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**From:** CalTac <CalTAC@info.ets.org>  
**Sent:** Wednesday, December 6, 2017 1:06 PM  
**To:**  
**Subject:** Interim Assessment Reporting System--Create and Manage Student Groups



Measuring the Power of Learning.™

Dear LEA CAASPP Coordinator:

This e-mail serves as a reminder that, to provide staff in your local educational agency (LEA) with access to Smarter Balanced Interim Assessment student results and to create and manage student groups for staff, you or your designee must interact with two distinct online systems: the Administration and Registration Tools (ART) interface for assigning roles and the Interim Assessment Reporting System for creating and managing student groups.

### Assigning User Roles

User roles must be assigned in ART. To assign user roles, you can either [use a blank template downloaded from ART](#), or you can [modify a user export file downloaded from ART](#).

The “PII” user role provides access to the results of all students within a school or LEA, and the “PII\_GROUP” user role provides access only to the results of students to whom the staff member is assigned. The “GROUP\_ADMIN” role should be assigned only to LEA staff who will create and manage student groups. Further details on the Interim Assessment Reporting System user roles are available in [Appendix B of the CAASPP 2017–18 Interim Assessment User Guide](#).

### Creating and Managing Student Groups

Student groups must be created and managed in the Interim Assessment Reporting System. Detailed instructions for establishing student groups are available in the [Quick Start Guide: Manage Student Groups](#). Important note: Student groups cannot be created or managed in ART. While ART contains a [Create/Modify StudentGroups] button and an [Upload StudentGroups] button, those do **not** pertain to the Interim Assessment Reporting System.

Questions about the information in this e-mail should be directed to CalTAC by phone at 800-955-2954 or by e-mail at [caltac@ets.org](mailto:caltac@ets.org).

Sincerely,

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