Chapter 8. File Uploads

CALIFORNIA
Assessment of Student Performance and Progress

Test Operations Management System Pre-Administration Guide for CAASPP Testing

◈ Adding and Managing Users ◈ Passwords, Access, and Logon ◈ Test Administration Setup ◈
◈ Student Test Assignment ◈ Student Test Settings ◈
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Smarter Balanced Summative and Interim Assessments
California Science Tests
California Alternate Assessments
California Spanish Assessment

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California Assessment of Student Performance and Progress

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Uploading Files in the Test Operations Management System (TOMS)

> **Additional Resources:**
> - California Assessment of Student Performance and Progress (CAASPP) Portal Web site—http://www.caaspp.org/
> - CAASPP Test Operations Management System (TOMS) Resources Web page— http://www.caaspp.org/administration/toms/

> **Notes:**
>
> - **Uploaded files must not contain blank rows. A blank row will cause the file to stop processing and not validate.**
>   - If the blank row is the first available row, an error e-mail will be produced and the file will not validate.
>   - If the blank row is any row after the first row, all of the records in the row *before* the blank row will be processed during validation, the records *after* the blank row will **not** be processed during validation, and the blank row will not cause a validation error.
> - There are two steps to the upload process: upload for file validation and upload to submit the file.
> - A validated file must be uploaded before the next day's CALPADS data are processed in TOMS.
> - The process to add and update user roles via file upload is slightly different. It is described in Chapter 1 Adding and Managing Users.

The following batch upload assignment tasks are available by using the [**Upload**] button in the [**Students**] section in the Test Operations Management System (TOMS) left navigation bar:

Table 6. Types of batch upload assignments

Data Assignment Type	Description
Users	Use either the blank template or the .csv file containing your organization's users assigned during the previous CAASPP administration to assign user roles in TOMS. To make changes to user information, select the [**Users**] button in TOMS, and then the [**View and Edit**] button, in the left navigation bar. Search for a user and then select the [**Edit**] icon to access the Edit Demographic Information Web form for the user.
Test assignments	Use this template to upload assignments for alternate assessments, assign special versions of Smarter Balanced paper-pencil tests (if approved for use), and/or change students to a different test administration window than the one shown in TOMS (multitrack schools only). To make changes to uploaded data, select the [**Students**] button in TOMS, and then the [**Search**] button, in the left navigation bar. Test assignments for individual

Data Assignment Type	Description
	students are made under the [**Test Mode**] tab. See Chapter 4 Student Test Assignment for more information about assigning tests to students.
Test settings	Use this template to assign designated supports and accommodations for California Assessment of Student Performance and Progress (CAASPP) testing. To make changes to uploaded data in TOMS, select the [**Students**] button, and then the [**Search**] button, in the left navigation bar. Test settings for individual students are made under the [**Test Settings**] tab. It is recommended that test settings be submitted after any student test assignments have been made. See Chapter 5 Student Test Settings for more information about assigning test settings to students.
Condition codes	Use this template to assign condition codes. Include information for multiple students to whom either the PGE (Parent/Guardian exemption) or NTE (Not tested medical emergency) condition code applies. To make changes to uploaded data, select the [**Students**] button in TOMS, and then the [**Search**] button, in the left navigation bar. Either the PGE or NTE condition code for an individual student is set under the [**Score Status**] tab. Condition codes cannot be set after the last day of the local educational agency's (LEA's) selected testing window. See the "Assign Condition Codes" subsection in Chapter 7 Score Status for additional information about condition codes.
Delivery name/Delivery code	Use this template to upload delivery name/delivery code information for your LEA's Pre-ID labels. Include information for multiple students who have been assigned to take Smarter Balanced paper-pencil tests for which a Pre-ID label is being printed. Include a Delivery Name for a group of Pre-ID labels if they are to be delivered in a specific order according to a word (i.e., by teacher name). Include a Delivery Code if the Pre-ID labels are to be delivered in a specific order according to a number (i.e., by room number). This file must be uploaded before any initial order is approved by the LEA for a test administration.
Spanish Student Score Reports	Use this template to upload Spanish Student Score Report requests for Smarter Balanced Summative Assessments and California Alternate Assessments. Include information for multiple students regardless of the test. To make changes to uploaded data, select the [**Students**] button in TOMS, and then the [**Search**] button, in the left navigation bar. Check or uncheck the *Request for Spanish Student Score Report* box for an individual student in the [**Score Status**] tab. Requests for Spanish Student Score Reports must be made before 90 percent of the students in the administration have been scored.

Templates that include directions and file specifications are available to download both on the CAASPP TOMS Resources Web page as well as the Upload [Process File] Web form in TOMS. **Do not use a template from a previous year.**

The file that is submitted **must** be in .csv format. LEAs can submit more than one file, and settings can be both activated and deactivated through file uploads.

Use Statewide Student Identifiers (SSIDs) to identify students in an upload file. Use the specifications in the template to determine the appropriate data to enter when you create your file. The completed file **must be** converted to a .csv file and then uploaded to TOMS. You may upload as many files as you wish. SSIDs in the upload file are matched with California Longitudinal Pupil Assessment Data System (CALPADS) data that have been imported into TOMS.

Make Data Assignments in the Excel Template

Take these steps to create and upload a file.

Step 1.   Access TOMS.

1.   Using an Internet browser, open TOMS by going to the CAASPP Portal and selecting the [**Test Operations Management System (TOMS)**] button to access the TOMS Logon Web form.

Step 2.   Download the file template.

1.   Select the [**Students**] button in the left navigation bar (Figure 66).

2.   Select the [**Upload**] button in the left navigation bar to open the Upload Web form (Figure 65).
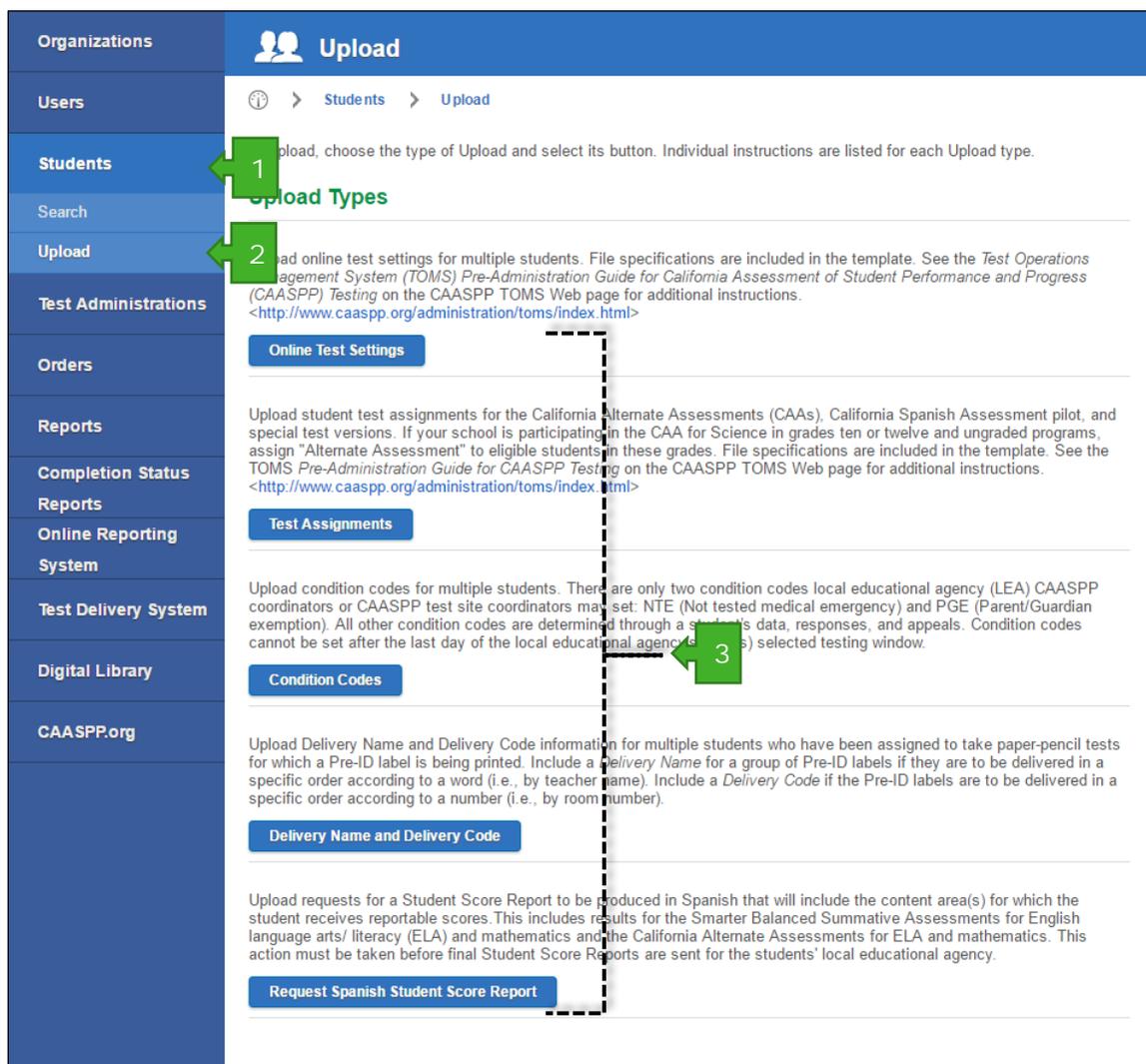
Figure 65. Upload Web form

3.   In the "Upload Types" section of the Upload Web form, select the button for the upload process you are undertaking, such as [**Online Test Settings**] (Figure 65).

4. In the "Prepare a File" section of the Upload [Process] Web form (shown in Figure 66), select the [**Download Spreadsheet Template**] down-arrow [⬇] icon to download the Excel template. Save the template locally.

or

Download the appropriate Excel template from the TOMS Resources Web page.
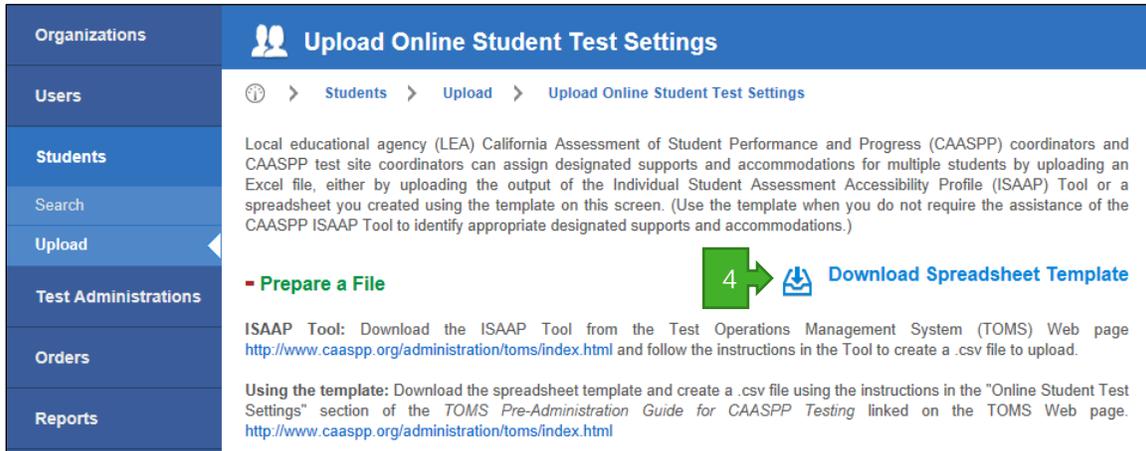
Figure 66. Upload [Process File] Web form (top)

Step 3. Create your upload file.

1. Enter your student SSIDs and other requested and required data in the Excel file using the specifications included in the template's [**File Spec**] tab. **The *SSID* field always requires a mandatory response.**

2. If you need to make notes in your file, you must use a column past the last data column to avoid generating errors when your file is processed—TOMS will read data only up to the last column with a named column heading.

3. Repeat for additional students.

> ⚠️ **Caution:**
> - **Uploaded files must not contain blank rows. A blank row will cause the file to stop processing and not validate.**
>   - If the blank row is the first available row, an error e-mail will be produced and the file will not validate.
>   - If the blank row is any row after the first row, all of the records in the row *before* the blank row will be processed during validation, the records *after* the blank row will **not** be processed during validation, and the blank row will not cause a validation error.

Step 4. Save as a .csv file.

When you are finished, save as a .csv file using the *File > Save As* option in Excel.

1. With the template tab visible, select *File > Save As* and then the [**Browse**] button (to select the location where you would like to save the file) (Figure 67).
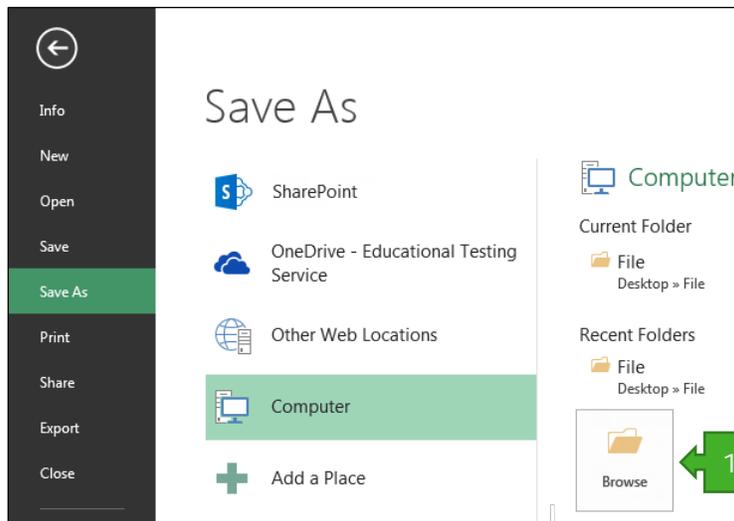
Figure 67. *File > Save As* **in Excel**

2. In the *Save As* window (Figure 68), enter a name for the file in the *File name:* field.
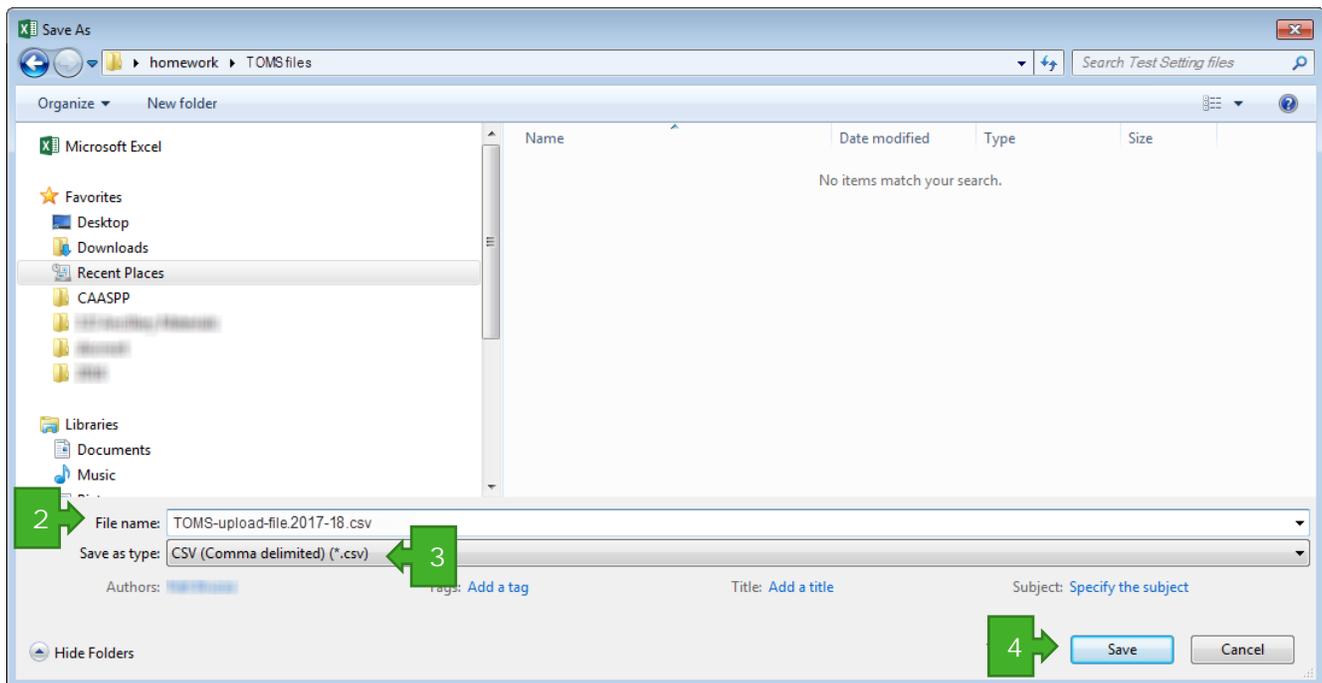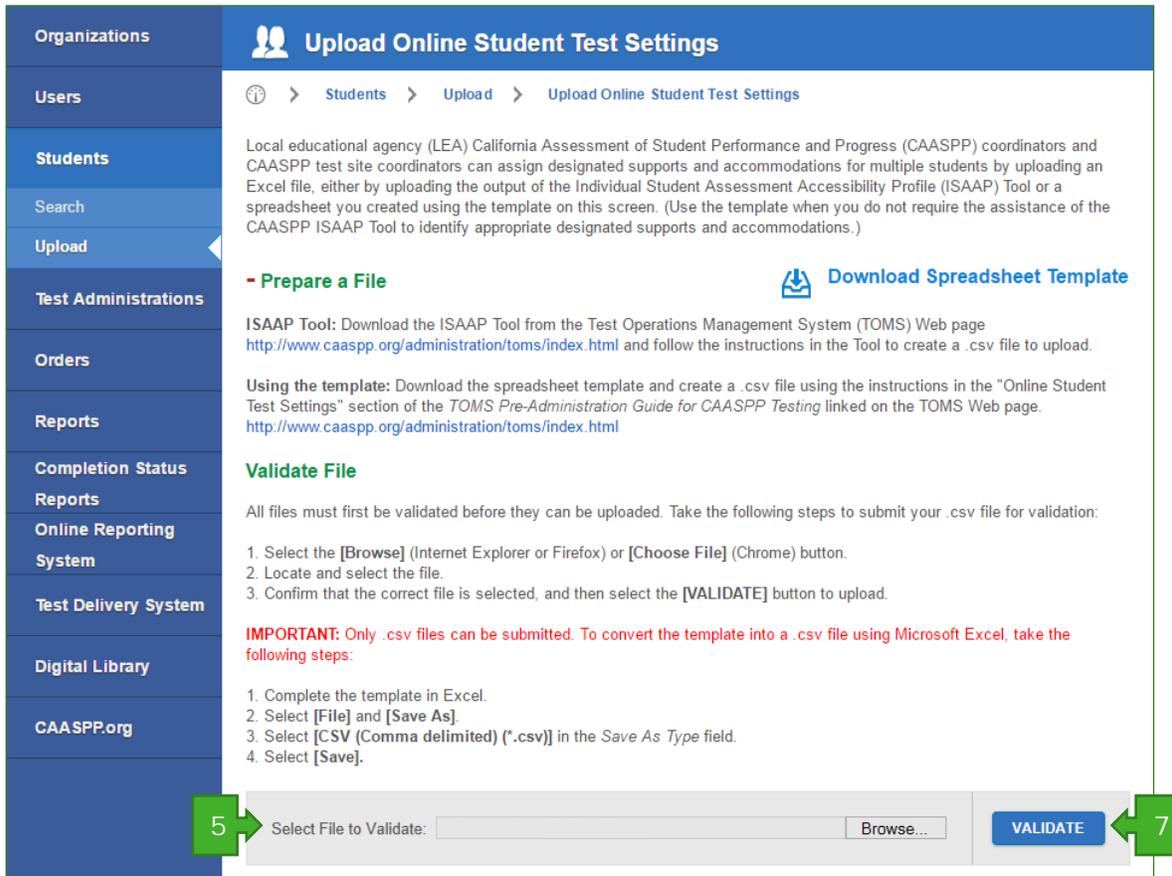

Figure 68. Save a template

3. Select *CSV (Comma delimited) (*.csv)*, as appropriate, from the *Save as type:* drop-down list.

4. Select the [**Save**] button.

5. When prompted by the "The selected file type does not support workbooks that contain multiple sheets" alert box, select [**OK**] to continue.

6. When prompted by the "Some features in your workbook might be lost if you save it as CSV (Comma delimited)" information box, select [**Yes**] to continue.

Step 5. Validate the file in TOMS.

1. Access TOMS.

2. Select the [**Students**] button on the left navigation bar (Figure 65).

3. Select the [**Upload**] button on the left navigation bar (Figure 65).

4. In the "Upload Types" section of the Upload Web form, select the button for the upload process you are undertaking, such as [**Online Test Settings**] (Figure 65).

5. In the "Validate File" section of the Upload [Process File] Web form, select the [**Browse**] (Internet Explorer or Firefox) or [**Choose File**] (Chrome) button (Figure 69).

Figure 69. Prepare to validate a file

6. Locate and select the file.

7. Confirm that the correct file is selected, and then select the [**VALIDATE**] button to upload.

8. If the validation is successful—that is, there are no errors in the file—you will receive an e-mail noting that the file is error free and the [**Upload**] button will appear in the "File Validation Results" section.

If there are one (1) or more errors in the *Errors* column after validation, you will receive an e-mail notification with the number of errors in the file; take one of the following actions:

1. Select the number in the *Errors* column corresponding to a file to see any errors in the submitted file.

2. In the *Actions* column, select the [**Download**] (down-arrow) icon to download a .csv file that contains a list of the errors in the submitted file.

3. Correct the errors and then revalidate your file.

Step 6.   Upload the file into TOMS.

If there are zero (0) errors in the *Errors* column after validation, select the [**UPLOAD**] button to upload your file into TOMS.

Your file will appear in the "Uploaded Files" section of the screen after it has been uploaded. If there are one (1) or more errors in the *Errors* column, take one of the following actions:

1. Access TOMS.

2. Select the [**Students**] button on the left navigation bar (Figure 70).

3. Select the [**Upload**] button on the left navigation bar (Figure 70).

4. In the "Upload Types" section of the Upload Web form, select the button for the upload process you are undertaking, such as [**Online Test Settings**] (Figure 65).

Organizations

Users

Students ← 2

Search

Upload ← 3

Test Administrations

Orders

Reports

Completion Status Reports

Online Reporting System

Test Delivery System

Digital Library

CAASPP.org

Upload Online Student Test Settings

ⓘ > **Students** > **Upload** > **Upload Online Student Test Settings**

l educational agency (LEA) California Assessment of Student Performance and Progress (CAASPP) coordinators and SPP test site coordinators can assign designated supports and accommodations for multiple students by uploading an el file, either by uploading the output of the Individual Student Assessment Accessibility Profile (ISAAP) Tool or a spreadsheet you created using the template on this screen. (Use the template when you do not require the assistance of the SPP ISAAP Tool to identify appropriate designated supports and accommodations.)

– Prepare a File   ⊞ **Download Spreadsheet Template**

ISAAP Tool: Download the ISAAP Tool from the Test Operations Management System (TOMS) Web page http://www.caaspp.org/administration/toms/index.html and follow the instructions in the Tool to create a .csv file to upload.

Using the template: Download the spreadsheet template and create a .csv file using the instructions in the "Online Student Test Settings" section of the *TOMS Pre-Administration Guide for CAASPP Testing* linked on the TOMS Web page. http://www.caaspp.org/administration/toms/index.html

Validate File Step 5

All files must first be validated before they can be uploaded. Take the following steps to submit your .csv file for validation:

1. Select the **[Browse]** (Internet Explorer or Firefox) or **[Choose File]** (Chrome) button.
2. Locate and select the file.
3. Confirm that the correct file is selected, and then select the **[VALIDATE]** button to upload.

IMPORTANT: Only .csv files can be submitted. To convert the template into a .csv file using Microsoft Excel, take the following steps:

1: Complete the template in Excel.
2: Select **[File]** and **[Save As]**.
3: Select **[CSV (Comma delimited) (*.csv)]** in the *Save As Type* field.
4: Select **[Save].**

Select File to Validate:		Browse...	**VALIDATE**

– File Validation Results Step 6

If there are zero (0) errors in the *Errors* column, select the **[Upload]** button to upload your test settings file into TOMS.
If there are one (1) or more errors in the *Errors* column, take one of the following actions:

1. Select the number in the *Errors* column corresponding to a file to see any errors in the submitted file.

2. In the *Actions* column, select the **[Download]** (down-arrow) icon to download a .csv file that contains a list of the errors in the submitted file.

IMPORTANT: A validated file must be uploaded before the next day's California Longitudinal Pupil Achievement Data System (CALPADS) data are processed in TOMS. Select the **[Upload]** button to upload the file as soon as possible before CALPADS data processing. If you see the **[Expired]** (exclamation point) icon, you must revalidate your file prior to upload.

#	Date (PST)	Filename	Status	Errors	Actions
1	Dec 8, 2017, 11:28 AM	File_Upload_Template_v4_2...	✓	0	🗑 **UPLOAD** ← 5
2	Dec 8, 2017, 10:11 AM	File_Upload_Template_v4_2...	✗	2	⬇ 🗑

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– Uploaded Files Step 7

If there are one (1) or more errors in the *Errors* column, take one of the following actions:

1. Select the number in the *Errors* column corresponding to a file to see any system error associated with the upload process. Contact the California Technical Assistance Center by e-mail at caltac@ets.org if you are receiving this notice in error.

2. In the *Actions* column, select the **[Download]** (down-arrow) icon to download a .csv file that contains a list of the errors in the uploaded file.

3. In the *Actions* column, select the **[Delete]** (trashcan) icon to remove the item from the Uploaded Files list. Note: Removing items from the Uploaded Files list affects the **text in the list only**, it does not affect the student test settings in the file that was loaded successfully.

#	Date (PST) ▲	Filename	Status	Uploads	Errors	Actions
1	Dec 6, 2017, 11:29 AM	2-CA_Upload_Stu_Accom_Templa...	✓	1	0	🗑

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Figure 70. Upload [Process File] Web form

5. Upload your completed .csv file into the "File Validation Results" section of the Upload [Process File] Web form (shown in Figure 70) by selecting the [**UPLOAD**] button for the appropriate file in this section's list of files.

6. You will receive an e-mail verifying the upload from caaspp@ets.org that includes whether or not the upload was successful. (An unsuccessful upload is usually due to a network issue or system error.)

Step 7.   Check the status of an uploaded file.

1. Select the [**Students**] button on the left navigation bar (Figure 70).

2. Select the [**Upload**] button on the left navigation bar (Figure 70).

3. In the "Upload Types" section of the Upload Web form, select the button for the upload process you are undertaking (Figure 65).

4. Look for the file in the "Uploaded Files" section (Figure 71).
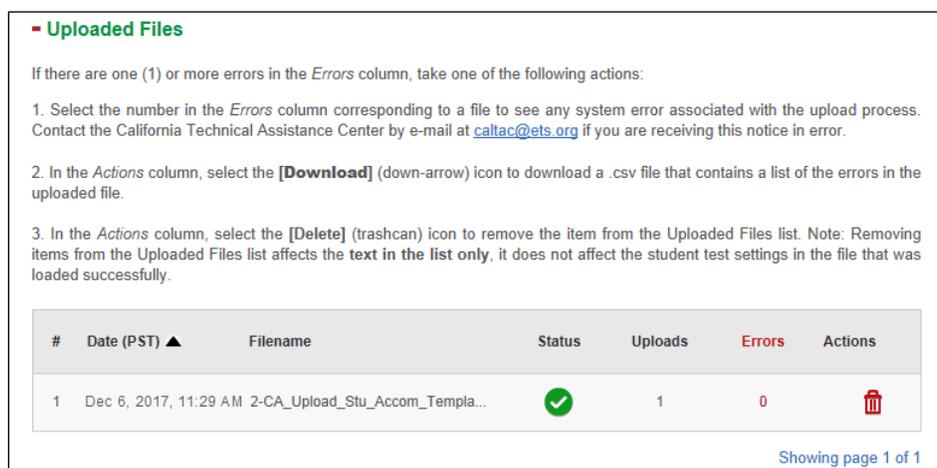
Figure 71. "Uploaded Files" section

5. Data shown are as follows:

Column	Definition
#	Counter for the file upload identification number in the "Uploaded Files" section
Date	Date the file was uploaded
Filename	Name given to the file by the LEA CAASPP or CAASPP test site coordinator
Status	Status of the file; statuses are:

Icon	Icon name	Description
	[**Processing**]	A file upload is in process.
	[**Complete**]	A file upload was successful.
	[**Processing Error**]	A file upload failed.

Errors	Number of records/rows with data errors (Select the link—the number in the column, which shows the number of errors—for more details on the errors.)

Column	Definition
Actions	Available actions that can be taken; actions are:

Icon	Icon name	Description
🗑	[**Delete File**]	Delete the uploaded file.
⊗	[**Processing Error**]	A file upload failed.
🔺	[**Expired**]	There were changes to the validated user ID between the time the file was validated and the time it was available. The file must be revalidated.
⬇	[**Download Errors**]	Download the report of file errors.

6. If the file upload failed (that is, if you see the [**Processing Error**] icon in the *Status* column), the cause could be a network or system error. Revalidate your file and upload your file again.

> **Note:** Removing items from the Uploaded Files list affects the **text in the list only**, it does not affect the user information in the file that was loaded successfully.

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