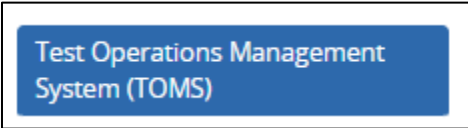
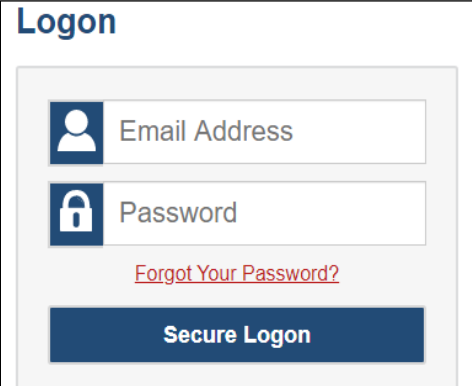
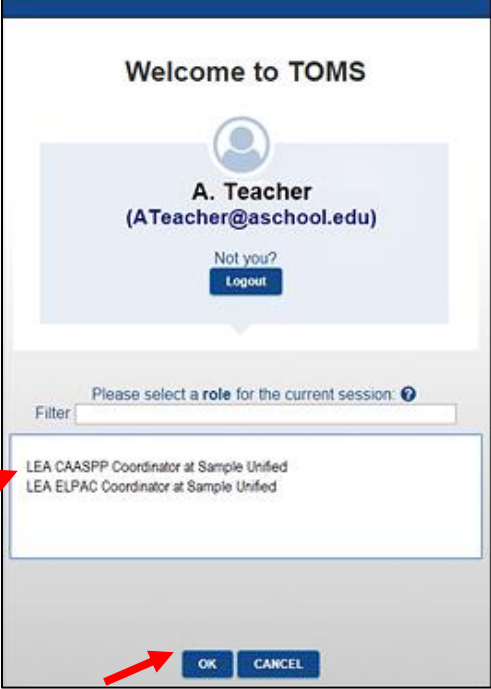


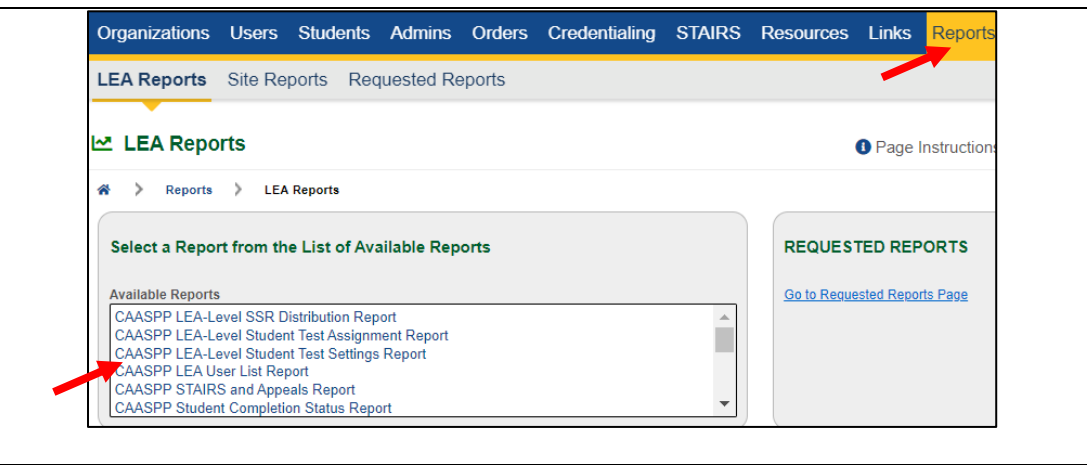
Student Test Assignment Report

Site Coordinator Permissions only

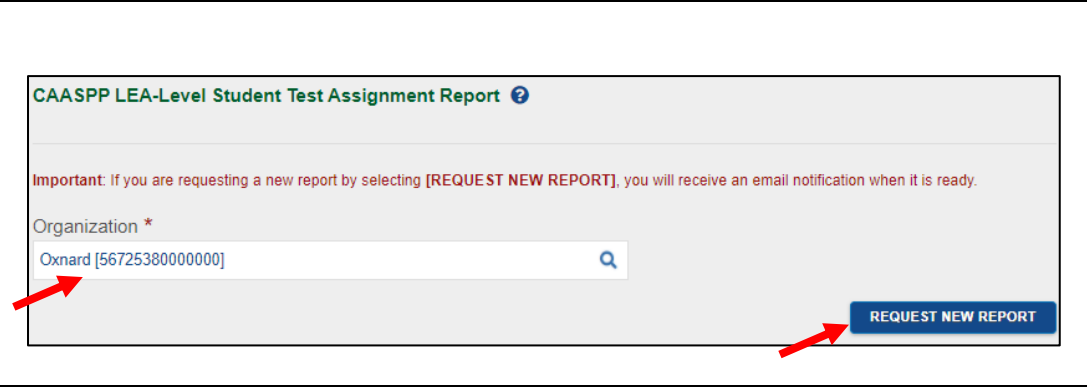
Site Coordinators can use this report to verify student test assignments (Alternate Assessment/CAA vs. SBAC). This report generates a list of test assignments made in TOMS for students at a selected school site.

<p>1. Go to http://www.caaspp.org and click on the <i>TOMS tile</i> (left hand side).</p>	
<p>2. Log in using your TOMS log in credentials.</p> <p><i>If you do not have an account contact Connie Mendez, District Testing Coordinator, at cmendez@oxnardsd.org</i></p>	
<p>3. Click on the <i>CAASPP Test Administrator</i> role and click <i>OK</i>.</p>	
<p>4. Click on the <i>Reports</i> tab and click <i>ELPAC</i></p>	

School-Level Student Test Assignment Report.

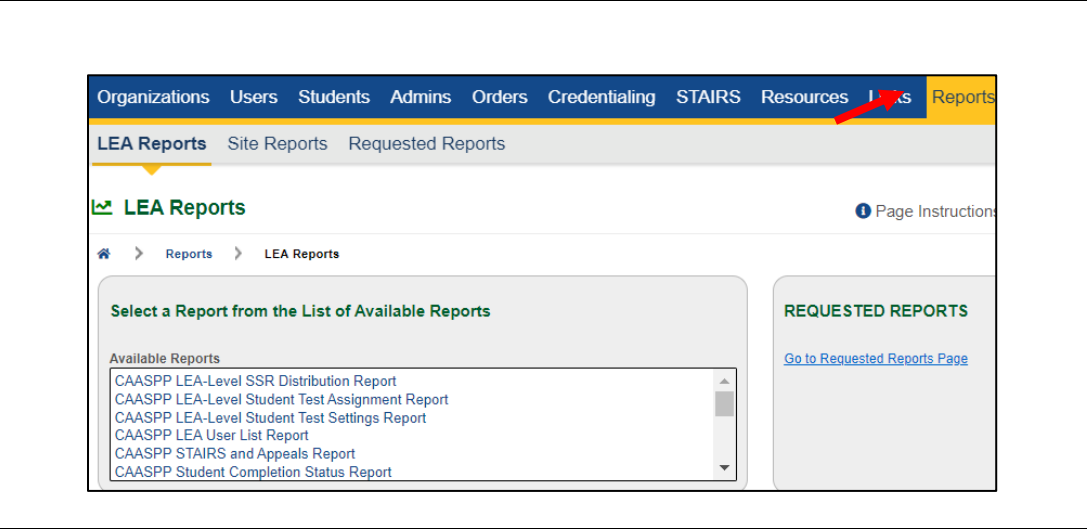


5. Under the organization drop down menu, select your school site and click on *Request New Report*.

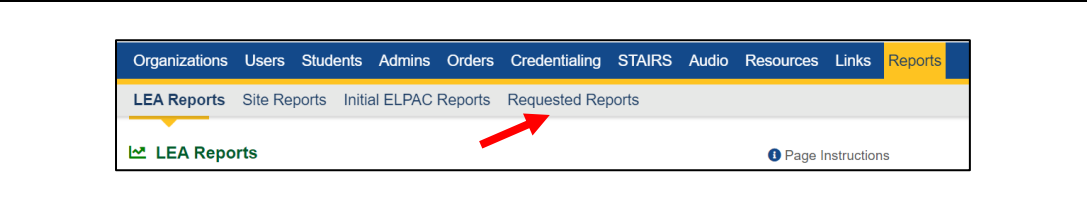


Many reports in TOMS are available for immediate download. However, some reports take time for the system to generate; an email notification is sent when the report is ready for download.

6. After receiving the email notification, return to TOMS and select the *Reports* tab once again.



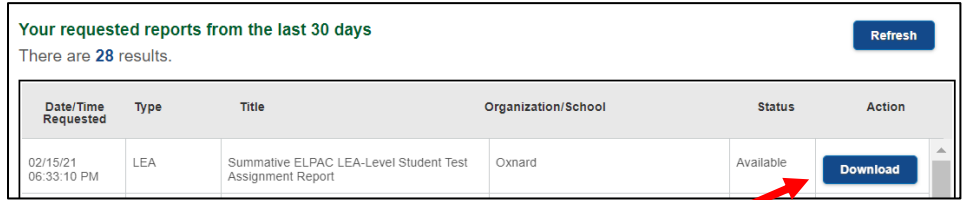
7. Click on the *Requested Reports Tab* located in the menu bar.



8. Select the *Download* button corresponding to the Student Test Assignment Report.

Your requested reports from the last 30 days
There are 28 results. Refresh

Date/Time Requested	Type	Title	Organization/School	Status	Action
02/15/21 06:33:10 PM	LEA	Summative ELPAC LEA-Level Student Test Assignment Report	Oxnard	Available	Download



9. The report will download in your downloads folder.

