



Online System

ACTIVITY PACKET

TE for Teachers
*Access Your Classes
Anywhere!*

CASAS Technology Support Team

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(858) 292-2900, option 2

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Overview

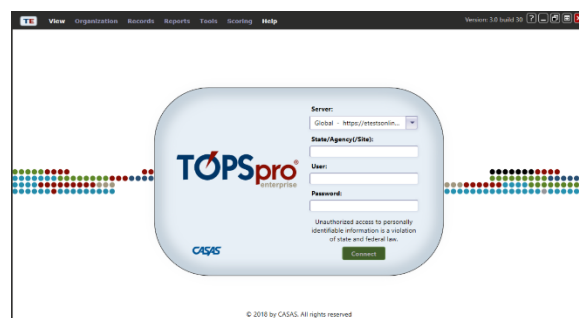
Calling on all teachers who could benefit from having access to your class information in TOPSpro Enterprise (TE) Online at your fingertips! With approval from your agency, teachers can now access their own classes in TE Online to view or manage class enrollment, record attendance, entry and update information, and view test results for students enrolled in their classes. Better yet, teachers can generate their own class-based reports without delay! This hands-on lab will empower you with access to classes in TE Online, anywhere!

- *Access Your Class*
- *Enroll Students*
- *Record Attendance*
- *Input Entry/Update Information*
- *Generate Reports by Class*

Install and Open TE Online

From Windows machines,

To access TOPSpro Enterprise Online (TE) for the first time, launch the web browser and enter the URL for the CASAS Online System your program uses.*



Server	Use any modern web browser
*Global	https://etestsonline.org/html5/#/
*California	https://ca.etestsonline.org/html5/#/
*LARAEC	https://laraec.etestsonline.org/html5/#/
*Miami Dade	https://etestsonline.org/MiamiDade/html5/#/
*Washington	https://etestsonline.org/Washington/html5/#/


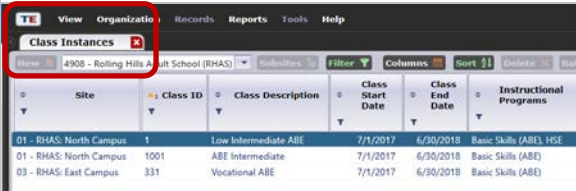
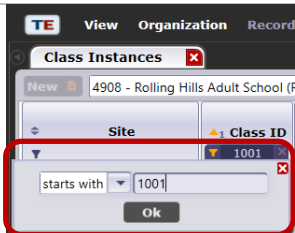
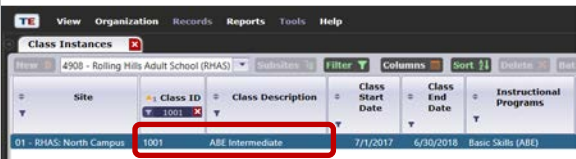
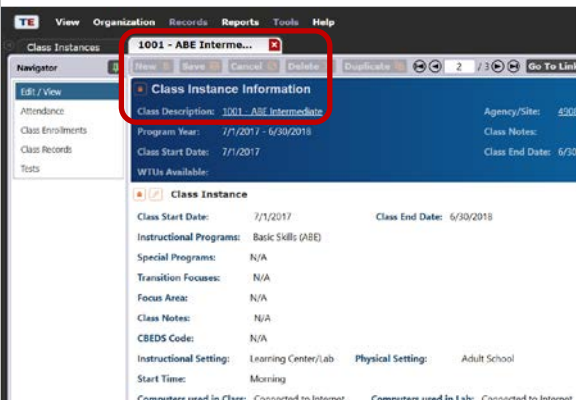
❖ For Training, go to [Rolling Hills Simulation](https://etestsonline.org/rollinghills/html5/#/) – <https://etestsonline.org/rollinghills/html5/#/>

Step	Screen	Description
1.		<ul style="list-style-type: none"> Access TE in one of three ways, from the – 1. Web browser <ul style="list-style-type: none"> Click Install TE Client if first access on local machine. 2. Taskbar icon 3. Desktop icon
2.		<ul style="list-style-type: none"> Click the Server field down-arrow and from the drop-down menu, <ul style="list-style-type: none"> Select the Server for your online account.* Enter your Agency ID. Enter your User name. Enter your Password. Click Connect.

Steps to Access Your Class in TE

When teachers are assigned to Classes in TE, they may be granted access to manage their class enrollment, attendance, view tests taken by students enrolled in their class, and generate reports about their students and track their progress.

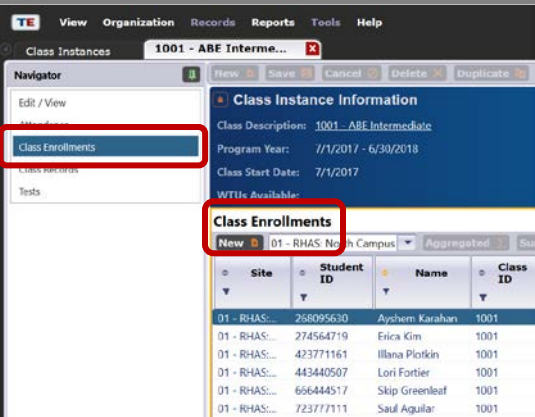
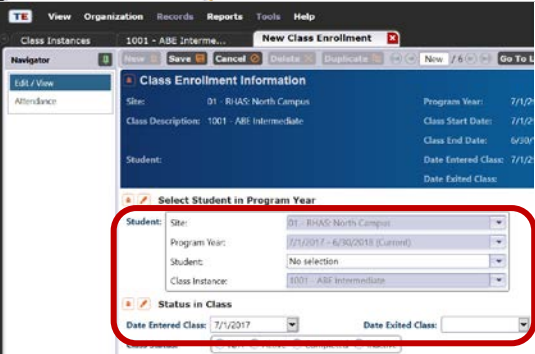
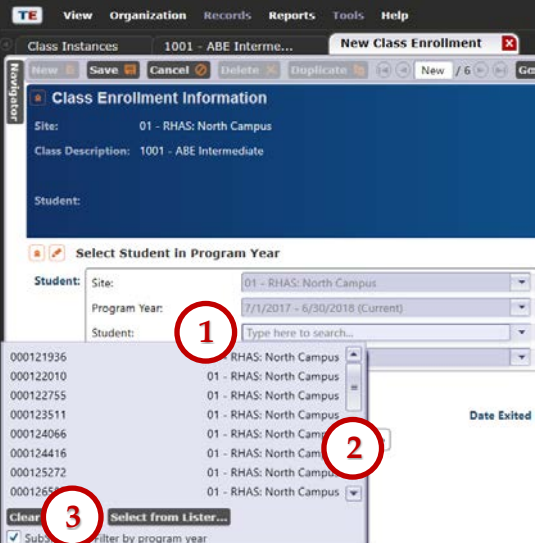
Access: TE > Organization > Classes > Instances > Class Instance

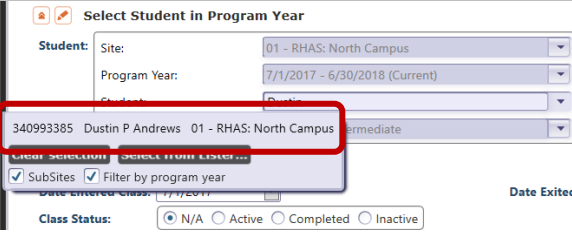
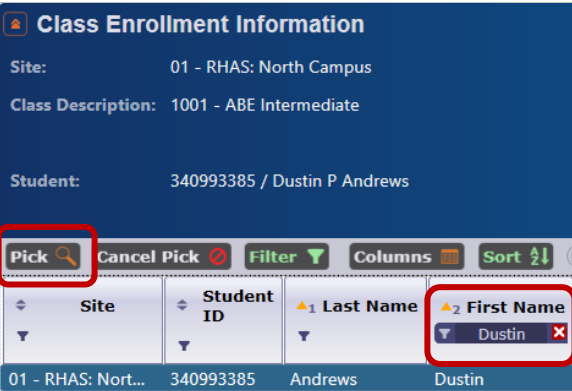
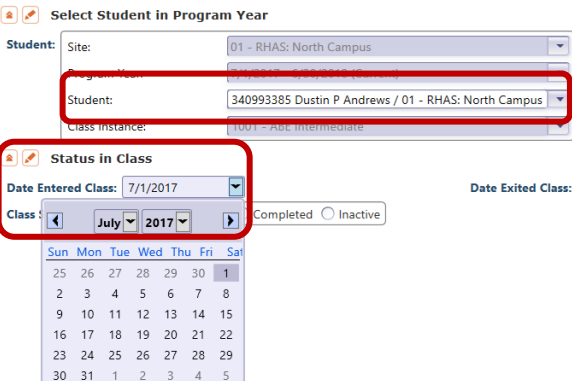
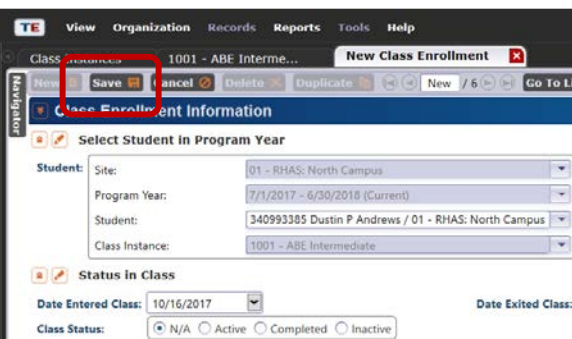
Step	Screen	Description
1.		<ul style="list-style-type: none"> From the Menu Bar at top, <ul style="list-style-type: none"> Click Organization. Click Classes. Click Instances.
2.		<ul style="list-style-type: none"> A tabbed page opens to display your Class(s) in the current program year.
3.		<ul style="list-style-type: none"> If needed, filter for your Class. In the Class ID column header, <ul style="list-style-type: none"> Click the Filter icon. Enter your Class ID. Click OK.
4.		<ul style="list-style-type: none"> From the filtered list, <ul style="list-style-type: none"> Double-click to open a Class.
5.		<ul style="list-style-type: none"> A new tabbed page opens to display your Class information with a split screen. <ul style="list-style-type: none"> Navigator at left. Class Instance record at right. Use the class Navigator to, <ul style="list-style-type: none"> Record Attendance for students enrolled in your class. Enroll new students in your class. View Tests taken by students enrolled in your class.

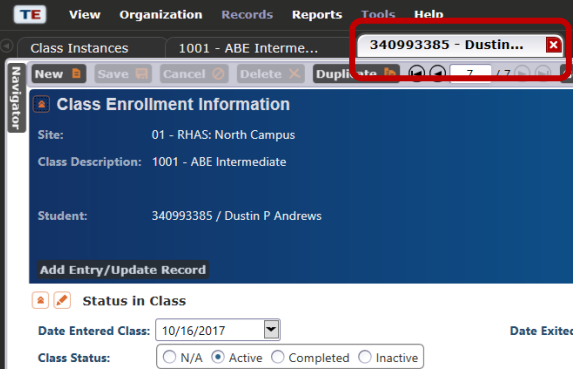
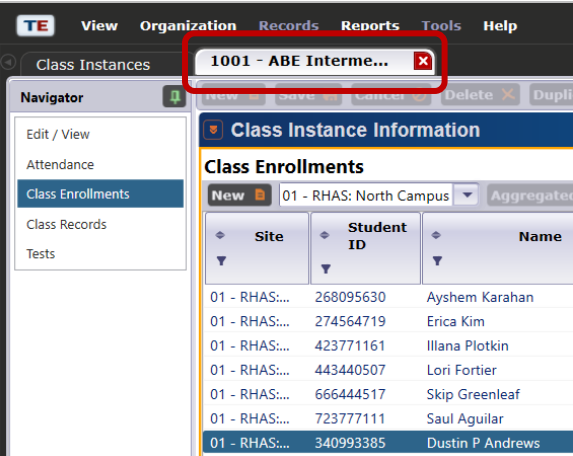
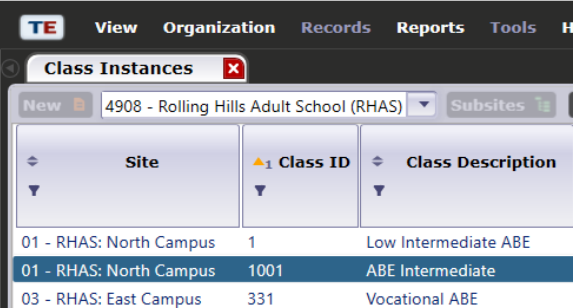
Steps to Enroll Students in Your Class

For manual data-entry accuracy, let the TE Navigator be your guide! The benefit is pre-populated fields saving you time in the process.

Access: TE > Organization > Classes > Instances > Class Instance > Enrollments

Step	Screen	Description
1.		<ul style="list-style-type: none"> From the Navigator at left, <ul style="list-style-type: none"> Click Class Enrollments. To enroll a new student, <ul style="list-style-type: none"> Click New at right.
2.		<ul style="list-style-type: none"> A new tabbed page opens to Enroll a student in your class. The Navigator already filled in these key fields: <ul style="list-style-type: none"> Site Program Class Date Entered
3.		<ul style="list-style-type: none"> All that remains is to select the Student to enroll in your Class. You have three options to do this. <ul style="list-style-type: none"> Click the Student field down-arrow, 1. Type to Search for the student. 2. Scroll to Select the student. 3. Select [student] from List.

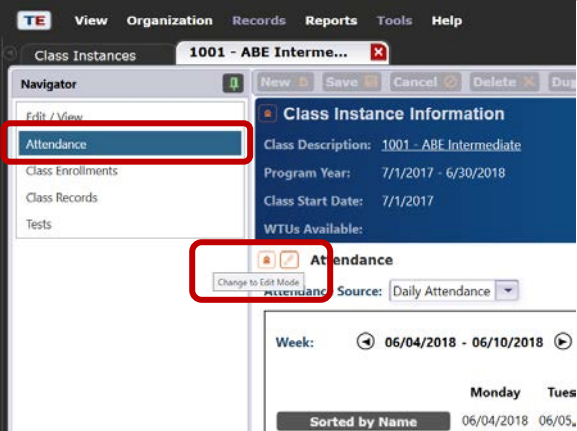
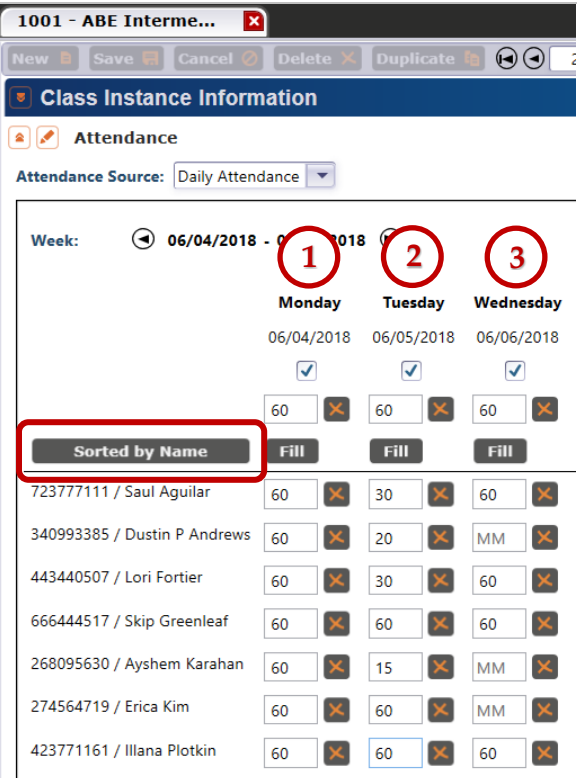
Step	Screen	Description
4.		<ul style="list-style-type: none"> When you locate the Student, <ul style="list-style-type: none"> Click to Select.
5.		<p><i>Note!</i></p> <ul style="list-style-type: none"> If you used Select from Lister to locate the student, <ul style="list-style-type: none"> Click Pick from the Toolbar at top left of the lister.
6.		<ul style="list-style-type: none"> The Student field populates with the selected student. <p><i>Note!</i></p> <ul style="list-style-type: none"> By default, Date Entered Class populates with the Class Start Date. Depending on your data-collection and recording practices, this date may be changed to reflect the actual date when the student entered class.
7.		<ul style="list-style-type: none"> When the New Class Enrollment record is saved, <ul style="list-style-type: none"> Class Status automatically switches. <ul style="list-style-type: none"> From N/A. To Active. From the Toolbar at top, <ul style="list-style-type: none"> Click Save.

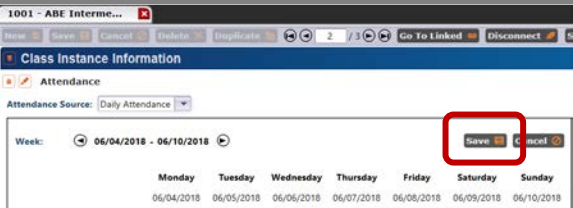
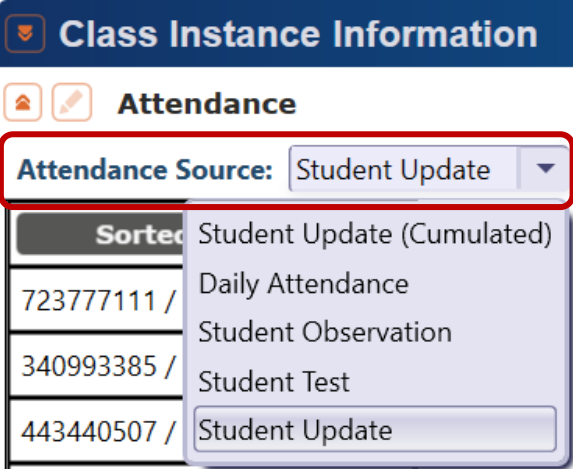
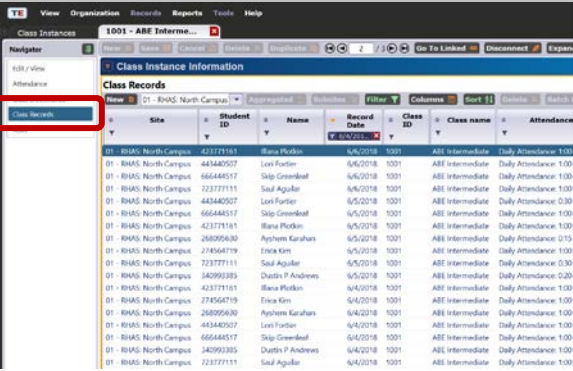
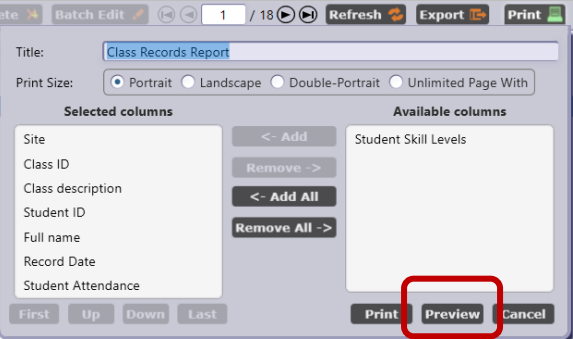
Step	Screen	Description
8.		<ul style="list-style-type: none"> To close the enrollment record for your new Student, <ul style="list-style-type: none"> Click the Red X Box on the Class Enrollment tab.
9.		<ul style="list-style-type: none"> The new student is now included in the list of Enrollment records for your Class. From here, you may continue to enroll more students in your class by repeating these steps. If you have students to Enroll in your other Classes, <ul style="list-style-type: none"> Click the Red X Box on the Class Instance tab to close the page.
10.		<ul style="list-style-type: none"> This returns you to the page listing your Class(s).


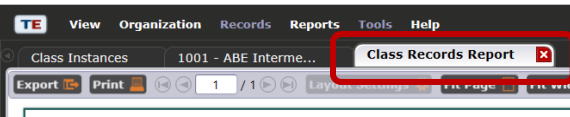
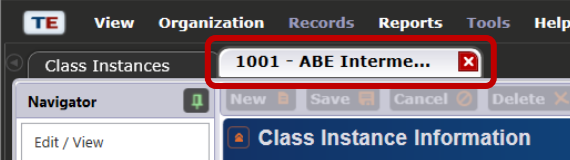
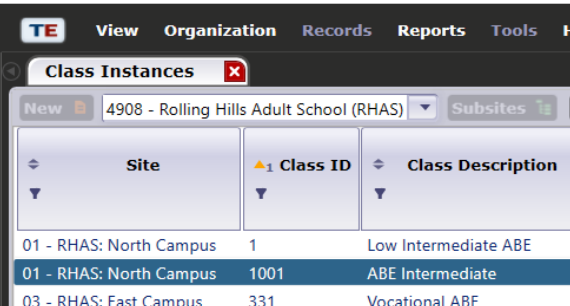
Steps to Record Attendance

As with enrolling students in your classes, let the TE Navigator guide you again to save you time and to ensure manual data-entry accuracy in the process!

Access: TE > Organization > Classes > Instances > Class Instance > Attendance

Step	Screen	Description
1.		<ul style="list-style-type: none"> From the Navigator at left, <ul style="list-style-type: none"> Click Attendance. By default, Attendance Source is set to input Daily Attendance for the current week. To record attendance, <ul style="list-style-type: none"> Click the Pencil icon and Change to Edit Mode.
2.		<ul style="list-style-type: none"> By default, the Attendance grid is Sorted by [Last] Name. <ul style="list-style-type: none"> Click for Sorted by ID. To record Daily Attendance, <ol style="list-style-type: none"> Check Fill – <ul style="list-style-type: none"> To populate the maximum Daily Attendance minutes for all students on any given day, or all days. Edit attendance – <ul style="list-style-type: none"> For students with a different number of minutes from the maximum Daily Attendance on any given day. Check the X Box – <ul style="list-style-type: none"> For students who were absent on any given day.

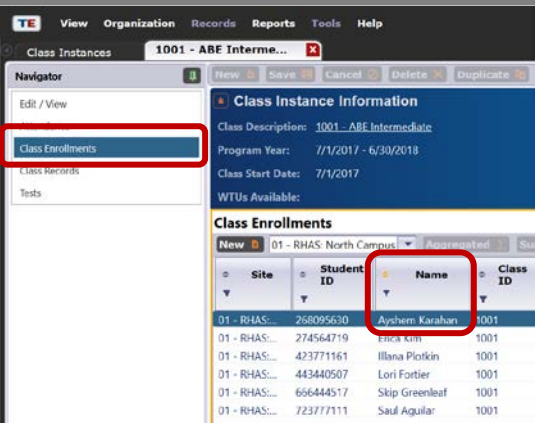
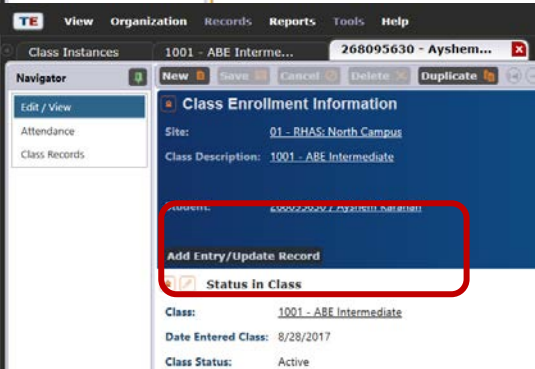
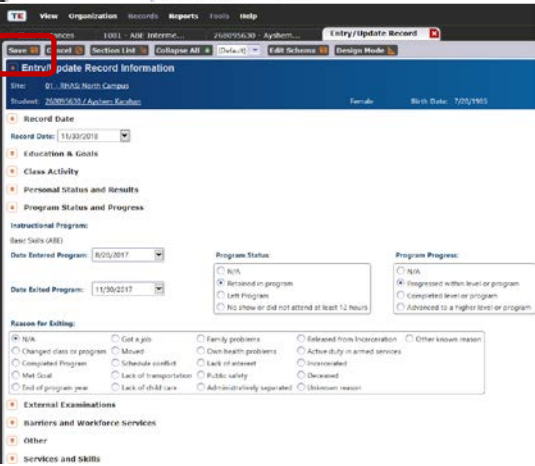
Step	Screen	Description
3.		<ul style="list-style-type: none"> After recording Daily Attendance, <ul style="list-style-type: none"> Click Save.
4.		<ul style="list-style-type: none"> To change the Source for recording Attendance, <ul style="list-style-type: none"> Click the down arrow and select the from the drop-down menu. For example, <ul style="list-style-type: none"> Choose Student Update when recording attendance weekly, monthly, or at the end of a term. Use Student Update (Cumulated) for the total number of hours since entry in a class. Use Test for number of hours between tests. Use Student Observation to record hours for Adults with Intellectual Disabilities.
5.		<ul style="list-style-type: none"> Class Records are added for each student per Attendance Source automatically. To view and print Attendance for the week, <ul style="list-style-type: none"> Click Class Records from the Navigator at left. Use columns to Filter and Sort the list.
6.		<ul style="list-style-type: none"> To print the filtered/sorted list, <ul style="list-style-type: none"> Click Print from the Toolbar at top of the Class Records list. If needed, <ul style="list-style-type: none"> Set Print Size. Select and order Columns. Before printing, <ul style="list-style-type: none"> Click Preview.

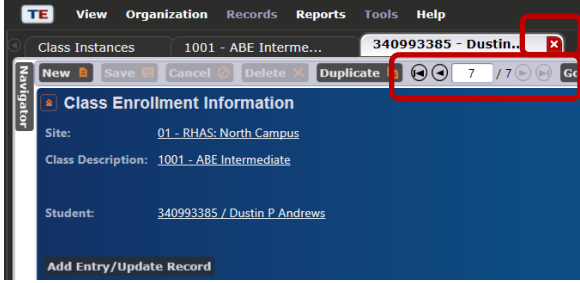
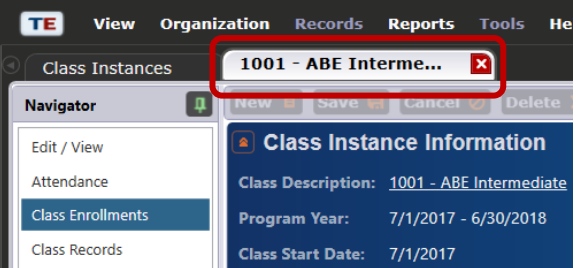
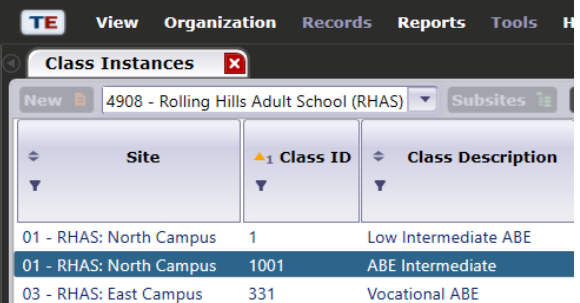
Step	Screen	Description
7.		<ul style="list-style-type: none"> A new tabbed page opens to display the Class Records Report. From Preview, the report may be, <ul style="list-style-type: none"> Printed. Exported and saved as a PDF file, or other file type, on the local machine.
8.		<ul style="list-style-type: none"> To close the Class Records Report page, <ul style="list-style-type: none"> Click the Red X Box on the tab.
9.		<ul style="list-style-type: none"> If you have Attendance to record for your other Classes, <ul style="list-style-type: none"> Click the Red X Box on the Class Instance tab to close the page.
10.		<ul style="list-style-type: none"> This returns you to the page with a list of your Class(s).

Steps to Record Entry/Update Information

While eTests Online is often used to collect and record Entry information in TE automatically, adding the Class Enrollment record allows you to use TE to record Update information anytime and anywhere you have Internet connection. The steps described here address manual data entry for both Entry and Update records.

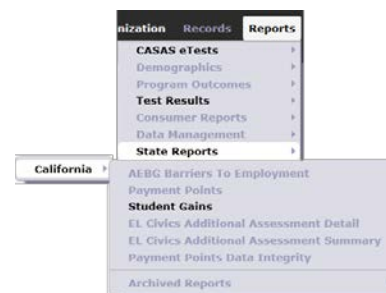
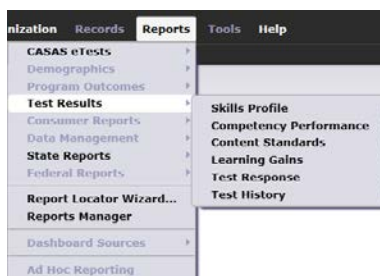
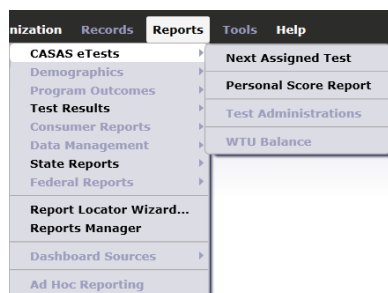
Access: TE > Organization > Classes > Instances > Class Instance > Class Enrollments

Step	Screen	Description
1.		<ul style="list-style-type: none"> From the Navigator at left, <ul style="list-style-type: none"> Click Class Enrollments. From the students listed, <ul style="list-style-type: none"> Double click to open the Enrollment record for one of your students.
2.		<ul style="list-style-type: none"> A new tabbed page opens for the student selected. <ul style="list-style-type: none"> Click Add Entry/Update Record from the blue header.
3.		<ul style="list-style-type: none"> A new tabbed page opens to Entry/Update Records Information for the selected student. Data fields on this page apply to both types of records, Entry and Update. <ul style="list-style-type: none"> Enter information in Section(s) as it applies. From the Toolbar at top, <ul style="list-style-type: none"> Click Save.

Step	Screen	Description												
4.		<ul style="list-style-type: none"> For efficient data entry, <ul style="list-style-type: none"> Use the Toolbar at top to navigate through the list of students enrolled in your class. Click the Record Count right arrow. When you have navigated to the last student, <ul style="list-style-type: none"> Click the Red X Box on the Class Enrollment tab to close the page. 												
5.		<ul style="list-style-type: none"> To return to the page listing your Class(s), <ul style="list-style-type: none"> Click the Red X Box on the Class Instance tab. 												
6.	 <table border="1"> <thead> <tr> <th>Site</th> <th>Class ID</th> <th>Class Description</th> </tr> </thead> <tbody> <tr> <td>01 - RHAS: North Campus</td> <td>1</td> <td>Low Intermediate ABE</td> </tr> <tr> <td>01 - RHAS: North Campus</td> <td>1001</td> <td>ABE Intermediate</td> </tr> <tr> <td>03 - RHAS: East Campus</td> <td>331</td> <td>Vocational ABE</td> </tr> </tbody> </table>	Site	Class ID	Class Description	01 - RHAS: North Campus	1	Low Intermediate ABE	01 - RHAS: North Campus	1001	ABE Intermediate	03 - RHAS: East Campus	331	Vocational ABE	<ul style="list-style-type: none"> This returns you to the page listing your Class(s).
Site	Class ID	Class Description												
01 - RHAS: North Campus	1	Low Intermediate ABE												
01 - RHAS: North Campus	1001	ABE Intermediate												
03 - RHAS: East Campus	331	Vocational ABE												

Steps to Generate Reports by Class

Reports from TE Online are always available for you to generate for your class. The CASAS eTests report category gives you access to reports directly related to web-based testing. The Test Results report category gives you access to performance reports for students and for your class. The State Reports category gives you access to monitor student gains (currently available for CA only).

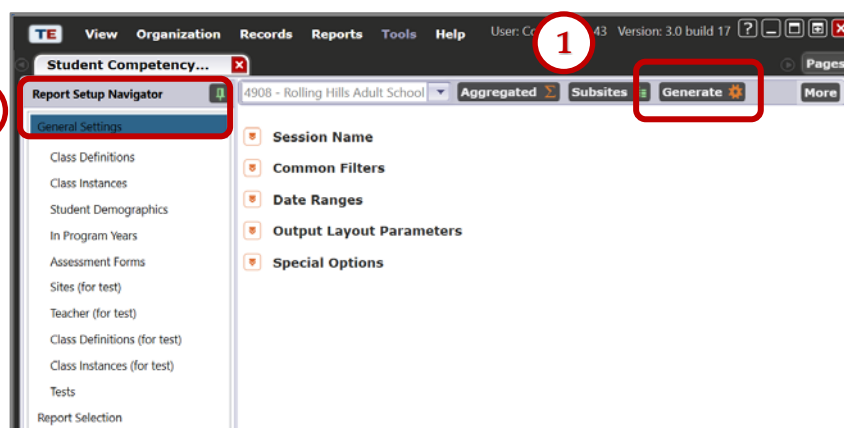


Whenever you select any report from the Reports menu, you are presented with the **Report Setup** screen, also known as the **Report Generator**. Each setup screen consists of **two** main sections.

1. With the **Report Setup Toolbar** along top of the setup screen, you can **Generate** the report.

2. With the **Report Setup Navigator**, you can:

- Define settings using the **General Settings** page.
- Filter the initial population using available lists.



Follow these basic steps with tips for generating two of the most common reports for classes.

1. Student Test Summary (STS)
2. Competency Performance Summary (CPS)

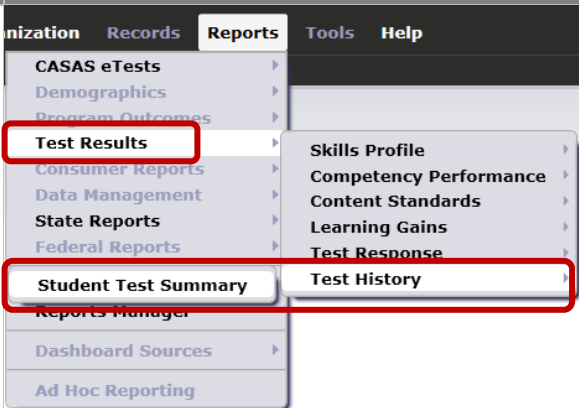
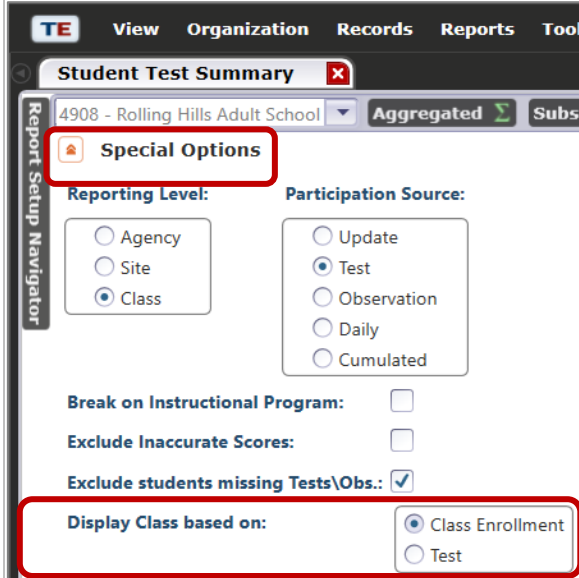
Student Test Summary (STS)

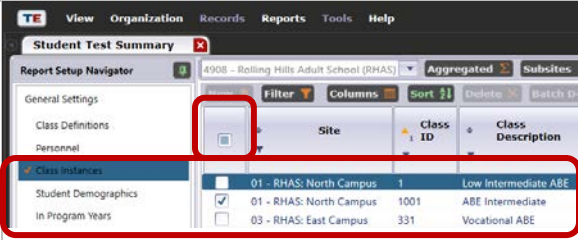
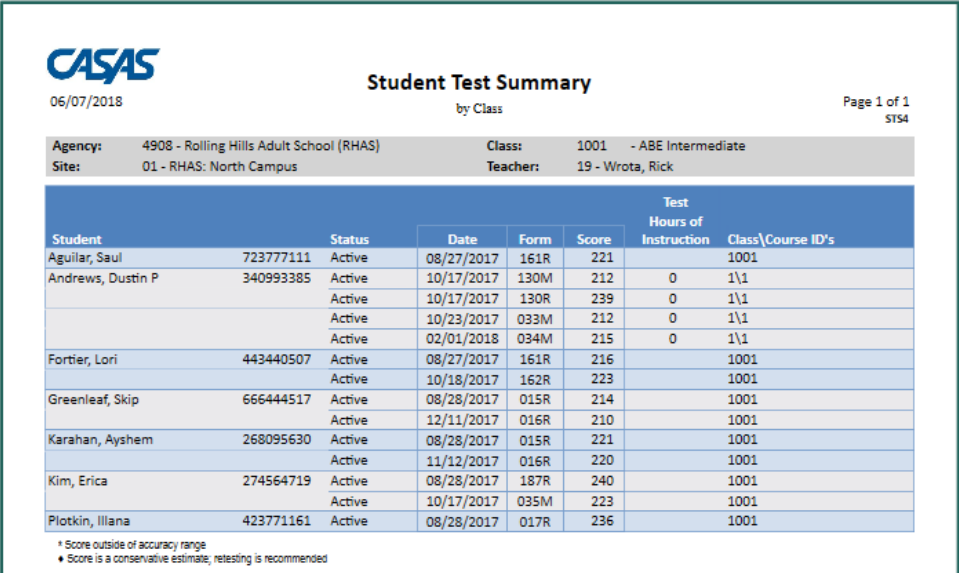

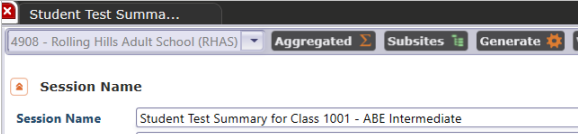
This report lists, by agency, site, or class, every student who has taken a test and displays the test history for each student—including test form, test date, scale score, and hours of instruction. The test history also identifies scores below accurate range (*) and conservative estimate (♦) scores. These are scores you will want to be sure and take note for timely action.

(*) Retest at a lower level required.

(♦) Retest for pretests required.

Access: TE > Test Results > Test History > Student Test Summary


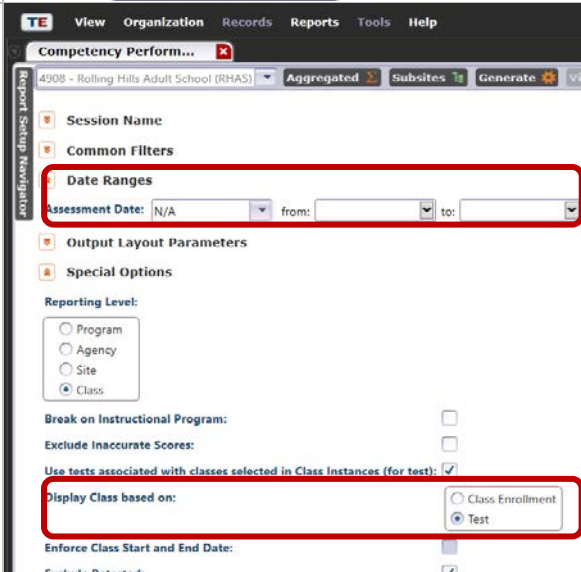
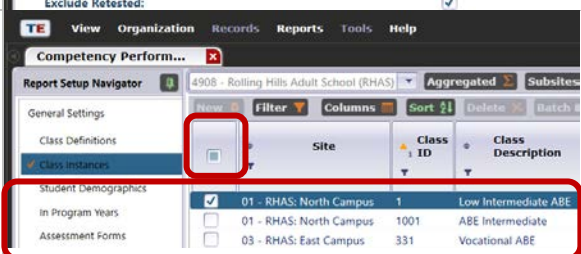
Step	Screen	Description
1.		<ul style="list-style-type: none"> From the Menu bar, <ul style="list-style-type: none"> Click Reports. From the Reports menu, <ul style="list-style-type: none"> Select Test Results. Select Test History. Click Student Test Summary.
2.		<ul style="list-style-type: none"> The tabbed page opens to General Settings. <p>Tip! To include tests taken in any class, program, or site by students enrolled in your class, apply the following setting.</p> <ul style="list-style-type: none"> From the General Settings page, <ul style="list-style-type: none"> Scroll to Special Options. From Display Class based on, <ul style="list-style-type: none"> Click Class Enrollment.

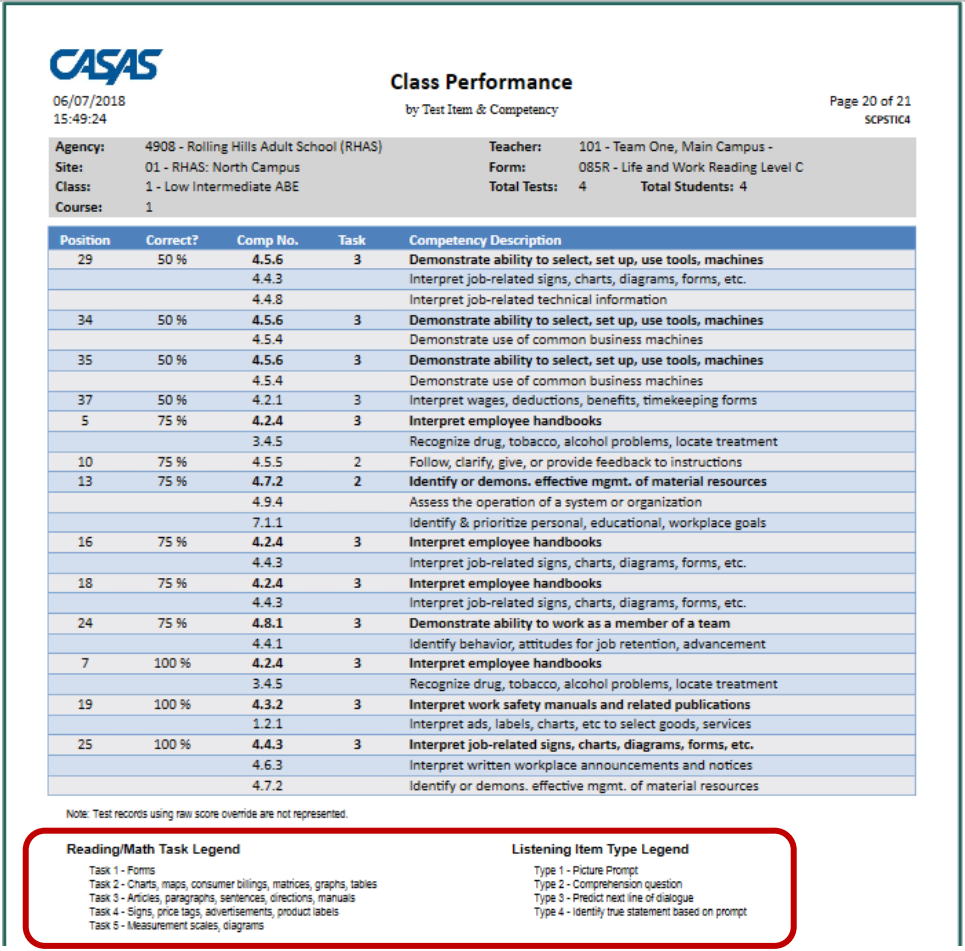
Step	Screen	Description
3.		<ul style="list-style-type: none"> From the report setup Navigator at left, <ul style="list-style-type: none"> Click Class Instances. Select <u>one</u> of your classes listed. <ul style="list-style-type: none"> Use Column filters, or Uncheck all from column header. <ul style="list-style-type: none"> Check <u>one</u> class. From the report setup Toolbar at top, <ul style="list-style-type: none"> Click Generate.
		
4.		<ul style="list-style-type: none"> With the report displayed, use the Toolbar to, <ul style="list-style-type: none"> Print. Export to save as a PDF file, or other file type, on the local machine. Keep Session to save an electronic copy in the TE Reports Manager.*
5.		<p>*Tip! Before saving in TE,</p> <ul style="list-style-type: none"> Click Edit Session. Edit the Session Name in General Settings. <ul style="list-style-type: none"> Click [Re]Generate. This will help to locate the report in Reports Manager.

Competency Performance Summary (CPS)

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. With this report, a teacher is able to see a percentage by which each test item or each competency was successfully completed by.

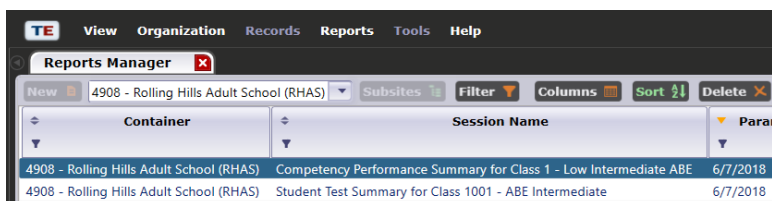
Access: TE > Test Results > Competency Performance > Competency Performance Summary

Step	Screen	Description
1.		<ul style="list-style-type: none"> From the Menu bar, <ul style="list-style-type: none"> Click Reports. From the Reports menu, <ul style="list-style-type: none"> Select Test Results. Select Competency Performance. Click Competency Performance Summary.
2.		<p>Tip! To generate a summary of the most recent results for a Class, apply the following setup.</p> <ul style="list-style-type: none"> From the General Settings page, <ul style="list-style-type: none"> Enter Assessment Date range. Scroll to Special Options. From Display Class based on, <ul style="list-style-type: none"> Click Class Enrollment.
3.		<ul style="list-style-type: none"> From the report setup Navigator at left, <ul style="list-style-type: none"> Click Class Instances. Select <u>one</u> of your classes listed. <ul style="list-style-type: none"> Use Column filters, or Uncheck all from column header. <ul style="list-style-type: none"> Check <u>one</u> class. From the report setup Toolbar at top, <ul style="list-style-type: none"> Click Generate.

Step	Screen	Description
	 <p>The screenshot displays a 'Class Performance' report from CASAS. At the top, it shows the date '06/07/2018' and time '15:49:24'. The report is for 'Agency: 4908 - Rolling Hills Adult School (RHAS)', 'Site: 01 - RHAS: North Campus', 'Class: 1 - Low Intermediate ABE', and 'Course: 1'. It also lists 'Teacher: 101 - Team One, Main Campus -', 'Form: 085R - Life and Work Reading Level C', 'Total Tests: 4', and 'Total Students: 4'. The main table lists 25 items with their positions, correctness percentages, competency numbers, tasks, and descriptions. Two legends are included: 'Reading/Math Task Legend' and 'Listening Item Type Legend'.</p>	
4.	<ul style="list-style-type: none"> Competency performance reports include two Legends on the last page of the reporting session to identify Reading and Math Task Areas, and Listening Item Types. These legends give you additional insight to how the test item was presented to the student during the test. These task areas and item types help teachers plan classroom instruction by using a similar approach to addressing competencies students need to learn. 	
5.	<ul style="list-style-type: none"> With the report displayed, use the Toolbar to, <ul style="list-style-type: none"> Print. Export to save as a PDF file, or other file type, on the local machine. Keep Session to save an electronic copy in the TE Reports Manager. 	<p>Tip! Before saving in TE,</p> <ul style="list-style-type: none"> Click Edit Session. Edit the Session Name in General Settings. <ul style="list-style-type: none"> Click [Re]Generate. This will help to locate the report in Reports Manager.

Reports Manager

The Reports Manager is a virtual file cabinet that you have access to any time, and from any location with Internet access to retrieve your saved reports.

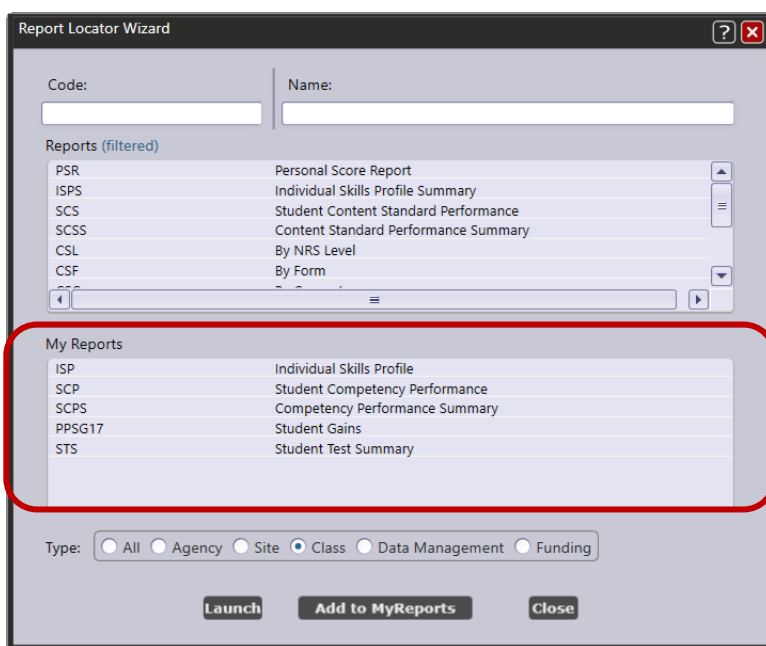
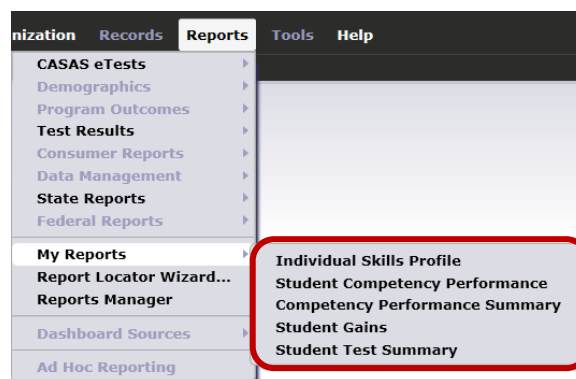


My Reports

The My Reports menu becomes available after you set up shortcuts to your favorite reports using the Report Locator Wizard.

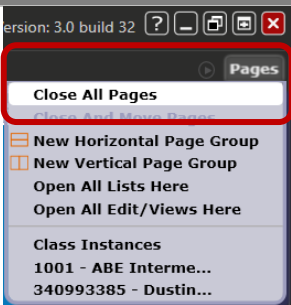
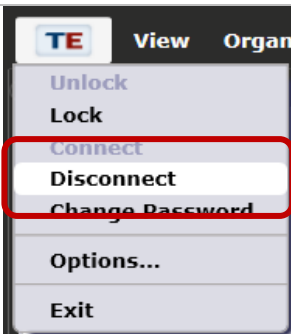

Report Locator Wizard

The Report Locator Wizard menu becomes available after you set up shortcuts to your favorite reports using the Report Locator Wizard.



Steps to Exit TE

To ensure data is secure and confidential and that unauthorized personnel are unable to gain access to personal data, it is important to disconnect from the server before exiting TE.

Step	Screen	Description
1.		<ul style="list-style-type: none"> When you are finished working in TE, or at any time you have several tabbed pages open, <ul style="list-style-type: none"> Click Pages at top right. From the drop-down menu, <ul style="list-style-type: none"> Click Close All Pages.
2.		<ul style="list-style-type: none"> At top left of your screen, <ul style="list-style-type: none"> Click the TE icon. Click Disconnect.
3.		<ul style="list-style-type: none"> Click the TE icon again. <ul style="list-style-type: none"> Click Exit. Or click the Red X Box at top right of your screen.

CASAS Contact Information

Mail:	CASAS 5151 Murphy Canyon Rd., Suite 220 San Diego, CA 92123-4339
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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 to provide technical assistance for successful online implementation and uninterrupted test delivery.

- 7:00 am – 5:00 pm (Pacific Time)
- Monday – Friday
- techsupport@casas.org
- (858) 292-2900 or toll free (800) 255-1036, option 2

Thank you for attending!

