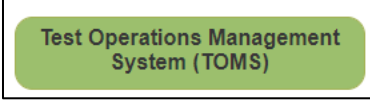
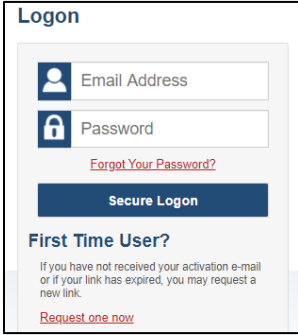
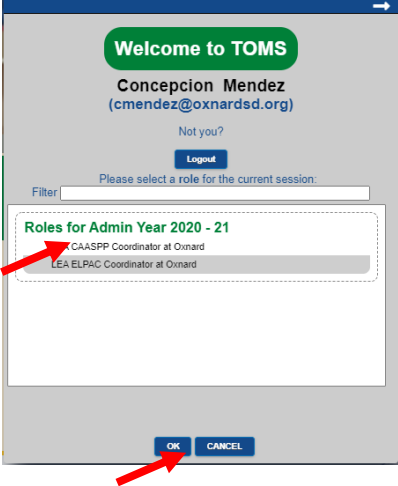
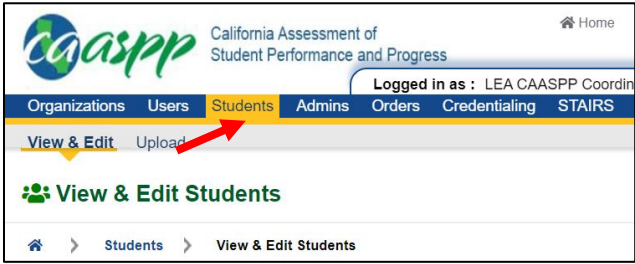


## How to view and edit student accommodations/supports in TOMS

(Test settings)

**CAASPP Site Coordinators** can use these instructions to assign appropriate accessibility resources to students who need them after the SIRAS upload.

**Test Administrators/Examiners** can use these instructions to verify supports for a particular student. TA/E have read-only access. To update supports/accommodations, please contact your site administrator.

<p>1. Go to <a href="http://www.caaspp.org">http://www.caaspp.org</a> and click on the TOMS tile.</p>	
<p>2. Log in using your TOMS log in credentials.</p>	
<p>3. Click on your CAASPP role and click OK.</p>	
<p>4. On the TOMS homepage, select the Students tab.</p>	
<p>5. Search for the student by typing the student's first and</p>	

last name or SSID number and click *Search*.

*Be sure to use the correct SSID or the legal first and last name.*

Students > View & Edit Students

### Search for Students

SSID:  First Name:  Last Name:

Organization:  Select Organization  Grade:

Unlisted Resources (UR):  English Language Acquisition Status:

6. To view or edit student test settings, select the magnifying glass corresponding to the appropriate student.




This is the *demographics* page (*read-only*). It contains all the basic information about the student including first name, last name, Local ID, CALPADS Special Ed. record, 504 record, etc.

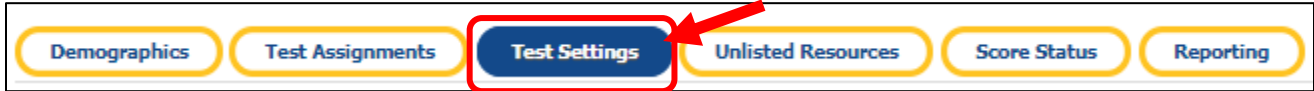
The screenshot shows the 'View & Edit Students' interface. At the top, there are navigation links for 'Students' and 'View & Edit Students', a 'Back to Results' button, and a 'Page' indicator. Below this is a breadcrumb trail and a search bar. A horizontal menu contains four tabs: 'Demographics' (highlighted in blue and pointed to by a red arrow), 'Test Assignments', 'Test Settings', and 'Unlisted Resources'. An 'Expand' button is on the right. The 'Details' section includes fields for SSID, Local Student ID, First Name, Middle Name, Last Name or Surname, and Responsible LEA (Oxnard). The 'Additional Information' section contains several rows of fields: Grade Assessed, CALPADS Date of Birth, CEDS Primary Language Code (ENG), Primary Language (English), US School Entry Date (Aug 1, 2015), English Language Acquisition Status (EO), CALPADS Special Education (No), Special Education for Testing (No), 504 Plan (No), and a grid of race/ethnicity checkboxes (Indian or Alaska, Black or African American, Asian, Hawaiian or Islander, Filipino, Two or More Races). At the bottom, there are fields for CALPADS Primary Disability Code and Primary Disability Code for Testing. Three callout boxes provide instructions: a green box points to the English Language Acquisition Status field, a blue box points to the 504 Plan field, and a red box points to the Special Education for Testing field.

**Students identified as English Learners will have an EL status.**

**If the student has a 504 and is eligible for accommodations, this box should be marked, "Yes." This information is imported from CALPADS.**

**If the student is in SpEd, and is eligible for accommodations, this box should be marked, "Yes." This information is imported from CALPADS.**

This is the **Test Settings** page. This is where embedded and non-embedded accessibility supports are enabled once checked off. Be sure to click  to save any changes.



**Embedded Accommodations** ⓘ

SELECT ACCESSIBILITY RESOURCE	DELIVERY MODE	ACCOMMODATION/SUBJECT	ELA (READING, WRITING, AND LISTENING)	MATHEMATICS
<input type="checkbox"/>	Computer	American Sign Language (for listening items)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Computer	Audio Transcript (for listening passages)	<input type="checkbox"/>	
<input type="checkbox"/>	Computer	Braille	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Computer	Closed Captioning (for listening items)	<input type="checkbox"/> (Listening)	
<input type="checkbox"/>	Computer	Speech-to-Text	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Computer	Text-to-Speech (for reading passages)	<input type="checkbox"/> (Reading Passages)	

**Non-Embedded Accommodations** ⓘ

SELECT ACCESSIBILITY RESOURCE	DELIVERY MODE	ACCOMMODATION/SUBJECT	ELA (READING, WRITING, AND LISTENING)	MATHEMATICS
	Computer	Additional Instructional Supports and Resources for Alternate Assessments		
<input type="checkbox"/>	Computer	Print on Demand (Request using the <a href="#">Excel template</a> )	Select ▾	Select ▾
<input type="checkbox"/>	Computer	Word Prediction	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Computer and Paper	100s Number Table		<input type="checkbox"/>
<input type="checkbox"/>	Computer and Paper	Abacus		<input type="checkbox"/>
<input type="checkbox"/>	Computer and Paper	Alternate Response Options	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Computer and Paper	Calculator		
<input type="checkbox"/>	Computer and Paper	Multiplication Table		
<input type="checkbox"/>	Computer and Paper	Read Aloud (for reading passages)	<input type="checkbox"/>	
<input type="checkbox"/>	Computer and Paper	Scribe (for performance task full-write)	<input type="checkbox"/> (Writing)	
<input type="checkbox"/>	Computer and Paper	Speech-to-Text	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Computer and Paper	Unlisted Resources	<input type="checkbox"/>	<input type="checkbox"/>
	Paper	Braille		
	Paper	Large-Print Special Form		

**Accommodations** are changes in procedures or materials that increase equitable access during the assessment. Digitally embedded and non-embedded accommodations are available for students for whom there is documentation of the need for the accommodations in an **Individualized Education Program (IEP)** or **504 plan**.

**Accommodations are ONLY for students in SpEd or who have a 504 plan**

**Embedded Designated Supports** ?

SELECT ACCESSIBILITY RESOURCE	DELIVERY MODE	DESIGNATED SUPPORT/SUBJECT	ELA (READING, WRITING, AND LISTENING)	MATHEMATICS	SCIENCE	SPANISH
<input type="checkbox"/>	Computer	Color Contrast	Select	Select		
<input type="checkbox"/>	Computer	Masking	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Computer	Mouse Pointer (size and color)	Select	Select		
<input type="checkbox"/>	Computer	Permissive Mode	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Computer	Print Size	Select	Select		
<input type="checkbox"/>	Computer	Streamline	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Computer	Text-to-Speech	<input type="checkbox"/> (ELA Items)	<input type="checkbox"/> (Stimulus and Items)		
<input type="checkbox"/>	Computer	Translations (Spanish Stacked–Dual Language) and Translated Test Directions		<input type="checkbox"/> Translated Test Directions		
<input type="checkbox"/>	Computer	Translation Glossary		Select		
<input type="checkbox"/>	Computer	Turn Off Any Universal Tools	<input type="checkbox"/>	<input type="checkbox"/>		

**Designated supports** are those features that are available for use by **ANY** student (including ELs, students with disabilities, and ELs with disabilities) for whom the need has been identified by an educator (or team of educators with parent/guardian and student input as appropriate).

**Non-Embedded Designated Supports** ?

SELECT ACCESSIBILITY RESOURCE	DELIVERY MODE	DESIGNATED SUPPORT/SUBJECT	ELA (READING, WRITING, AND LISTENING)	MATHEMATICS	SCIENCE	SPANISH
<input type="checkbox"/>	Computer	Amplification	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Computer	Color Contrast	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Computer	Magnification	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Computer and Paper	100s Number Table		<input type="checkbox"/>		
<input type="checkbox"/>	Computer and Paper	Bilingual Dictionary (for performance task full-writes)	<input type="checkbox"/> (PT Full Write)			
<input type="checkbox"/>	Computer and Paper	Calculator		<input type="checkbox"/>		
<input type="checkbox"/>	Computer and Paper	Medical Supports	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Computer and Paper	Multiplication Table		<input type="checkbox"/>		
<input type="checkbox"/>	Computer and Paper	Noise Buffers	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Computer and Paper	Read Aloud in Spanish	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Computer and Paper	Read Aloud	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Computer and Paper	Science Charts		<input type="checkbox"/>		
<input type="checkbox"/>	Computer and Paper	Scribe	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Computer and Paper	Separate Setting	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Computer and Paper	Simplified Test Directions	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Computer and Paper	Translated Test Directions	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Paper	Color Overlay		<input type="checkbox"/>		
<input type="checkbox"/>	Paper	Translation Glossary		<input type="checkbox"/>		

**UPDATE**

*It's important that you select the UPDATE option, located at the bottom of the page, after the appropriate supports have been checked off/selected.*