STAAR Assessment Management System User’s Guide

STAAR Grades 3–8 and End-of-Course Assessments

August 8, 2017
Student Assessment Division

Texas Education Agency

1701 N. Congress Avenue

Austin, TX 78701-1494

Texas Assessment Support Center

855-333-7770

STAAR3-8@ets.org

STAAREOC@ets.org
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## Change Log

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<tr>
<th>Date</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/2016</td>
<td>3.3 Paragraph addition, 6.2 Paragraph addition, 6.2.1 Section re-write, 6.2.3.1 Note additions, 6.3 Bullet point additions, 6.3.3 Numbered list additions, 6.5 Note addition, 7.3.6 Numbered list addition, 9.2.7–8 Section addition. 7.3.7 Update to Steps 7–17 Requested changes to content and formatting</td>
</tr>
<tr>
<td>10/2016</td>
<td>Global review and update: Implemented changes and reorganization from TEA review. 7.1.3.3 Added section on Proctor Login Information 6.4.1 Resolve Mismatches or Missing Data section revised and updated to add new features and functionality. Implemented changes from internal reviewers. 8.1 View and Track Orders: added information about new functionality for tracking orders and downloading district and camp. Added edits from several reviewers.</td>
</tr>
<tr>
<td>12/2016 – 3/2017</td>
<td>Made changes related to: PNP accommodations (deleted references to STAAR-L, STAAR-A, or STAAR-SOA, except for legacy reports); student transfer rules; creating online testing groups; administrations with shared student registration data; downloading and printing test tickets; voiding online tests; rescoring; and additional reports orders. Deleted Section 6.1.7 Guidance for the March and May 2017 admins. Added Sections 6.2.1.3 and 7.5.1 and edited many sections to include information about new features and updates. Added Alt-Text to tables, images, and links to improve accessibility. Added reviewer edits.</td>
</tr>
<tr>
<td>5/2017 – 8/2017</td>
<td>Expanded Section 6.3.3, added an example in Section 7.3.1, added direction to click Update and edited the previous step in Section 7.5.2, added steps to Section 8.1 for Materials Type dropdown, edited to indicate when Braille, New to Texas, and OOS/OOD status changes, updated Section 8.4.2 to reflect new rescoring functionality, updated Section 6.5 to indicate that students may be transferred at any time except while logged into a test, added Section 6.6 to provide information about registering OOS/OOD students. Miscellaneous formatting changes to improve accessibility. Added a note and updated Section 3: User Screen, added a note and updated Section 6.5 Student Transfers, updated Section 8.2 Participation Counts to reflect new functionality, added Section 9.1 Report Access to document new functionality, updated sections 9.3.1 and 9.3.2 and Appendix B to to document new SIRS functionality, and added a note regarding assessment results notification emails in Section 9.5. Made miscellaneous edits throughout to make table, URL, and other formatting consistent with Style Guide and terms consistent in directions (navigation pane &gt; navigation menu</td>
</tr>
</tbody>
</table>
## Abbreviations Used in This Document

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDC</td>
<td>County District Campus</td>
</tr>
<tr>
<td>CSV</td>
<td>Comma Separated Values</td>
</tr>
<tr>
<td>CTC</td>
<td>Campus Testing Coordinator</td>
</tr>
<tr>
<td>DTC</td>
<td>District Testing Coordinator</td>
</tr>
<tr>
<td>DUAA</td>
<td>District User Account Assistant</td>
</tr>
<tr>
<td>EOC</td>
<td>End-of-Course</td>
</tr>
<tr>
<td>ETS</td>
<td>Educational Testing Service</td>
</tr>
<tr>
<td>OSA</td>
<td>Online Session Administrator</td>
</tr>
<tr>
<td>OTA</td>
<td>Online Test Administrator</td>
</tr>
<tr>
<td>SIRS</td>
<td>Student Information Retrieval System</td>
</tr>
<tr>
<td>SDA</td>
<td>Student Data Assistant</td>
</tr>
<tr>
<td>SS</td>
<td>Support Staff</td>
</tr>
<tr>
<td>TA</td>
<td>Test Administrator</td>
</tr>
<tr>
<td>TAMS</td>
<td>Texas Assessment Management System</td>
</tr>
<tr>
<td>TEA</td>
<td>Texas Education Agency</td>
</tr>
<tr>
<td>TS</td>
<td>Technology Staff</td>
</tr>
</tbody>
</table>
Section 1: Introduction

The State of Texas Assessments of Academic Readiness (STAAR®) Assessment Management System is a secure website designed to manage the STAAR grades 3–8 and end-of-course (EOC) assessments.

The system architecture is based on a hierarchy of organizations and a functional role assigned to each system user. Data that a user can view or update and any system function that a user may initiate is determined by the roles assigned to them, the permissions given to these roles, and the hierarchical level of the organization(s) to which these roles apply. Therefore, while this guide details all available system functionality, there may be functionality listed in this guide to which the reader does not have access.

Organizations include: the Texas Education Agency (TEA), Educational Testing Service (ETS), Education Service Centers (ESCs), districts, and campuses.

There is also a hierarchical structure within individual organizations.

Because districts are above campuses within the Assessment Management System hierarchy, a user who is granted district level permission to edit student records is able to do so for any student at any campus within that district from one user account.

A user in that same district who is granted only permissions to edit student records can view and edit only students within that campus.

An individual user can be assigned multiple roles across multiple organizations. For instance, if a user serves as the Campus Testing Coordinator (CTC) for multiple campuses within the district, to accomplish this, the user can be granted the CTC role for each campus desired. Because the user is granted the CTC role on each campus, from one user account, the user is able to perform the CTC duties for multiple campuses.

1.1 System Requirements

System functionality and screens may display, operate, or appear differently in different browsers and operating systems. The website is optimally viewed using a 1280 x 1024 screen resolution. The system is supported on the following web browsers:

- Mozilla Firefox (latest version)
- Internet Explorer 10.0 and above
- Safari
- Mozilla Firefox LTS
- Google Chrome
- Safari on iPad (all)

**NOTE:** Microsoft Edge is not supported.
1.2 Support

For assistance with the system, contact the Texas Assessment Support Center at 855-333-7770 or at STAAR3–8@ets.org or STAAREOC@ets.org.
Section 2: Access

2.1 User Roles

Functionality is available for users according to their assigned roles in the Assessment Management System. The user role dictates the level of access in the system. Based on eligibility, users may be assigned one or more of the roles listed below.

NOTES:

- Refer to the STAAR Assessment Management System User Roles and Permissions Matrix document available at http://TexasAssessment.com/technology/ for a list of user system roles and permissions.
- Also refer to Section 5.1.7 View and Manage User Roles for information about setting user roles.

2.1.1 Region

- ESC Region Staff

2.1.2 District

- Superintendent
- District Testing Coordinator
- District Testing Assistant
- District User Account Assistant
- Campus Testing Coordinator
- Student Data Assistant
- Test Setup Assistant
- Online Session Administrator
- Online Test Administrator
- Teacher
- Principal
- Technology Staff
2.2 User Sign In

Once a user account is created, separate welcome emails that contain a username and a temporary password will be sent to the newly created user. New users cannot sign in to the system without the information provided in the welcome emails.

NOTES:

- To ensure that system emails are received, users must add STAAR-noreply@ets.org to the email client’s safe address list.
- Users must log in and establish a new password within 10 days of receiving the welcome email. If a new password is not established within 10 days, the user’s credentials must be reset.
- Passwords expire every 365 days. Users are prompted to change their passwords after their first login.

To sign in to the system, complete the following steps.

2. Click the STAAR Assessment Management System link located in the Log In for Administrators section on the right side of the webpage.
3. Enter a username and password
   
   NOTE: New users will use the username and temporary password provided in the welcome emails. Returning users will enter their username and password.
4. Click Sign In.
5. Enter the Temporary Password.
6. Enter and confirm a New Password, and click Continue.
   
   NOTE: The password is case-sensitive. The new password cannot be the same as the temporary password and cannot include the username, first name, or last name of the user. Passwords must be between 8 and 16 characters and include:
   
   - a lowercase letter, a through z,
   - an uppercase letter, A through Z, and
   - at least one number, 0 through 9, or a symbol, such as !@#$%^&*( ).
7. On the Select Security Questions and Answers screen, select and answer three security questions.
8. Click Continue.

NOTES:

- Once you have successfully signed in to the system you will be taken to your personalized homepage also known as the Dashboard.
New users must complete additional steps such as reading and agreeing to the confidentiality agreements when first signing in to the system.

New users should select Profile from the title bar, then select the Change Your Password link to immediately change the temporary password.

2.2.1 Forgot Username

To request an email containing your username, complete the following steps.

1. On the Sign In screen, click the Forgot Username link.
2. Enter your email address, and click Continue.

An email containing the username associated with that email address will be sent if a matching email address is found.

2.2.2 Forgot Password

To request a temporary password, complete the following steps.

1. On the Sign In screen, click the Forgot Password link.
2. Enter your username, and click Continue.
3. Enter your answer to the security question, and click Continue.

An email containing a temporary password will be sent to the email address associated with that username.

2.3 Additional Access Information

User accounts are created and maintained by a District Testing Coordinator (DTC). Your DTC can reset your access, reissue access emails, and update your roles and privileges. To maintain system security, ETS and TEA staff are permitted to make user account changes only in rare instances and only at the request of your DTC. If your DTC is unable to resolve access issues using functionality available within the Assessment Management System, please ask the DTC to contact the Texas Assessment Support Center.

For information about creating user accounts and setting roles, refer to Section 5: Users.
Section 3: The STAAR Assessment Management System User Screen

After signing in, you will see the STAAR Assessment Management System user screen. The user screen has three major sections: the Dashboard menu, which includes the Title bar located at the top right of the user screen (circled in orange), the navigation menu located on the left side of the user screen (circled in red), and the User Workspace (circled in green).

The initial user screen is a personalized screen that displays information that is directed to the individual user's campus or district. The home screen is the only place in the system where a user will see district or campus announcements and student transfer notices.

NOTES:

- Some actions outlined in this guide may not be available to you in your current user role. For example, you may not see the Student Transfer tab or all options listed in the Administrative menu.

- There are other working environments of the Assessment Management System. To help users remember which domain they logged in to, a unique color band appears at the top of the screen in the district and support training environments with the name of the environment shown in white. The District Training Environment displays a red band. The Support Training Environment displays a green band. The live production environment has no color band.
3.1 The Dashboard Menu

The Dashboard menu is comprised of two navigation bars: the Title bar, located at the top right of the user screen, and the Navigation menu, located on the left side of the user screen.

3.1.1 Title Bar Items

<table>
<thead>
<tr>
<th>Links</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Dashboard</td>
<td>Return to the Dashboard from the current location within the system.</td>
</tr>
<tr>
<td>2. Profile</td>
<td>View and update your personal information.</td>
</tr>
<tr>
<td>3. TAMS</td>
<td>Redirect to the Texas Assessment Management System homepage.</td>
</tr>
<tr>
<td>4. Help</td>
<td>Contains test administration materials and other documents available for download.</td>
</tr>
<tr>
<td>5. Logout</td>
<td>Log out of the system.</td>
</tr>
</tbody>
</table>
3.2 Navigation Menu

Navigation menu functions are accessible based upon user role. Because of the depth of information, the options available on the Navigation menu will be discussed in detail in later sections. Only a basic description is included in the table below.

3.2.1 Navigation Menu Items

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Organizations</td>
<td>Find, view, and update organization details.</td>
</tr>
<tr>
<td>2. Users</td>
<td>Find, view, and update user details.</td>
</tr>
<tr>
<td>3. Students</td>
<td>Find, view, and update individual student details.</td>
</tr>
<tr>
<td>4. Online Testing</td>
<td>Find, view, update, and administer online testing.</td>
</tr>
<tr>
<td>5. Orders</td>
<td>Find, view, and order test materials, review and update participation counts, place orders for Ancillary reports.</td>
</tr>
<tr>
<td>6. Reports</td>
<td>Find, view, and print a wide variety of reports. Access the Texas Data Portal.</td>
</tr>
</tbody>
</table>
3.2.2 Profile

To view or make updates to your profile, complete the following steps.

1. From the Title Bar, select Profile.
2. Make any necessary updates, and click the UPDATE button. Your profile updates are saved.

**NOTE:** Updates to first or last name are not reflected in the username. Usernames are created automatically by the system and cannot be changed.

3.2.3 Change Your Password

To change your password, complete the following steps. Passwords can be changed one time each day.

1. From the top of the Dashboard, select Profile.
2. Select the Change Password link.
3. On the Change Password screen, in the Current Password field, enter your current password.
4. In the New Password field, enter the new password.
5. In the Confirm New Password field, enter the new password a second time.
6. Click the CHANGE PASSWORD button.

- The system sends a password update notification email.

3.2.4 Reset Security Questions and Answers

To reset the security questions and answers, complete the following steps.

1. From the top of the Dashboard, select Profile.
3. In the confirmation window, click Yes.
4. For each Security Question:
   1. Select a question from the dropdown list.
   2. Type your answer to the selected question in the text window.
   3. Repeat as necessary.
5. Click the Save button.
3.2.5 TAMS, Help, Logout

The TAMS option is a redirect link and redirects the browser to the Texas Assessment Management System website. You are no longer within the STAAR Assessment Management System.

The Help option links to the Help page within the system. From there, you can download user manuals and other help documents.

The Logout option closes your current session and redirects the browser to the Texas Assessment Management System website at http://TexasAssessment.com/technology/.

3.3 User Workspace

The User workspace is highly dynamic. The content displayed within this area will change depending upon your selections and location within the system. The default content displayed in this area is the user’s personalized homepage. A user can return to this page at any time, by clicking the Dashboard link.

3.3.1 User Workspace Menu Items

<table>
<thead>
<tr>
<th>#</th>
<th>Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>News and Announcements</td>
<td>View important announcements for the STAAR assessment program.</td>
</tr>
<tr>
<td>2</td>
<td>Student Transfers</td>
<td>View student transfer notices.</td>
</tr>
<tr>
<td>3</td>
<td>Create Announcement</td>
<td>Create an announcement and send it to other users.</td>
</tr>
</tbody>
</table>
3.3.2 News and Announcements

The News & Announcements feature is intended for posting information that may be helpful to users within your organization (for example, to alert users of critical information; to inform users of administration window dates; to remind users of an upcoming deadline; to call attention to student transfers; or to simply notify users of helpful new resources).

3.3.2.1 Create Announcement

The ability to post information in the News & Announcements tab is based upon the user’s access level and the selected organizations. For example, a District Testing Coordinator (DTC) may choose to send an announcement to the entire district or just to one campus. However, campus testing coordinators (CTCs) may create posts only for their respective campuses. All users within the selected organization will see the announcement on their dashboards, and those users will also receive the email notification of the announcement (if the option is activated).

To create an announcement, complete the following steps. Required fields are marked with a red asterisk (*).

1. From the News & Announcements tab, click the Create Announcement button.
2. Enter a Subject.
3. Select a district or campus from the Organization field.
4. Enter an Announcement Start Date and an Announcement End Date.
5. Select an email option: Send Email or Do Not Send Email.
   
   NOTE: Only those users within the selected organization will receive an email.
6. Enter the announcement in the Announcement Text field.
7. Click the SAVE button.
   
   Your announcement appears on the Dashboard.

3.3.2.2 Delete Announcements

User roles of DTC level or above have the option to delete an announcement in the News & Announcements tab only if the announcement originated within the user's organization. For example, DTCs may delete posts from one of their campuses or from within their district, but not a post from a system administrator.

NOTE: Any announcement can be deleted at any time. If an announcement is outdated or in error but was posted by another user, contact the DTC or superintendent to request that the announcement be deleted.

To delete an announcement, complete the following steps.

1. From the Dashboard, select the announcement you want to delete.
2. On the Announcement window click the Delete button.
3.3.3 Student Transfer Announcements

The Student Transfer Announcement, available on the Student Transfers tab, displays students who have been transferred from or to another district. The announcement includes the date, user, name of student transferred, name of organization from which the student transferred, name of organization to which the student transferred, and the transfer reason.

User roles of DTC level or above have the option to delete an announcement in the Student Transfers tab only if the announcement originated within the user's organization. For example, a DTC may delete a post from one of his or her campuses or from within his or her district, but not from a system administrator.

NOTE: Before deleting a student transfer announcement, consider whether the campus coordinators on other campuses need to view the student transfer announcement.

To delete a student transfer announcement, complete the following steps.

1. From the Dashboard, select the Student Transfer Announcement you wish to delete.
2. On the Announcement window, click the DELETE button.
Section 4: Organizations

Each region, district or campus in the system is categorized as an organization. Addresses and general information for an organization can be viewed. Access to this information is based on the user’s role. For example, District Testing Coordinators can view information at both the district and campus levels. Campus testing coordinators can view information only at the campus level.

4.1 View and Edit Organizations

The View & Edit tab allows you to access organization information. To view organization information, you must first search for the organization. Because you may view only organization(s) for which you have privileges, you may be able to click Search without setting filters if you have access to only one organization. However, it is good practice to limit the search results by filtering by the Organization Name or by the Organization Code. Additional filters for Organization Type and Organization Status are also available.

To view the organization(s) for which you have privileges, complete the steps below.

1. In the left navigation menu, select Organizations. The system defaults to the View & Edit page.
2. Enter the organization’s information to search for (name, code, type, or status).
3. Click SEARCH to view the search results.
4. To view organization information, click the View icon in the "Actions" column.
5. Organization search results may also be downloaded as a CSV file by clicking the Download Search Results button.
6. You can edit information for the organization(s) for which you have privileges.

NOTE: The active filters applied to the search results are displayed under Active Filters. To remove an active filter, click the Filter button next to the name of the filter, or click NEW SEARCH.

4.1.1 Organization Profile

The Organization Profile page presents general information about an organization divided into logical portions under the heading tabs of General Info, Addresses, Users, and Structure.

NOTES:

- It is important to provide the correct address and primary user information so that your organization receives its testing materials at the correct location.
- If the shipping address for your organization is incorrect and needs an update, please navigate to the TEA’s Student Assessment Division website at http://tea.texas.gov/student.assessment/district/ and submit changes following the instructions provided on the website.
4.1.1.1 Designate a Primary User

The primary user is the individual who receives email notifications and test material shipments. Check to verify that the District Testing Coordinator has been designated as the primary user.

Follow these steps to verify or designate a user as the primary user for the district.

1. In the left navigation menu, select Organizations. The system defaults to the View & Edit Organizations page.
2. Enter the search information for your organization, and click SEARCH.
3. In the "Actions" column of your organization, click the View icon.
4. Select the Users tab.
5. In the “Primary” column, select the checkbox next to the name of the person to be designated as the primary user. The system automatically updates to show your selection.
   - The system notifies you that the old contact has been removed.
6. In the Contact Removed window, click the CLOSE button.
Section 5: Users

The **Users** section of the system provides functionality for managing user access to the system. User management is performed on the **User Profile** page which presents general information about a user. This information is divided into two parts: **Demographic Information** and **Roles**. The **First Name**, **Last Name**, and **Email** fields are required by the system to avoid user duplication. The **Staff ID**, **Phone Number**, and **Fax Number** fields are provided for local use and may remain empty without impact to the system.

**NOTES:**

- Districts should ensure that user information is up to date. For example, if staff members move to a different campus or assume new roles, then their user information should be updated accordingly.
- Remember that while this guide details all system functions, your role and organization determine which users you can manage and what functions are available to you for managing them.

Functions accessible through the **Users** tab include:

- View & Edit
- Edit User Information
- Reset User Credentials
- Reset a User Passwords
- Deactivate a User
- Reactivate a User
- View and Manage User Roles
- Add
- Upload

### 5.1 View and Edit User Information

**View & Edit** provides functions for locating and editing user information. In order to view and edit user information, you must first search for the user. Because you may only view and edit users for which you have privileges, you may be able to click **SEARCH** without setting filters. However, it is good practice to limit the search results by filtering.

### 5.1.1 Search for a User

To search for a user, complete the following steps.

1. In the left navigation menu, select **Users**. The system defaults to the **View & Edit Users** page.
2. Enter the search information (**Keyword**, **First Name**, **Last Name**, **Username**, **Email**, **Staff ID**, **Organization**, **Status**, or **Role**).
3. Click **SEARCH** to view the search results.

4. To view user information, click the **View** icon in the "Actions" column.

### 5.1.2 Edit User Information

Districts should ensure that all user information including roles, organizations, and contact information is up to date. For example, if staff members move to a different campus or assume new roles, then their user information should be updated accordingly.

To edit user information, complete the following steps.

1. In the left navigation menu, select **Users**. The system defaults to the **View & Edit Users** page.

2. Enter the search information (**Keyword**, **First Name**, **Last Name**, **Username**, **Email**, **Staff ID**, **Organization**, **Status**, or **Role**.)

3. Click **SEARCH** to view the search results.

4. In the "Actions" column, click the **Edit** icon.

5. Edit user information fields as needed, and click the **SAVE** button.

### 5.1.3 Reset User Credentials

FOR USERS WHO HAVE NEVER SIGNED IN TO THE SYSTEM

These steps apply only if a **Reset Credentials** button is available on the **User Profile** screen. When you follow these steps, you reissue the two initial welcome emails for **Username** and **Temporary Password**.

To reset user credentials, complete the following steps.

1. In the left navigation menu, select **Users**. The system defaults to the **View & Edit Users** page.

2. Enter the search information (**Keyword**, **First Name**, **Last Name**, **Username**, **Email**, **Staff ID**, **Organization**, **Status**, or **Role**.)

3. Click **SEARCH** to view the search results.

4. Verify the user account status is **Active**. If the account has been deactivated, refer to Section 5.1.6 Reactivate a Deactivated User.

5. In the "Actions" column, click the **Edit** icon.

6. On the **User Profile** screen, locate and click **Reset Credentials**.

7. In the **Confirmation** window, click the **YES** button.

   - The two welcome emails for **Username** and **Temporary Password** will be sent to the email address listed for that user.
5.1.4 Reset a User Password

FOR USERS WHO HAVE PREVIOUSLY SIGNED IN TO THE SYSTEM

These steps apply only if the user is listed as Active on the User Profile screen. If the user is listed as Inactive, refer to Section 5.1.6 Reactivate a Deactivated User. If the user is listed as Active and a Reset Credentials button is available, refer to Section 5.1.3 Reset User Credentials.

To reset a user password, complete the following steps.

1. In the left navigation menu, select Users. The system defaults to the View & Edit Users page.
2. Enter the search information (Keyword, First Name, Last Name, Username, Email, Staff ID, Organization, Status, or Role.)
3. Click SEARCH to view the search results.
4. Verify that the user account status is Active. If the account is deactivated, refer to Section 5.1.6 Reactivate a Deactivated User.
5. In the "Actions" column, click the Edit icon for to the appropriate user.
6. In the Demographic Information section, click the RESET PASSWORD button.
7. In the confirmation window, click the YES button.
   - An email containing a temporary password is sent to email address listed for the user.

5.1.5 Deactivate a User

District and campus level users should be deactivated if their job no longer requires access to the system or they are no longer employed by the district. System users can only be deactivated and cannot be deleted or removed.

To deactivate a user, complete the following steps.

1. In the left navigation menu, select Users. The system defaults to the View & Edit Users page.
2. Enter the search information (Keyword, First Name, Last Name, Username, Email, Staff ID, Organization, Status, and Role.)
3. Click SEARCH to view the results.
4. In the "Actions" column, click the Edit icon next to the appropriate user.
5. In the Deactivation Comment field, enter the reason the user is being deactivated.
6. Click the DEACTIVATE button.
7. In the Confirmation window, click the YES button.
8. After the system has processed the deactivation, a second confirmation window appears.
9. Click the CLOSE button.
5.1.6 Reactivate a Deactivated User

Deactivated user accounts remain in the system and may be reactivated at any time. Typically, a deactivated account might be reactivated because that user once again will perform duties that require access to the system. There are two parts to the reactivation process. The first part marks the user account as Active using the User File Upload process. Once the upload has successfully completed and the user is marked Active, follow the Reset User Credentials process to complete the second part of the reactivation process.

For information required in the User Upload Template, refer to Appendix A: User Upload Spreadsheet Requirements.

To reactivate a user account, complete the following two-part process.

**Part 1: Reactivate User Account**

1. In the left navigation menu, select Users, and then Upload.
2. On the Upload Users page, choose Download Spreadsheet Template.
3. Update the spreadsheet using the following steps:
   1. Enter U in the “Actions” column (column A).
   2. Enter user names in “First Name” and “Last Name” columns.
   3. Enter organization and role codes in the “Organization Code:Role Code” column.
   4. Enter user email addresses in the “Email Address” column.
   5. Enter Active in the “Account Status” column.
4. Save the file as a CSV file.
5. In the “Upload a File” section, click Choose File in the “Select Upload” section.
6. In the File Upload window, locate your saved CSV file, and select Open.
7. Click the UPLOAD button.

**NOTES:**

- See on-screen directions for current role codes and more information.
- Once the browser upload process is completed, the system import process begins. You may want to refresh your browser to view updates to the file’s upload status.
- Once the file upload status shows a checked green circle, you are ready to perform part two of the reactivation process.
Part 2: Reset User Credentials

1. In the left navigation menu, select Users. The system defaults to the View & Edit Users page.

2. Enter the search information (Keyword, First Name, Last Name, Username, Email, Staff ID, Organization, Status, or Role.)

3. Click SEARCH to view the search results.

4. Verify the user account status is Active.

5. In the "Actions" column, click the Edit icon for the appropriate user.

6. On the User Profile screen, locate and click Reset Credentials.

7. In the Confirmation window, click the YES button.

   - The two welcome emails for Username and Temporary Password will be sent to the email address listed for that user.

5.1.7 View and Manage User Roles

All user profiles must include at least one system role. However, users can be assigned multiple roles and those multiple roles can be at different campuses.

Refer to the STAAR Assessment Management System User Roles and Permissions Matrix document available at http://TexasAssessment.com/technology/ for a list of user system roles and permissions.

When assigning multiple roles, it is recommended that the users be assigned the role with the highest level of permissions necessary to accomplish the tasks required of them by the organization.

**Overlapping roles:** If a person serves as the campus testing coordinator and as an online session administrator for that campus, you should not assign both roles to that person’s user account. Only the campus coordinator role should be assigned because that role has a set of permissions that includes all of the online session administrator role permissions.

**Independent roles:** If a person serves as a campus coordinator for one campus and serves as an online session administrator for another campus, you must assign both roles to that person’s user account. This is because each role is specific to an organization and no role permissions overlap. In this example, the user will be able to perform all of the functions available to a campus coordinator at one campus and perform only the functions of an online session administrator at the other campus.

5.1.7.1 Add a User Role

To add user roles, complete the following steps.

1. In the left navigation menu, select Users. The system defaults to the View & Edit Users page.

2. Enter the search information (Keyword, First Name, Last Name, Username, Email, Staff ID, Organization, Status, or Role.)

3. Click SEARCH to view the search results.
4. In the "Actions" column, click the Edit icon for the appropriate user.

5. In the “Roles” section, click Select Organization.

6. In the Select Organization window, enter at least the first three letters in the name of an organization or the organization code.

7. Select the appropriate organization from the list.
   - The window will close and a list of available user roles will be displayed in the Roles section of the User Profile screen.

8. Select the role to assign the user, and click the Add Role button.

9. In the Confirmation: User Role window, click the CLOSE button.
   - The added role will be displayed in the “Roles in the System” list located at the bottom of the User Profile screen.

10. Repeat these steps as necessary to assign multiple roles to the same user.

**NOTE:** The roles available are limited by the level of the organization selected and by your role. If you have selected a campus organization or you are a campus-level user, you cannot grant a district level role.

### 5.1.7.2 Delete a User Role

To remove a role from a user profile, complete the following steps.

1. In the left navigation menu, select Users. The system defaults to the View & Edit Users page.
2. Enter the search information (Keyword, First Name, Last Name, Username, Email, Staff ID, Organization, Status, or Role.)
3. Click SEARCH to view the search results.
4. In the "Actions" column, click the Edit icon for the appropriate user.
5. In the “Roles in the System” section:
   - To delete multiple roles for the same user at one time:
     6. Mark the checkbox for each role(s) to be deleted.
     7. Click the DELETE SELECTED button.
   - To delete one user role:
     8. Click the Delete icon in the “Actions” column for the appropriate role.
     9. In the Confirmation: User Role window, click the CLOSE button.
5.2 Add a User

To add individual users, complete the following steps.

1. In the left navigation menu, select Users, and then Add.
2. Under Demographic Information, enter the user information in the fields.
   
   **NOTE:** Required fields are marked with a red asterisk.
3. In the “Roles” section, click Select Organization.
4. In the Search field, enter at least the first three letters in the name of an organization or the organization code.
5. Select at least one organization for the user.
6. Select a user role, and click the Add Role button.
7. In the Save User window, click the CLOSE button.
8. Click the SAVE button.

5.3 Upload User File

The upload user file process is the quickest method for performing updates to multiple user accounts. For more information on the information required in the User Upload Template, refer to Appendix A: User Upload Spreadsheet Requirements.

To upload a user file, complete the following steps.

1. In the left navigation menu, select Users, and then Upload.
2. On the Upload Users page, select Download Spreadsheet Template.
3. In the spreadsheet, enter the user information to upload to the system.
4. Save the file as a CSV file.
   
   **NOTE:** You will want to provide a unique filename for the file. The filename will appear in the Uploaded Files list. Unique filenames should help you track your work.
5. In the Upload a File section, click Choose File.
6. Locate and select your saved CSV file, then click Open.
7. Click the UPLOAD button.
8. Refresh the browser window to update the upload status.
The table below describes the different file upload status indicator icons.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Upload Status Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄</td>
<td>Processing.</td>
</tr>
<tr>
<td>✅</td>
<td>Complete.</td>
</tr>
<tr>
<td>🔄!</td>
<td>Partially Complete. Some records have loaded, but others have errors.</td>
</tr>
<tr>
<td>🔄!</td>
<td>Processing Error. No records have loaded. Ensure the file is saved as a CSV and all fields have data consistent with User Upload Spreadsheet Requirements detailed in Appendix A.</td>
</tr>
</tbody>
</table>

**NOTE:** During peak system use, you should allow up to 24 hours for the system to process the upload file and to grant access to new users.

### 5.3.1 Correct Upload Errors

If the upload generates an error, a red number depicting the number of errors will be displayed in the “Errors” column.

To correct upload errors, complete the following steps.

1. To view errors in the file, click the number in the “Errors” column.
2. In the *Uploaded File: Errors* window, click the number in the “# Rows with Error” column to view the row number in which the error occurred and the data value that caused the processing error.
3. Click the *Back* or *Back to Errors* button to view another error, or, if you are done, click the *Close* button.
4. In your original upload file, locate and correct any errors, save, and re-upload into the system.

**NOTES:**

- This is the simple method of correction. However, if you wish to do so, you can re-upload only those rows that need correction. Click the *Download* icon in the “Actions” column of the appropriate upload file to download a file containing only the rows that caused processing errors. Correct and upload the fixed-errors file.

- If processing errors cannot be corrected, contact the Texas Assessment Support Center at 855-333-7770 or at STAAR3–8@ets.org or STAAREOC@ets.org.

### 5.3.2 Delete a User Upload File

You may delete an upload file without impacting any of the system data. In other words, you may “clean-up” the list of uploaded files as you see fit. Once an upload file has successfully completed the upload and import process, the data from the upload file is safely in the system.
To delete a user upload file, complete the following steps.

1. In the left navigation menu, select Users, and then Upload.

2. Under Uploaded Files, click the Delete icon in the "Actions" column for the appropriate file.

3. In the Confirmation Delete File window, click the YES button.
   - The file upload list will update to reflect the deletion.

4. Repeat the above steps as needed.
Section 6: Students

The Students section of the system provides functionality for managing student information. Within this section you will register students for test administrations; view, update, transfer, or delete student registrations, and view and edit test information and score codes. Student management is performed on the Student Profile page which presents general information about a student. This information is divided into three sections: a student’s demographic profile, a student’s test information, and a student’s scores for a particular administration. Refer to Section 6.1.2: View and Edit Student Information below for more details about the Student Profile page.

For each administration, a district must register students who will be testing in that administration. Both students testing on paper and online must be registered in the Assessment Management System prior to testing.

Students testing on paper must be registered by the close of the window for District Testing Coordinators to upload precode files and send student data so that precoded documents can be provided for these students. Testers may still be registered after this window closes, but precoded answer documents will not be provided.

Students testing online may be registered at any time up to the morning of the day of testing for subjects given on set dates. For other subjects, students testing online may be registered at any time through the end of the administration testing window.

Check the Calendar of Events, available at http://tea.texas.gov/student.assessment/calendars/, for each administration’s schedule.

Remember that while this guide details all system functions, your role, your organization, and a preset system calendar window will determine which students you can manage and what functions are available for managing them.

Functions accessible through the Students tab include:

- View & Edit
- Register
- Upload
- Resolution
- Transfer

6.1 View and Edit Student Information

View & Edit provides functions for locating and editing registered student information. The Student Profile page contains a student’s demographics, test, and score information for a particular administration. The information contained on each Student Profile page is organized under the following three tabs (viewable after searching for a student and opening the student’s profile):

- Profile – contains a student’s demographic information. Access this tab to edit student demographic data during a registration period or after a test administration.
- **Tests** – contains a list of tests and associated test information for each test a student has been registered to take for the test administration selected. Access this tab to view, add, update, or remove a student’s test information during the registration window.

- **Scores** – contains post-administration test information and score codes applied to each test that a student was registered to take at the close of the registration window. Access this tab to view and make corrections to test information and score codes after a test administration. Downloadable *Confidential Student Reports (CSRs)* are also available on this tab.

Administration activities for students differ slightly between pre-administration and post-administration. Prior to a test administration, many student information fields are open for editing. After an administration, only a selected few fields are available for editing.

Activities accessible through the View & Edit tab include:

- Searching for Student Information
- View and Edit Student Information

**Pre-Administration Activities**

- Delete an Existing Student Registration
- View and Edit Student Test Registration Information

**Post-Administration Activities**

- View and Update Test Administration Information
- View and Update a Test Score Code

To view and edit student information, you must first find the student. You may only view and edit students for whom you have privileges. Due to the large number of students within each organization, it is good practice to carefully limit the search results by filtering.

**6.1.1 Searching for Student Information**

**FOR STUDENTS WHO ARE REGISTERED FOR AN ADMINISTRATION**

To search for a student, complete the following steps.

1. In the left navigation menu, select *Students*. The system defaults to the View & Edit Students page.
2. Under *Search for Students*, select a Test Administration from the dropdown menu.
3. Enter search filters (First Name, Last Name, PEIMS ID, Grade, and Organization).

**NOTE:** The full PEIMS ID must be entered when it is used for a search. Entering partial names or words in other fields or leaving fields blank will still generate results.
4. Click **SEARCH** to view the search results.

5. To view student information, click the View icon in the "Actions" column for the appropriate student.

**Search results list functions:**

- **PEIMS ID**: Hover the cursor over the masked PEIMS ID to view the full PEIMS ID.
- **Downloads**: If campus is used as a filter in the Organization field, a Download Search Results button becomes available. Click this button to download a spreadsheet containing information for students found in the search.
- **"Actions" column**: For pre-administration, the Edit icon is used. However, after students have tested, the View icon is used. The icon change signals a permissions switch from editing multiple fields to updating a selected few fields.

### 6.1.2 Viewing and Editing Student Information

Prior to a test administration, you can edit most of the student information within a test registration. For example, you may need to edit data to reflect changes due to an ARD committee decision. However, after a test administration, when the test information has been posted to the Scores tab, only a student’s First Name, Middle Initial, Last Name, and Date of Birth can be updated.

After a test administration, updates should be made only for required corrections to student information because the update will trigger the generation of a new updated CSR. Updated CSRs are posted to the Scores tab on every other Thursday following an update. Bi-weekly updates alternate between 3–8 and EOC assessments.

Updates to student information can be made within the system up to one year after an administration. To edit student information during the registration window, complete the following steps.

1. In the left navigation menu, select **Students**. The system defaults to the View & Edit Students page.
2. Under Search for Students, select a Test Administration from the dropdown menu.
3. Enter search filters (First Name, Last Name, PEIMS ID, Grade, and Organization).
4. Click **SEARCH** to view the search results.
5. To view student information, click the View or Edit icon in the "Actions" column for the appropriate student.
6. Select the Profile tab and make any needed edits:
   - **Pre-administration**: Edit any necessary fields.
   - **Post-administration**: Update the First Name, Middle Initial, Last Name, and Date of Birth fields.
7. Click the **UPDATE** button.

**NOTE:** District and campus student registration reports are updated on a nightly basis. Updates appear in the system immediately but appear in reports the following day.
6.1.3 Delete an Existing Student Registration

To delete or unregister an existing student during the registration window, complete the following steps.

1. In the left navigation menu, select **Students**. The system defaults to the **View & Edit Students** page.

2. Under **Search for Students**, select a **Test Administration** from the dropdown menu.

3. Enter search filters (First Name, Last Name, PEIMS ID, Grade, and Organization).

4. Click **SEARCH** to view the search results.

5. To view student information, click the **Edit** icon in the "Actions" column for the appropriate student.

6. In the "Actions" column, click the **Delete** icon.

**NOTE:** Paper registrations uploaded during the precode window for an administration will generate a precoded answer document.

7. In the **Confirmation Delete File** window, click the **Yes** button.

**NOTE:** As of March 2017, users may create and delete student registrations until the last day of testing. Even during the testing window, student registrations, paper or online, may be created or deleted.

6.1.4 Delete Student Registrations by Uploading a File

To delete or unregister multiple students during the registration window, complete the following steps.

1. In the left navigation menu, select **Students**. The system defaults to the **View & Edit Students** page.

2. On the **Upload Students** page, select an **Upload Type** and a **Test Admin**.

3. Under **Upload a File**, select an existing uploaded file or click **Download Spreadsheet Template**.

4. In the spreadsheet, locate the "ACTION-INDICATOR" column.

5. Enter the code **D** in every row to delete student registration records.

6. Save the file as a CSV file.

**NOTE:** Provide a unique filename for the file. The filename will appear in the Uploaded Files list. Unique filenames should help you track your work.

7. In the "Upload a File" section, click **Choose File** in the "Select Upload" area.

8. In the **File Upload** window, locate your saved CSV file, and click **Open**.

9. Click the **UPLOAD** button.

**NOTES:**

- Once the browser upload process completes, the system import process begins. Refresh the browser window to update file upload status.
The Student Data File Format for Student Registration and Precoding may change from year to year. Fields may be added, deleted, or moved. Files uploaded previously may not upload until edited to conform to the current format.

As of March 2017, users may create and delete student registrations until the last day of testing. Even during the testing window, student registrations, paper or online, may be created or deleted.

The table below describes the different file upload status indicator icons.

<table>
<thead>
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<th>Icon</th>
<th>Upload Status Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Processing" /></td>
<td>Processing.</td>
</tr>
<tr>
<td><img src="image" alt="Complete" /></td>
<td>Complete.</td>
</tr>
<tr>
<td><img src="image" alt="Partially Complete" /></td>
<td>Partially Complete. Some records have loaded, but others have errors.</td>
</tr>
<tr>
<td><img src="image" alt="Processing Error" /></td>
<td>Processing Error. No records loaded. Ensure the file is saved as a CSV and all fields contain data consistent with User Upload Spreadsheet Requirements detailed in Appendix A.</td>
</tr>
</tbody>
</table>

NOTE: During peak system use, allow up to 24 hours before changes are reflected in the system.

### 6.1.5 View and Edit Student Test Registration Information

#### 6.1.5.1 For STAAR 3–8

To edit the test information for STAAR 3–8, complete the following steps.

1. In the left navigation menu, select Students. The system defaults to the View & Edit Students page.
2. Under Search for Students, select a Test Administration from the dropdown menu.
3. Enter search filters (First Name, Last Name, PEIMS ID, Grade, and Organization).
4. Click SEARCH to view the search results.
5. To view student information, click the Edit icon in the "Actions" column for the appropriate student.
6. Select the Tests tab. Tests the student is scheduled for appear in a table.
7. Use the dropdown lists to edit the Test Mode, Registration Type, Testing Campus, Online Testing Group, Braille Indicator, and Personal Needs and Preferences settings as needed for each test.
8. Click the Update button to save the settings.
6.1.5.2 For STAAR EOC

To edit test information for STAAR EOC, complete the following steps.

1. In the left navigation menu, select Students. The system defaults to the View & Edit Students page.
2. Under Search for Students, select a Test Administration from the dropdown menu.
3. Enter search filters (First Name, Last Name, PEIMS ID, Grade, and Organization).
4. Click SEARCH to view the search results.
5. Click the Edit icon in the "Actions" column for the appropriate student.
6. Select the Tests tab to view the tests this student is scheduled for. Tests the student is scheduled for appear in a table.
7. Choose the Add Another Test button to add any other tests available in this administration.
8. Use the dropdown lists to edit the Test Mode, Registration Type, Testing Campus, Online Testing Group, Braille Indicator, and Personal Needs and Preferences (PNP) settings as needed for each test.
9. Click the Update button to save the settings.

6.1.6 Administrations with Shared Student Registration Data

Some administrations may share student registration data to facilitate reporting, such as when an initial administration includes tests that take longer to grade (e.g., writing tests), and with test results that are reported with results from later administrations. These administrations share student registration data in a single “student data pool” used in both administrations.

Even though some administrations share student registration data, each administration is set up separately in the Assessment Management System, and districts need to register students for each administration. For example, districts must register a grade-5 student for both the March (mathematics and reading) and May (science) administrations.

Also, depending on the timing of the precode deadlines for each administration, changes made between administrations (such as changing a student's name or transferring a student) may result in:

- Precoded answer documents that do not match system registration information in the Assessment Management System.
- Materials sent to the student’s previous home district instead of the current one.

6.1.7 View and Edit Student Information after an Administration

Final test information will be posted to the Scores tab of the Student Profile page for each test administration in which a student participates. After final test information has been posted, a student's First Name, Middle Initial, Last Name, and Date of Birth can be changed for the administration selected.
Changes should be made only when corrections are required. An update to any student information will generate a new CSR reflecting the change(s) made. Updated CSRs are posted to the Scores tab every other Thursday following an update. Changes to student information can be made up to one year after an administration.

To edit existing student information after an administration:

1. In the left navigation menu, select Students. The system defaults to the View & Edit Students page.
2. Under “Search for Students,” select a Test Administration from the dropdown.
3. Enter search filters (First Name, Last Name, PEIMS ID, Grade, and Organization).
   
   **NOTE:** Entering partial names or words in other fields, or leaving fields blank will still generate results.

4. Click the SEARCH button. A list of search results displays. The full PEIMS ID can be viewed by hovering the cursor over the masked PEIMS ID.
5. Select the appropriate student from the list of search results.
6. In the "Actions" column, click the View icon.
7. Edit one or more of these fields on the Profile tab:
   - First Name
   - Middle Initial
   - Last Name
   - Date of Birth
8. Click the UPDATE button to save the changes.
   - The system may display an error message listing any data that causes an error. You will need to correct this data before any updates can be saved.
   - If there are no errors in the information added, the Confirmation: Edit Student window appears.
   - If there are errors in the new data, the system displays an error message listing the cause of the error.
9. Correct any errors and resubmit your changes.
10. Click the YES or NO button in the confirmation window.

6.1.8 View and Update Test Administration Information

The Scores tab on the Student Profile page contains test information for each test returned or submitted with a score code. Once test scores are available for all students, individual test records are posted on the Scores tab. Check the Calendar of Events, available at http://tea.texas.gov/student.assessment/calendars/, for posting dates. From the Scores tab, test administration information may be viewed and updates to the Test Version (for 2016 and earlier administrations), Braille Indicator, and Language fields may be made.
Changes should be made only when corrections are required. The selections available in the dropdown lists are restricted to the test(s) that a student has taken. Updates can be made to test information up to one year after an administration date.

To view and update test administration information, complete the following steps.

1. In the left navigation menu, select Students. The system defaults to the View & Edit Students page.
2. Under Search for Students, select a Test Administration from the dropdown list.
3. Enter search filters (First Name, Last Name, PEIMS ID, Grade, and Organization).
4. Click SEARCH to view the search results.
5. To view student information, click the View icon in the "Actions" column for the appropriate student.
6. Select the Scores tab.
7. Click the View icon to see additional test information.
8. Change the values of any or all of the following dropdown menus:
   - Test Version (Beginning in January, 2017, Test Version is not modifiable. Refer to Section 7.3 Set Up Student Online Designated Supports for details.)
   - Braille Indicator
   - Language (only available for grades 3–5)
9. Click the Submit Test Info Change button to update the test information.
10. Click the YES or NO button in the confirmation window.

NOTE: The View icon is displayed after an administration. During an administration registration window and throughout an administration, the Edit icon is displayed.

6.1.9 View and Update a Test Score Code

The test score code can be updated after the final score information has been posted to the Scores tab and for up to one year after the test administration. Updating a score code will generate a new CSR and an update to the data file. New CSRs are posted every other Thursday following an update.

Follow these steps to update a score code.

1. On the left navigation menu, select Students. The system defaults to the View & Edit Students page.
2. Under Search for Students, select a Test Administration from the dropdown list.
3. Enter search filters (First Name, Last Name, PEIMS ID, Grade, and Organization).
4. Click SEARCH to view the search results.
5. To view student information, click the View icon in the "Actions" column for the appropriate student.
6. Select the Scores tab.

7. Click the View icon to see additional test information.

8. Select the correct score code from the Change to dropdown list.

9. Click the Submit Score Code Change button.

10. Click the YES button in the confirmation window.

NOTES:

- The View icon is displayed after an administration. During an administration registration window and throughout an administration, the Edit icon is displayed.

- Student testing records from older administrations and administrations that included a fixed set of supports (such as STAAR A and STAAR L) may still display the older test versions and include the option to change them under the Scores tab.

6.2 Register

The Register activity provides functions for registering an individual student for any test administration, be it on paper or online. There are a few important items to remember for registrations.

Paper registrations created during the precode window for an administration will generate precoded answer documents. As of March 2017, users may create and delete student registrations until the last day of testing. Additions and updates made after the close of this window for an administration will not impact the precoded documents districts receive.

For example, once the window to upload precode files and send student data for an administration closes:

- A student with a new registration will not receive precoded materials.

- A student whose online registration is changed to a paper registration will not receive precoded materials.

- Student information updates will not be reflected in the precoded materials.

As of March 2017, users may create and delete student registrations until the last day of testing. Even during the testing window, student registrations, paper or online, may be uploaded or deleted.

Retesters are automatically registered for the next administration at the campus where they were last reported. They are registered for the same test(s) and the same testing mode as the last administration.

NOTE: Retesters apply only during EOC administrations and for grades 5 and 8 retest administrations.

Registering multiple students using a Student Upload File is covered in Section 6.3 Upload Student Registrations.
6.2.1 Register an Individual Student

You may register students individually while the registration window is open.

To register an individual student, complete the following steps.

1. In the left navigation menu, select Students, and then Register.
2. Select a Test Administration and District, then enter the PEIMS ID.
3. Click the ADD STUDENT button.
   - The system will search for any existing registration based upon your selections above.
4. If no match is found, complete Step 1: Create Profile below.
5. If a match is found and there is no test registration, skip to Step 2: Add Tests.
   - If a match is found and the student is a retester and has a test registration for the selected district, no further steps are needed. A message appears indicating this status and displaying the administration and campus where the student is registered.
   - If a match is found and the student is not a retester and has a test registration, a message appears indicating this status and displaying the administration and campus where the student is registered. The student may be registered in another campus or district in which case a Student Transfer may be necessary. Refer to Section 6.5 Student Transfers.

6.2.1.1 Step 1: Create Profile

To create the student profile, complete the following substeps.

1. Under Student Information, enter the student's First Name, Middle Initial, Last Name, Local Student ID, Sex, and Grade.
   - **NOTE:** If an = (equals) sign is entered instead of a letter for a student's middle initial, the student will be uploaded, but the = (equals) sign will be changed, stored, and displayed as a blank space.
2. Under Date of Birth, click the Calendar icon , and select a year, month, and day.
3. Under Campus Information, select a Home Campus from the dropdown list.
4. Under Demographics, enter the student information in the fields as appropriate.
   - **NOTE:** The Migrant Indicator dropdown list is used to identify a student as a migrant student. This is different from the Texas Migrant Interstate Program that appears on answer documents to indicate the student took part in testing in another state.
5. Click the CONTINUE button.
6.2.1.2 Step 2: Add Tests

To enter test information, complete the following substeps.

1. Under Step 2: Add Tests, make selections for Subject, Mode, Registration Type, Testing Campus, Online Testing Group, Braille Indicator, and Personal Needs and Preferences (PNP) supports (for online tests only) as necessary.

   **NOTE:** Test information fields will vary depending on the test administration and mode selected.

2. If a 3–8 test administration was selected, Above Grade Testing will be an additional option.

   **NOTE:** For more information about above-grade testing, refer to Section 6.3.2.

3. Click the **SUBMIT** button.

**NOTES:**

- Default values for any additional tests added as a result of selecting the Above Grade Testing indicator may be changed as needed. Available values will vary based on test(s) added and testing mode (paper or online) selected.
  - **Language** (defaults to English).
  - **Mode** (defaults to Paper).
  - **Registration Type** (defaults to Regular).
  - **Testing Campus** (defaults to Home Campus).
  - **Paper Group or Online Testing Group** (defaults to NO GROUP NAME GIVEN).
  - **Braille Indicator** (defaults to No Braille).
  - **Personal Needs and Preferences (PNP)** (defaults to none selected).

- After registering a student and returning to this page, **Action** icons appear and the **Submit** button is replaced with an **Update** button.

- For EOC testing, tests may be added by clicking the **Add Another Test** button on this page until there are no more tests to add for the administration.

6.2.1.3 Delete, Update, and View Tests and Test Sessions

After a student is registered for online testing, the following icons appear in the "Actions" column next to each test as appropriate to allow deleting, updating, or viewing tests and test sessions.
The table below displays the different Actions icons and describes their functions.

<table>
<thead>
<tr>
<th>Actions Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete Test</td>
<td>Deletes the student’s test registration for the related test. Appears next to deletable tests only. Students must be registered for at least one test, so only additional tests can be deleted. Only available up to the testing window. No tests can be deleted during testing.</td>
</tr>
<tr>
<td>Update Test Information</td>
<td>Opens the Test Attributes window. Refer to Section 7.5.4 Update Student Online Test Attributes for more information.</td>
</tr>
<tr>
<td>View Test Session</td>
<td>Opens the Online Test Session page for this student’s grade level test. Refer to Section 7.5.1 Managing Online Test Sessions for more information.</td>
</tr>
<tr>
<td>View Above-Grade Test Session</td>
<td>Opens the Online Test Session page for this student’s above-grade level test session. Refer to Section 7.5.1 Managing Online Test Sessions for more information.</td>
</tr>
</tbody>
</table>

6.3 Upload Student Registrations

The Upload functionality allows for uploading student registrations using a batch file process. A batch file process takes a file of multiple individual records and processes those records as a group (performing the same individual steps over and over again). In addition to the upload and download functions, there are also tools for reviewing processing errors and conflicts.

NOTES:

- The Student Data File Format for Student Registration and Precoding may change from year to year. Fields may be added, deleted, or moved. Files uploaded previously may not upload until edited to conform to the current format.
- As of March 2017, users may create and delete student registrations until the last day of testing. Even during the testing window, student registrations, paper or online, may be created or deleted.
- The last uploaded student data file overrides any existing registration information where differences exist.
- On initial upload, demographic fields left blank will populate with corresponding data from the Student Directory (PEIMS data) if available.
- On subsequent uploads, demographic fields left blank will overwrite any existing student registration with a null value (blank).
- The system includes Braille and New to Texas indicators. When uploading registrations that include these indicators, check the registrations via the UI after uploading and reset as needed.
- A student’s Braille Indicator will revert to “No Braille” if the student’s test registration is included in an upload file. Districts should remove the student from the uploaded file(s) if the Braille Indicator has already been manually set for the student’s test registration (or reset the indicator in the student profile after upload).
6.3.1 Deciding Whether to Use PEIMS Data to Preload STAAR 3–8 Students

Prior to a STAAR 3–8 test administration, and before students can be registered, a district must decide whether to use the PEIMS source file to preload student registrations by at least three days before the precode deadline for each STAAR 3–8 test administration.

NOTE: If a decision regarding whether to use the PEIMS source file is not indicated by the student upload option deadline (three days before the precode deadline), the PEIMS file is automatically uploaded. Once the decision to use the PEIMS file or to submit a locally created student registration file is made for a test administration, it cannot be reversed.

Preloading will take up to 24 hours. Once the preload is complete, districts will have the opportunity to add or edit student registrations prior to the end of the student data file submission windows.

NOTE: Attempting to register a student before indicating whether or not to use the PEIMS source file results in an alert message on the “Register a Student,” “Upload Students,” and “Transfer Students” pages. The system does not allow registrations until this decision has been indicated. This prevents the system from overwriting your data entry with PEIMS data.

PEIMS Decision Considerations

The table below presents the three possible PEIMS decisions and outcomes.

<table>
<thead>
<tr>
<th>Decision</th>
<th>Result</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use PEIMS Source File</td>
<td>The system loads student data from the PEIMS source file within 24 hours after the decision is indicated.</td>
<td>Districts should indicate whether or not to use the PEIMS file for each STAAR 3–8 test administration. Users may still add and edit student registrations and testing information after the PEIMS upload completes and up to the registration deadline.</td>
</tr>
<tr>
<td></td>
<td>Data is viewable and editable 24 hours after preload is complete.</td>
<td></td>
</tr>
<tr>
<td>Do Not Use PEIMS Data</td>
<td>The system does NOT load data from the PEIMS source file.</td>
<td>Users may still add and edit student registrations and testing information up to the registration deadline.</td>
</tr>
<tr>
<td></td>
<td>Data is viewable and editable after the district uploads the locally created student registration data file.</td>
<td></td>
</tr>
<tr>
<td>No Decision</td>
<td>The system automatically uploads student data from the PEIMS source file three days prior to the precode deadline.</td>
<td>Same as choosing the PEIMS file except for timing (uploads PEIMS data three days prior to the precode deadline).</td>
</tr>
<tr>
<td></td>
<td>Data is viewable and editable after the PEIMS upload process completes (within 24 hours), two days prior to the precode deadline.</td>
<td></td>
</tr>
</tbody>
</table>
6.3.1.1 STAAR 3–8

Follow these steps to pre-load students using PEIMS data for a STAAR 3–8 administration.

1. In the left navigation menu, select Students, and then Upload.
2. Select a 3–8 Test Administration from the “Test Admin” dropdown list.
3. Select a District from the dropdown.
4. To use PEIMS data, select Yes, preload students for the test administration using the PEIMS source file and click the CONFIRM button.
5. A second confirmation window will pop up. Click the CONFIRM button once again to accept or decline registering students using the PEIMS source file.

NOTES:

- A box showing the selection will appear, with decision selected and date.
- If Yes, pre-load students for the test administration using the PEIMS source file was chosen in Step 4, the system uploads the PEIMS data.
- Preloading registrations from the PEIMS data file takes up to twenty-four hours.

Follow these steps to upload students for the administration using locally-created student registration data (spreadsheet template or a Student Upload File) for a STAAR 3–8 administration.

1. In the left navigation menu, select Students, and then Upload.
2. Select a 3–8 Test Administration from the “Test Admin” dropdown list.
3. Select a District from the dropdown.
4. Select No, do NOT preload students for this test administration using the PEIMS source file, and click the CONFIRM button.
5. A second confirmation window will pop up. Click the CONFIRM button once again to accept or decline registering students using the PEIMS file.
   - A box showing the selection will appear, with decision selected and date.
6. If No, do NOT pre-load students for this test administration using the PEIMS source file was selected in Step 4, choose the Proceed with upload button and complete the following steps.
7. Select Download Spreadsheet Template. This is a CSV file that can be opened by any version of Microsoft Excel.
8. Open the CSV file and enter the student information to upload to the system.
9. Complete the fields in the file as described in the Student Data File Format for Student Registration and Precoding document. This document can be downloaded from the Help tab.
10. Save the file as a CSV file.

12. In the File Upload window, navigate to the saved CSV file, and click Open.

13. Click the UPLOAD button to import the file into the system.

14. Refresh the browser window to update the status of the upload.

6.3.1.2 STAAR EOC

STAAR EOC retesters will be automatically registered for the test administration. Student registrations for first time STAAR EOC testers must be uploaded or entered manually into the Assessment Management System. You can upload student data and check the status of an upload by selecting Students, and then Upload.

To upload multiple students during the registration window, complete the following steps.

1. In the left navigation menu, select Students, and then Upload.

2. Select a Test Administration and District.

3. Select the Download Spreadsheet Template link. This is a CSV file that can be opened by any version of Microsoft Excel.

4. Open the CSV file and enter the student information to upload to the system.

5. Complete the fields in the file as described in the Student File Format document. This document can be downloaded from the Help tab.

6. Save the file as a CSV file.

NOTES:

- For students testing above-grade in STAAR 3–8 administrations, enter the ABOVE GRADE CODE in the template.

- Refer to Section 7.3 Set Up Student Online Designated Supports for detailed instructions for adding student testing accommodations using the Student Upload File.

- Refer to Section 6.5.4 Transferring Students Via File Upload for detailed instructions for transferring students using the Student Upload File.

- To manage groups for precode sorting and online testing, enter groups under GROUP NAMES in the template.

- If an = (equals) sign is used for a student’s middle initial in a student upload file, the student will be uploaded, but the = (equals) sign will be changed to, stored, and displayed as a blank space.


8. In the File Upload window, navigate to the saved CSV file, and click Open.
9. Click the **UPLOAD** button to import the file into the system.

10. Refresh the browser to update the status of the upload.

**NOTES:**

- The district or campus student registration reports are updated on a nightly basis. Updates appear in the system but will not appear in reports until the following day.

- *The Student Data File Format for Student Registration and Precoding* may change from year to year. Fields may be added, deleted, or moved. Files uploaded previously may not upload until edited to conform to the current format.

The following icons appear in the “Status” column and indicate the status of uploaded files.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Status Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Icon" /></td>
<td>Processing.</td>
</tr>
<tr>
<td><img src="image2.png" alt="Icon" /></td>
<td>Complete.</td>
</tr>
<tr>
<td><img src="image3.png" alt="Icon" /></td>
<td>Complete with errors. Some records have loaded, but others have errors.</td>
</tr>
<tr>
<td><img src="image4.png" alt="Icon" /></td>
<td>Processing Error. No records have been loaded. Ensure the file is saved as a CSV, and all fields contain valid data. Contact the Texas Assessment Support Center at 855-333-7770 or by email at STAAR3–<a href="mailto:8@ets.org">8@ets.org</a> or <a href="mailto:STAAREOC@ets.org">STAAREOC@ets.org</a>.</td>
</tr>
</tbody>
</table>

### 6.3.2 Above-Grade Testing

Above-grade testing is available for 3–8 assessments. Users can add above-grade tests when first registering students or by editing existing student registrations. Use the user interface (UI) to add and edit students singly or the student upload file to add or edit many students at a time.

**NOTES:**

- Above-grade testing is not available for retest administrations.

- Students registered for above-grade testing are **NOT** automatically registered for above-grade tests offered in separate administrations. In these cases, students must be registered separately for both administrations. Refer to Section 6.3 Upload Student Registrations for more information.

- **6.3.2.1 Registering Students for Above-Grade Testing via the UI**

  Follow these steps to register a student for above-grade testing via the UI.

  1. In the left menu, choose **Students**, then **Register**.

  2. Make selections from the **Test Administration** and **District** dropdown lists, enter the student's PEIMS ID, and click the **ADD STUDENT** button.
3. Complete the student, campus, and demographic information under **Step 1: Profile**, then click the **CONTINUE** button.

4. Check the **Above Grade Testing** checkbox above the standard tests on the **Step 2: Add Tests** page.

5. Select the appropriate grade in the **Above-Grade Testing** dropdown list.
   - All tests available in the applicable subject, both for on-grade and above-grade testing will appear. Select only one test and delete or allow unneeded test registrations to expire.

6. Delete or change the default values for any tests as needed.
   - **NOTE:** Available values vary based on the test(s) added and the testing mode (paper or online) selected.

7. Click the **SUBMIT** button.
   - A message appears confirming that the student was added.

8. To return to **Step 1**, click the **ADD ANOTHER STUDENT** button.

9. To view or update this student's profile information or test registrations, click the **VIEW STUDENT PROFILE** button.

### 6.3.2.2 Registering Students for Above-Grade Testing with a Student Upload File

The student upload file provides the most efficient method of registering many students for above-grade testing. Districts receive both enrolled-grade answer documents and above-grade answer documents in precode materials for students registered for above-grade testing before the precode deadline.

- **NOTE:** For online tests, students are registered for both on-grade **AND** above-grade tests. Students should only take the above-grade test(s), allowing the corresponding on-grade tests to expire.

Follow these steps to register students for above-grade testing using the student upload file.

1. In the left navigation menu, select **Students**, and then **Upload**.

2. Select a grade 3–8 **Test Administration** from the **Test Admin** dropdown list.

3. Select a **District** from the dropdown.
   - A box displaying the district's dated PEIMS source file selection will appear. Refer to **Section 6.3.1 Deciding Whether to Use PEIMS Data to Preload STAAR 3–8 Students** for more information.

4. Select **Download Spreadsheet Template** or select an existing student upload file from the list. These are CSV files editable by any version of Microsoft Excel.

5. Open the CSV file and enter or modify the student information to upload to the system.
6. To add above-grade testing, enter a valid code (4, 5, 6, 7, or 8) in the ABOVE GRADE CODE field (column AX) as needed for each student.

**NOTE:** The number entered must be greater than the grade shown in the GRADE-LEVEL-CODE field (column A). Refer to the example image below.

7. If needed, complete the remaining fields in the file as described in the Student Data File Format for Student Registration and Precoding document. This document can be downloaded from the Help tab.

8. Save the file as a CSV file.


10. In the File Upload window, navigate to the saved CSV file, and click Open.

11. Click the **UPLOAD** button to import the file into the system.

12. Refresh the browser to update the status of the upload.

For above-grade testing during 3–8 assessments, add above-grade codes (4, 5, 6, 7, or 8) in the ABOVE GRADE CODE field (column AX).

### 6.3.3 Above-Grade Testing in Separate Administrations

Registering a student for above-grade testing automatically registers the student for all above-grade test subjects offered in the same administration.

Registering students for above-grade testing registers them for tests offered only in the administration currently selected. It does **NOT** automatically register them for above-grade tests offered in a separate administration. Students taking above-grade tests must be registered separately for each administration in which they will test.

For students testing above-grade, refer to the Calendar of Events to determine if their tests are scheduled in multiple administrations. The Calendar of Events is available online at [http://tea.texas.gov/student.assessment/calendars/](http://tea.texas.gov/student.assessment/calendars/).
Example for Registering a Student for Testing Above-Grade Level

STAAR 3-8 testing is split across two administrations during spring assessments. The March administration offers writing assessments only and the May administration offers math, reading, social studies and science assessments.

**Scenario:** A district wants to register a grade 4 student for grade 7 above-grade testing in three subjects, writing, math, and reading.

**Solution:** The district registers the student once for the March administration writing with above-grade 7 indicated, then registers the student again separately for the May administration for grade 4 mathematics and reading with above-grade 7 indicated. This ensures that the correct above-grade precoded answer document(s) are received, or that the student is registered for the correct above-grade-level online tests.

To register the student for the March Administration [4/7 writing], the district would:

1. Register the student “on-grade” as grade 4 under **Step 1 Profile – Student Information**.
2. Check **Calendar of Events** to determine which administrations grade 7 assessments are in (March includes grades 4 and 7 writing; May includes grade 7 mathematics and reading assessments).
3. In the user interface, on the **Add Tests** page, check the **Above Grade Testing** checkbox and select “07” from the dropdown list.
   
   or
   
   If registering via student data file upload, enter “7” in the **ABOVE GRADE CODE** field (column AX).

   ▪ The student is registered for grades 4 and 7 writing.

To register the student for the May Administration [3–8 mathematics and reading], the district would:

1. Register the student “on-grade” as grade 4 under **Step 1 Profile – Student Information**.
2. In the user interface, on the **Add Tests** page, check the **Above Grade Testing** checkbox and select “07” from the dropdown list.
   
   or
   
   If registering via student data file upload, enter “7” in the **ABOVE GRADE CODE** field (column AX).

   ▪ The student is registered for grade 4 and grade 7 mathematics and reading assessments.

**NOTE:** Whether the student is testing on paper or online, there is no need to delete the unused registrations. The assessments the student takes are scored. Any precoded answer documents for tests that are not taken should be voided. For online tests that are not logged into, the test expires.

Refer to **Section 6.3.2 Above-Grade Testing** for more information about how to register students for above-grade testing via the UI or via file upload.
6.3.4 Correct Upload Errors

If the upload generates an error, a number displays in the “Errors” column. To correct upload errors, complete the following steps.

1. To view errors in the file, click on the number in the “Errors” column.
2. In the Uploaded File: Errors window, select the number under the “# Rows with Error” column to identify the record and underlying data causing the error.

   **NOTE:** Alternatively, users may download a file containing all errors by selecting the Download icon . This file identifies the row of each record containing an error, the error type, and the data causing the error.

3. Make note of the Warning Type, Column, and Row that needs to be corrected, and select BACK to review other errors listed, or click CLOSE to return to the search list of uploaded files.
4. Once the errors have been identified, click the file name from the Uploaded Files search list to download a copy of the uploaded file.
5. Correct the records with errors in the downloaded file, save the corrected file, and re-upload the file (click Students, and then Upload ).

6.3.5 Correct Conflicts

If the upload generates a conflict with the student directory, a blue number depicting the number of conflicts displays in the “Conflicts” column. To correct conflicts, complete the following steps.

1. To view conflicts in the file, select the number in the "Conflicts" column.
2. In the Uploaded File: Conflicts window, select the number in the “# Rows with Warning” column to identify the record and underlying data causing the conflict.

   **NOTE:** Users may alternately download a file containing all conflicts by clicking the Download icon . The downloaded CSV file is useful for identifying the row number of records with conflicts and the specific column containing the problematic data.

3. Make note of the Warning Type, Column, and Row of the conflict, and click BACK to review other conflicts listed or click the CLOSE button to return to the search list of uploaded files.
4. Once the conflicts have been identified, click on the file name from the Uploaded Files search list to download a copy of the uploaded file.
5. Correct the records with conflicts in the downloaded file, save the corrected file, and re-upload the file (select Students, and then Upload ).
6.3.6 Delete a Student Upload File

To delete a student upload file from the list of uploaded files, complete the following steps.

1. In the left navigation menu, select Students, and then Upload.
2. Select an Upload Type, Test Admin, and District from the dropdown lists.
3. In the "Actions" column, click the Delete icon.
4. In the Confirmation Delete File window, click the YES button to delete the upload file.

**NOTE:** Deleting a Student Upload File does not impact any underlying data that was uploaded into the Assessment Management System. Once there is no longer a need to track records uploaded into the system, users may want to delete Student Upload Files from previous administrations.

6.4 Resolutions

The resolutions functionality is used to identify non-precoded answer documents with conflicts or missing data. Resolving these issues ensures the answer document is matched to the correct student and that the system has the best available, most current, complete, and accurate data.

**NOTE:** During every administration, there is a short period when resolutions are suspended while assessment results are processed and posted.

6.4.1 Matching Criteria

Matching of a non-precoded answer document to a registration or student directory record is done using the PEIMS ID, First Name, Last Name, and Date of Birth fields.

Matching the PEIMS ID and at least 2 out of 3 of the other fields will be considered a successful match. The record will not appear in resolution.

If any of the match fields are missing, or the PEIMS ID matches, but 2 or more out of the 3 other fields do not match, resolution will be required.

To help resolve the records, the system searches for a matching registration or student directory record for each student based on the student’s PEIMS ID and presents the Potential Match. Ideally, the Potential Match found by the system provides all of the correct data needed to correct the answer document.

6.4.2 Understanding Resolution Issue Types

Issues requiring resolution appear in the system as four basic issue types: Conflicting Student Data, Mismatch, Missing Student Data, and Combination.
The following table lists the issue types, describes each type, and presents examples of mismatched or missing data in each of the four fields.

<table>
<thead>
<tr>
<th>Issue Type</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflicting Student Data</td>
<td>Data in the non-preceded Answer Document conflicts with the System Record.</td>
<td>Field</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> If First Name, Last Name, and Date of Birth all conflict, the reason type shown is Potential Mismatch. Otherwise, the Issue Type shown is Conflicting Student Data.</td>
<td>PEIMS ID</td>
</tr>
<tr>
<td></td>
<td>First Name: Jon, Last Name: Doe, Date of Birth: Mar 27, 2001, Mar 27, 2002</td>
<td>First Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Potential Mismatch</td>
<td>Data on the scanned Answer Document and System Record is mismatched—some of the data appears to be correct, but is in the wrong field.</td>
<td>Field</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> If First Name, Last Name, and Date of Birth all conflict, the reason type shown is Potential Mismatch. Otherwise, the Issue Type shown is Conflicting Student Data.</td>
<td>PEIMS ID</td>
</tr>
<tr>
<td></td>
<td></td>
<td>First Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Missing Student Data</td>
<td>Data is missing from the scanned Answer Document.</td>
<td>Field</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> If the PEIMS ID is missing, the Issue Type shown is Missing PEIMS ID, otherwise the Issue Type shown is Missing Student Data.</td>
<td>PEIMS ID</td>
</tr>
<tr>
<td></td>
<td></td>
<td>First Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Combination</td>
<td>There is a combination of missing and conflicting data.</td>
<td>Field</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> If the PEIMS ID is missing, the Issue Type shown is Missing PEIMS ID, otherwise the Issue Type shown is Missing Student Data.</td>
<td>PEIMS ID</td>
</tr>
<tr>
<td></td>
<td></td>
<td>First Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Date of Birth</td>
</tr>
</tbody>
</table>
6.4.3 Search for Student Records that Require Resolution

Begin the resolution process by accessing the Student Resolution page and filtering records to access the records to resolve.

1. In the left navigation menu, select Students, and then Resolution.
2. Select a District and Test Administration.
3. Optional: Filter records by the other available fields. Choosing Resolution Required from the Resolution Status dropdown list will return a list of all unresolved records.
4. Click the FILTER HELD RECORDS button to view the search results.

A list of student records appears showing each record’s status. Each status is described in the table below.

<table>
<thead>
<tr>
<th>Status Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Resolution Required" /></td>
<td>Resolution Required – There were errors in processing this score record. There was missing or conflicting information on the answer document. This record requires manual intervention to correct the data.</td>
</tr>
<tr>
<td><img src="image" alt="Flagged" /></td>
<td>Flagged – This record has been flagged for review. Contact the Texas Assessment Support Center. Refer to Section 1.2 Support for contact information.</td>
</tr>
<tr>
<td><img src="image" alt="Resolved" /></td>
<td>Resolved – This record has been resolved. It can be reviewed, but no longer edited.</td>
</tr>
</tbody>
</table>

6.4.4 Resolving Student Records

For the records displaying a Resolution Required indicator, the system is asking, “Does the System Record belong to the same student as the student on the Answer Document?” The PEIMS ID is the same, but the system needs you to verify that the students are the same.

Review the information on the Answer Document and in the System Record closely before deciding how to resolve the record.

The available actions are Find New Match, Flag for Review, and Continue with Match. These are explained below along with an indication of which to use depending on what you find in the record and the steps to resolve each.

6.4.4.1 Find New Match

Choose this action when the Answer Document doesn’t match the System Record or the Answer Document PEIMS ID is incorrect or missing.

**NOTE:** If you’re certain that both records are for the same student you don’t need to find a new match, contact Support to resolve the mismatch. Refer to Section 1.2 Support for contact information.
Follow these two steps to find a new match and resolve the student record.

**Step 1: Find New Match**

1. If the System Record does **not** appear to belong to the same student as the one shown in Answer Document, choose Find New Match.
2. The Find Alternate Match pop-up window appears.
3. Enter the correct PEIMS ID or any two of the following: First Name, Last Name, or Date of Birth.
4. Click **SEARCH**.
5. If one or more matches appear, the Find Alternate Match pop-up reappears displaying the matches.
6. Choose USE THIS RECORD to select the match that is the same as the student in Answer Document.
7. If no matches appear, the Find Alternate Match pop-up reappears with the Add New Registration dialog.
8. Click Add New Registration to create a new registration for the student.
   - The system returns to the Resolve Hold page where, if the match appears correct within the system, the Continue with Match button is enabled.
9. Verify your selection. If it is not a good match, choose Find New Match again.
10. If it is a good match, choose the gray Continue with Match button to enable the match. The button turns green.
11. Click the blue Continue button toward the bottom of the page.
12. Choose Yes to confirm the match.
   - A confirmation message appears.
   
   **NOTE:** This is the end if no match is found. When you create a new student’s PEIMS ID the record is resolved.
   - If a match is found, the system returns to the Resolve Hold page with a highlighted and editable “Step 2 Correct Record” section.

**Step 2: Resolve the Match**

1. Edit or add the student's information in the editable fields.

   **NOTE:** Some fields are clickable. Clicking the item on the left populates the data from field on the left to the field on the right.
2. Choose Submit Resolution.
   - A confirmation message appears.
3. Choose Yes to confirm the submission.
   - The system returns to the Student Resolution page displaying a confirmation message.
6.4.4.2 Flag for Review

Choose *Flag for Review* when you know that the *Answer Document PEIMS ID* is correct and *System Record PEIMS ID* matches, but the *System Record* has a different student who should not have that PEIMS ID—or—when you don’t have enough information to resolve the issue. The *Flag for Review* button allows you to flag those records you cannot resolve with the information you have on hand. This flag allows you to mark your more complex resolutions and return to them at a later time. If you continue to have trouble resolving these records, you may want to contact the Texas Assessment Support Center for additional assistance.

Follow these steps to flag a record for review.

**Step 1: Find New Match (Flag for Review)**

1. If it appears that two different students have the same PEIMS ID or you don’t have enough information to resolve the mismatch, choose the *Flag for Review* button on the initial *Student Resolution* page.

   - The *Flag for Review* button reappears in green.

**Step 2: Resolve New Match (Confirm Flag)**

1. Click the blue *Continue* button toward the bottom of the page.

   - The Confirmation: Flag for Review pop-up appears.

2. Choose the *Yes* button.

   - The system returns to the *Student Resolution* page displaying a confirmation message.

**NOTES:**

- You may unflag and resolve the record later if you get more information. Follow the on-screen instructions to unflag the record.

- After flagging the record for review, contact the Texas Assessment Support Center with all of the information you have on the record. Refer to Section 1.2 Support for contact information.

6.4.4.3 Continue with Match

Choose *Continue with Match* when you are certain that the *Answer Document* and *System Record* belong to the same student.

Follow these steps to continue with a match and resolve the student record.

**Step 1: Continue with Match**

1. If the system record is a match for the student on the answer document, click *Continue with Match*, then click **CONTINUE** on the initial *Student Resolution* page.

   - The *Continue with Match* button reappears in green.

2. Click the blue *Continue* button toward the bottom of the page.

   - A confirmation pop-up appears.

3. Choose the *Yes* button to confirm the match.
Step 2: Resolve the New Match

1. Click the Yes button to confirm the match.

2. The system returns to the Resolve Hold page with a highlighted and editable “Step 2 Corrected Record” section.

3. Edit or add the student’s information in the editable fields.
   
   **NOTE:** Some fields are clickable and populate the data from left to right.

4. Choose Submit Resolution.
   
   - A confirmation message appears.

5. Click Yes to confirm the submission.

   - The system returns to the Student Resolution page displaying a confirmation message.

**NOTES:**

- Once the resolution is submitted, no further changes can be made during the initial resolution period.

- The student information is updated immediately in the system, but appears in management reports the following day.

6.4.5 A Helpful Strategy

The system allows for downloading an informational report showing a list of all records that require resolution and the specific fields with conflicting or missing data. Report filters can be set to create a report showing only records that need resolution.

This report is especially useful in large districts with a large number of records that need resolution and when you need to access different systems in another location to find the needed additional information.

Follow these steps to create a summary report of records requiring changes.

1. Return to the Student Resolution page.

2. Set the filters to display all records requiring resolution or filter by the other available fields.

3. Locate and click the Download Records button.

4. To create additional reports, the RESET FILTERS button may be used to reset all fields except District.
6.4.6 Resolve a Missing PEIMS ID

To resolve missing PEIMS IDs in student records, complete the following steps.

NOTE: If sufficient information is not available in the Assessment Management System to resolve a student record with a missing PEIMS ID, use the available student information to search in other data sources and find the correct PEIMS ID for the student, then return to the Assessment Management System to resolve the record.

1. In the left navigation menu, select Students, and then Resolution.
2. Under Filter Records Requiring Resolution, select the District and Test Administration and use any of the other filters to narrow the search.
3. Click the FILTER HELD RECORDS button. A list of records matching the search criteria displays.
   - Each record includes a status icon indicating whether the record is pending resolution 🔄, has been resolved 🎉, or has been flagged for review 🤔.
4. (Optional) To view all of the student records in a CSV file click the Download Records button.
5. In the "Actions" column, click the Edit icon ✎ in a student row showing “Missing PEIMS ID” in the “Reason” column.
   - The Resolve Hold page appears. In the “Data Resolution” section, information from the answer document is displayed on the left in the Answer Document window. Information from the student’s registration or the Student Directory (PEIMS FILE) is displayed in the System Record window on the right.
6. Compare the information in the Answer Document and System Record.
   - If PEIMS ID is missing, the Continue with Match button is greyed-out and not clickable.
7. Click the Find New Match button.
8. In the Find Alternate Match window, under “Search System Records,” enter the student’s correct PEIMS ID or any two of the available search criteria (First Name, Last Name, or Date of Birth).
9. If a potential match is NOT found in the system records or student directory, and the student’s PEIMS ID is correct:
   1. Choose the ADD NEW REGISTRATION button.
   2. On the Resolve Hold page, click the Continue with Match button, then click the Continue button.
   3. Click the Yes button in the “Confirmation: New Registration” pop-up.
      - The student’s record displays the Resolved icon ✔️ on the Student Resolution page
10. If a potential match IS found in the system records or student directory, the match displays under “Search Results.” If the potential match includes the student’s correct PEIMS ID, choose the USE THIS RECORD button under “Action.”
   1. On the Resolve Hold page, click the Continue with Match button, then click the Continue button.
2. Click the Yes button in the Confirmation pop-up.
   - The student’s record displays the Resolved icon ✔ under “Status” and the View Icon ❯ under Actions on the Student Resolution page.

3. Click the View icon View. The Resolve Hold page appears again.
   - Under “Data Resolution” in the “Matched Records” section, information from the answer document is displayed in the “Answer Document” column, information from the student’s registration or the Student Directory (PEIMS FILE) is displayed in the “Student Registration” column, and the Corrected Record window displays the current system information on the right.
   - Under “Matched Records,” fields that match are shown in white and editable fields are shown in yellow. Under “Corrected Record,” matched fields are shown in blue and editable fields are shown in yellow.

4. Click on the correct information in each yellow row under “Answer Document” and “Student Registration.”

5. If the information under “Answer Document” and “Student Registration” is incorrect, type the correct information in the yellow fields under “Corrected Record.”

6. Click the Submit Resolution button to update the system record.

NOTES:
- If the correct PEIMS ID is found and the data does NOT match the student in the “Answer Document Data” column, call the Texas Assessment Support Center. Refer to Section 1.2 Support for contact information. Indicate that the students have the same PEIMS ID.

You will need to provide:
- all the information for the student listed in the “System Record” column,
- the information in the “Answer Document” column,
- the CSR with the correct PEIMS ID for each student, and
- if known, the test administration, campus, and grade.

6.4.7 Resolve Conflicting Student Data

To resolve conflicting student data in student records, complete the following steps.
1. In the left navigation menu, select Students, and then Resolution.
2. Under Filter Records Requiring Resolution, select a District, Test Administration, and use any of the other filters to narrow the search.
3. Click the FILTER HELD RECORDS button.
   - A list of records matching the search criteria will display. The information displayed in the results list is the information as captured on the answer document submitted for the administration selected. Each record includes a status icon indicating whether the record is pending resolution ❗, has been resolved ✔, or has been flagged for review ➖.
4. (Optional) To view all of the student records in CSV file, click the Download Records button and download a Student Resolution Report.
5. Click the *Edit* icon in a record displaying the reason code *Conflicting Student Data* in the “Reason” column. The *Resolve Hold* screen opens.

- Under “Data Resolution” In the *Matched Records* section, information from the answer document is displayed in the *Answer Document* column. Information from the student’s registration is displayed in the “System Record” column on the right.

6. Compare the information in the *Answer Document* and *System Record*, and then complete the corresponding set of steps below in Section 6.4.7.1, 6.4.7.2, or 6.4.7.3.

**NOTE:** When completing the following substeps, do not email or mail sensitive student information.

### 6.4.7.1 Mismatched Records or Incorrect Answer Document PEIMS

If the *Answer Document* does not match the *System Record* or the *Answer Document* PEIMS ID is incorrect, follow these steps to resolve the student data.

1. Click the *Find New Match* button in the “System Record” area.
2. In the *Find Alternate Match* pop-up window, in the “Search System Records” area, enter the student’s correct PEIMS ID or all three search criteria (*First Name*, *Last Name*, and *Date of Birth*).
3. If a potential match is NOT found in the system records or student directory, and the student’s PEIMS ID is correct:
   1. Choose the *ADD NEW REGISTRATION* button.
   2. On the *Resolve Hold* page, click the *Continue with Match* button, then click the *Continue* button.
   3. Click the *Yes* button in the *Confirmation: New Registration* pop-up.
      - The *Student Resolution* page appears displaying the Hold Successfully Resolved message.
      - The student’s record displays the *Resolved* icon on the *Student Resolution* page.

**NOTE:** Resolved records can be viewed, but are no longer editable in the Assessment Management System.

4. If a potential match IS found in the system records or student directory, the match displays under *Search Results*.
   1. If the potential match includes the student’s correct PEIMS ID, choose the *USE THIS RECORD* button under Actions.
   2. On the *Resolve Hold* page, click the *Continue with Match* button, then click the *Continue* button.
   3. Click the *Yes* button in the *Confirmation* pop-up.
      - The *Resolve Hold* page appears again, now displaying the merged information in the “Matched Records” area on the left with *Answer Document* and *Student Registration* information displayed side by side. Editable fields appear in the “Corrected Record” area on the right.

5. Click on the correct information under “Matched Records” or type in the correct information in the editable fields under *Corrected Record*. 
6. Click the **SUBMIT RESOLUTION** button to update the system record.

7. Click the **Yes** button in the **Confirmation** pop-up.
   - The **Student Resolution** page appears displaying the Hold Successfully Resolved message.
   - The student’s record displays the **Resolved** icon ✔ on the **Student Resolution** page.

**NOTE:** Resolved records can be viewed, but are no longer editable in the Assessment Management System.

---

### 6.4.7.2 Incorrect System Record PEIMS or Insufficient Information

If the **System Record** PEIMS ID is incorrect or there is not enough information to resolve the student record, follow these steps to flag the student data for review.

1. Click the **Flag for Review** button, then click the **Continue** button.
2. Click the **Yes** button in the **Confirmation: Flag for Review** pop-up.
   - The **Student Resolution** page appears displaying the Resolution successfully flagged for review message.
   - If more information is found later, you may return to resolve the student data.
   - Contact the Texas Assessment Support Center with all the information you have on this record. Refer to **Section 1.2 Support** for contact information.

---

### 6.4.7.3 Same Student in Answer Document and System Record

If the **Answer Document** and **System Record** clearly belong to the same student, follow these steps to resolve the conflicting student data.

1. On the **Resolve Hold** page, click the **Continue with Match** button, then click the **Continue** button.
2. Click the **Yes** button in the **Confirmation** pop-up.
   - The **Resolve Hold** page appears displaying the merged information in the “Matched Records” area on the left with **Answer Document** and **Student Registration** information displayed side by side. Editable fields appear in the “Corrected Record” area on the right.
3. Click on the correct information under “Matched Records” or type in the correct information in the editable fields under **Corrected Record**.
4. Click the **SUBMIT RESOLUTION** button to update the system record.
5. Click the **Yes** button in the **Confirmation** pop-up.
   - The **Student Resolution** page appears displaying the **Successfully Resolved** message.
   - The student’s record displays the **Resolved** icon ✔ on the **Student Resolution** page.

**NOTE:** Resolved records can be viewed, but are no longer editable in the Assessment Management System.
6.5 Student Transfers

If a new student in your campus is already registered for testing in another district, the registration will need to be transferred. If the new student is not already registered, there is no need to perform a transfer. Refer to Section 6.2 Register.

- Users may transfer students, including retesters, into their district and to any campus within the district, from any other district in the state, any number of times.
- The student PEIMS ID and two of the following fields must match to complete the transfer: First Name (FN), Last Name (LN), or Date of Birth (DOB).
- Transfer in may be performed at any time during the registration and testing windows. Transfers change both the student’s home and testing CDC, except transfers made while a student is testing, which change the students home CDC only.
- If a new campus needs to access a ticket once a student has started an online test, follow the directions for transferring a student via the Import Ticket button on the Manage Online Testing page.
- The Assessment Management System automatically posts announcements for transfers-in on the Dashboard. Choose Dashboard from the Title bar, then the Student Transfers tab to view transfer announcements.

NOTES:

- Students registered for the selected test administration are available for transfer.
- If a student is not registered, but is in the student directory with a different home CDC, they are automatically transferred in to the new home CDC when registered.
- When a student is transferred, any existing test registrations are retained in the Assessment Management System and available for editing by the new district.

### 6.5.1 Student Transfer Types

The following table outlines the types of transfers district testing coordinators (DTCs) can perform.

<table>
<thead>
<tr>
<th>Transfer Type</th>
<th>Effect/Notes</th>
<th>When Available</th>
<th>Where in System</th>
<th>Available Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Out</td>
<td>Transfers a student out of the district or between campuses within a district. Available beginning with the test registration window through the test administration window.</td>
<td>Select Students, then Transfer.</td>
<td>User Interface only</td>
<td></td>
</tr>
<tr>
<td>Transfer In</td>
<td>Any student registered for testing may be transferred into any district or campus. Available at any time except while a student is logged in and actively testing.</td>
<td>Select Students, then Transfer or Register.</td>
<td>User Interface or file upload.</td>
<td></td>
</tr>
</tbody>
</table>
NOTES:

- Transfers for paper testers automatically occur when the Assessment Management System receives student information under a Class ID Sheet and Campus and Group ID sheet that is different from the district where the student was registered.

- No transfers, in or out, can occur while a student is logged in and actively testing.

6.5.2 Out-of-District (OOD) and Out-of-School (OOS) Student Walk-ins

Students who are registered to test at your campus as out-of-district (OOD) or out-of-school (OOS) testers will be reported to the home county district campus (CDC) indicated in the OOD/OOS registration.

- 6.5.2.1 Online Testing for OOD Students Not Registered at your Campus (Walk-ins)

If a student is not registered as an OOD tester or is registered to test at a different campus, and the student will be testing online at your campus, the student must be transferred in to your campus prior to testing. After testing, but before the end of the testing window, the student must be transferred back to the home district to ensure that scores are reported properly.

Follow these directions to change the student's registration to the new site and send results to the student's home CDC.

1. Note the student's current home CDC.
2. Transfer the student in (using the Transfer In option). Refer to Section 6.5.3 Transferring Students Via the User Interface.
3. After the student completes testing, but before the end of the testing window, transfer the student back to the original home CDC (using the Transfer Out option). Refer to Section 6.5.3 Transferring Students Via the User Interface, below.

- 6.5.2.2 Paper-based Testing for OOD Students Not Registered at your Campus (Walk-ins)

If a student is not registered as an OOD tester, and the student will be testing on paper at your campus, follow these directions to send results to the student's home CDC.

1. Return the answer document under a Campus and Group ID Sheet gridded with the student's home CDC number. Results will be reported to the student's home CDC.

- 6.5.2.3 OOS Students Not Registered at your Campus (Walk-ins)

If a student is not registered as an OOS tester or is registered to test at a different campus, and the student will be testing at your campus, the student must be registered as an OOS tester. The student's home address and the student's home CDC must be indicated in the registration for correct reporting of test results.
6.5.3 Transferring Students Via the User Interface

The most convenient way to transfer individual students is via the Assessment Management System user interface.

If it is determined that a transfer is necessary, complete the following steps.

1. In the left navigation menu, select Students, and then Transfer.

2. In the dropdown, select the correct Test Administration.

3. Select Transfer In or Transfer Out, then enter the student's PEIMS ID and complete at least two of the three remaining search criteria (First Name, Last Name, Date of Birth).

   NOTE: Transfer In and Transfer Out require an exact match of the PEIMS ID and the information in at least two of the other fields.

4. Click the SEARCH button.

5. When the window displays the search results, click the Transfer icon next to the student.

6. To Transfer In or Transfer Out, select a district, campus, and Reason, then click the SAVE TRANSFER button.

7. When the confirmation window appears, click YES, CONTINUE.

6.5.4 Transferring Students with a Student Upload File

The most convenient way to transfer multiple students is via file upload.

If it is determined that transfers are necessary, complete the following steps.

1. In the left navigation menu, select Students, and then click Upload.

2. On the Upload Students page, select a Test Administration and a School or District from the dropdown lists.

3. Click Download Spreadsheet Template under “Upload a File.”

4. Update the spreadsheet using the following steps, for both 3–8 assessments and EOC testing:

   1. Modify columns Campus-ID-Of-Enrollment (column B), District-Name (column C), Campus-Name (column D), with the new district and campus.

   2. Enter the letter M in the Action-Indicator column (column AS) to indicate that this is a move, or transfer.

5. Save the file as a CSV file.

6. In the “Upload a File” section, click the Choose File button next to “Select Upload.”

7. In the File Upload window, locate your saved CSV file, and choose Open.
8. Click the **UPLOAD** button.

9. Refresh the browser window to update the upload status.

**NOTE:** Transferring students via file upload does not change any other information stored in the Assessment Management System for an individual student if the other fields besides name are left blank.

**Help with Transfers**

If you need help with transfers, call the Texas Assessment Support Center. Refer to Section 1.2 Support for contact information.

### 6.6 Registering OOD and OOS Students for Online Testing

STAAR Out-of-District (OOD) testing allows students who will be away from their home districts for a test administration to take the assessment at a district different from their home district. Assessment results of OOD testers are sent to the students' home districts.

**NOTE:** 3–8 students cannot be registered as OOD during the normal school term. They may be registered as OOD as summer retesters.

STAAR Out-of-School (OOS) testing allows students who are no longer in school to take an EOC assessment at a participating district testing site. Assessment results of OOS testers are sent to each student's home address as provided when registering and to the district providing each student's diploma.

A list of participating OOD and OOS EOC testing locations is available online at [https://www.TexasAssessment.com/](https://www.TexasAssessment.com/).

All OOD or OOS students must first register for testing using the form available at [https://forms.texasassessment.com/out-of-district-form/](https://forms.texasassessment.com/out-of-district-form/). Students testing online as OOD or OOS must also be registered in the Assessment Management System.

For walk-in OOD/OOS registrations, refer to Section 6.5.2 Out-of-District (OOD) and Out-of-School (OOS) Student Walk-ins.

#### 6.6.1 Registering OOD Students Testing Online

Complete the following steps to register a student as an OOD tester.

1. Follow the directions for registering a student provided in Section 6.2.1 Register an Individual Student.

2. At **Step 2: Add Tests**, select **Out-of-District** in the **Registration Type** dropdown list for each test added.

3. Add tests and modify test information as needed.

4. Click the **Submit** button.
NOTES:

- Students registered as OOD and testing on paper are automatically added to the testing group Paper Group OOD-OOS.
- For more information, refer to the Texas Assessment Management System STAAR OOS/OOD FAQ page online at https://www.TexasAssessment.com/administrators/faq/.

6.6.2 Registering OOS Students Online

Complete the following steps to register a student as an OOS tester.

1. Follow the directions for registering a student provided in Section 6.2.1 Register an Individual Student.
2. At Step 1: Create Profile, choose OOS as the student's grade in the Grade dropdown list.
3. Enter the student's address and email information in the new fields that appear.
4. At Step 2: Add Tests, check that the student's grade is shown as 14 and that all test registrations display Out of School as the Registration Type.
5. Add tests and modify test information as needed.
6. Click the Submit button.
Section 7: Online Testing

The “Online Testing” section of the system provides functionality for managing online testing. Within this section, you will select and view information about test sessions, groups within a session, as well as aggregate information about testing activity.

Activities accessible through the Online Testing tab include:

- Manage Online Testing
  - View and manage Campus Sessions
  - Search for Campus Sessions
  - Create a Testing Group(s)

- View and Manage Online Testing Sessions
  - Download and Print Test Tickets
  - Update Online Test Attributes
  - Void an Online Test (Do Not Report)
  - Monitor Status of Online Testing

- LCS Management

7.1 Verify Technology Prerequisites

The first steps of managing online testing are the verification of infrastructure and the installation of testing software.

Your technology staff should review the technology infrastructure to ensure that each school meets the minimum requirements for administering online tests. The STAAR Online Testing Platform Technology Guide (http://TexasAssessment.com/technology/) provides the technical specifications for online testing, including information about Internet and network requirements, hardware and software requirements, and text-to-speech functionality.

The Secure Browser, the STAAR Online Testing Platform, must be installed on any device used to administer an online test. The software supports test security by prohibiting access to external applications and preventing navigation away from the test. Technology staff will need to install the software on each computer used for testing. For your convenience, the Secure Browser has versions for each of the major operating systems.

Refer to the STAAR Online Testing Platform Technology Guide for more information about installing the Secure Browser. The technology guide is available at http://TexasAssessment.com/technology/.

NOTE: Because the Assessment Management System communicates only with the Secure Browser software, you can have PCs, MACs, and Chromebooks testing in the same online session.
7.2 View and Manage Campus Sessions

Sessions for online testing are automatically set up in the system by test administration, subject, testing grade, and campus.

By default, all registered students for a session are placed into a single group named NO GROUP NAME GIVEN. For example, a single campus could have a NO GROUP NAME GIVEN group for grade 5 mathematics students, another for grade 4 mathematics students, and still another for grade 4 writing students.

Because many students may participate in a single test session, it may be helpful to create online testing groups within a session. Online group names are managed through the student upload process. Refer to the Student Data File Format for Student Registration and Precoding document available online at https://www.TexasAssessment.com/technology/ for detailed instructions.

It is important to review the sessions and verify that students are registered for the correct online test. You may only view and manage sessions for which you have privileges.

7.2.1 Search for and View Campus Sessions

To search for campus sessions, complete the following steps.

1. In the left navigation menu, select Online Testing, and then Manage Online Testing.
2. Select the Test Administration, Subject, and Testing Grade.
3. Enter at least three letters of the name of the campus or the campus code, and select the campus from the list.
4. Click SEARCH to view the search results.

NOTES:

- Campus sessions returned in the search are listed in the “Sessions at a Glance” section of the page. This section consists of two parts, which are a result of the summary counts indicators and the participating groups list. Only the information and summary counts for the campus specified in the search filter is displayed.

- When multiple group names are present in the list, the “Group Name” column can be alphabetically sorted. Click the arrow in the column header to sort. The arrow direction indicates the direction of the sort—down for A to Z and up for Z to A.

- Users with district testing coordinator (DTC) permissions and above see information from all campuses testing in their district and can click through to view information from individual campuses, testing groups and sessions within individual campuses, and individual testers within groups and sessions.

- Users with campus testing coordinator (CTC) permissions see information from their assigned campus or campuses only and can click through to view information from testing groups and sessions in their campuses and testers within groups and sessions.
Totals shown on the top-level screen (showing all campuses within a district for DTCs; all groups and sessions within a campus for CTCs) include aggregated totals from all organizations the user has access to.

District totals, especially for larger districts, are not shown in real-time and may take 20–30 minutes to update.

Campus totals are shown in real time, and refresh automatically every few minutes.

District and Campus totals may not add up exactly since district and campus totals refresh at different intervals.

The table below describes the “Sessions at a Glance” summary counts indicators.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Sessions at a Glance Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Ready to Test" /></td>
<td><strong>Ready to Test</strong> displays the number of students who are enrolled and ready to take the test. <strong>NOTE:</strong> Displays “Not Tested” during a closed test administration.</td>
</tr>
<tr>
<td><img src="image" alt="In Progress" /></td>
<td><strong>In Progress</strong> displays the number of students who are actively testing.</td>
</tr>
<tr>
<td><img src="image" alt="Alerts" /></td>
<td><strong>Alerts</strong> displays the number of students who are logged out and have not completed their test. Students will need their test ticket to log back into the test.</td>
</tr>
<tr>
<td><img src="image" alt="Submitted" /></td>
<td><strong>Submitted</strong> displays the number of students who have completed their tests.</td>
</tr>
</tbody>
</table>

**NOTE:** The counts displayed within the Sessions at a Glance icons are summary totals of the individual groups listed for the searched campus. The Campus level counts are a “snapshot” taken when the page is loaded. Students may have started their test, logged out, or submitted their test since the search was last run.

### 7.3 Set Up Student Online Designated Supports

Beginning January, 2017, students who are eligible for either content supports or language and vocabulary supports will take STAAR online. These types of accommodations are embedded in the online system. In previous testing administrations, embedded supports were assigned to students by assigning a test version (such as STAAR A and STAAR L) that included a fixed set of supports. Beginning with the January, 2017 registration period, only a single test version (STAAR) will be used. Online designated supports are then customized for individual students as outlined below.

For more information about testing accommodations, refer to the *STAAR Educator Guide to Accessibility within the STAAR Program* available for download from [http://tea.texas.gov/student.assessment/accommodations/](http://tea.texas.gov/student.assessment/accommodations/).
NOTES:

- Any combination of embedded supports provided online (C, L, T) is available for any subject, except Algebra II and English III, based on student eligibility for the supports.
- Embedded supports may be added using the Student Upload File or via the Assessment Management System’s user interface.
- Embedded supports may be changed before or during the test administration for students testing online.
- When adding or removing supports while a student is testing, the student must log out of the test before the supports can be added or removed. After updating the supports settings, the system must sync before the student can log in and use the supports.

This table shows the accommodations available for STAAR grades 3–8 and EOC.

<table>
<thead>
<tr>
<th>Code</th>
<th>Designated Support</th>
<th>Supports</th>
<th>Delivery Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Content</td>
<td>Pop-up, Rollover, Punnett Squares, Writing Checklist</td>
<td>Online</td>
</tr>
<tr>
<td>L</td>
<td>Language and Vocabulary</td>
<td>Pop-up, Rollover, Pre-Read</td>
<td>Online</td>
</tr>
<tr>
<td>T</td>
<td>Text-to-Speech</td>
<td>Speak (Text-to-Speech), Click Word</td>
<td>Online</td>
</tr>
</tbody>
</table>

7.3.1 Adding Designated Supports with a Student Upload File

The most convenient way to set up PNP accommodations for multiple students is via the Student Upload File. PNP accommodations may be added or removed with a student upload at any time up to the testing window.

Follow these steps to set up accommodations using a Student Upload File.

1. In the left navigation menu, select Students, and then click Upload.
2. On the Upload Students page, select a Test Administration and a School or District from the dropdown lists.
3. Click the Download Spreadsheet Template link under “Upload a File.”
4. Update the spreadsheet using the following steps:
5. Refer to the accommodations table shown in the introduction to this section.
6. For EOC testing:
   1. Modify the “STAAR EOC test version code” column (column AW) as needed to add supports.
   2. Modify column AO to indicate online testing (enter the letter O).
7. For 3–8 testing, modify the columns: Reading test version code (BD), Mathematics test version code (BE), Science test version code (BF), Social studies test version code (BG), and Writing test version code (BI) as needed to add supports.
8. Save the file as a CSV file.
9. In the “Upload a File” section, click the **Choose File** button next to “Select Upload.”
10. In the *File Upload* window, locate your saved CSV file, and click **Open**.
11. Click the **UPLOAD** button.
12. Refresh your browser to view updates to the file’s upload status.

**NOTES:**

- PNP accommodation codes (C, L, T) can be added in any order, with no punctuation. For example: LT would be the code for a student who requires text-to-speech and language and vocabulary supports.
- For grades 3–8:
  - For students testing online without designated supports, enter the letter O by itself with no other codes in columns BD through BG and BI (test version code) for the applicable online test. Leave these columns blank to indicate a paper test.
  - Entering a PNP code for any test automatically defaults that test to online testing. Entering O with any other code (C, L, T) will return an error.
  - Codes are not case sensitive (e.g.: cl, Cl, Lc, tlc, etc. are allowable).
- To modify an existing registration, enter all the designated supports to be given to the student. The previous designated supports will be replaced by the new set.
- The *Student Data File Format for Student Registration and Precoding* may change from year to year. Fields may be added, deleted, or moved. Files uploaded previously may not upload until edited to conform to the current format.
- To add or remove designated supports during the testing window, refer to Section 7.3.2 Adding Designated Supports Via the User Interface.
- All online tests include embedded accessibility features (color setting, highlighter, pencil, guideline, and zoom).

In the example shown below, no supports are added for any student shown. Example Student 1 is taking all tests on paper, Example Student 2 is taking all tests online, and Example Students 3 and 4 are taking one test online.
For 3–8 assessments, add designated support codes in the reading, mathematics, science, social studies, and writing test version code fields.

For EOC testing, add designated support codes in the STAAR EOC TEST VERSION CODE column (AW), and indicate an online test (O) in the TEST FORMAT EOC column (AO).

### 7.3.2 Adding Designated Supports Via the User Interface

The most convenient way to set up accommodations for individual students is via the user interface. Designated supports may be added via the user interface at any time after students are registered for testing, even during student testing.

**NOTE:** When adding or removing supports while a student is testing, the student must log out of the test before the supports can be added or removed. Refer to Section 7.3.3 below. After updating the supports settings, the system must sync before the student can log in and use the supports. Refer to Section 7.5.1.1 Monitoring Sync Status.

Follow these steps to add designated supports for individual students via the user interface.

1. In the left navigation menu, click the **Students** tab.
2. On the **View and Edit Students** page, under “Search for Students,” enter the search criteria for the student to add supports for.
3. Click the **Edit** icon in the "Actions" column.
4. Choose the **Tests** tab on the **Student Profile** page.
5. Select the needed supports in the “Personal Needs and Preferences (PNP)” section for each test listed.

**NOTES:**

- Designated supports (PNP) options only appear for students who are already registered for testing online.
- Refer to Section 6.2.1 Register an Individual Student for other available test settings.
7.3.3 Adding Designated Supports During Testing

District testing coordinators may add or remove PNP supports for students testing online, even during testing.

Follow these steps to add designated supports for individual students while testing online.

1. Have the student log out of any online test they have already logged in to.
2. Update the student’s information on the Student Profile page (refer to Section 7.3.2, above).
3. Return to online test group or session where the student’s test ticket is located.
4. Check the “Sync Status” column to confirm the updates are synced with the online test (this may take up to 20 minutes).
5. Have the student log in again with the same test ticket information to resume testing after syncing completes.

**NOTE:** The Sync Error status icon ⚩ may display when updating supports for an existing test if test tickets are not yet available. The status automatically updates to In Sync when test tickets are posted. If the Sync Error status persists, contact the Texas Assessment Support Center. Refer to Section 1.2 Support for contact information.

7.4 Add Online Testing Groups

Online testing groups can be used to organize students into groups for online testing. Online testing groups are managed through the Student Upload process using the Students Campus Report or Student Upload file, or via the user interface.

7.4.1 Adding Online Testing Groups with a Student Upload File

**Students Campus Report File**

To create a testing group or groups using the Students Campus Report, complete the following steps.

1. In the left navigation menu, select Reports, and then Students and download a Students Campus Report. Refer to Section 9.3.1 Students Campus Report.
2. Open the Students Campus Report and update the spreadsheet using the following steps
   1. For EOC testing, enter a group name in the “Group Name” column (column E).
   2. For 3–8 testing, enter a group name in the columns: Reading online test group name (BJ), Mathematics online test group name (BK), Science online test group name (BL), Social Studies online test group name (BM), and Writing online test group name (BN), as needed.

   Students with the same GROUP NAME will be placed into the same test group within the test session.
3. In the left menu, select *Students*, and then *Upload* and upload the file you created. Refer to Section 6.3 *Upload Student Registrations* for details.

4. Select *Online Testing*, and then *Manage Online Testing* and search sessions for the campus to see the new online testing groups.

**Student Upload File**

To create a testing group or groups using the Student Upload File, complete the following steps.

1. In the left navigation menu, select *Students*, and then click *Upload*.
2. On the *Upload Students* page, select a *Test Administration* and a *School or District* from the dropdown lists.
3. Click *Download Spreadsheet Template* under “Upload a File.”
4. Open the *Student Upload File* and update the spreadsheet using the following steps
   1. For EOC testing, enter a group name in the “Group Name” column (column E).
   2. For 3–8 testing, enter a group name in the columns: *Reading online test group name* (BJ), *Mathematics online test group name* (BK), *Science online test group name* (BL), *Social Studies online test group name* (BM), and *Writing online test group name* (BN) as needed.

   Students with the same GROUP NAME will be placed into the same test group within the test session.

5. In the left menu, select *Students*, and then *Upload* and upload the file you created. Refer to Section 6.3 *Upload Student Registrations* for details.

6. Select *Online Testing*, and then *Manage Online Testing* and search sessions for the campus to see the new online testing groups.

**7.4.2 Adding Online Testing Groups Via the User Interface**

Online testing groups can be used to organize students into groups for online testing. Online testing groups can also be added via the Assessment Management System user interface.

To create a testing group or groups via the user interface, complete the following steps.

1. In the left navigation menu, select *Online Testing*, then click *Groups*.
2. On the *Groups* page, under “Online Testing Groups,” click the *Create Group* tab.
3. Select an *Administration* and *Campus* from the dropdown lists.
4. Enter a group name in the *Group Name* field.
5. Click the *CONTINUE* button.
6. Under *Select students to add to the group*, select a *Subject*, *Testing Grade*, and (optionally) *Group* from the dropdown lists to search for students to add.

   **NOTE:** The *Personal Needs and Preferences (PNP)* checkboxes on this page are used for search criteria and do not add supports to student tests. Refer to Section 7.3 *Set Up Student Online Designated Supports* for details about adding supports.

7. From the *Results* list on the left, select a student or students to add to the online testing group.
8. Click the **ADD TO** button.
9. Once all appropriate students are added, click the **SAVE GROUP** button to move the student into the newly created group.

**NOTES:**
- If no student is added to the group in this step, no new group is created.
- Both online and paper testers can be in the same groups.

### 7.4.3 Managing Online Testing Groups Via the User Interface

Online testing groups are managed via the Assessment Management System user interface.

To manage testing groups via the user interface, complete the following steps.

1. In the left navigation menu, select **Online Testing**, then click **Groups**.
2. On the **Groups** page, under “Online Testing Groups,” the system defaults to the **View & Edit Groups** tab.
3. Select an **Administration** and **Campus** from the dropdown lists.
4. Enter a group name in the **Group Name** field.
5. Click the **View Groups** button. A list of groups appears under **Results**.
6. To delete a group, click the **Delete** 🗑 icon in the "Actions" column.
7. To edit a group, click the **Edit** icon 🖋 and follow Steps 6–9 in **Section 7.4.2 Adding Online Testing Groups Via the User Interface**.
8. To download a list of groups, click the **Download** icon 🔽 or **Download Groups** button.

### 7.5 View and Manage Online Testing Sessions

Online test session management is performed on the **Manage Online Testing** and **Session Info** pages.

Overview information is displayed on the **Manage Online Testing** page, including the **Sessions at a Glance** summary totals for your district or campus and a list of campuses or groups.

Clicking through to groups displays general information about test sessions in three sections: **Session Info, Update Results**, and in a list of students for the group or testing session at the bottom of the page.

To view and manage a testing group or session, complete the following steps.

1. In the left navigation menu, select **Online Testing**, and then **Manage Online Testing**.
2. Enter search filters (Test Administration, Subject, Testing Grade, and Organization).
3. Enter at least three letters of the name of the organization or the organization code, and select the organization from the list.
4. Click **SEARCH** to view the search results.
   - The *Manage Online Testing* page appears displaying *Sessions at a Glance* and *Total Campuses* (DTCs) or *Total Groups* (CTCs).

5. To view campus, group, or session information, click the View icon in the "Actions" column next to the campus or group to view. District level users may need to click through campus and group levels.

   **NOTE:** The page will update and display a new page with *Session Info*, *Update Results* filters, and a list of the students in the testing group or session.

6. (Optional) use the filters provided (*Subject*, *Testing Grade*, *Group*, *PNP*, *First Name*, *Last Name*, and *PEIMS ID*) to further refine the list.

   **NOTE:** The *Personal Needs and Preferences (PNP)* checkboxes on this page are used for search criteria and do not add supports to student tests. Refer to Section 7.3 Set Up Student Online Designated Supports for details about adding supports.

### 7.5.1 Managing Online Test Sessions

District and Campus Testing Coordinators can view and manage online test sessions from the *Sessions at a Glance* and *Session Info* pages. Test administrators can monitor Sync Status, review PNP accommodation codes, and make changes to PNP accommodation codes, if needed.

**NOTES:**

- Users with district testing coordinator (DTC) permissions and above have access to information from all campuses in their district and can click through to view individual campuses, testing groups and sessions within individual campuses, and individual testers within groups and sessions.

- Users with campus testing coordinator (CTC) permissions have access to information from their assigned campus or campuses only and can click through to view testing groups and sessions in their campuses and testers within groups and sessions.

- Totals shown on the top-level screen (showing all campuses within a district for DTCs; all groups and sessions within a campus for CTCs) include aggregated totals from all organizations to which the user has access.

- District totals, especially for larger districts, are **NOT** displayed in real-time and may take 20–30 minutes to update.

- Campus totals are also not displayed in real time, but updates typically take just a few minutes.
7.5.1.1 Monitoring Sync Status

Sync Status reflects the status of updates to student supports (PNP settings) and any changes made to First Name, and Last Name fields. The Sync Status column displays the status of those changes throughout the system.

The table below describes the indicators in the Sync Status column.

<table>
<thead>
<tr>
<th>Sync Status Indicator</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☀️ Syncing. The system is syncing with the student's test. <strong>NOTE:</strong> Syncing normally takes two to three minutes, but can take up to 20 minutes.</td>
<td></td>
</tr>
<tr>
<td>✅ In Sync. PNP Supports and updates to First Name and Last Name are in sync in the Assessment Management System.</td>
<td></td>
</tr>
<tr>
<td>☢️ Sync Error. There was an error syncing PNP supports or any changes to First Name and Last Name in the system. Please contact the Support Center. Refer to Section 1.2 Support for contact information.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Though sync errors can result from system errors, they normally result from external issues such as Internet connectivity or other Internet Service Provider (ISP) issues. Prior to any sync issues, the Assessment Management System saves all questions and submitted student responses. Once connectivity is restored and the system is synced again, students may continue with testing exactly where they left off with their submitted answers intact, and any PNP support updates made will be active.

7.5.1.2 Monitoring PNP Supports

The PNP (personal needs and preferences) codes, C, L, and T, indicate which, if any, supports are included with the student’s test. Refer to Section 7.3 Set Up Student Online Designated Supports for details about adding and removing supports. After adding or removing supports, check the sync status to see when the change is effective within the Assessment Management System.

The table below describes the indicators in the PNP column.

<table>
<thead>
<tr>
<th>Code</th>
<th>Designated Support</th>
<th>Supports Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Blank]</td>
<td>No Supports</td>
<td>None</td>
</tr>
<tr>
<td>C</td>
<td>Content</td>
<td>Pop-up, Rollover, Punnett Squares, Writing Checklist</td>
</tr>
<tr>
<td>L</td>
<td>Language and Vocabulary</td>
<td>Pop-up, Rollover, Pre-Read</td>
</tr>
<tr>
<td>T</td>
<td>Text-to-Speech</td>
<td>Speak (Text-to-Speech), Click Word</td>
</tr>
</tbody>
</table>
7.5.1.3 Monitoring Test Status

The "Test Status" column indicates the status of each student’s registration and testing progress within a test group or session.

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>
<tr>
<td>Voided</td>
<td>indicates that the district user has selected Do Not Report (DNR).</td>
</tr>
</tbody>
</table>

* Includes a checkbox next to student name that may be checked to print student ticket.
7.5.1.4 Actions

The “Actions” column displays the actions available during a test administration. Not all actions are available at all times or to all users. The currently available actions for each student test appear in the "Actions" column.

The table below describes the "Actions" column icon functions.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![print_icon]</td>
<td><strong>Print.</strong> Downloads a PDF of the student test ticket for printing.</td>
</tr>
<tr>
<td>![attributes_icon]</td>
<td><strong>Test Attributes.</strong> Opens a window to make updates to online test attributes. Refer to Section 7.5.4 Update Student Online Test Attributes.</td>
</tr>
<tr>
<td>![do_not_report_icon]</td>
<td><strong>Do Not Report.</strong> Voids the online test for a student. <strong>NOTE:</strong> This action cannot be reversed. Refer to Section 7.5.5 Void a Student's Online Test (Do Not Report).</td>
</tr>
</tbody>
</table>

NOTES:

- **During the testing window:** Tests that have not been submitted can be reopened any time during the testing window. For submitted tests and tests marked DNR, you may request that a test be reopened within two hours of the test closing by contacting the Texas Assessment Support Center. If more than two hours have passed since the test closed, contact TEA.

- **After the testing window:** Tests that have expired without being opened will automatically be voided. Tests that have been opened but not completed by the end of the testing window will default to a score code of S unless changed by the district through the Test Attributes window. Refer to Section 7.5.4 Update Student Online Test Attributes for more information on setting a student's online test attributes.

7.5.2 Download and Print Test Tickets

Each student must have a test ticket to access an online test. Test tickets are automatically generated for all students who are registered for an online test. Test tickets include test information (test administration, group, first and last name, date of birth, subject, and grade), PNP supports, and student login credentials (user ID, password, and session ID).

**NOTE:** If a student registration is deleted, the ticket for that test is no longer valid and the information cannot be used to log in to an online test. The student must be re-registered, and a new ticket must be created before the student can log in to a test.

Follow these steps to download and print a ticket.

1. In the left navigation menu, select **Online Testing**, and then **Manage Online Testing**.
2. Enter search filters (Test Administration, Subject, Testing Grade, and Organization).
3. Enter at least three letters of the name of the organization or the organization code, and select the organization from the list.
4. Click **SEARCH** to view the search results.
5. To view group information, click the View icon in the "Actions" column.

6. To print all the test tickets, click the Print All Tickets & Rosters button at the bottom of the list.

7. To print selected tickets, select the checkbox next to student names and click the Print Selected Tickets & Rosters button.

8. To print individual test tickets, in the "Actions" column, click the Print icon in the appropriate row.

9. If desired, enter search terms in the fields under Update Results to generate test tickets for another group of students within the same campus. Available search fields include First Name, Last Name, PEIMS ID, Subject, Grade, Group, or Personal Needs and Preferences (PNP) settings.

10. Click the Update button to save the new settings before printing tickets.

NOTE: The Personal Needs and Preferences (PNP) checkboxes on this page are used for search criteria and do not add supports to student tests. Refer to Section 7.3 Set Up Student Online Designated Supports for more information about adding supports.

7.5.3 Proctor Test Login Information

Test administrators who assist students who are deaf or hard of hearing during an online oral/signed test administration may need a proctor test login. Proctor logins are available only for test administrators who are signing test content to students in need of reading support who are unable to access text-to-speech.

District testing coordinators may download proctor tickets from the Assessment Management System. Proctor logins are downloaded in a spreadsheet that displays a list of logins and the associated subject, user ID, and password.

NOTES:

- The information provided in the proctor test ticket spreadsheet is secure information and should be treated as such.

- Only DTCs and users with higher permissions have access to download the proctor test ticket spreadsheet.

- Two proctor test tickets are provided for each grade and subject combination, one with all supports (C, L, T), and another with no supports.

- Each proctor test login can be used and reused by multiple proctors simultaneously.

Follow these steps to download the Proctor Test Ticket spreadsheet:

1. In the left menu, select Reports, then Online Testing.

2. Select the General tab.

3. On the General page, scroll down and click Proctor Tickets.

4. Choose a Test Administration from the dropdown.
5. Click the **Download** button.

6. Open the CSV spreadsheet.

Proctors should follow these steps to log in and enter their credentials.

1. Open the Secure Browser on your computer.

2. Select Take Test.

3. Enter the username in the *Username* field exactly as it appears in the proctor ticket spreadsheet for the selected test.

4. Enter the password in the *Password* field exactly as it appears in the proctor ticket spreadsheet for the selected test.

5. Enter the Session ID in the *Session* field exactly as it appears in the proctor ticket spreadsheet for the selected test.

6. Click the **Login** button.

   - A screen showing the administration name and the grade level of the test appears.

7.5.4 Update Student Online Test Attributes

Follow these steps to update test attributes, such as score code or accommodations.

**NOTE:** This functionality is only available during the online testing window.

1. In the left navigation menu, select *Online Testing*, and then *Manage Online Testing*.

2. Enter search filters (Test Administration, Subject, Testing Grade, and Organization).

3. Enter at least three letters of the name of the organization or the organization code, and select the organization from the list.

4. Click **SEARCH** to view the search results.

5. To view the information, click the **View** icon in the "Actions" column.

6. Click the **Test Attributes** icon next to the student’s test that needs to be updated.

7. Use the *Change Score Code* dropdown menu to change the score code, if applicable.

   - **A** – Absent | **S** – Score | **O** – Other | **PW** – Parental Waiver

   **NOTE:** For more information about score codes, refer to the *District and Campus Coordinator Manual* available online at [http://tea.texas.gov/student.assessment/manuals/dccm/](http://tea.texas.gov/student.assessment/manuals/dccm/).

8. Select any of the **Accommodations** checkboxes that apply.

9. Select any of the **Test Indicator** checkboxes that apply.

10. Enter any of the of Agency Use or Local Use items that apply.
11. Select any of the **Student Indicators** that apply.

12. Click the **SUBMIT** button.

**NOTES:**

- Once a test has been voided, the student can no longer access the test or have their test registration switched to paper.
- The score code defaults to "S" for all students who have submitted their test or have logged in. Score code does not need to be set in the *Test Attributes* screen. For more information about score codes, Refer to the *District and Campus Coordinator Manual* available online at [http://tea.texas.gov/student.assessment/manuals/dccm/](http://tea.texas.gov/student.assessment/manuals/dccm/).
- Tests that have never been logged into may have a score code set to receive a Confidential Student Report.
- Tests that have been submitted may have the score code changed prior to the close of the testing window if necessary.

### 7.5.5 Void a Student’s Online Test (Do Not Report)

If an online test needs to be voided, use the Do Not Report (DNR) action. Do not void tests **before** the testing window is open. Voiding tests **during** and **after** the testing window returns different results as described below.

**Before the testing window:** Do NOT void any online tests before the testing window. Tests that are not started expire automatically when the testing window closes.

**During the testing window:** Only online tests **started in error** should be voided. For example, when it’s discovered that a student is taking the wrong test for this administration.

**After the testing window:** Online tests that have not been logged into expire, unless a score code is specifically set in the *Test Attributes* window for that test. Setting any score code results in a report for the student for that test. **After** the testing window, no user action is required to expire tests that were not started.

Follow these steps to void an online test.

1. In the left navigation menu, select **Online Testing**, and then **Manage Online Testing**.
2. Enter search terms for the session(s).
3. Under the *Search Sessions* results list, click the **View** icon to view a group.
4. Click the **Do Not Report** icon next to the student’s test that needs to be voided.
5. Click the **YES** button to void the test.
7.6 LCS Management

The Local Caching Software (LCS) description and management information is contained in separate documentation. Information for technology staff on preparing and installing LCS is available in the following documents.

- The STAAR Assessment Management System Local Caching Software (LCS) District Guide includes detailed information for Districts about the LCS system in general, system, Internet connectivity and security requirements, and a brief FAQ section.

- The STAAR Online Testing Platform Technology Guide includes network, Internet, and hardware requirements for the testing platform, installation and use instructions for the Secure Browser, information about implementing and using the text-to-speech features, Local Caching Software (LCS), and a Technology Staff Checklist.

NOTE: Both guides are available online at http://TexasAssessment.com/technology/.
Section 8: Orders

Depending on the permissions for your role, you can search for and view information about STAAR grades 3–8 or STAAR EOC assessment materials orders. You can manage orders and perform the following tasks from the Orders tab.

- View & Track orders
- Participation Counts
- Additional Materials

The ability to perform these tasks for a given administration may or may not be available depending on the schedule for that administration. For example, the ability to order additional materials is only available during the additional materials order window.

8.1 View and Track Orders

The Orders tab provides the ability to view initial orders, additional orders, and orders of braille materials.

**NOTE:** Initial orders are comprised of testing materials shipped to districts based on submitted participation counts. To view quantities by campus, download the order details.

To search for, view, and track orders, complete the following steps.

1. In the left navigation menu, select Orders and then View & Track.
2. Under “Search for Order,” choose the type of order from the Order Type dropdown, either Additional, Ancillary Services, or Initial.
3. In the Test Administration dropdown, select a Test Administration.
4. Enter an Order Number to further refine the search results (optional).
5. In the District field, select an organization by entering at least three letters of the name of the organization or the organization code.
6. If the Order Type was Additional, select Regular, Braille, or Answer Docs from the Material Type dropdown that appears.
7. Click the SEARCH button. A list of search results displays.

**NOTE:** If the Material Type is Braille, only braille additional orders will be displayed. If the Material Type is Regular, braille material orders will not be displayed.
The following icons are used to indicate the status of orders under the “Results” heading for *Initial* and *Additional* orders.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>View order summary.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Download order details for the organization. This feature is not available at the district level.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Icon</th>
<th>Status Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>The order has been placed but not yet processed.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>The order is being processed.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>The order is being shipped and some or all tracking information is available. Some boxes may be waiting for carrier pickup, some are being shipped, and some may have been delivered.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>At least one box in the order has a shipping exception.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>All boxes in the order have been delivered.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>The order has been cancelled.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>The order status is temporarily unavailable. Please check back later.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>The order information is unavailable.</td>
</tr>
</tbody>
</table>

The following icons are used to indicate the status of orders under the Results heading for Ancillary Services orders.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Download order details.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>View order summary.</td>
</tr>
</tbody>
</table>
### Notes:

- Downloading an order details report downloads a CSV file with all details reported for the selected district or campus.
- The amounts shown in the *Item Quantity* and *Order-Status* fields will vary over time as the order is packed, shipped, and returned, and these activities are reported.
- As the warehouse boxes up your order, a *Shipment Table* appears, showing the quantities in the materials table which will decrease as orders are shipped.

### 8.2 Participation Counts

The *Participation Counts* page is used for viewing or entering student counts by test. Participation counts refers to the number of students scheduled to take a test. Participation counts help determine paper-based test material quantities for initial orders and help with capacity planning for online testing. Participation counts may be updated during the participation counts collection window as specified in the *Calendar of Events* available online at http://tea.texas.gov/student.assessment/calendars/.

#### 8.2.1 Update Participation Counts Using the UI

The most convenient way to update participation counts for smaller districts is via the Assessment Management System user interface.

To update or edit participation counts via the user interface, complete the following steps.

1. In the left navigation menu, select *Orders*, and then *Participation Counts*.
2. On the *Manage Participation Counts* page, select a *District* and *Test Administration*.
   - A list of campuses appears showing an Alert regarding when the participation counts window closes and a list of campuses in the district.
3. Optional: select the *Download* icon in the "Actions" column to download participation count information for a campus. This may aid in the collection of participation counts from each campus.
The following icons are used to indicate the status of participation counts.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Counts Status Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Warning]</td>
<td><strong>Input Counts.</strong> Counts need to be viewed, edited and submitted. These can still be edited until the end of the participation counts window.</td>
</tr>
<tr>
<td>![Checkmark]</td>
<td><strong>Updated.</strong> Counts have been updated, and can still be edited until the end of the participation counts window.</td>
</tr>
</tbody>
</table>

**NOTE:** Information in the "Last Edit" column shows the date and time of the last update entered. A username is shown only if counts were changed.

The following icons indicate the available actions.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Search]</td>
<td><strong>View Counts.</strong> View Participation Counts. Appears when the participation counts window is closed.</td>
</tr>
<tr>
<td>![Pen]</td>
<td><strong>Edit Counts.</strong> Edit Participation Counts. Appears when the participation counts window is open.</td>
</tr>
<tr>
<td>![Download]</td>
<td><strong>Download.</strong> Download a CSV file of participation counts data.</td>
</tr>
</tbody>
</table>

4. Click the *Edit* icon 🆕 in the "Actions" column.

- The Input Participation Counts table appears showing counts from the same test administration in the prior year. These counts are included in the parentheses and in the text entry fields for each subject and test type for that administration.

5. To accept the existing numbers, click the **Update Counts** button.

6. To update counts enter the total count of testers in each field. If nothing is changed, the number in the box is used.

   - A yellow *Warning* icon 🚨 indicates a significant difference between the historical and current counts. Review and edit entries as needed. Move to the next step to accept values as shown.

7. Click the **Update Counts** button.

   - A Confirmation pop-up message appears indicating the date when the participation counts window closes.
   - Any previous warnings disappear.

**NOTES:** If counts are not updated prior to the Participation Counts deadline, existing counts are used.
8.2.2 Update Participation Counts using File Upload

The most convenient way to update participation counts for larger districts with many campuses is via file upload.

To update or edit participation counts using an upload file, complete the following steps.

1. In the left navigation menu, select Orders, and then Participation Counts.
   - The View and Edit Participation Counts page appears.

2. Under “View & Edit Participation Counts” select a District and Test Administration.
   - The page updates displaying:
     - an alert indicating when the participation counts window closes,
     - a table of all campuses within the district indicating
       - whether the Participation Counts are updated for the current administration in the “Counts Status Column,”
       - who made the last update in the “Last Edit” column, and
       - available actions in the “Actions” column.

The following icons are used to indicate the status of participation counts.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Counts Status Status Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
<td><strong>Input Counts.</strong> Counts need to be viewed, edited and submitted. These can still be edited until the end of the participation counts window.</td>
</tr>
<tr>
<td>![Icon]</td>
<td><strong>Updated.</strong> Counts have been updated, and can still be edited until the end of the participation counts window.</td>
</tr>
<tr>
<td>![Icon]</td>
<td><strong>Complete with errors.</strong> Some records are OK, but others have errors. <strong>NOTE:</strong> No records update until the upload file has no errors.</td>
</tr>
<tr>
<td>![Icon]</td>
<td><strong>Upload Failed.</strong> Errors in upload file. Verify that the file is saved as a CSV and that all fields contain valid data. If you need help, contact the Texas Assessment Support Center at 1-855-333-7770 or STAAR3–<a href="mailto:8@ets.org">8@ets.org</a> or <a href="mailto:STAAREOC@ets.org">STAAREOC@ets.org</a>.</td>
</tr>
</tbody>
</table>

**NOTE:** Information in the “Last Edit” column shows the date and time of the last update entered. A username is shown only if counts were changed.
The following icons indicate the available actions.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Search Icon" /></td>
<td><strong>View Counts.</strong> View Participation Counts. Appears when the participation counts window is closed.</td>
</tr>
<tr>
<td><img src="image2.png" alt="Edit Icon" /></td>
<td><strong>Edit Counts.</strong> Edit Participation Counts. Appears when the participation counts window is open.</td>
</tr>
<tr>
<td><img src="image3.png" alt="Download Icon" /></td>
<td><strong>Download.</strong> Download a CSV file of participation counts data.</td>
</tr>
</tbody>
</table>

3. Choose whether to start from this year’s existing counts, an existing upload file previously uploaded, or from the blank template file.

**To start from this year’s counts:**

1. Click the **View & Edit** tab.
2. Click the **Edit** icon next to the school to update.
3. Click the **Download CSV** button above the entry table and continue to step 4.

**NOTE:** District level users may download and update a file listing all campuses and participation counts by clicking the **DOWNLOAD CSV: ALL CAMPUSES** button.

**To start from an existing upload file:**

1. Click the **Upload** tab, then click the link to a previously loaded file under “Uploaded Files.”
2. Click the **Download Spreadsheet Template** link under “Upload a file.”
3. Compare the file formats of the template and the existing upload file, edit as needed to make the upload file format match the template format, and continue to step 4.

**To start from the blank template file:**

1. Click the **Upload** tab, then click the **Download Spreadsheet Template** link under “Upload a file” and continue to step 4.

**NOTE:** The template file has no data other than the required field headers. Refer to Appendix C: Participation Counts Upload Requirements.

4. Enter or update school information and participation counts data in the upload file.
5. Click the **Upload** tab to return to the **Upload Participation Counts** page.
6. Under “Upload a File,” click **Browse**, locate your file, and click the **Upload** button.
   - The updated “Uploaded Files” list displays a status icon indicating the processing status, the number of records uploaded successfully, and any data errors or warnings.
7. Refresh your browser to update processing status.
8.3 Additional Materials

To place an additional order, complete the steps below. Required fields are marked with an asterisk. Upon submission, a confirmation email that includes the list of additional materials is sent.

1. In the left navigation menu, select Orders, and then Additional Materials.
2. Under “Select Criteria,” choose a test administration from the Select Test Admin dropdown and a district from the Select District dropdown.
3. Under “Order Contact,” select the Ordering Contact’s Name from the dropdown.
4. Under Review Shipping Address, review the shipping address, and click the CONTINUE button.

**NOTE:** The address shown is the shipping address for the organization. If the address is incorrect, and requires an update, please refer to the TEA website at http://tea.texas.gov/student.assessment/district/ for instructions on updating the shipping address.

5. Under “Select Quantities,” select the Material Category from the dropdown.
6. To order or edit materials from multiple categories, select All Materials from the dropdown.
7. To order or edit materials from only a single category, select the appropriate category from the Material Category dropdown. A corresponding list of materials to order from displays below.
8. Enter the additional quantities for each of the items to be ordered, and click the CONTINUE button.
9. Review the order details, and click the Submit Order button. The order is submitted, and an order confirmation displays.
10. To print the confirmation, click the Print button. To add a new order, click the Add New Order button.
8.3.1 Additional Braille Materials Orders

Additional braille materials can be ordered by calling the Texas Assessment Support Center prior to the end of the additional orders window. Refer to Section 1.2 Support for contact information. Upon submission, a confirmation email that includes the list of additional braille materials ordered is sent.

NOTES:
- Only the Texas Assessment Support Center or program personnel may place braille orders.
- When the Braille Material checkbox is selected on the Additional Materials page, only braille materials are displayed on the Additional Orders and Order Quantities pages.

8.4 Rescores and Additional Reports

To order additional printed copies of standard reports or submit rescore requests, use the Additional Reports and Rescore Requests tabs under the Orders tab. Refer to the STAAR Grades 3–8 and EOC Reports and Services brochure available at http://www.TexasAssessment.com/report-info/ for more information about standard and additional reports and a full list of applicable fees.

NOTES:
- The Assessment Management System creates an order number and accepts the purchase order number. Districts have only one purchase order number for additional standard report orders and reruns, but may have multiple purchase order numbers for rescores.
- The Assessment Management System sends a confirmation email to the District Testing Coordinator when the rescore request is received. The email includes a link to view the order and the report or rescore information when available.

8.4.1 Additional Reports Orders

Standard reports are provided free of charge to all school districts. These reports are also available for download from the Assessment Management System after scoring is complete. For more information, refer to Section 9.6: Assessment Results. Districts requiring additional printed copies of their reports may order them for a fee.

For more information and a detailed list of charges, refer to the STAAR Grades 3–8 and EOC Reports and Services brochure available at http://www.TexasAssessment.com/report-info/.

Districts can order additional printed copies of standard reports. Orders placed prior to the deadline indicated in the Calendar of Events will arrive with the standard reports that districts receive after each test administration. Orders placed after the deadline are processed twice monthly and may incur additional processing fees.

Orders can be placed using the following steps.

1. In the left navigation menu, select Orders, then select Additional Reports.
2. Under “Select Criteria,” choose a test administration from the Reporting Admin dropdown and then select a District in the Select District field.
NOTES:

- If a district has established invoicing with ETS, a message appears displaying a customer number and primary contact information.
- If a district has not established invoicing with ETS, an error message appears. Contact the Texas Assessment Support Center. Refer to Section 1.2 Support for contact information.

3. Optional: Select a name from the dropdown in the Primary Contact section.

4. Confirm that all information is correct, then click the CONTINUE button.

NOTE: Review the shipping information for the district. If the shipping address is incorrect and requires an update, please refer to the TEA website at http://tea.texas.gov/student.assessment/district/ for instructions on updating shipping addresses.

5. Select the number of additional copies needed. Use the individual dropdown choices to select:
   - Confidential Student Label
   - Confidential Student Report (if available)

NOTE: Districts placing an order for printed copies of the updated CSRs or Confidential Student Labels receive printed copies for each student throughout the district whose test information has been updated since initial reports were issued.

6. If Confidential Student Labels are not needed, select the Opt Out checkbox.

7. Orders can be edited without a fee up to the deadline.

8. Enter a purchase order number in the Purchase Order Number field.

9. Click the SAVE button.

8.4.2 Ordering Rescores

Rescores may be ordered by the DTC on behalf of school personnel or parents who want student tests rescored. Results are provided in 4–5 weeks.

Follow these steps to request rescores.

1. In the left navigation menu, choose Orders, then Rescore Requests.

   NOTE: If the Rescore Requests tab does not appear, contact support and request that they add rescoring permission for your account.

Search for Tests

2. Select a Reporting Administration and District, then click the Continue button.

3. Narrow the request as needed using the fields that appear. Testing Grade and Subject are required fields.
4. Click the **SEARCH** button.
   - A table listing tests meeting the search criteria appears. Tests available for rescore appear with either an **MC Rescore** (multiple choice) or **CR Rescore** (constructed response) checkbox or both.

5. Click the checkbox(es) next to the test(s) to rescore.

6. (Optional) to select all tests available for rescore, click **Select all CR** or **Select all MC** or both checkboxes in the “Rescore Type” column.

   **NOTE:** Rescore checkboxes may not be available for some tests, if:
   - A score hasn’t been received by the system for the test.
   - The test had issues (is in resolution, there are multiple copies, etc.)
   - A rescore is already in process (status will show as “Rescore Pending”)
   - All available rescores have already been requested for the test (Only one rescore is allowed per question type, per test: CR, MC).
   - The test mode and subject combination disallow a rescore. For example, rescores are not available for online tests with only multiple choice questions. So, an online math test might be listed in this table, but would not include a rescore button.

7. Click the **Add to Cart** button.

   **NOTE:** If the search returns multiple pages, click the **Add to Cart** button on each page before continuing to the next page until all tests are added.

8. To add more tests, change the search fields, click the **Search** button, and select any additional tests to rescore.

9. When all desired tests are added to the cart, click the **View/Edit Cart** button.

   **NOTE:** Items in the cart are saved as you browse through the ordering process until the session is ended. If a session ends before checkout is complete (e.g., logout, local system error), any requests in the cart are lost.

**View/Edit Cart**

1. Review and modify the order details shown on the page by selecting or deselecting the **Rescore Type** checkboxes, as needed.

2. To add more tests or make other changes to your order, click the **Add More Tests** button.

**Review Rescore Request**

1. Enter the Purchase Order number.

2. Review the order for accuracy

3. To make changes to your order, click the **Back to Cart** button.

4. To complete the order, enter an approved P.O. number and click the **Review Request** button.
Rescore Request Confirmation

5. A confirmation page appears displaying the details of the requested rescores.

6. (Optional) to download a CSV file of the rescore request details, click the Download Request (CSV) button.

7. To request more rescores, click the Start New Request button.

NOTES:

- A confirmation email is sent to the district when the rescore request is received.
- In rare cases, a rescore request may return a System Hold status. When this occurs, the student record remains active in the system, but the cause of the System Hold status must be resolved before the rescore request can be processed. Contact Support to resolve. Refer to Section 1.2 Support for contact information.

Canceling an Order

8. To cancel an order, at any point prior to clicking the Submit Rescore Request button, click the Cancel button.

   - An Alert message appears confirming the cancel.

9. Click the Yes button.

NOTE: Canceling an order removes all rescore requests from the cart and cancels district and reporting administration selections.
Section 9: Reports

From the Reports section, authorized users can access a variety of reports. The reports a user can access are based on the user role assigned to them. Some reports may not be available to all users. The reports available are grouped according to the following areas:

- Online Testing
- Users
- Students
- Orders
- Results
- Texas Data Portal

9.1 Report Access

After scoring is completed for each administration, districts have the opportunity to review results before releasing them to their campuses. Users permissioned to do so may open or close report access for all campuses or for individual campuses in their district. Report access settings apply only to reports found on the Results Reports page at Reports > Results.

To open report access for all campuses in a district, complete the following steps.

1. In the left navigation pane, select Reports, and then Report Access.
2. On the Report Access page, select an administration from the dropdown list.
3. Under District Access Controls, click the Open all Campus Access in District button.
4. Click the Update button under the list of campuses to activate the setting.
   - A confirmation message appears confirming all campuses have access to reports.

To close report access for all campuses in a district, complete the following steps.

1. In the left navigation pane, select Reports, and then Report Access.
2. On the Report Access page, select an administration from the dropdown list.
3. Under District Access Controls, click the Close all Campus Access in District button.
4. Click the Update button under the list of campuses to activate the setting.
   - A confirmation message appears confirming that all campus report access is closed.
To open or close the report access for individual campuses, complete the following steps.

1. In the left navigation pane, select Reports, and then Report Access.
2. On the Report Access page, select an administration from the dropdown list.
3. Under District Access Controls, select the Open or Close option next to each campus to set campus report access.
4. Click the Update button under the list of campuses to activate the settings.
   - A confirmation message appears, confirming that selected campus settings were updated.

### 9.2 Online Testing Reports

Online testing reports update three times every day during testing. The following reports are found by selecting Reports, then Online Testing:

On the General tab:
- District Test Status Report
- Proctor Tickets (Refer to Section 7.5.3 Proctor Test Login Information)
- Campus Test Status (of student) Report

#### 9.2.1 District Test Status Report

The District Test Status report provides a list of all students in a district assigned to an online test for a specified test administration along with their testing status. The report includes the following information:

- Testing District/Campus
- Test Administration
- Test Subject
- Testing Grade
- Student Information
- Score Code
- Online Test Status Code

To view online test status in a district, complete the following steps.

1. In the left navigation menu, select Reports, and then Online Testing.
2. On the General tab, under “District Test Status Report,” in the District field, enter at least three letters of the name of the district or the district code, and select the district from the list.
3. Choose a *Test Administration* from the dropdown.
4. Click the *Download* button.
5. Open the CSV spreadsheet.

### 9.2.2 Campus Test Status (of student) Report

The Campus Test Status report provides a list of the total tests started and completed by students at a district level. The report also includes the following information:

- Testing Region, District, and Code
- Testing Campus
- Test Administration
- Test Subject
- Testing Grade
- Student Information
- Online Test Status Code

To view online test status at a campus, complete the following steps.

1. In the left navigation menu, select *Reports*, and then *Online Testing*.
2. On the *General* tab, under “Campus Test Status (of student) Report,” in the *District* field, enter at least three letters of the name of the campus or the campus code, and select the campus from the list.
3. Choose a *Test Administration* from the dropdown.
4. Click the *Download* button.
   - This initiates a download of a CSV file containing the requested information.
5. Choose *Open* or *Save*.

### 9.3 Student Reports

The following reports are available on the *Reports* tab in *Students*:

- Students Campus Report
- District Student Home Campus Report
- District Student Test Campus Report
- Students Transfer Report
9.3.1 Students Campus Report

The Students Campus report provides student registration information for the selected campus. This report can be used to confirm which students are registered, which students will receive precoded answer documents, and to confirm which tests students are registered to take. To view a list of students at a particular campus, complete the following steps.

1. In the left navigation menu, select Reports, and then Students.
2. On the General tab, under “Students Campus Report,” in the District field, enter at least three letters of the name of the campus or the campus code, and select the campus from the list.
3. Choose a Test Administration from the dropdown.
5. Open the CSV spreadsheet.

NOTE: The Students Campus report is updated on a nightly basis. Any updates made appear in the system immediately, but will not appear in reports until the following day.

9.3.2 District Student Home Campus Report

This report contains all students whose home CDC is in the selected district. The layout is the same as the Student Upload file.

To view the District Student Home Campus report, complete the following steps.

1. In the left navigation menu, select Reports, and then Students.
2. On the General tab under “District Student Home Campus Report,” in the District field, enter at least three letters of the name of the district or the district code, and select the district from the list.
3. Choose a Test Administration from the dropdown.
4. Click the Download button.
5. Open the CSV spreadsheet.

NOTE: The District Student Home Campus report is updated on a nightly basis. Any updates made appear in the system immediately, but will not appear in reports until the following day.
9.3.3 District Student Test Campus Report

This report lists all students whose test CDCs are in the selected district. The layout is the same as the Student Upload file.

To view the District Student Test Campus report, complete the following steps.

1. In the left navigation menu, select Reports, and then Students.
2. On the General tab, under “District Student Test Campus Report,” in the District field, enter at least three letters of the name of the district or the district code, and select the district from the list.
3. Choose a Test Administration from the dropdown.
4. Click the Download button.
5. Open the CSV spreadsheet.

NOTE: The District Student Test Campus report is updated on a nightly basis. Any updates made appear in the system immediately, but will not appear in reports until the following day.

9.3.4 Students Transfer Report

The Students Transfer report provides a list of student registrations that were transferred in to, or out of, the selected district.

To view a list of transferred students at a particular district, complete the following steps.

1. In the left navigation menu, select Reports, and then Students.
2. On the General tab, under “Students Transfer Report,” in the District field, enter at least three letters of the name of the district or the district code, and select the district from the list.
3. Choose a Test Administration from the dropdown.
4. Click the Download button.
5. Open the CSV spreadsheet.

9.3.5 Students Braille Management Report

The Students Braille Management report provides a count of all students registered for a braille test. The counts from this report can be compared to the number in the braille order to determine if more braille materials need to be ordered.

To view a list of students with braille registrations, complete the following steps.

1. In the left navigation menu, select Reports, and then Students.
2. On the General tab, under “Students Braille Management Report,” in the Organization field, enter at least three letters of the name of the organization or the organization code, and select the organization from the list.
3. Choose a Test Administration from the dropdown.
4. Click the **Download** button.
5. Open the CSV spreadsheet.

### 9.3.6 Test Registration Report

The Test Registration report provides a count of all students registered for testing in the selected administration, including totals for each district, campus, and test mode, version, and subject.

To view the Test Registration report, complete the following steps.

1. In the left navigation menu, select **Reports**, and then **Students**.
2. On the **General** tab, under “Test Registration Report,” in the **Organization** field, enter at least three letters of the name of the organization or the organization code, and select the organization from the list.
3. Choose a **Test Administration** from the dropdown.
4. Click the **Download** button.
5. Open the CSV spreadsheet.

### 9.3.7 Precode Verification Report

This report assists District Testing Coordinators in verifying data from the precode file against what they are expecting to receive.

1. In the left navigation menu, select **Reports**, and then **Students**.
2. On the **General** tab, under “Precode Verification Report,” in the **Organization** field, enter at least three letters of the name of the organization or the organization code, and select the organization from the list.
3. Choose a **Test Administration** from the dropdown.
4. Click the **Download CSV** or the **Download PDF** button (refer to first note, below).
5. Open the CSV spreadsheet.

**NOTES:**

- The PDF report is not available until after the precode window closes during an administration.
- This report is updated on a nightly basis. Any updates made appear in the system immediately, but will not appear in reports until the following day.

### 9.3.8 Student Assessment History Report

This functionality allows authorized users to access assessment results for newly enrolled students in the district. **Any other use of this functionality is strictly prohibited by the Texas Education Agency.**
To view a student’s assessment history, complete the following steps.

1. In the left navigation menu, select Reports, and then Students.
2. On the General tab, under “Student Assessment History Report,” click the Student Assessment History Request link.
3. Log in to the Texas Assessment Management System.
4. Under “Student Identification,” enter the First Name, Last Name, PEIMS ID, and Date of Birth.
5. Click I Agree – Search for Student.

If all fields match, a Texas Assessment Data Portal testing history screen displays with results from previous administrations. The screen also provides a link and login information to the Student Portal to access additional student assessment details.

9.4 SIRS Report

The Student Information Retrieval Service (SIRS) is useful in obtaining assessment results for students who are new to your school district. Prior year results are provided for students in STAAR grades 3–8 and TELPAS. Cumulative results are provided for students tested with STAAR EOC. One record must be included for each student.

9.4.1 Submitting a SIRS Request

To submit a SIRS request, complete the following steps.

1. In the left navigation menu, select Reports, and then Students.
2. Click the SIRS tab.
3. Select a District.
4. Check the Confidentiality agreement checkbox.
5. In the “Upload a File” section, select Download Spreadsheet Template.
6. In the spreadsheet, enter the information to upload to the system. Ensure the file is saved as a CSV, and all fields contain valid data. Refer to Appendix B: SIRS Request Upload Requirements for valid data requirements.
7. Save the file as a CSV file.
8. Click the Choose File button.
9. In the File Upload window, navigate to the CSV file saved, and click Open.
10. Click the UPLOAD button to import the file into the system.
11. Refresh the browser window to update the upload status.

After uploading, the request appears in the list under “View SIRS Requests” along with a request status icon in the “Status” column.

Response files appear within 48 hours of the request and are available for download.
The following icons indicate the status of SIRS requests.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Status Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄</td>
<td>Requested. SIRS reports successfully requested with no errors.</td>
</tr>
<tr>
<td>🔄</td>
<td>Processing. Processing SIRS reports request.</td>
</tr>
<tr>
<td>🔄</td>
<td>Fulfilled. SIRS reports request fulfilled.</td>
</tr>
<tr>
<td>🖐️</td>
<td>Upload failed. Errors in SIRS request upload file. Verify that the file is saved as a CSV and that all fields contain valid data. Refer to Appendix B: SIRS Request Upload Requirements for valid data requirements. Contact the Texas Assessment Support Center at 1-855-333-7770 or STAAR3–<a href="mailto:8@ets.org">8@ets.org</a> or <a href="mailto:STAAREOC@ets.org">STAAREOC@ets.org</a>.</td>
</tr>
</tbody>
</table>

NOTES:

- SIRS request files must be error-free before processing occurs. Refer to Section 9.4.2 for details.
- CSRs are also available on the Scores tab in Students and View & Edit and View Student.
- Rarely, a processing error may occur after a request is successfully submitted. The request will be returned with the Fulfilled status, but with FAIL added at the beginning of the results file name. If this occurs, please check again that the headings match the current data file format, the data complies with the parameters in Appendix B: SIRS Request Upload Requirements, the file is saved in CSV format, and submit the request again. If the file fails after a second try, please contact the Texas Assessment Support Center at 1-855-333-7770 or STAAR3–8@ets.org or STAAREOC@ets.org.

9.4.2 Correcting SIRS Request Upload File Errors

If a SIRS request upload file returns errors, the errors must be corrected before any requests in the file are processed.

To correct errors in a SIRS request upload file using the Upload Errors file, complete the following steps.

1. Click the Download icon in the “Errors” column next to the file with errors to download the Upload Errors file.
   - The Upload Errors file lists the Column Name, Error, Row Number and Invalid Data type for each error.

2. Using the information in the Upload Errors file, edit the information in the SIRS Request Upload file to correct all errors.

3. Save the file as a CSV file.

4. Select the Choose File button under “Request a SIRS Report” on the Student Report page.

5. In the File Upload window, navigate to the CSV file saved, and click Open.
6. Click the **UPLOAD** button to import the file into the system.

7. Refresh the browser to update the status of the upload.

To view errors in a SIRS request upload file via the UI, complete the following steps.

1. Click the red **Errors** link in the “Errors” column next to the file with errors.

2. An **Uploaded File: Errors** message appears listing the number of errors and the column, error type, and row for each error.

3. Note the entries under the “Columns,” “Error Types,” and “# Rows with Errors” columns.

4. Click the red number under the “# Rows with Errors” column.
   - The message window displays the invalid values that caused the errors and the row location in the SIRS Request Upload file.

5. Correct the information in the SIRS Request Upload file rows displayed.

6. Click the **Back to Errors** button to return to the errors list and repeat steps 3–5 to correct all errors in the file.

7. Click the **CLOSE** button.

8. Save the file as a CSV file.

9. Select the **Choose File** button under “Request a SIRS Report” on the **Student Report** page.

10. In the **File Upload** window, navigate to the CSV file saved, and click **Open**.

11. Click the **UPLOAD** button to import the file into the system.

12. Refresh the browser to update the status of the upload.

### 9.4.3 Download a SIRS Report

To download a fulfilled SIRS report, complete the following steps.

1. In the left navigation menu, select **Reports**, and then **Students**.

2. Select the **SIRS** tab.

3. Under **Request a SIRS Report**, enter at least three letters in the search area to locate and select a district.

4. Check the **Confidentiality** checkbox.

5. (Optional) Under “View SIRS Reports,” select a date range (30, 60, or 90 days) and results per page from the **Filter by Date Uploaded** and **Results per page** dropdown lists.

6. (Optional) In the list of report requests and reports, above the “Date Requested/Fulfilled” column, click the arrow to sort by date.

7. In the “Status” column, look for the **Fulfilled** icon 🎉.
8. Click the View icon in the “Actions” column to view the report file links.

9. Click the Download icon in the "Actions" column to download the report file or files.

NOTES:

- SIRS reports are returned in the same format as the reporting layout of the year in which the student was last tested.

- More than one file may be returned for each request since the Student Upload File format may have changed from year-to-year. The request file appears first, followed by the results files. All file names include the student's PEIMS number, the date of testing, a six-digit code, and a file extension.

A fulfilled SIRS report with multiple files.

### 9.4.4 Delete a SIRS Report Upload Request File

To delete a SIRS report upload request file, complete the following steps.

1. In the left navigation menu, select Reports, and then Students.

2. Click the SIRS tab.

3. Under Request a SIRS Report, enter at least three letters in the search area to locate and select a district.

4. Check the Confidentiality checkbox.

5. In the list of files under “View SIRS Reports,” click the Delete icon in the "Actions" column for the appropriate file.

6. Click the Yes button in the Alert message that appears.

**NOTE:** Deleting the upload request file does not delete the uploaded requests or any other records.
9.5 Orders Report

To view an initial order report for a district, complete the following steps.

1. In the left navigation menu, select Reports, and then Orders.
2. On the General tab, under “Initial Order Quantity Report” select the current test administration from the Test Administration field.
3. In the District field, enter at least three letters of the name of the district or the district code, then select a district from the list.
4. Click the Download Report button.
5. Open the CSV spreadsheet.

9.6 Assessment Results

To view or download reports at the campus or district level, complete the steps shown in the sections below.

NOTES:

- The Assessment Management System sends district-level users New Report Notice emails when initial, updated, or final reports become available. New Report Notice emails are sent to users listed as the primary user for their district. Refer to Section 4.1.1.1 Designate a Primary User for more information.

9.6.1 Campus Level Reports

- Confidential Student Reports (CSRs)
- Confidential Campus Rosters (Standard)
- Summary Reports (Standard)
- Confidential Item Analysis (Combined per campus)
- Confidential Images of Essays
- Item Analysis Summary
- Campus Zip File Reports

- 9.6.1.1 Confidential Student Reports (CSRs)

The individual student report shows performance data for each student on the subject-area tests.

A separate Confidential Student Report is created for each assessment for end-of-course (EOC) tests. The Confidential Student Reports are available in the Assessment Management System.
To view or download a Confidential Student Report, complete the following steps.

1. In the left navigation menu, select Reports, and then Results.
2. In the Organization field, enter at least three letters of the name of the campus or the campus code, and select the campus from the list.
   - When a campus is selected, the Download Campus Zip File checkbox disappears.
3. Select “Confidential Student Reports (CSRs)” in the Report field.
4. In the Reporting Admin field, select an administration.
5. (Optional) Click the Calendar icons and select dates from the From and To fields to set the date range to search.
   - If no dates are set, the assessment management system returns all reports for the selected administration, regardless of date.
6. Click the Search button to locate reports matching the search criteria.
   - Matching Report files are listed in the table under “Results.”
7. Click the report file icon under “Actions” to download and view the report.

9.6.1.2 Confidential Campus Rosters (Standard)

This alphabetical listing will show individual student performance data.

NOTE: This report is only available in the Assessment Management System.

To view or download a Confidential Campus Roster report, complete the following steps.

1. In the left navigation menu, select Reports, and then Results.
2. In the Organization field, enter at least three letters of the name of the campus or the campus code, and select the campus from the list.
   - When a campus is selected, the Download Campus Zip File checkbox disappears.
4. In the Reporting Admin field, select an administration.
5. (Optional) Click the Calendar icons and select dates from the From and To fields to set the date range to search.
   - If no dates are set, the assessment management system returns all reports for the selected administration, regardless of date.
6. Click the Search button to locate reports matching the search criteria.
   - Matching Report files are listed in the table under “Results.”
7. Click the report file icon under “Actions” to download and view the report.
9.6.1.3 Summary Reports (Standard)

These reports will show the performance of students by campus. The average number and average percentage of items correct for each reporting category is displayed, as well as the number and percentage of students at each performance level. The information provided at the campus level is also aggregated and reported at the district level. Constructed Responses Summary reports are provided and show the number and percentage of students receiving each rating for the written composition and the short answer responses. The Combined Summary Report is provided for each subject, and contains performance data across all applicable test versions for the subject. Both campus and district summary reports are only available on the Assessment Management System.

To view or download Summary Reports, complete the following steps.

1. In the left navigation menu, select Reports, and then Results.

2. In the Organization field, enter at least three letters of the name of the campus or the campus code, and select the campus from the list.
   - When a campus is selected, the Download Campus Zip File checkbox disappears.


4. In the Reporting Admin field, select an administration.

5. (Optional) Click the Calendar icons and select dates from the From and To fields to set the date range to search.
   - If no dates are set, the assessment management system returns all reports for the selected administration, regardless of date.

6. Click the Search button to locate reports matching the search criteria.
   - Matching Report files are listed in the table under “Results.”

7. Click the report file icon under “Actions” to download and view the report.

9.6.1.4 Confidential Student Item Analysis (Combined per campus)

Confidential Student Item Analysis reports are provided for assessments that were released in their entirety. These reports show the item number, the reporting category measured by the item, the correct answer, and the student’s answer.

Students and districts may find it helpful to use the Confidential Student Item Analysis report in conjunction with the released STAAR tests.

For additional information, refer to Interpreting Assessment Reports available at http://tea.texas.gov/student.assessment/interpguide/.
To view or download a Confidential Student Item Analysis report, complete the following steps.

1. In the left navigation menu, select Reports, and then Results.
2. In the Organization field, enter at least three letters of the name of the campus or the campus code, and select the campus from the list.
   - When a campus is selected, the Download Campus Zip File checkbox disappears.
3. Select “Confidential Student Item Analysis (Combined per campus)” in the Report field.
4. In the Reporting Admin field, select an administration.
5. (Optional) Click the Calendar icons and select dates from the From and To fields to set the date range to search.
   - If no dates are set, the assessment management system returns all reports for the selected administration, regardless of date.
6. Click the Search button to locate reports matching the search criteria.
   - Matching Report files are listed in the table under “Results.”
7. Click the report file icon under “Actions” to download and view the report.

9.6.1.5 Confidential Images of Essays

The file contains images of the grades 4 and 7 compositions and English I and English II essays and short answer responses. The file may be used to support writing and reading instruction and to help educators target instructional intervention.

To view or download a Confidential Images of Essays report, complete the following steps.

1. In the left navigation menu, select Reports, and then Results.
2. In the Organization field, enter at least three letters of the name of the campus or the campus code, and select the campus from the list.
   - When a campus is selected, the Download Campus Zip File checkbox disappears.
4. In the Reporting Admin field, select an administration.
5. (Optional) Click the Calendar icons and select dates from the From and To fields to set the date range to search.
   - If no dates are set, the assessment management system returns all reports for the selected administration, regardless of date.
6. Click the Search button to locate reports matching the search criteria.
   - Matching Report files are listed in the table under “Results.”
7. Click the report file icon under “Actions” to download and view the report.
9.6.1.6 Item Analysis Summary

Item Analysis Summary reports are provided for STAAR assessments that were released in their entirety. Item Analysis Summary reports are available at the campus, district, region, and statewide levels. These reports show the item number, the reporting category measured by the item, and the percentage of students selecting each possible answer choice for that test item. The summary reports were provided for all students.

Students and districts may find it helpful to use the Item Analysis Summary report in conjunction with the released STAAR tests. For STAAR grades 3–5, English and Spanish results are reported separately.

For additional information, refer to Interpreting Assessment Reports available at http://tea.texas.gov/student.assessment/interpguide/.

To view or download an Item Analysis Summary report, complete the following steps.

1. In the left navigation menu, select Reports, and then Results.
2. In the Organization field, enter at least three letters of the name of the campus or the campus code, and select the campus from the list.
   - When a campus is selected, the Download Campus Zip File checkbox disappears.
4. In the Reporting Admin field, select an administration.
5. (Optional) Click the Calendar icons and select dates from the From and To fields to set the date range to search.
   - If no dates are set, the assessment management system returns all reports for the selected administration, regardless of date.
6. Click the Search button to locate reports matching the search criteria.
   - Matching Report files are listed in the table under “Results.”
7. Click the report file icon under “Actions” to download and view the report.

9.6.1.7 Campus Zip File Reports

District-level users may also search for and download campus-level reports for all district campuses (one report at a time), zipped into a smaller file size.

To download, unzip, and view a Campus Zip File Report, complete the following steps.

1. In the left navigation menu, select Reports, and then Results.
2. In the Organization field, enter at least three letters of the name of the district or district code, and select the district from the list.
   - When a district is selected, the Download Campus Zip File checkbox appears.
3. Check the Download Campus Zip File checkbox.

4. Select which of the available campus report types to combine and zip in the Report field.

5. In the Reporting Admin field, select an administration.

6. (Optional) Click the Calendar icons and select dates from the From and To fields to set the date range to search.
   - If no dates are set, the assessment management system returns all reports for the selected administration, regardless of date.

7. Click the DOWNLOAD button to locate and download reports matching the search criteria.

8. Click the Download icon under “Actions” to download the report.

9. Unzip and save the file.

**NOTE:** Zip software is required to open and view these files. Several free or for-purchase options are available online:

- WinZip for Windows: http://www.winzip.com/
- 7Zip: http://www.7-zip.org/
- PeaZip: http://www.peazip.org/
- iZip for Mac: http://www.izip.com/

### 9.6.2 District Level Reports

Standard reports showing student performance on the STAAR assessments are automatically sent for each administration. The following standard reports are available for download from the system.

- Summary Reports (Standard)
- Student Data File (Fixed Length)
- Item Analysis Summary Report – District
- Consolidated Accountability File

#### 9.6.2.1 Summary Reports (Standard)

These reports will show the performance of students by district. The average number and average percentage of items correct for each reporting category is displayed, as well as the number and percentage of students at each performance level. The information provided at the campus level is also aggregated and reported at the district level. Constructed Responses Summary reports are provided, and show the number and percentage of students receiving each rating for the written composition and the short answer responses. The Combined Summary Report is available for each
course assessed at each campus or district and shows the number and percentage of students achieving Approaches Grade Level across all programs.

Both campus and district summary reports are only available on the Assessment Management System.

To view or download a standard Summary Report, complete the following steps.

1. In the left navigation menu, select Reports, and then Results.
2. In the Organization field, enter at least three letters of the name of the district or the district code, and select the district from the list.

   **NOTE:** Do NOT select Download Campus Zip File.

3. In the Report field, select “Summary Report (Standard).”
4. In the Reporting Admin field, select an administration.
5. (Optional) Click the Calendar icons and select dates from the From and To fields to set the date range to search.
   - If no dates are set, the assessment management system returns all reports for the selected admin, regardless of date.
6. Click the SEARCH button. A list of available reports displays.
7. Click the report file icon under “Actions” to download and view the report.

**9.6.2.2 Student Data File (Fixed Length)**

To view or download a standard report, complete the following steps.

1. In the left navigation menu, select Reports, and then Results.
2. In the Organization field, enter at least three letters of the name of the district or the district code, and select the district from the list.

   **NOTE:** Do NOT select Download Campus Zip File.

3. In the Report field, select “Student Data File (Fixed Length).”
4. In the Reporting Admin field, select an administration.
5. (Optional) Click the Calendar icons and select From and To dates to set the date range to search.
   - If no dates are set, the assessment management system returns all reports for the selected admin, regardless of date.
6. Click the SEARCH button. A list of available reports displays.
7. Click the report file icon under “Actions” to download and view the report.
9.6.2.3 Item Analysis Summary Report – District

Item Analysis Summary reports are provided for STAAR assessments that were released in their entirety. Item Analysis Summary reports are available at the campus, district, region, and statewide levels. These reports show the item number, the reporting category measured by the item, and the percentage of students selecting each possible answer choice for that test item. The summary reports are provided for all students.

Students and districts may find it helpful to use the Item Analysis Summary report in conjunction with the STAAR released tests. For STAAR grades 3–5, English and Spanish results are reported separately.

For additional information, refer to Interpreting Assessment Reports available at http://tea.texas.gov/student.assessment/interpguide/.

To view or download a standard report, complete the following steps.

1. In the left navigation menu, select Reports, and then Results.
2. In the Organization field, enter at least three letters of the name of the district or the district code, and select the district from the list.
   
   **NOTE:** Do NOT select Download Campus Zip File.
4. In the Reporting Admin field, select an administration.
5. (Optional) Click the Calendar icons and select dates from the From and To fields to set the date range to search.
   
   - If no dates are set, the assessment management system returns all reports for the selected admin, regardless of date.
6. Click the SEARCH button. A list of available reports displays.
7. Click the report file icon under “Actions” to download and view the report.

9.6.2.4 Consolidated Accountability File

The Consolidated Accountability File (CAF) combines all STAAR, STAAR Spanish, and TELPAS data within the current accountability year into one record for a student. The record also includes data for the student for any assessments within the previous accountability year. The CAF contains the student assessment data used by the Texas Education Agency (TEA) to determine the accountability ratings and distinction designations.

To view or download a standard report, complete the following steps.

1. In the left navigation menu, select Reports, and then Results.
2. In the Organization field, enter at least three letters of the name of the district or the district code, and select the district from the list.
   
   **NOTE:** Do NOT select Download Campus Zip File.
3. In the Report field, select “Consolidated Accountability File.”
4. (Optional) Click the Calendar icons and select dates from the From and To fields to set the date range to search.

5. Click the **SEARCH** button. A list of available reports displays.

6. Click the report file icon under "Actions" to download and view the report.
## Appendix A: User Upload Spreadsheet Requirements

<table>
<thead>
<tr>
<th>Column Header Fieldname</th>
<th>Data Type &amp; Max Length</th>
<th>Valid Values</th>
</tr>
</thead>
</table>
| Action                                   | Alphabetic 1-character maximum | Allows privileged users to create or update users  
   Enter C to give the user privileges to create users  
   Enter U to give the user privileges to update users  
   **NOTE:** This privilege is case-sensitive |
| First Name                               | Alphabetic 64-character maximum | User's first name  
   Mixed-case is acceptable.                                                                                                                  |
| Middle Name (not required)               | Alphabetic 64-character maximum | User's middle name  
   Mixed-case is acceptable                                                                                                                   |
| Last Name                                | Alphabetic 64-character maximum | User's last name  
   Mixed-case is acceptable                                                                                                                   |
| Organization Code / Role Code            | Alphanumeric 6-character maximum | User's role in organization  
   To add a Single org code, use the following format in the spreadsheet: orgCode:RoleCode;  
   To add multiple org codes, use the following format in the spreadsheet: orgCode1:RoleCode1;orgCode2:RoleCode2;  
   - ESC Region Staff – REG001  
   - Superintendent – SUP001  
   - District Testing Coordinator – DTC001  
   - District Testing Assistant – DTA001  
   - District User Account Assistant – DUAA01  
   - Private School – PRIV01  
   - Campus Testing Coordinator – CTC001  
   - Student Data Assistant – SDA001  
   - Test Setup Assistant – TSA001  
   - Online Session Administrator – OSA001  
   - Online Test Administrator – OTA001  
   - Teacher – TEACH1  
   - Principal – PRIN01  
   - Technology Staff – TECH01 |
| Email Address                            | Alphanumeric 64-character maximum | User's email address  
   Must be unique  
   (emails can only be associated with one user)                                                                                               |
| Telephone Number (not required)          | Numeric (with hyphens) 16-digit maximum | User's telephone number  
   10-digits with hyphens (123-123-1234) or up to 16 digits with hyphens and extension (123-123-1234-123456)  
   No parentheses                                                                                                                                |
| Staff ID (not required)                  | Alphanumeric 9-digit maximum | User’s staff ID  
   Must be unique                                                                                                                                |
| Account Status                           | Alphabetic              | Allows privileged users to grant access to the STAAR Assessment Management System.  
   Enter “Active” to activate the user in the system  
   Enter “Inactive” to deactivate the user in the system  
   **NOTE:** This privilege is case-sensitive |
## Appendix B: SIRS Request Upload Requirements

<table>
<thead>
<tr>
<th>Column Header Fieldname</th>
<th>Valid Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>County-District Campus Number</td>
<td>The student’s current nine-digit CDC number</td>
</tr>
<tr>
<td>Student ID</td>
<td>PEIMS ID</td>
</tr>
<tr>
<td>First Name</td>
<td>1–10 characters</td>
</tr>
<tr>
<td>Last Name</td>
<td>1–15 characters</td>
</tr>
<tr>
<td>Student Date of Birth (DOB)</td>
<td>MMDDYYYY</td>
</tr>
</tbody>
</table>
| Assessment                            | Allowed values: (E, S, or T)  
EOC = E, 3–8 = S, TELPAS = T                                               |
# Appendix C: Participation Counts Upload Requirements

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<thead>
<tr>
<th>EOC Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Column Header Fieldname</strong></td>
</tr>
<tr>
<td>Test Administration</td>
</tr>
<tr>
<td>Organization Name</td>
</tr>
<tr>
<td>Organization Code</td>
</tr>
<tr>
<td>Subject</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3-8 Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Column Header Fieldname</strong></td>
</tr>
<tr>
<td>Test Administration</td>
</tr>
<tr>
<td>Organization Name</td>
</tr>
<tr>
<td>Organization Code</td>
</tr>
<tr>
<td>Grade</td>
</tr>
<tr>
<td>Participation Counts Entry Fields (STAAR Paper, Large Print, Oral Admin, Spanish, Spanish Oral Admin†, Spanish Large Print†)</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

* Follow administration names in Reports > Results > Test Administration dropdown list.
† Spanish, Spanish Oral Admin, and Spanish Large Print fields must be blank for grades 6, 7, and 8.

**NOTES:**

- **Best Practice**: download the current file from the latest assessments, then upload after updating counts. This helps ensure valid data formats and values are used. See Section 8.2.2 Update Participation Counts using File Upload for more information.

- All data and values must be valid before uploading.
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