1. Overview

2. Initial Setup and Security

3. Converting to Current Year Codes**

4. Entering/Updating Data
   - Add Records
   - Edit Records
   - Delete Records
   - Set Red Flag

5. Smarter Balanced Assessment Consortium (SBAC) – CAASPP/TIDE Form
   - Print Smarter Balanced Cards
   - Create Test Settings File**

** = New or updated information
Overview

The Test Settings form will allow schools to enter the embedded and non-embedded test settings (designated supports and accommodations) for the students that need modifications to the Smarter Balanced Online Summative Assessments. Once entered, these test settings can be exported to a file that can be imported into TOMS (Test Operations Management System).

STS form in Aeries Client (School) Version:

The Test Settings (STS) form in Aeries Client (School) Version displays all Test Settings records including closed records and the records that are using prior year codes. This screen can be used to add, change, close or delete Test Settings records.

STS screens in Aeries Web Version:

There are two Test Settings screens available in Aeries Web Version. The Active Test Settings screen displays all of the currently active accommodations or supports (those records with a Start Date on or before today and either no End Date, or an End Date greater than today) that are using the 2015-16 accommodation and support codes. This screen can also be used to add, change or close Test Settings records. It cannot be used to delete a Test Settings record.

NOTE: The Active Test Settings screen is also available as a tab from the Special Education screen.
The **Test Settings List (all)** screen displays all Test Settings records including closed records and the records that are using prior year codes. This screen can be used to add, change, close or delete Test Settings records.

### Initial Setup and Security

Permission will need to be given to user accounts to access the **Test Settings (STS)** table. In Aeries Client Version, users will need permission to the **STS** table. User accounts that will be accessing the **Smarter Balanced Assessment Consortium (SBAC)** form will also need at least select permission to CAR, CSE, LAC, MST, PGM, SEC, TCH, XRF, insert to SUP, and full permissions to PSB.

In Aeries Web Version permission to the **Test Settings** screen can be set up in the **Security** page by the System Admin. Security for the **Test Settings** can be found under the **Test Scores** Table/Program Area.

![Screen Shot](image.png)

In Aeries Client (School) Version the **Test Settings** form can be accessed from the **Test Settings (STS)** tab in the **Student Data – Tests** form.
In Aeries Web Version the **Test Settings** screen can be found under the **Student Data – Test Scores** node on the navigation tree. Only users with permissions to the **Test Settings** screen will see the node on the navigation tree.

**Converting to Current Year Codes**

Several codes have been inactivated from the prior school year. The Aeries Client Version update process in AdminCS will update the codes for the current test administration and add an exit date of 6/30 of the prior school year to any open Test Settings (STS) records with expired or invalid codes.

The **Active Test Settings** screen in Aeries Web Version will also add an exit date of 6/30 of the prior school year to any open Test Setting (STS) records with expired or invalid codes.

In the below example the NEDS.SL record became an expired code in the 2015-16 school year. The 6/30/2015 end date was automatically added to the record during the Aeries update process.

**NOTE:** For the 2015-16 Test Administration the Print on Demand (TDS_PoD_Stim) code cannot be imported into TOMS through the Test Settings upload, the testing vendor must be contacted to provide this accommodation. In Aeries this STS record is informational only.
**Entering/Updating Data**

**Add Records**

**Test Settings** records can be added in either Aeries Client (School) Version or in Aeries Web Version. Aeries Web Version does allow users to add records in both the school level and district level.

In Aeries Client Version get the student whose Test Settings need to be updated. Go to the `Tests` form, `Test Settings` tab. Use the `Add` button to add a new record to the `Test Settings` form. The `Start Date (STS.SD)` and `Code (STS.CD)` are required fields.

**NOTE:** When the `View New Codes` option is selected, the current year Test Settings codes will display in the Code dropdown. When the `View Old Codes` option is selected the prior year Test Settings codes will display in the Code dropdown.

In Aeries Web Version get the student whose Test Settings need to be updated. From the `Navigation Tree` select `Student Data`, then `Test Scores`, then `Test Settings`. In Aeries Web Version the current year Test Settings can be added either on the `Active Test Settings` screen or on the `Test Settings List (all)` screen.

The `Active Test Settings` screen can be used to add new Test Settings records. Below is an example of the `Active Test Settings` screen for a student that does not have any currently active Test Settings records. Click on the `Change` button to add new test settings accommodations or supports.
In Edit mode the **Active Test Settings** screen displays dropdowns and check boxes for the various testing accommodations and supports. Choose the appropriate test settings for the student. When complete click the mouse on the **Update** button. If you do not wish to save the changes click on the **Cancel** button.

Notice that there are no dates on the **Active Test Settings** screens. When new test settings are added on this screen, the Start Date of the record is the current date.

After clicking on **Update** the Active Test Settings screen goes back to Read mode and the currently active Test Settings records with current year codes are displayed on the screen.
The **Test Settings List (all)** screen displays all Test Settings records, including closed records and records with prior year testing accommodations or supports. To add a new test settings accommodation or support click on the **Add New Record** icon.

Enter the start date of the student’s test setting. If the test modification has an end date enter that value. The codes are hard-coded and can either be typed into the **Code** field or selected from the drop-down.

When adding data in Aeries Web Version, remember to click on the **Save** icon to save the changes.

**Edit Records**

To update a **Test Setting** record in Aeries Client (School) Version, click on the field that needs to be updated and make the appropriate changes.

In the Aeries Web Version records can be updated in either the **Active Test Settings** screen or the **Test Settings List (all)** screen.

The **Active Test Settings** screen will allow you to add, change or close currently active Test Settings records with current year codes. Click on the **Change** button to enter Edit mode on the **Active Test Settings** screen.
To change a dropdown from one value to another, select the desired code. In the below example the Color Contrast will be changed from Yellow on Blue to Medium Gray on Light Gray. Since no dates are displayed on this screen, the Yellow on Blue record will be given an End Date of the current date and the Medium Gray on Light Gray record will be given a Start Date of the current date.

To change a checkbox click the mouse in the check box field to check or uncheck the code. If a checkbox record is selected, then a new record will be added for that code with the current date as the Start Date. If a checkbox record is de-selected, then that record’s End Date will be updated to the current date.

When all changes have been made click the mouse on the Update button to save the changes, or on Cancel to not save. The currently active Test Settings will display in the Read mode of the Active Test Settings screen.

Clicking on the Test Settings List (all) tab will display how the Yellow on Blue and Abacus records were closed.

The Test Settings List (all) screen will allow you to change or close any Test Settings record. Click on the Edit icon of the record that needs to be updated to open up the record to changes, make the appropriate changes, and click on the Save icon to save the changes.
Delete Records

To delete a Test Settings record in Aeries Client (School) Version, click on the record that needs to be removed and then click on the Delete button.

In Aeries Web Version the Active Test Settings screen cannot delete Test Settings records. The Test Settings List (all) screen must be used to delete Test Settings records. From the Test Settings List (all) screen click on the Edit icon of the record that needs to be deleted, and then click on the Delete icon. A confirmation message will appear asking if you wish to delete the record. Click on OK to delete the record.
Set Red Flag

The Test Settings (STS) tab can be red-flagged for certain students. Users will need update permission to the Test Settings (STS) table and update permissions to the Red Flag Table (FLG) in order to do this.

In the Aeries Client (School) Version Test Settings (STS) tab, Get the student that will receive the red flag. Click on the Red Flag button. Enter a comment if necessary. The Test Settings (STS) tab will display a red dot next to the name of the tab to indicate that the red flag has been selected. Also, STS will display in the Flag bar below the form.

In Aeries Web Version the red flag can be set by clicking on the Flag icon at the top of the Test Settings screen. Enter a comment in the Comment box if necessary and select OK when finished. The flag will turn from black to red and upon refresh, the Navigation Tree will display a red flag on the Test Settings node.
Smarter Balanced Assessment Consortium Form

The Smarter Balanced Assessment Consortium (SBAC) – CAASP/TIDE form is available in Aeries Client Version School and District. This form allows users to print out the Smarter Balanced Cards and create the Test Settings (CA_Upload_Stu_Accom_Template_2015-2016_v1.xlsm) extract. Users can run KEEP and/or SKIP queries to limit the students that will be reported.

Smarter Balanced Assessment Consortium (SBAC) – CAASP/TIDE can be found in View All Forms.

Enter the date of the SBAC test in the SBAC Test Date field. This date will be used to determine which Test Settings (STS) records will be included in the CA_Upload_Stu_Accom_Template extract file. It is also used to limit the students that are included in the cards when printing by Period.

Select the Include Inactives option to include inactive students on the cards or in the extract.

The Aeries QUERY button can be used to quickly switch to the Query form. KEEP or SKIP queries can be run to limit the students that will be reported on the cards or in the extract.

Print Smarter Balanced Cards

The Print SBAC Cards display a variety of sort options and several additional identification options to print on the cards. In Aeries Client Version the Print SBAC Cards is found in the Smarter Balanced Assessment Consortium (SBAC) – CAASP/TIDE from View All Forms. In Aeries Web Version it is a report called Smarter Balanced Cards (SBAC) – CAASPP, which can be found in View All Reports.
The report will print out a card for every student. The cards include the students’ first name and their state student id preceeded with a "CA-". An option has been added to also print the **Student’s Last Name** on the cards.

**Aeries Client Version:**

![Image of Aeries Client Version interface]

**Aeries Web Version:**

![Image of Aeries Web Version interface]

**NOTE:** When the Smarter Balanced Cards are printed at the District level, the cards will be sorted by school first, and then by the selected sort option. KEEP or SKIP statements can be run to limit the students reported on the cards.

- **ID to Print** – since students may not know their state student id, the student’s permanent ID, student ID or birthdate can be printed on the cards. This will help when a test session has several students with the same first name.

- **Print Last Name?** – select this option if you would like to print the student’s last name (in smaller print) below their first name. This field was added to aid in card distribution.

- **First Name** – cards are sorted by first name. If several students have the same first name, then the secondary sort is last name.

- **Last Name, First** – cards are sorted by last name, then first name.
- **Grade** – cards are sorted by grade, then last name and then first name

- **Period** – cards are sorted by teacher name, last name, first name for all students that have the selected period. Teachers with two or more sections in the same period will find their students sorted by name rather than section.

- **Counselor/Teacher (CU)** – cards are sorted by teacher number (from STU.CU), and then last name, first name. One or more teachers can be selected by clicking on the names in the dropdown.

- **Section(s)** – when logged in at the school level either in Aeries Client Version or Aeries Web Version, the **Section(s)** option will allow users to limit the cards to students that are enrolled in a certain section, course, subject area or department. Cards are sorted by teacher name, period, section, student last name, student first name.

### Aeries Client Version:

![Image of Aeries Client Version]

### Aeries Web Version:

![Image of Aeries Web Version]
NOTE: In Aeries Client Version, only one value can be selected in the Sections in Subject Area and Sections in Department options. All students with a section that meets that criteria will receive a card. In Aeries Web Version several subject areas or departments can be selected. Also, the sections can be selected individually within those options to further limit the cards that will be printed.

Selecting Print Cards will produce a report of the Print Smarter Balanced Cards with ten cards per page.

The header of the report will list the sort option that was selected, and if appropriate the teacher name. When run in District Aeries it will also list the school number.

Create Test Settings File

The Create Test Settings File in Aeries Client Version allows the user to extract the data for the Test Settings file which can then be copied into the CA_Upload_Stu_Accom_Template_2015-2016_v1.xlsm provided by CAASPP. Once the template file has been populated with the Test Settings data it can be uploaded into TOMS to update the students’ test settings/ accommodations/ modifications for the Smarter Balanced Online Summative Assessments.

The CA_Upload_Stu_Accom_Template_2015-2016_v1.xlsm file must be downloaded from the CAASPP website (http://caaspp.org/administration/toms/) and saved on the computer that will create the extract.

NOTE: The CA_Upload_Stu_Accom_Template_2015-2016_v1.xlsm file must be the original file downloaded from the CAASPP website, with no student information in it.
In the Smarter Balanced Assessment Consortium (SBAC) screen enter the **SBAC Test Date**. If you wish to limit the extracted records to certain students click on the **Aeries QUERY** button and run a query to limit to the desired students.

The **SBAC Test Date** is used to determine which Test Settings records will be included in the extract. To be included in the extract the **Test Settings Start Date (STS.SD)** must be **less than or equal to** the **SBAC Test Date** and the **Test Settings End Date (STS.ED)** must **either be greater than** the **SBAC Test Date** or must be **Null**.

Click your mouse on the **Create Temporary Table** button to create a table of the test settings records. A message will come up when the extract has completed. Click on **OK** to clear the message.

Click your mouse on the **View Data** button to view the extracted records.

These records need to be copied from Aeries Client Version and pasted into the **CA_Upload_Stu_Accom_Template_2015-2016_v1.xlsm** file. Copy the results by right-clicking in the upper left corner of the query results and selecting **Copy**.
Open up the **CAUpload_Stu_Accom_Template_2015-2016_v1.xlsm** file provided by CAASPP, right-click in the **A3** cell and select **Paste**. Be sure to leave the first two rows intact. These two records must not be modified.

<table>
<thead>
<tr>
<th>Student SSID</th>
<th>Abacus</th>
<th>*Alternate Response Options (including any external devices/assistive)</th>
<th>American Sign Language for ELA Listening and Math Items IN/A for CAAS</th>
<th>Bilingual Dictionary for ELA Full Version (EL)</th>
<th>Braille</th>
<th>Calculator</th>
<th>Closed Captioning for ELA</th>
<th>Color Contrast (G MEB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A009400018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TD_CoastGray</td>
</tr>
<tr>
<td>A009400020</td>
<td>NEA_Abacus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TD_CoastGray</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TD_CoastGray</td>
</tr>
</tbody>
</table>

Remove the Aeries **header** that is copied in on the 3rd row. Click on Row # 3 in the left margin to highlight the entire row.

![Image of Aeries header](image)

Right-click and select **Delete**

The template file will now have the provided header records followed by the student records.

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</tbody>
</table>

Save the file keeping it in the format. Import this file into TOMS.