** Site Coordinators - March 20, 2015**

**Peter Burnett started their testing Tuesday. Some great things we observed:**

* **Students lined up in numerical order, 1-32 and were handed the strip with logging in information. They went to the same number station to take their test. The students not there were immediate put on a log page for make-ups.**
* **They used large black 3 sided cardboard “offices” on tables to give 6 students privacy while taking the test.**
* **The directions were read directly from the DFA as written.**
* **Kleenex on hand for all the students with colds.**

**By May 27th:**

* Send any updates or changes to your detailed testing schedule to CAASPPSupport@scusd.edu
* STRESS TEST your network: <http://cadiagnostic.airast.org/pages/default.aspx?c=California_PT&url=https://capt.tds.airast.org/student>
* **Accommodations and supports** last day to have uploaded is May 27. You will need to manually enter after the 27th.
	+ Meet with your case managers to ensure student supports and accommodations have been uploaded and are correct.
	+ Check with principals if any students with 504s need to have supports added to TOMS. This may be done manually.
	+ Ensure all teachers are able to access TOMS and the Teacher Interface.
	+ Students have and/or will multiple times use the Practice/Training or Interim tests. You cannot help students with items on the test. Using practice can ensure they are familiar with items types and can use independently.
* Under **Reports** in TOMS, review your Student List by March 27th to verify that:
	+ All 3-8, and 11th graders are rostered. If not, check in Infinite Campus that the student has an SSID number and US enter date is entered.
	+ Students’ grade levels are correct. If grade levels are incorrect, please have your office manager change them in Infinite Campus and email CAASPPSupport@scusd.edu with the changes.
	+ Grades 5, 8 and 10 students are assigned to correct Science assessments (CST, CMA or CAPA). You can make the correction by searching for the student, clicking on the TEST MODE tab, clicking the correct assessment and clicking UPDATE.

**What’s New on Our Website**: <http://www.scusd.edu/caaspp-site-coordinators>

* **Absent Reports**: Keep track of who needs make-ups, has an exemption or did not complete testing. <http://www.scusd.edu/sites/main/files/file-attachments/absent_report.xlsx>
* **Classroom Activities**: [Advertising](http://links.ets.mkt4962.com/ctt?kn=17&ms=MjIzMDk1NjES1&r=MTAzMzU1MDMxMDU5S0&b=0&j=NTIxODQ2NTg1S0&mt=1&rt=0" \o "This link opens in a new window),” “[Animals with Shells](http://links.ets.mkt4962.com/ctt?kn=9&ms=MjIzMDk1NjES1&r=MTAzMzU1MDMxMDU5S0&b=0&j=NTIxODQ2NTg1S0&mt=1&rt=0" \o "This link opens in a new window),” “[Invasive Species](http://links.ets.mkt4962.com/ctt?kn=10&ms=MjIzMDk1NjES1&r=MTAzMzU1MDMxMDU5S0&b=0&j=NTIxODQ2NTg1S0&mt=1&rt=0" \o "This link opens in a new window),” “[Inventions](http://links.ets.mkt4962.com/ctt?kn=12&ms=MjIzMDk1NjES1&r=MTAzMzU1MDMxMDU5S0&b=0&j=NTIxODQ2NTg1S0&mt=1&rt=0" \o "This link opens in a new window),” “[Monuments](http://links.ets.mkt4962.com/ctt?kn=14&ms=MjIzMDk1NjES1&r=MTAzMzU1MDMxMDU5S0&b=0&j=NTIxODQ2NTg1S0&mt=1&rt=0" \o "This link opens in a new window),” and “[Poetry](http://links.ets.mkt4962.com/ctt?kn=15&ms=MjIzMDk1NjES1&r=MTAzMzU1MDMxMDU5S0&b=0&j=NTIxODQ2NTg1S0&mt=1&rt=0" \o "This link opens in a new window)” were updated on 03/16/15.
* **Shutting Down Auto Updates on the IMacs (step by step directions)**

 <http://www.scusd.edu/sites/main/files/file-attachments/auto_updates.docx>