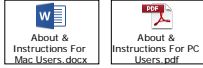**Print a Copy of the About and Instruction Pages**

To print a copy of the About and Instruction Pages, please double-click on the embedded PDF (PC users) or Word document (Mac users) to open up the PDF of the pages and print.

About &
Instructions For
Mac Users.docx

About &
Instructions For PC
Users.pdf

ISAAP Tool Instructions for Use

These instructions can be used to create an Individual Student Assessment Accessibility Profile (ISAAP) for one or more students (up to 15 per ISAAP) and an ISAAP upload file using the ISAAP Tool. Individualized education program (IEP) and Section 504 plan teams may find the ISAAP Tool useful in making decisions about assessment accessibility resources for California Assessment of Student Performance and Progress (CAASPP) assessments. Educators can also use the ISAAP Tool to assign designated supports for students without an IEP or Section 504 plan. Local educational agency (LEA) CAASPP coordinators should see the *Test Operations Management System (TOMS) Pre-Administration Guide for CAASPP Testing*, linked on the Test Operations Management System Resources web page at http://www.caaspp.org/administration/toms/, for more information about uploading the completed student test settings (ISAAP) file into TOMS.

About Macros

1. You may need to enable macros for this workbook. Make sure you have saved your ISAAP files before you begin, as this process will close them after it has finished extracting the needed data from each file. If you have multiple ISAAP files, they can be open or closed when you begin this process.

2. Mac Users: If you have multiple ISAAP files, you will be prompted to enable macros for each workbook unless you set Excel to trust all macro-enabled workbooks. To trust all macro-enabled workbooks, open Excel preferences, select Security, and uncheck the box that reads *Warn before opening a file that contains macros*.

3. To enable the macros that permit the corner content in columns D and F to be seen when you hover over the corners, you must select any row in column E.

About the [Report] Tab

The **[Report]** tab compiles all the selections from the **[Student]** tabs into one comprehensive spreadsheet so users may view accessibility profile data for all students in a single file.

ISAAP Tool Components

1. [**About**] tab
2. [**Instructions**] tab
3. Fifteen individual **[Student]** tabs, which facilitate creation of and store data for 15 ISAAPs
4. [**Report**] tab

ISAAP Considerations

1. Accommodation and designated support names include an abbreviation for the assessment to which it applies:

   E = Smarter Balanced for English Language Arts/Literacy (ELA)
   M = Smarter Balanced for Mathematics
   S = California Science Test
   CE = California Alternate Assessment for ELA
   CM = California Alternate Assessment for Mathematics
   CS = California Alternate Assessment for Science
   RF = California Spanish Assessment (field test)
   RO = California Spanish Assessment (operational assessment)
   ALL = All assessments

2. **Important:** When using the ISAAP Tool, complete the columns in order from left to right.

How to Create an ISAAP

1. Select a **[Student]** tab and fill in the student information at the top of the form. The comments box may be used for various purposes as determined by the test site (e.g., for directions to the test administrator or test examiner, or other school procedure).

2. In column B *Step 1: Student Need(s)*, check each box that applies to the student. For each box selected, a specific set of recommended designated supports and/or accommodations will be populated in columns D and F, depending on column C values. (Please note at least one box must be checked in column B to populate the options in columns D and F.)

3. In column C *Step 2: Identification of Student Need*, select the appropriate designation (IEP, Section 504 Plan, or Educator(s) Recommendation) for the individual student. If Educator(s) Recommendation was selected, only designated supports that match the student need(s) selected will populate in column D. If either IEP or Section 504 Plan was selected, column F, *Accommodations*, shall also populate to match the selected student need(s).

4. To learn more about the designated supports and/or accommodations in columns D and F, hover over the colored triangle in the top-right corner of each cell. The recommendations for use of the designated support or accommodation will appear. Designated supports and accommodations that require a separate setting or extra time are marked with an asterisk (*).

5. To select a designated support from column D, select the adjacent cell in column E and then select the applicable choice from the drop-down list. Check that the selected option appears in column E.

6. To select an accommodation from column F, select the adjacent cell in column G, and then select that accommodation from the drop-down list. Check that the selected option appears in column G.

7. Complete ISAAPs for up to 15 students in each ISAAP file. Once you have finished entering the students for an ISAAP file, save the file with "2018-2019" and "ISAAP" in the file name. If you have more than 15 students, open a new ISAAP and begin following the previous instructions.
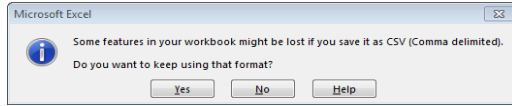
How to Create an Upload File for TOMS Using the ISAAP Tool

1. Open the **[Report]** tab.

2. If you have created multiple ISAAPs, the files must be saved in the same directory, have "ISAAP" **and** "2018-2019" as part of the file name, and be macro workbooks (.xlsm), so that they can be combined into one upload file. (*Note that due to the changes made for the 2018–2019 administration, the previous year's ISAAP Tool cannot be used.*)

3. Select the [Select this button to produce a student test settings assignment upload file for TOMS.] button.

Select this button to produce a student test settings assignment upload file for TOMS.
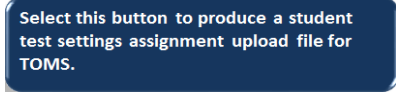
4. The process will end on the generated file. Save this file to your computer in .csv (comma separated values) format. Select **[Yes]** in the confirmation box you will receive.

Microsoft Excel

Some features in your workbook might be lost if you save it as CSV (Comma delimited).

Do you want to keep using that format?

Yes   No   Help

5. Validate and upload your file in TOMS on the *Upload Online Student Test Settings* web form (**[Students]** button > **[Upload]** button > **[Online Test Settings]** button).