

TE Reports for Administrators

**A Quick-Reference/Overview for Self-Study
(with Notes pages included)**

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Technology Specialist
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www.casas.org



Monitoring Your Program

- Create Your Online Account
- Analyze Your Data
 - Demographics
 - Program Outcomes
 - Learning Gains
- Review Data Integrity
- Create A Local Assessment Policy

Create Your Online Account

Create/Verify Your Online Account

1. Choose your two key contacts



TOPSpro Enterprise Change Request

Use this module to request a change to your TE Account for any of the following information:

- Agency Name & Location
- Agency Main Point-of-Contact
- Agency TE Data Manager



► **NOTE!** This request should *only* be submitted by an Agency Director or Program Administrator.

After submitting this agreement:

1. CASAS automatically receives documentation of your submission.
2. The information you submit will be used to set-up an account for your Agency in the *CASAS Online System*.
3. Save a copy of this agreement to your computer.
4. Keep this signed document on file with your Agency's **Local Assessment Policy**.
5. Please *do not* send a copy of your agreement to CASAS.

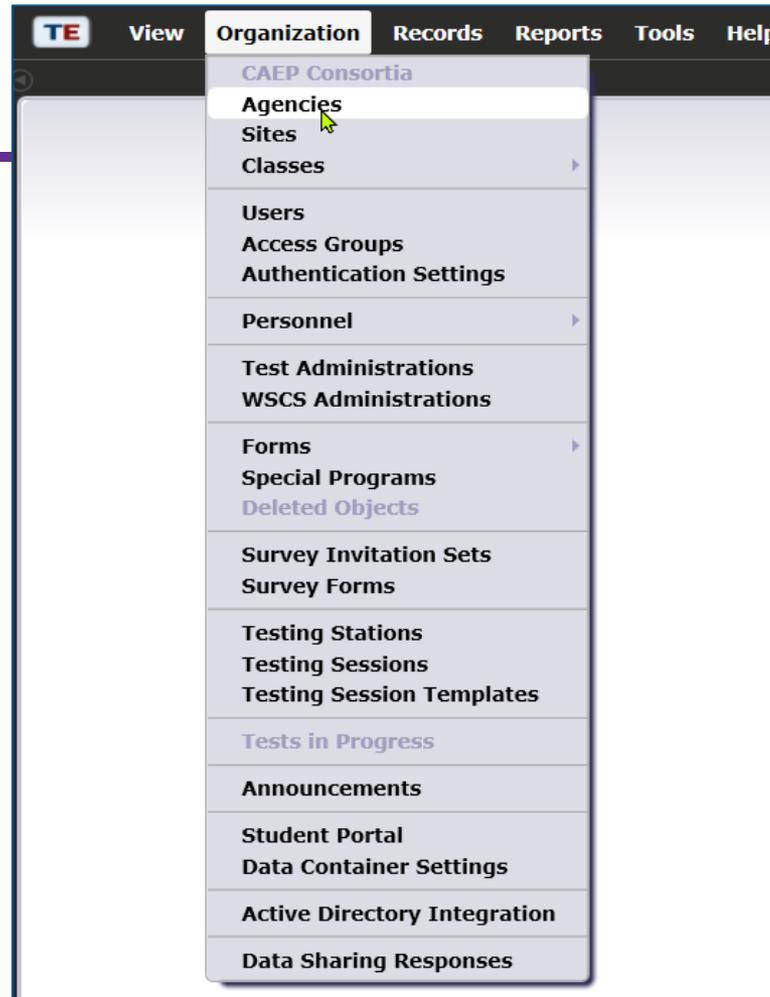
To begin, [click here](#).

2. Send an email to: techsupport@casas.org
(California: caep@casas.org)

3. Review the hardware requirements:

<https://www.casas.org/product-overviews/software/casas-etests/-going-live-checklist>

TE > Organization > Agencies



Analyze Your Data

Demographics

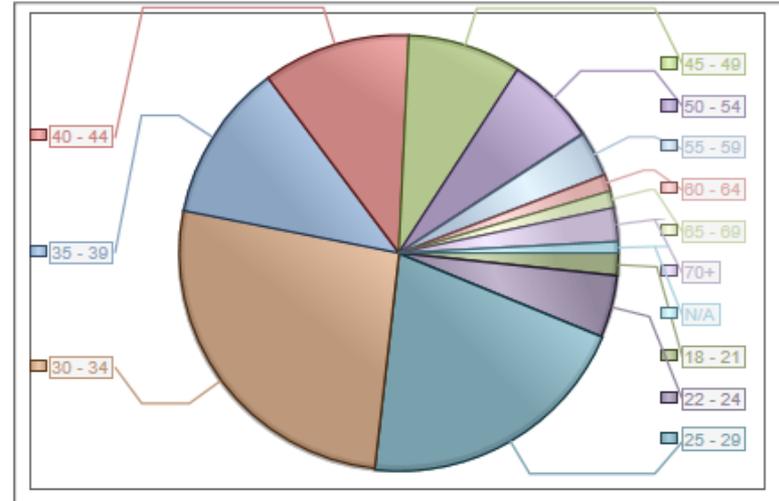
Program Outcomes

Learning Gains

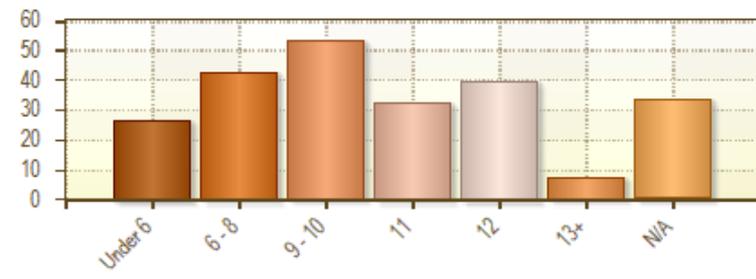
Data Integrity

Demographics Summary

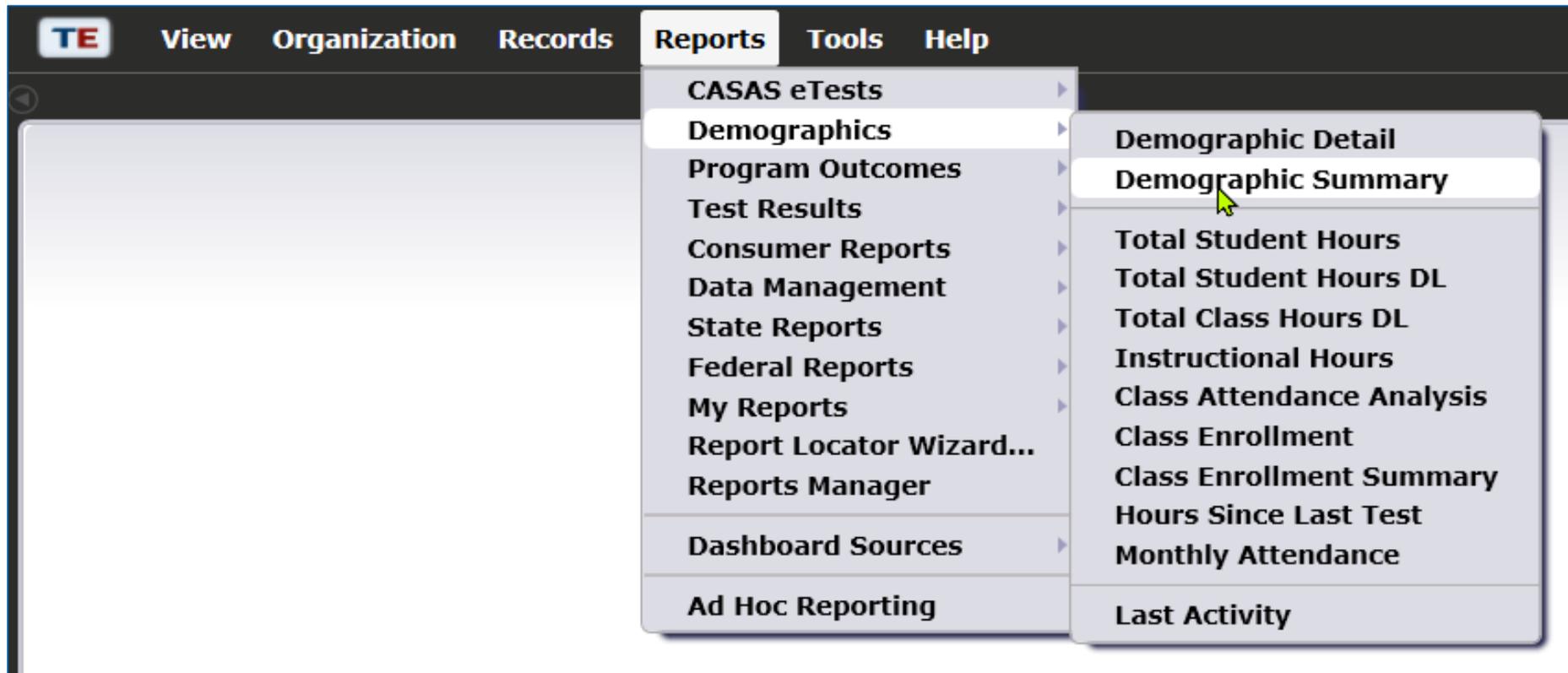
Age	#	%
Under 15	0	0.00
15 - 17	0	0.00
18 - 21	4	1.67
22 - 24	11	4.60
25 - 29	49	20.50
30 - 34	63	26.36
35 - 39	28	11.72
40 - 44	26	10.88
45 - 49	20	8.37
50 - 54	16	6.69
55 - 59	8	3.35
60 - 64	3	1.26
65 - 69	3	1.26
70+	6	2.51
N/A	2	0.84



Highest School Year	#	%
Under 6	27	11.30
6 - 8	43	17.99
9 - 10	54	22.59
11	33	13.81
12	40	16.74
13+	8	3.35
N/A	34	14.23



TE > Reports > Demographics



The screenshot displays the TE application interface. The top navigation bar includes the TE logo and menu items: View, Organization, Records, Reports, Tools, and Help. The Reports menu is open, showing a list of options: CASAS eTests, Demographics, Program Outcomes, Test Results, Consumer Reports, Data Management, State Reports, Federal Reports, My Reports, Report Locator Wizard..., Reports Manager, Dashboard Sources, and Ad Hoc Reporting. The Demographics option is selected, opening a submenu with the following items: Demographic Detail, Demographic Summary, Total Student Hours, Total Student Hours DL, Total Class Hours DL, Instructional Hours, Class Attendance Analysis, Class Enrollment, Class Enrollment Summary, Hours Since Last Test, Monthly Attendance, and Last Activity. A mouse cursor is positioned over the Demographic Summary option.

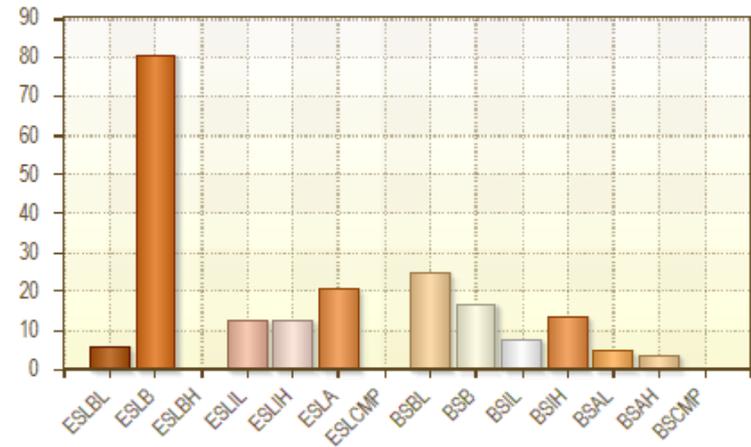
Reports Menu Item	Demographics Submenu Item
CASAS eTests	Demographic Detail
Demographics	Demographic Summary
Program Outcomes	Total Student Hours
Test Results	Total Student Hours DL
Consumer Reports	Total Class Hours DL
Data Management	Instructional Hours
State Reports	Class Attendance Analysis
Federal Reports	Class Enrollment
My Reports	Class Enrollment Summary
Report Locator Wizard...	Hours Since Last Test
Reports Manager	Monthly Attendance
Dashboard Sources	Last Activity
Ad Hoc Reporting	

Enrollment (Entry) Summary

Agency: 4908 - Rolling Hills Adult School (RHAS)

Students: 224

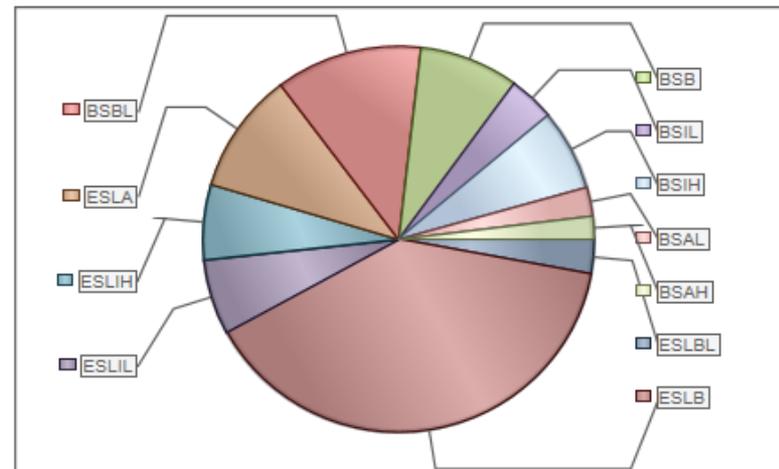
Instructional Level	#	%
ESL - Beginning Literacy	6	2.68
ESL - Beginning Low	81	36.16
ESL - Beginning High	0	0.00
ESL - Intermediate Low	13	5.80
ESL - Intermediate High	13	5.80
ESL - Advanced	21	9.38
ESL - Completed Advanced	0	0.00
ABE/ASE - Beginning Literacy	25	11.16
ABE/ASE - Beginning	17	7.59
ABE/ASE - Intermediate Low	8	3.57
ABE/ASE - Intermediate High	14	6.25
ABE/ASE - ASE Low	5	2.23
ABE/ASE - ASE High	4	1.79
ABE/ASE - Completed ASE High	0	0.00



Agency: 4908 - Rolling Hills Adult School (RHAS)

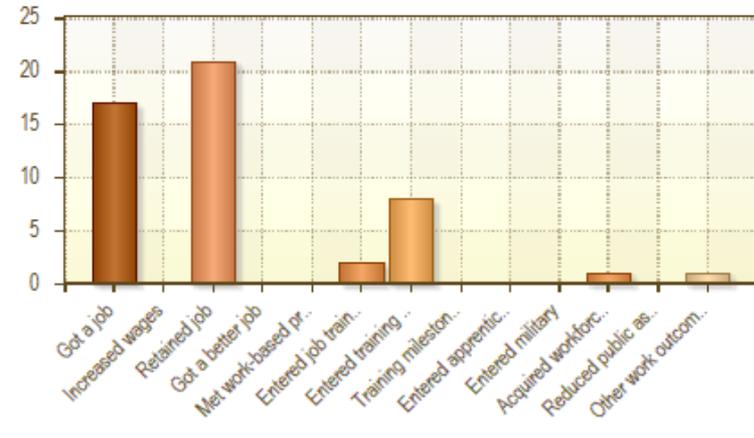
Students: 224

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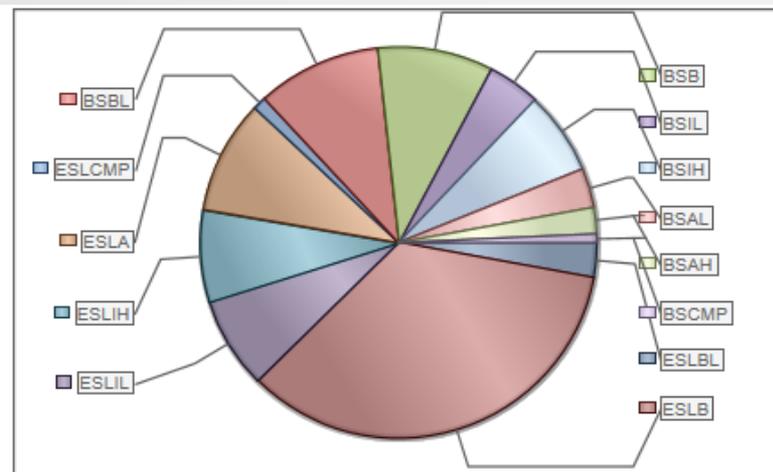


Enrollment (Update) Summary

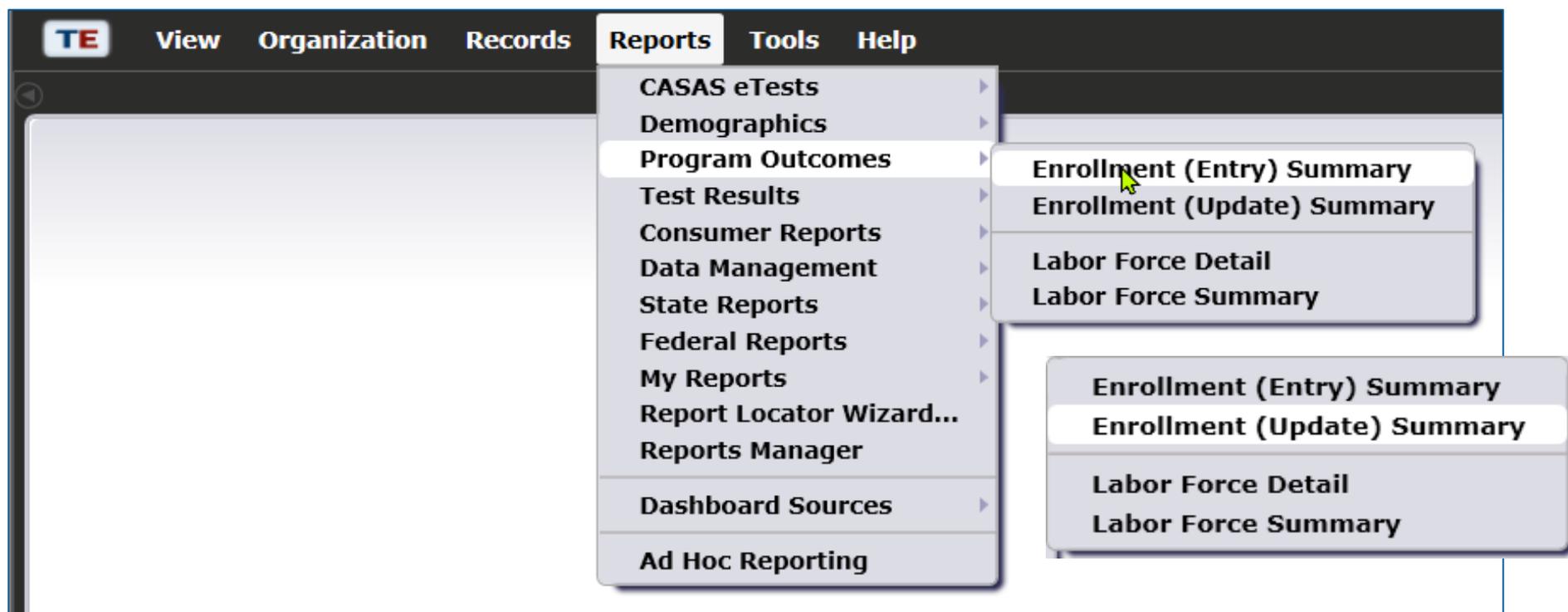
Work Results	#	%
Got a job	17	7.11
Increased wages	0	0.00
Retained job	21	8.79
Got a better job	0	0.00
Met work-based project goal	0	0.00
Entered job training	2	0.84
Entered training program	8	3.35
Training milestone	0	0.00
Entered apprenticeship	0	0.00
Entered military	0	0.00
Acquired workforce readiness skills	1	0.42
Reduced public assistance	0	0.00
Other work outcome	1	0.42



Instructional Level	#	%
ESL - Beginning Literacy	8	3.35
ESL - Beginning Low	96	40.17
ESL - Beginning High	0	0.00
ESL - Intermediate Low	21	8.79
ESL - Intermediate High	21	8.79
ESL - Advanced	26	10.88
ESL - Completed Advanced	3	1.26
ABE/ASE - Beginning Literacy	28	11.72
ABE/ASE - Beginning	26	10.88
ABE/ASE - Intermediate Low	12	5.02
ABE/ASE - Intermediate High	19	7.95
ABE/ASE - ASE Low	9	3.77
ABE/ASE - ASE High	6	2.51
ABE/ASE - Completed ASE High	2	0.84



TE > Reports > Program Outcomes



Learning Gains Summary



Learning Gains Summary

05/20/2021
11:43:13

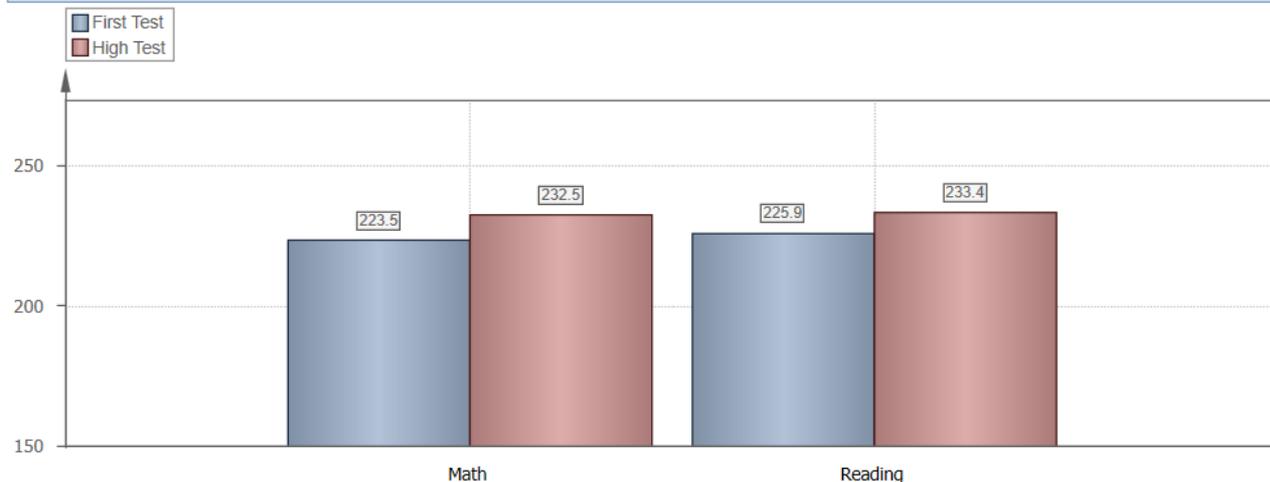
First to High by Class

Page 6 of 363
LGSFH4

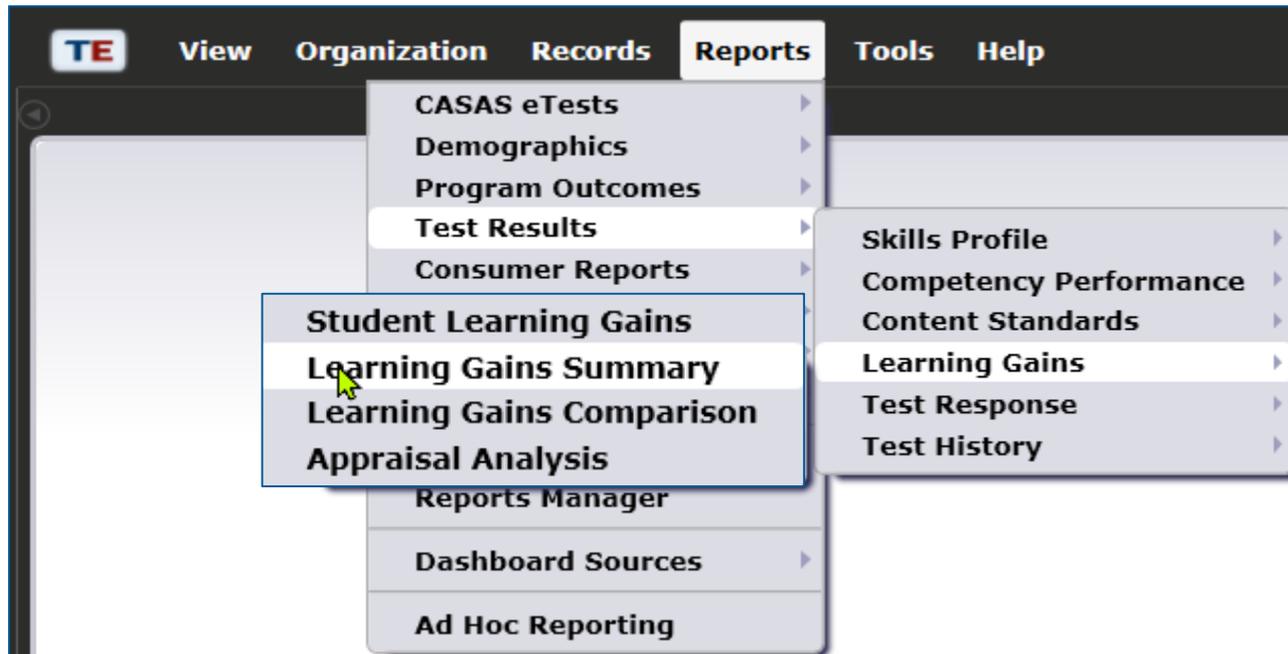
Agency: 4908 - Rolling Hills Adult School (RHAS)	Course: 0124
Site: 01 - RHAS: North Campus	Teacher: N/A
Class: 11121111 - Bridges To Success Lang Arts	Level: BSIH
Program: Basic Skills (ABE)	Pretest: 221 - 235

No of Students:		CASAS Math					
		N	First Test	N	High Test	Gain	Hours
	All test scores:	21	226.1	2	232.5	~	0.0
	Paired accurate scores:	2	223.5	2	232.5	9.0	0.0

No of Students:		CASAS Reading					
		N	First Test	N	High Test	Gain	Hours
	All test scores:	28	224.1	16	233.4	~	0.0
	Paired accurate scores:	16	225.9	16	233.4	7.5	0.0



TE > Reports > Test Results > Learning Gains



Data Integrity Report (DIR)

Item Description	Item Count	Items Percent
01: Missing Birthdate or outside US-110	3	0.6
02: Less than 12 Hours of Instruction	54	15.8
02a: Zero or Empty Hours of Instruction	51	14.9
02b: Total hours between 1-11 hours	3	0.8
03: No Highest Year of School/Degree Earned	36	10.3
03a: No Highest Year of School	34	9.7
03b: No Highest Degree Earned	8	2.3
03c: Learners marked Degree or Diploma Earned but no Year	6	1.7
03d: Degree earned marked as outside U.S., but not Highest Year	13	3.7
04: No Gender	2	0.6
05: No Race/Ethnicity	6	1.7
06: Total Reported Labor Force Status	224	64.3
06a: Total 'Employed'	93	26.5
06b: Total 'Unemployed'	96	27.4
06c: Total 'Not employed not seeking work'	42	11.9
06d: Total 'Retired'	3	0.9
06e: Total missing Labor Force Status	108	30.6
07a: No Entry Record (Missing Student Enrollment)	11	3.2
07b: No Update (Missing Enrollment Status)	62	17.7
08: No Pretest	92	26.3
09: No Post-Test	134	38.2
10: No Valid Paired Tests (Federal Table 4 and 4B only)	134	38.2
11a: Total eligible for NRS core performance follow-up cohort	43	12.3
11b: Total eligible for NRS core performance follow-up cohort	181	51.6
12a: Number eligible for Enter employment cohort	22	6.2
12b: Eligible for Enter employment but did not exit program	74	20.9
13a: Number eligible for Retain employment cohort	23	6.5
13b: Eligible for Retain employment but did not exit program	90	25.5
14a: Number eligible for HSE/high school diploma cohort	0	0.0
14b: Eligible for HSE/high school diploma but did not exit program	1	0.3
14c: Qualified for high school diploma cohort with a pretest of 246+	0	0.0
14d: Qualified for ASE High (Indicated Placement Using Instructional Level ASE High)	0	0.0
14e: Qualified for high school diploma cohort but scored lower than 236 on all CASAS tests	0	0.0
14f: Enrolled in HSD program but did not qualify for high school diploma cohort	16	4.5
15a: Number eligible for Post-secondary cohort	14	3.9
15b: Eligible for post-secondary but did not exit program	74	20.9
15c: Qualified with highest degree earned = HSE, high school diploma, or some college, no degree	14	3.9
15d: Qualified with Passed HSE or Earned high school diploma on Update Record	0	0.0
15e: Qualified with enrollment in designated Transitions class	0	0.0
16: Passed HSE or high school diploma on Update Record but did not place in any core performance cohort	0	0.0
17: No Primary Goal	2	0.6
18: No Secondary Goal	2	0.6
19: Total Status Updates	3	0.8
19a: Total "Retained in Program"	2	0.6
19b: Total "Left Program"	1	0.3
19c: Total "No show"	0	0.0
19d: Total Missing Update Status	0	0.0
20: Work-based Project	0	0.0
21: Learners with a pretest in the conservative estimate range	0	0.0
22: Learners with a pre-/post-test pair but less than 40 hours of instruction	0	0.0

Required

Items 1 - 10 are important for state and federal reporting

Core Performance

Items 11 - 16 are important for NRS core performance reporting

FYI

Items 17 - 22 are important for data validation and verification

TE > Reports > Data Management > NRS Data Integrity



CASAS eTests Reports



Test Administrations

05/20/2021
18:11:14

by Agency

Page 1 of 1
CTA2

State:	California												Program Year:	2020-2021	
Agency	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total		
4908 - Rolling Hills Adult School (RHAS)	0	56	387	71	218	55	276	155	39	175	0	0	1,432		
Total:	0	56	387	71	218	55	276	155	39	175	0	0	1,432		



WTU Balance

05/20/2021
18:09:46

Page 1 of 1
WTUB

Agency:	4908 - Rolling Hills Adult School (RHAS)						
WTU ID	Date Purchased	WTUs Purchased	WTUs Reserved	WTUs Used by Tests	WTUs Used by Archived or Deleted Tests	% WTUs Consumed	WTUs Available
9698	10/02/2019	1,000	1	1,010	-11	100.00	0
10203	02/26/2020	1,000	0	1,011	-11	100.00	0
10850	11/09/2020	1,000	0	353	-2	35.10	649
Totals:		3,000	1	2,374	-24	78.37	649

Report data ge
Whole databa
Interrogation
Program year:
Reporting Lev
Break on Mod
Break on Form
Count: Regula
Aggregate Mu
Include Prepa
Include Print T
Include Criteri

CASAS eTests Reports



06/15/2018
23:25:45

Test Administrations

by Agency

Page 1 of 1
CTA2

Program Year: 2017-2018

Agency

4908 - Rolling Hill

Base container is: Ag
Interrogation mode is:
Program year: Curren
Reporting Level: Age
Break on Modality: N
Break on Form Level:
Count: Regular WTUs
Aggregate Multiple A
Include Prepared By:
Include Print Time: Y
Include Criteria Info:
Report Sort Order: St
Page Sort Order: Age
Report Style Option:
Agency Print Option:
Site Print Option: ID
Warn if too many pag
Page Orientation: Po



WTU Balance

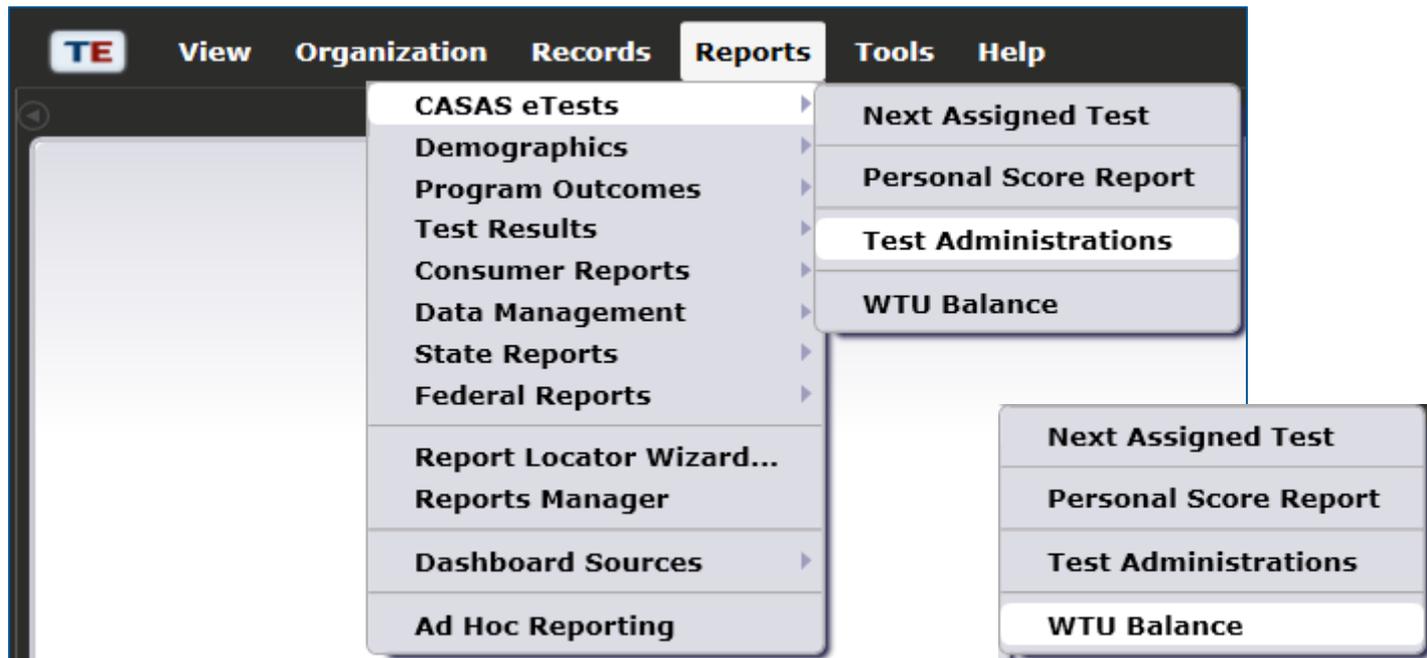
06/15/2018
23:55:37

Page 1 of 1
WTUB

Agency: 4908 - Rolling Hills Adult School (RHAS)

WTU ID	Date Purchased	WTUs Purchased	WTUs Reserved	WTUs Used by Tests	WTUs Used by Archived or Deleted Tests	% WTUs Consumed	WTUs Available
2872	02/25/2013	5,000	8	4,680	312	100.00	0
3289	07/25/2013	3	0	0	3	100.00	0
4777	03/19/2015	1,000	0	716	284	100.00	0
6049	08/10/2016	1,000	0	827	173	100.00	0
6147	09/27/2016	502	0	386	116	100.00	0
6605	05/08/2017	2,000	3	1,953	44	100.00	0
1	05/26/2017	1	0	1	0	100.00	0
7066	10/06/2017	1,000	0	988	12	100.00	0
7330	02/01/2018	1,000	0	503	7	51.00	490
7702	05/04/2018	1,000	0	0	0	0.00	1,000
Totals:		12,506	11	10,054	951	88.09	1,490

TE > Reports > CASAS eTests



Update Your Local Assessment Policy





Local Assessment Policy



[CASAS Assessment Policy Guidelines](#)



Local Assessment Policy

• Entry/Update Record

- What is the process at your agency to gather Entry/Update Record information?
- Who is responsible for gathering the information?
- Who is responsible for inputting the information into TE?
- Who is responsible for following up on any missing Entry/Update Records or information needed to complete Records?
- How does this information compare to your local assessment guidelines?



Local Assessment Policy

• Pre/Post-Tests

- What is the process at your agency to administer Pre/Post-tests?
- Who is responsible for administering Pre/Post-tests?
- Who is responsible for inputting Pre/Post-tests into TE?
- Who is responsible for following up on any missing Pre/Post-tests?
- How does this information compare to your local assessment guidelines?



Local Assessment Policy

- **Valid Pre/Post-test Pair**

- What is the process at your agency to ensure that students have a valid Pre/Post-test?
- Who is responsible for monitoring this information?
- Who is responsible for inputting the information into TE?
- How does this information compare to your local assessment guidelines?



Local Assessment Policy

• Conservative Estimate Pretest

- What is the process at your agency to ensure that students are Pretested at the appropriate level?
- Who is responsible for monitoring this process?
- Who is responsible for marking the replaced test record as 'Retested' to retain historical data in TE?
- How does this information compare to your local assessment guidelines?





Assessment (CASAS eTests Online and Paper)



TOPSpro Enterprise Accountability Software



National External Diploma Program



Workforce Skills Certification System



Live Facilitated Training



QuickSearch Online Curriculum Materials Database

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