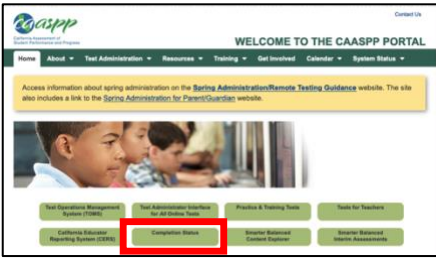

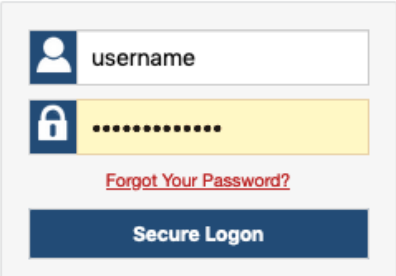
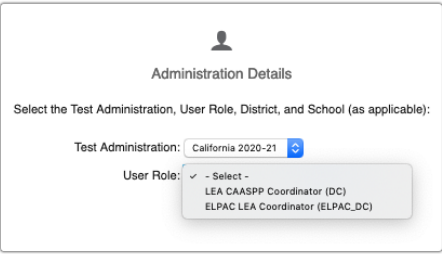
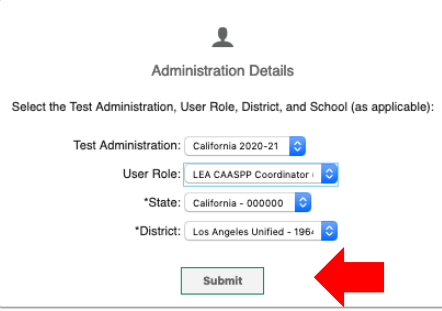
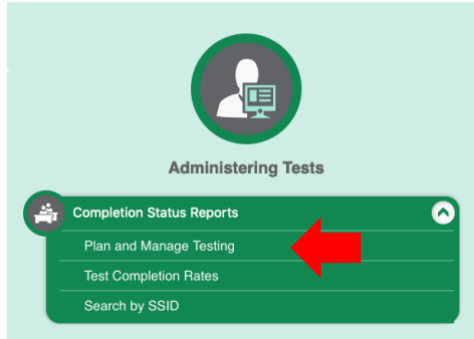




# Accessing Completion Status Reports for CAASPP and ELPAC Assessments

		<ol style="list-style-type: none"> <li>1. Go to the CAASPP or ELPAC website.</li> <li>2. Select the <b>Completion Status</b> tab.</li> </ol>
		<ol style="list-style-type: none"> <li>3. Logon to the system using your TOMS logon credentials.</li> </ol>
		<ol style="list-style-type: none"> <li>4. Select one of the following for User Role: <ul style="list-style-type: none"> <li>• CAASPP Coordinator</li> <li>• ELPAC Coordinator</li> </ul> </li> </ol>
		<ol style="list-style-type: none"> <li>5. Verify your information and select <b>Submit</b>.</li> </ol>
		<ol style="list-style-type: none"> <li>6. Click on the dropdown arrow next to <b>Completion Status Reports</b>.</li> <li>7. Select <b>Plan and Manage Testing</b>.</li> </ol>



# Accessing Completion Status Reports for CAASPP and ELPAC Assessments

	<p>8. In the <b>Choose What</b> section, select the Test Instrument.</p>
	<p>9. In the <b>Choose What</b> section, all tests are selected by default.</p>
	<p>10. In the <b>Search Students</b> section, select your school if it does not prepopulate.</p>
	<p>11. In the <b>Get Specific</b> section, select different filters to narrow your search.</p> <p>12. Select one of the following</p> <ul style="list-style-type: none"> <li>• Generate Report</li> <li>• Export Report</li> </ul>