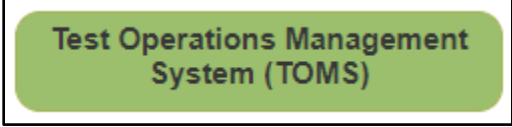
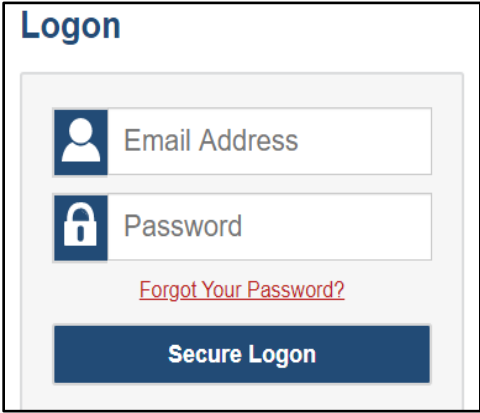
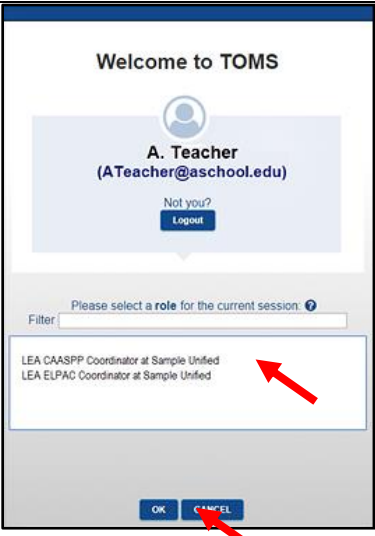
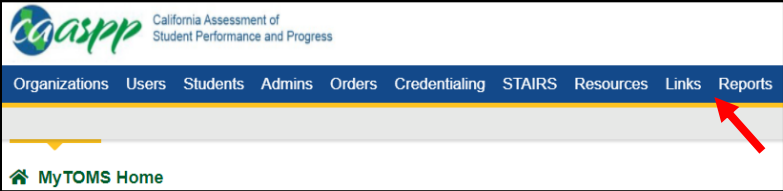
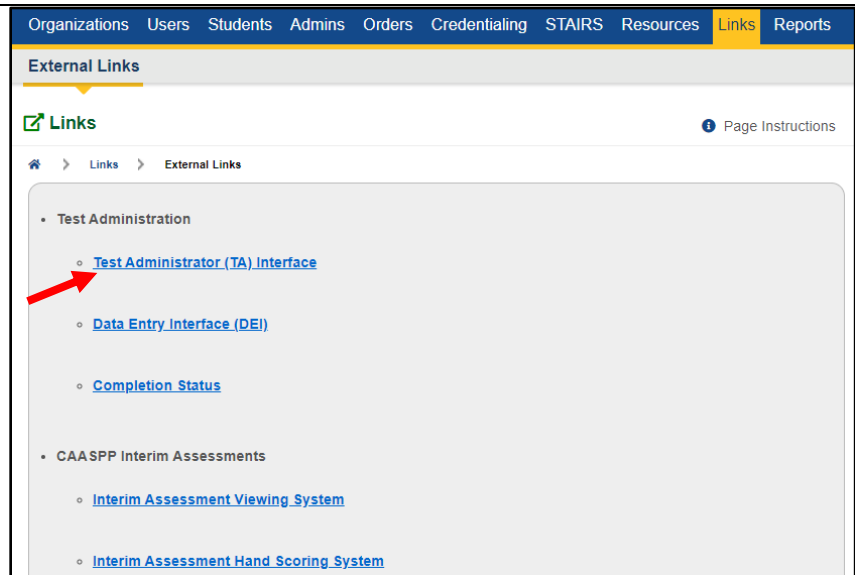


## How to add/edit designated supports – Interim Assessments only

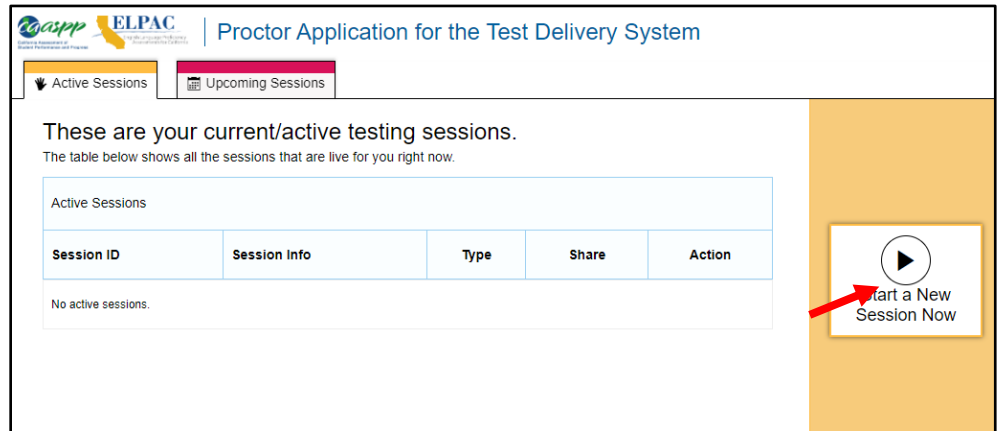
Test administrators can use these instructions to assign designated supports to students in their test session only. Any changes to the supports will not be saved for future test sessions. TA must reach out to the Site Coordinator for changes to take effect in future test sessions.

<p>1. Go to <a href="https://caaspp.org">caaspp.org</a> and click the <b>TOMS</b> tile in green.</p>	
<p>2. Log in using your TOMS log in credentials.</p>	
<p>3. Click on your user role (highlight) and click <b>OK</b>.</p> <p>TOMS users administering the CAAs should click on the <i>CAASPP Test Examiner</i> role.</p>	
<p>4. Click on the <b>Links</b> tab located within the blue banner.</p>	
<p>5. Open a test session, under the <i>Links</i> tab click on the <b>Test Administrator (TA) Interface</b></p>	

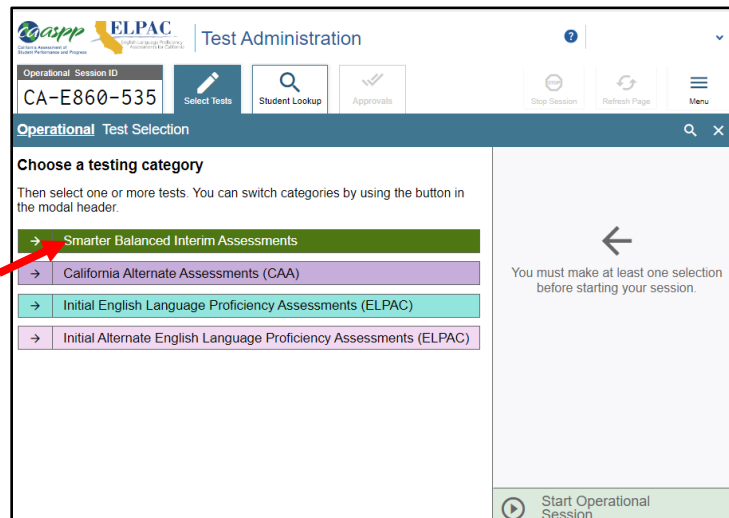
located under Test Administration subheading.



6. Once you are re-directed, click **Start a New Session Now**.



7. Click the **Smarter Balanced Interim Assessments** tile.



7. Select the **assessment type**, and select the **subject area**.

Operational Session ID: CA-E860-535

Operational Test Selection

Filter By: Add Filter

**Smarter Balanced Interim Assessments**

Choose which tests to add to your session from the tree, and then start your session.

- + Interim Comprehensive Assessments (ICA)
- Interim Assessment Blocks (IAB)
  - + English Language Arts (ELA)
  - + Mathematics
- Focused Interim Assessment Blocks (FIAB)
  - + English Language Arts (ELA)
  - + Mathematics

Back Start Operational Session

You must make at least one selection before starting your session.

8. Select the **grade** and the appropriate interim assessment.

Operational Session ID: CA-E860-535

Operational Test Selection

Filter By: Add Filter

1 Tests Selected Clear A

- Interim Assessment Blocks (IAB)
  - + English Language Arts (ELA)
  - Mathematics
    - Grade 03
      - Grade 3 MATH - Measurement and Data (IAB)
      - Grade 3 MATH - Operations and Algebraic Thinking (IAB)
      - Grade 3 MATH - Performance Task - Order Form (IAB)
    - + Grade 04
    - + Grade 05

Back Start Operational Session

**Smarter Balanced Interim Assessments**

Grade 3 MATH - Measurement and Data (IAB)

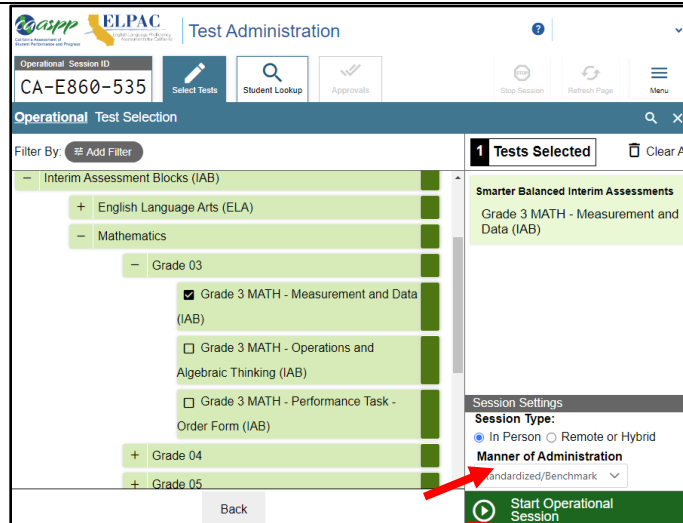
**Session Settings**

**Session Type:**

In Person  Remote or Hybrid

**Manner of Administration**

9. Upon selecting the test, under *Manner of Administration* select **Standardized/Benchmark** and select **Start Operational Session**.



10. Instruct students to log on using the Session ID generated, begin pre-approving by clicking on the **Approvals** option.

To approve individual students, click the **Check Mark** next to the student's test session.

To approve all students listed in your test session, click the **Approve All Students** option.

NOTE: you may need to follow step 10 multiple times as students continue to log in using your test session.

