# Basic Reports

eTests® CASAS | TOPSpro® enterprise

## Online System

## 2017 National Summer Institute

## Contents

## Overview

*TOPSpro Enterprise* has reports that help users meet a wide variety of needs.

- **Learners** can better understand their strengths and areas of need, and evaluate how well their class provides them the tools they need to enhance progress.
- **Teachers** can evaluate class progress, maintain student profiles, and develop a curriculum for future instruction.
- **Database Managers** can ensure the validity and reliability of the database, and identify inconsistencies.
- **Administrators** can evaluate agency- and site-wide progress and verify that their agency is meeting federal and state accountability requirements.
- **Funding sources** can monitor agencies' performance.

Included with purchase of online test administrations (i.e., web-test units/WTUs) are the following basic reports generated through *TOPSpro Enterprise* to support student outcomes.

Additional reports to support class, program, and accountability-level outcomes are available with purchase of a *TE* license for full-enhanced access to all reports and features available in *TOPSpro Enterprise Online*.

### Next Assigned Test (NAT)

Lists, by agency, site, or class, every student who has taken a test and displays the test history for each student—including CASAS test form, test date, scale score, hours of instruction, and scores outside of accuracy range.

### Personal Score Report (PSR)

Displays a summary of test results to provide test-takers with immediate feedback after completing a test (this is an optional setting in eTests).

### Test Administrations

Displays the number of web-test units (WTU) consumed per month and per site within program years. Drill-down function provides details about tests such as form, modality, and student.

Individual Skills Profile (reading and math)

Sample report presents competencies and content standards assessed in reading and math and includes a predictor for the likelihood of passing a High School Equivalency exam.

Individual Skills Profile (reading and listening)

Sample report presents competencies assessed in reading and listening.

**Student Competency Performance**

Shows test results of an individual student on a given test form by displaying the competency number and statement for each test item and indicating if the student correctly answered the item.

Student Competency Performance - Reading
Student Competency Performance - Math
Student Competency Performance - Listening

Student Test Summary

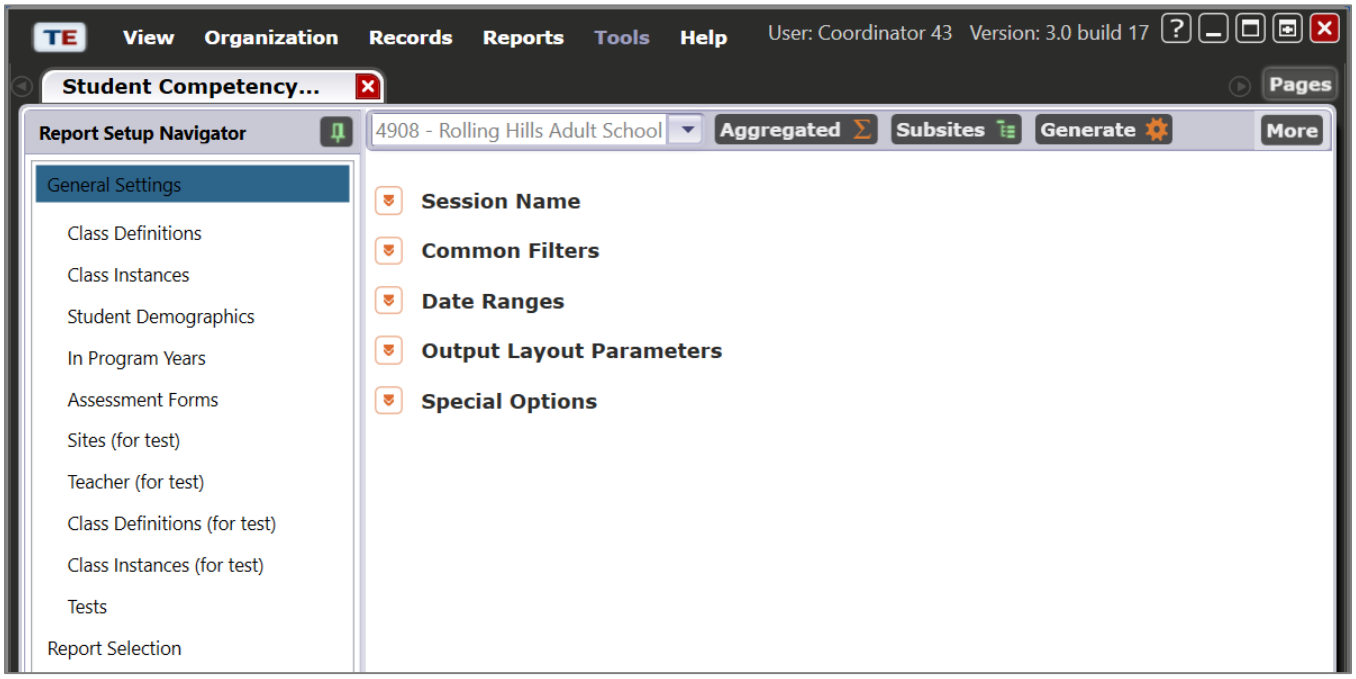
Lists students with their last CASAS test form, scale score, and test date. Based on the previous test result, this report displays, by modality, the next-assigned test (NAT) form and level for the specified date range

## Report Setup Screen

*Whenever you select any report from the Reports menu, you are presented with the* ***Report Setup*** *screen, also known as the* ***Report Generator.*** *This mostly generic reporting interface allows you to set up complex filtering and sorting options for each report.*

Each **Report Setup** consists of two main sections:

1. Report Setup **Navigator** and
2. Report Setup **Toolbar**.




Using the **Report Setup Navigator**, you can:

- define specific settings using **General Settings** page;
- filter the initial population using the available listers;
- choose which reports to display using the **Report Selection**.

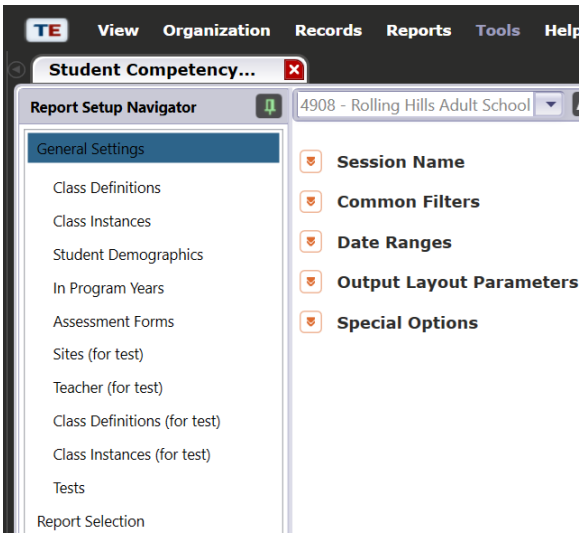
Using the **Report Setup Toolbar**, you can:

- Specify the base container: an agency, a site, or a state (all agencies from that state);
- Specify if report will aggregate data or not: combine all learner records into one;
- Specify if repot will include sub-sites or not;
- Generate button: click to *generate* the reporting session and display the report;
- Save Parameters Set button;
- Save Schema button;
- Design mode button.

## General Settings Screen

The **General Settings** page contains five distinctive sections, as follows:

1. **Session Name:** report, date, time, user;
2. **Common Filters:** common for all reports;
3. **Date Ranges:** specific for each report;
4. **Output Layout Parameters:** specific per report;
5. **Special Options:** specific for each report.




The *Initial Population* determined from **General Settings** can be further refined using available lists of records, referred to as *listers*; Clicking on any lister from the **Report Setup Navigator** in the left column will display the initial population; choose to select only a few records from the list or use available filters provided.

The *Report Selection* lists available sub-reports or related outputs that pertain to the primary report you are trying to produce. On certain reports, you can use this list to export results to a spreadsheet file.

### *Session Name*

TOPSpro Enterprise assigns generic names to the reporting session based on the report being generated.

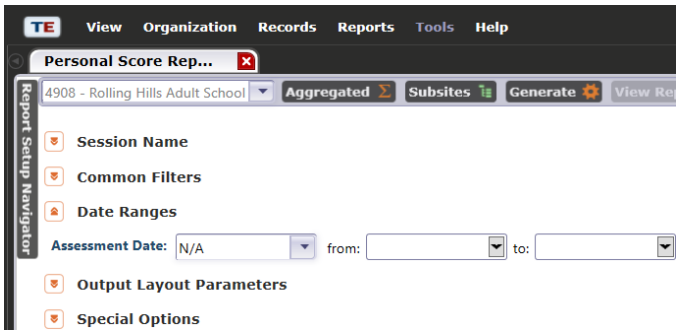

### *Common Filters*

**Program years:** only records in corresponding program year will be included in the report;

**Programs:** Besides being able to filter your reports by program years, some of the reports allow you to further refine your filtering criteria using the **Programs** list. By selecting specific programs, only students having at least one activity record with specified instructional program will be included in the report.

## *Date Ranges*

The combination of data ranges varies depending on the type of report that you are trying to create.




On *Entry Record Detail* report for example, the data ranges makes use of Entry records; that means that only students with at least one Entry record in specified data range will be included in the report.

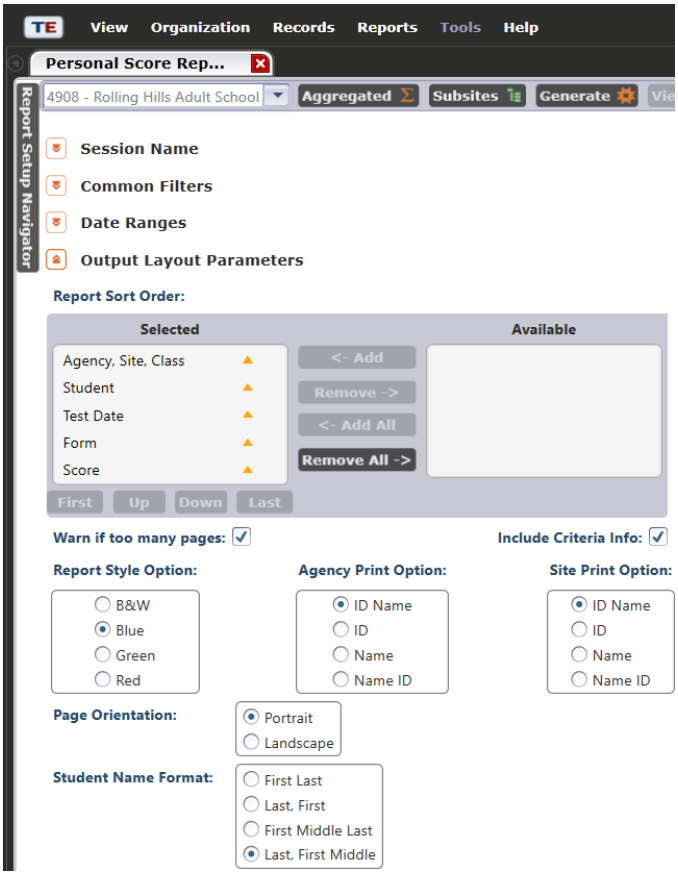
On *Demographic Detail* report on the other hand, the data range makes use of Entry, Update or Test records; that means that only students with at least one Entry, or at least one Update or at least one Test record in the specified data range will be included in the report.

Each date range has a predefined set of data, as follows:

| | | | |
|---|---|---|---|
| Current fiscal year | Month to date | Last Month | Fiscal Year to Q1 |
| Current Month | Quarter to date | Last Quarter | Fiscal Year to Q2 |
| Current Quarter | Year to date | Last Year | Fiscal Year to Q3 |
| Current Year | Earliest to date | Last Fiscal Year | Custom Interval* |

*use this option to define a custom interval for running your report

By selecting a specific interval, *after* and *before* values will automatically be filled with corresponding dates; e.g. for *Current Year*, *after* value will be 1/1/2017, and *before* value will be 12/31/2017.




## *Output Layout Parameters*

**Report Sort Order:** allow you to specify the report sort order; by default, all available fields are already selected; use the Add, Remove, Add all, Remove all buttons to specify which fields will be used to sort order your report. Use the First, Up, Down, Last buttons to specify the order in which the information will be ordered.

**Page Sort Order:** allows you to specify the page sort order; by default, all available fields are already selected; use the Add, Remove, Add all, Remove all buttons to specify which

fields will be used to sort the inside pages. Use the First, Up, Down, Last buttons to specify the order in which information will be ordered inside pages.

**Include Prepared by:** if checked, the user who created the report will be included in the generated report.

**Include Print Time:** if checked, the generated report will include also print time.

**Include Criteria Info:** if checked, the generated report will include criteria information.

**Include Address Information:** if checked, the generated report will include for each student, the address information, if available.

**Report Style Options:** 4 report style options are available:

- *B&W: report will be displayed on black & white background;*
- *Blue: report will be displayed on blue background;*
- *Green: report will be displayed on green background;*
- *Red: report will be displayed on red background.*

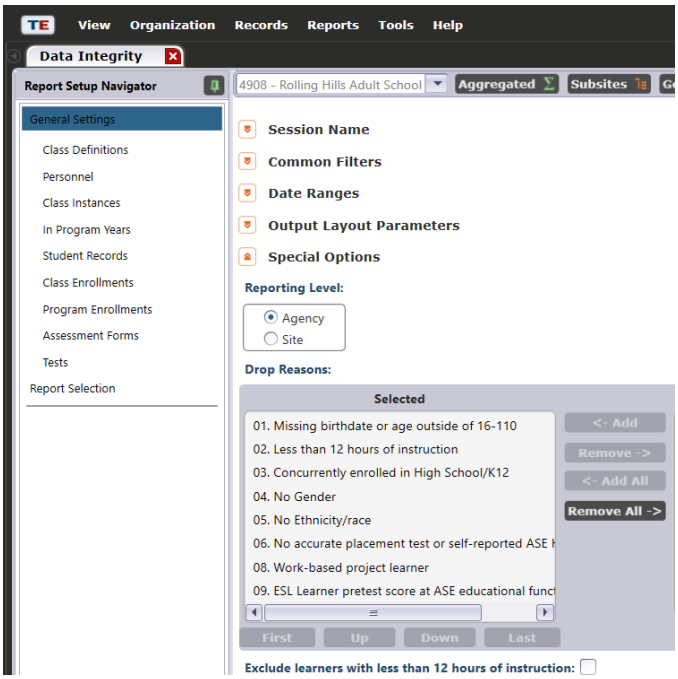
**Print Options:** allows you to modify the way that information prints on the report. Different types of print options are available:

- *Agency Print Option:* This allows you to modify the way that the Agency name and ID prints on the report.
- *Site Print Option:* This allows you to modify the way that the Site name and ID prints on the report.
- *Class Print Option:* This allows you to modify the way that the Class name and ID prints on the report.
- *Personnel Print Option:* This allows you to modify the way that the Personnel name and ID prints on the report.
- *Student Print Option:* This allows you to modify the way that the Student name and ID prints on the report.
- *Program Print Option:* This allows you to modify the way that the Program name and ID prints on the report.

**Warn if too many pages:** if checked, a warning message will display if the report takes too long to generate.

**Other options specific for each report:** each report can show different other options, which allow you to refine your data further. See more details on each report description.

*Special Options:*



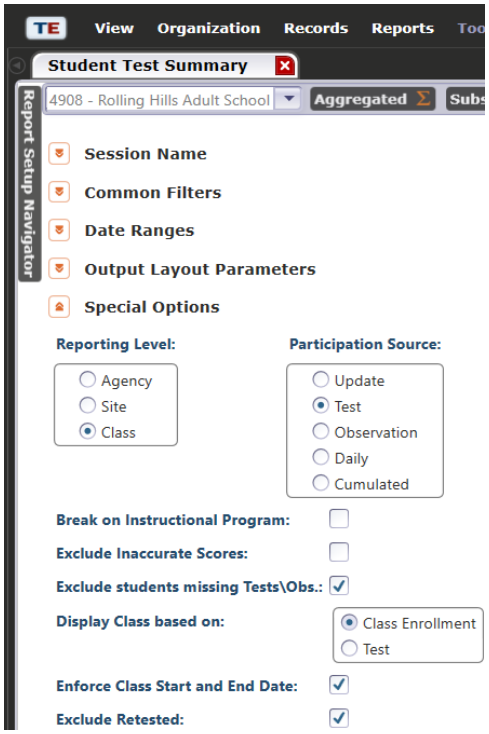

Most reports include special options to further filter the report. These options can be very helpful to target a specific segment of the learner population. Here are some of the special options that may exist:

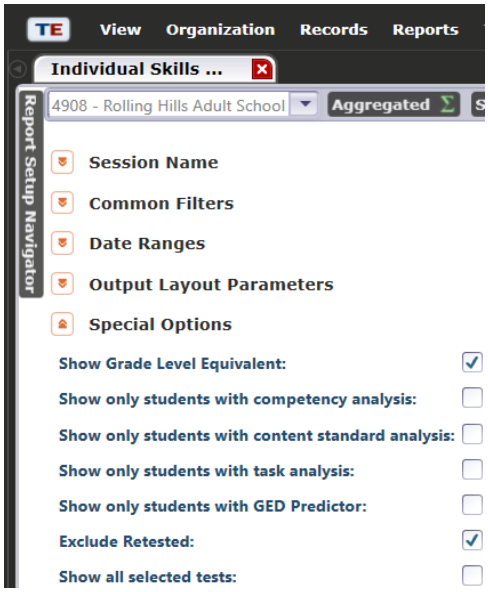
**Drop Reasons Tab:** due to the requirements for certain reports, you have available the Drop Reasons section to allow greater reporting functionality concerning the status of any drop reason(s) that pertains to that particular report. All drop reasons are selected by default. To turn off a drop reason, just move it from the right windowpane to the left. The effect of deselecting a drop reason is to include learners in this report who would have otherwise been dropped. Whenever one or more drop reasons are deselected TOPS Enterprise will print "Preliminary" at the top of the report. A preliminary report allows you to see the number of students who would be included if missing information was provided.

**Include Incomplete Records:** if checked, incomplete records will be included in the report.

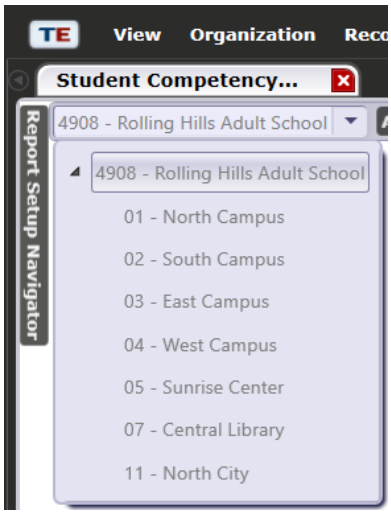
**Exclude Inaccurate Scores:** if checked, all test records with inaccurate scores will be excluded from the report.

**Reporting level:** some reports may report data on Agency, Site and/or Class level.



## Report Toolbar



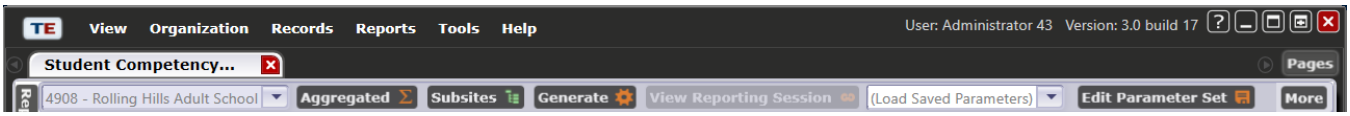

### *Report's base container*

Using the **Base Container–Agency/Site** drop down menu, you can choose to preview your report at State level, Agency level or Site level. For State and Agency levels, you can also preview your data aggregated or not (by Subsites).

**Aggregation** usually means that records are merged and only considered once. There are different possible aggregation fields. Aggregating across Instructional Program means that students' records are merged and considered once, no matter how many Instructional Programs they may be in.

### *Generate report*

Use the Generate button to preview your report. The report will be opened in a new page. See Report Viewer section for more details.




### *Saving report parameters*

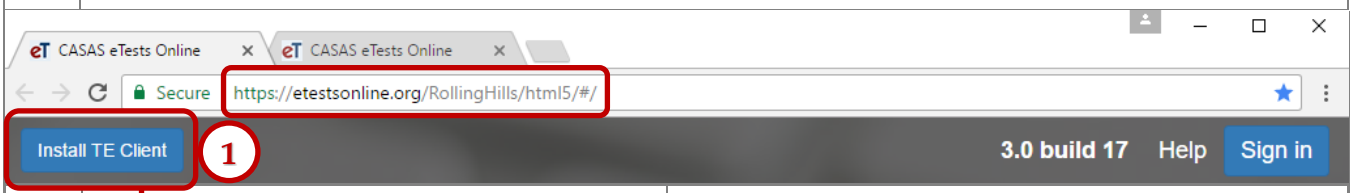
**Save Parameter Set:** This option, located on Report toolbar, allows you to save all of your settings for a specifically filtered report. If you took some time to set up a report exactly the way you wanted it for a particular group, and you know that you will need those same settings over and over, you can save your settings here. Just click on **Save Parameter Set** and type a meaningful name like "Class 101 – Concurrent ESL – Night classes June to July". That saves your filtering selections from all the sections of that particular report session. The next time you go into that report simply select that name from the **(Load Saved Parameters)** drop down list at the top of the window.

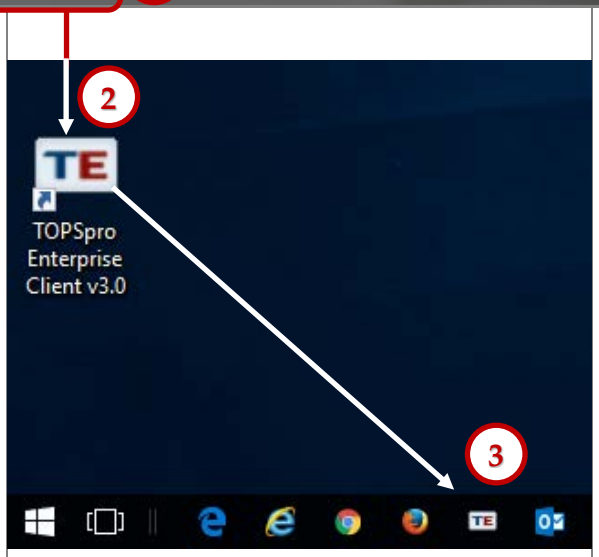
> ***Note!*** If you want to save more than one report setting in the same window, you need to click on *Save Parameter Set* button again and simply enter a new name for it.

**Load Saved Parameters:** is located on the top right of the Report toolbar screen. It is a list of any previously saved report parameters that you specifically saved because you did not want to waste time setting up a common report setting over and over again.

## Steps to Generate Basic Reports

| Step | Screen | Description |
|---|---|---|
| 1. | • To begin **Generating Reports** for the first time using the *CASAS Online System,*<br>o Launch a web browser on your computer.<br>• **Go to** the URL* for the *CASAS eTests Online* application your program uses –<br>*Global – eTests Online – https://etestsonline.org/html5/#/<br>*California – eTests Online – https://ca.etestsonline.org/html5/#/<br>*Washington – eTests Online – https://etestsonline.org/Washington/html5/#/ | |
| 2. | **FOR TRAINING, use RHAS –**<br>➢ **Go to Rolling Hills – eTests Simulation – https://etestsonline.org/RollingHills/html5#/**<br>• There are three ways to access *TOPSpro Enterprise (TE) Online* and view the list of **Testing Sessions** records –<br>1 Click **Install TE Client** at top left of the *CASAS eTests Online* main domain web page if you are accessing *TE* for the first time on a local computer.<br>▪ A client application will install on the local computer to connect with the online hosted-server.<br>▪ **TE Client** will automatically open on the local computer after installation. | |



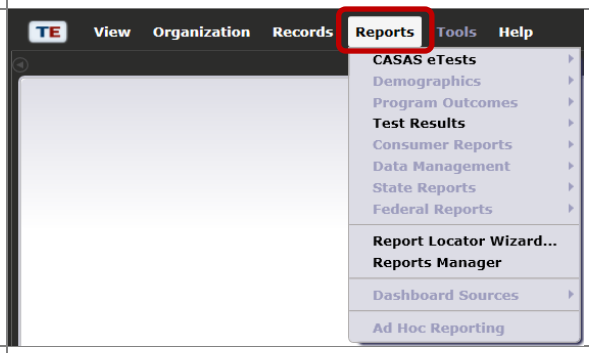



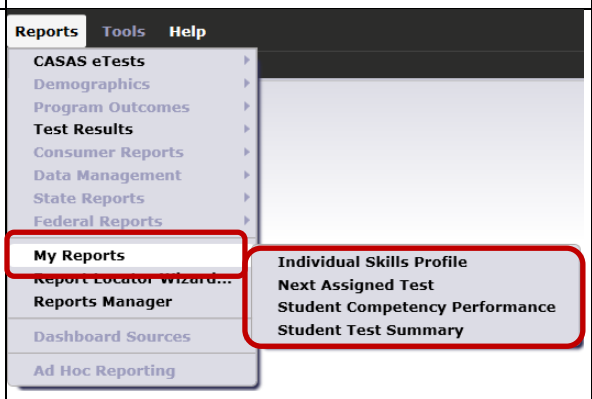
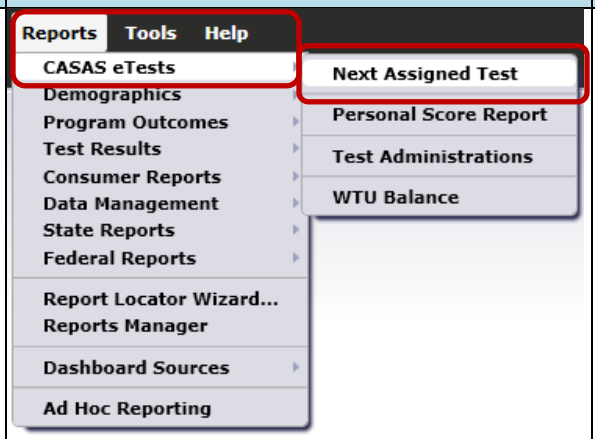

- A shortcut icon is automatically placed on the local computer desktop after **TE Client** is installed.

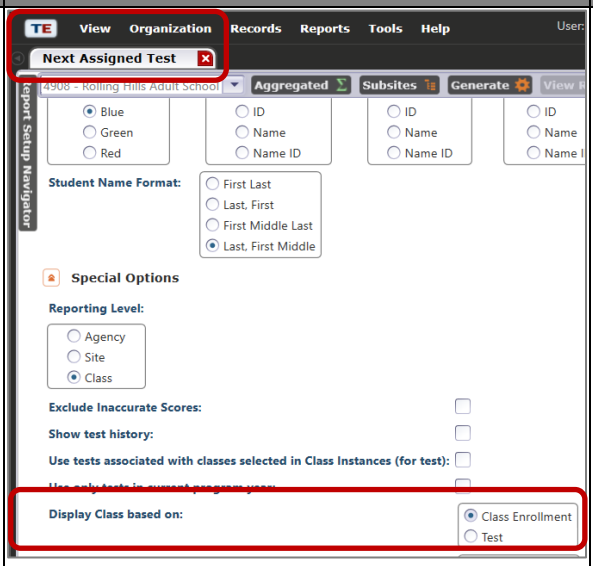
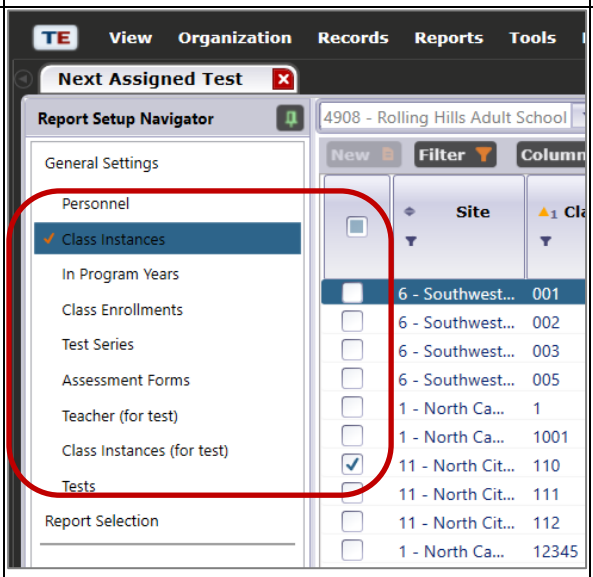
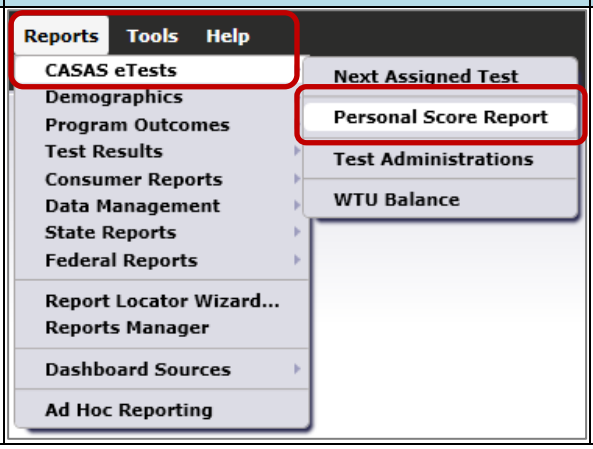
  2 Click the **TE Icon** on your desktop.

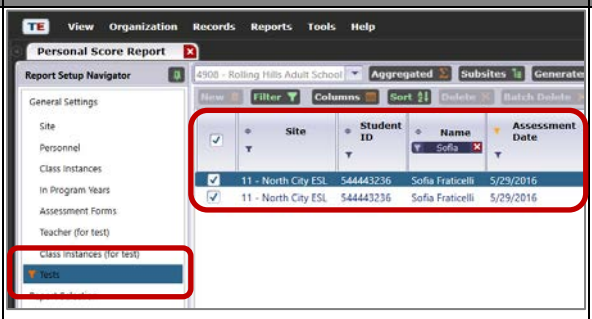
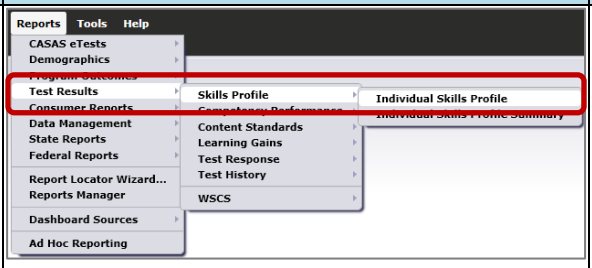
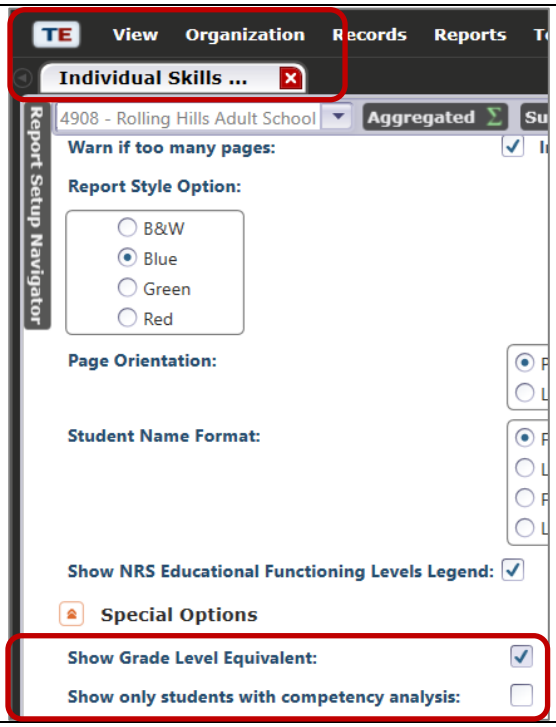
- If you are a user who will access *TE* frequently, you may want to pin the shortcut to your taskbar at bottom of your computer monitor for quick access when other applications are open on your screen.

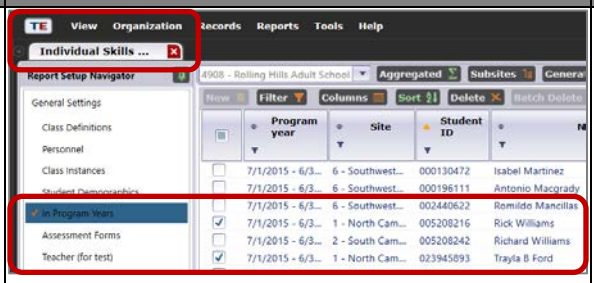
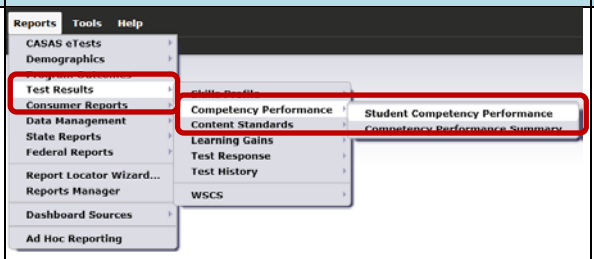
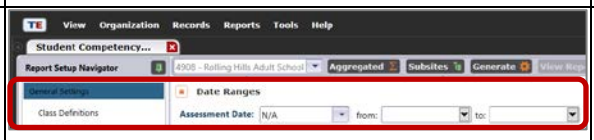
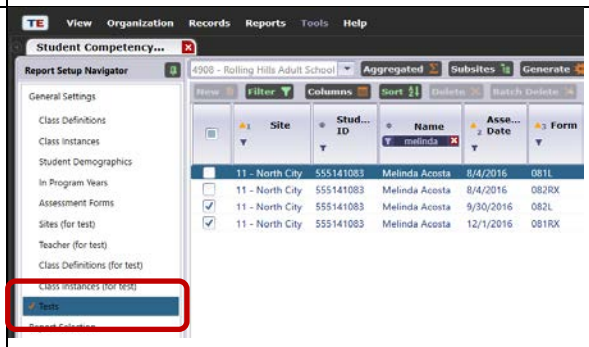
  3 Click the **TE Icon** from your taskbar.

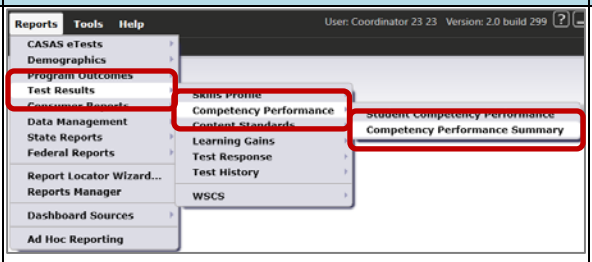
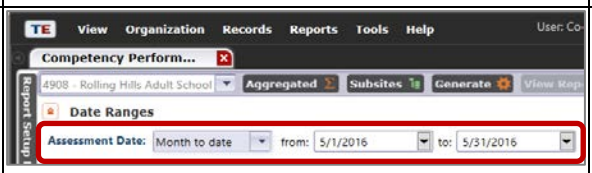
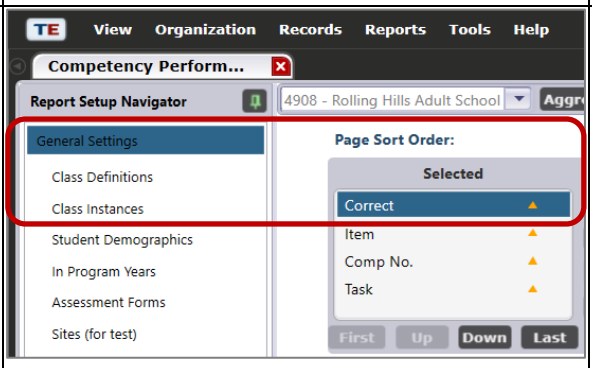
| Step | Screen | Description |
|---|---|---|
| 1. | ***Note!*** *TE* opens to a log in screen similar to *eTests Online* except that you need to specify the **Server**.<br>  <br> | • Click the **Server** drop-down menu and select the **Server** for your online account.<br>o **RHAS** Training: **Rolling Hills**.<br>• Enter your **Agency ID**.<br>o **RHAS** Training Agency: **4908**.<br>• Enter your **User** name.<br>o **RHAS** Training User: **coordinator##@rhas.org.**<br>• Enter your **Password**.<br>o **RHAS** Training Password: **coordinator.**<br>• Click **Connect**. |
| 2. | ***Note!*** Users *do not* automatically have access to *TE*.<br>• Access to *TE* –<br>o Is granted by the local agency. *TE* training is optional, however strongly recommended.<br>o Does not require coordinator or proctor certification. | |
| 3. |  <br> | • To view the list of **Basic** report categories,<br>o Click on the **Reports** menu.* |
| 4. | ****Note!*** You have two options for implementing the *CASAS Online System* – **Basic** or **Enhanced**. Refer to Features / Reports to determine the best online implementation to meet your program's needs.<br>• **Basic Implementation** – supports student/client-level implementation with purchase of WTUs (no *TOPSpro Enterprise* license required for basic access to the online system).<br>• **Enhanced Implementation** – supports student/client, program, class, and accountability-level implementation with purchase of WTUs plus purchase of a *TOPSpro Enterprise* license with annual support fee.<br>• **Basic** and **Enhanced Implementation** of the *CASAS Online System* – *eTests Online* together with *TE Online* – covers agency-wide implementation across multiple site/campus locations. | |

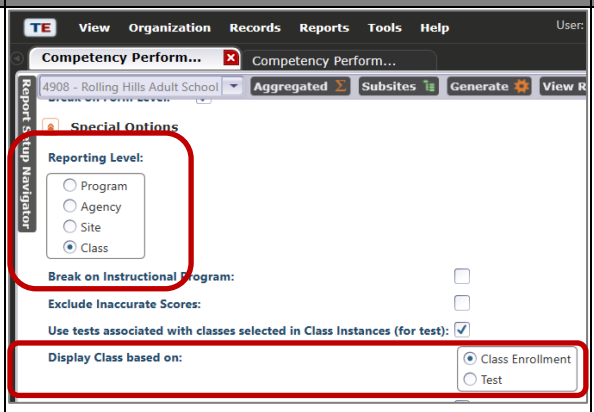
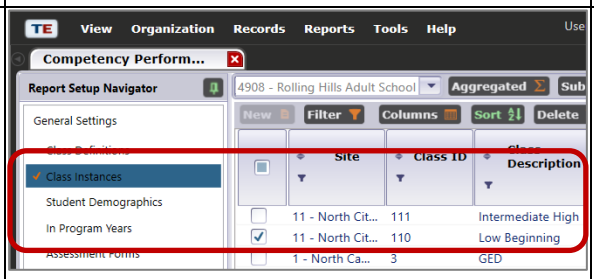
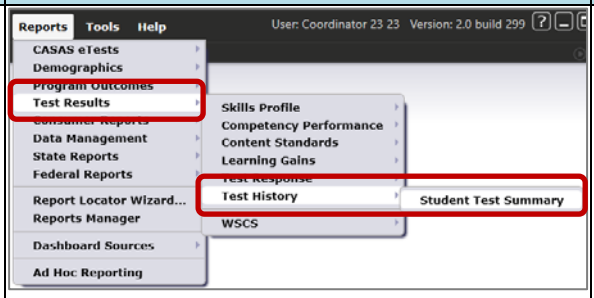
| Step | Screen | Description |
|---|---|---|
| | **BASIC REPORTS** | **Categories** |
| **1.** |  | • The **CASAS eTests** category contains reports that support using the testing application.<br>• The **Test Results** category contains reports that support student outcomes.<br>• The **Reports Manager** is like a virtual filing cabinet.<br>o *TE* will save reports if you choose **Keep Session** after generating a report. Otherwise, reports are not saved.<br>o Saved reports open identically to when first generated and retain all drill-down functionality. |
| **2.** |  | • **My Reports** becomes available after you set up shortcuts to your favorite reports using the **Report Locator Wizard**. |
| | **GENERATE BASIC REPORT #1** | **Next-Assigned Test (NAT)** |
| **3.** |  | • Generate a **Next-Assigned Test (NAT)** report.<br>o Go to **Reports** > **CASAS eTests** > **Next Assigned Test.**<br>• The **NAT** report –<br>o Is mostly generated by **Class** or selected **Group** of students.<br>o May also be generated by individual **Student, Site, Program,** or **Modality.** |

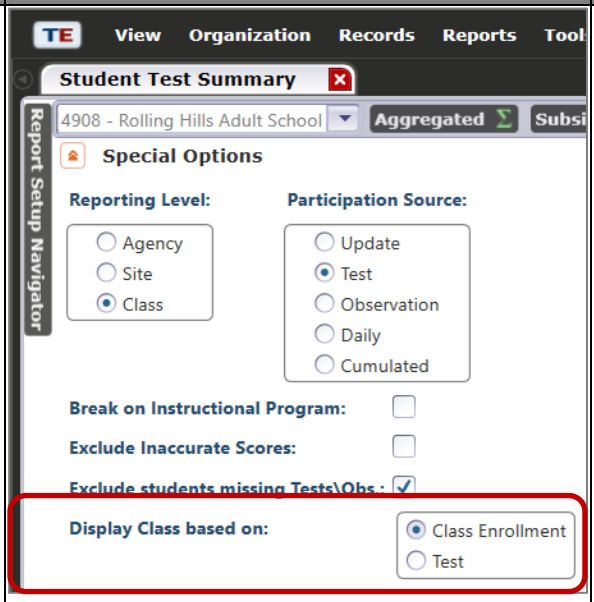
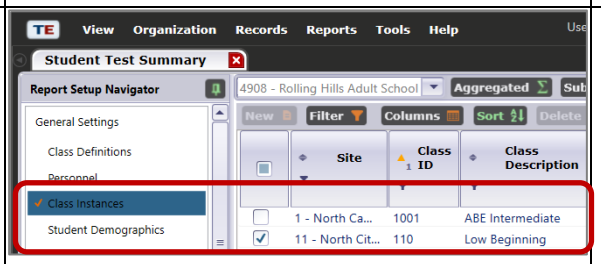
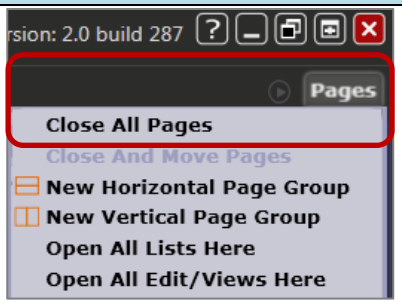
| Step | Screen | Description |
|---|---|---|
| 4. |  | • Apply the following setup to display tests taken by all students having an enrollment in a **Class**.<br>• From the report setup **Navigator** at left ><br>o **General Settings** ><br>o **Special Options** ><br>▪ **Display Class based on** ><br>– Click **Class Enrollment**. |
| 5. |  | • From the report setup **Navigator** at left ><br>o Click **Class Instances** ><br>▪ **Uncheck** <u>all</u> classes from column header, and then<br>▪ **Check** <u>one</u> class.<br>• From the report setup **Toolbar** at top,<br>o Click **Generate.**<br>• The **NAT** report should display the next-assigned test for <u>all students</u> having an enrollment in <u>one</u> class. |
| | **GENERATE BASIC REPORT #2** | **Personal Score Report (PSR)** |
| 6. |  | • Generate a **Personal Score Report (PSR)**.<br>o Go to **Reports** > **CASAS eTests** > **Personal Score Report.** |

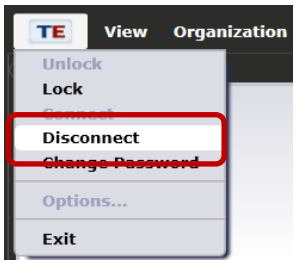
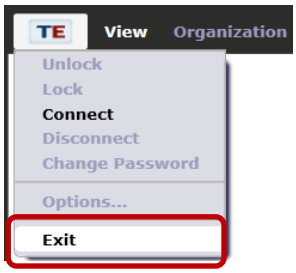
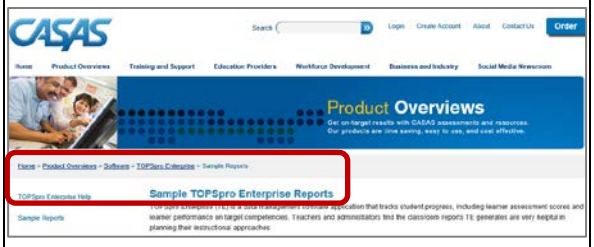
| Step | Screen | Description |
|---|---|---|
| 7. |  <br>*Note!* The **PSR** report may also be generated by **Class**, **Site**, or selected **Group** of students. | • Apply the following setup to generate **PSRs** for <u>one</u> student.<br>• From the report setup **Navigator** at left ><br>o Click **Tests** ><br>▪ Filter **ID** or **Name** column for <u>one</u> **student**.<br>▪ **RHAS** Training: Filter for <u>your</u> fictitious student.<br>• From the report setup **Toolbar** at top,<br>o Click **Generate.**<br>• A **PSR** should display for each test taken by your selected student. |
| | **GENERATE BASIC REPORT #3** | **Individual Skills Profile (ISP)** |
| 8. |  | • Generate an **Individual Skills Profile (ISP)**.<br>o Go to **Reports** > **Test Results** > **Skills Profile** > **Individual Skills Profile.**<br>• An **ISP** may be generated by individual **Student** or selected **Group** of students, and by **Class, Program,** or **Site**. |
| 9. |  | *Note!* Students must have an **Instructional Program** enrollment to generate an **ISP**.<br>• Apply the following setup to generate an **ISP** for <u>one</u> student with Grade Level.<br>• From the report setup **Navigator** at left ><br>o **General Settings** ><br>o **Special Options** ><br>▪ Check **Show Grade Level Equivalent.**<br>– This option is appropriate for **ABE**, **HSD**, and **HSE** programs.<br>*Note!* A **Predictor** for the likelihood of passing a **High School Equivalency (HSE)** exam will display if at least <u>one</u> test score is **236** and above. |

| Step | Screen | Description |
|---|---|---|
| 10. |  <br>*Note!* The **ISP** reports on the most recent tests taken by students in the current program year. | • From the report setup **Navigator** at left ><br>o Click **In Program Years.**<br>▪ Filter **ID** or **Name** column for <u>one</u> **student**.<br>▪ **RHAS** Training: Filter for <u>your</u> fictitious student.<br>• From the report setup **Toolbar** at top,<br>o Click **Generate.**<br>• An **ISP** should display results for your selected student. |
| | **GENERATE BASIC REPORT #4** | **Student Competency Performance (SCP)** |
| 11. |  <br>*Note!* This report may be generated by individual **Student** or selected **Group** of students, and by **Class** or **Site**. | • Generate a **Student Competency Performance (SCP)** report.<br>o Go to **Reports** > **Test Results** > **Competency Performance** > **Student Competency Performance.**<br>• The **SCP** report will provide individual students with competency information identifying their strengths and areas they need to work on. |
| 12. |  | • Specify a **Date Range** in **General Settings** for results from most recent tests otherwise, reports will generate for all results in the current program year. |
| 13. |  <br>• The **SCP** report should display results for your selected student. | • To generate the most recent **SCP** for <u>one</u> student, apply the following setup.<br>• From the report setup **Navigator** at left ><br>o Click **Tests.**<br>▪ Filter **ID** or **Name** column for <u>one</u> **student**.<br>▪ **RHAS** Training: Filter for <u>your</u> fictitious student.<br>• From the report setup **Toolbar** at top,<br>o Click **Generate.** |

| Step | Screen | Description |
|---|---|---|
| | **GENERATE BASIC REPORT #5** | **Competency Performance Summary (CPS)** |
| **14.** |  <br>*Note!* This report is mostly generated by **Class** but can also be generated for a **Group** of students. | • Generate a **Competency Performance Summary (CPS)**<br>o Go to **Reports** > **Test Results** > **Competency Performance** > **Competency Performance Summary.**<br>• This report gives a summary of how a class performed on a given test. The report serves as a snapshot of the performance of the class.<br>• With this report, an instructor is able to see a percentage by which each item or each competency was successfully completed. |
| **15.** |  <br>*Note!* Use the **CPS** to target instruction and prepare students for the next testing session. | • To generate a summary of the most recent results for a **Class,** apply the following setup.<br>• From the report setup **Navigator** at left ><br>o **General Settings** ><br>o **Date Ranges** ><br>▪ Click **Assessment Date** field **down-arrow**.<br>– From the drop-down menu, select a **Date Range.** |
| **16.** |  | • From the report setup **Navigator** at left ><br>o **General Settings** ><br>o **Page Sort Order.**<br>▪ Click **Correct + Up** to change the order and report **Competencies** needing attention at the top. |

| Step | Screen | Description |
|---|---|---|
| 17. |  | • From the report setup **Navigator** at left ><br>o **General Settings** ><br>o **Special Options** ><br>▪ **Reporting Level** ><br>– Click **Class**.<br>▪ **Display Class based on** ><br>– Click **Class Enrollment**. |
| 18. |  <br>• The **CPS** report should display pre-sorted results from all test forms taken by students having an enrollment in the class within the specified date range. | • From the report setup **Navigator** at left ><br>o Click **Class Instances** ><br>▪ **Uncheck** <u>all</u> classes from column header, and then<br>▪ **Check** <u>one</u> class.<br>• From the report setup **Toolbar** at top,<br>o Click **Generate.** |
| | **GENERATE BASIC REPORT #6** | **Student Test Summary (STS)** |
| 19. |  <br>*Note!* This report is mostly generated by **Class** but can also be generated for a **Group** of students and by **Site.** | • Generate a **Student Test Summary (STS)** report.<br>o Go to **Reports** > **Test Results** > **Test History** > **Student Test Summary.**<br>• In addition to listing the test history for each student, the **STS** report will also identify below accurate range (∗) and conservative estimate (◆) scores. This is helpful when identifying students who may need to retest.<br>(∗) Retest at a lower level.<br>(◆) Retesting recommended. |

| Step | Screen | Description |
|---|---|---|
| 20. |  | • So that all tests taken by students in any **Class** or **Site** display in <u>one</u> report based on having an enrollment in a **Class**, apply the following setup.<br>• From the report setup **Navigator** at left ><br>o **General Settings** ><br>o **Special Options** ><br>▪ **Display Class based on** ><br>– Click **Class Enrollment**. |
| 21. |  <br>• The **STS** report should display results from all test forms taken by students having an enrollment in the class within the specified date range. | • From the report setup **Navigator** at left ><br>o Click **Class Instances >**<br>▪ **Uncheck** <u>all</u> classes from column header, and then<br>▪ **Check** <u>one</u> class.<br>• From the report setup **Toolbar** at top,<br>o Click **Generate.** |
| | | **SAVING REPORTS** |
| 22. |  | • With all reports, you may –<br>o **Keep** (Reporting) **Sessions** in **Reports Manager,**<br>o **Export** to saved file, or<br>o **Print.**<br>• To clear your screen,<br>o Click **Pages** at top right, and then<br>o Click **Close All Pages**. |

| Step | Screen | Description |
|---|---|---|
| 23. |  | • If you are finished working in *TE*, it is recommended to **Disconnect** from the server before closing the application.<br>o Click the **TE icon** at top left.<br>o Click **Disconnect.** |
| 24. |  | • Close the application.<br>o Click the **TE icon** at top left.<br>o Click **Exit.** |
| | | **SAMPLE REPORTS** |
| 25. |  | • **Sample Reports** are available on the *CASAS* website – www.casas.org.<br>o Home > Product Overviews > Software > TOPSpro Enterprise > Sample Reports |

## CASAS Contact Information

| | |
|---|---|
| **Mail:** | *CASAS*<br>5151 Murphy Canyon Rd., Suite 220<br>San Diego, CA 92123-4339 |
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| **Ordering questions:** | orders@casas.org |
| **California Accountability:** | capm@casas.org |
| **California AEBG - Adult Ed Block Grant:** | aebg@casas.org |
| **CASAS Technology Support Team:** | techsupport@casas.org |

## Training Support

Help documentation is available at: CASAS Home > Training and Support >

- eTests Online Help
- TOPSpro Enterprise Help.

Enroll in a complimentary workshop at: CASAS Training Registration.

## Technical Support

The ***CASAS* Technology Support Team** is available at techsupport@casas.org to provide technical assistance for successful online implementation and uninterrupted test delivery. Team members are available 6:00 am – 5:00 pm (Pacific), M – F, at 1-800-255-1036, option 2.

If you have any questions or if there is anything that we may help you with, please let us know.

***CASAS Technology Support Team***
techsupport@casas.org | 1-800-255-1036, option 2


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