

Student Testing Branch

Adding/Removing Test Assignments in TOMS

STB Portal

[CAASPP TOMS](#)

[ELPAC TOMS](#)

Moodle

MyPLN

Completion
Status

Technology

- 1 Navigate to <https://www.elpac.org> or <https://www.caaspp.org> log in to TOMS and select your role.
- 2 Click the [Students] tab.
- 3 Enter student's SSID and click [Search].
- 4 Select the magnifying glass icon in the Actions Column.
- 5 Select the [Test Assignment] tab.
- 6 In the Add or Remove Test Assignments section, select/deselect the checkbox next to the test to be assigned or removed.
 - For general assessment: Click [Save].
 - For CAA: Read the pop-up message, select [Okay], and click [Save].
 - For Alternate ELPAC: Select [Yes, Save Test Assignments] button.
- 7 Click the [Close] button on the confirmation message.
- 8 The Test Assignment Status will show "In Progress." Wait exactly 24 hrs for the change to be reflected.