editor on the Internet. If you are going to save your data file in Microsoft Excel, you must save it in plain text format (when you save, select a plain text format like .txt or .csv).

You can download your student data file from the [2014–15 version](#) of the Test Operations Management System (TOMS):

1. Access TOMS 2014–15.
2. In the Reports section, Student Reports subsection, select the [Select LEA] link.
3. Start entering letters in the name of your LEA. When the name appears, select it.
4. On the Reports > Student Reports screen > Student Results Report section, look for the name of your LEA under “Organization.” If it is correct, select the [**Download Report**] button. If it is not correct, select the [**Search**] icon (it looks like a magnifying glass) and try again.
5. Save the file to a location on your computer or network.

Once you have downloaded your file, take the following steps to open it:

1. Locate the file on your computer or network.
2. Right-click on the file icon.
3. Select *Open with* from the shortcut menu.
4. Select the application you wish to use to view your data; it is recommended that you use a plain-text editor. If the application is not listed, select *Choose default program...* to find an application.
5. Once you have selected the application, the data file will open.

Questions about reporting and all other topics regarding the 2014–15 CAASPP administration should be directed to CalTAC: by phone at 800-955-2954 or by e-mail at [caltac@ets.org](mailto:caltac@ets.org).

Sincerely,

California Technical Assistance Center  
Phone: 800-955-2954  
Fax: 800-541-8455  
E-mail: [caltac@ets.org](mailto:caltac@ets.org)  
Web site: <http://www.caaspp.org/>

