

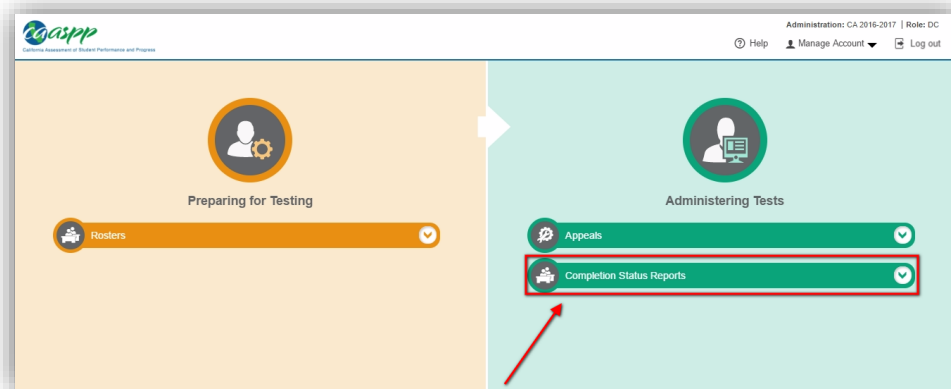
# Run a Completion Report for SBAC Assessments

**Purpose:** This report will allow you to identify students who have not yet completed any SBAC assessment including Interim and Summative.

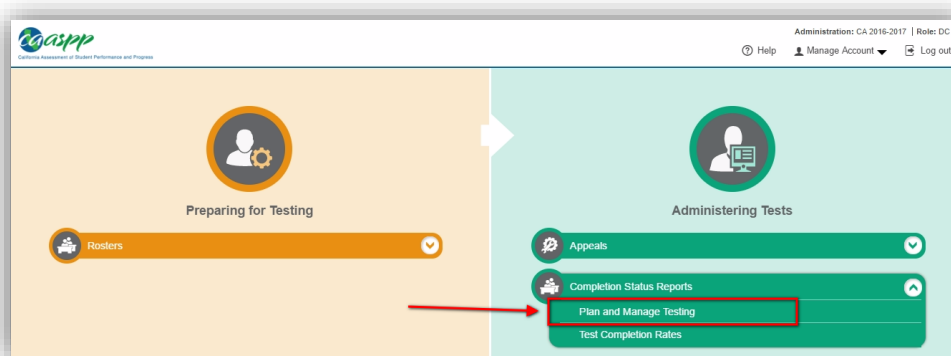
Begin at CAASPP.org. Select “Completion Status/Roster Management”.



Select “Completion Status Reports” from the Administering Tests dropdown menu.



Select “Plan and Manage Testing”.



Identify the assessment you would like a report for in step 1, select your school in step 2.

- 1) In step 3, select “have not” to identify students still requiring the completion of a test.
- 2) By exporting the report, a spreadsheet will be created that you can share by e-mail and print (generate does not allow either of these).

**Report Criteria**

**Step 1: Choose What**

Test: Smarter Summative ▼

Administration: 2016-2017 ▼

Test Name: All ▼

Enrolled Grade: All ▼

Filter By: ALL ▼

**Step 2: Choose Who**

District: Orange Unified (308862) ▼

School: Orange Unified District Li ▼

Group: All ▼

**Step 3: Get Specific**

students who **have not** completed 1st opportunity in the selected administration

students whose current opportunity will expire in \_\_\_\_\_ days.

students on their 1st opportunity in the selected administration, and have a status of any

students whose most recent SessionID was SessionID (optional) between 05/28/2017 and 05/28/2017

Note: If no TA or Session ID is specified, date range cannot exceed 15 days

**2**

Generate Report Export Report