

## Test Registration System- Admin CAASPP

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*1/18/2017 Webinar Wednesday video reviewing the CAASPP Test Registration System. For more Webinar Wednesday videos, [click here](#).*

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

Admin	Reports	Learning Centers
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## Test Registration

### CAASPP

- CAASPP Registration Windows / Basic Information
- Questions to ask
- Test Event Locations
- CAASPP Test Events
- CAASPP Detailed Site Report
- CAASPP Compliance Report

### PFT

- PFT Basic Information
- Locations & Times
- Detailed Site Report
- PFT compliance report

- 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*

### CAASPP Registration Windows


Opening Letter (to staff)


For the 2014-2015 School Year, CAASPP will be administered to grades 3rd-8th, 11th for ELA and Math. In addition, students in the 5th, 8th and 10th grade will take the Science CST. Tests will all be ordered using TOMS via ETS. Teachers are just being asked to indicate which test site their student will use.

[Add New CAASPP Registration Window](#)

**Active**

☒ Reg Window Name:

Registration Begins:  

Registration Ends:  


☐ Delete Reg Window \*

Display to Staff: ☒ (Check box to display)

## Questions to Ask

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

Questions for CAASPP

[Add another question](#) 

#	Question	Edit Question	Set Answer Options (2 currently)
# 1	Does this student have an IEP	<a href="#">Edit Question</a>	<a href="#">Set Answer Options (2 currently)</a>

Add/Edit Question

Question:

\* In order to delete a question record, you must confirm the deletion by typing "CONFIRM" (in all caps) before pressing the "Delete" button.

[Unpublished Files](#)

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

Questions for CAASPP

Add another question

#	Question	Edit Question	Set Answer Options
# 1	Does this student have an IEP?	Edit Question	Set Answer Options (2 currently)
# 2	Will this student be taking the Science test?	Edit Question	Set Answer Options (0 currently)

Done

- Step 3. SAVE

## Test Event Locations

- Step 1. Click on Test Event Locations

Test Event Locations

Add new location

Location	Street	City	Occupancy	Fee	Edit
Blue School	123 st	Portia	30	\$123	Edit
County Library	234 Howard Avenue	Portia	50	\$0	Edit
Dove Church	345 W Street	Portia	30	\$0	Edit
Horizon Community Center	T Street	Graeagle	20	\$0	Edit
Portia Library	2300 T	Portia	50	\$123	Edit

Done / Cancel

- 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 Locations

Name \* Horizon Community Center (eg: "Anytown Library")

Phone 530-899-9996 (eg: 111-111-1111)

Street \* T Street (eg: "2300 foo street")

City \* Graeagle

Zip 96103

Contact Name Mr. H

Occupancy 20

Rental Fee \$0

Notes:

Add basic information here and save

\* Required Field

Back

## Test Event

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

Add/Edit CAASPP Testing Events

[Add New Event](#)

Event	Location	Test Event Times				Site Coordinator	Edit	
		Title	Date	Start	Finish	Gradelevels		
CAASPP Testing (March 9 - March 31)	Blue School - (Portola)	ELA - Computer & PT Discussion	03/09/2015	9:00	11:00	03, 04, 05, 06	Cherie Chiders	
		ELA - PT Computer	03/10/2015	9:00	11:00	03, 04, 05, 06		
		MATH - Computer & PT Discussion	03/11/2015	9:00	11:00	03, 04, 05, 06		
		MATH - PT Computer	03/12/2015	9:00	11:00	03, 04, 05, 06		
CAASPP Testing (March 9 - March 31)	Citrus Heights Test Site - (Oakridge)	Science CST (5.8, 10)	03/13/2015	9:00	12:00	05, 06, 10	Tammy Shore	Edit

Done / Cancel

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

Add/Edit CAASPP Testing Events

Location:

Event Name:  (eg: "Anytown Library September 28th - 30th")

Test Site Coordinator (TSA):

Test Site Coordinator Phone:

Maximum Students:

Currently Registered:

Send Site Payer REG-Online? ☐

Notes:

Done / Back

Test Event Times

[Save & Add New Time](#)

**a. Click here to add specific testing dates, times, and grade level for this location/event.**

Proctors

[Save & Add New Proctor](#)

**b. Click here to add Proctor info**

Save

- 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 SAVING information entered in that area
- Step 5. Go back to CAASPP Testing Events main page to view all details entered for the event

## CAASPP Detailed Site Report

- Step 1. Click on CAASPP 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

Gradelevels

0

1

2

3

4

5

6

7

8

9

10

11

12

Title:

Date:

Start Time:  AM ☐ PM

Finish Time:  AM ☐ PM

[Add an attendance question](#)

[Save](#)

[Save & Add New Time](#)

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

### Add/Edit CAASPP Testing Events

Name

Phone

- 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

## CAASPP Compliance Report

- Step 1. Click on CAASPP Test Registration Compliance
- Step 2. Select Gradelevels and click Update Gradelevels button save the entire testing Event.

Location: Citrus Heights Test Site - Graessle

Event Name: CAASPP Testing (March 9 - March 31)

Test Site Coordinator (TSA): Tammie Shore

Test Site Coordinator Phone: 115-111-1111

Maximum Students: 43

Currently Registered:

Send date flyer REG-Online? ☒

Notes:

Test Event Times:

Title	Date	Start	Finish	Gradelevels
ELA - Computer & PT Discussion	03/09/2015	9:00	11:00	03, 04, 05, 06
ELA - PT Computer	03/10/2015	9:00	11:00	03, 04, 05, 06
MATH - Computer & PT Discussion	03/11/2015	9:00	11:00	03, 04, 05, 06
MATH - PT Computer	03/12/2015	9:00	11:00	03, 04, 05, 06
Science CST (S.8.10)	03/13/2015	9:00	12:00	05, 06, 10

Proctors:

Buttons: Done / Back, Delete, Add a new time to this event, Save & Add New Time, Add a new Proctor to this event, Save & Add New Proctor, Save

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

Event

Event	Location	Test Event Times	Date	Start	Finish	Gradelevels	Site Coordinator	Exit
CAASPP Testing (March 9 - March 31)	Blue School - (Portico)	ELA - Computer & PT Discussion	03/09/2015	9:00	11:00	03, 04, 05, 06	Cherise Chinters	Exit
		ELA - PT Computer	03/10/2015	9:00	11:00	03, 04, 05, 06		
		MATH - Computer & PT Discussion	03/11/2015	9:00	11:00	03, 04, 05, 06		
		MATH - PT Computer	03/12/2015	9:00	11:00	03, 04, 05, 06		
		Science CST (S.8.10)	03/13/2015	9:00	12:00	05, 06, 10		
CAASPP Testing (March 9 - March 31)	Citrus Heights Test Site - (Graessle)	ELA - Computer & PT Discussion	03/09/2015	9:00	11:00	03, 04, 05, 06	Tammie Shore	Exit
		ELA - PT Computer	03/10/2015	9:00	11:00	03, 04, 05, 06		

Buttons: Done / Cancel

- 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.

For more information on signing up your students for CAASPP, [please see this page](#).

— Last Updated by [Max Williams](#) on 2016/03/28 17:41

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