

Assign Schools to Test Administrations

After you have successfully set up your test administration(s) in the Test Operations Management System (TOMS), you must assign schools within your local educational agency (LEA) to the test administration(s) in order to complete the process of paper-pencil test materials orders. This step *must* be completed using the TOMS online interface (and not during the upload process). **This step will ensure that the correct test material orders are shipped to your LEA in the appropriate timeframe.**



Note: If you set up only one test administration for your LEA, you will still need to assign schools within your LEA to that test administration.

Assign Schools to Test Administrations

1. Select the [Test Admins] button from the left navigation bar.
2. Select the [Instructional Calendar] button to open the Instructional Calendar Admin Summary Web form that is shown in Figure 1.

Figure 1. Instructional Calendar Admin Summary Web form

3. Select the [Select Organization] link and enter the name of your LEA in the search field.
4. After selecting the LEA, select [VIEW ADMINS].
5. A table of the test administrations you have set up will appear under the *Select LEA* field (Figure 2).

6. Select the [Org/Admin Assignment] icon [🏠] in the same row of the Admin to which you would like to assign schools. Select the [Org/Admin Assignment] in row 1 if you are assigning schools to Admin01, row 4 if you are assigning schools to Admin04, etc.

7. After you select the [Org/Admin Assignment] icon, a page with a list of schools associated with your LEA, like the one shown in Figure 3, will populate.

#	Admin	Instructional Calendar Start Date	Instructional Calendar End Date	Actions
1	Admin01	Jul 14, 2014	Jul 17, 2015	[Pencil] [🏠] [Calendar]
2	Admin02	Oct 1, 2014	May 29, 2015	[Pencil] [🏠] [Calendar]
3	Admin03	Nov 14, 2014	May 8, 2015	[Pencil] [🏠] [Calendar]
4	Admin04	Nov 7, 2014	Apr 9, 2015	[Pencil] [🏠] [Calendar]
5	Admin05			[🏠] [Calendar]
6	Admin06			[🏠] [Calendar]

Figure 2. Test administrations, with dates

- Schools that are assigned to the chosen administration will have a check mark in the check box.
- Schools that are assigned to a different administration have no check box; the currently assigned administration is in the *Admin Assigned* column.
- Schools that are not yet assigned to an administration have a selectable check box.

The screenshot shows the 'Admin Organization Assignments' web form. On the left is a sidebar with navigation links: Organizations, Users, Students, Test Admins (highlighted), Nondelivery Dates, Instructional Calendar, School Admin Summary, Orders, and Reports. The main content area has a blue header with 'Windows Summary' and a notification icon '7'. Below the header, there's a breadcrumb trail: Test Admins > Admin Organization Assignments. A text box explains: 'Select or deselect the checkboxes to choose which school(s) should be associated with this admin, then click SAVE. A school can only be assigned to one admin. SELECT ALL will check all schools. RESET will discard any changes since the last save. VIEW ADMINS will return you to the list of admins for this Test Program and LEA.' Below this is the 'Admin Organization Assignments' section with dropdowns for 'Organization' (Sample Unified) and 'Admin' (Admin02). A table with 2 columns, 'School Name (Code)' and 'Admin Assigned', contains the following data:

School Name (Code)	Admin Assigned
<input checked="" type="checkbox"/> (10101010101010) Home High School	Admin02
<input type="checkbox"/> (10101010101011) Home Hills Elementary	
<input type="checkbox"/> (10101010101012) Home Valley Continuation	Admin03
<input type="checkbox"/> (10101010101013) Home Valley Middle School	

At the bottom of the table are buttons for 'SELECT ALL', 'RESET', and 'SAVE'. A 'VIEW ADMINS' button is located at the bottom right of the form area.

Figure 3. Admin Organization Assignments Web form

- From the list of schools, check the boxes of the school sites you would like to add to the selected Admin. You can check the checkboxes individually or use the [**Select All**] button to select all school sites. Use the [**Reset**] button to uncheck the boxes.
- Upon selecting the desired schools, select the [**SAVE**] button to assign the chosen administration to the school(s).
- To reassign a school's administration:
 - Select the [**Org/Admin Assignment**] icon in the row for the school's current administration.
 - Uncheck the box next to the school's name on the Admin Organization Assignments Web form.
 - Repeat for the schools whose administration you are changing.
 - Select [**Save**].