



Test Operations Management System

TOMS



Presenters

- Lauren Hebert – ETS, Program Director
- Rebecca Rabin-Reed – ETS, Client Manager

Agenda

- Welcome
- What is TOMS?
- Key dates for Building Coordinators
- What's new for 2014
- User Roles and Responsibilities
- Review of TOMS functions

What is TOMS?

- Test Operations Management System (TOMS)
- Houses student demographic data for the PAWS, SAWS, PAWS-ALT and SAWS-ALT assessments
- Houses and tracks test material orders and supplemental orders

Key TOMS Dates for Building Coordinators

- 2014 student demographic data available for review on **November 26th, 2013**
- **End of Day December 20th, 2013** updated screens/pages available in TOMS
- **JANUARY 23rd, 2014** – all new students need to be added and any updated demographic information for existing students needs to be entered into TOMS in order to have Pre-ID labels for the student

Users – Roles/Responsibilities

- District and Building Coordinators
 - ❖ One DC per district
 - ❖ ONE primary contact per Building
 - ❖ Multiple Users for Building Coordinator
 - ❖ Edit student demographic data
 - ❖ Transfer students
 - ❖ Track shipments

NEW FOR 2014

- Supplemental Order process 2014
 - ❖ Call Wyoming Customer Support
 - ❖ 877-327-9415
 - ❖ Email: wyoing-support@ets.org
- Hardware/Software Requirements
 - ❖ IE 9 and above, Firefox 2.0 and above, Chrome 4.0 and above, Safari 3.0 and above, Android, iPad Safari
- New Changes to TOMS effective end of day December 20, 2013

TOMS

- Log into TOMS

TOMS

- Dashboard

- ❖ News & Announcements

- ❖ Order Status tab has also tracking back to ETS

- ❖ New Student Transfer tab

- Organization Profile

- ❖ View your schools

- ❖ Search tab

TOMS

- Manage Organizations
 - ❖ Confirm school information
 - ❖ Confirm school contacts; primary contact
- Confirm Shipping Address
 - ❖ No PO Boxes allowed

TOMS

- Search for Students

- ❖ Student Search Roster

1. Enrolled at my school(s) can see all students that have my school(s) as the accountable school
2. Testing at my school(s) can see all students who have my school(s) as the testing location
3. Testing at another school Can see all student who have my school as their accountable school but are testing somewhere else

- ❖ Download search results requires school and administration to be selected

- ❖ Special Forms added to search function

TOMS

- Manage Students
 - ❖ Confirm students are in the correct Test Administration (all programs)
 - ❖ Update any Student Demographic information
 - ❖ Add or Transfer students as needed

TOMS

- View, Edit & Track Orders
 - ❖ Track now has tracking information back to ETS

Reports

- Report Types

- ❖ Download of Individual Student Reports (ISR) PDFs

Contacts

- ETS

- ❖ Wyoming Call Center 877-327-9415

- ❖ 8AM – 5PM

- ❖ Wyoming-Support@ets.org

- ❖ Dedicated Customer Service Representative to Wyoming

- WDE

- ❖ 307-777-5296

- ❖ www.edu.wyoming.gov



QUESTIONS

