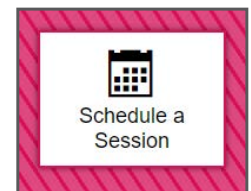


How to Schedule a Remote Test Session

- 1 Navigate to <https://www.caaspp.org> or <https://www.elpac.org>.
- 2 Select the **Test Administrator Interface for All Online Tests** button.
- 3 Log on with your Test Operations Management System (TOMS) credentials.

- 4 Select the **Upcoming Sessions** tab at the top of the screen.

- 5 Select the **Schedule a Session** button on the right side of the screen.



- 6 Select the start and end date for the upcoming test session, and then select the **Next** button.

- 7 Select the box(es) for the test(s) to be administered during this session.

<input type="checkbox"/>	CSA Grade 3 Spanish Test
<input type="checkbox"/>	CSA Grade 4 Spanish Test
<input checked="" type="checkbox"/>	CSA Grade 5 Spanish Test

- i** Assessments are identified by name of test, grade, and content area.

- 8 Enter a **Session Name** and select the **Remote or Hybrid** radio button.

Session Name:	<input type="text"/>
Name	<input type="text"/>
Session Type:	<input type="radio"/> In Person <input checked="" type="radio"/> Remote or Hybrid
<input type="button" value="Save Session"/>	
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- 9 Select the **Save Session** button.

- i** Be sure to record the session ID and session link. Students using the secure browser will use the session ID, and students using the web-based browser will use the session link.