How to Bulk Download Student Score Reports

1 Navigate to https://www.caaspp.org or https://www.elpac.org.

2 Log on to the **Test Operations Management System (TOMS)**.

3 Select the **Reports** tab.

4 Select the **LEA Reports** tab under the Reports tab.

5 Select either the California Assessment of Student Performance and Progress (CAASPP) or English Language Proficiency Assessments for California (ELPAC) **Student Score Report (SSR) PDFs** option from the list of available reports.

6 Select program year, assessments or testing programs, organization, school(s), grade level(s), start and end dates, and score report language, if applicable.

i *Multiple selections can be made. Hold the [Ctrl] key to select individual options, or select the top option and hold the [Shift] key as you select the last option on the list.*

i *Use alphanumeric characters and no spaces in the file name; the only special characters permitted are the hyphen and the underscore.*

i *SSRs can be downloaded in one large file or as individual files. Select the **Yes** button to merge the SSR PDF files into one combined PDF.*

7 Select the **Request Report** button.

i *When the file has been processed, the system will send an email that contains a link to retrieve the SSRs. The link will expire after 24 hours.*

8 Select the **Score Report** link in the email to start the file download.

i *The file includes personally identifiable information (PII). Adhere to local and state policies when handling PII.*

9 Open the downloaded file to access the SSR PDFs.

i *The zipped folder is labeled with the file name that was entered in step 7. It must be unzipped to reach the folder that holds the downloaded PDFs. The PDF file name includes the local educational agency code, school code, grade, statewide student identifier and the download date. The folder also includes a file named "PDFIndex.html" that provides an index of the SSRs. The index includes links to the individual SSR PDFs.*