

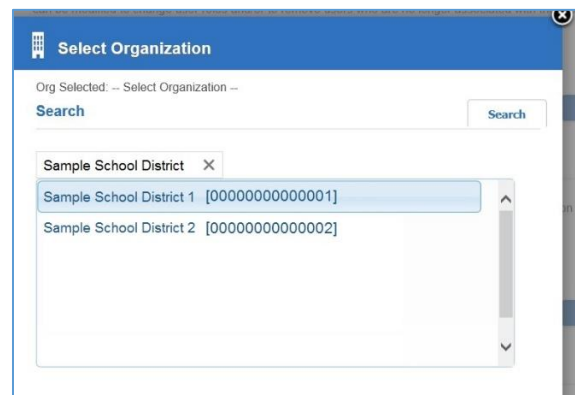
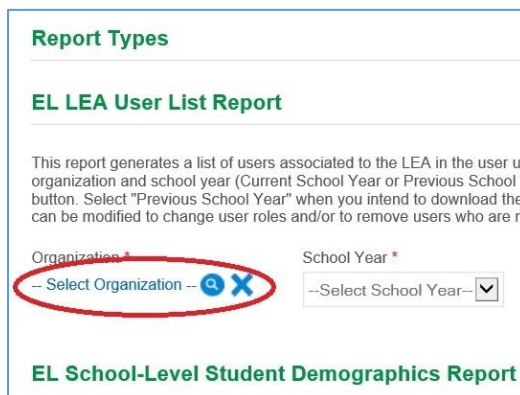
Test Operations Management System (TOMS) Quick Start Guide How to preserve the leading zeros in county/district/school [CDS] codes when exporting reports to Excel

Step/Action (Screenshots are taken from the ELPAC TOMS site which is similar to CAASPP TOMS.)

1. **Log on** to TOMS.
2. Select the **[Reports]** button in the left navigation bar.



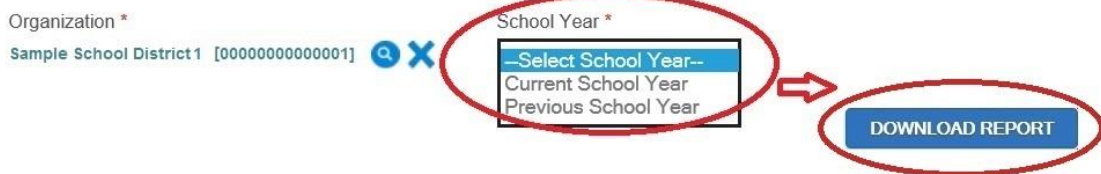
3. Choose the type of report you want (e.g., LEA Report, SITE, Report, CSR Report, etc.) and select an organization by **name or CDS code**.



- Once the organization is identified, select the school year, select the **[DOWNLOAD REPORT]** button, and then select *Save as* to save the .csv file report to your desktop.

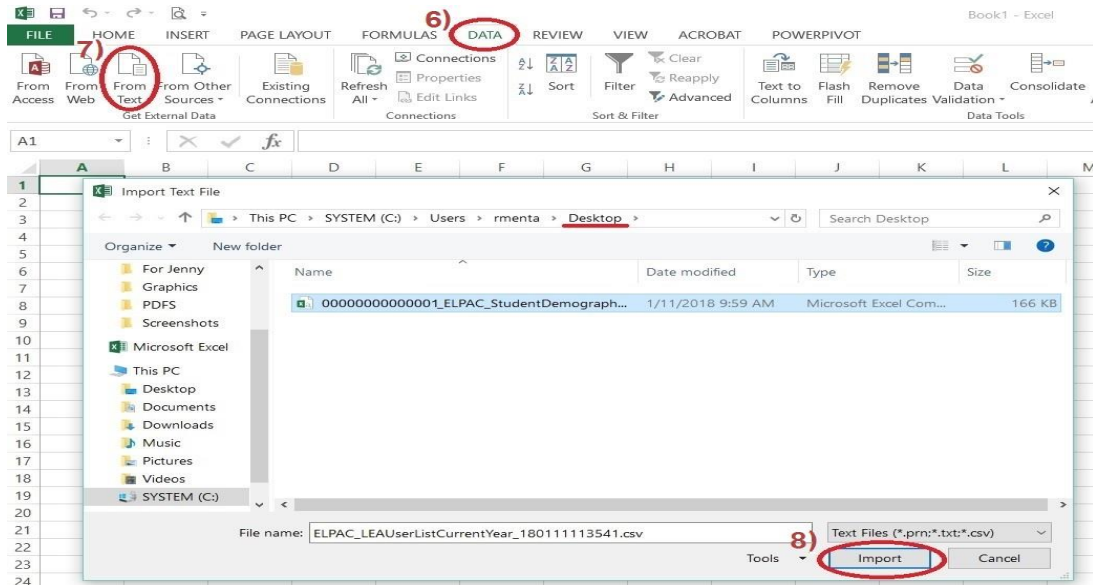
EL LEA User List Report

This report generates a list of users associated to the LEA in the user upload format. To download the report, select an organization and school year (Current School Year or Previous School Year), and then select the **[DOWNLOAD REPORT]** button. Select "Previous School Year" when you intend to download the file containing users from the past administration that can be modified to change user roles and/or to remove users who are no longer associated with the LEA.



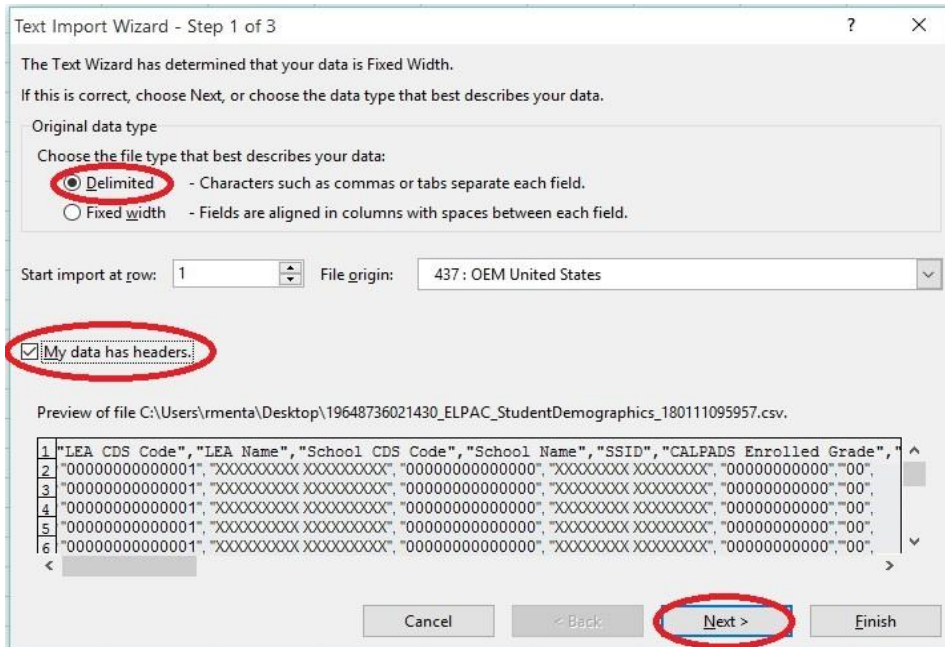
EL School-Level Student Demographics Report

- Open a new blank Excel workbook.
- In Excel, select the **[DATA]** tab.
- Select *From Text* in the *Get External Data* section on the left-hand side of the toolbar.
- Scroll to the .csv file that you saved on your desktop, highlight it in the *File name* section, and select the **[Import]** button.



- Choose the *Delimited* radio button in the "Original data type" section.

10. Make sure the *My data has headers* box is also checked. Select the **[Next]** button.



Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437: OEM United States

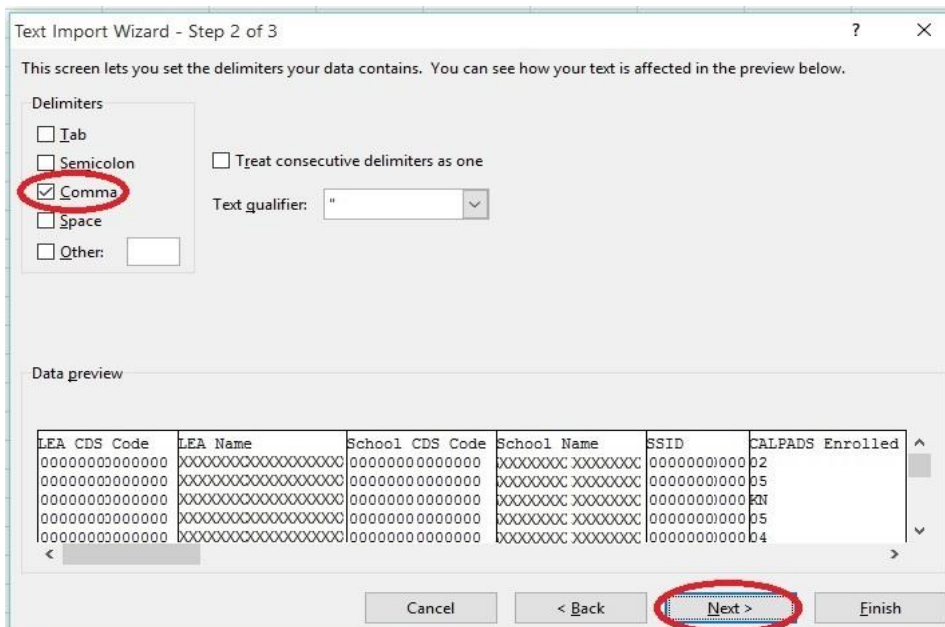
My data has headers.

Preview of file C:\Users\rmenta\Desktop\19648736021430_ELPAC_StudentDemographics_180111095957.csv.

1	"LEA CDS Code", "LEA Name", "School CDS Code", "School Name", "SSID", "CALPADS Enrolled Grade", "
2	"000000000000001", "XXXXXXXXXXXXXXXXXXXX", "00000000000000", "XXXXXXXXXXXXXXXXXXXX", "000000000000", "00",
3	"000000000000001", "XXXXXXXXXXXXXXXXXXXX", "00000000000000", "XXXXXXXXXXXXXXXXXXXX", "000000000000", "00",
4	"000000000000001", "XXXXXXXXXXXXXXXXXXXX", "00000000000000", "XXXXXXXXXXXXXXXXXXXX", "000000000000", "00",
5	"000000000000001", "XXXXXXXXXXXXXXXXXXXX", "00000000000000", "XXXXXXXXXXXXXXXXXXXX", "000000000000", "00",
6	"000000000000001", "XXXXXXXXXXXXXXXXXXXX", "00000000000000", "XXXXXXXXXXXXXXXXXXXX", "000000000000", "00",

Buttons: Cancel, < Back, Next >, Finish

11. Check the *Comma* box in the “Delimiters” section. Select the **[Next]** button.



Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab

Semicolon

Comma

Space

Other:

Treat consecutive delimiters as one

Text qualifier: "

Data preview

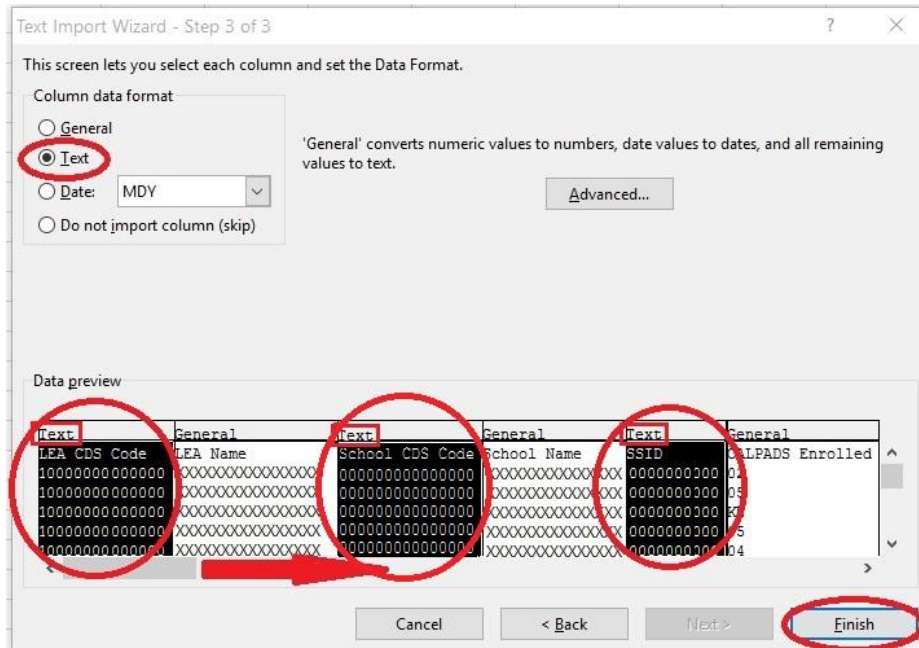
LEA CDS Code	LEA Name	School CDS Code	School Name	SSID	CALPADS Enrolled
00000000000000	XXXXXXXXXXXXXXXXXXXX	00000000000000	XXXXXXXXXXXXXXXXXXXX	000000000000	02
00000000000000	XXXXXXXXXXXXXXXXXXXX	00000000000000	XXXXXXXXXXXXXXXXXXXX	000000000000	05
00000000000000	XXXXXXXXXXXXXXXXXXXX	00000000000000	XXXXXXXXXXXXXXXXXXXX	000000000000	04
00000000000000	XXXXXXXXXXXXXXXXXXXX	00000000000000	XXXXXXXXXXXXXXXXXXXX	000000000000	05
00000000000000	XXXXXXXXXXXXXXXXXXXX	00000000000000	XXXXXXXXXXXXXXXXXXXX	000000000000	04

Buttons: Cancel, < Back, Next >, Finish

12. Look for columns with long strings of numbers (e.g., *CDS codes*, *SSID*, etc.). For each relevant column, select the *Text* radio button in the “Column data format

section”. Use the scroll bar to review all the columns to the right which are not visible. Then, select the **[Finish]** button.

- Short strings of numbers (fewer than five digits) and dates do not require format changes.



13. Select the **[OK]** button to complete the process.

