

How to View Assessment Target Reports

- 1 Navigate to <http://www.caaspp.org>.
- 2 Select the **Test Operations Management System (TOMS)** button.
- 3 Log on to the TOMS system.
- 4 Select the **Links** tab at the top of the screen.
- 5 Select the **Online Reporting System (ORS)** link from list.
- 6 Select the **Score Reports** button.



- 7 Select Smarter Summative from the **Test** drop-down.
- 8 Select the test administration year from the **Administration** drop-down.

- 9 Select the student status for the records to be viewed.
 - “Scores for my current students” will show scores for students currently associated with the local educational agency (LEA).
 - “Scores for students who were mine when they tested” will show students associated with the LEA at the time of testing.

 A form titled "Select Test and Year" with a light blue header. It contains two dropdown menus: "Test:" with "Smarter Summative" selected, and "Administration:" with "2017-2018" selected. Below these is a radio button labeled "Scores for my current students" which is selected.

- 10 Select the content area and grade to be viewed.
- 11 Select the button with the entity name to be viewed in the **Name** column.
- 12 From the pop-up box, select **Target** in the **What** drop-down.

 A pop-up box titled "Name" with a light blue header. The main area has a light green background and contains the text "Sample District (00000000000000)" with a magnifying glass icon to its right.

 A dropdown menu titled "What:" with "Target" selected. The dropdown arrow is pointing downwards.

- i • The **Who** drop-down field will default to “N/A” when **Target** is selected because the Assessment Target Reports are available only at the district, school, and roster levels.
- The **Subject**, **Grade**, and **When** fields will default to previous selections but can be changed as needed.

- 13 Select the **View** button.

- i • English language arts/literacy reports data for targets in all four claims.
- Mathematics reports data for targets in the Concepts and Procedures claim.