

## **A Guide to Help Schools Complete the Test Operations Management System (TOMS) Accessibility Upload Template**

Prior to testing, student accessibility information, including all embedded and non-embedded designated supports and accommodations, must be entered into the Test Operations Management System (TOMS). (Reference the [Usability, Accessibility, and Accommodations Guidelines](#) for additional information on designated supports and accommodations.) Accessibility information can be entered individually for students or through the use of a template. For information on entering accessibility information and/or accessing the upload template reference the TOMS User/Student Management Manual available at <http://oea.dpi.wi.gov/assessment/Smarter/resources>.

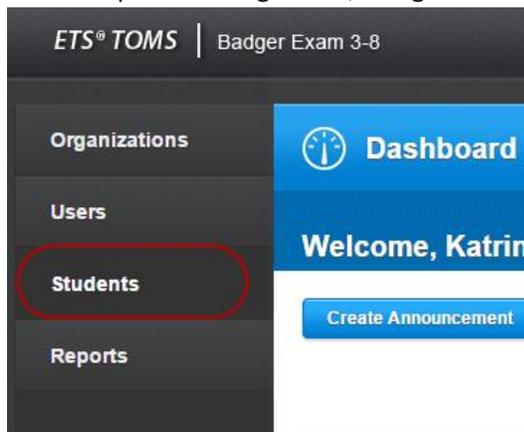
The TOMS accessibility template includes only SSID (Wisconsin Student Number (WSN)) to identify the student. This guide has been developed to assist districts that may delegate the completion of the TOMS upload template to staff unfamiliar with students' SSID (WSNs). Use of this document is optional. Districts may opt to use the template in TOMS without making any modifications.

These steps below will assist districts to create a file that will include SSID (WSNs), student names, and grade levels. The inclusion of student names and grade levels will assist staff to more easily note the appropriate designated supports and accommodations for students.

The resulting file will include confidential student information. Schools and Districts are responsible for protecting the security of student information. All TOMS users must adhere to the confidentiality form he/she signed upon first entering TOMS. Any district/school staff who have access to the accommodations upload file and does not have access to TOMS must sign hard copy confidentiality form <http://oea.dpi.wi.gov/assessment/Smarter/security> and submit the form to their DAC/SAC.

### **Process to Create an Accessibility File with WSN and Student Names**

1. Upon entering TOMS, navigate to the **Students** sidebar.



2. Under the **Upload Accessibility** tab, download the spreadsheet template, and save it on your desktop.



# A Guide to Help Schools Complete the Test Operations Management System (TOMS) Accessibility Upload Template

Organization

Christopher M. Porter Middle School [1548356421]  

DOWNLOAD SEARCH RESULTS

SEARCH

- Download search results and open the file.

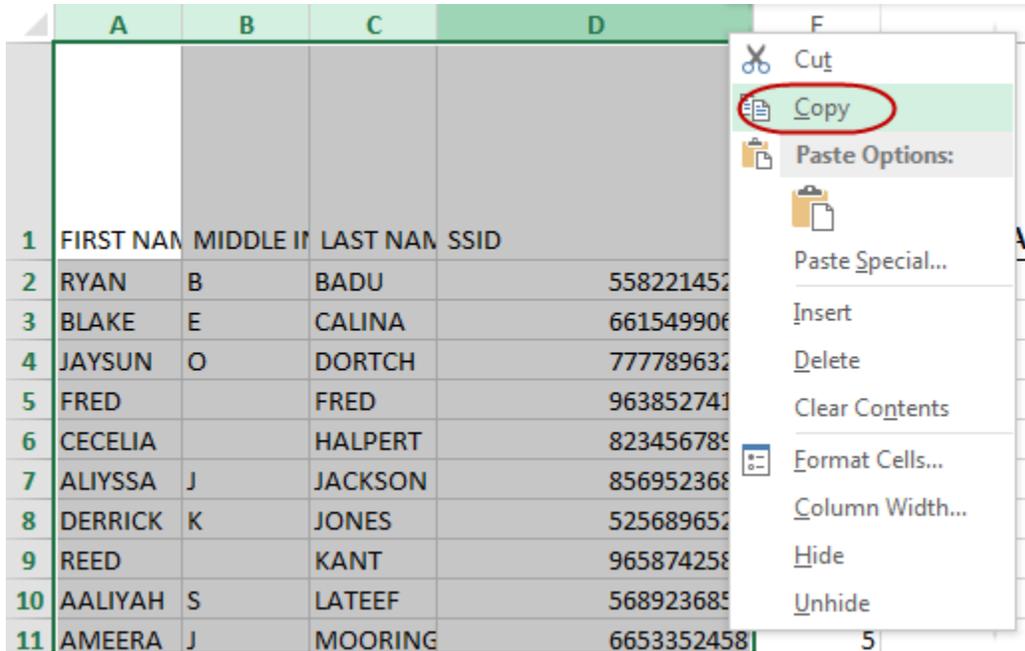
Organization

Christopher M. Porter Middle School [1548356421]  

DOWNLOAD SEARCH RESULTS

SEARCH

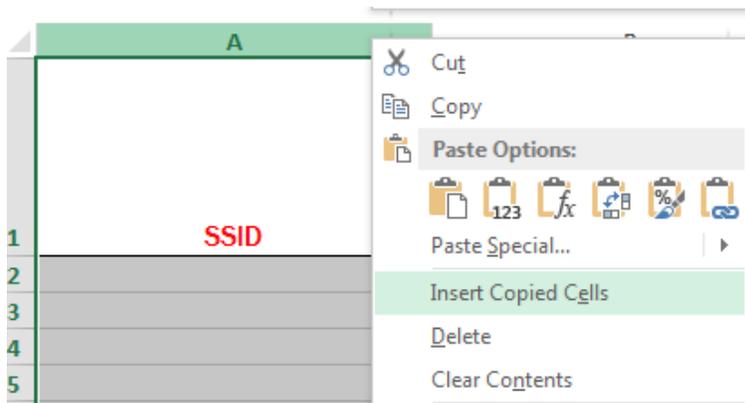
- Select columns A, B, C, D, and N (First Name, Middle Initial, Last Name, SSID, and Grade, respectively) in the School file. Hint: Hold [Ctrl] and select each column to select multiple columns.



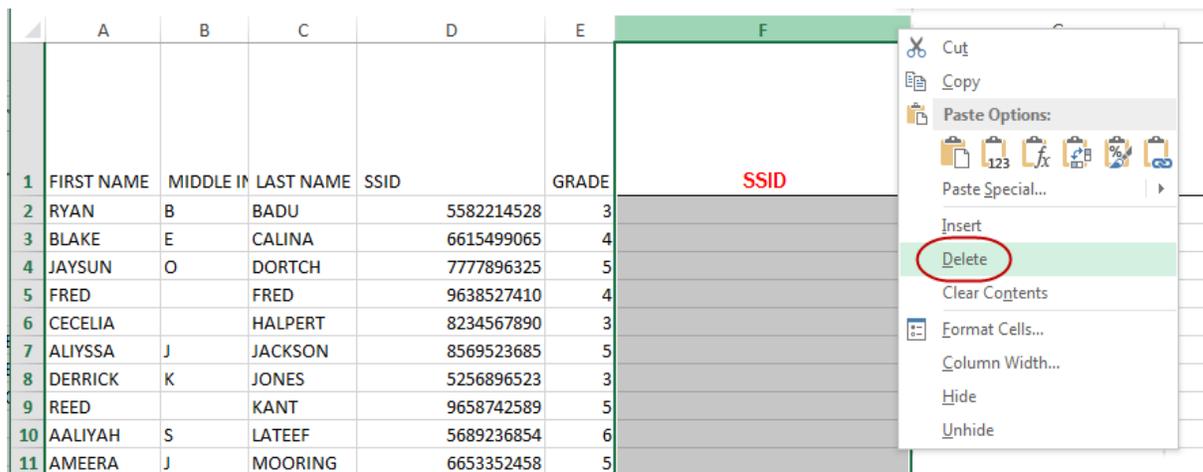
	A	B	C	D	F
1	FIRST NAM	MIDDLE IF	LAST NAM	SSID	
2	RYAN	B	BADU	558221452	
3	BLAKE	E	CALINA	661549906	
4	JAYSUN	O	DORTCH	777789632	
5	FRED		FRED	963852741	
6	CECELIA		HALPERT	823456789	
7	ALIYSSA	J	JACKSON	856952368	
8	DERRICK	K	JONES	525689652	
9	REED		KANT	965874258	
10	AALIYAH	S	LATEEF	568923685	
11	AMEERA	J	MOORING	66533524581	5

- In the blank Accessibility file you already saved, insert the copied columns before Column A (SSID).

## A Guide to Help Schools Complete the Test Operations Management System (TOMS) Accessibility Upload Template



7. Delete Column F (SSID).

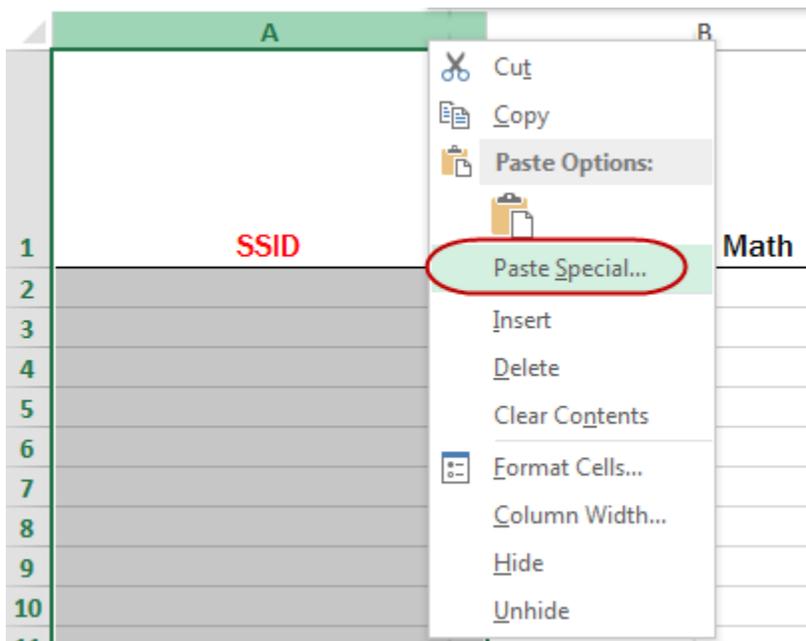


8. Save the file as a new excel file for that school. You will now have two files: one blank accessibility file downloaded from TOMS and one with the inserted student name, SSID, and grade information. Hint: Use the school name to which these students belong in the file name.
9. Provide the file with student information to the school with these students and ask them to add accessibility information for their students. **NOTE: This file contains sensitive student information and districts should follow the guidelines provided in their signed confidentiality agreement.**
10. Upon receiving the file back from the school with student accessibility information added, select Columns D (SSID) and F through BL on the sheet and copy. Hint: Hold [Ctrl] and select each column to select multiple columns.

## A Guide to Help Schools Complete the Test Operations Management System (TOMS) Accessibility Upload Template

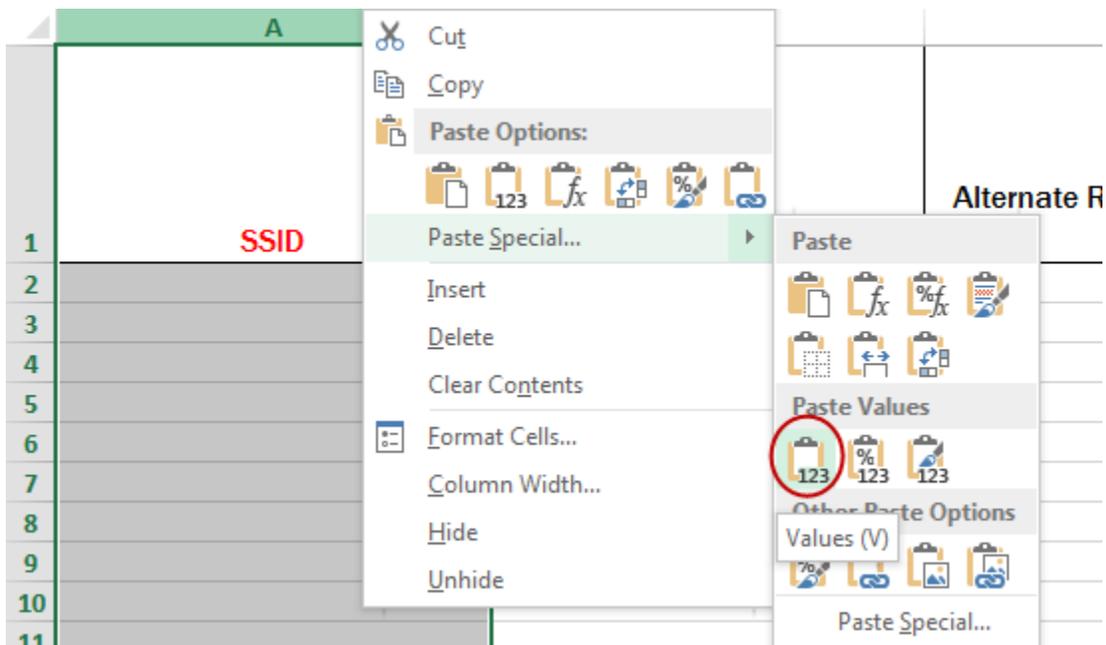
	A	B	C	D	E	F	G
1	FIRST NAME	MIDDLE IN	LAST NAME	SSID	GRADE	Abacus Math	Alternate Response Options ELA
2	RYAN	B	BADU	5582214528	3		
3	BLAKE	E	CALINA	6615499065	4		
4	JAYSUN	O	DORTCH	7777896325	5		
5	FRED		FRED	9638527410	4		
6	CECELIA		HALPERT	8234567890	3		
7	ALIYSSA	J	JACKSON	8569523685	5		
8	DERRICK	K	JONES	5256896523	3		
9	REED		KANT	9658742589	5		

11. In the blank TOMS Accessibility template, click on the first column. Right click to get the Excel options menu & hover over the Paste Special.



12. Slide cursor over and select the Values radio button which will paste just the data into the TOMS template and not overlay the template's formatting.

# A Guide to Help Schools Complete the Test Operations Management System (TOMS) Accessibility Upload Template



The final file should have the headings in row 1, starting with SSID. This process should be replicated for each school in the district. This will result in multiple templates to upload to TOMS.

Note: Districts should verify that pasted data has pasted correctly (ex. Leading zeroes have not dropped from grade level, all digits in the SSID are present, characters pasted inadvertently, etc.). Users should refer to Appendix B of the TOMS User/Student Management Manual for a complete list of fields and acceptable values. Incorrect values in fields will result in errors with the upload.

13. Save the file and upload the file in TOMS.

