



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: Individual Student Assessment Accessibility Profile (ISAAP) Tool for 2017 Smarter Balanced Assessments

NUMBER: REF-6431.2

ISSUER: Cynthia Lim, Executive Director
Office of Data and Accountability

DATE: December 5, 2016

ROUTING
 ESC Superintendents
 ESC Administration
 Special Education Service Center, Instruction and Operations
 Principals
 Assistant Principals
 School Coordinators
 Special Education Teachers
 Related Services Staff
 District/School Nurses
 CAASPP Test Coordinators

PURPOSE: The California Department of Education (CDE) and the test vendor, Educational Testing Service (ETS), for California Assessment of Student Performance and Progress (CAASPP) have provided schools with a process and tool for helping teachers and school teams determine which Designated Supports and/or Accommodations a student may need to assist him/her with accessing the Smarter Balanced (SB) and California Alternate Assessment (CAA) tests. Currently, the use of this tool is optional.

This Reference Guide is updated for the 2016-17 CAASPP testing windows, and is to be used in conjunction with REF-6420.2, dated December 5, 2016.

- MAJOR CHANGES:**
- The ISAAP Tool file for 2015-16 is no longer to be used. There is a new ISAAP Tool file for 2016-17.
 - There are specific Designated Supports and/or Accommodations not applicable to students assigned to take the CAA.
 - Individualized Education Program (IEP) or Section 504 Plan indicators must be set in the California Longitudinal Pupil Achievement Data System (CALPADS) to access Accommodations test setting in TOMS. Students with IEPs must also have a Primary Disability code set in CALPADS.

INSTRUCTIONS: I. BACKGROUND

Assembly Bill 484 (AB 484) was signed into law on October 2, 2013. The provisions of the new law, which took effect on January 1, 2014, established the California Assessment of Student Performance and Progress (CAASPP). The CAASPP system replaces the Standardized Testing and Reporting (STAR) Program.



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

The Test Operations Management System (TOMS) is the overall registration system used by the Smarter Balanced assessments system. TOMS is the system through which users interact with and inform the test delivery system. In California, TOMS receives student demographic and program participation data from the California Longitudinal Pupil Achievement Data System (CALPADS) and is also used by District Test Coordinators (DCs) and School Test Coordinators (SCs) to assign designated supports and accommodations. All embedded and non-embedded Designated Supports and Accommodations must be assigned in TOMS.

II. PURPOSE OF ISAAP TOOL

The ISAAP Tool is an optional resource that assists school-level personnel and decision-making teams in the process of selecting Designated Supports and/or Accommodations for the SB and CAA tests and uploading these settings to the TOMS.

The process of determining which students should be provided Designated Supports and/or Accommodations is addressed in the *LAUSD Accessibility And Accommodations Guidelines For Smarter Balanced Assessments* (REF-6420.2). This reference guide (REF-6431.2) and the ISAAP Tool do not take the place of IEP and Section 504 Plan meetings or documents.

III. ABOUT THE ISAAP TOOL

The ISAAP Tool is a macros-enabled Excel workbook enriched with formulas that assist in setting ISAAP profiles for 15 students at a time and is compatible with any version of Microsoft® Excel®.

It is important to note:

- When opening the file, choose *Enable this content* or other enabling prompt to view the “recommended use” language included for the different resources. You will also need to enable Macros for the file.
- The ISAAP Tool file is locked to prevent errant changes to the formulas that determine the functionality of the ISAAP Tool. Attempting to unlock any portion of the ISAAP Tool may result in corrupting or disabling many of the functionalities and features of the ISAAP Tool.
- While you may change the naming convention of the file when using the “Save As” function, the file **MUST** be saved in the .xlsm format (macro enabled Excel file). Saving to another Excel file format, such as .xls or .xlsx, may result in corrupting or disabling many of the functionalities and features of the ISAAP Tool.



IV. USING THE ISAAP TOOL

A. Downloading the ISAAP Tool

1. Go to the CAASPP webpage at <http://caaspp.org/>.
2. Go to the *Additional Resources* section on the right side of the webpage.
3. Click on [2016-17 Individual Student Assessment Accessibility Profile \(ISAAP\) Tool](#) link. Depending on what version of Windows you may have, you may have to open the file and then complete a “Save As” to save the file onto your computer (C: drive, desktop, flash drive) in order to be able to edit the file. If your computer gives you a “Save As” option right away, choose that option and save the file onto your computer (C: drive, desktop, flash drive). You may change the naming of the file, but not the file type. The ISAAP files must all be in the same directory and each file name must have *2016-2017* and *isapp* in it and the file must be saved as a .xlsm file (macro enhanced).

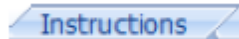
B. Using the ISAAP Tool

Open the file and enable the Macros. Enabling Macros differs for the various versions of Excel, so use your “Help” function to find out how to enable Macros for the version you are using.

1. The first tab, “About,” contains information about the ISAAP process.



2. The second tab, “Instructions,” contains information about completing student information in the ISAAP Tool.



You can print out a hard copy of the “About” and “Instructions” by double clicking either the PDF or Word document which are embedded at the top of the “Instructions” worksheet.

3. Tabs “Student1” through “Student15” are for entering individual student information regarding Designated Supports and Accommodations.



- i. Open a student tab (starting with Student1 and adding more students to the next available tab[s]). If you have more than 15 students, you will need to create multiple files with different file names. (See IV.A.3 above.). Enter the student’s State Student ID (SSID) number in cell C3. This must be the SSID (not the LAUSD student ID) so that when the file is uploaded to TOMS, the student’s record will be accessed and updated in TOMS. The other student information (including Comments) is optional.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- ii. In column B, *Step: 1 Student Need(s)*, which starts at row 18, select the reason(s) for the Designated Supports and/or Accommodations that apply. On some versions of Excel, the complete descriptions do not show in the file. Here are the complete descriptions:
 - Support for executive functioning: attention, cognition control, and processing
 - Support for persistent calculation disability, dyscalculia
 - Support for reading-related disabilities, print disabilities, struggling readers
 - Support for students needing access in language(s) of translation
 - Support for significant motor difficulties and recent injury
 - Support for vision impairments/blindness
 - Support for hard-of-hearing/deafness
- iii. In column C, select the relevant choice(s) for the student
 - Individual Education Plan (IEP)
 - Section 504 Plan
 - Educator(s) Recommendation (to be used for students referenced on Attachment A, B and/or C from REF-6420.2).

Reminder: If “Turning off a Universal Tool” has been chosen, this generates a message at the time of testing in the test delivery system to turn off Universal Tools.

- iv. When you have completed columns B and C, the Designated Supports available for the student will show up in column D and the Accommodations (if applicable) will show up in column F. Select the appropriate item(s) using the drop-down lists presented when you click the cell next to your choice(s) in column E and/or G.
4. The “Report” tab, which is to the right of “Student15,” compiles the student data into one worksheet. For this to work properly, be sure to enable the Macros (also shown as “Enable the Content”) in the file.



If you have more than 15 students, you will need to save each file with 15 entries (or less) and name the file(s) with a different name each time. All the filenames MUST have *2016-2017* and *isaap* in the name, be



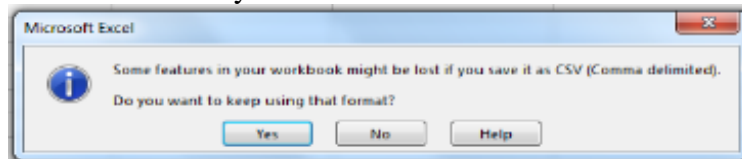
LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

saved in a .xlsm format, and all files must be in the same directory in order for the Macro programming to process correctly.

5. To compile your file (or files) into the upload format, go to the “Report” tab in any one of the *isaap* files you have saved. Select the button (as shown below), select “Yes” at the prompt. This will create a single online student test settings file that can be uploaded to TOMS to assign Designated Supports and/or Accommodations for students for online testing.

Select this button to produce a student test settings assignment upload file for TOMS

6. The process will end on the generated file. Save this file to your computer in .csv (comma separated values) format. Select [Yes] in the confirmation box you will receive.



C. Uploading the Student Test Setting Assignment File into TOMS

When uploading the student test setting assignment file into TOMS, the file is inserting the Designated Supports and/or Accommodations that were selected using the ISAAP Tool.

1. Log into TOMS. You must have School Coordinator (SC) access to perform this function.
2. Select “Students” from the left navigation bar.
3. Select “Upload” from the left navigation bar.
4. Click “Online Test Settings” button.
5. Upload your completed .csv file.
 - a. Select the “Browse” button.
 - b. Locate your .csv file and select the file.
 - c. Confirm that the correct file is selected, and then click “Validate”



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

6. When the file has completed the validation process, check to see if there are any errors in the file. If there are no errors, click the “Upload” button. If there are errors, click the download icon to retrieve a list of errors.
7. To check the status of your uploaded file, go to the bottom of the page. The status of your file(s) will be listed under “Uploaded Files.” If the file failed to load, go back to carefully check your ISAAP Tool file(s) to be sure that you have completed the file(s) properly. If there are errors noted in TOMS, click on the “Download Errors” button to access a list of records that have errors. Fix the error(s) in your ISAAP Tool file(s) and repeat the process.

RELATED RESOURCES:

- REF-6656.1, *State, District and National Mandated Testing Calendars for the 2016-17 School year*, dated November 7, 2016.
- BUL-4692.3, *Section 504 of the Rehabilitation Act of 1973*, dated August 15, 2014.
- REF-6420.2, *LAUSD Accessibility and Accommodations Guidelines for Smarter Balanced Assessments*, dated December 5, 2016.
- California Department of Education (CDE) website is <http://www.cde.ca.gov>.
- California Assessment of Student Performance and Progress (CAASPP) website for Student Accessibility Resources and Test Settings is <http://www.caaspp.org/administration/accessibility/index.html>

ASSISTANCE:

For assistance or further information, please contact the Student Testing Branch, at (213) 241-4104.