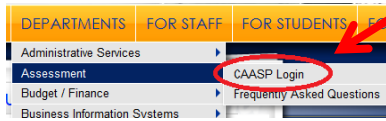
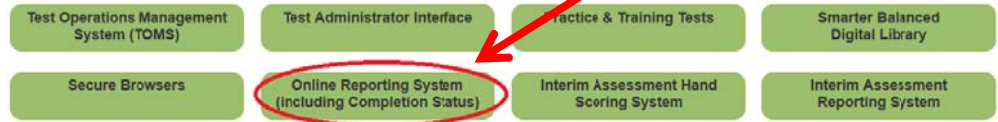


COMPLETION REPORT

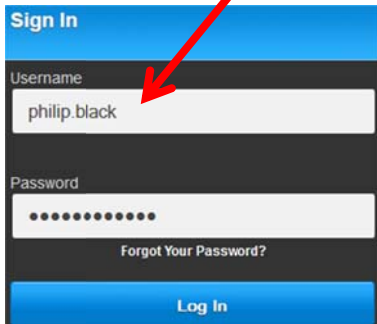
1. From the district page, navigate to the CAASPP site:



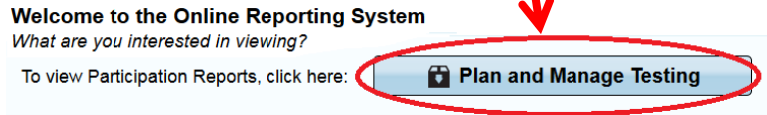
2. From there, click on the "Online Reporting System:"



3. Sign in using your TOMS login:



4. Select the "Plan and Manage Testing" option:



5. Select the desired criteria on the following screen:

Leave the default "Test" to "Smarter Summative" if that is the desire. Leave all other defaults.

Select your school, and leave the "Group" field set to "All."

Step 1: Choose What

Test: Smarter Summative
Administration: 2014-2015
Test Name: All
Enrolled Grade: All
Filter By: ALL

Step 2: Choose Who

District: Visalia Unified (547225)
School: Ivanhoe Elementary (54722)
Group: All

Decide on which criteria you want in the "Step 3" section, such as deciding if you want to view students who have completed, or who have not completed, tests.

Step 3: Get Specific

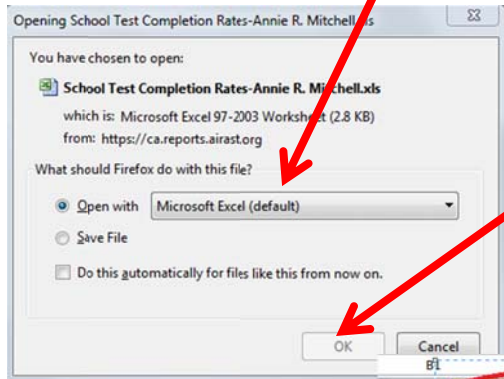
students who **have** completed 1st opportunity in the selected administration
 students whose opportunity will expire in days.
 students on their 1st opportunity in the selected administration, and have a status of any
 students whose most recent SessionID was SessionID (optional) between 05/07/2015 and 05/07/2015
Note: If no TA or Session ID is specified, date range cannot exceed 15 days

Generate Report or Export Report

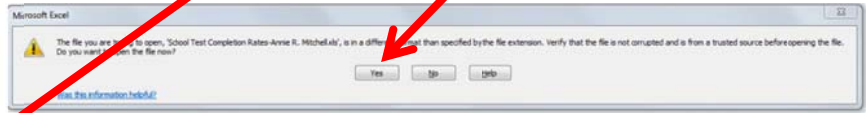
For easier manipulation of the information (in Excel), select the "Export Report" option.

WORKING WITH EXCEL

If using Firefox, leave the "Open with" option to Excel, and click "OK."



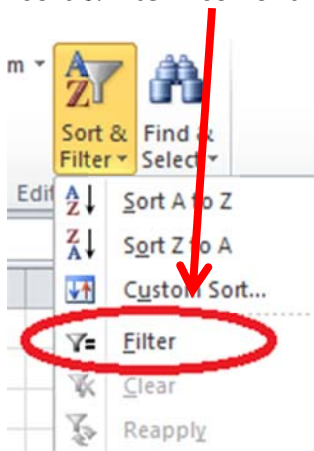
At times, a warning appears. Click Yes:



Once in Excel, drag to select columns B through E (or just B):

Date	TestName	DistrictNA	DistrictID	SchoolNAME	SchoolID	Opportun	Total Stud	Total Stud	Total Stud	Percent S	Percent Com
	G03 Summative ELA PT - Heatwaves	Visalia Un	5.47E+13	Annie R. Mitchell	5.47E+13	1	1	1	1	100.00%	100.00%
	G03 Summative ELA PT - Land Formations	Visalia Un	5.47E+13	Annie R. Mitchell	5.47E+13	1	115	0	0	0.00%	0.00%
	G03 Summative ELA Test	Visalia Un	5.47E+13	Annie R. Mitchell	5.47E+13	1	115	0	0	0.00%	0.00%
	G03 Summative Math PT - School Library	Visalia Un	5.47E+13	Annie R. Mitchell	5.47E+13	1	115	0	0	0.00%	0.00%
	G03 Summative Math Test	Visalia Un	5.47E+13	Annie R. Mitchell	5.47E+13	1	115	0	0	0.00%	0.00%
	G02 Interim ELA Brief Write (IAB)	Visalia Un	5.47E+13	Annie R. Mitchell	5.47E+13	1	127	0	0	0.00%	0.00%

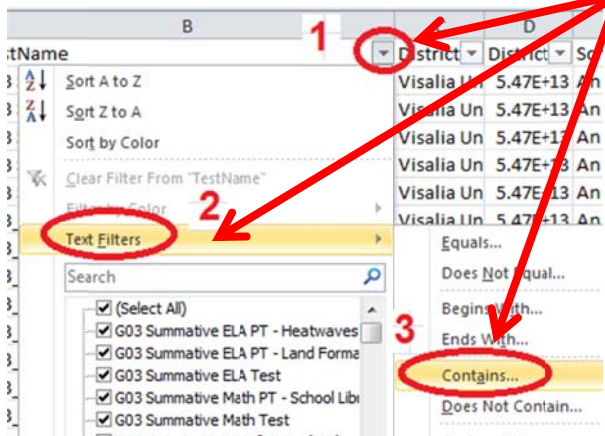
Depending on your version of Excel, select "filter" option under the "sort & filter" icon of the "Editing" section located near the upper right corner of the screen:



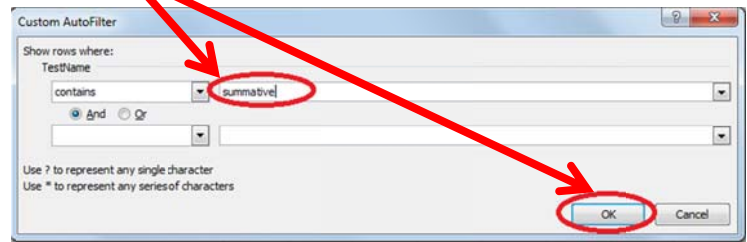
This creates drop-down arrows in the columns selected:

TestName	District	District	SchoolNAME	S
G03 Summative ELA PT - Heatwaves	Visalia Un	5.47E+13	Annie R. Mitchell	5
G03 Summative ELA PT - Land Formations	Visalia Un	5.47E+13	Annie R. Mitchell	5
G03 Summative ELA Test	Visalia Un	5.47E+13	Annie R. Mitchell	5
G03 Summative Math PT - School Library	Visalia Un	5.47E+13	Annie R. Mitchell	5

Click the down arrow in the "TestName" column, slide down to the "Text Filters" option, and then over to the "Contains..." option:



Type the word, "summative" in the search field, and click the "OK" button:



... to see the test name, how many students should have tested, and the number of students who completed.

TestName	DistrictNA	DistrictID	SchoolNAME	SchoolID	Opportun	Total Stud	Total Stud	Total Stud	Percent S	Percent Completed
# G03 Summative ELA PT - Heatwaves	Visalia Un	5.47E+13	Crowley Elementary	5.47E+13	1	94	92	89	97.87%	94.68%
# G03 Summative ELA Test	Visalia Un	5.47E+13	Crowley Elementary	5.47E+13	1	94	91	90	96.81%	95.74%
# G03 Summative Math PT - Science Kit	Visalia Un	5.47E+13	Crowley Elementary	5.47E+13	1	94	0	0	0.00%	0.00%
# G03 Summative Math Test	Visalia Un	5.47E+13	Crowley Elementary	5.47E+13	1	94	0	0	0.00%	0.00%
# G04 Summative ELA PT - Spiders Insect	Visalia Un	5.47E+13	Crowley Elementary	5.47E+13	1	87	85	85	97.70%	97.70%
# G04 Summative ELA Test	Visalia Un	5.47E+13	Crowley Elementary	5.47E+13	1	87	0	0	0.00%	0.00%
# G04 Summative Math PT - Community Garden	Visalia Un	5.47E+13	Crowley Elementary	5.47E+13	1	87	86	86	98.85%	98.85%
# G04 Summative Math Test	Visalia Un	5.47E+13	Crowley Elementary	5.47E+13	1	87	0	0	0.00%	0.00%