



Test Order Management System
TOMS
Wyoming User's Guide

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1 Introduction

The Test Order Management System (TOMS) is a secure site designed to manage a wide variety of programs. The system's roles and access to features of the various program areas can be customized for the management and communication needs of each program.

2 Log In

To access the TOMS site, go to the Wyoming portal at:

<http://wyedu.ets.org>

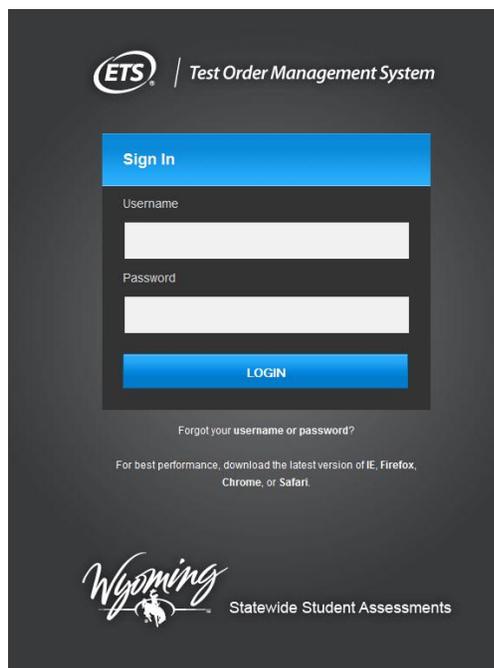


Users may access the TOMS login via this link.

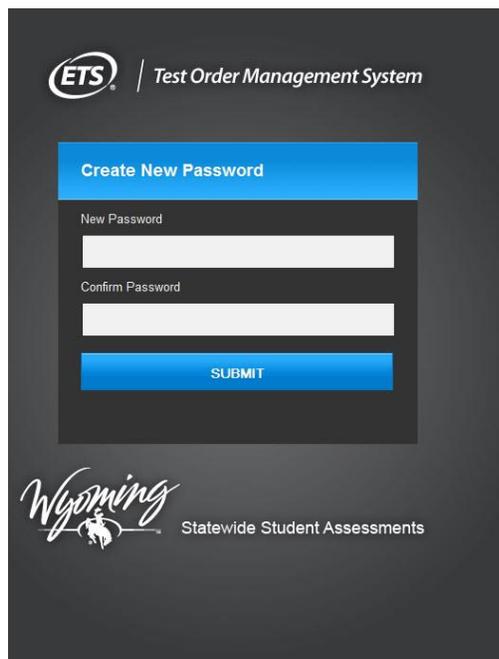
You will receive your TOMS user name and a temporary password via e-mail. The temporary password will expire in two days, so it is important to set a new password upon receipt of your login information.

When you click the “Sign In” link on the Wyoming portal, the TOMS login displays.

At the Sign In screen, enter the user name and password provided via e-mail and click “Login.”



First time users will immediately be prompted to change their temporary password.

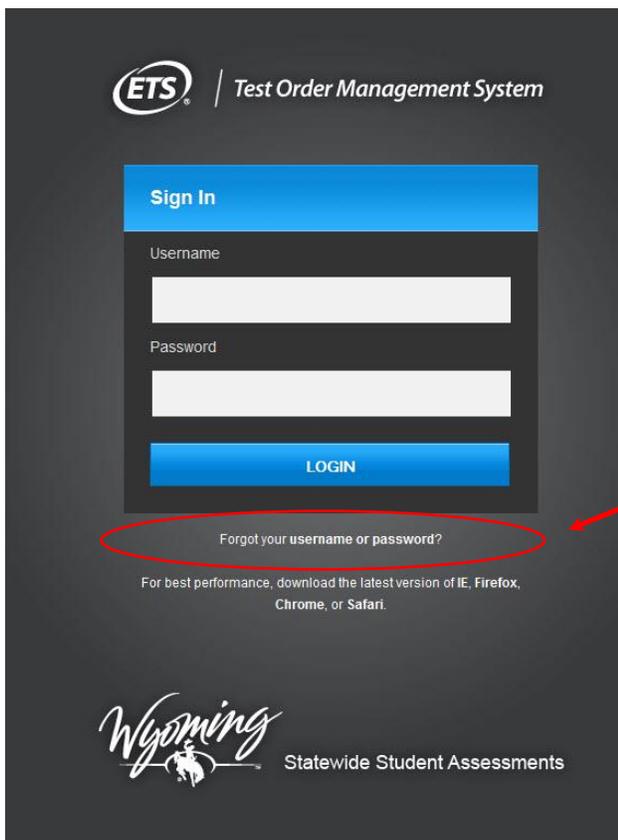


NOTE: Passwords must be a minimum of 8 characters and contain all of these items:

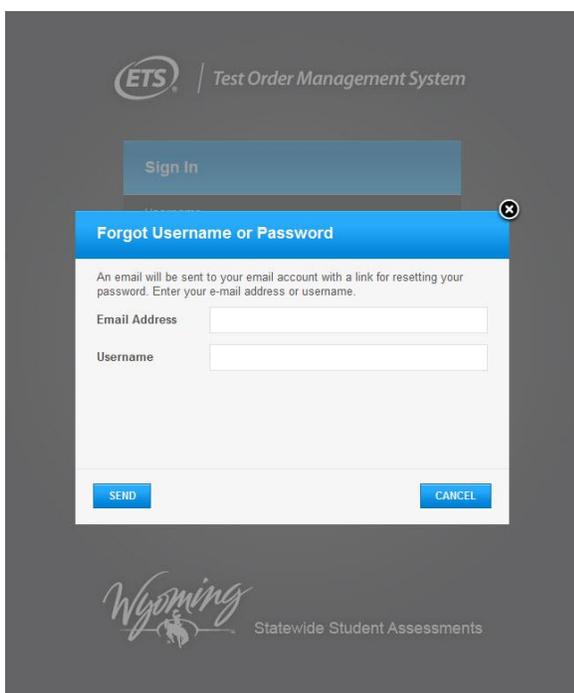
- A minimum of one upper case letter
- A minimum of one number
- A minimum of one special character

Enter and confirm your new password and click “Submit.”

2.1 Retrieving Lost Information for Logging In



Should you forget your user name or password on subsequent logins, click the link under the “Login” button.

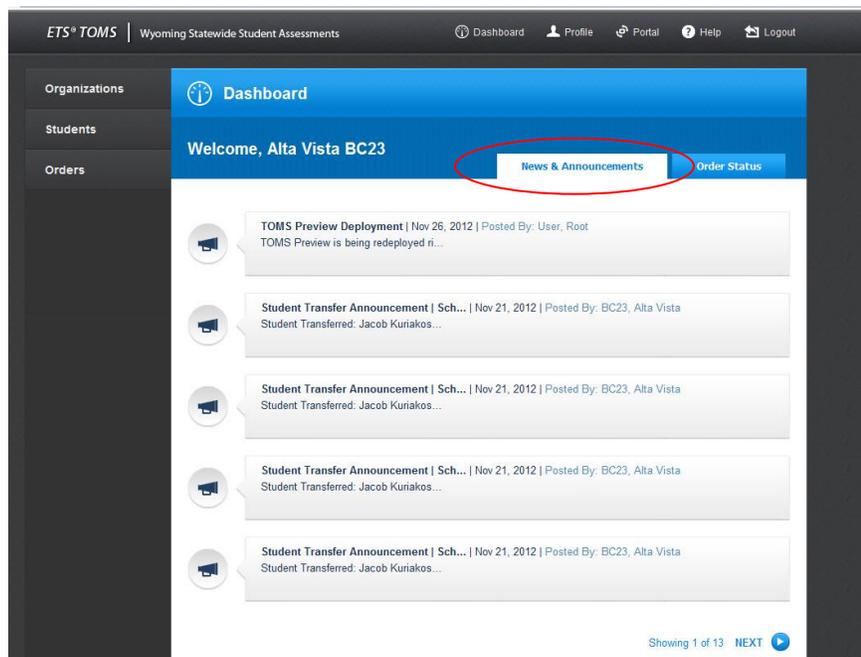


A pop-up allows you to direct the system where to e-mail your user name or steps for resetting your password.

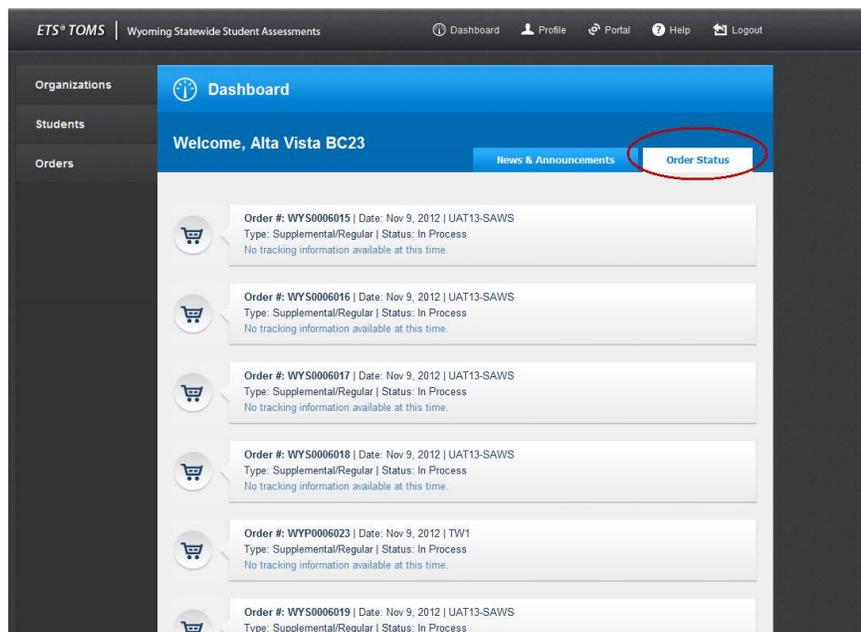
Enter your e-mail address and user name and click “Send.” You will receive a temporary password via e-mail.

3 TOMS Dashboard

When you first login, you will proceed to the TOMS home page, the Dashboard. This section will briefly describe the functions you may carry out from the Dashboard; these functions will be explained in-depth in following sections.



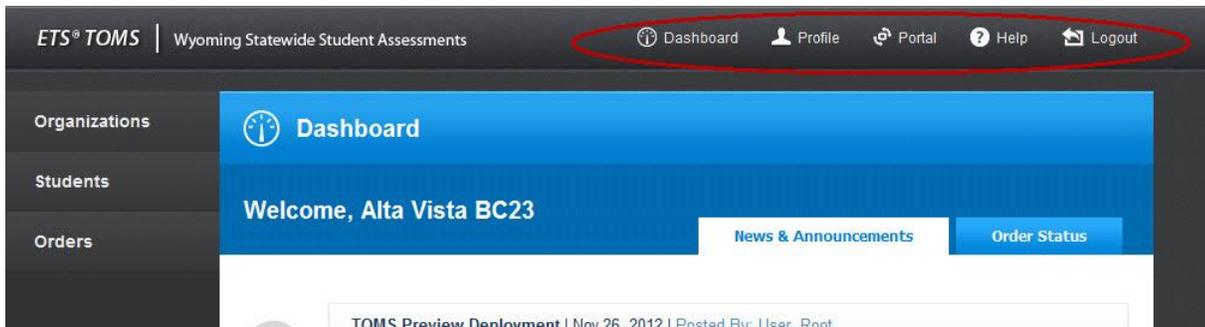
The Dashboard default is the “News & Announcements” tab. This feature will keep you informed of important announcements.



Select the “Order Status” tab to view order tracking status.

3.1 Upper Navigation Bar Links

Navigation links are located along the upper right-hand of the TOMS screen.



These links will allow you to do the following:

Dashboard – return to the home page Dashboard from anyplace in the TOMS interface.

Profile – edit or update your TOMS profile.

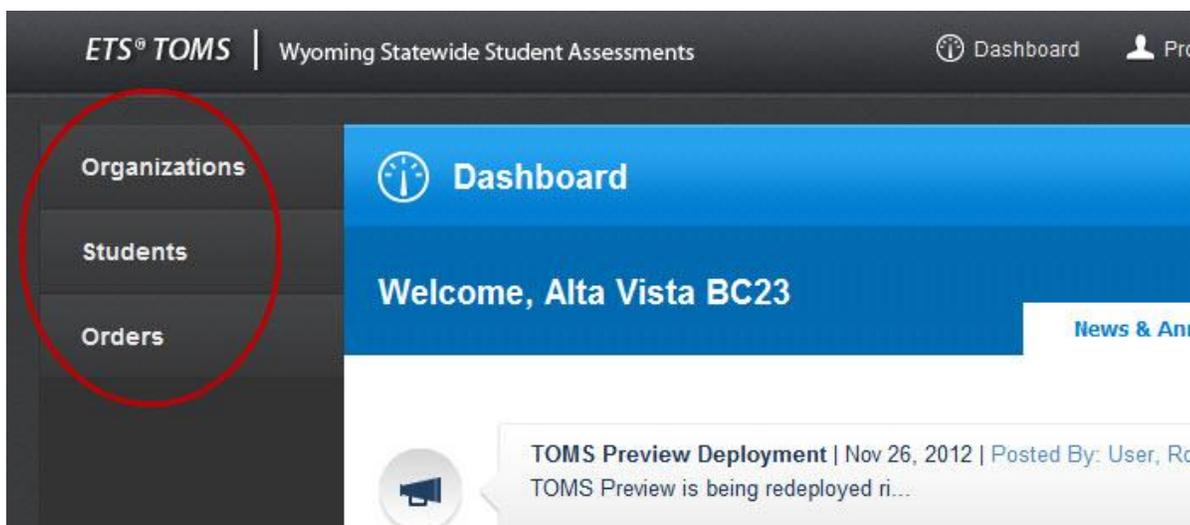
Portal – link directly to the Wyoming State Assessments Web site.

Help – find the TOMS documentation and FAQs on the TOMS system.

Logout – click Logout when you are ready to exit your TOMS session.

3.2 Left-hand Navigation Buttons

Additional navigation is available down the left-hand side of the TOMS screen. As TOMS is a role-based system, the buttons you see depend on your user level. The illustration below shows the functions available to the Business Coordinator role.



The left-hand navigation buttons will allow you to do the following:

Organizations – view and edit organizational information

Students – view and edit students, also add new students and edit reasons

Orders – view, edit, track, and place orders

The following sections will cover these functions more in-depth.

4 Organizations

Selecting “Organizations” from the left-hand navigation buttons will allow you to review and edit information pertaining to organizations appropriate to the level of your role.

4.1 View & Edit Organizations

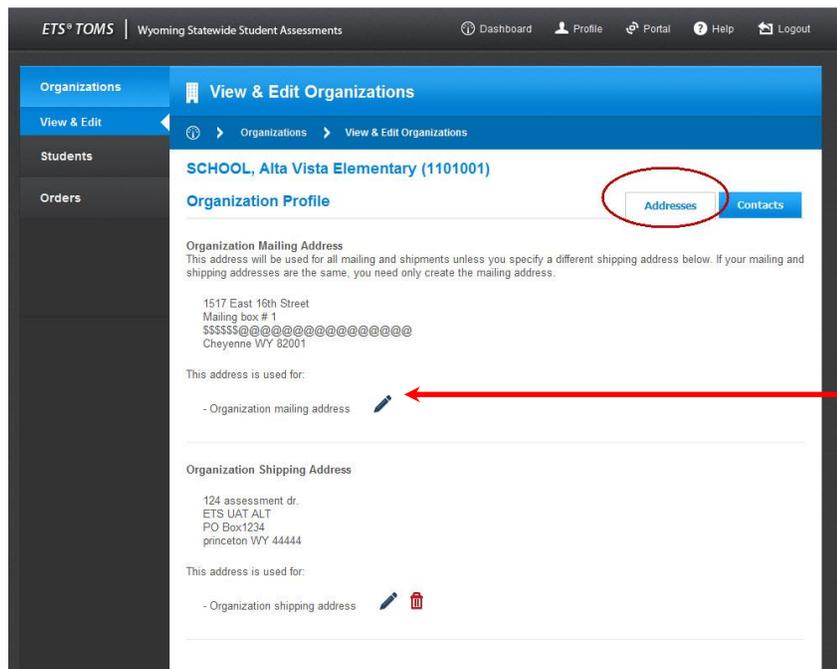
The screenshot shows the ETS TOMS interface for 'Wyoming Statewide Student Assessments'. The left navigation menu has 'Organizations' highlighted. The main header is 'Organization Structure'. Below it, a breadcrumb trail shows 'Organizations > View & Edit Organizations'. The main content area is titled 'View & Edit Organizations' and contains a tree view of organizations. The tree shows 'Laramie County School District # 1 (type: DISTRICT, code: 1101000)' with a sub-item 'Alta Vista Elementary (type: SCHOOL, code: 1101001)'. A 'District/School List' button is visible in the top right of the content area.

Note the series of “breadcrumb” links; click anywhere on the line of breadcrumbs to return to the desired page.

To view the organizations’ profiles you have access to, click the blue hyperlink of the organization’s name.

4.2 Organization Profile

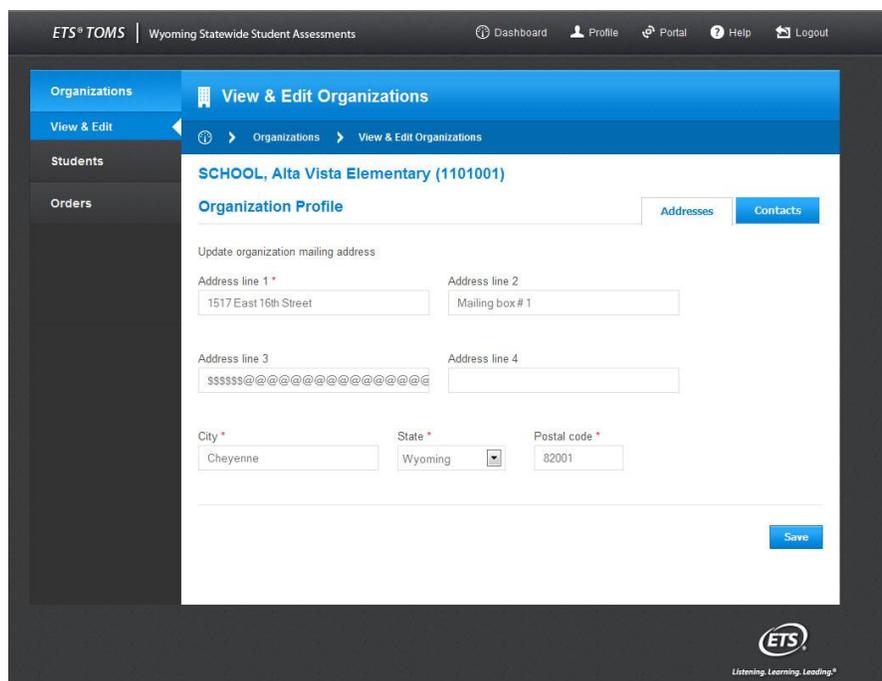
The organization profile contains the organization’s mailing address and shipping address.



Click the pencil icon to edit address information.

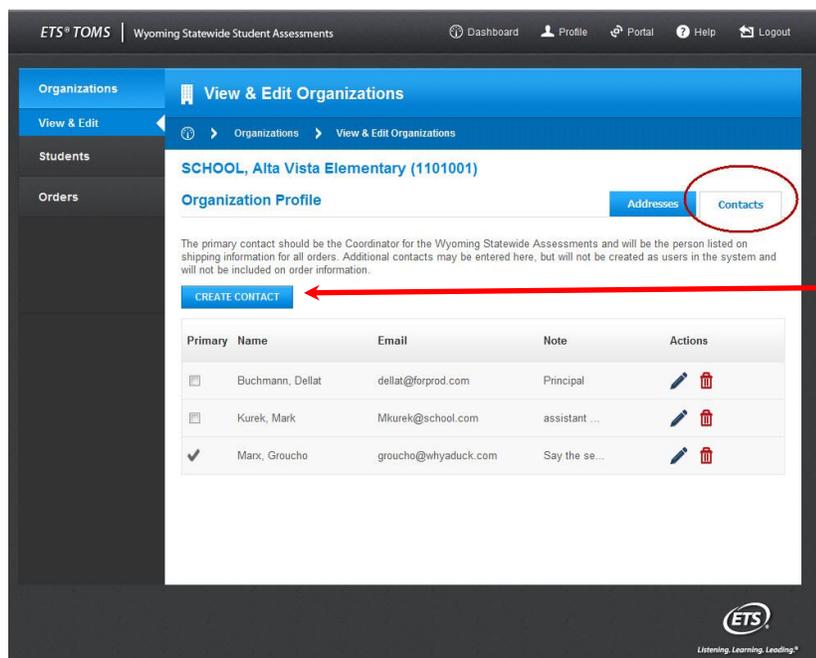
DO NOT use the trash can icon; you may inadvertently erase an organization’s address.

Make any address changes and click “Save.”



4.3 Organization Contacts

Choose the Contacts tab to view existing contacts, edit contact information, or create new contacts. An organization can have multiple contacts, but the building coordinator is the primary contact. The building coordinator is the individual to whom all test material are shipped.

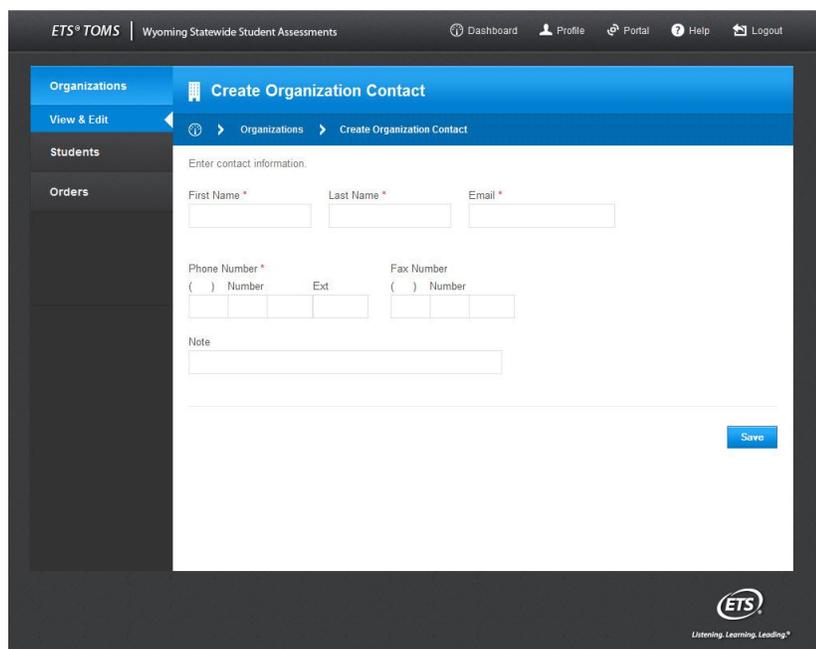


Click "Create Contact" to add additional contacts

The building coordinator is the primary contact .

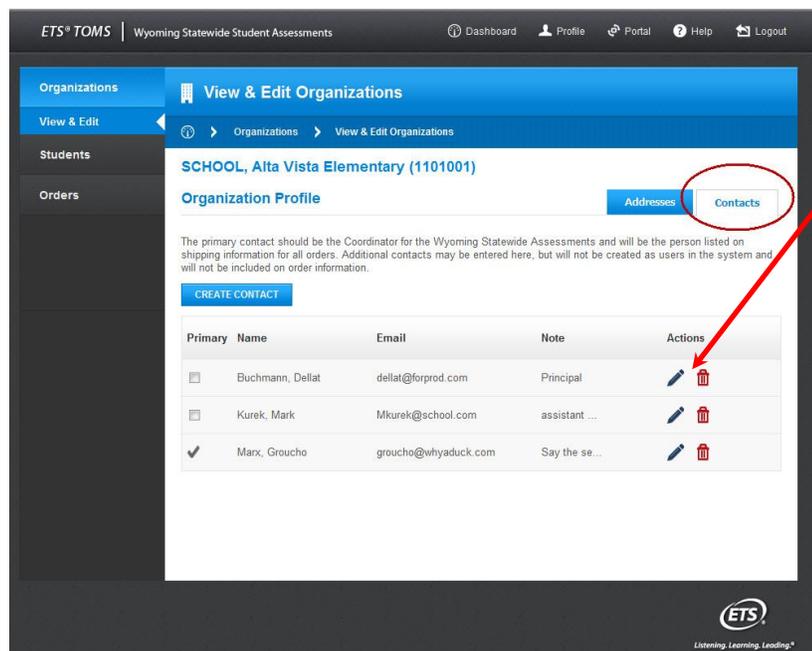
4.3.1 Create a Contact

Fill in the required information and click "Save."



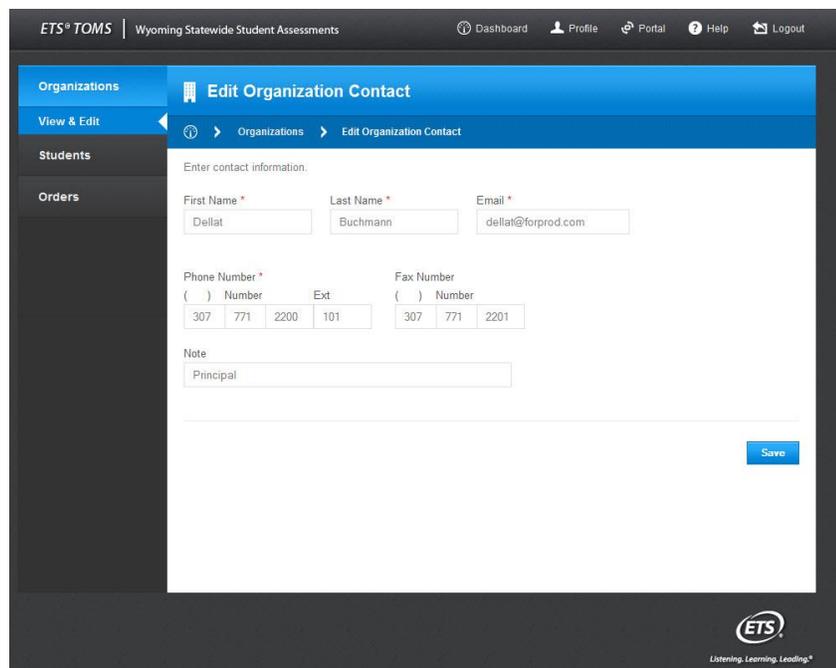
4.3.2 Edit Organization Contact

You can edit contact information starting from the Contacts tab.



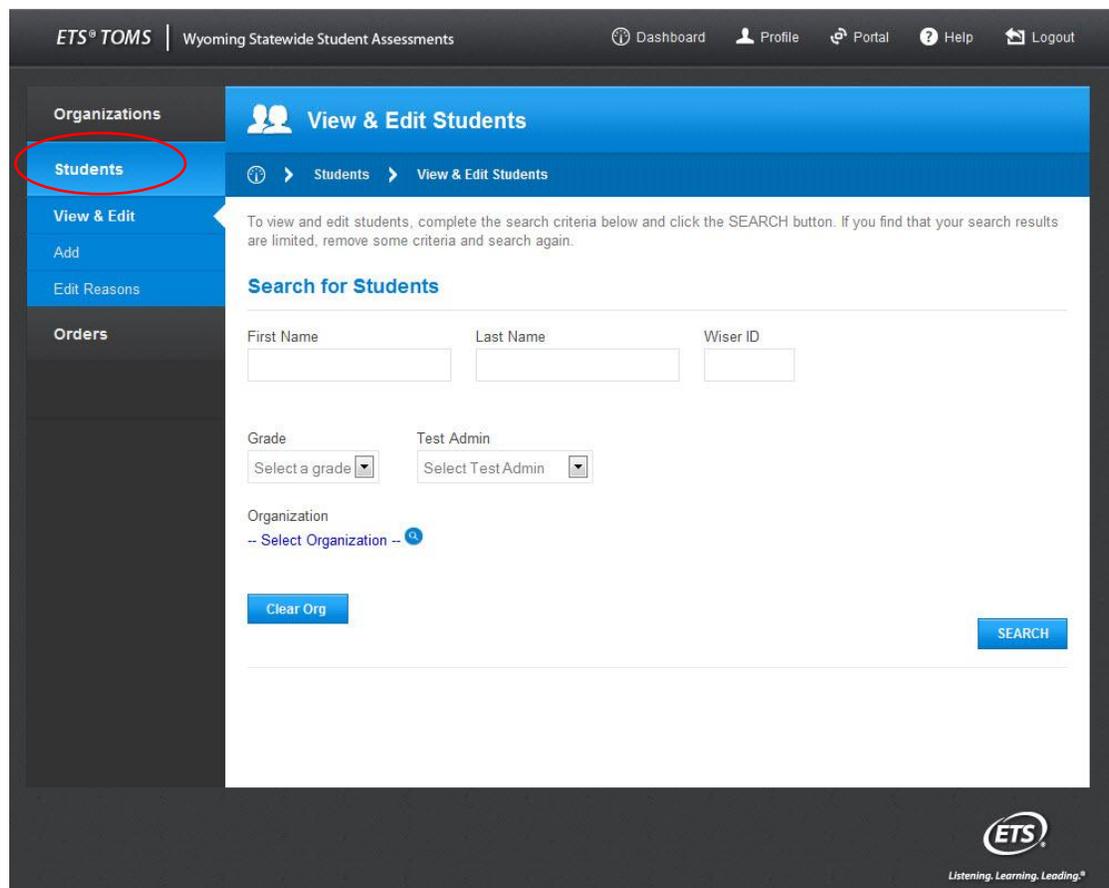
To edit an existing contact, click the pencil icon under “Actions” on the Contacts screen.

On the Edit Organization Contact screen, enter your changes and click “Save.”



5 Students

Student information can be easily managed via the “Students” button.



You may search for a student by first name, last name, or 8-digit Wiser ID. You may further refine your search by selecting grade level or test administration. You may also search for an organization within your permitted access.

5.1 Search for Students

Enter your criteria and click “Search.” The TOMS system will return a list of all students meeting your criteria. The illustration below shows the results for Grade 06.

The screenshot shows the 'View & Edit Students' page in the ETS TOMS system. The search criteria are: First Name, Last Name, Wisser ID, Grade (06), Test Admin (Select Test Admin), and Organization (Select Organization). A 'SEARCH' button is visible. Below the search criteria, it states 'We found 75 entries matching your search criteria.' A table lists the results with columns for #, Name, Wisser ID, School, Grade, Test Admin, and Actions. The 'Results Per Page' dropdown is set to 20. A callout box highlights the 'Results Per Page' dropdown menu, showing options for 10, 20, and 100 results per page.

Note that you may use the drop-down box to select how many results you can view on a single screen.

The icons in the “Actions” column allow you to perform the following functions:

- Pencil – edit a student’s demographic information
- Linked Boxes – Transfer a student from one school to another
- Trash Can – Delete a student

5.1.1 Edit a Student’s Demographic Information

Click the pencil icon after the name of the student whose demographic information you wish to edit.

Clicking the “Back” button will return you to your Search results.

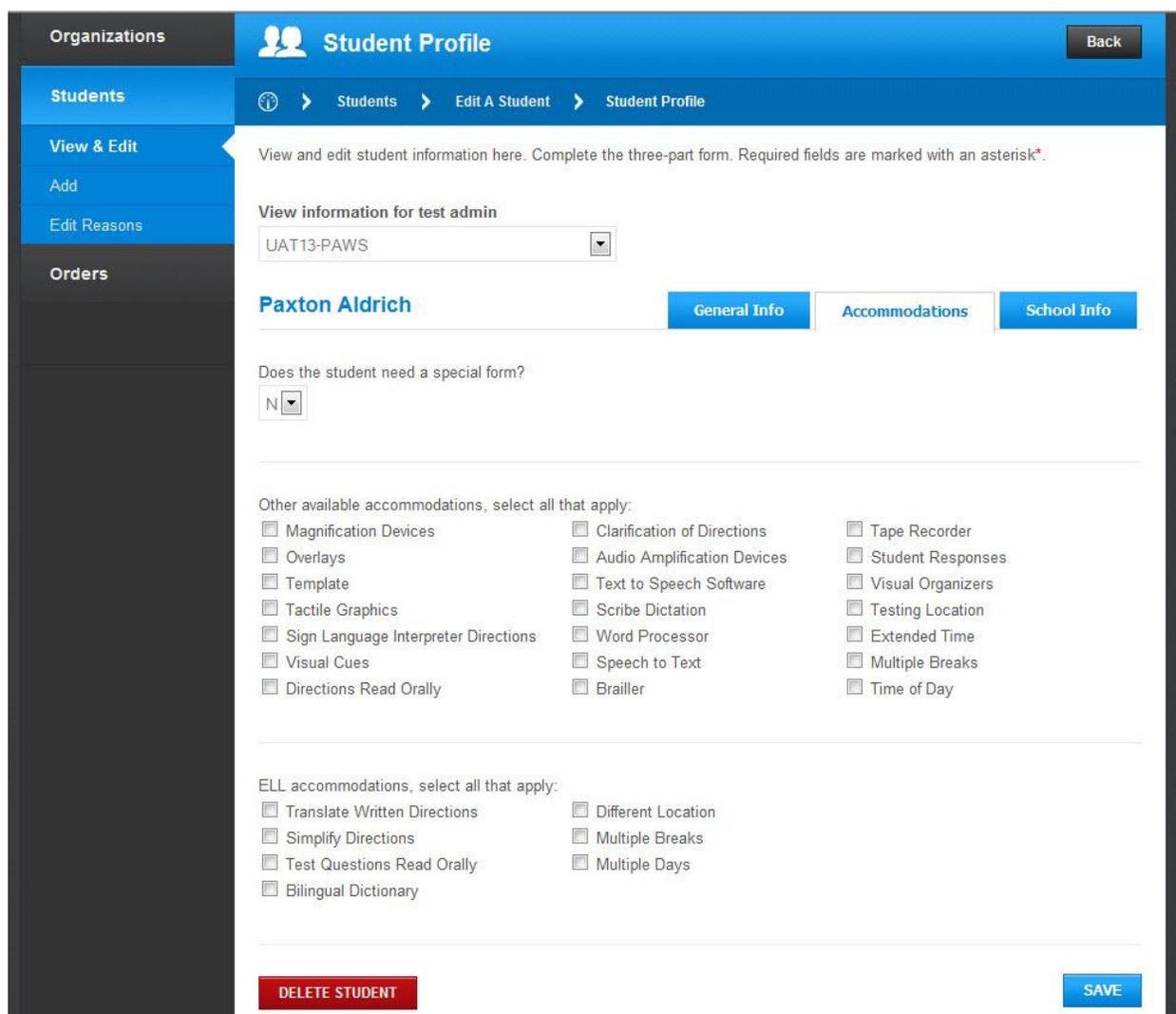
To navigate to the other screens, use the tabs

Note that there are additional tabs on this page where you may add accommodations and review school and shipping information.

5.1.2 Accommodations

To assign testing accommodations, select the “Accommodations” tab.

When the page displays, select the desired accommodations and click “Save.”



The screenshot shows the 'Student Profile' page for 'Paxton Aldrich'. The 'Accommodations' tab is selected. The page includes a sidebar with navigation options like 'Organizations', 'Students', 'View & Edit', 'Add', 'Edit Reasons', and 'Orders'. The main content area has a breadcrumb trail: 'Students > Edit A Student > Student Profile'. Below the breadcrumb, there is a dropdown menu for 'View information for test admin' set to 'UAT13-PAWS'. The student's name 'Paxton Aldrich' is displayed, followed by three tabs: 'General Info', 'Accommodations', and 'School Info'. A question 'Does the student need a special form?' has a dropdown menu set to 'N'. Below this, there are two sections of checkboxes for accommodations. The first section is 'Other available accommodations, select all that apply:' and lists 15 options: Magnification Devices, Overlays, Template, Tactile Graphics, Sign Language Interpreter Directions, Visual Cues, Directions Read Orally, Clarification of Directions, Audio Amplification Devices, Text to Speech Software, Scribe Dictation, Word Processor, Speech to Text, Braille, Tape Recorder, Student Responses, Visual Organizers, Testing Location, Extended Time, Multiple Breaks, and Time of Day. The second section is 'ELL accommodations, select all that apply:' and lists 5 options: Translate Written Directions, Simplify Directions, Test Questions Read Orally, Bilingual Dictionary, Different Location, Multiple Breaks, and Multiple Days. At the bottom of the page, there are two buttons: 'DELETE STUDENT' (red) and 'SAVE' (blue).

5.1.3 School Info

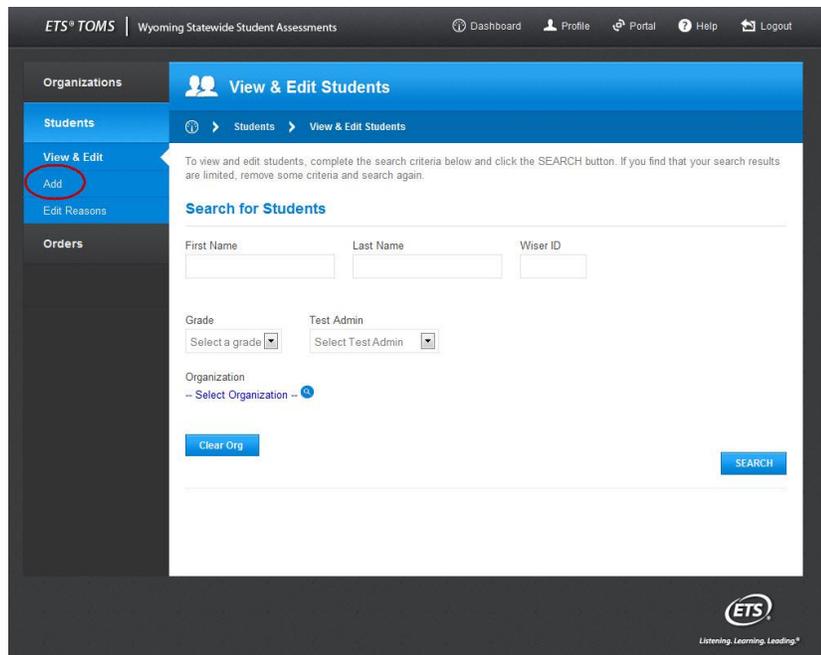
To review details of the student's attending school and the location where the student's test materials will be shipped, select the "School Info" tab.

The screenshot shows the ETS Student Profile page for Paxton Aldrich. The page is divided into three tabs: General Info, Accommodations, and School Info. The School Info tab is active. The page includes a sidebar with navigation options: Organizations, Students, View & Edit (Add, Edit Reasons), and Orders. The main content area shows the student's name, Paxton Aldrich, and a dropdown menu for "View information for test admin" set to "UAT13-PAWS". Below this, there are two sections: "School Location" and "Shipping Location". Both sections show "Alta Vista Elementary" as the location name. The "Home Schooled?" field is set to "N". At the bottom of the page, there are two buttons: "DELETE STUDENT" (red) and "SAVE" (blue). The ETS logo and tagline "Listening. Learning. Leading." are visible in the bottom right corner.

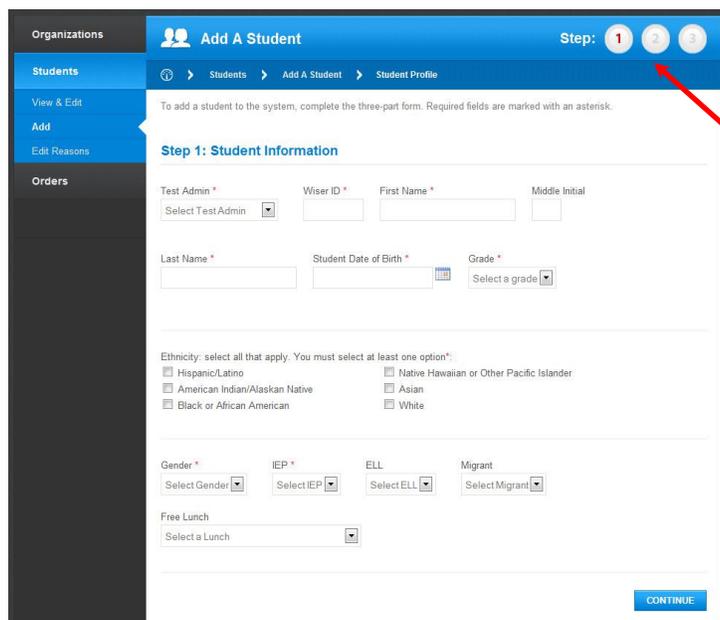
Click "Save" to return to the student's General Info page. Click "Back" to return to your search results.

5.2 Add a Student

To add a student, begin at the Students section home page on the left-hand navigation column and select “Add.”



The “Add a Student” page displays. Note that this is a three-page form. Fill in the required information and click “Continue.”



Note the handy markers that let you track what step you are on.

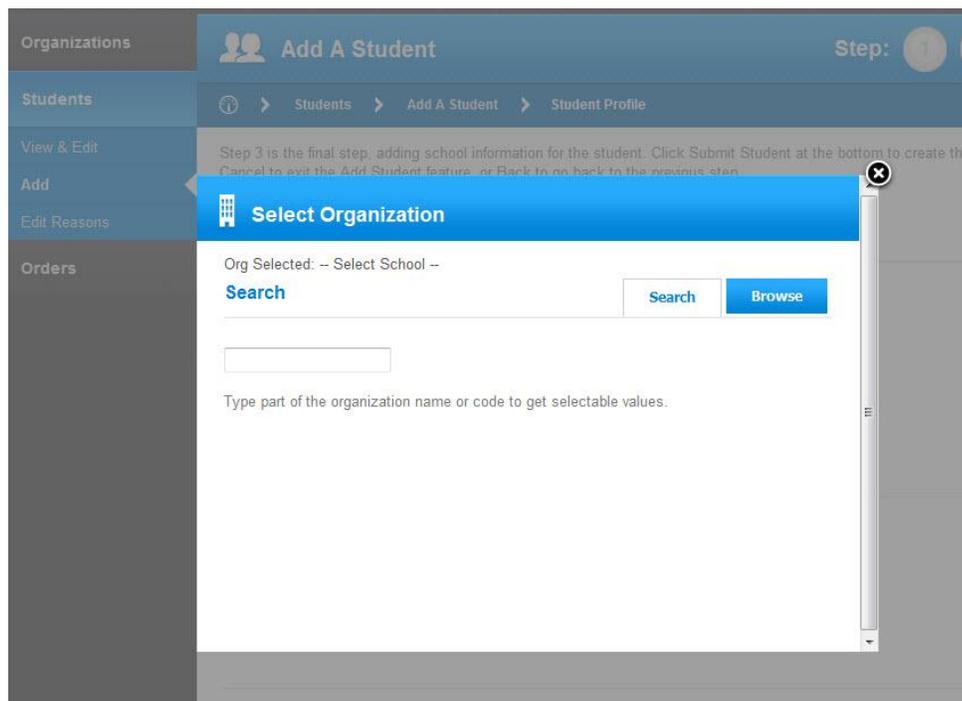
Fill out page two and click “Continue.”

The screenshot shows the 'Add A Student' interface in Step 2: Accommodations. The breadcrumb trail is 'Students > Add A Student > Student Profile'. The 'Step' indicator shows 1, 2, and 3, with 2 being the active step. The page content includes a dropdown menu for 'Does the student need a special form?' with 'N' selected. Below this are two sections of checkboxes for accommodations: 'Other available accommodations, select all that apply:' and 'ELL accommodations, select all that apply:'. The first section includes options like Magnification Devices, Overlays, Template, Tactile Graphics, Sign Language Interpreter Directions, Visual Cues, Directions Read Orally, Clarification of Directions, Audio Amplification Devices, Text to Speech Software, Scribe Dictation, Word Processor, Speech to Text, Braille, Tape Recorder, Student Responses, Visual Organizers, Testing Location, Extended Time, Multiple Breaks, and Time of Day. The second section includes Translate Written Directions, Simplify Directions, Test Questions Read Orally, Bilingual Dictionary, Different Location, and Multiple Breaks. At the bottom right, there are 'BACK' and 'CONTINUE' buttons.

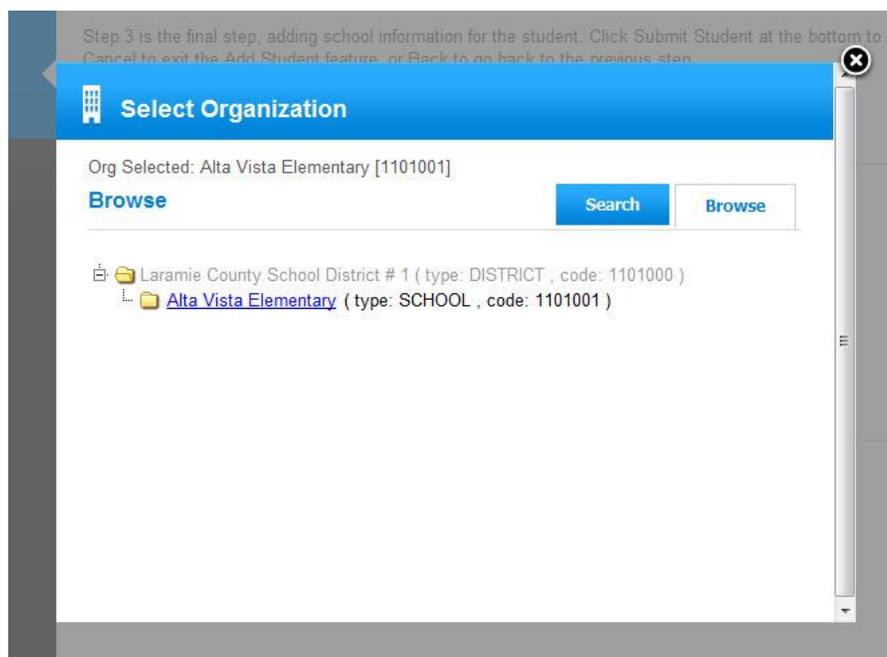
On page three, you will select both the student’s school location and where their tests will be shipped to. Under School Location, click “Select School.”

The screenshot shows the 'Add A Student' interface in Step 3: School Information. The breadcrumb trail is 'Students > Add A Student > Student Profile'. The 'Step' indicator shows 1, 2, and 3, with 3 being the active step. The page content includes a 'School Location' section with a 'School Location Name *' field containing '-- Select School --'. Below this is a 'Home Schooled? *' dropdown menu with 'N' selected. The 'Shipping Location' section includes a question 'Are the School Location and Shipping Location the same?' with 'Yes' and 'No' radio buttons, and a 'Shipping Location Name *' field containing '-- Select School --'. At the bottom right, there are 'CANCEL', 'BACK', and 'Save' buttons.

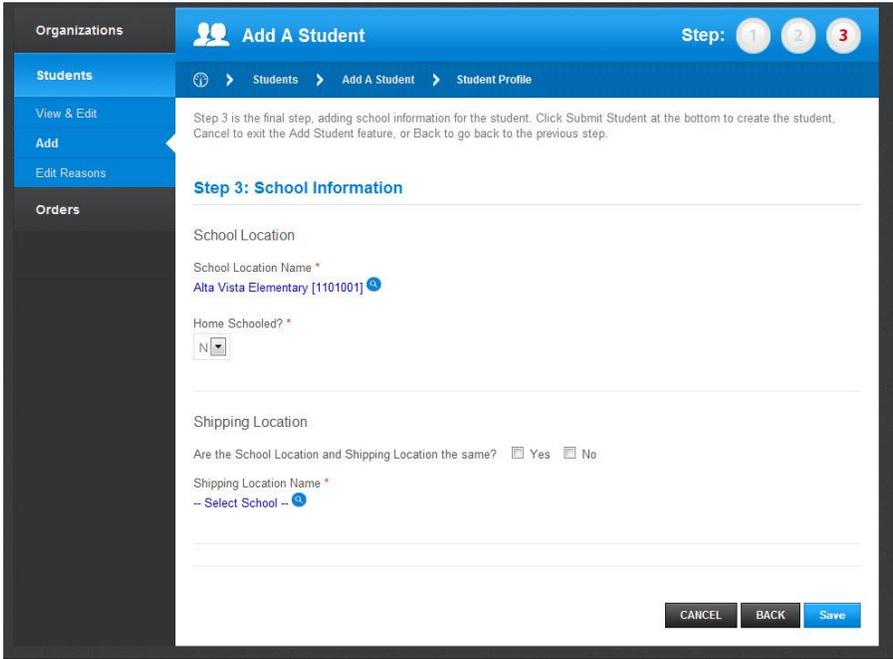
Type the name of the student’s school, if known, in the pop up’s search box.



If the school is not known, select “Browse.” Click on the name of the student’s school. You will have access only to the schools appropriate to the level of your role



Selecting a school name will automatically populate the School Location field.



Organizations | **Add A Student** | Step: 1 2 3

Students > Add A Student > Student Profile

Step 3 is the final step, adding school information for the student. Click Submit Student at the bottom to create the student. Cancel to exit the Add Student feature, or Back to go back to the previous step.

Step 3: School Information

School Location

School Location Name *
Alta Vista Elementary [1101001]

Home Schooled? *
N

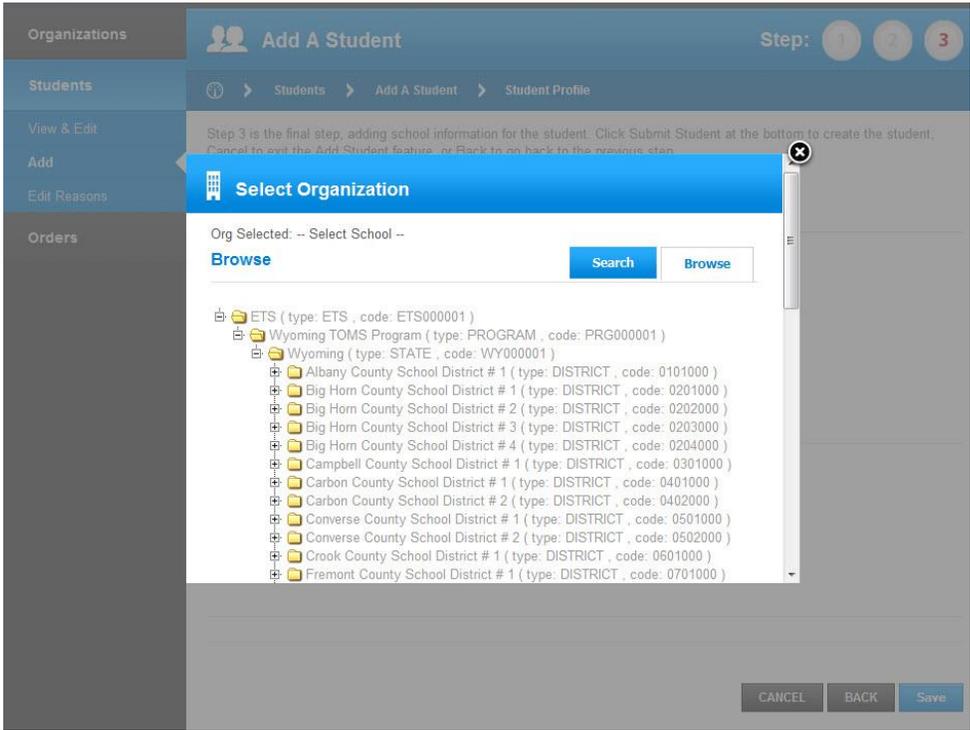
Shipping Location

Are the School Location and Shipping Location the same? Yes No

Shipping Location Name *
-- Select School --

CANCEL BACK Save

To add the shipping location if different from the school location, click the “Select School” link and follow the same steps as for adding the school location. You will be presented with a list of all available schools, so be sure to have the shipping location site identified before you begin this process. Highlight the school name and click “Save.”



Organizations | **Add A Student** | Step: 1 2 3

Students > Add A Student > Student Profile

Step 3 is the final step, adding school information for the student. Click Submit Student at the bottom to create the student. Cancel to exit the Add Student feature, or Back to go back to the previous step.

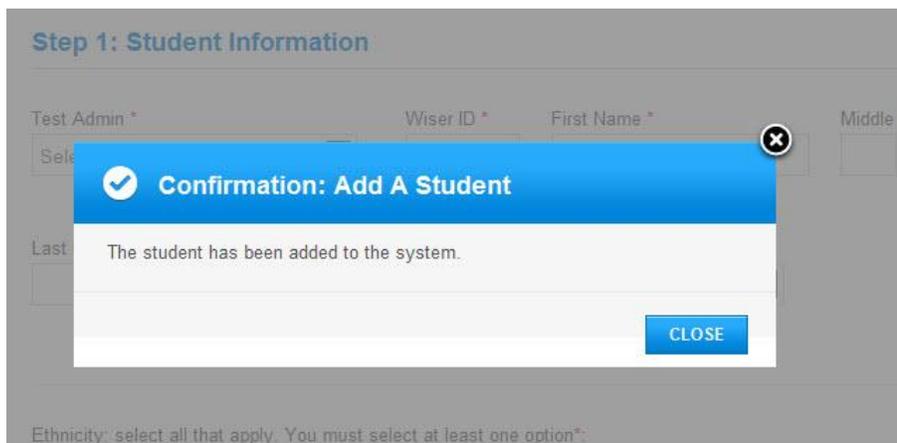
Select Organization

Org Selected: -- Select School --

Browse Search Browse

- ETS (type: ETS , code: ETS000001)
 - Wyoming TOMS Program (type: PROGRAM , code: PRG000001)
 - Wyoming (type: STATE , code: WY000001)
 - Albany County School District # 1 (type: DISTRICT , code: 0101000)
 - Big Horn County School District # 1 (type: DISTRICT , code: 0201000)
 - Big Horn County School District # 2 (type: DISTRICT , code: 0202000)
 - Big Horn County School District # 3 (type: DISTRICT , code: 0203000)
 - Big Horn County School District # 4 (type: DISTRICT , code: 0204000)
 - Campbell County School District # 1 (type: DISTRICT , code: 0301000)
 - Carbon County School District # 1 (type: DISTRICT , code: 0401000)
 - Carbon County School District # 2 (type: DISTRICT , code: 0402000)
 - Converse County School District # 1 (type: DISTRICT , code: 0501000)
 - Converse County School District # 2 (type: DISTRICT , code: 0502000)
 - Crook County School District # 1 (type: DISTRICT , code: 0601000)
 - Fremont County School District # 1 (type: DISTRICT , code: 0701000)

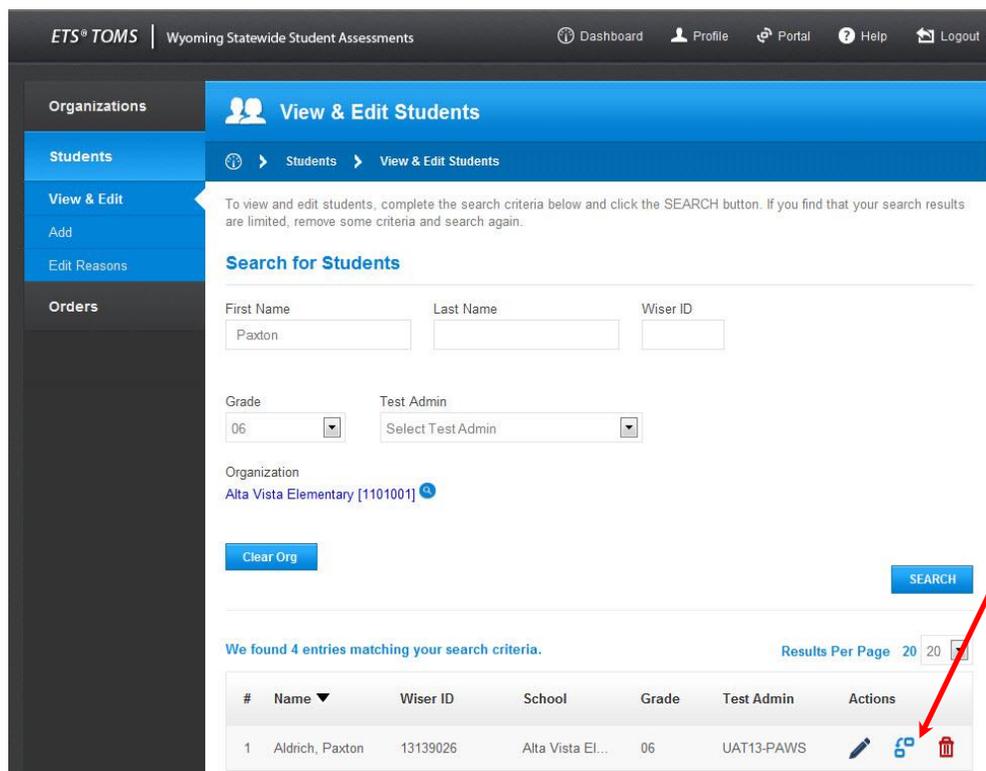
CANCEL BACK Save



You will receive a confirmation message that the student has been added.

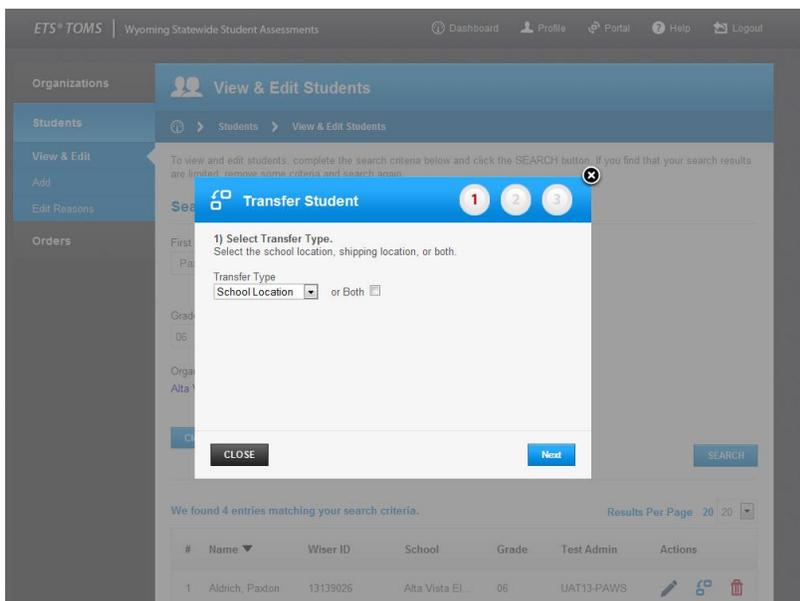
5.3 Transfer a Student

To transfer a student from one school to another, or to change shipping location, first use the search feature to find the student's name.



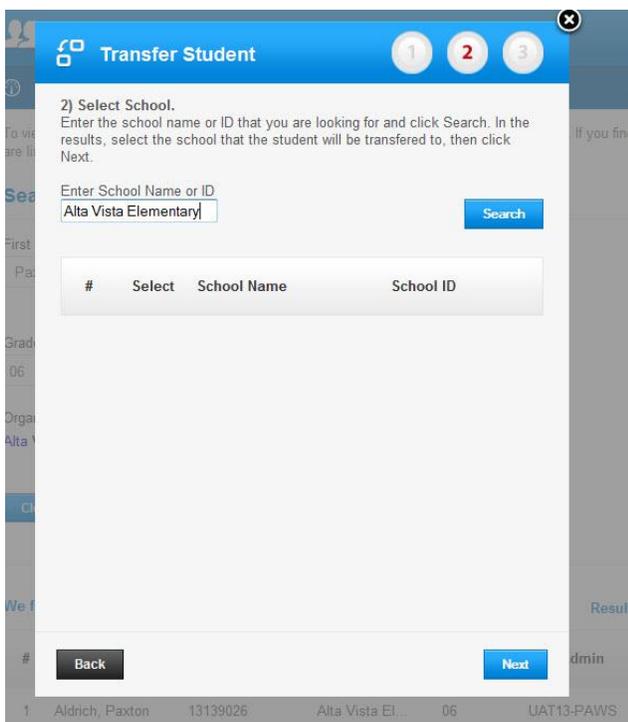
Once you have located the student, use the Linked Boxes icon to transfer.

Click the Linked Boxes icon and the Transfer pop-up displays. This is a three-part form.



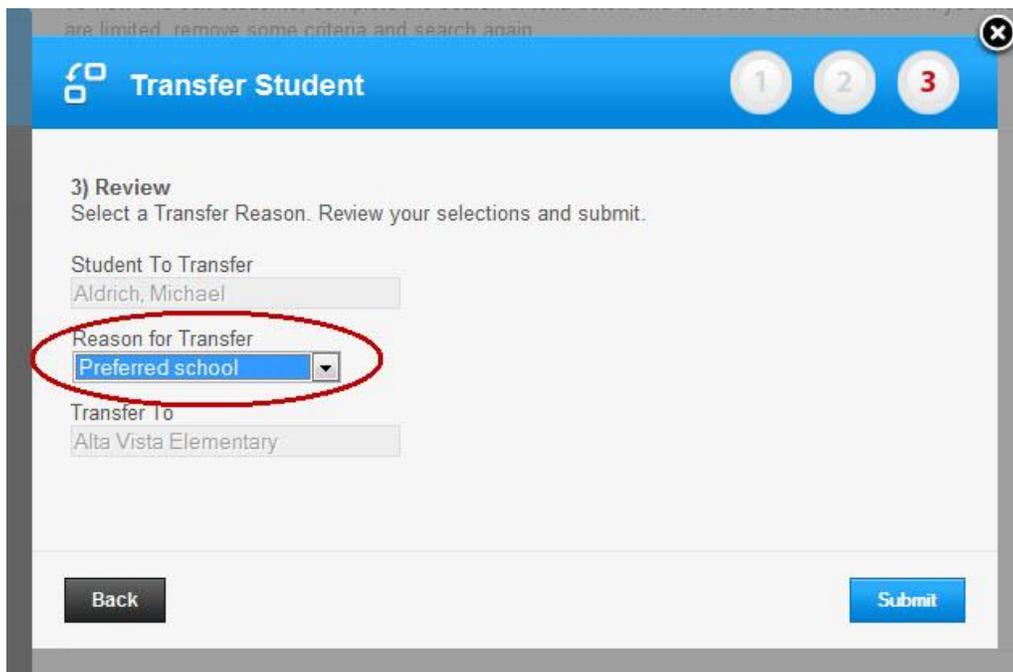
On page one of the transfer form, select whether you are transferring the student to a new school location or you are transferring the shipping location, or both.

Click “Next” to continue.



Select the school the student is transferring to and click “Next.”

Select a reason for the transfer and click "Submit."



are limited. remove some criteria and search again

Transfer Student 1 2 3

3) Review
Select a Transfer Reason. Review your selections and submit.

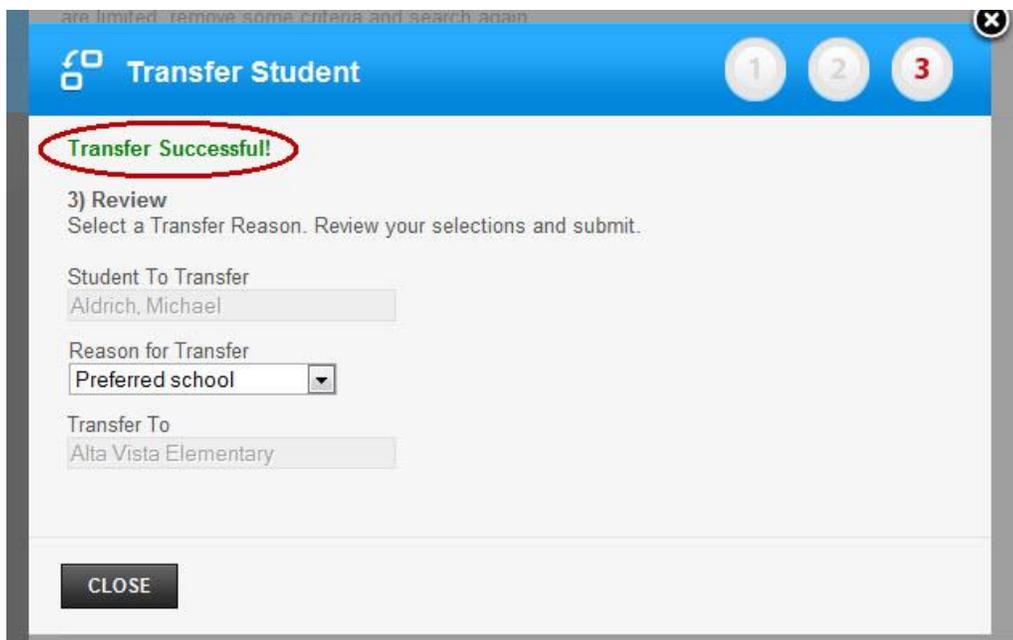
Student To Transfer
Aldrich, Michael

Reason for Transfer
Preferred school

Transfer To
Alta Vista Elementary

Back Submit

You will receive notification that your transfer was successful. Click "Close."



are limited. remove some criteria and search again

Transfer Student 1 2 3

Transfer Successful!

3) Review
Select a Transfer Reason. Review your selections and submit.

Student To Transfer
Aldrich, Michael

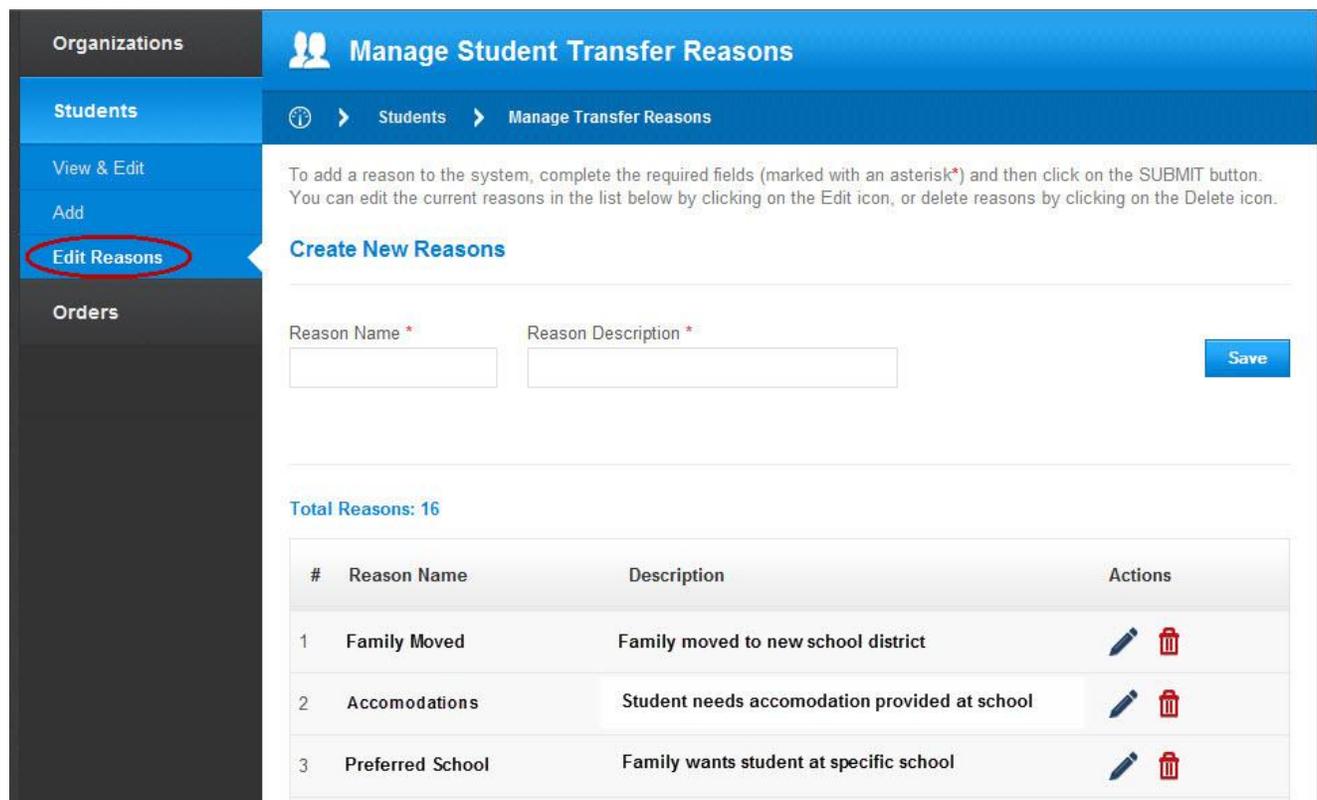
Reason for Transfer
Preferred school

Transfer To
Alta Vista Elementary

CLOSE

5.3.1 Edit Reasons

If the reason for the student’s transfer does not already exist, you may add a reason using the “Edit Reasons” button on the left-hand navigation.



Organizations

Students

View & Edit

Add

Edit Reasons

Orders

Manage Student Transfer Reasons

Students > Manage Transfer Reasons

To add a reason to the system, complete the required fields (marked with an asterisk*) and then click on the SUBMIT button. You can edit the current reasons in the list below by clicking on the Edit icon, or delete reasons by clicking on the Delete icon.

Create New Reasons

Reason Name * Reason Description *

Total Reasons: 16

| # | Reason Name | Description | Actions |
|---|------------------|--|---------|
| 1 | Family Moved | Family moved to new school district | |
| 2 | Accommodations | Student needs accommodation provided at school | |
| 3 | Preferred School | Family wants student at specific school | |

Enter the reason name and description and click “Save.” To edit reasons, click the pencil icon. Use the trash can to delete a reason.

6 Orders

To view, edit, track, and place orders, select “Orders” from the left-hand navigation buttons.

NOTE: This function is available only to business coordinators.

Search for Order

To search for an order, complete the search criteria below and click the SEARCH button. The matching order(s) will display in the table below. If you find that your search results are limited, remove some criteria and search again. To view or edit an order, click on the edit icon under the actions column. To track an order, click on the track icon under the actions column.

Testing Program: Test Admin: Order Number:

Order Type: Test Form Type:

Select District or School: -- Select District or School --

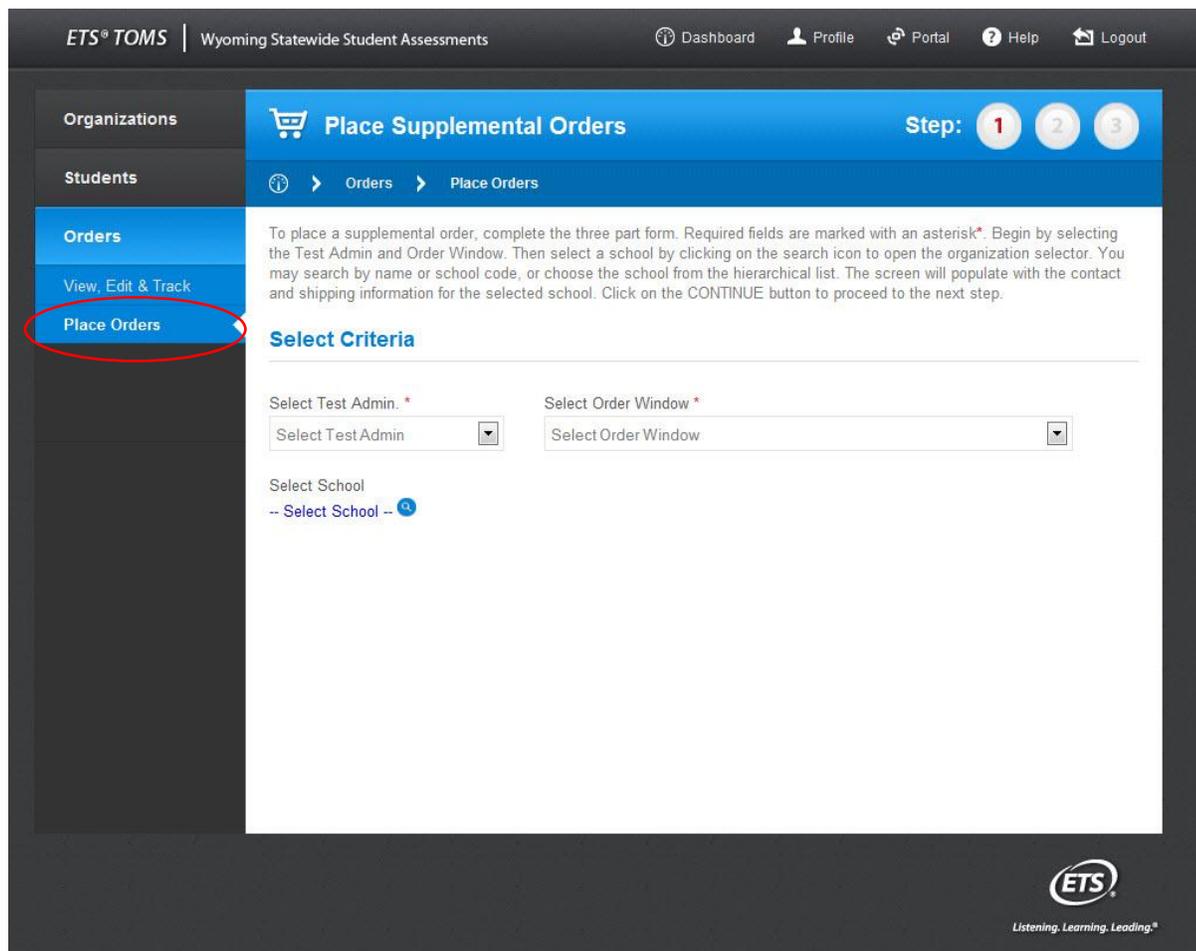
Results: 30

| Order Number | Order Date | Status | Org. Name | Order/Test Form | Action |
|--------------|-------------|--------|-----------------------|-----------------|--------|
| WYS0006015 | Nov 9, 2012 | | Alta Vista Elementary | Supplemental | |
| WYS0006016 | Nov 9, 2012 | | Alta Vista Elementary | Supplemental | |
| WYS0006017 | Nov 9, 2012 | | Alta Vista Elementary | Supplemental | |

The screen displays all current orders (initial and supplemental) at the bottom of the screen. You may use the search feature to find a specific order. When found, click the magnifying glass icon to display more detailed information.

6.1 Place Order

Select the “Place Order” button and enter the test administration window, order window, and school.



When you select your school, the screen will self-populate with the building coordinator’s name and shipping information.

Place Orders

Select Criteria

Select Test Admin. *
 UAT13-PAWSALT

Select Order Window *
 Supplemental, Nov 12, 2012 - Nov 30, 2012

Select School
 Alta Vista Elementary [1101001]

Information

Ordering Contact's Name: Max, Groucho
 Phone: (609)555-1111
 Email: groucho@whyaduck.com

Shipping Address

Address Line 1: 124 assessment dr.
 Address Line 2: ETS UAT ALT
 Address Line 3: P O Box1234
 Address Line 4:

City/Province: princeton State: WY Zip Code: 44444

CONTINUE

Click "Continue" to proceed.

Organizations **Place Orders** Step: 1 2 3

Students

Orders To order materials, enter the quantity for each material in the fields on the table.

View, Edit & Track **Step 2: Select Quantities**

Place Orders

| Materials | Alta Vista Elementary 1101001 |
|--|----------------------------------|
| 769569, WY PAWS ALT STIMULUS CARDS GRADE 3 | Quantity (2 Max) 0 |
| 769564, WY PAWS ALT T/B GRADE 5 | Quantity (2 Max) 0 |
| 769570, WY PAWS ALT DATA/SCORE CARD | Quantity (2 Max) 0 |
| 769563, WY PAWS ALT T/B GRADE 4 | Quantity (2 Max) 0 |
| 769562, WY PAWS ALT T/B GRADE 3 | Quantity (2 Max) 0 |
| 769568, WY PAWS ALT T/B GRADE 11 | Quantity (2 Max) 0 |
| 769573, WY PAWS ALT STIMULUS CARDS GRADE 7 | Quantity (2 Max) 0 |
| 769567, WY PAWS ALT T/B GRADE 8 | Quantity (2 Max) 0 |
| 769572, WY PAWS ALT STIMULUS CARDS GRADE 6 | Quantity (2 Max) 0 |
| 769575, WY PAWS ALT STIMULUS CARDS GRADE 11 | Quantity (2 Max) 0 |
| 769566, WY PAWS ALT T/B GRADE 7 | Quantity (2 Max) 0 |
| 769565, WY PAWS ALT T/B GRADE 6 | Quantity (2 Max) 0 |
| 769574, WY PAWS ALT STIMULUS CARDS GRADE 8 | Quantity (2 Max) 0 |
| 769581, WY PAWS/SAWS ALT DFA | Quantity (2 Max) 0 |
| 769570, WY PAWS ALT STIMULUS CARDS GRADE 4 | Quantity (2 Max) 0 |
| 769580, WY PAWS ALT BUILDING TEST COORDINATOR'S MANUAL | Quantity (2 Max) 0 |
| 769571, WY PAWS ALT STIMULUS CARDS GRADE 5 | Quantity (2 Max) 0 |
| 770344, WY PAWS ALT HEADER SHEET | Quantity (2 Max) 0 |

CANCEL **CONTINUE**

Place your order selections for a new order and click "Continue."

Review your order. If you need to change click “Edit Order” to return to the “Select Quantities” page; make any changes required. If no changes are required click "Submit Order."

Place Orders

School Name: Alta Vista Elementary | Test Administration: UAT13-PAWSALT | Ordering Contact's Name: Max. Groucho

Phone: (609)555-1111 | Email: groucho@whyaduck.com

Shipping Address

Address Line 1: 124 assessment dr.

Address Line 2: ETS UAT ALT

Address Line 3: PO Box1234

Address Line 4:

City/Province: princeton | State: WY | Zip Code: 44444

Materials

| Materials | Quantity |
|--|--------------------|
| 769606, WY PAWS ALT STIMULUS CARDS GRADE 3 | Quantity (2 Max) 1 |
| 769676, WY PAWS ALT DATA/SCORE CARD | Quantity (2 Max) 1 |
| 769682, WY PAWS ALT T/8 GRADE 3 | Quantity (2 Max) 1 |
| 770344, WY PAWS ALT HEADER SHEET | Quantity (2 Max) 1 |

[EDIT ORDER](#) [SUBMIT ORDER](#)

Click “Submit Order” to exit.

You will receive a pop-up message that your order has been successfully placed and an Order Status notification will appear on the Dashboard.

Close the pop-up to return to the Place Orders home page.

Organizations | **Place Supplemental Orders** | Step: 1

Students | Orders | Place Orders

To place a supplemental order, complete the three part form. Required fields are marked with an asterisk*. Begin by selecting the Test Admin and Order Window. Then select a school by clicking on the search icon to open the organization selector. You may search by name or school code, or choose the school from the hierarchical list. The screen will populate with the contact and shipping information for the selected school. Click on the CONTINUE button to proceed to the next step.

Select Criteria

Select Test Admin * | Select Order Window *

Confirmation: Placed Order

Order Placed Successfully!

[CLOSE](#)

ETS® TOMS | Wyoming Statewide Student Assessments

Dashboard Profile Portal Help Logout

Organizations

Students

Orders

Dashboard

Welcome, Betty Cooper

News & Announcements Order Status

-  **Order #: WYP0006007** | Date: Dec 5, 2012 | PAWS-2013 Demo
Type: Supplemental/Regular | Status: In Process
No tracking information available at this time.
-  **Order #: WYP0006008** | Date: Dec 5, 2012 | PAWS-2013 Demo
Type: Initial/Regular | Status: In Process
No tracking information available at this time.
-  **Order #: WYT0006003** | Date: Dec 5, 2012 | SAWS-ALT 2013 Demo
Type: Initial/Regular | Status: In Process
No tracking information available at this time.