

## Student Testing Branch

# Generating Completion Status Reports

STB Portal   [CAASPP TOMS](#)   [ELPAC TOMS](#)   Moodle   MyPLN   Completion Status   Technology

- 1   Navigate to <https://www.elpac.org> or <https://www.caaspp.org>. Click [Completion Status] button located on the home page.
- 2   Log in using your TOMS credentials. Select your role and click [Submit].
- 3   Click the drop-down arrow and select [Plan and Manage Testing].
- 4   In the *Search Students* section, select your school if not pre-populated.
- 5   In the *Choose What* section, select a testing program in the *Test Instrument* filter drop-down. Then, select test in *Test Name* filter or leave at all selected.
- 6   In the *Get Specific* section, select a radio button and filter to narrow your search.
 

**Most common reports to download are:**

  - 1<sup>st</sup> radio bullet-Change to "**have not**" completed. Report shows students with the status of; not started paused and expired assessments.
  - 2<sup>nd</sup> radio bullet-Leave the "**Any**" in the first filter and change the last filter to "**Any**". Report shows students with the status of; started, completed, currently testing, paused, expired, and forced completed.
  - 3<sup>rd</sup> radio bullet-Report will show all student testing information **only** for the SSID entered.
- 7   Click [Generate Report] to view as PDF or [Export Report] to view as an Excel spreadsheet.