

Test Registration System- Admin CAASPP Please remember these important facts when working in the SIS. The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.

The Test Registration System allows you to organize your testing locations/events, students taking tests, site coordinators and proctors managing tests. There are also options for mass registration of students utilizing the compliance report. In addition, the questions to ask, test locations, and events can be set up at district level and then copied to the individual Child Scopes. \*Please note that the previous registration system is still active for schools that have already started the registration process. Located under "STAR (old system)"

Test Registration CAASPP- Administration Step 1. Go to Admin»Test Module»Registration Setup

Step 2. Choose CAASPP Registration Windows/Basic Information Step 3. Click Add New CAASPP Registration Window (if new window is needed) Step 4. Type an opening letter for the staff Step 5. Choose Reg. Window Name, Registration begin and ending dates Step 6. Make sure the Registration Window is set to active and SAVE **You may also edit previously created registration windows and also make them inactive**

Questions to Ask

Step 1. Choose Questions to Ask from main Test Registration menu

Step 2. Choose Add another question (OR choose to edit previously created questions)

Step 3. SAVE

Test Event Locations Step 1. Click on Test Event Locations

Step 2. Click Add new location and enter all required information on following page (OR choose to edit previously created location) Step 3. SAVE

Test Event Step 1. Click on "Add new event" Step 2. Choose CAASPP Test Events (Admin»Test Module»Registration Setup)

Step 3. Click on Add New Event (OR choose to edit previously created event)

Step 4. Add all information for the testing event and SAVE Test Event Times \*Administrators may also add Test event times and Add new Proctors in this area. Do so by clicking on the appropriate button and SAVEING information entered in that area\*\* Step 5. Go back to CAASPP Testing Events main page to view all details entered for the event

CAASP Detailed Site Report Step 1. Click on CAASP Detailed Site Report Step 2. Choose your settings for displaying the report • Group by location • Group by Site Coordinator • Group by Proctor or by specific school testing questions • Choose output format

Step 3. Display results which generate a page as shown below

Step 4. This can be used to: • Add Comments on student performance or test notes • Take student attendance for testing • Take note of whether a Chromebook was used Step 5. SAVE

CAASSPP Compliance Report

## Step 1. Click on CAASPP Test Registration Compliance

Step 2. Select Gradelevels and click Update Gradelevels button

Step 3. Click on boxes for individual students and choose Mass Register Students button

Step 4. The above box will appear and you may choose the Location/Event for the students • You will be required to type CONFIRM and click Register

Test Registration Instructors-CAASPP The Test Registration System is used to sign up your students for CAASPP. If you need help with this process, you should contact your testing coordinator. To access the Test Registration: Step 1. Teacher Pages»Testing»Test Registration»Choose CAASPP

Step 2. Click on blue arrow in the signup column next to the student name you want to register for the test

Step 3. Choose appropriate information and SAVE

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