Demystifying TAMS

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HELPFUL LINKS

Check out the links below to quickly get where you need to go:

**STAAR**
- Log In to Student Portal
- About STAAR
- FAQs
- Analytic Portal
- Student Assessment Testing Calendars
- Find Books
- Contact

**TEXAS ASSESSMENT**
- Log In to Assessment Management System
- For Educators
- For Administrators
- Student Assessment Testing Calendar
- Analytic Portal
- Technology Systems and Support
- Test Administrator Training Modules

**FOR DISTRICTS**
- Log In to Assessment Management System
- Student Assessment Division Website
- Technology Systems and Support Contact

**STAAR OUT OF SCHOOL/OUT OF DISTRICT TESTING**
- STAAR Out of School/Out of District Examinee Registration Form
- April/May 2019 STAAR End-of-Course Out-of-District/Out-of-School Test Site Directory (PDF)
- STAAR Grades 5&8 Out of District Test Site Directory (PDF)
- Frequently Asked Questions
Analytical Portal

Data Interaction™ for Texas Student Assessments

Program: STAAR 3-8
Admin/Grd: STAAR 3-8
  STAAR 3-8 Alternate 2
  STAAR EOC
  STAAR EOC Alternate 2
  TAKS
  TELPAS
Subject: Reading

Report: Group Summary: Performance Levels

Organization: 0 selected
Search within State
State:
  A W BROWN LEADERSHIP ACADEMY
  A+ ACADEMY
  ABBOTT ISD
  ABERNATHY ISD
  ABILENE ISD
For Administrators

Everything You Need to Know (across top also)

*Test Administrator Training
*Webinars.

Share with your technology
STAAR APPS updates
WEBINARS

Check for upcoming webinars and register.

Previous Webinars are also included with links and PPT

Online Prep / STAAR platform

Interim Testing (3 webinars)
Log In Area /Resources

Log In
- STAAR Assessment Management System
- STAAR Alternate 2 and TELPAS Assessment Management System

Resources for STAAR Alternate 2 and TELPAS
- Go to STAAR Alternate 2 and TELPAS

Resources for All Assessment Programs
- TEA's Student Assessment Division Website
- Technology Systems and Support
- Student Assessment Testing Calendars and Calendar of Events
- Test Administration Manuals and Materials
- Additional Reports and Services
Students Tab

Register A Student

Step 1: Enter PEIMS and Student Information

Test Administration
- Select Test Administration --

District
- DESCOTO ISD [0579986000]
- REGION EDUCATION SERVICE CENTER [0579980000]

PEIMS ID

Upload Students

Follow these steps to upload student registrations.

1. Make selections from the Upload Type and Test Admin dropdown lists, then select a district.
2. Input student registration information following the file specifications outlined in the Student Data File Format for Student Registrations and Pencoding document, available at https://texasassessment.com/Technology/ or via the Help Documentation button, above.
3. Save the completed file as a CSV file, then click the Browse button to locate and select the file.
4. Click the Upload button.

After uploading the file, the Processing icon appears. Refresh the browser to update processing status. When processing completes, the Complete icon appears along with the number of records uploaded successfully and any errors or conflicts.

Student upload files are processed within 24 hours. Please check this page in 24 hours to verify the status of your student upload. If the file has not uploaded after 24 hours, please contact the Texas Assessment Support Center at (855) 333-7770 for assistance.
Students Tab

Resolution

Use the functions available via the Resolution tab to identify held records of non-processed answer documents returned with conflicting or missing data. These records may include missing or conflicting PEIMS IDs or any two out of the three other primary fields used to match student records (First Name, Last Name, and Date of Birth). Held records must be resolved to ensure that answer documents are matched to the correct students.

The Resolved Icon ✅ indicates a previously resolved held record. The Resolution Required Icon ⚠️ indicates outstanding held records that require resolution. The Flagged Icon 🚨 indicates that the record is flagged for review.

To resolve an outstanding held record, click the Edit Icon ⚑ in the "Actions" column. To review a previously resolved held record, click on the View Icon 🔍 in the "Actions" column.

Refer to Section 6.4 Resolutions of the STAAR Assessment Management System User’s Guide for detailed instructions on resolving held records and explanations of why score records are held.

Filter Records Requiring Resolution

District *

Select a Test Administration ➔ Resolution Status ➔ Select a Resolution Status ➔ Select a Reason Type ➔ PEIMS ID ➔ First Name

Last Name ➔ Testing Campus ➔ Select a Testing Campus ➔ Test Registration Type ➔ Select a Test Registration Type ➔ Subject ➔ Select a Subject ➔ Testing Grade ➔ Select a Tested Grade ➔ Test Version ➔ Select a Test Version ➔

Reset Filters ➔ Filter Held Records ➔
Students Tab

Transfer Students

Find the student to transfer:

1. Select a Test Administration.
2. Select whether to transfer the student OUT or IN.
3. Enter the student’s PEIMS ID or TSOS UID and at least two of the three remaining search criteria (First Name, Last Name, Date of Birth).
4. Click the Search button.
5. Select the transfer icon from the “Action” column and follow the instructions provided.

NOTES:
- The Student’s PEIMS ID or TSOS UID and other search criteria must match the student’s registration information to find the student to transfer.
- Only students registered for the selected test administration are available to transfer.
- Students may be transferred OUT from the beginning of the registration window and any time through the test registration.
- Students may be transferred IN any time before the student logs in to a test for the first time or after a test is reopened or reset.

Test Administration *
Select Test Administration

Transfer IN/OUT *
- Transfer OUT
- Transfer IN

Search for Students

PEIMS ID *
First Name *
Last Name *
Date of Birth *

Search
Online Testing Tab
Online Testing Tab

WEBINAR: Online Testing Preparation for Spring 2019 and Overview of STAAR Online Testing - Wednesday March 6
The GROUP NAME field (column E) can be used to specify a group name for tests being delivered on paper as well as online. This field should only be used to organize test takers into groups; otherwise, the field should be left blank. (NO GROUP NAME GIVEN)

- If you have large groups testing online consider giving group names. Note that the group name will appear on the students’ ticket. Avoid using terms that label students. You get 20 students to a page-60 to a group works well.

- There is no wrong way!

Suggestions:

* By Special Designated Group (SE, EL, 504) * Alphabet (a-h, i-q, r-z)
* By grade level * Teacher * by designated support (all TTS together)

TIPS:

Easiest to include in upload

Once a group name is given it can not be changed by blank in an upload-give new name

You can manually assign groups - pulling student at different location into a group

- For paper testers, group names will organize how the precodes are packaged.
Creating Groups

- Enter Group Name.
- Click **CONTINUE** to create new group and add students.
- Select students.
- Select **ADD TO** in order to move students to the new group.
- Click **SAVE GROUP**.
Edit Existing Online Testing Groups

- Click the *Edit* icon of the group requiring changes.
- Select students.
- Select **ADD TO** or **REMOVE** to update students.
- Click **SAVE GROUP**.
# Monitoring Test Status

The table below describes the indicators shown in the "Test Status" column.

<table>
<thead>
<tr>
<th>Test Status Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🌟 Registered</td>
<td>* indicates that the student is registered for a test, but the online test is not yet available.</td>
</tr>
<tr>
<td>🚫 Enrollment Hold</td>
<td>* indicates that the student’s enrollment is not yet processed. Please contact the Texas Assessment Support Center. Refer to Section 1.2 Support for contact information.</td>
</tr>
<tr>
<td>🗝️ Enrolled</td>
<td>* indicates that the student is enrolled in the online test, but the student cannot log in. This icon should only display briefly. If it persists, please contact the Texas Assessment Support Center. Refer to Section 1.2 Support for contact information.</td>
</tr>
<tr>
<td>👍 Ready to Test</td>
<td>* appears before the initial login to an available test or after a submitted test has been reopened. The student can log in using the information on the student test ticket.</td>
</tr>
<tr>
<td>🔄 In Progress</td>
<td>* indicates that the student is logged in and actively testing or has paused the test.</td>
</tr>
<tr>
<td>🚫 Inactive</td>
<td>* indicates that the student has logged out of the test or has been logged out due to inactivity. The student can log back in to the test using the information on the student test ticket.</td>
</tr>
<tr>
<td>🔒 Expired</td>
<td>* indicates that the student did not log in to a test and the online testing window has closed.</td>
</tr>
<tr>
<td>🎯 Submitted</td>
<td>* indicates that the student has submitted the test. The student will no longer be able to log in to the test.</td>
</tr>
<tr>
<td>🔄 Processing</td>
<td>* indicates that a request to reopen a submitted test is in process.</td>
</tr>
</tbody>
</table>
Test Tickets

* Can Print 1 week out
* Use different color paper for each test
* Organize in Folders or notebooks
* Remind test administrators they are SECURE DOCUMENTS
* Have teachers mark tickets if the student tested or if they were absent
* Make sure tickets are shredded at the end of testing
Orders Tab

View & Track

To find an order, set the search criteria using the fields below, then click the Search button. Any matching order(s) display in the Results table. To view order details, click the View Icon under the "Actions" column. To download the order details, click the Download icon. To track an order, click the Track icon, if available.

NOTES:
- Initial orders include testing materials shipped to districts based on submitted participation counts.
- To view quantities by campus, view or download the order details.
- All braille orders are tracked under Additional Materials.
- Initial order includes testing materials shipped to districts based on submitted participation counts. To view quantities by campus, download the order details.

Search for Order

Order Type
- Select an Order Type

Test Administration
- Select Test Administration

Order Number

Organization
- DESEOTO ISD [057906010]
- REG. X EDUCATION SERVICE CENTER [057906010]
Orders Tab

Participation Counts

View & Edit Participation Counts

Participation Counts are used to indicate the number of students expected to test by test mode and subject/grade for each campus during a test administration. Submitted counts for paper based tests will determine the quantity of test materials (e.g., test booklets) a district receives in their combined shipment of test materials (initial order) and will be included in the district’s Initial Order Quantity Report (Reports > Orders tab). Participation counts do not include standard district average. Districts will receive an average with their initial orders that equals 10% of the total participation count submitted for each grade/subject combination across all campuses for each of the paper-based test materials.

Two years of historical counts (actual tests submitted) are identified for each test grade/subject and test mode combination. The default count provided for the current year is initially set to the prior year’s submitted test counts. Districts that do not submit new counts by the close of the participation count window indicated in the Calendar of Events will receive the default counts provided.

NOTE: Oral administration counts are not carried over from the prior year and will initially be set to zero.

Districts may increase or decrease STAAR Oral Administration and STAAR Online counts from the initial default value provided. Updated counts for STAAR Large Print and STAAR Paper may be decreased but may not exceed the initial default value provided. Districts needing to order more materials than allowed for in their participation counts may place additional materials orders during the Additional Materials orders window as noted in the Calendar of Events. Reference section 8.3 of the STAAR Assessment Management System User’s Guide for more information on placing additional orders.

Participation counts may be entered via the user interface (see instructions below) or via an upload file. Click the Upload tab on this page for information about updating participation counts by uploading a CSV file.

For questions about viewing and editing participation counts contact the Texas Assessment Support Center.

View and edit participation counts via the User Interface (UI):

1. Select a district and test administration.
2. Click the Edit icon in the “Actions” column to view and edit participation counts for that campus.
3. Enter the TOTAL number of this year’s testers in each cell.
4. Verify your values before submitting your updated counts.
5. To submit the value(s) entered, click the Update Counts button.

* Indicates required field.
Orders Tab

View & Edit ADPL

Beginning with the December 2018 STAAR EOC administration, all Answer Document Packing Lists (ADPLs) must be submitted online in the Assessment Management System. The campus ADPL is used to indicate the number of paper answer documents being returned to ETS for scoring. Voided answer documents or counts of tests delivered online should not be included in the ADPL count. Separate ADPLs must be submitted and verified for each in district campus for which a campus header sheet and corresponding answer document(s) are being returned to ETS for scoring.

NOTES:

- Authorized campus level users (CTCs) may update or submit their campus ADPL counts anytime prior to the ADPL entry deadline.
- Authorized district level users (DTAs, GTAes) may update, submit, or verify campus ADPL counts anytime prior to the ADPL deadline.
- Verified counts cannot be edited at the campus or district level when the ADPL is in submitted or verified status.
- ADPLs may be un-submitted or un-verified for further updating any time prior to the close of the ADPL entry window.
- Any un-submitted/un-verified campus ADPLs at the close of the ADPL entry window will be processed with any information contained at that time, and will be matched against scanned answer document counts to identify discrepancies requiring reconciliation.

Follow these steps to locate and view ADPL counts:

1. Choose a test administration from the Test Administration dropdown menu and enter a district or campus name or CDC# in the Organization field.
2. Click the View ADPL button.

* Denotes required field.

For more information see Section 8.3 Answer Document Packing List (ADPL) of the STAAR Assessment Management System User’s Guide.
Online Answer Document Packing List (ADPL)

- Beginning in December 2018, the ADPL is moving online!
- Districts will no longer receive a paper ADPL in the shipment.
- The new ADPL feature in the STAAR Assessment Management System allows districts and campuses to enter and submit counts of all answer documents returned to ETS for scoring.
  - District level users can view, update, and verify information for all of the campuses in the district.
  - Campus level users can view and update counts for only the campus to which the campus testing coordinator has access.
- Voided answer documents or counts of students that tested online should not be included in the ADPL counts submitted.
Campus Testing Coordinator Screens

- From the Campus Testing Coordinator ADPL screen:
  - Only the selected campus will be visible.
  - Only subjects for the selected administration will be displayed.
  - Add Alternate Campus will allow Campus Testing Coordinators to enter counts for students testing at their campus from another “home” campus.
  - Click **Update** to save data entered.
  - Submit send completed counts, ready for review, to the District Testing Coordinator.
  - A CSV file is available for download with counts entered online.
District Testing Coordinator Screens

- From the District Testing Coordinator ADPL screen:
  - A listing of all campuses within the district for which precoded answer documents were generated will appear.
  - Only subjects for the selected administration will be displayed.
  - District users can select Update, Submit, or Verify.
  - The deadline for submission is, at 11:59 p.m., the same date that scorables materials are returned as per the Calendar of Events.
  - Once counts have been verified, the Campus Testing Coordinator cannot change them without permission.
  - A CSV file is available for download with counts entered online.
District Testing Coordinator Screens

View & Edit ADPL

Test Administration *
2018 D6C STAAR EOC A1-BE-E1-E2-US

Organization *
Training ISO (999999999)
Training and UAT Region (999999991)

Alert: ADPL window will close on Nov 30, 2018 2:00 AM CDT.

Update District ADPL

Optional: To download a PDF file listing the campuses and grades or subjects with counts, click the Download Counts CSV.
Optional: Enter all or part of a campus name and click the Filter button to filter results by campus name.
In the Results list, enter the number of answer documents each campus mailed for each testing grade or subject for the selected administration.
Click the Save button to save entries for submitting later.
When all numbers have been entered for the campus or campuses shown, click the Update button to save the information for the ETS RESO Team.

Notes:
Counts may be updated at any time prior to the close of the ADPL window.
If counts are not updated and submitted prior to the close of the ADPL window, the Assessment Management System automatically submits the existing counts when the window closes.
Enter counts for paper-based testing only.

Results: 1 Campuses

Filter By:
Campus
Enter campus name
ADPL Status
All Statuses
Verification Status
All Statuses

Reset Filters

1. Training H S (999999999)
   ADPL Status: 1
   Last Updated By: WWillemos602
   Oct 24, 2018 10:19 PM CDT
   Verification Status: 1
   Actions
Verify is available to District Testing Coordinators only and is used to lock final counts for ETS.

- The District Testing Coordinator can **Unverify** counts and make changes until the window has closed for ADPL.
Reports Tab

Online Testing Report

Online Testing Reports

District Test Status Report

Contents: This district-level report provides the status of all online test registrations throughout a school district for the selected administration.

Uses: Sort and filter this report by student and subject to help monitor and track the status of online testers, and verify score code and PNP settings.

Updates: This report is updated 5 times periodically throughout the day and therefore may not reflect real-time status at a given point in time.

District

DESOTO ISD[867086000]

RUSK EDUCATION SERVICE CENTER[867059000]

Test Administration

Select a Test Administration

Click on the download button to view the District Test Status Report.

Campus Test Status (of student) Report

Contents: This campus-level report provides the status of all online test registrations for a specific campus and test administration.

Uses: Sort and filter this report by student and subject to help monitor and track the status of online testers, and verify score code and PNP settings.

Updates: This report is updated 5 times periodically throughout the day and therefore may not reflect real-time status at a given point in time.

Campus

Type in 3 characters to see results

Test Administration

Select a Test Administration
Reports Tab

### Reports Tab Features

- Student Data File reports now include two different report types, “Complete” and “Updated Records Only.”
  - The **Student Data File (Complete) report** is the same as the previous Student Data File report and includes all records from initial testing and any updates.
  - The **Student Data File (Updated Records Only) report** includes only records that were changed or updated after initial testing.
- Once the Consolidated Accountability File option is selected, users must re-click on the Results tab to select and download a different report type.

#### Reporting Admin

- **Organization:**
  - DESETO ISD (057900000)
  - REG. EDUCATION SERVICE CENTER (057900000)

#### Results

<table>
<thead>
<tr>
<th>#</th>
<th>Report</th>
<th>Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Summary Reports (Standard)</td>
<td>Jan 11, 2019</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>STAAR Report Cards (SRCs)</td>
<td>Jan 11, 2019</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Student Data File (Complete)</td>
<td>Jan 11, 2019</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Student Data File (Complete)</td>
<td>Jan 11, 2019</td>
<td></td>
</tr>
</tbody>
</table>
Reports Tab

Report Access

Reporting Access functionality allows authorized district users to open or close campus level access to standard reports.

To change report access settings, select a reporting administration from the dropdown list below, then set the campus(es) to the desired setting (Open or Closed) in the District Access Controls section below.

NOTE: Campus-level access defaults to Closed. Access must be switched to Open by an authorized district level user for campus CTCs and Principals to view their campus reports. All prior administrations are currently open to campus view and must be closed if campus level access is not desired.

Reporting Administration

Select a Reporting Admin

District Access Controls

District *

Select a District

Close All Campus Access to District
Open All Campus Access to District

Total Campuses in District: 0  Total Closed Campus Access: 0  Total Open Campus Access: 0

Access Status: View All Campuses

# Campus Campus Access Status Last Updated By

No results found.
Our Collective Genius and Networking Activity

Students

Online Testing

Reports

Structure
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Assessment Data Coordinator  
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Groups to join!  
TSNAP  
MATS or your local group

Can’t recommend enough!  
Test Hound - organizes test booklets, data, supports, groups, test results including exempt testers  
(no we don’t get a bonus from them!)