



Assigning the Alternate ELPAC in TOMS

Quick Guide for Assigning the ALT ELPAC

Assigning the Alternate ELPAC in TOMS to Eligible Students

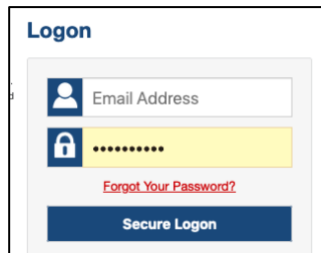
Warning! Assigning the Alternate ELPAC to a student in TOMS will cause the student to be automatically assigned the California Alternate Assessment for CAASPP (grades 3-8 and 11-12).



Verify student eligibility by reviewing the Welligent Section K Rosters for Alternate ELPAC.

- SpEd Designee or APEIS can provide both rosters

Test Operations Management System (TOMS)



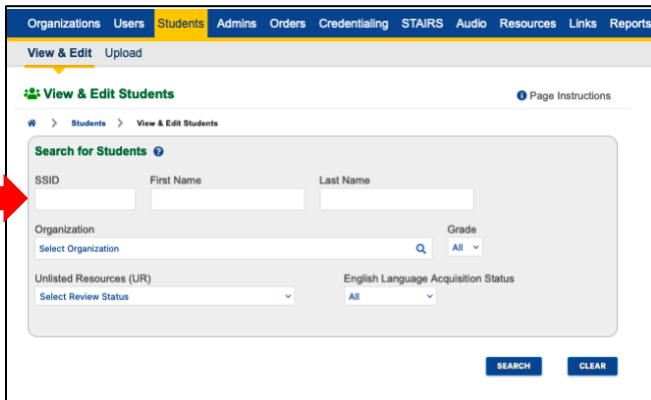
Using Chrome or Firefox browser, navigate to elpac.org.

Log into ELPAC TOMS.

Roles for Admin Year 2021-22

LEA CAASPP Coordinator at Los Angeles Unified
 ELPAC Coordinator at Los Angeles Unified

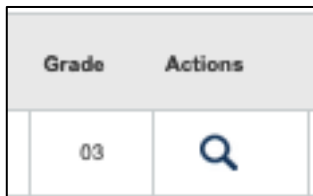
Select ELPAC Coordinator Role.



Select the **STUDENTS** tab.

Enter the eligible student's SSID.

Click **SEARCH**.




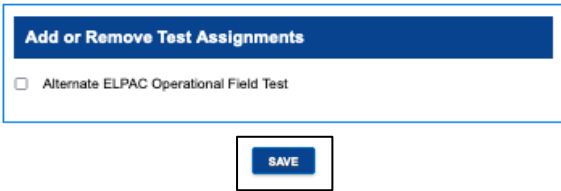
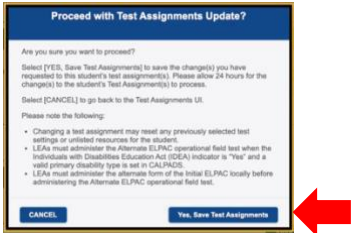
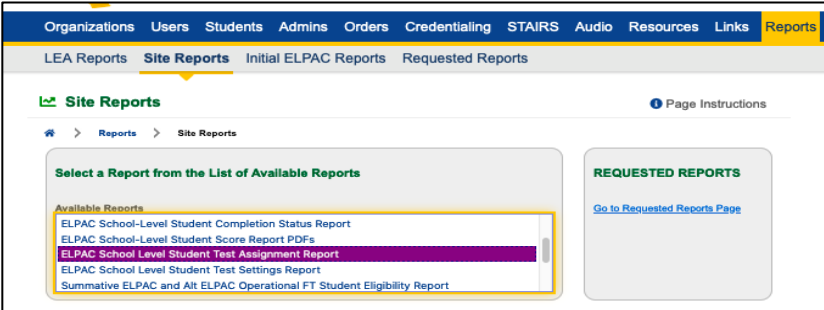
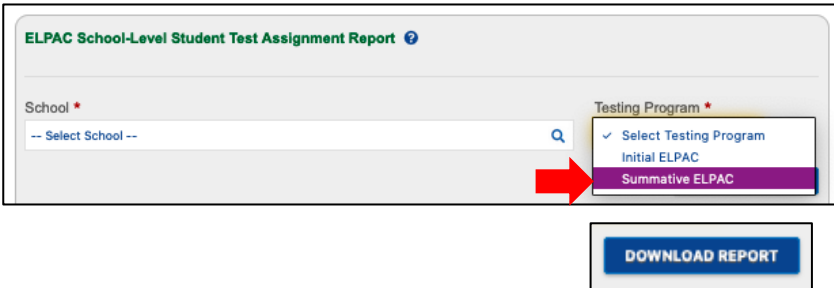
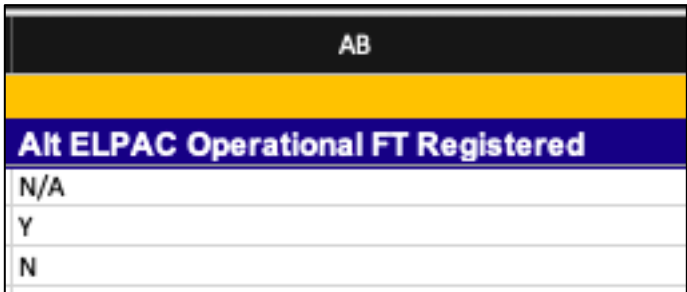
Scroll down and verify that it is the correct student.

Under **ACTIONS**, click on the **MAGNIFYING GLASS ICON**.



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	<p>Select the TEST ASSIGNMENTS TAB.</p>
	<p>Scroll down to the section entitled ADD OR REMOVE TEST ASSIGNMENTS.</p> <p>CHECK THE BOX to assign the student the Alternate ELPAC.</p> <p>Click SAVE.</p>
	<p>Click YES, SAVE TEST ASSIGNMENTS.</p> <p>The student will now be assigned the Alternate ELPAC and the California Alternate Assessments (CAAs) if applicable.</p>
	<p>Verify update by accessing the <i>ELPAC School-Level Student Test Assignment Report</i> through the REPORTS tab in TOMS.</p> <p>Reports > Site Reports > <i>ELPAC School-Level Student Test Assignment Report</i></p>
	<p>Your school will automatically populate.</p> <p>Select Summative ELPAC as the Testing Program.</p> <p>Select DOWNLOAD REPORT.</p>
	<p>Review column AB, <i>Alt ELPAC Operational FT Registered</i>.</p> <p>Y= the student is assigned to take the Alternate ELPAC.</p> <p>If the student is in grades 3-8, 11 or 12 (except students repeating grade 12), the California Alternate Assessments (CAAs) will automatically be assigned to the student.</p>