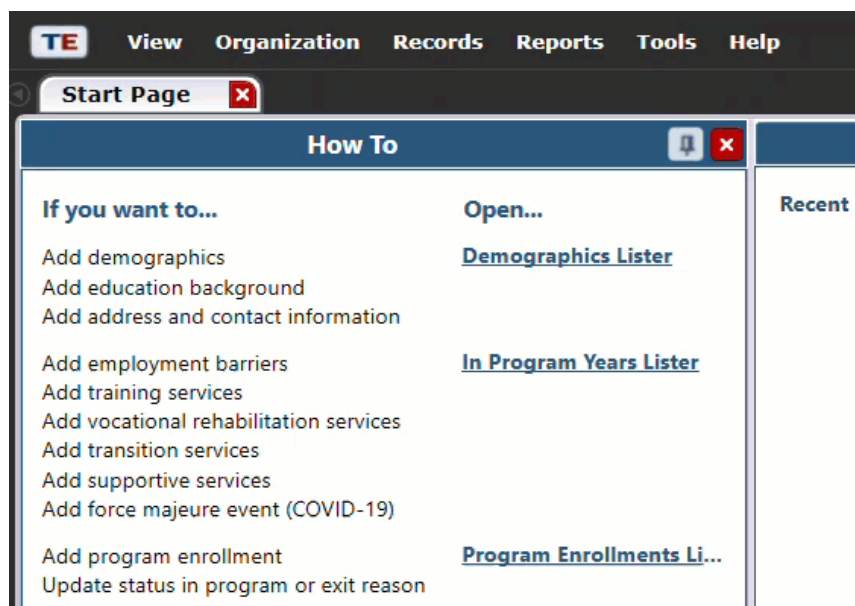# Add sites and enable for CASAS eTests

The data manager must add sites in TOPSpro Enterprise (TE) and enable these sites for CASAS eTests prior to beginning student testing. Sites are considered different physical locations where student testing will occur. It is important to add sites to your account to ensure proper data management and to help protect test security.

The data manager can edit the names or site ids of sites in your eTests account. If your program only has one site or one physical location for student testing, this will already be created for you by the CASAS team.

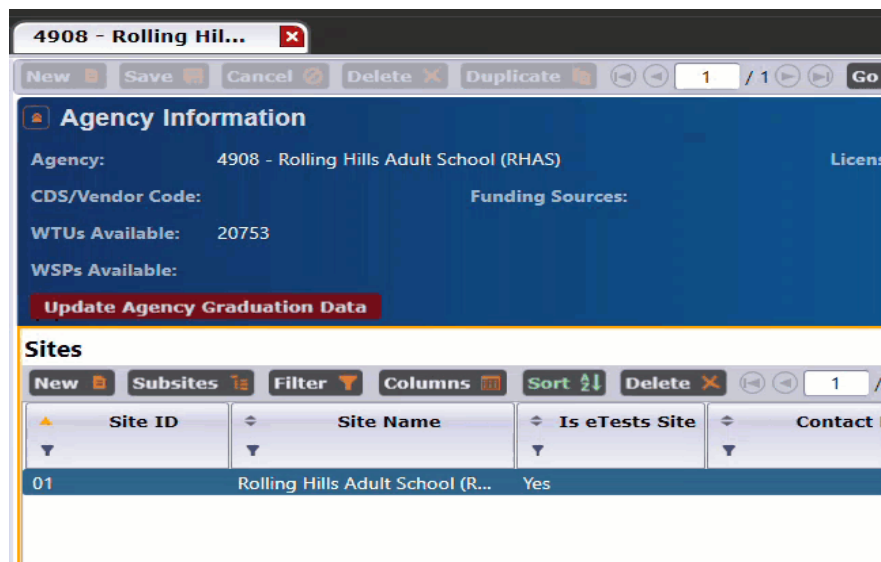**To edit/add a site in TE:**

Log into TE.

Click on Organization > Agencies.

Double click on the blue row of your agency name.

From the Navigator, click on Sites.

Under Sites, edit the name of your site and click Save.

To add a new site, click on the brown New button under sites. Add the Site ID, Site Name, and click Save.

Remember to enable all sites created for CASAS eTests.

All sites in TE have equal access to the web test units in your eTests account. Each site requires a unique set of testing sessions. Testing stations will be registered to a single site.

It is not necessary to create a site for remote testing – all testing sessions can administer CASAS eTests for on-site testing or remote testing.