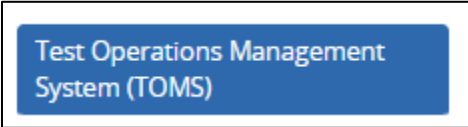
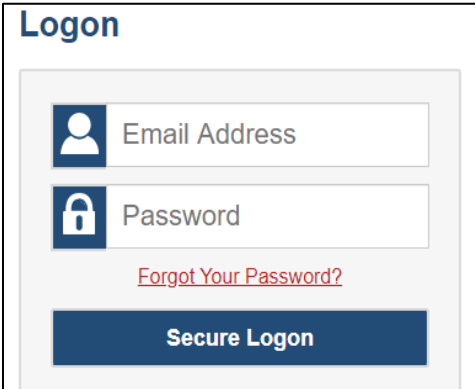
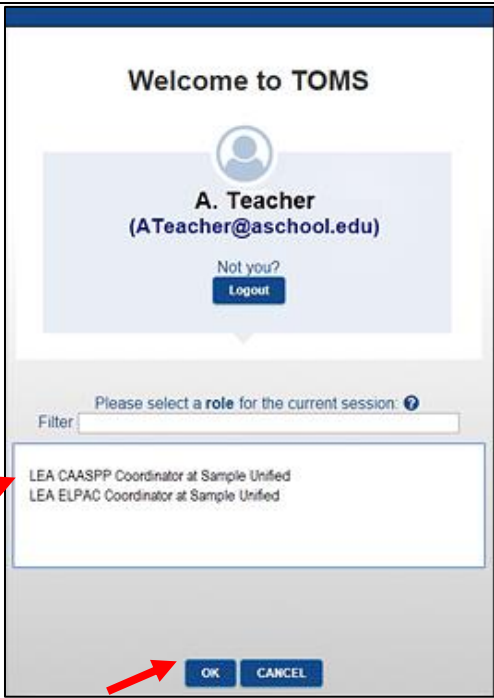


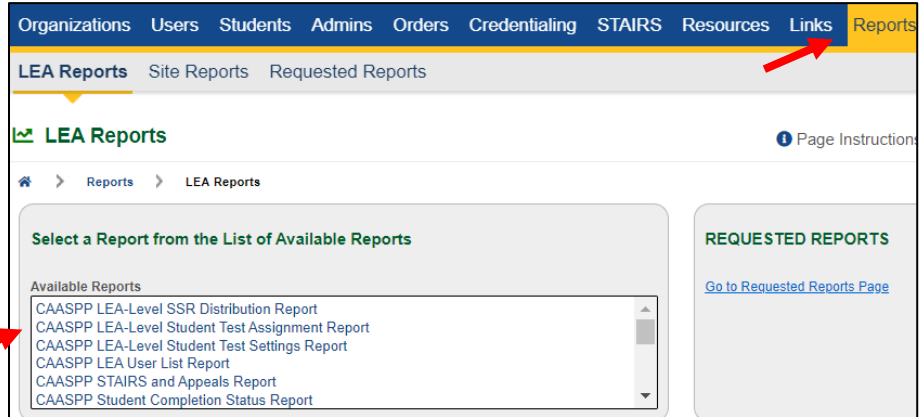
## Student Test Settings Report

Site Coordinator Permissions only

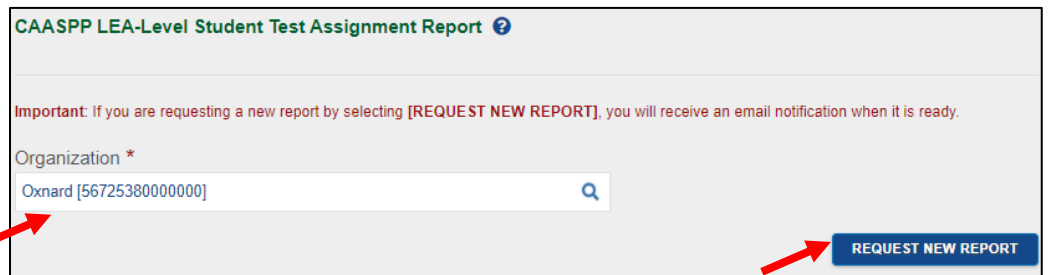
*Site Coordinators can use this report to ensure that appropriate **accessibility resources are assigned** to students who need them. After requesting this report, the user will receive an email when it is ready for download. Any accessibility supports not assigned to a student will need to be assigned by the Site Coordinator. It takes 48-72 hours for the updates to take effect*

<p>1. Go to <a href="http://www.caaspp.org">http://www.caaspp.org</a> 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 <a href="mailto:cmendez@oxnardsd.org">cmendez@oxnardsd.org</a></i></p>	
<p>3. Click on the <i>CAASPP Test Administrator</i> role and click <i>OK</i>.</p>	

4. Click on the *Reports* tab and click *CAASPP Student Test Settings Report*.

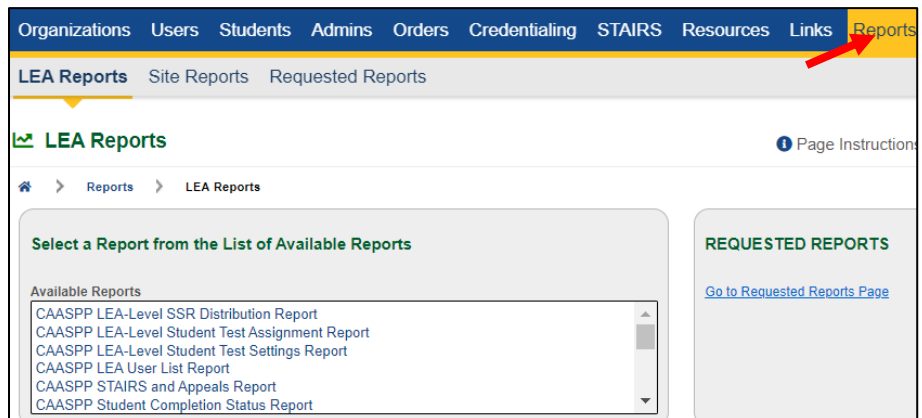


5. Under the organization drop down menu, select your school site and click on *Request New Report*.

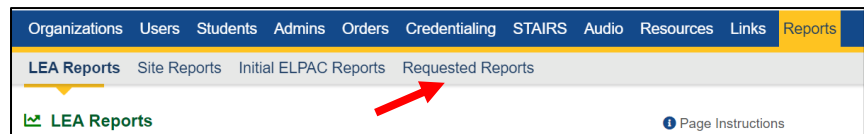


**Many reports in TOMS are available for immediate download. However, some reports take time for the system to generate; an email notification is sent when the report is ready for download.**

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 Settings Report.

Your requested reports from the last 30 days Refresh

There are 29 results.

Date/Time Requested	Type	Title	Organization/School	Status	Action
02/15/21 06:51:17 PM	LEA	ELPAC LEA-Level Student Test Settings	Oxnard	Available	<a href="#">Download</a>

9. The report will download in your downloads folder.

