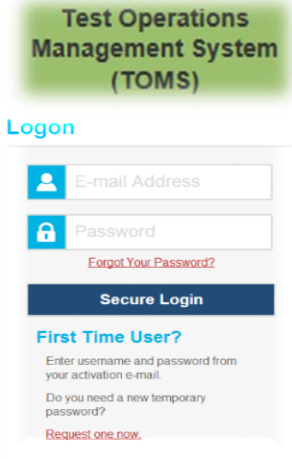


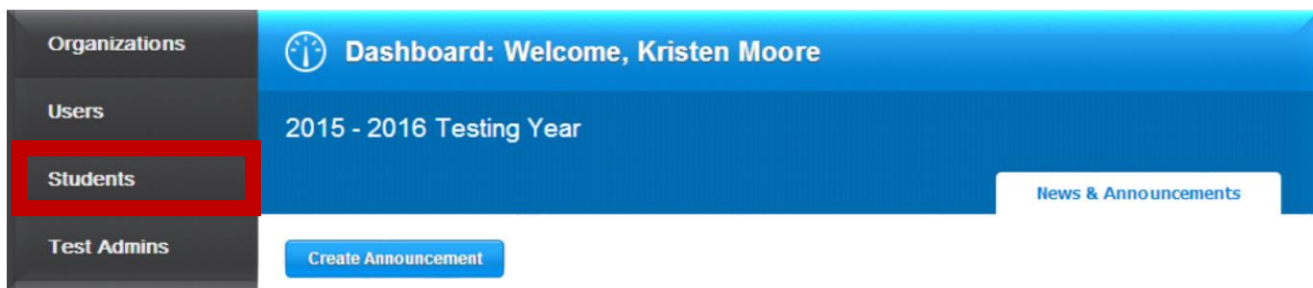
TOMS Navigation: Configuring Online Student Test Settings

Select the [Test Operations Management System (TOMS)] button on the CAASPP portal at <http://caaspp.org>. Log onto TOMS using your sign in credentials.



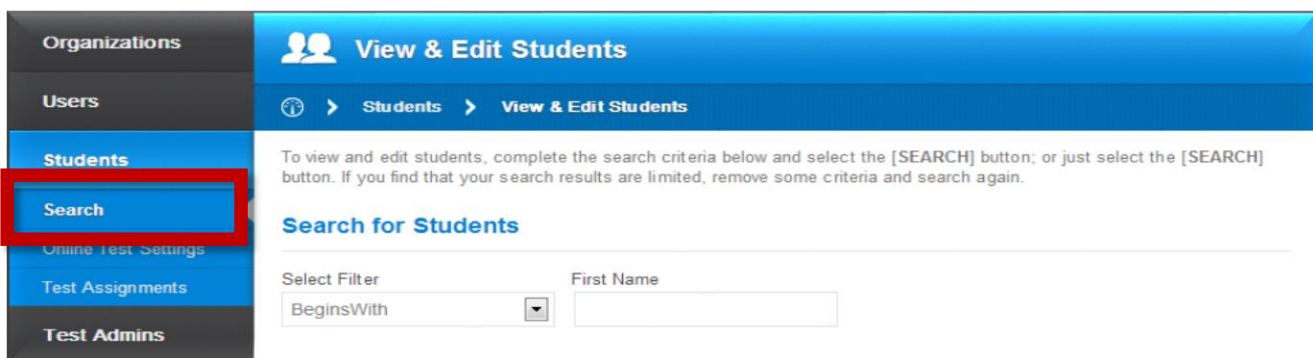
The screenshot shows the TOMS login interface. At the top, there is a green button labeled "Test Operations Management System (TOMS)". Below it is a "Logon" section with two input fields: "E-mail Address" and "Password". A link for "Forgot Your Password?" is located below the password field. A "Secure Login" button is positioned below the input fields. At the bottom, there is a "First Time User?" section with instructions to enter a username and password from an activation e-mail, a question about needing a new temporary password, and a link to "Request one now."

On the left navigation bar, select the [Students] button.



The screenshot displays the dashboard navigation bar. On the left, a vertical menu contains buttons for "Organizations", "Users", "Students", and "Test Admins". The "Students" button is highlighted with a red border. The main dashboard area is blue and contains the text "Dashboard: Welcome, Kristen Moore" and "2015 - 2016 Testing Year". A "Create Announcement" button is located at the bottom left, and a "News & Announcements" button is at the bottom right.

Upon selecting [Students], a dropdown menu will open. The [Search] button will be preselected.



The screenshot shows the "View & Edit Students" page. The left navigation bar has "Students" and "Search" highlighted with red borders. The main content area has a blue header "View & Edit Students" and a breadcrumb trail "Students > View & Edit Students". Below the header, there is a paragraph of instructions and a "Search for Students" section. This section includes a "Select Filter" dropdown menu with "BeginsWith" selected and a "First Name" input field.



Enter details about the student in the search fields or select the LEA the student is associated with by selecting the [Select Organization] link.

The screenshot shows the 'Search for Students' interface. On the left is a navigation menu with items: Students, Search, Online Test Settings, Test Assignments, Test Admins, Reports, Digital Library, Online Reporting System, and Test Delivery System. The main content area has a header: 'To view and edit students, complete the search criteria below and select the [SEARCH] button; or just select the [SEARCH] button. If you find that your search results are limited, remove some criteria and search again.' Below this is the 'Search for Students' section. It contains two rows of 'Select Filter' dropdowns followed by text input fields for 'First Name' and 'Last Name'. Both dropdowns are set to 'BeginsWith'. Below these are four more filters: 'SSID' (text input), 'Gender' (dropdown set to 'Select Gender'), 'Grade' (dropdown set to 'Select Grade'), and 'Status' (dropdown set to 'Select Status'). At the bottom left, there is an 'Organization' dropdown set to '-- Select Organization --'. Two red boxes highlight the 'Select Filter' dropdowns and the 'Organization' dropdown.

Select the [Search] button.

This screenshot shows the same 'Search for Students' interface as above, but with the search results area at the bottom. The results area is currently empty. At the bottom right of the form, there are two buttons: 'CLEAR' and 'SEARCH'.

Upon selecting [Search], search results will populate in a table.






We found 35170 entries matching your search criteria. Results Per Page 20

#	Name	SSID	School	Grade	Actions
1	LASTNAME001, FIRSTNAME001	0550000001	Demo School A (999999999999999)	KN	
2	LASTNAME002, FIRSTNAME002	0550000002	Demo School A (999999999999999)	KN	
3	LASTNAME003, FIRSTNAME003	0550000003	Demo School A (999999999999999)	KN	
4	LASTNAME004, FIRSTNAME004	0550000004	Demo School A (999999999999999)	07	
5	LASTNAME005, FIRSTNAME005	0550000005	Demo School A (999999999999999)	07	



To view and/or edit a student's profile, select the magnifying glass [View] icon.

We found 35170 entries matching your search criteria. Results Per Page 20 ▾

#	Name	SSID	School	Grade	Actions
1	LASTNAME001, FIRSTNAME001	0550000001	Demo School A (99999999999999)	KN	
2	LASTNAME002, FIRSTNAME002	0550000002	Demo School A (99999999999999)	KN	
3	LASTNAME003, FIRSTNAME003	0550000003	Demo School A (99999999999999)	KN	
4	LASTNAME004, FIRSTNAME004	0550000004	Demo School A (99999999999999)	07	
5	LASTNAME005, FIRSTNAME005	0550000005	Demo School A (99999999999999)	07	

The selected student's profile will open and the student's demographic information will be displayed.

Student Profile

[Back to Results](#)

View & Edit Students > Student Profile

Important: To assign students for CAA at grades 5 and 8, BOTH CAA and CAPA should be selected. To un-assign a student from CAPA and CAA, you must select CST or CMA and [No] for CAA.

Embedded and Non-embedded Accommodations are available for selection in the [Test Settings] tab only to students that have a Section 504 plan or an IDEA indicator with a valid primary disability type.

FIRSTNAME016 LASTNAME016 Demographics Test Mode Test Settings

IDs

State Abbreviation	SSID	Confirmation Code
CA	0550000014	FIRSTNAME16

Demographics

First Name	Middle Name	Last Name or Surname
FIRSTNAME016	F	LASTNAME016

Responsible LEA: Demo District A

Responsible School: Demo School A

To configure the student's online test settings, select the [Test Settings] tab.

Student Profile

[Back to Results](#)

View & Edit Students > Student Profile

Important: To assign students for CAA at grades 5 and 8, BOTH CAA and CAPA should be selected. To un-assign a student from CAPA and CAA, you must select CST or CMA and [No] for CAA.

Embedded and Non-embedded Accommodations are available for selection in the [Test Settings] tab only to students that have a Section 504 plan or an IDEA indicator with a valid primary disability type.

FIRSTNAME016 LASTNAME016 Demographics Test Mode Test Settings

IDs

State Abbreviation	SSID	Confirmation Code
CA	0550000014	FIRSTNAME16



Set embedded and non-embedded designated supports and accommodations for the student by selecting the appropriate option(s) in the checkboxes and dropdown menus.

Student Profile Back to Results

View > Edit Student > Student Profile

Important: To assign students for CAA at grades 5 and 8, BOTH CAA and CAPA should be selected. To unassign a student from CAPA and CAA, you must select CBT or CMA and [No] for CAA.

Embedded and Non-embedded Accommodations are available for selection in the [Test Settings] tab only to students that have a Section 504 plan or an IDEA Indicator with a valid primary disability type.

FIRSTNAME001 LASTNAME001 Demographics Test Mode Test Settings

Listed below are the students online test settings and designated supports.

Embedded Accommodations

- Braille (N/A for CAA)
- Text-to-Speech Passages (ELA)
- American Sign Language (Math and ELA listening)(N/A for CAA)
- Closed Captioning (ELA listening)
- Streamlined interface

Non-Embedded Accommodations

Print on Demand:

- Abacus (Math)
- Alternate Response Options
- Calculator (Math - Allowed Items Grades 6-8, 11)
- Multiplication Table (Math - Grades 4-8, 11)
- Read Aloud Passages (ELA)
- Scribe (ELA PT full write)
- Speech-To-Text (N/A for CAA)
- Unlimited resources
- Additional Alternate Assessment Instructional Supports(CAA Only)

Embedded Designated Supports

Color Contrast:

Translation Glossaries (Math)(N/A for CAA):

Print Size:

Text-to-Speech:

- Masking
- Stacked Translations and Translated Test Directions (Math - Spanish)(N/A for CAA)
- Permissive Mode (use with assistive devices)
- Reminder to Turn Off Any Universal Tool(s)

Non-Embedded Designated Supports

Translation Glossaries (only for Math paper-pencil tests)(N/A for CAA):

Read Aloud in Spanish (Math) (N/A for CAA):

- Bilingual Dictionary (ELA PT full write)(N/A for CAA)
- Color Contrast
- Color Overlay
- Magnification
- Noise Buffers
- Read Aloud Items (ELA items not passages and Math items)
- Scribe Items (ELA Non-Writing and Math items)
- Separate Settings(Special lighting/acoustics, adaptive furniture, time of day)
- Translated Test Directions(for Online ELA and Math-PDFs provided by Smarter Balanced)(N/A for CAA)

Select the [Update] button at the bottom of the page.

Non-Embedded Designated Supports

Translation Glossaries (only for Math paper-pencil tests)(N/A for CAA):

Read Aloud in Spanish (Math) (N/A for CAA):

- Bilingual Dictionary (ELA PT full write)(N/A for CAA)
- Color Contrast
- Color Overlay
- Magnification
- Noise Buffers
- Read Aloud Items (ELA items not passages and Math items)
- Scribe Items (ELA Non-Writing and Math items)
- Separate Settings(Special lighting/acoustics, adaptive furniture, time of day)
- Translated Test Directions(for Online ELA and Math-PDFs provided by Smarter Balanced)(N/A for CAA)

UPDATE

