

Testing Sessions



Online System

2017 National Summer Institute

Contents

Overview	3
Steps to Create Testing Sessions	4
Ask CASAS to Help!	5
STEP 1: Testing Session Templates	6
Template Name/Site	9
Modalities Settings	10
Options Settings	11
Registration Settings	12
Data Settings	13
Layout Settings	14
Admin Settings	15
STEP 2: Testing Sessions	16
Steps to Replicate Sessions	24
Replicate Sessions into New Site	27
Replicate Sessions into New Program Year	29
CASAS Contact Information	31
Training Support	31
Technical Support	31

Overview

To help you get started with online testing, CASAS will apply instructional-program templates with sets of sessions to your eTests Online account. These default templates and sessions will ensure standardized test delivery with [CASAS approved assessments for NRS](#). This fully automated application will present appropriate-level tests to each of your students.

Instructional-program templates deliver the following CASAS tests

- ABE – [Life and Work Reading](#) and [Life Skills Math](#)
- ASE – [Secondary Level Assessments](#) - Language Arts & Mathematics
- ESL/ELL – [Life and Work Reading](#) and [Life and Work Listening \(980 series\)](#)
- HSD/HSE – [Life and Work Reading](#) and [Life Skills Math](#)
- Multi-Programs – [Life and Work Reading](#), [Life Skills Math](#), and [Life and Work Listening \(980 series\)](#)

Available Soon in HTML:

- CIT – [Reading for Citizenship \(CIT\) & Government and History for Citizenship](#)
- WSCS – [Workforce Skills Certification](#) (additional training required for implementation)

Note!

- Feel free to customize templates or add additional sessions sharing the same template.
- Editing a template **will** affect all testing sessions related to that template.
- Deleting a testing session does **not** affect other sessions sharing the same template.

Sessions are ready to use and reuse whenever you need to test – simply **START** and **STOP** sessions throughout the program year (July 1 – June 30).

- One certified proctor per 20-25 students is required per lab.
- Sets of testing sessions are required per lab for proctors to manage.
- Proctors can filter for the **Site** and then the **Lab** to display all available sessions for administering tests.
- Proctors may further filter the list of testing sessions per instructional program.
- Proctors can check **Save Table Filters** to retain the filtered display.

Steps to Create Testing Sessions

Overview

- Creating **Sessions** is a one-time task involving a two-step process using *eTests Online*.
 - **STEP 1: Testing Session Templates** – establish instructional-program templates to ensure standardized test delivery and to align with your local program’s assessment policy for web-based testing and data-collection practices.
 - **Modalities** – *What tests are delivered in a session.*
 - **Options** – *How tests are delivered in a session.*
 - **Registration** – *Identifies students in a session.*
 - **Data** – *What student information is collected and recorded in a session.*
 - **Layout** – *What displays during and after testing.*
 - **Admin** – *How sessions are managed.*
 - **STEP 2: Testing Sessions** – create sets of sessions from each instructional-program template for each testing purpose – i.e., the Session Description.
 - Intake/Pretest
 - Progress/Post-test
 - Retest: Same day only
 - Returning: After 90+ days absence
 - Registration
 - Practice
- Adding **Sessions** at all sites and for all labs at each site is a two-part process.
 - **PART 1:** Use *eTests Online* to –
 - Establish one set of **Templates** and sets of **Sessions** per template.
 - **PART 2:** Use *TOPSpro Enterprise (TE) Online* to –
 - **Batch Replicate** sets of **Templates** and **Sessions**.
 - For use at other sites.
 - For each lab per site.
 - For the new program year.


- Only certified coordinators may –
 - Create, edit, or copy **Testing Session Templates** and **Testing Sessions**
 - Delete **Templates** with no **Sessions**.
 - Delete **Sessions** with no finished tests.
- **Templates** are site-specific.
 - Any edit to a **Template** simultaneously affects all sessions sharing the same **Template** – but *only* within the same site.
- If you have more than one lab at a site, you must have sets of **Sessions** for proctors to manage per lab.
 - The **Session Description** (*not* the **Template**) should include the lab name.
 - Assign **Stations** to all sets of **Sessions** per lab.
- After adding **Sessions**, they are ready to use and reuse whenever you need to test throughout the program year.
 - Reusing **Sessions** ensures standardized test delivery and testing practices.
 - The most-used **Sessions** in a set are pretest and progress/post-test sessions.
 - Remaining **Sessions** are used “as needed.”
- Multiple **Sessions** may be active simultaneously to deliver tests according to the **Session** description.
 - **Stations** will deliver tests according to the **Session Description**.

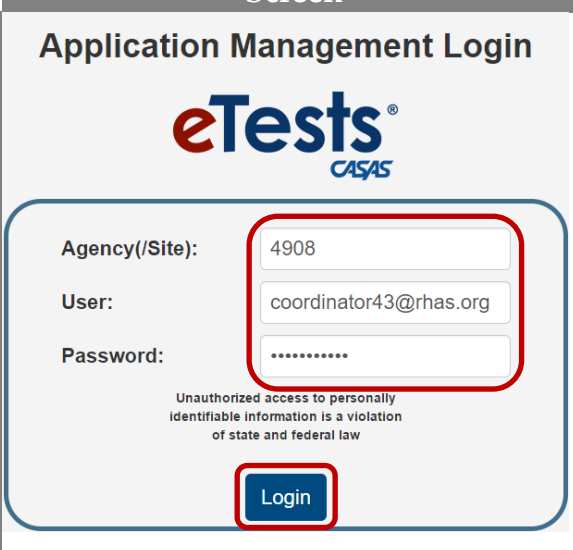
Ask CASAS to Help!

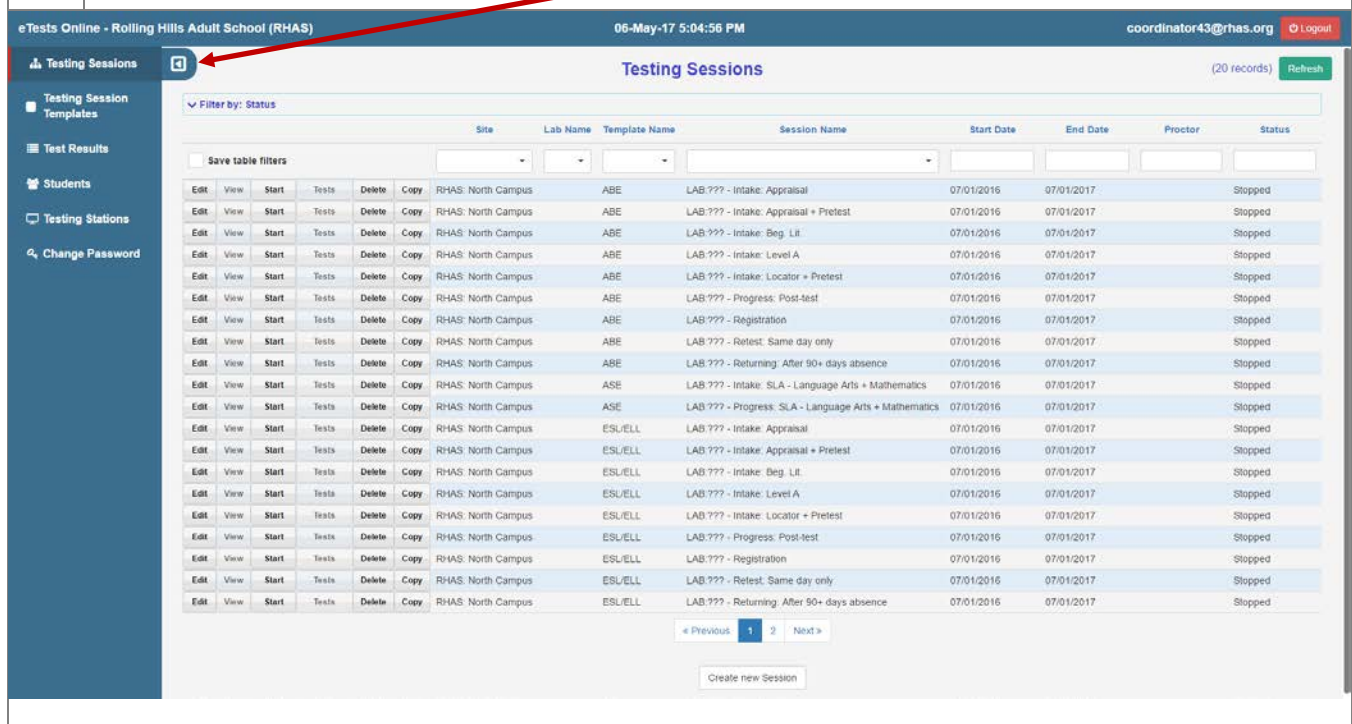
Ask CASAS to help you get started with the new [HTML](#) version by applying instructional-program **Templates** with sets of **Sessions** to your *eTests Online* account!

- These default **Templates** and **Sessions** will ensure standardized test delivery with [CASAS approved assessments for NRS](#).
- If the default **Sessions** do not meet your needs, please let us know right away and we will work with you to edit **Sessions** or help you set up new **Sessions** to best suit your program’s needs.
- You are also free to make changes yourself at any time.
- **Remember!** If you have more than one lab at a site location, you must have sets of **Sessions** available for proctors to manage and administer tests per lab.
- Contact the **CASAS Technology Support Team** at techsupport@casas.org with your request for [HTML](#) sessions today!

STEP 1: Testing Session Templates

Step	Screen	Description
1.	<ul style="list-style-type: none"> To begin creating Testing Sessions, <ul style="list-style-type: none"> Launch a web browser on your computer. Go to the URL* for the CASAS <i>eTests Online</i> application your program uses – <ul style="list-style-type: none"> *Global – eTests Online – https://etestsonline.org/html5/#/ *California – eTests Online – https://ca.etestsonline.org/html5/#/ *Washington – eTests Online – https://etestsonline.org/Washington/html5/#/ 	
2.	<p>FOR TRAINING, use RHAS –</p> <ul style="list-style-type: none"> Set-up two tabs in your browser window with both pointing to the <i>RHAS Simulation Server</i>. <ul style="list-style-type: none"> TAB 1 – Use to simulate access to the Management Console. TAB 2 – Use to simulate access to the Testing Station. <p>➤ Go to Rolling Hills – eTests Simulation – https://etestsonline.org/RollingHills/html5/#/</p> 	
3.	<ul style="list-style-type: none"> At top right of your browser window, click Sign in. <ul style="list-style-type: none"> Both certified coordinators and proctors may access the <i>eTests Online</i> Management Console. Only certified coordinators may create, edit, or delete Templates and Sessions. 	
4.	<p>Note! If you are accessing the CASAS <i>Online System</i> for the first time, <i>eTests Online</i> or <i>TE Online</i>, you are prompted to change your password.</p> <ul style="list-style-type: none"> To change your password from <i>eTests Online</i>, click Sign in at top right. <ul style="list-style-type: none"> Enter Log in credentials given to you by your Agency.** Change your Password. <ul style="list-style-type: none"> Passwords consist of a minimum of 8 alphanumeric characters with at least one alpha and one numeric character. <p>**The Agency ID is assigned by CASAS.</p> <p>**The User name is assigned by the Agency. A <u>work e-mail address</u> is recommended.</p> <p>**A temporary Password is assigned by the Agency.</p>	

Step	Screen	Description
5.		<p>Continue with Testing Session Templates –</p> <ul style="list-style-type: none"> From Application Management Login, Enter your Agency ID. <ul style="list-style-type: none"> RHAS Training Agency: 4908. Enter your User name. <ul style="list-style-type: none"> RHAS Training User: coordinator##@rhas.org. Enter your Password. <ul style="list-style-type: none"> RHAS Training Password: coordinator. Click Login.
6.	<ul style="list-style-type: none"> The <i>eTests Online Management Console</i> opens to display – <ul style="list-style-type: none"> Header with Agency name, current Date and Time, and logged-on User. <p>Note! All activity is tracked and recorded <u>per logged-on User</u>. Sharing of log in credentials is strictly prohibited!</p> List of default Testing Sessions applied by CASAS to present appropriate tests to your students according to the Session Name. Menus at left, which may be retracted to increase the screen-display view. 	



eTests Online - Rolling Hills Adult School (RHAS) 06-May-17 5:04:56 PM coordinator43@rhas.org Logout

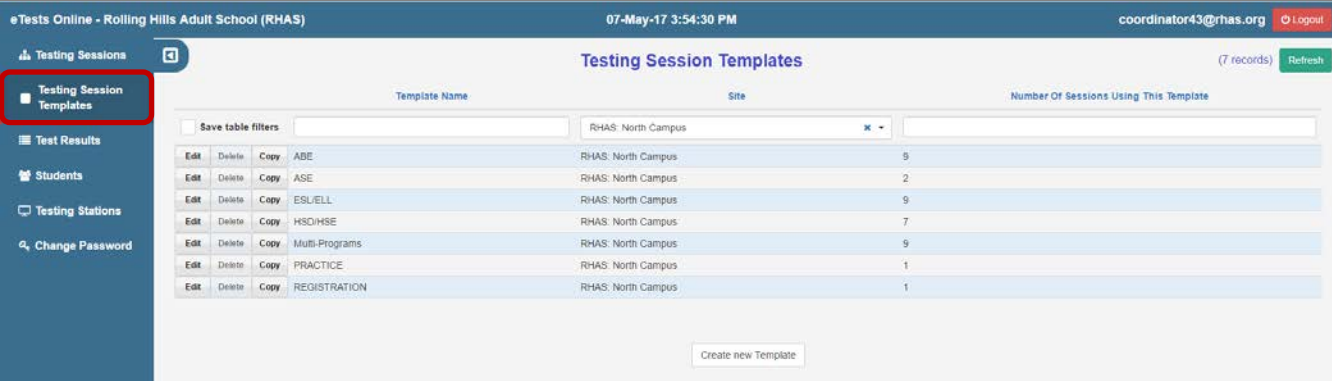

Testing Sessions (20 records) Refresh

Filter by: Status

	Site	Lab Name	Template Name	Session Name	Start Date	End Date	Proctor	Status
Edit View Start Tests Delete Copy	RHAS: North Campus	ABE	LAB ??? - Intake: Appraisal	07/01/2016	07/01/2017			Stopped
Edit View Start Tests Delete Copy	RHAS: North Campus	ABE	LAB ??? - Intake: Appraisal + Pretest	07/01/2016	07/01/2017			Stopped
Edit View Start Tests Delete Copy	RHAS: North Campus	ABE	LAB ??? - Intake: Beg. Lit.	07/01/2016	07/01/2017			Stopped
Edit View Start Tests Delete Copy	RHAS: North Campus	ABE	LAB ??? - Intake: Level A	07/01/2016	07/01/2017			Stopped
Edit View Start Tests Delete Copy	RHAS: North Campus	ABE	LAB ??? - Intake: Locator + Pretest	07/01/2016	07/01/2017			Stopped
Edit View Start Tests Delete Copy	RHAS: North Campus	ABE	LAB ??? - Progress: Post-test	07/01/2016	07/01/2017			Stopped
Edit View Start Tests Delete Copy	RHAS: North Campus	ABE	LAB ??? - Registration	07/01/2016	07/01/2017			Stopped
Edit View Start Tests Delete Copy	RHAS: North Campus	ABE	LAB ??? - Retest: Same day only	07/01/2016	07/01/2017			Stopped
Edit View Start Tests Delete Copy	RHAS: North Campus	ABE	LAB ??? - Returning After 90+ days absence	07/01/2016	07/01/2017			Stopped
Edit View Start Tests Delete Copy	RHAS: North Campus	ASE	LAB ??? - Intake: SLA - Language Arts + Mathematics	07/01/2016	07/01/2017			Stopped
Edit View Start Tests Delete Copy	RHAS: North Campus	ASE	LAB ??? - Progress: SLA - Language Arts + Mathematics	07/01/2016	07/01/2017			Stopped
Edit View Start Tests Delete Copy	RHAS: North Campus	ESL/ELL	LAB ??? - Intake: Appraisal	07/01/2016	07/01/2017			Stopped
Edit View Start Tests Delete Copy	RHAS: North Campus	ESL/ELL	LAB ??? - Intake: Appraisal + Pretest	07/01/2016	07/01/2017			Stopped
Edit View Start Tests Delete Copy	RHAS: North Campus	ESL/ELL	LAB ??? - Intake: Beg. Lit.	07/01/2016	07/01/2017			Stopped
Edit View Start Tests Delete Copy	RHAS: North Campus	ESL/ELL	LAB ??? - Intake: Level A	07/01/2016	07/01/2017			Stopped
Edit View Start Tests Delete Copy	RHAS: North Campus	ESL/ELL	LAB ??? - Intake: Locator + Pretest	07/01/2016	07/01/2017			Stopped
Edit View Start Tests Delete Copy	RHAS: North Campus	ESL/ELL	LAB ??? - Progress: Post-test	07/01/2016	07/01/2017			Stopped
Edit View Start Tests Delete Copy	RHAS: North Campus	ESL/ELL	LAB ??? - Registration	07/01/2016	07/01/2017			Stopped
Edit View Start Tests Delete Copy	RHAS: North Campus	ESL/ELL	LAB ??? - Retest: Same day only	07/01/2016	07/01/2017			Stopped
Edit View Start Tests Delete Copy	RHAS: North Campus	ESL/ELL	LAB ??? - Returning After 90+ days absence	07/01/2016	07/01/2017			Stopped

< Previous 1 2 Next >

Create new Session

Step	Screen	Description
7.	<p>Ask CASAS! To apply instructional-program Templates with sets of Sessions to your <i>eTests Online</i> account to ensure standardized test delivery with CASAS approved assessments for NRS.</p>	<ul style="list-style-type: none"> From the Application Management menu at left, <ul style="list-style-type: none"> Click Testing Session Templates. A default set of Templates will display if you asked CASAS to help!
		
8.	<ul style="list-style-type: none"> If you are adding a Template, <ul style="list-style-type: none"> Click Create new Template. 	<ul style="list-style-type: none"> If you are editing a Template, <ul style="list-style-type: none"> Click Edit.
9.	<p>FOR RHAS TRAINING – Only review Template settings. Do not make any edits.</p> <ul style="list-style-type: none"> Each participant has his or her “unique” Template with default set of Sessions to work with during training. Each “unique” Template is to simulate an <i>Instructional Program</i> with set of Sessions. Look for your “unique” <i>Instructional Program Template</i> displayed on the placard next to your station. <ul style="list-style-type: none"> Enter the <i>Instructional Program</i> name here: _____. You will use this Template for training purpose. 	
10.	 <p>Note! Templates must be edited <u>per Site</u> to simultaneously edit all sessions sharing the Template at a Site.</p> <p>Remember! The Template ensures standardized settings among all sessions sharing the same Template (per <u>Site</u>).</p>	<ul style="list-style-type: none"> Locate a Template, <ul style="list-style-type: none"> <u>Type to search</u> in the Template Name field. RHAS Training: Enter <u>your</u> “unique” <i>Instructional Program</i> name. To retain the filtered display, <ul style="list-style-type: none"> Check Save table filters at left. <p>FOR TRAINING: Only review Template settings. <u>Do not make any edits.</u></p>

Template Configuration

Template Name/Site

Step	Screen	Description
11.	<div> <div>1</div> Template Name <ul style="list-style-type: none"> The Template – <ul style="list-style-type: none"> Establishes predetermined settings that serve as the model for test delivery. Serves as the customized format for testing students in an instructional program. The Name may be the acronym for the instructional program (recommended), such as – <ul style="list-style-type: none"> ABE – Adult Basic Education ASE – Adult Secondary Education CIT – Citizenship ESL/ELL – English as a Second Language/English Language Learners HSD – High School Diploma HSE – High School Equivalency </div> <div> <div>2</div> Site <ul style="list-style-type: none"> Each Site will have its own Template. <ul style="list-style-type: none"> Templates are specific to each Site. Any edit to a Template must also be made to the same Template at other Sites. </div>	
<div> <div>eTests Online - Rolling Hills Adult School (RHAS)07-May-17 5:30:55 PM</div> <div> <div> <div>Testing Sessions</div> <div>Testing Session Templates</div> <div>Test Results</div> <div>Students</div> </div> <div> <div>1</div> <div>Template name: ABE</div> <div>Site: RHAS: North Campus</div> <div>2</div> <div>Template configuration</div> </div> <div>Edit template details</div> </div> </div>		
12.	<p>Note!</p> <ol style="list-style-type: none"> After the first set of Templates and sets of Sessions are established at <u>one</u> Site in <i>eTests Online</i>, Use <i>TOPSpro Enterprise Online</i> and Batch Replicate sets of Testing Sessions (including Templates) – <ul style="list-style-type: none"> To <u>other</u> Sites. <u>Per Lab</u> at <u>each</u> Site. For <u>all</u> Labs at <u>all</u> Sites in the new Program Year. 	

Template Configuration

Modalities Settings

Step	Screen	Description
13.	<ul style="list-style-type: none"> Modalities settings specify what gets delivered in a session. 	
	<p>1 eTests Online will deliver tests from the following series per instructional program –</p> <ul style="list-style-type: none"> ABE – Life and Work Reading and Life Skills Math ASE – Secondary Level Assessments – Language Arts + Mathematics ESL/ELL – Life and Work Reading and Life and Work Listening (980 series) HSD/HSE – Life and Work Reading and Life Skills Math Multi-Programs – Life and Work Reading, Life Skills Math, Life and Work Listening (980 series) <p>Available Soon in HTML:</p> <ul style="list-style-type: none"> CIT – Reading for Citizenship (CIT) & Government and History for Citizenship WCS – Workforce Skills Certification (additional training required for implementation) 	
	<p>2 Locator/Appraisal</p> <ul style="list-style-type: none"> By default, the Locator (Computer-Adaptive Test/CAT) is automatically set as a short appraisal to determine and present an appropriate-level pretest in the same sitting – Forms 102R, 102M, 89L. A standardized, fixed-form Appraisal may be used instead to determine the pretest form level – Forms 80R, 80M, 80L. 	

eTests Online - Rolling Hills Adult School (RHAS) 07-May-17 4:59:49 PM coordinator43@rhas.org Logout

Testing Sessions

Testing Session Templates

Test Results

Students

Testing Stations

Change Password

Edit template details

Template name: ABE

Site: RHAS: North Campus

Template configuration

Modalities Options Registration Data Layout Admin

1 ☒ Reading **2** Life and Work (work emphasis at Level C) Config Edit Clear

Locator/Appraisal [Default - 102R]

☒ Math LS Math 30 series Config Edit Clear

Locator/Appraisal [Default - 102M]

☐ Listening

☐ Speaking

☐ Writing

☐ Citizenship

☐ Problem Solving

☐ Critical Thinking

Save Cancel

Template Configuration

Options Settings

Step	Screen	Description
14.	<ul style="list-style-type: none"> Options settings specify how tests are delivered. 	
	<ol style="list-style-type: none"> Test-Timers are set by default to recommended number of minutes. Practice Tests are enabled by default and help introduce students to taking a CASAS web-based test. Enabling this option hides the practice test buttons from the test-taker's screen, which is common for progress/post-test sessions. Classes may selected and assigned to the test record at time of testing. This is a default setting however, assigning classes is not require because the online system tracks students and programs across sites and classes through a unique ID; thereby allowing multiple classes and programs to use the same test results and avoid over-testing. Class Site may be specified to allow students to select a Class from a specified Site. I Don't Know is primarily enabled on Locators to allow students to skip a test item without responding. If not enabled, students cannot skip on a Locator and must respond. Next Test setting is for returning students who have been absent from instruction for 90+ days and must be re-appraised (Locator or Appraisal) for accurate re-entry placement in a program. 	

eTests Online - Rolling Hills Adult School (RHAS) 07-May-17 5:00:30 PM coordinator43@rhas.org Logout

Testing Sessions

Testing Session Templates

Test Results

Students

Testing Stations

Change Password

Edit template details

Template name: ABE

Site: RHAS: North Campus

Template configuration

Modalities Options Registration Data Layout Admin

Limit locator to 15 minutes

Limit appraisal to 30 minutes

Limit pre/post test to 60 minutes

Hide practice tests

Allow student to select class from other sites

Select default site for class [Session Site]

Allow 'I don't know' on locator/appraisal

Use locator/appraisal for next test in same modality

Save Cancel

Template Configuration

Registration Settings

Step	Screen	Description
15.	<ul style="list-style-type: none"> Registration settings identify students in a session. 	
	<ol style="list-style-type: none"> Lock New Students is a recommended setting to enable for sessions when testing students whose records pre-exist in the online account to avoid duplicating student records and testing. Specified Students may be enabled to control who is allowed to test in the session. Program designation automatically adds a Program Enrollment record for the student in <i>TE Online</i>. Program designation is required for generating many reports in <i>TE</i>. Find Students is a default setting to identify students with a unique ID across sites and automatically present the appropriate test(s) based on the student's most recent test(s) recorded in the online system. Allow Update is a default setting to allow students access to their student information and provide updates to contact information, demographics, personal and labor force status, and goals. (Data screens must be enabled to update.) 	


The screenshot shows the 'Edit template details' interface for a testing session. The left sidebar contains navigation links: Testing Sessions, Testing Session Templates, Test Results, Students, Testing Stations, and Change Password. The main content area is titled 'Edit template details' and includes a 'Template configuration' section. This section has tabs for 'Registration', 'Data', 'Layout', and 'Admin'. The 'Registration' tab is active, showing several settings:

- 1** Lock creation of new students (checkbox)
- 2** Allow only specified students (checkbox)
- 3** Select default program (dropdown menu showing 'Basic Skills (ABE)')
- 4** Find students in other sites (checkbox, checked)
- 5** Allow update on student information (checkbox, checked)

 At the bottom of the configuration section are 'Save' and 'Cancel' buttons. A 'Reset' button is located in the top right corner of the configuration area. The top of the page shows the user is logged in as 'coordinator43@rhas.org' on '07-May-17 5:00:54 PM'.

Template Configuration

Data Settings

Step	Screen	Description
16.	<ul style="list-style-type: none"> Data settings specify <u>what student information is collected and recorded</u> in a session. <p>1 Selected Data* –</p> <ul style="list-style-type: none"> Click to move data UP or DOWN to specify the order for displaying screens to students in a session. Click to remove a data screen. All data collected in a session is automatically recorded in <i>TE Online</i>. <p>2 Available Data –</p> <ul style="list-style-type: none"> Click to add a data screen to display to students in a session. <p>*Note! Data Collection screens are accessible from the Person icon at top right of the Testing Station. If enabled in Registration settings, students may update their information before testing begins.</p>	

eTests Online - Rolling Hills Adult School (RHAS) 07-May-17 5:01:24 PM coordinator43@rhas.org Logout

Testing Sessions

Testing Session Templates

Test Results

Students

Testing Stations

Change Password

Edit template details

Template name: ABE

Site: RHAS: North Campus

Template configuration

Modalities Options Registration Data **1** Admin

Selected

Move up/down arrows to order data screens displayed to students

Student Info

Phone Number

Email Address

Address

Zip code

Gender

Birth date

Native language

2

Available

SSN

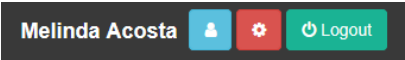
Ward

Program information

Save Cancel

Template Configuration

Layout Settings

Step	Screen	Description
17.	<ul style="list-style-type: none"> Layout settings specify <u>what displays to students during and after testing.</u> 	
	<p>1 Toolbar Display Options* –</p> <ul style="list-style-type: none"> Show Toolbar: <u>Check</u> to enable the retractable Toolbar when students are testing. Show Toolbar Pinned: <u>Check</u> to display the Toolbar when students begin the test. <u>Check</u> remaining information you want displayed in the Toolbar during testing. <p><i>Note! Pause:</i> <u>Check</u> <i>only</i> if you will allow students to interrupt their test for a quick break or other reason. This will also pause the test-timer when enabled.</p>	
	<p>2 End Test Display Options –</p> <ul style="list-style-type: none"> Show End Test Report: <u>Check</u> to enable the Personal Score Report (PSR) or <u>Uncheck</u> to disable the PSR. <u>Check</u> remaining information you want displayed on the PSR when students end the test. 	
	<p>3 Accommodations Options* –</p> <ul style="list-style-type: none"> Apply settings as appropriate for the session. 	
	<p><i>*Note! Toolbar and Accommodations Options</i> are accessible from the Gear icon at top right of the test-taker's screen before testing begins.</p>	

eTests Online - Rolling Hills Adult School (RHAS) 07-May-17 5:01:55 PM coordinator43@rhas.org Logout

Testing Sessions

Testing Session Templates

Test Results

Students

Testing Stations

Change Password

Edit template details

Template name: ABE

Site: RHAS: North Campus

Template configuration

Modalities Options Registration Data Layout Admin

1 **Toolbar display options**

- ☒ Show toolbar
- ☒ Show toolbar pinned
- ☒ Show student id
- ☒ Show student name
- ☐ Show form number
- ☒ Show remaining items
- ☒ Show remaining time
- ☐ Show pause
- ☒ Show labels

Input type: Computer with mouse

Background color of right panel: ☒ ☐ ☐ ☐

Display size of questions and options: Normal

2 **End test display options**

- ☒ Show end test report
- ☐ Show raw score
- ☒ Show scale score
- ☒ Show below accurate range (*)
- ☒ Show conservative estimate (+)
- ☐ Show pass/fail for G&H/WSCS
- ☒ Show levels and skills description
- ☒ Allow print report

Toolbar font size: Normal

Outline color of question number: ☒ ☐ ☐ ☐

Save Cancel

Template Configuration

Admin Settings

Step	Screen	Description
18.	<ul style="list-style-type: none"> Admin settings define how sessions are managed. 	
	<ol style="list-style-type: none"> Session Start – This is set at 30 minutes by default and allows the proctor to start a session ahead of schedule if needed. Minimum Supervisory Hours – This is set at 1 hour by default and represents the minimum number of hours allowed for a proctor to supervise a session. Maximum Supervisory Hours – This is set at 8 hours by default and represents the maximum number of hours allowed for a proctor to supervise a session. If the proctor forgets to <u>Stop</u> a session, the session will be suspended when hours expire. Same Modality – This is set at 1 day by default and represents the minimum number of days allowed between administration of the same test modality (reading, math, listening, etc.). If set to “0,” test-takers may take the same test modality in the same day. Same Test – This is set at 1 day by default and represents the minimum number of days allowed between repeating the same test. If set to “0,” test-takers may repeat the same test in the same day (not recommended). 	

eTests Online - Rolling Hills Adult School (RHAS) 07-May-17 5:02:26 PM coordinator43@rhas.org Logout

Testing Sessions

Testing Session Templates

Test Results

Students

Testing Stations

Change Password

Edit template details

Template name: ABE

Site: RHAS: North Campus

Template configuration

Modalities Options Registration Data Layout Admin

1 Allow session to start in advance with 30 minutes

2 Supervise session for at least 1 hours

3 Supervise session for at most 4 hours

4 Days between tests of the same modality 1

5 Days between repeating the same test 1

Save Cancel

STEP 2: Testing Sessions

You may use any testing station in a lab to deliver tests from any of the following sessions. Please note that you may use these sessions simultaneously.

- **Intake/pretest** sessions are designed for new students and align with the recommended [CASAS Intake Process](#). New student records are added at the time of testing. This session also collects required data to eliminate processing/scanning entry records.
- **Progress/post-test** session is designed to administer the next appropriate-level test based on a student's most recent test(s) recorded in the online system. Students must enter a pre-existing ID before they may proceed with testing. This session prevents duplicate student records.
- **Retest** session allows you to retest students on the same day if their test score is –
 - Below accurate range * – retesting is required, or
 - Conservative estimate ♦ – retesting is recommended.
- **Returning** session re-administers the locator or appraisal due to the student being absent so long that the previous test is no longer valid.
- **Registration** session separates the student registration process from the testing process. Refer to [Data Collection Details](#) for demographic, program and personal data.
 - If you use the **Registration** session, data-collection screens are skipped during an intake session and students can begin testing.
 - If you do not use the **Registration** session, students will complete data-collection screens during the intake session before they begin testing.
- **Practice** introduces students to taking a CASAS web-based test.

Test results are immediately accessible in both *eTests Online* and *TE Online*. This includes generating reports in *TE* such as the [Individual Skills Profile](#) and [Student Competency Performance](#) report.

eTests Online - Rolling Hills Adult School (RHAS) 10-May-17 10:50:45 AM coordinator43@rhas.org Logout

Testing Sessions (12 records) Refresh

Filter by: Status

Save table filters

					Site	Lab Name	Template Name	Session Name	Start Date	End Date	Proctor	Status
Edit	View	Start	Tests	Delete	Copy	RHAS: North Campus	Career Center	ABE	LAB/CC - Intake: Appraisal	07/01/2016	07/01/2017	Stopped
Edit	View	Start	Tests	Delete	Copy	RHAS: North Campus	Career Center	ABE	LAB/CC - Intake: Appraisal + Pretest	07/01/2016	07/01/2017	Stopped
Edit	View	Start	Tests	Delete	Copy	RHAS: North Campus	Career Center	ABE	LAB/CC - Intake: Beg. Lit.	07/01/2016	07/01/2017	Stopped
Edit	View	Start	Tests	Delete	Copy	RHAS: North Campus	Career Center	ABE	LAB/CC - Intake: Level A	07/01/2016	07/01/2017	Stopped
Edit	View	Start	Tests	Delete	Copy	RHAS: North Campus	Career Center	ABE	LAB/CC - Intake: SLA - Language Arts + Mathematics	07/01/2016	07/01/2017	Stopped
Edit	View	Start	Tests	Delete	Copy	RHAS: North Campus	Career Center	ABE	LAB/CC - Progress: SLA - Language Arts + Mathematics	07/01/2016	07/01/2017	Stopped
Edit	View	Start	Tests	Delete	Copy	RHAS: North Campus	Career Center	HSD/HSE	LAB/CC - Intake: LW Reading + LS Math	07/01/2016	07/01/2017	Stopped
Edit	View	Start	Tests	Delete	Copy	RHAS: North Campus	Career Center	HSD/HSE	LAB/CC - Progress: LW Reading + LS Math	07/01/2016	07/01/2017	Stopped
Edit	View	Start	Tests	Delete	Copy	RHAS: North Campus	Career Center	HSD/HSE	LAB/CC - Retest: Same day only	07/01/2016	07/01/2017	Stopped
Edit	View	Start	Tests	Delete	Copy	RHAS: North Campus	Career Center	HSD/HSE	LAB/CC - Returning: After 90+ days absence	07/01/2016	07/01/2017	Stopped
Edit	View	Start	Tests	Delete	Copy	RHAS: North Campus	Career Center	PRACTICE	LAB/CC - Reading, Math, Listening	07/01/2016	07/01/2017	Stopped
Edit	View	Start	Tests	Delete	Copy	RHAS: North Campus	Career Center	REGISTRATION	LAB/CC - Student Information	07/01/2016	07/01/2017	Stopped

Create new Session

Step	Screen	Description
1.	<p>Ask CASAS! To work with you to edit sessions or help you set up new sessions to best suit your program's needs. You are also free to make changes yourself at any time.</p>	<ul style="list-style-type: none"> From the Application Management menu at left, <ul style="list-style-type: none"> Click Testing Sessions. A default set of Sessions will display if you asked CASAS to help!

The screenshot shows the 'Testing Sessions' page in the eTests Online system. The left sidebar has a menu with 'Testing Sessions' highlighted. The main area shows a table of sessions with columns: Site, Lab Name, Template Name, Session Name, Start Date, End Date, Proctor, and Status. The table contains 20 records, all with a status of 'Stopped'. The top of the page shows the user is logged in as 'coordinator43@rhas.org' on '06-May-17 5:04:56 PM'.

2.

FOR RHAS TRAINING –

- Each participant has his or her “unique” **Template** with default set of **Sessions** to work with during training.
- Each “unique” **Template** is to simulate an *Instructional Program* with set of **Sessions**.
- Look for your “unique” *Instructional Program* **Template** displayed on the placard next to your station.
 - Enter the *Instructional Program* name here: _____.
 - You will use this **Template** for training purpose.

Remember! We are only using these “unique” names to simulate an *Instructional Program* **Template** with your default set of **Sessions** for training purpose.

Step	Screen	Description
3.	FOR RHAS TRAINING:	
	<ul style="list-style-type: none"> To filter the list of Testing Sessions to <i>only</i> display the “unique” set of Sessions you will use for training, <ul style="list-style-type: none"> Click the Site field down-arrow and from the drop-down menu, <ul style="list-style-type: none"> Select the Site for your program. Click the Template Name field down-arrow and from the drop-down menu, <ul style="list-style-type: none"> Select your “unique” <i>Instructional Program Template</i>. To retain the filtered display, <ul style="list-style-type: none"> Check Save table filters at left. 	

eTests Online - Rolling Hills Adult School (RHAS) 10-May-17 2:38:38 PM coordinator43@rhas.org Logout

Testing Sessions (9 records) Refresh

Filter by: Status

Save table filters North Campus ABE

	Site	Lab Name	Template Name	Session Name	Start Date	End Date	Proctor	Status
LAB ??? - Intake: Appraisal	North Campus	ABE			07/01/2016	07/01/2017		Stopped
LAB ??? - Intake: Appraisal + Pretest	North Campus	ABE			07/01/2016	07/01/2017		Stopped
LAB ??? - Intake: Beg. Lit.	North Campus	ABE			07/01/2016	07/01/2017		Stopped
LAB ??? - Intake: Locator + Pretest	North Campus	ABE			07/01/2016	07/01/2017		Stopped
LAB ??? - Progress: Post-test	North Campus	ABE			07/01/2016	07/01/2017		Stopped
LAB ??? - Registration	North Campus	ABE			07/01/2016	07/01/2017		Stopped
LAB ??? - Retest: Same day only	North Campus	ABE			07/01/2016	07/01/2017		Stopped
LAB ??? - Returning: After 90+ days absence	North Campus	ABE			07/01/2016	07/01/2017		Stopped

Create new Session

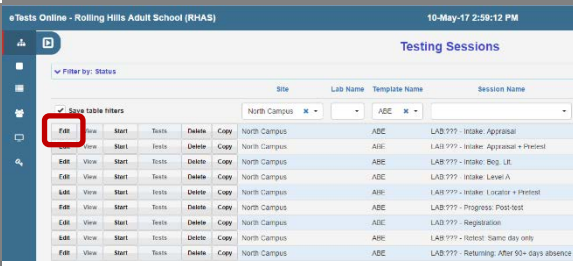
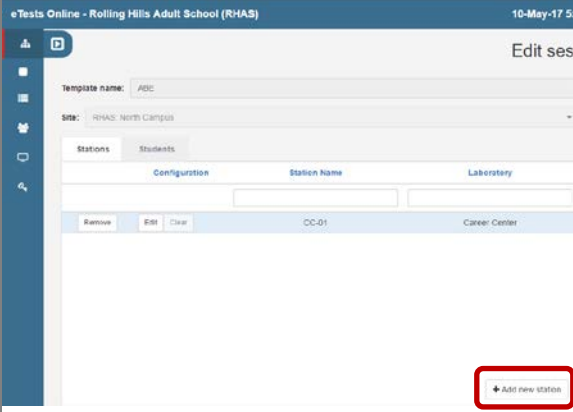
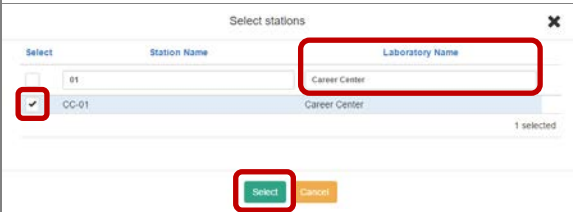
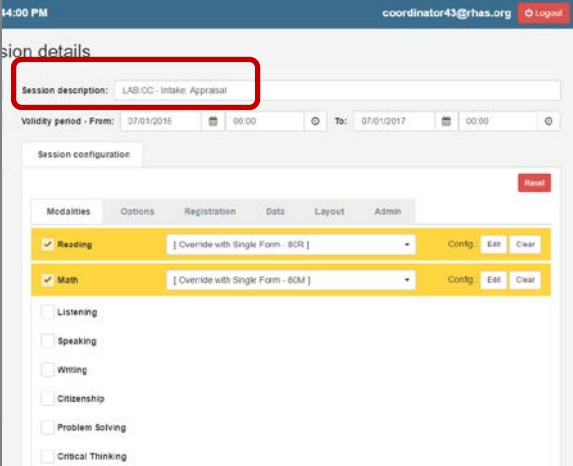
Note!

- Sessions** must be added per Site.
 - After adding the first set of **Sessions** at a **Site**, use *TE Online* to **Batch Replicate** the set to other **Sites**.
- Sessions** must be added per Lab at each **Site**.
 - Use the copy button to add sets of **Sessions** per **Lab**/per **Site**.

Ask CASAS! To help you add sets of **Sessions** per **Lab**.
- Stations** must be added per Session for each **Lab** at each **Site**.

4.	Now that Templates are established, you may begin adding or editing sets of Sessions .	
	<ul style="list-style-type: none"> If you are adding a Session, <ul style="list-style-type: none"> Click Create new Session.* 	<ul style="list-style-type: none"> If you are editing a Session, <ul style="list-style-type: none"> Click Edit.*

***FOR RHAS TRAINING: Only review Session settings. Do not add or make any edits to settings.**

Step	Screen	Description
5.		<ul style="list-style-type: none"> To assign a set of Sessions to a Lab, you will – <ol style="list-style-type: none"> Assign Stations to each Session. Assign Sessions to each Lab. Click Edit for the first session listed in the filtered display.
6.		<ul style="list-style-type: none"> From bottom of the Stations tab at left, <ul style="list-style-type: none"> Click Add New Station. To search for Stations registered in a Lab,
7.		<ul style="list-style-type: none"> Type to search in the Lab Name field to locate all Stations registered in a Lab. <ul style="list-style-type: none"> RHAS Training: Enter your Lab displayed on the placard next to your Station. Check top box to <u>select all</u> Stations registered in the Lab. <ul style="list-style-type: none"> RHAS Training: ONLY check your Station number. Do not select all stations.
8.		<ul style="list-style-type: none"> To assign the Session to the Lab, <ul style="list-style-type: none"> Add the Lab name or acronym to the Session Description. <ul style="list-style-type: none"> Replace ??? with the <u>name or acronym</u> of the Lab. For example, LAB:CC RHAS Training: Enter your Lab name or acronym displayed on the placard next to your Station. Click Save at bottom of screen.

Step	Screen	Description
9.	<p>RHAS TRAINING: Remember – ONLY assign <u>your</u> Station to <u>your</u> Sessions.</p> <ul style="list-style-type: none"> Repeat Steps 5 – 8 on the previous page to finish – <ol style="list-style-type: none"> Assigning Stations to each Session. Assigning Sessions to each Lab. When you are finished with assigning Stations to a set of Sessions in a Lab, your list of Testing Sessions should look similar to this: 	

eTests Online - Rolling Hills Adult School (RHAS) 11-May-17 2:21:14 PM coordinator43@rhas.org Logout

Testing Sessions (9 records) Refresh

Filter by: Status

Site	Lab Name	Template Name	Session Name	Start Date	End Date	Proctor	Status
RHAS: North Campus	Career Center	ABE	LAB:CC - Intake: Appraisal	07/01/2016	07/01/2017		Stopped
RHAS: North Campus	Career Center	ABE	LAB:CC - Intake: Appraisal + Pretest	07/01/2016	07/01/2017		Stopped
RHAS: North Campus	Career Center	ABE	LAB:CC - Intake: Beg. Lit.	07/01/2016	07/01/2017		Stopped
RHAS: North Campus	Career Center	ABE	LAB:CC - Intake: Level A	07/01/2016	07/01/2017		Stopped
RHAS: North Campus	Career Center	ABE	LAB:CC - Intake: Locator + Pretest	07/01/2016	07/01/2017		Stopped
RHAS: North Campus	Career Center	ABE	LAB:CC - Progress: Post-test	07/01/2016	07/01/2017		Stopped
RHAS: North Campus	Career Center	ABE	LAB:CC - Registration	07/01/2016	07/01/2017		Stopped
RHAS: North Campus	Career Center	ABE	LAB:CC - Retest: Same day only	07/01/2016	07/01/2017		Stopped
RHAS: North Campus	Career Center	ABE	LAB:CC - Returning: After 90+ days absence	07/01/2016	07/01/2017		Stopped

Here is a side-by-side comparison between the **Session Configuration** and what displays on the **Test Menu** at the **Testing Station**.

Site	Lab Name	Template Name	Session Name
RHAS: North Campus	Career Center	ABE	LAB:CC - Intake: Appraisal

10. Session details

Session description: LAB:CC - Intake: Appraisal

Validity period - From: 07/01/2016 00:00 To: 07/01/2017 00:00

Session configuration

Modalities Options Registration Data Layout Admin

☒ Reading [Override with Single Form - 80R] Config Edit Clear
☒ Math [Override with Single Form - 80M] Config Edit Clear
☐ Listening
☐ Speaking
☐ Writing
☐ Citizenship
☐ Problem Solving
☐ Critical Thinking

Test Menu

Reading Form 080R

Math Form 080M

(Practice hidden)

	RHAS: North Campus	Career Center	ABE	
11.				<div>LAB:CC - Intake: Appraisal + Pretest</div> <div> Test Menu <div>Reading Form 080R</div> <div>Math Form 080M</div> </div> <p>(Practice hidden)</p>
12.				<div>LAB:CC - Intake: Beg. Lit.</div> <div> Test Menu <div>Reading Form 027R</div> </div> <p>(Practice hidden)</p>
10.				<div>LAB:CC - Intake: Level A</div> <div> Test Menu <div>Reading Form 081R</div> <div>Math Form 031M</div> </div> <p>(Practice hidden)</p>

	RHAS: North Campus	Career Center	ABE	
11.				LAB:CC - Intake: Locator + Pretest
				Test Menu <div> <div>Reading Form 102R</div> <div>Reading Practice</div> <div>Math Form 102M</div> <div>Math Practice</div> </div>
				(Includes Practice)
12.				LAB:CC - Progress: Post-test
				Test Menu <div> <div>Reading Form 188R</div> <div>Math Form 036M</div> </div>
				(Practice hidden)
13.				LAB:CC - Registration
				NO Test Menu <div> <div>Goodbye !</div> <div>Logout</div> </div>
				(Practice hidden)
	After students finish responding to data collection screens, the student logs out.			

RHAS: North Campus
Career Center
ABE
LAB:CC - Retest: Same day only

14. 10:32 PM coordinator43@rhas.org Logout

Session details

Session description: LAB:CC - Retest: Same day only

Validity period - From: 07/01/2016 00:00 To: 07/01/2017 00:00

Session configuration

Modalities	Options	Registration	Data	Layout	Admin
<input checked="" type="checkbox"/> Reading	Life and Work (work emphasis at Level C)	Config	Edit	Clear	
Locator/Appraisal: [Default - 102R]					
<input checked="" type="checkbox"/> Math	LS Math 30 series	Config	Edit	Clear	
Locator/Appraisal: [Default - 102M]					
<input type="checkbox"/> Listening <input type="checkbox"/> Speaking <input type="checkbox"/> Writing <input type="checkbox"/> Citizenship <input type="checkbox"/> Problem Solving <input type="checkbox"/> Critical Thinking					

Test Menu

Reading
Form 188R

Math
Form 036M

(Practice hidden)

RHAS: North Campus
Career Center
ABE
LAB:CC - Returning: After 90+ days absence

10:40 PM coordinator43@rhas.org Logout

Session details

Session description: LAB:CC - Returning: After 90+ days absence

Validity period - From: 07/01/2016 00:00 To: 07/01/2017 00:00

Session configuration

Modalities	Options	Registration	Data	Layout	Admin
<input checked="" type="checkbox"/> Reading	Life and Work (work emphasis at Level C)	Config	Edit	Clear	
Locator/Appraisal: [Default - 102R]					
<input checked="" type="checkbox"/> Math	LS Math 30 series	Config	Edit	Clear	
Locator/Appraisal: [Default - 102M]					
<input type="checkbox"/> Listening <input type="checkbox"/> Speaking <input type="checkbox"/> Writing <input type="checkbox"/> Citizenship <input type="checkbox"/> Problem Solving <input type="checkbox"/> Critical Thinking					

Test Menu

Reading
Form 102R

Math
Form 102M

(Practice hidden)

RHAS: North Campus
Career Center
PRACTICE
LAB:CC - Reading, Math, Listening

coordinator43@rhas.org Logout

Session details

Session description: LAB:CC - Reading, Math, Listening

Validity period - From: 07/01/2016 00:00 To: 07/01/2017 00:00

Session configuration

Modalities	Options	Registration	Data	Layout	Admin
<input checked="" type="checkbox"/> Reading	[Select (Practice by Default)]	Config	Edit	Clear	
<input checked="" type="checkbox"/> Math	[Select (Practice by Default)]	Config	Edit	Clear	
<input checked="" type="checkbox"/> Listening	[Select (Practice by Default)]	Config	Edit	Clear	
<input type="checkbox"/> Speaking <input type="checkbox"/> Writing <input type="checkbox"/> Citizenship <input type="checkbox"/> Problem Solving <input type="checkbox"/> Critical Thinking					

Test Menu

Reading
Practice

Math
Practice

Listening
Practice Level A

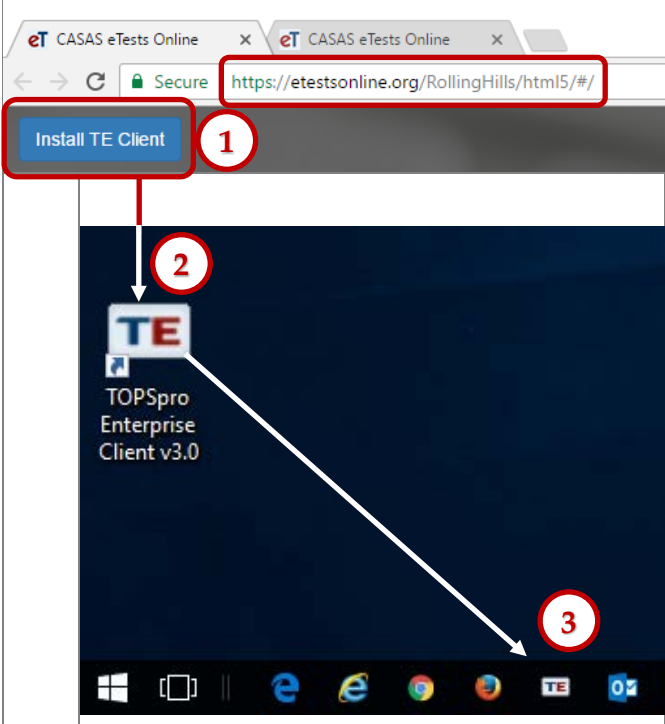
Listening
Practice Level B

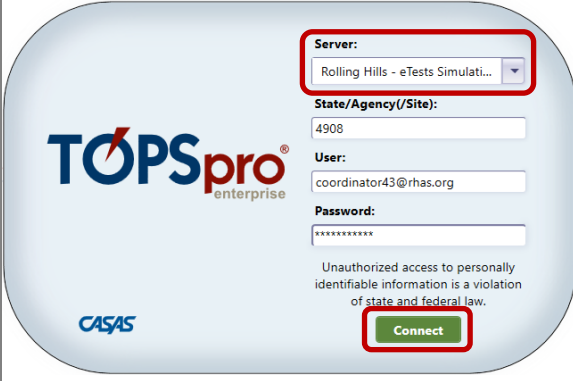
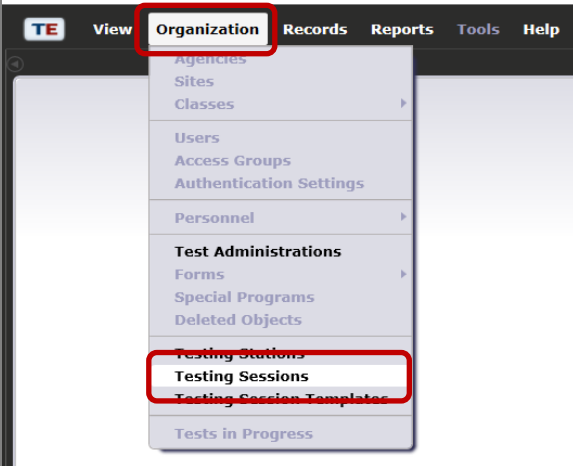
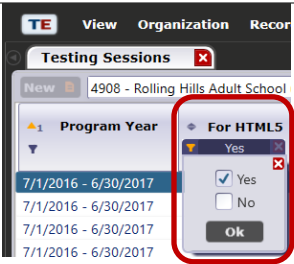
Listening
Practice Level C

Steps to Replicate Sessions

Overview

- Using *TOPSpro Enterprise (TE) Online* to **Replicate Sessions** –
 - Is the most efficient way to apply sets of **Sessions** per **Lab** at all **Sites**.
 - Maximizes your efforts after establishing one set of **Templates** with sets of **Sessions** per **Template** in *eTests Online* for the quickest way to get ready for testing in all **Labs** at all **Sites**.
 - Reaps benefits of having **Templates** and sets of **Sessions** established for all **Labs** at all **Sites** in your online account to simply **Replicate** the entire **Batch** of **Sessions** to get ready for testing in the new **Program Year** with a single click!

Step	Screen	Description
1.	<ul style="list-style-type: none"> There are three ways to access <i>TOPSpro Enterprise (TE) Online</i> and view the list of Testing Sessions records – <ol style="list-style-type: none"> Click Install TE Client at top left of the <i>CASAS eTests Online</i> main domain web page if you are accessing <i>TE</i> for the first time on a local computer. <ul style="list-style-type: none"> A client application will install on the local computer to connect with the online hosted-server. TE Client will automatically open on the local computer after installation. 	
	 <p>The screenshot shows the CASAS eTests Online web interface. At the top left, there is a button labeled 'Install TE Client' with a red circle and the number 1 next to it. Below this, a desktop view is shown with a dark blue background. On the desktop, there is a shortcut icon labeled 'TE' with a red circle and the number 2 next to it. An arrow points from the 'TE' icon to the taskbar at the bottom of the screen, where the icon is again circled with a red circle and the number 3.</p>	<ul style="list-style-type: none"> A shortcut icon is automatically placed on the local computer desktop after TE Client is installed. <ol style="list-style-type: none"> Click the TE Icon on your <u>desktop</u>. If you are a user who will access <i>TE</i> 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. Click the TE Icon from your <u>taskbar</u>.

Step	Screen	Description
2.	<p>Note! TE opens to a log in screen similar to <i>eTests Online</i> except that you need to specify the Server.</p> 	<ul style="list-style-type: none"> Click the Server drop-down menu and select the Server for your online account. <ul style="list-style-type: none"> RHAS Training: Rolling Hills. Enter your Agency ID. <ul style="list-style-type: none"> RHAS Training Agency: 4908. Enter your User name. <ul style="list-style-type: none"> RHAS Training User: coordinator##@rhas.org. Enter your Password. <ul style="list-style-type: none"> RHAS Training Password: coordinator. Click Connect.
3.	<p>Note! Users <i>do not</i> automatically have access to TE.</p> <ul style="list-style-type: none"> Access to TE is – <ul style="list-style-type: none"> <u>Granted</u> by the local agency. TE training is optional, however strongly recommended. <u>Does not require</u> coordinator or proctor certification. 	
4.		<ul style="list-style-type: none"> To view the list of Testing Sessions records as seen in <i>eTests Online</i> but now from TE, <ul style="list-style-type: none"> Click on the Organization menu. Select Testing Sessions.
5.		<ul style="list-style-type: none"> Filter the list to only display HTML sessions. <ul style="list-style-type: none"> Click the filter icon in the HTML column. Check Yes. Click Ok.

Step	Screen	Description
6.	<ul style="list-style-type: none"> A list of Sessions will display – <ul style="list-style-type: none"> For the Current Program Year. For HTML. At all Sites. 	<ul style="list-style-type: none"> Use Column Icons to further – <ul style="list-style-type: none"> Sort the list. Filter the list.

- Listed are default **Templates** with sets of **Sessions** that CASAS will apply to your *eTests Online* account...if you *Ask CASAS*!
- These default **Templates** and **Sessions** will ensure standardized test delivery with [CASAS approved assessments for NRS](#).

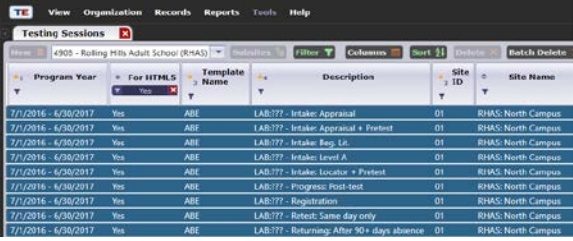
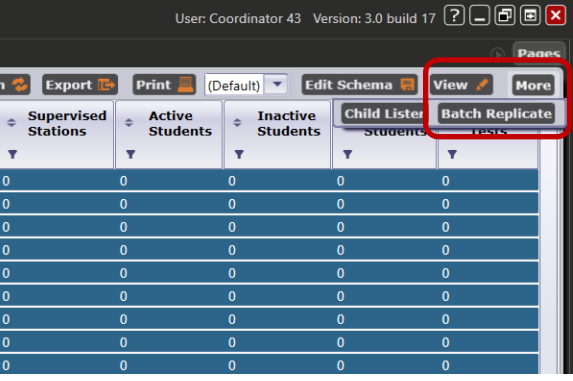
Remember! If the default sessions do not meet your needs, we will work with you to edit sessions or help you set up new sessions to best suit your program's needs. You are also free to make changes yourself at any time.

- CASAS will also use these default **Templates** and **Sessions** to help you replicate sets of **Sessions** for other **Labs** at the same **Site**...if you *Ask CASAS*!

Remember! If you have more than one **Lab** at a **Site** location, you must have sets of **Sessions** available for proctors to manage and administer tests per **Lab**.

Replication Wizard

Replicate Sessions into New Site

Step	Screen	Description
1.		<ul style="list-style-type: none"> To replicate a set of Sessions to another Site, <ul style="list-style-type: none"> Use Shift + Click to select sessions in sequential order. Use Ctrl + Click to select sessions in non-sequential order.
2.		<ul style="list-style-type: none"> Access the Replication Wizard at top right. <ul style="list-style-type: none"> Click More. Click Batch Replicate. The Replication Wizard window displays with selected Sessions.

Replicate Testing Sessions in the Specified Program Year

Template Name	Description	Site ID	Site Name	Program Year
ABE	LAB:??? - Intake: Appraisal	01	RHAS: North Campus	7/1/2016 - 6/30/2017
ABE	LAB:??? - Intake: Appraisal + Pretest	01	RHAS: North Campus	7/1/2016 - 6/30/2017
ABE	LAB:??? - Intake: Beg. Lit.	01	RHAS: North Campus	7/1/2016 - 6/30/2017
ABE	LAB:??? - Intake: Level A	01	RHAS: North Campus	7/1/2016 - 6/30/2017
ABE	LAB:??? - Intake: Locator + Pretest	01	RHAS: North Campus	7/1/2016 - 6/30/2017
ABE	LAB:??? - Progress: Post-test	01	RHAS: North Campus	7/1/2016 - 6/30/2017
ABE	LAB:??? - Registration	01	RHAS: North Campus	7/1/2016 - 6/30/2017
ABE	LAB:??? - Retest: Same day only	01	RHAS: North Campus	7/1/2016 - 6/30/2017
ABE	LAB:??? - Returning: After 90+ days absence	01	RHAS: North Campus	7/1/2016 - 6/30/2017

Operation

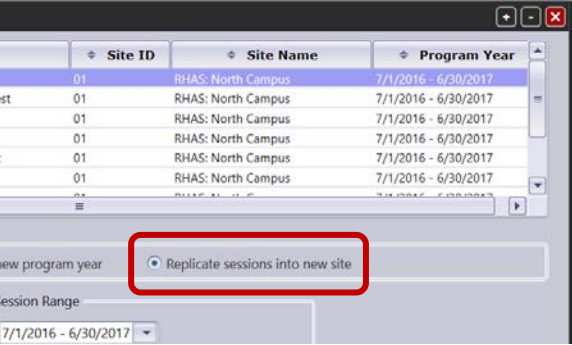
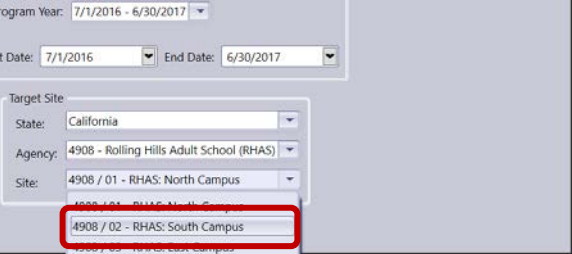
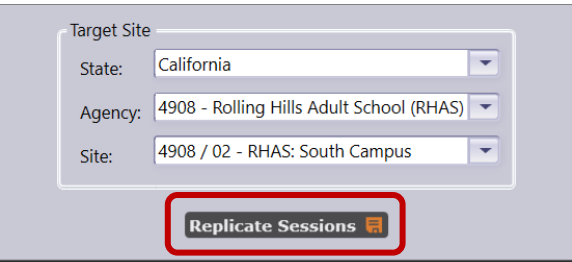
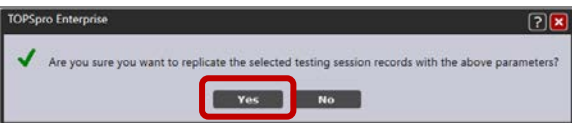
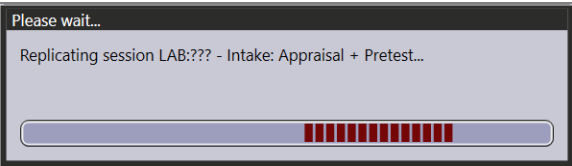
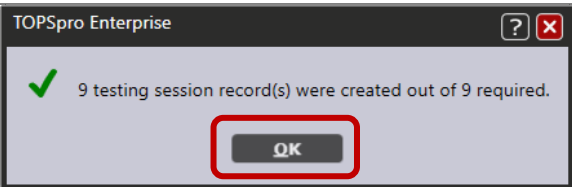
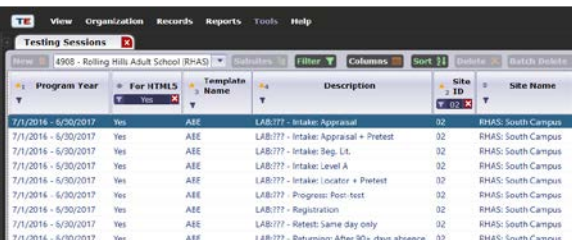
☒ Replicate sessions into new program year
 ☐ Replicate sessions into new site

Program Year and Session Range

Program Year: 7/1/2016 - 6/30/2017

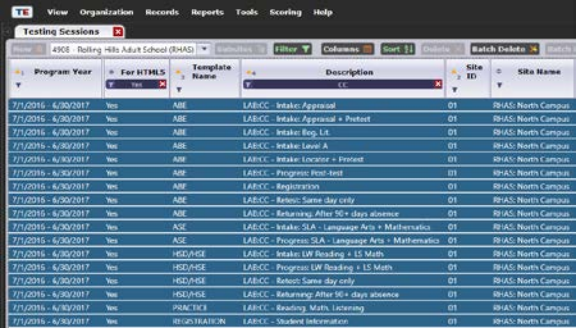
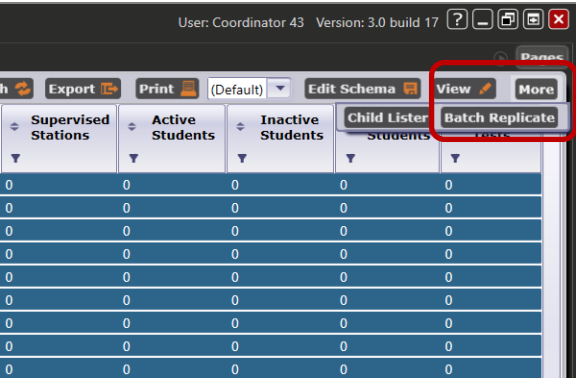
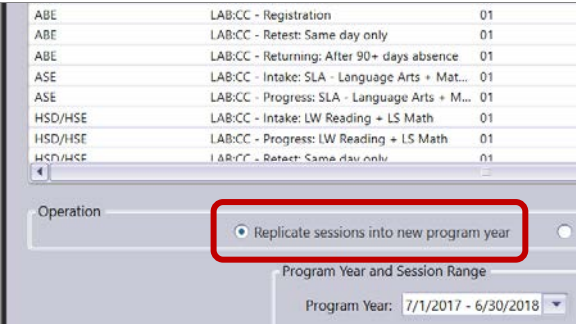
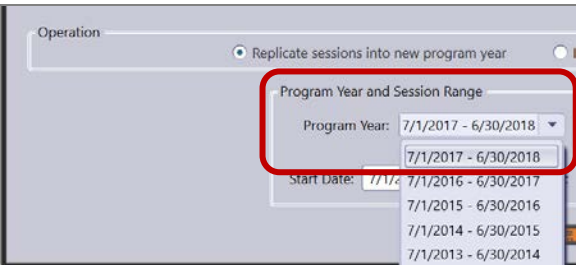
Start Date: 7/1/2016 End Date: 6/30/2017

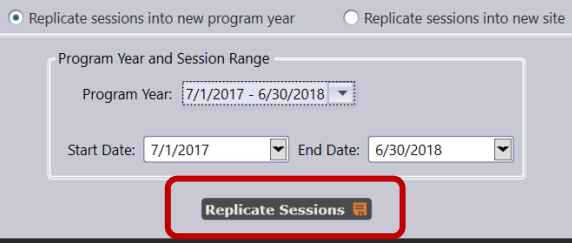
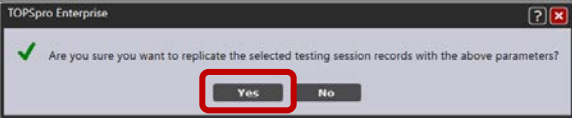
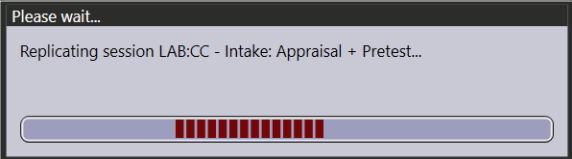
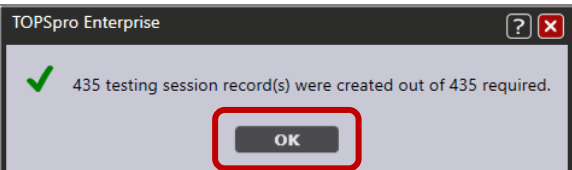
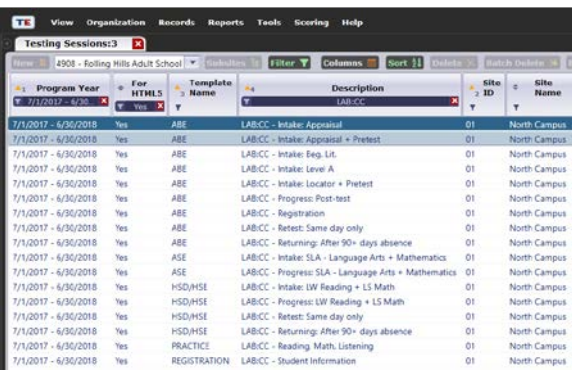
Replicate Sessions

Step	Screen	Description
3.		<ul style="list-style-type: none"> From the Replication Wizard, <ul style="list-style-type: none"> Click Replicate sessions into new site.
4.		<ul style="list-style-type: none"> The Replication Wizard expands to display Target Site fields. <ul style="list-style-type: none"> From the Site field down-arrow, <ul style="list-style-type: none"> Select the new Site.
5.		<ul style="list-style-type: none"> With the Target Site selected, <ul style="list-style-type: none"> Click Replicate Sessions.
6.		<ul style="list-style-type: none"> Click Yes to confirm.
7.		<ul style="list-style-type: none"> Please wait...the Replication Wizard is working!
8.		<ul style="list-style-type: none"> When the Replication Wizard is finished, <ul style="list-style-type: none"> Click OK.
9.		<ul style="list-style-type: none"> The replicated set of Sessions is now available at the Target Site to – <ul style="list-style-type: none"> Assign Stations to the set of Sessions.

Replication Wizard

Replicate Sessions into New Program Year

Step	Screen	Description
1.		<ul style="list-style-type: none"> To replicate sets of Sessions into the New Program Year, <ul style="list-style-type: none"> Use Shift + Click to select sessions in sequential order. Use Ctrl + Click to select sessions in non-sequential order. Use Ctrl + A to select all sessions in the Current Program Year.
2.		<ul style="list-style-type: none"> Access the Replication Wizard at top right. <ul style="list-style-type: none"> Click More. Click Batch Replicate.
3.		<ul style="list-style-type: none"> From the Replication Wizard, <ul style="list-style-type: none"> Click Replicate sessions into new program year.
4.		<ul style="list-style-type: none"> From Program Year and Session Range fields. <ul style="list-style-type: none"> Click the Program Year field down-arrow, <ul style="list-style-type: none"> Select the new Program Year.

Step	Screen	Description
5.		<ul style="list-style-type: none"> With the Program Year selected, the Session Range will automatically populate. <ul style="list-style-type: none"> Click Replicate Sessions.
6.		<ul style="list-style-type: none"> Click Yes to confirm.
7.		<ul style="list-style-type: none"> Please wait...the Replication Wizard is working!
8.		<ul style="list-style-type: none"> When the Replication Wizard is finished, <ul style="list-style-type: none"> Click OK.
9.		<ul style="list-style-type: none"> The replicated set of Sessions is now available in the New Program Year. Congratulations! You are all set-up and ready for testing in the New Program Year – <ul style="list-style-type: none"> In all Labs. At all Sites. For all Programs.

CASAS Contact Information

Mail:	CASAS 5151 Murphy Canyon Rd., Suite 220 San Diego, CA 92123-4339
Website:	www.casas.org
Telephone:	(858) 292-2900 or toll free (800) 255-1036
Fax:	(858) 292-2910
E-mail:	
General questions:	casas@casas.org
Training questions:	training@casas.org
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



Comprehensive Adult Student Assessment Systems
5151 Murphy Canyon Road, Suite 220
San Diego, CA 92123-4339
(858) 292-2900
www.casas.org

"Helping individuals to improve basic skills for education and workplace success"