
From: CalTac <CalTAC@info.ets.org>
Sent: Monday, December 07, 2015 2:11 PM
To:
Subject: CAASPP--TOMS User Setup and Guidance



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Dear LEA CAASPP Coordinator:

The functionality to add users in the 2015–16 version of the Test Operations Management System (TOMS) was made available to local educational agency (LEA) California Assessment of Student Performance and Progress (CAASPP) coordinators in mid-October. LEA CAASPP and test site coordinators that have not already done so are encouraged to set up users in TOMS in preparation for the Smarter Balanced Summative Assessments, which will be made available on January 19, 2016. Please note summative assessments will not be available until first day of the LEAs selected testing window.

A new resource, *CAASPP 2015–16 User Role Guidance*, is now available on the CAASPP TOMS Web page at <http://www.caaspp.org/administration/toms/>. LEA CAASPP and test site coordinators may find this resource helpful in determining which user roles to assign to staff.

A consideration as you set up your users is to ask your LEA's technology coordinator to make sure your LEA's network firewalls include @ets.org, @caaspp.org, and @airast.org as whitelisted domains. This will ensure that TOMS users receive their e-mail including instructions on how to log on to TOMS.

Questions about setting up users and all other topics regarding the 2015–16 CAASPP administration should be directed to CalTAC by phone at 800-955-2954 or by e-mail at caltac@ets.org.

Sincerely,

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