



CASAS eWORKs Implementation Training

Paul Kratzer, CASAS Program Specialist



- CASAS and Alignmark partnership
- Implementation models
- Business mindset
- Before implementing eWORKs
- Setting up eWORKs in TE
- Using eWORKs

Record

Please add your name, organization, phone and email to the chat box.

Thank you!

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eWORKs – Result of a CASAS-Alignmark Partnership

An assessment and instructional package that includes:

- Assessment of reading and math skills (CASAS)
- Assessment of problem solving and critical thinking skills (CASAS)
- Soft Skills research (Alignmark)
- Assessment of soft skills (Alignmark)
- Feedback reports, courses and instructional material for soft skills (Alignmark)
- Profiles and certification of all the above (CASAS)
- User-friendly portals (both)

Class setting

Standalone class or incorporate into existing class

Instructional model

Student driven (online) or teacher-directed (in class) or both

Class schedule

- Pre test, provide instruction, post test
- Instruct first, then test
- Survey businesses first, then instruct
- Survey, then test

Business Mindset

- How will you perform on the job?
- Pilot simulator
- Soft skills are first but are not specific in job listings
- Applicants don't bring evidence of soft skills
- Throw the dice and hope for the best

Solution:

- Better soft skills definition by both businesses and job seekers. A common language.
- Assessment using simulation and development where needed
- eWORKs has the tools

Outcomes:

Lower interview-to-hire ratio, lower turnover, better for bottom line

Before implementing eWORKs:

- Get CASAS eTests – contact golive@casas.org. Let them know you want to use eWORKs.
- Get CASAS Teacher Portal – contact techsupport@casas.org. Let them know you want to use eWORKs
- Complete eWORKs training – contact Paul at eWORKs@casas.org
- Order eWORKs Units – Go to CASAS.org, click on eWORKs, then click on Order Now.
- CASAS eWORKs Coordinator will provide you with Alignmark login info
- CASAS eWORKs Coordinator will give eWORKs access to your Data Manager
- Data Manager sets up eWORKs access for your eWORKs users in TE – see next slide

CASAS Tech Support gives eWORKs access to your Data Manager

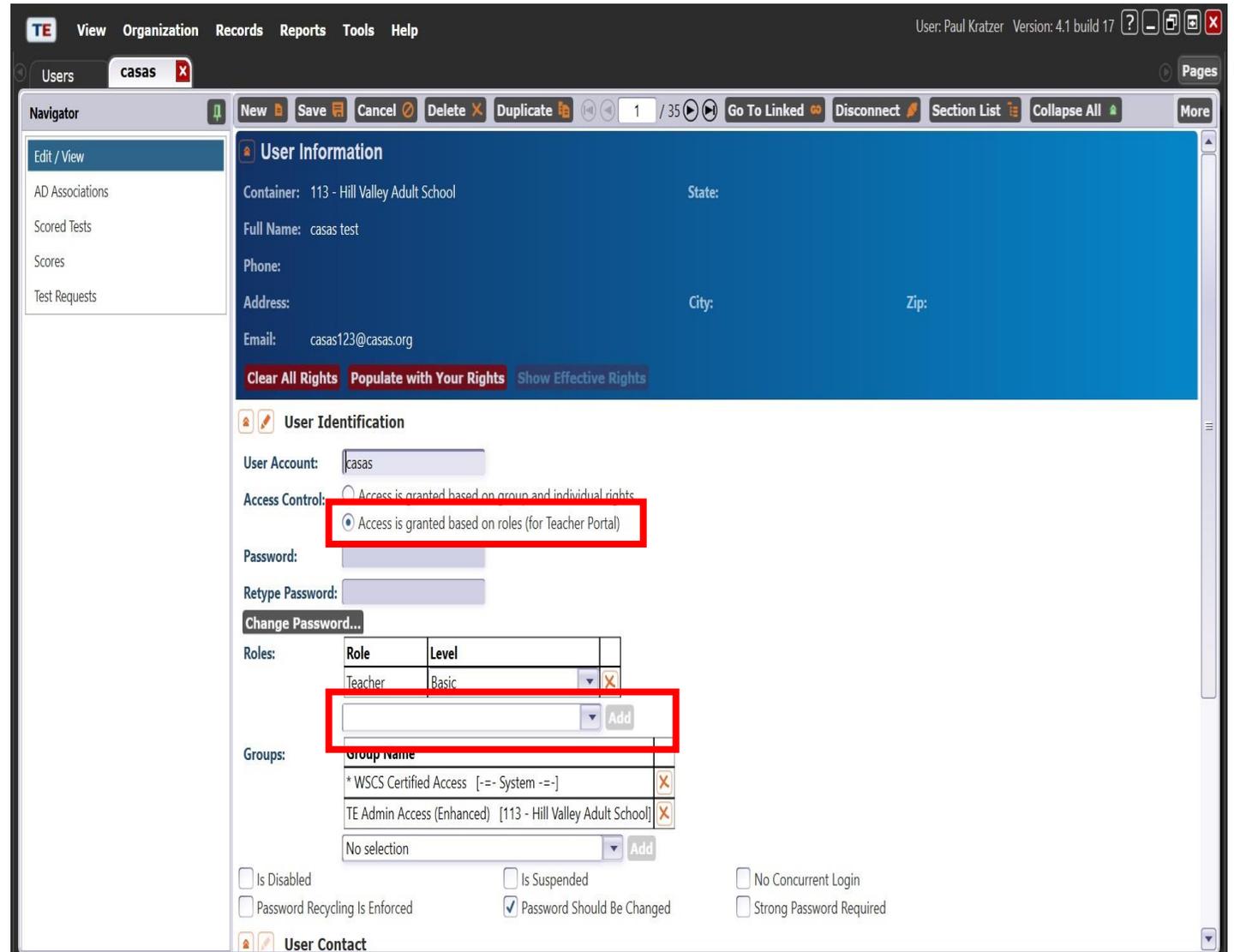
Data manager sets up eWORKs Users

Find Users in TE

- Click Organization
- Click Users
- Select name of desired user
- Click edit

Give access control based on roles

- Add role of eWORKs coordinator



Identify Eligible Students

TOPSpro
— enterprise —

Home About Solutions Contact **Sign In**

- Sign in as a student
- Sign in as a teacher/administrator**

The Statewide Data System for Adult Education

for 30+ years promoting student engagement, tracking progress, measuring class performance, and providing program accountability as a comprehensive database solution

[Request Demo](#)

<https://testsonline.org/TePortal/student/login>

Teacher/Administrator Portal Login Page

etestsonline.org/TePortal/teacher/login

New Chron

WORKS - D...





Teacher/Administrator Portal

Email or phone*

Password*



Login

Sign up as
teacher/administrator

Forgot
password?

Unauthorized access to personally identifiable
information is a violation of state and federal law.

Select Desired Class

The screenshot shows the CASAS Teacher Portal interface. On the left is a dark sidebar with the TOPSpro logo and a 'Teacher Portal' menu where 'Classes' is selected. The main content area is titled 'Classes' and features a search bar for students and classes. Below the search bar is a table with the following data:

Class ID	Extended ID	Name	Site ID	Start Date	End Date	Enrollment Count	Active Count
020720	FA21	HSE All Subjects	01	07/13/2023	02/05/2024	52	6
020720	SP22	HSE All Subjects	01	01/19/2024	05/06/2024	46	22
021301	FA21	Microsoft Office Specialist Certification	01	08/19/2023	12/09/2023	9	5

At the bottom of the table, there is a pagination control showing '20 items per page' and '1 - 3 of 3'.

https://etestonline.com/Teacher/Classes

Navigate to Student Test Summary

The screenshot displays the TOPSpro enterprise Teacher Portal interface. The breadcrumb navigation at the top reads: [Classes](#) > [020720/SP22, HSE All Subjects](#) > [Class Reports](#). The user's name, John, is visible in the top right corner.

The left sidebar, titled "Teacher Portal", contains the following menu items:

- Classes
- 020720/SP22, HSE All Subjects
- Class Dashboard
- Class Attendance
- Class Reports** (highlighted with a red box)
- Students

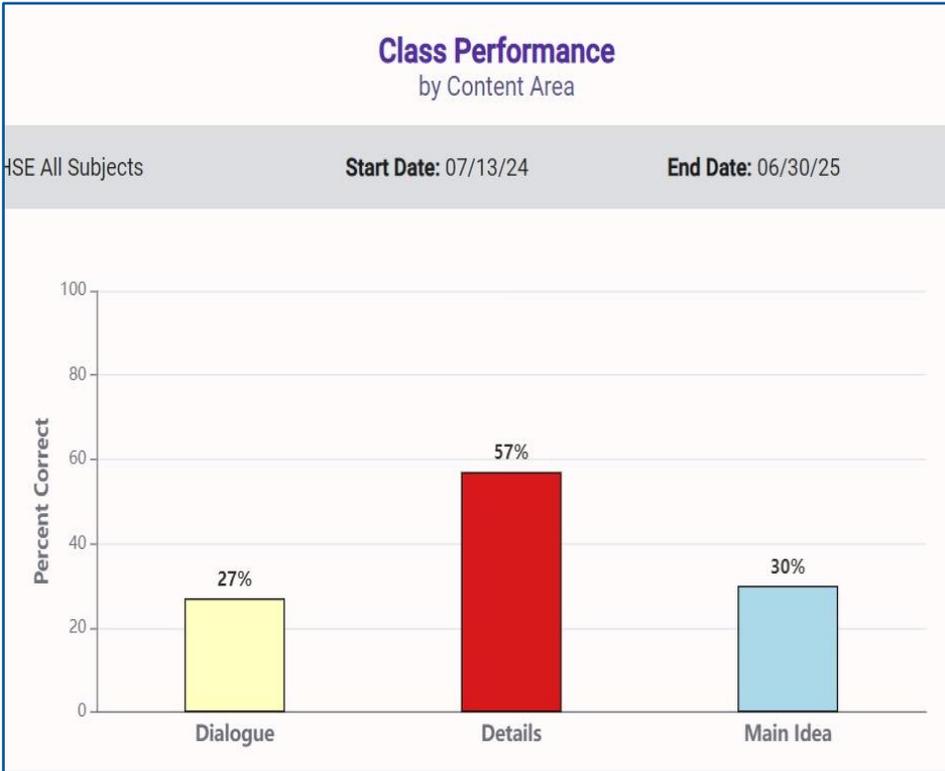
The main content area is divided into four primary sections:

- Enrollment & Attendance**: Includes buttons for Class Enrollment, Monthly Attendance, and Demographic Detail.
- CASAS eTests**: Includes buttons for Next Assigned Test, Test Score Overview, and Personal Score.
- Class Performance**: Includes buttons for Class Performance by Competency Area, Class Performance by Task Area, and **Class Performance by Content Area** (highlighted with a red box).
- Test Results**: Includes buttons for **Student Test Summary** (highlighted with a red box) and Individual Skills Profile.

At the bottom of the main content area, there is a section titled "Class Performance *".

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Class Performance by Content Area



Class Performance
by Content Area

HSE All Subjects Start Date: 07/13/24 End Date: 06/30/25 Pro

English Language Proficiency Standards Listening Content Areas	ELP Standard	N	% Correct
Dialogue Continue the conversation	2	15	27%
Details Retell key details	1	14	57%
Main Idea Identify the main topic Summarize	1	10	30%



Teacher Portal

Classes

020720/FA21, HSE All Subjects

Class Dashboard

Class Attendance

Class Reports

Student Test Summary

Students

Classes > 020720/FA21, HSE All Subjects > Class Reports > Student Test Summary

John

Student Test Summary



Class: 020720/FA21, HSE All Subjects

Start Date: 07/13/23

End Date: 02/05/24

Programs: HSE

Exclude inaccurate scores

Exclude retested

Enforce class start and end dates

Include phone and email

Student	Status	Last Date Attended	Date	Form	Score	Daily Hours of Instruction	Class Administered
1665096 Imelda Zehner	Active	05/06/24	07/13/23	904R	207		01/020720-FA21
			09/28/23	918M	227		
			02/05/24	906R	223	12	01/020720-FA21
			05/03/24	918M	224	56	
1665491 Marzieh Rashidpoor Babroudi	Inactive	09/01/23	07/01/23	905R	217		
			02/19/24	906R	217	13	

Enroll Students in eWORKs and Alignmark



Teacher Portal

Classes

020720/FA21, HSE All Subjects

Class Dashboard

Class Attendance

Class Reports

Students

Classes > 020720/FA21, HSE All Subjects > Students

John



Search students



Student ID	Name	Status	Total Hours	Hours Since Last Test	Start Date	End Date	In EWorks
665096	Imelda Zehner	Active			08/18/2023		
	Iarzieh ashidpoor abroudi	Inactive	13		08/19/2023	09/01/2023	Yes
	Iywayne aldovinos	Inactive			08/19/2023	08/19/2023	
	Iennifer im	Inactive			08/18/2023	08/18/2023	
	Iacibe /essell	Active			07/13/2023		Yes
	Iagini umari	Active	78	78	08/18/2023		Yes
	Iamaljeet andhu	Completed	118		08/19/2023	12/03/2023	Yes
	Iatherina ogan	Completed	97		08/19/2023	12/03/2023	Yes
	Iorgyn	Completed	185	14	08/20/2023	11/17/2023	Yes

Include in eWorks system

Exclude from eWorks system

Enroll student with Alignmark

Show Alignmark credentials

Get Alignmark results

Show eWorks Profile

Show eWorks Profile Detail

Award eWorks Certificate

View eWorks Certificate

Enroll Students in Alignmark



Teacher Portal

Classes

020720/FA21, HSE All Subjects

Class Dashboard

Class Attendance

Class Reports

Students

Classes > 020720/FA21, HSE All Subjects > Students

John



Search students



Student ID ↑	Name	Status	Total Hours	Hours Since Last Test	Start Date	End Date	In EWorks
1665096	Imelda Zehner	Active			08/18/2023		Yes
	Marzieh Ashidpoor Abroudi	Inactive	13		08/19/2023	09/01/2023	Yes
	Wayne Aldovinos	Inactive			08/19/2023	08/19/2023	
	Jennifer Jim	Inactive			08/18/2023	08/18/2023	
	Magini Umari	Active	78	78	08/18/2023		Yes
	Amaljeet Sandhu	Completed	118		08/19/2023	12/03/2023	Yes
	Atherina Logan	Completed	97		08/19/2023	12/03/2023	Yes
	Morgyn Alvillo	Completed	185	14	08/20/2023	11/17/2023	Yes
	Makiz	Inactive	18		08/02/2023	08/15/2023	

- Include in eWorks system
- Exclude from eWorks system
- Enroll student with Alignmark
- Show Alignmark credentials
- Get Alignmark results
- Show eWorks Profile
- Show eWorks Profile Detail
- Award eWorks Certificate
- View eWorks Certificate



Teacher Portal

Classes

020720/FA21, HSE All Subjects

Class Dashboard

Class Attendance

Class Reports

Students

Classes > 020720/FA21, HSE All Subjects > Students

John



Search students



Student ID	Name	Status	Total Hours	Hours Since Last Test	Start Date	End Date	In EWorks
1665096	Imelda Zehner	Active			08/18/2023		Yes
1665491	M...	Active	3		08/19/2023	09/01/2023	Yes
1665758	T...	Active			08/19/2023	08/19/2023	
1666031	J...	Active			08/18/2023	08/18/2023	
1666586	Jacibe Wessell	Active			07/13/2023		Yes
234	Ragini Kumari	Active	78	78	08/18/2023		Yes
6420463	Kamaljeet Sandhu	Completed	118		08/19/2023	12/03/2023	Yes
6653945	Catherina Logan	Completed	97		08/19/2023	12/03/2023	Yes
7122240	Morgyn	Completed	185	14	08/20/2023	11/17/2023	Yes

Alignmark Credentials
User account: CA49081665096
Password: 081019952
Okay

Invite Students to Create Student Portal Login

TOPSpro enterprise

Classes > 020720/FA21, HSE All Subjects > Students John

Teacher Portal

- Classes
- 020720/FA21, HSE All Subjects
- Class Dashboard
- Class Attendance
- Class Reports
- Students**

Search students

<input type="checkbox"/>	Student ID ↑	Name	Status	Total Hours	Hours Since Last Test	Start Date	End Date	In EWorks
<input checked="" type="checkbox"/>	1665096	IZ Imelda Zehner	Active			08/18/2023		Yes
<input type="checkbox"/>	1665491	MR Marzlen Rashidpoo Babroudi	Inactive	13		08/19/2023	09/01/2023	Yes
<input type="checkbox"/>	1665758	TV Tywayne Valdovinos	Inactive			08/19/2023	08/19/2023	
<input type="checkbox"/>	1666031	JK Jennifer Kim	Inactive			08/18/2023	08/18/2023	
<input checked="" type="checkbox"/>	1666586	JW Jacibe Wessell	Active			07/13/2023		Yes
<input type="checkbox"/>	234	RK Ragini Kumari	Active	78	78	08/18/2023		Yes
<input type="checkbox"/>	6420463	KS Kamaljeet Sandhu	Completed	118		08/19/2023	12/03/2023	Yes
<input type="checkbox"/>	6653945	CL Catherina Logan	Completed	97		08/19/2023	12/03/2023	Yes
<input type="checkbox"/>	7122240	MC Morgyn	Completed	105	14	08/20/2023	11/17/2023	Yes

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Mail - Paul Kratzer - Outlook x TOPSpro Enterprise Portal x

etestsonline.org/TePortal/teacher/classes/1380388036/students

CASAS eWORKs - D...

Classes > 020720/FA21, HSE All Subjects > Students

John

Teacher Portal

- Classes
- 020720/FA21, HSE All Subjects
- Class Dashboard
- Class Attendance
- Class Reports
- Students

Search students

	Student ID	Name	Status	Total		End Date	In EWorks
<input checked="" type="checkbox"/>	1665096	IZ Imelda Zehner	Active				Yes
<input type="checkbox"/>	1665491	MR Marzieh Rashidpoo Babroudi	Inactive			09/01/2023	Yes
<input type="checkbox"/>	1665758	TV Tywayne Valdovinos	Inactive			08/19/2023	
<input type="checkbox"/>	1666031	JK Jennifer Kim	Inactive			08/18/2023	
<input checked="" type="checkbox"/>	1666586	JW Jacibe Wessell	Active			07/13/2023	Yes
<input type="checkbox"/>	234	RK Ragini Kumari	Active	78	78	08/18/2023	Yes
<input type="checkbox"/>	6420463	KS Kamaljeet Sandhu	Completed	118		08/19/2023 12/03/2023	Yes
<input type="checkbox"/>	6653945	CL Catherina Logan	Completed	97		08/19/2023 12/03/2023	Yes
<input type="checkbox"/>	7122240	MO Morgyn	Completed	185	14	08/20/2023 11/17/2023	Yes

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Send portal invitations

- Include in eWORKs system
- Exclude from eWORKs system
- Enroll student with Alignmark
- Get Alignmark results

TOPSpro Enterprise Portal

Calendar - Paul Kratzer - Outlook

etestsonline.org/TePortal/teacher/classes/1380388036/students

CASAS eWORKs - D...

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— enterprise —

Teacher Portal

- Classes
 - 020720/FA21, HSE All Subjects
 - Class Dashboard
 - Class Attendance
 - Class Reports
- Students

4908 - Rolling Hills Adult School (RHAS)

Send Portal Account Invitations

You are about to send portal account invitations for 2 students.

The invitations can be delivered only if the selected students have either a valid email or a valid phone number.

Click Next to continue or Cancel to abort the operation.

Next Cancel

End Date	In EWorks
	Yes
09/01/2023	Yes
08/19/2023	
08/18/2023	
	Yes
	Yes
12/03/2023	Yes
12/03/2023	Yes
11/17/2023	Yes

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10:19 AM
3/26/2024

TOPSpro Enterprise Portal | Calendar - Paul Kratzer - Outlook

etestsonline.org/TePortal/teacher/classes/1380388036/students

CASAS eWORKs - D...

Teacher Portal

- Classes
 - 020720/FA21, HSE All Subjects
 - Class Dashboard
 - Class Attendance
 - Class Reports
- Students

4908 - Rolling Hills Adult School (RHAS)

Send Portal Account Invitations

Select how the invitations are to be delivered:

By email only By SMS only First by email
 First by SMS Use both email and SMS

Next Cancel

End Date	In EWorks
	Yes
09/01/2023	Yes
08/19/2023	
08/18/2023	
	Yes
	Yes
12/03/2023	Yes
12/03/2023	Yes
11/17/2023	Yes

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10:20 AM 3/26/2024

TOPSpro Enterprise Portal | Calendar - Paul Kratzer - Outlook

etestsonline.org/TePortal/teacher/classes/1380388036/students

CASAS eWORKs - D...

TOPSpro enterprise

Teacher Portal

- Classes
- 020720/FA21, HSE All Subjects
- Class Dashboard
- Class Attendance
- Class Reports
- Students

4908 - Rolling Hills Adult School (RHAS)

Send Portal Account Invitations

2 portal account invitations are going to be delivered.

The chosen delivery method is: By **email only**

Click Back if you want to change the delivery method, Finish to complete the operation or Cancel to abort the operation.

Back **Finish** Cancel

End Date	In EWorks
	Yes
09/01/2023	Yes
08/19/2023	
08/18/2023	
	Yes
	Yes
12/03/2023	Yes
12/03/2023	Yes
11/17/2023	Yes

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10:21 AM 3/26/2024

Students Access Student Portal and eWORKs Portal

The screenshot shows the homepage of the TOPSpro enterprise website. The navigation menu includes Home, About, Solutions, Contact, and Sign In. The Sign In dropdown menu is open, showing two options: "Sign in as a student" (highlighted with a red box) and "Sign in as a teacher/administrator". The main content area features a large blue banner with the text "The Statewide Data System for Adult Education" and a group of five diverse people smiling. Below the banner, there is a vertical text block describing the system's benefits for 30+ years.

TOPSpro
— enterprise —

Home About Solutions Contact Sign In

Sign in as a student

Sign in as a teacher/administrator

The Statewide Data System for Adult Education

for 30+ years promoting student engagement, tracking progress, measuring class performance, and providing program accountability as a comprehensive database solution.

Student Portal Login Page

etestsonline.org/TePortal/student/login

WORKS - D...

TOPSpro
— enterprise —

Student Portal

Email or phone*
imelda_zehner@rhas.org

Password*
.....

Login

Forgot password?

Unauthorized access to personally identifiable information is a violation of state and federal law

Student Portal – Go to eWORKs

Rolling Hills Adult School English (US) Imelda

[Personal Information](#) [Class Enrollment](#) [Dashboard](#) [Educational Progress](#)

[eWORKs](#) [Practice Tests](#) [Surveys](#)

My Path to Success

<h3>Reading</h3> <p>Level 4</p> <p>You are here</p> <p>Profile Levels Help</p> <p>Request test appointment</p>	<h3>Math</h3> <p>Level 4</p> <p>You are here</p> <p>Profile Levels Help</p> <p>Request test appointment</p>	<h3>Customer Care</h3> <p>Not Tested</p> <p>Profile Help</p> <p>Soft Skills Test</p>	<h3>Personal Qualities</h3> <p>Not Tested</p> <p>Profile Help</p> <p>Soft Skills Test</p>
--	---	--	---

eWORKs Profile

Assess Students' Existing Soft Skills

Soft Skills

Customer Care Skills:

Customer Relations

Decision Making

Commitment to Quality

Personal Qualities:

Integrity

Responsibility

Self-Esteem

Self-Management

Sociability

My Path to Success

<p>Reading Level 4</p> <p>You are here</p> <p>Progress bar: 100%</p> <p>Profile Levels Help</p> <p>Request test appointment</p>	<p>Math Level 4</p> <p>You are here</p> <p>Progress bar: 100%</p> <p>Profile Levels Help</p> <p>Request test appointment</p>	<p>Customer Care Not Tested</p> <p>Profile Help</p> <p>Soft Skills Test</p>	<p>Personal Qualities Not Tested</p> <p>Profile Help</p> <p>Soft Skills Test</p>
--	---	---	--

eWORKs Profile

The screenshot shows the CASAS staff dashboard. At the top left is the CASAS logo. At the top right, the date "Mar/13/23" and a red "EXIT" button are visible. Below the logo is a dark blue banner with the text "Welcome STAFF!". The main content area contains four white buttons with rounded corners and drop shadows: "My Development Plan" with a notebook icon, "My Courses" with a stack of books icon, "My Assessments" with a clipboard icon (highlighted by a red border), and "My Information" with a blue "Update" button icon. To the right of these buttons is a yellow rectangular area labeled "Public Notice".

The screenshot displays the CASAS user interface. At the top left is the CASAS logo. To the right of the logo, the date "Mar/07/24" and an "EXIT" button are visible. Below this is a navigation bar with five tabs: "Home" (with a house icon), "My Development Plan" (with a document icon), "My Courses" (with a stack of books icon), "My Assessments" (with a notepad icon and highlighted in green), and "My Information" (with an "Update" button). The main content area is titled "Available Assessments".

AccuVision WRS V2 - Customer Care
Date Started **Mar/07/24** Date Finished **Mar/07/24**
This assessment provides you with feedback on skills important for success in jobs that require a great deal of work with customers.
This assessment requires approximately 30 minutes to complete.

[View Feedback Report](#)

AccuVision WRS V2 - Personal Qualities
This assessment provides you with feedback on personal characteristics and qualities that are important for success in many jobs.
This assessment requires approximately 35 minutes to complete.

Two red boxes highlight interactive buttons: a yellow "Re-Take" button with a notepad icon next to the first assessment, and a blue "Start" button with a notepad icon next to the second assessment.

Watch a sample Alignmark video.



Test question – choose best and worst action

ALIGNMARK **ACCUVISION**
Customer Care

Select Both Best and Worst Actions

	Best	Worst
A. Ask for more information.	<input checked="" type="radio"/>	<input type="radio"/>
B. Ask supervisor how to handle the call.	<input type="radio"/>	<input type="radio"/>
C. Take down name and phone number of caller, promise to have Mr. McCoy call back.	<input type="radio"/>	<input type="radio"/>
D. Pass the call onto Mr. McCoy.	<input type="radio"/>	<input checked="" type="radio"/>

Confirm 18

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Profile Students' Skills

My Path to Success

The dashboard displays progress for six skills. Each skill card includes a title, level, a 'You are here' indicator, a progress bar, and action buttons. The 'Profile' button in each card is highlighted with a red box. At the bottom, the 'eWORKs Profile' button is also highlighted with a red box.

Skill	Level	Status	Action
Reading	Level 5	Progressing	Request Submitted
Math	Level 5	Progressing	Request test appointment
Customer Care	Level 5	Progressing	Soft Skills Test and Courses
Personal Qualities	Level 5	Progressing	Soft Skills Test and Courses
Critical Thinking	Passed	Completed	Request test appointment
Problem Solving	Passed	Completed	Request test appointment

[eWORKs Profile](#)

s - D...



eWorks Profile Reading

Work-related Academic Skills

Basic				Advanced		Work-related Academic Skills typically demonstrated at this level
1	2	3	4	5	6	
		◆				Reading
						Can understand the overall structure of most written materials in everyday and workplace communications and diagrams.
						Can apply reading skills to searching for documents and information online.
						Has some technical vocabulary related to work needs and a growing number of idiomatic expressions, which aid in understanding website content and business correspondence.



x

eWORKs Profile

Soft Skills

Basic			Advanced			
1	2	3	4	5	6	Personal Quality Skills demonstrated
					◆	Integrity
						Has the opportunity to break a rule and get away with it, but decides to follow the rule.
						Tries to stop others who are about to break a rule. Reminds them of the rules and what could happen if they get caught. Will go to a manager or supervisor if necessary.
				◆		Responsibility
						Tries to keep private life from affecting work.
						Doesn't say "That's not my job." when something unusual or unexpected comes up that needs to be done.
						Willing to ask for help, more information or clearer instructions.
						Recognizes quality work, ready to go the extra mile to make sure the job gets done right.
						Makes sure the job is done before leaving, does not leave extra work for next shift.
			◆			Self-Esteem
						Willing to try new things, learn new skills and ask for help when needed.

x

eWORKs Profile

Soft Skills

Basic			Advanced			
1	2	3	4	5	6	Personal Quality Skills demonstrated
					◆	Integrity
						Has the opportunity to break a rule and get away with it, but decides to follow the rule.
						Tries to stop others who are about to break a rule. Reminds them of the rules and what could happen if they get caught. Will go to a manager or supervisor if necessary.
				◆		Responsibility
						Tries to keep private life from affecting work.
						Doesn't say "That's not my job." when something unusual or unexpected comes up that needs to be done.
						Willing to ask for help, more information or clearer instructions.
						Recognizes quality work, ready to go the extra mile to make sure the job gets done right.
						Makes sure the job is done before leaving, does not leave extra work for next shift.
			◆			Self-Esteem
						Willing to try new things, learn new skills and ask for help when needed.



My Path to Success

Reading

Level 5

You are here

Profile **Levels** Help

Request Submitted

Math

Level 5

You are here

Profile **Levels** Help

Request test appointment

Customer Care

Level 5

You are here

Profile Help

Soft Skills Test and Courses

Personal Qualities

Level 5

You are here

Profile Help

Soft Skills Test and Courses

Critical Thinking

Passed

Request test appointment

Problem Solving

Passed

Request test appointment

X

Reading

in academic and professional settings.

My target level -->	5	Can read texts at the high school level and use academic vocabulary and idiomatic language with increasing ease. Can interpret the meaning of complex content containing some scientific or technical terms and symbols. Can also determine the order of events and causal relationships among these events. With training or support, can also undertake procedures that involve comprehending complex work-related texts such as detailed reports and proposals, manuals, operating instructions, policies, and regulations.
	4	Can understand complex texts such as operating instructions, work reports, and manuals containing workplace and technical vocabulary. Can analyze and evaluate the reasoning in persuasive texts, determine central ideas or themes and identify supporting ideas. Can determine the meaning of general academic and content-specific words and phrases as well as idiomatic language in some academic and professional texts.
I am here -->	3	Can understand the overall structure of most written materials in everyday and workplace communications and diagrams. Can apply reading skills to searching for documents and information online. Has some technical vocabulary related to work needs and a growing number of idiomatic expressions, which aid in understanding website content and business correspondence.
	2	Can understand text in formats such as tables, checklists, and more detailed forms in the workplace. With help, can cite specific details from and summarize texts such as routine emails and webpage content. Using context, can determine the meaning of general words and phrases and frequently occurring expressions in written texts about familiar every day and work contexts, such as

Teacher: View Student Skills Profile in Teacher Portal



Teacher Portal

Classes

020720/FA21, HSE All Subjects

Class Dashboard

Class Attendance

Class Reports

Students

Classes > 020720/FA21, HSE All Subjects > Students

John



Search students



Student ID ↑	Name	Status	Total Hours	Hours		End Date	In EWorks
				Since Last Test	Start Date		
1665096	Imelda Zehner	Active			08/18/2023	Yes	
1665491	Marzieh Rashidpo Babroudi	Inactive	13		08/19/202309/01/2023	Yes	
1665758	Tywayne Valdovin	Inactive			08/19/202308/19/2023		
1666031	Jennifer Kim	Inactive			08/18/202308/18/2023		
1666586	Jacibe Wessell	Active			07/13/2023	Yes	
234	Ragini Kumari	Active	78	78	08/18/2023	Yes	
6420463	Kamaljee Sandhu	Completed	118		08/19/202312/03/2023	Yes	
6653945	Catherin Logan	Completed	97		08/19/202312/03/2023	Yes	

The screenshot displays the TOPSpro enterprise Teacher Portal interface. On the left is a sidebar with navigation options: Classes, Class Dashboard, Class Attendance, Class Reports, and Students. The main content area shows a breadcrumb path: Classes > 020720/FA21, HSE All Subjects > Students. A search bar is present with the text "Search students". Below is a table of students with columns for Student ID, Name, Status, Total Hours, Hours Since Last Test, Start Date, End Date, and In EWorks. A context menu is open over the first student, listing actions such as "Include in eWorks system", "Exclude from eWorks system", "Enroll student with Alignmark", "Show Alignmark credentials", "Get Alignmark results", "Show eWorks Profile", "Show eWorks Profile Detail", "Award eWorks Certificate", and "View eWorks Certificate". The "Show eWorks Profile" option is highlighted with a red box.

Student ID	Name	Status	Total Hours	Hours Since Last Test	Start Date	End Date	In EWorks
1665196	Imelda Zehner	Active			08/18/2023		Yes
	Iarzieh ashidpoor abroudi	Inactive	13		08/19/2023	09/01/2023	Yes
	Wayne aldovinos	Inactive			08/19/2023	08/19/2023	
	Jennifer im	Inactive			08/18/2023	08/18/2023	
	Magini umari	Active	78	78	08/18/2023		Yes
	Amaljeet andhu	Completed	118		08/19/2023	12/03/2023	Yes
	Catherina Logan	Completed	97		08/19/2023	12/03/2023	Yes
	Logyn alvillo	Completed	185	14	08/20/2023	11/17/2023	Yes
	Takiz	Inactive	10		08/19/2023	08/15/2023	

etestsonline.org/TePortal/student/eWorks

CASAS eWORKs - D...

New Chrome available

X

eWorks Profile

Work-related Academic Skills

Basic				Advanced		Work-related Academic Skills typically demonstrated at this level
1	2	3	4	5	6	
		◆				Reading Can understand the overall structure of most written materials in everyday and workplace communications and diagrams. Can apply reading skills to searching for documents and information online. Has some technical vocabulary related to work needs and a growing number of idiomatic expressions, which aid in understanding website content and business correspondence.
				◆		Math Can solve multistep, real-world mathematical problems using rational numbers. Can use linear functions and solve inequalities and simultaneous linear equations. Can solve problems of surface area and volume and apply the Pythagorean theorem in real-world contexts and on coordinate planes. Can understand and apply the concept of probability to draw inferences from statistics. Can solve problems and identify patterns using bivariate data on 2-way tables.

👁️ 🖨️ ⬇️

Show eWORKs Profile Detail

TOPSpro
— enterprise —

Teacher Portal

- Classes
- 020720/FA21, HSE All Subjects
- Class Dashboard
- Class Attendance
- Class Reports
- Students**

Classes > 020720/FA21, HSE All Subjects > Students

Search students

Student ID	Name	Status	Total Hours	Hours Since Last Test	Start Date	End Date	In EWorks
1665196	Imelda Zehner	Active			08/18/2023		Yes
	Iarzieh ashidpoor abroudi	Inactive	13		08/19/2023	09/01/2023	Yes
	Iywayne aldovinos	Inactive			08/19/2023	08/19/2023	
	Iennifer im	Inactive			08/18/2023	08/18/2023	
	Iagini umari	Active	78	78	08/18/2023		Yes
	Iamaljeet andhu	Completed	118		08/19/2023	12/03/2023	Yes
	Iatherina ogan	Completed	97		08/19/2023	12/03/2023	Yes
	Iorgyn alvillo	Completed	185	14	08/20/2023	11/17/2023	Yes
	Iakiz	Inactive	10		08/19/2023	08/15/2023	

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TOPSpro

Classes > 0123456, eWorks > Students

Katy

Teacher Port

Classes

0123456, eWo

Class Da

Class De

Class At

Class Re

Students

eWORKs Profile Detail

Jasmin Moreno

Modality	Pretest				Posttest				Critical Thinking	Problem Solving	Personal Qualities		
	Form	Score	Level	Date	Form	Score	Level	Date			Pass Date	Pass Date	Score
Reading	905R	237	4	05/15/2023	907R	242	5	09/06/2023			60	5	05/28/2
Math	913M	210	3	05/15/2023	914M	217	4	03/10/2024					

x

Lucatero

11273064

AR Angel

Active

04/22/2024

Yes

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Develop Skills

Develop Students' Soft Skills Using Online Resources

Including:

- Soft Skills courses
- Development plan
- Feedback Report

My Path to Success

The dashboard displays progress for six different skill areas. Each area has a colored card with the skill name, level, and a progress bar. Below each card are navigation buttons for Profile, Levels, and Help. At the bottom of each card is a dark blue button with an icon and text.

- Reading Level 5:** Progress bar is 5/5 filled. Buttons: Profile, Levels, Help. Bottom button: Request Submitted.
- Math Level 5:** Progress bar is 5/5 filled. Buttons: Profile, Levels, Help. Bottom button: Request test appointment.
- Customer Care Level 5:** Progress bar is 5/5 filled. Buttons: Profile, Help. Bottom button: Soft Skills Test and Courses (highlighted with a red border).
- Personal Qualities Level 5:** Progress bar is 5/5 filled. Buttons: Profile, Help. Bottom button: Soft Skills Test and Courses (highlighted with a red border).
- Critical Thinking Passed:** Bottom button: Request test appointment.
- Problem Solving Passed:** Bottom button: Request test appointment.



Mar/13/23 **EXIT**

Welcome STAFF!

My Development Plan



My Courses



Public Notice

My Assessments



My Information

Update

The screenshot displays the CASAS user interface. At the top left is the CASAS logo. On the top right, the date "Jun/23/21" and a red "EXIT" button are visible. Below the logo is a navigation bar with five tabs: "Home" (with a house icon), "My Development Plan" (with a document icon), "My Courses" (with a stack of books icon and highlighted in green), "My Assessments" (with a document icon), and "My Information" (with an "Update" button). Below the navigation bar is the "Available Courses" section. It includes a checkbox labeled "Show courses that match my skills" and a "Sort By:" dropdown menu set to "--- Select ---". Three courses are listed, each with a "Take Course" button highlighted by a red box:

- Commitment to Quality** Date Taken **Mar/31/21**
Works and communicates with clients and customers to satisfy their expectations; actively listens to customers to avoid misunderstandings.
- Customer Relations** Date Taken **Jun/18/21**
Communicates in a positive manner, especially when handling complaints or conflict; efficiently obtains additional resources as needed to satisfy customer needs.
- Decision Making** Date Taken **Jan/20/21**
Makes sound decisions when carrying out company policies and guidelines, develops solutions for customer problems, recognizes the limits of own authority and knows when a customer problem should be referred to others.

Workforce Development

Question 1 (Commitment to Quality)

You are finishing putting new stock on the sales floor when you see your coworker putting clothing from the fitting rooms back on the wrong clothing rack.

How would you handle this situation?

- A. Tell the floor supervisor when you get a chance so she can correct the situation with the co-worker.
- B. Continue with what you are doing but when you see your coworker later in the break room, let her know that she was putting the clothes in the wrong place and remind her to be more careful in the future so other team members don't end up having to re-stock the clothes again later.
- C. Go over to your coworker and express your concern that she is putting the clothes on the wrong rack. Offer to assist her find the correct racks for the clothing. Also, remind her that not only will customers be confused, but she will be making work for the rest of the team when they have to restock the items later.
- D. Continue with your work but if the subject comes up later about clothes being in the wrong place or that area being "a mess", be sure to let the supervisor know what you observed.

While recognizing that there is a problem and taking some action to see that it is addressed is a good thing to do, a better course of action would be to take responsibility yourself to let your coworker know where the clothes are supposed to go and offering assistance if needed. Click on another answer to learn more.

[Next>>](#)



Mar/13/23 **EXIT**

Welcome STAFF!

My Development Plan



My Courses



Public Notice

My Assessments



My Information

Update

Jan/23/24 EXIT

Home
My Development Plan
My Courses
My Assessments
My Information

Development Plan

Job Seeker Name: WSCS SAMPLE2 **Date:** Nov/21/23

Case Worker Name: _____

Skills to be improved: Decision Making, Customer Relations, Responsibility, Sociability

Comments:

Skill	Aspects of Skill To Be Developed (What)	Development Activities	Time Frame for Completion	Progress Checks / Follow-up
Decision	Recognizes when it is best to personally handle customer needs versus when to direct the customer elsewhere.	Take Decision Making Course	January 15, 2024	December 14, 2023
		When a situation occurs that requires you to direct a customer to a supervisor or more experienced coworker, ask the customer at least two questions regarding their situation so that you can relate that information to your supervisor or coworker.		
		List ONE situation that would present a dilemma for you in terms of whether to help the customer yourself or direct them elsewhere. Write down how you think those situations should be handled and then double check them with your supervisor or more experienced coworker.	August 31, 2021	August 23, 2021
		Ask your apprenticeship supervisor what customer issues you can resolve and which need to be referred to someone with more authority.	May 31, 2020	May 15, 2020



Mar/13/23 **EXIT**

Welcome STAFF!

My Development Plan



My Courses



Public Notice

My Assessments



My Information

Update

The screenshot displays the CASAS user interface. At the top left is the CASAS logo. On the top right, the date "Jan/23/24" and an "EXIT" button are visible. Below this is a navigation bar with five tabs: "Home" (with a house icon), "My Development Plan" (with a book icon), "My Courses" (with a stack of books icon), "My Assessments" (with a clipboard icon and highlighted in green), and "My Information" (with an "Update" button). The main content area is titled "Available Assessments". It features two assessment cards. The first card is for "AccuVision WRS - Customer Care", with a "Date Started" of "Jun/16/22". It includes a description: "This assessment provides you with feedback on skills important for success in jobs that require a great deal of work with customers. This assessment requires approximately 30 minutes to complete." Below the description is a red-bordered button labeled "View Feedback Report" with a document icon. To the right of this card is an orange circular "Continue" button with a clipboard icon. The second card is for "AccuVision WRS - Personal Qualities", with a "Date Started" of "Jun/22/22". It includes a description: "This assessment provides you with feedback on personal characteristics and qualities that are important for success in many jobs. This assessment requires approximately 35 minutes to complete." To the right of this card is another orange circular "Continue" button with a clipboard icon. In the center of the page, there is a section titled "Past Assessments" with a yellow background. It lists three past assessments, each with a "View Feedback Report" link and a document icon, along with their start and end dates: "Apr/30/19", "Mar/12/19", and "Feb/21/19".

•**RESPONSIBILITY:** You work hard to do your job the best that it can be done; you pay attention to details and concentrate even when doing things you don't like; you always try to be on time for work; you do your work with a positive attitude.

Situations In Which Your Performance Was Acceptable

- Tries to keep private life from affecting work.
- Doesn't say "That's not my job" when something unusual or unexpected comes up that needs to be done.
- Willing to ask for help, more information or clearer instructions.
- Recognizes quality work, ready to go the extra mile to make sure that the job gets done right.

Situations In Which Your Performance Needs Development

- Responds by helping out when needed, even if it means giving up some personal time.
- Makes sure the job is done before leaving, does not leave extra work for next shift.

Teacher: View Development Plans and Feedback Reports

Button in Teacher Portal

etestsonline.org/TePortal/teacher/classes/1380388036/students

CASAS eWORKS - D...

TOPSpro
— enterprise —

Classes > 020720/FA21, HSE All Subjects > Students

John

Teacher Portal

- Classes
- 020720/FA21, HSE All Subjects
- Class Dashboard
- Class Attendance
- Class Reports
- Students

	Student ID ↑	Name	Status	Total Hours	Hours Since Last Test	Start Date	End Date	In EWorks
<input checked="" type="checkbox"/>	1665096	IZ Imelda Zehner	Active			08/18/2023		Yes
<input type="checkbox"/>	1665491	MR Marzieh Rashidpoo Babroudi	Inactive	13		08/19/2023	09/01/2023	Yes
<input type="checkbox"/>	1665758	TV Tywayne Valdovinos	Inactive			08/19/2023	08/19/2023	
<input type="checkbox"/>	1666031	JK Jennifer Kim	Inactive			08/18/2023	08/18/2023	
<input checked="" type="checkbox"/>	1666586	JW Jacibe Wessell	Active			07/13/2023		Yes
<input type="checkbox"/>	234	RK Ragini Kumari	Active	78	78	08/18/2023		Yes
<input type="checkbox"/>	6420463	KS Kamaljeet Sandhu	Completed	118		08/19/2023	12/03/2023	Yes
<input type="checkbox"/>	6653945	CL Catherina Logan	Completed	97		08/19/2023	12/03/2023	Yes
<input type="checkbox"/>	7122240	MC Morgyn	Completed	185	14	08/20/2023	11/17/2023	Yes

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Navigate to Alignmark Website

The screenshot shows the TOPSpro enterprise Teacher Portal. The left sidebar contains navigation options: Classes, Class Dashboard, Class Attendance, Class Reports, and Students. The main content area displays a student list for class 020720/FA21, HSE All Subjects. A tooltip is visible over the 'Status' column, indicating that clicking on the status button will navigate to the Alignmark website.

Student ID	Name	Status	Start Date	End Date	In EWorks
1665096	Imelda Zehner	Active	08/18/2023		Yes
1665491	Marzieh Rashidpoo Babroudi	Inactive	08/19/2023	09/01/2023	Yes
1665758	Tywayne Valdovinos	Inactive	08/19/2023	08/19/2023	
1666031	Jennifer Kim	Inactive	08/18/2023	08/18/2023	
1666586	Jacibe Wessell	Active	07/13/2023		Yes

Information - Zoom x Work Force x +

force/admin/index.aspx

ACCUVISION
Workforce Readiness System

Login

*User Name

*Password

[Forgot your Password?](#)

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ACCUVISION
Workforce System

Mar/13/24 Logout

Home **Job Seekers** Case Workers Public Notices Programs Courses Library Reports Settings

Job Seekers

Create Job Seeker Batch Input

- (0) Number of applicants in system
- (0) Signed in during the past 7 days
- (0) Assessments taken today
- (0) Assessments taken in past 7 days
- (0) Assessments taken in total

Courses

Create Course

- (8) Current courses taken online
- (0) Current courses taken onsite

Name	Description
Integrity	Recognizes the ethical limits of a situation and won't exceed those limits.
Responsibility	Exerts a high level of effort and perseverance toward goal attainment; works hard to become excellent at doing tasks by setting high standards, paying attention to details, working well, and displaying a high level of concentration even when assigned an unpleasant task; displays high standards of attendance, punctuality, enthusiasm, vitality and optimism in approaching and competing tasks.
Self-Esteem	Exhibits self-control and responds to feedback unemotionally and non-defensively; is a self-starter.
Self-Management	Assesses own knowledge, skills, and abilities accurately; sets well-defined and realistic personal goals; monitors own progress toward goal attainment, and motivates self through goal achievement.
Sociability	Demonstrates understanding, friendliness, adaptability, empathy, and politeness in new and ongoing group settings; asserts self in familiar and unfamiliar social situations, relates well to others; responds

Mar/13/24 Logout

[Home](#) | [Job Seekers](#) | [Case Workers](#) | [Public Notices](#) | [Programs](#) | [Courses](#) | [Library](#) | [Reports](#) | [Settings](#)

Home/Job Seekers

Search:

First Name

Last Name

User Name

Program
-- Select Program --

Case Worker
-- Select Case Worker --

Skill / Manage Skills
ANALYSIS & PROBLEM SOLVING
Appropriate use of technology at work
Commitment to Quality
Customer Relations

Assessments
-- Select Assessment --

From:

To:

[Search](#) [Clear](#)

Job Seekers

[Delete](#) | [Add](#) | [Import](#) -- Assign To Case Worker --

<input type="checkbox"/>	First Name	Last Name	Case Worker	Phone	Program	Dev. Plan	Assessments
<input type="checkbox"/>	Alix	While		--		Show	4
<input type="checkbox"/>	Minnie	Mouse		--		Show	2
<input type="checkbox"/>	WSCS Student	Tester		2092575166		Create	0

[Send Logon Information](#)

[Prev](#) | [Next](#)

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Select and View Feedback Report

ACCUVISION
Workforce Readiness System

Mar/13/24 Logout

Home Job Seekers Case Workers Public Notices Programs Courses Library Reports Settings

Home/Job Seekers/ Edit Job Seeker

Job Seeker-Minnie Mouse

Basic Information

Name: *

Last Name: *

Email:

Phone:

Case Worker:

Program:

Mailing Information

Street Address:

City:

State: Zip Code:

Password Information

User Name: *

NOTES

(500 characters max)

Send Logon Information

Assessments Taken

Name	Date	Score	Feedback Report
AccuVision WRS V2 - Personal Qualities	Apr/14/22	7	<input type="button" value="Feedback Report"/>
AccuVision WRS V2 - Customer Care	Apr/14/22	>9	<input type="button" value="Feedback Report"/>

Develop Students' Soft Skills Using Classroom Instructional Resources

CASAS eWORKs - D...

The screenshot shows the CASAS website interface. At the top left, the CASAS logo is highlighted with a red box. To its right is a search bar and navigation links for Login, Create Account, About, Contact Us, and an Order button. Below the navigation is a horizontal menu with links for Home, Product Overviews, Training and Support, Education Providers, Workforce Development, Business and Industry, and Social Media Newsroom. A large blue banner for 'Product Overviews' features a photo of a teacher and students, with the text: 'Get on-target results with CASAS assessments and resources. Our products are time saving, easy to use, and cost effective.' Below the banner is a breadcrumb trail: Home > Product Overviews > Assessments > CASAS eWORKs. A white box with a red border highlights the 'CASAS eWORKs Resources' link. To the right of this link is an 'Order Now' button. Below the link is the eWORKs logo, which consists of the word 'eWORKs' in blue with a green gear icon containing a hand, and the CASAS logo below it. The main content area contains three sections: 'The Need' (Employers seek workers with strong basic skills to work smart and grow on the job.), 'The Solution' (CASAS eWORKs. Document and develop employer-validated academic and soft skills and facilitate transition to the workforce using CASAS eTests, Teacher Portal and Student Portal.), and 'The Process' (The CASAS eWORKs is a three-step process. Step 1 Assess, Profile and Certify a person's existing Skills. Use internationally recognized and validated work-related academic and soft skills assessments to create a Workforce Skills Profile which certifies the current skills demonstrated by the candidate).

casas.org, click on eWORKs, then click on eWORKs Resources

eWORKs resources include:

- **Soft Skills Discussion Guide** – more than 50 workplace scenarios with discussion prompts, aligned with specific soft skills
- **Discussion Guide Index** – enables teacher to identify scenarios and target instruction to specific skills as needed
- **Instructor's Guide** – Practice videos and discussion prompts
- **Performance Development Strategies** – a page of strategies for each of the soft skills competencies

eWORKs Profile

						Self-Esteem Willing to try new things, learn new skills and ask for
						Self-Management When things get slow, finds something to do rather than
						Sociability Is open and honest with coworkers because he/she is when everyone gets along.
1	2	3	4	5	6	Customer Care Skills demonstrated
						Decision Making Recognizes when it is best to personally handle customer elsewhere. Recognizes priorities, then implements solutions based need.

Page	Personal Qualities					Customer Care	
	Integrity	Responsibility	Self Esteem	Self Management	Sociability	Customer Relations	Decision Making
4	X						
5						x	X
6			X				X
7			X	X			
8		X	X		X		
9							X
10						X	X
11						X	X
12		X				X	X
13		X				X	X
14		X				X	X
15		X		X		X	X
16		X		X			X
17		X	X			X	X
18		X				X	X
19			X	X			X
20		X			X	X	X
21		X	X	X	X	X	X
22			X		X	X	X
23		X	X		X	X	X
24		X	X		X	X	X
25		X				X	X

My Path to Success

The dashboard displays progress for six assessment areas. Each area has a colored card with the subject name, level, and a progress bar. Below each card are buttons for Profile, Levels, and Help. At the bottom of each card is a dark blue button with an icon and text. The 'Reading' and 'Math' cards have a 'Request Submitted' button. The 'Customer Care' and 'Personal Qualities' cards have a 'Soft Skills Test and Courses' button. The 'Critical Thinking' and 'Problem Solving' cards have a 'Request test appointment' button. The 'Request Submitted' and 'Soft Skills Test and Courses' buttons are highlighted with red boxes.

Assessment Area	Level	Progress	Action Button
Reading	Level 5	5/5	Request Submitted
Math	Level 5	5/5	Request test appointment
Customer Care	Level 5	5/5	Soft Skills Test and Courses
Personal Qualities	Level 5	5/5	Soft Skills Test and Courses
Critical Thinking	Passed	100%	Request test appointment
Problem Solving	Passed	100%	Request test appointment

View Test Requests in Teacher Portal

The screenshot displays the TOPSpro Teacher Portal interface. On the left is a navigation sidebar with the following items: **Teacher Portal**, **Classes** (with sub-item 020720/FA21, HSE All Subjects), **Class Dashboard**, **Class Attendance**, **Class Reports**, and **Students**. The main content area shows a breadcrumb path: **Classes > 020720/FA21, HSE All Subjects > Students**. A search bar labeled "Search students" is present. Below is a table of students with columns: Student ID, Name, Status, Total Hours, Hours Since Last Test, Start Date, End Date, and In EWorks. A dropdown menu is open over the student with ID 6420463, listing actions such as "View test requests", "Enroll student with Alignmark", and "Award eWORKs Certificate".

Student ID	Name	Status	Total Hours	Hours Since Last Test	Start Date	End Date	In EWorks
1665491	MR Marzieh Rashidpoor Babroudi	Inactive	1		08/19/2023	09/01/2023	
1665758	TV Tywayne Valdovinos	Inactive			08/19/2023	08/19/2023	
1666031	JK Jennifer Kim	Inactive			08/18/2023	08/18/2023	
224	RK Ragini Kumari	Active			08/18/2023		
6420463	KS Kamaljeet Sandhu	Completed	40		08/19/2023	12/03/2023	Yes
	CL Catherina Logan	Completed	19		08/19/2023	12/03/2023	
	MC Morgyn Calvillo	Completed	113	2	08/20/2023	11/17/2023	
	MK Makiz Kerchaert	Inactive	6		09/03/2023	09/15/2023	
	RC Rigo Castro	Inactive			08/18/2023	08/18/2023	
	RW Ruben West	Inactive	43		08/18/2023	10/29/2023	
	GP Genifer Padilla	Inactive			08/18/2023	08/18/2023	
	OC Olivia Camargo	Inactive			08/28/2023	08/28/2023	
	ET Erma Turrubiate	Inactive	3	3	10/07/2023	10/20/2023	
	JB Joshelyn Barragan	Active	119		08/18/2023		

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TOPSpro
— enterprise —

Classes > 020720/FA21, HSE All Subjects > Students

John

Assessment Requests

Imelda Zehner

Modality	Requested On	Status	Last Updated On	Last Updated By	Scheduled On	Schedule Note	
Reading	03/08/2024	Submitted		-			
Math	03/08/2024	Submitted		-			

Show previous requests

Certify Skills with eWORKs Certificates

Issue Pathway Certificate

The screenshot displays the TOPSpro enterprise interface. On the left is a 'Teacher Portal' sidebar with navigation options: Classes, Class Dashboard, Class Details, Class Attendance, Class Reports, and Students. The main area shows a breadcrumb path: 'Classes > 0123456, eWorks > Students'. A search bar for students is present. A table lists students with columns for name, status (Active), date (04/22/2024), and a 'Yes' indicator. A context menu is open over the table, listing actions such as 'Include in eWORKs system', 'Exclude from eWORKs system', 'View test requests', 'Enroll student with Alignmark', 'Show Alignmark credentials', 'Get Alignmark results', 'Show eWORKs Profile', 'Show eWORKs Profile Detail', 'Issue certificate', 'Upload signed certificate', and 'View last certificate'. The 'Issue certificate' option is highlighted with a red box, and its sub-menu is also highlighted with a red box, showing 'eWORKs Pathway certificate' and 'eWORKs Capstone certificate'.

Student Name	Status	Date	Indicator
ez	Active	04/22/2024	Yes
do	Active	04/22/2024	Yes
stal	Active	04/22/2024	Yes
quez	Active	04/22/2024	Yes
io	Active	04/22/2024	Yes
atero	Active	04/22/2024	Yes
el	Active	04/22/2024	Yes
hirez	Active	04/22/2024	Yes
onica	Active	04/22/2024	Yes
gado	Active	04/22/2024	Yes
andra	Active	04/22/2024	Yes
deron	Active	04/22/2024	Yes
y	Active	04/22/2024	Yes
rriano	Active	04/22/2024	Yes
ander	Active	04/22/2024	Yes
	Active	04/22/2024	Yes
	Active	04/22/2024	Yes



Rolling Hills Adult School



Workforce Readiness Skills Career Pathway Certificate

Congratulations!

This certifies that

Jacibe Wessell

has demonstrated the skill levels shown below.

Reading Level 6	Math Level 6	Customer Care Level 5	Personal Qualities Level 5
---------------------------	------------------------	---------------------------------	--------------------------------------



eWORKs Profile

The following workforce skills have been identified by the individual's responses to employer-validated and nationally normed assessments.

More detailed information can be found at www.casas.org (academic) and at www.alignmark.com (soft skills).

Work-related Academic Skills

Basic		Advanced				Work-related Academic Skills typically demonstrated at this level
1	2	3	4	5	6	
					◆	Reading Can fluently read complex college and career entry-level texts, such as research papers and academic articles, with increasing ability to comprehend academic and figurative language within these texts. In addition, can make logical and solid inferences, summaries, and paraphrases of texts. Can analyze how ideas and concepts interrelate as well as recognize and understand the use of satire, sarcasm and irony and discern intended meaning. Can also consult several diverse media sources and present strong text-based evidence to answer most questions and solve most problems in academic and professional settings.
					◆	Math Can solve problems using radicals and irrational numbers. Can solve problems involving quadratic expressions, interpret and

Soft Skills

Basic		Advanced				Personal Quality Skills demonstrated
1	2	3	4	5	6	
					◆	Integrity Has the opportunity to break a rule and get away with it, but decides to follow the rule. Tries to stop others who are about to break a rule. Reminds them of the rules and what could happen if they get caught. Will go to a manager or supervisor if necessary.
					◆	Responsibility Tries to keep private life from affecting work. Doesn't say "That's not my job." when something unusual or unexpected comes up that needs to be done. Willing to ask for help, more information or clearer instructions. Recognizes quality work, ready to go the extra mile to make sure the job gets done right. Makes sure the job is done before leaving, does not leave extra work for next shift.
				◆		Self-Esteem Willing to try new things, learn new skills and ask for help when needed.
	◆					Self-Management When things get slow, finds something to do rather than wait to be told what to do.
	◆					Sociability Is open and honest with coworkers because he/she



X

Pal

My Path to Success

The dashboard displays progress for six assessment areas, each with a 'You are here' indicator and a progress bar:

- Reading Level 5:** Progress bar is full. Buttons: Profile, Levels, Help. Action: Request Submitted.
- Math Level 5:** Progress bar is full. Buttons: Profile, Levels, Help. Action: Request test appointment.
- Customer Care Level 5:** Progress bar is full. Buttons: Profile, Help. Action: Soft Skills Test and Courses.
- Personal Qualities Level 5:** Progress bar is full. Buttons: Profile, Help. Action: Soft Skills Test and Courses.
- Critical Thinking:** Progress bar is empty. Action: Request test appointment (highlighted with a red box).
- Problem Solving:** Progress bar is empty. Action: Request test appointment (highlighted with a red box).

Critical Thinking & <u>Problem Solving</u> Test Forms*	<i>Suggested Occupation/Industry Applications</i>
Form 562: Processing Data and Money Transactions	Banking, retail, administrative, clerical, and other business occupations
Form 572: Helping People and Maintaining Safety	Health, education, safety, and other human/social service occupations
Form 582: Analyzing Production and Promoting Teamwork	Manufacturing, technology, investigative, scientific, and other analytical occupations
Form 583: Providing Customer Service and Solutions	Customer service, sales, hospitality, personal services, and other service occupations
Form 584: Working with Materials and Measurement	Construction, maintenance and repair, engineering, transportation, other hands-on occupations

*Choose the test that best matches a learner's work experience and/or career interest



Teacher Portal

Classes

020720/FA21, HSE All Subjects

Class Dashboard

Class Attendance

Class Reports

Students

Class Subjects > Students John

Search students

				Test			
<input type="checkbox"/>			da ner	Active		08/18/2023	Yes
<input type="checkbox"/>			zieh hidpo oudi	Inactive	13	08/19/202309/01/2023	Yes
<input type="checkbox"/>			ayne ovinc	Inactive		08/19/202308/19/2023	Yes
<input type="checkbox"/>			nifer	Inactive		08/18/202308/18/2023	Yes
<input type="checkbox"/>						07/13/2023	Yes
<input type="checkbox"/>						78 08/18/2023	Yes
<input type="checkbox"/>			aljee andhu	Completed	118	08/19/202312/03/2023	Yes
<input type="checkbox"/>			6653945 CL Catherine Logan	Completed	97	08/19/202312/03/2023	Yes
<input type="checkbox"/>			7123249 MC Morgyn Calvillo	Completed	185 14	08/20/202311/17/2023	Yes

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- Include in eWORKs system
- Exclude from eWORKs system
- View test requests ¹
- Enroll student with Alignmark
- Show Alignmark credentials
- Get Alignmark results
- Show eWORKs Profile
- Show eWORKs Profile Detail
- Issue certificate ^C
- Upload signed certificate
- View last certificate

- eWORKs Pathway certificate
- eWORKs Capstone certificate



Workforce Readiness Skills

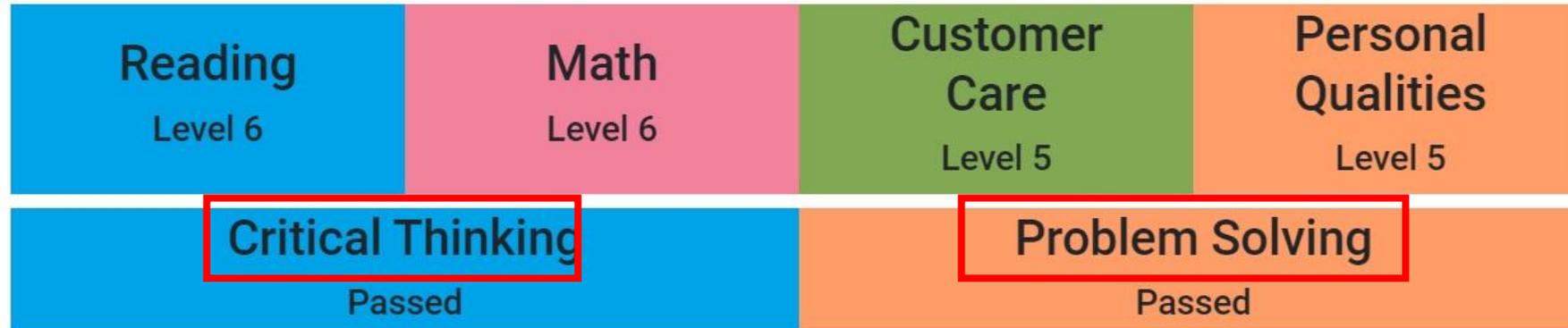
Capstone Certificate

Congratulations!

This certifies that

Jacibe Wessell

has demonstrated the skill levels shown below.



eWORKs Profile

The following workforce skills have been identified by the individual's responses to employer-validated and nationally normed assessments.

More detailed information can be found at www.casas.org (academic) and at www.alignmark.com (soft skills).

Work-related Academic Skills

Basic			Advanced			Work-related Academic Skills typically demonstrated at this level
1	2	3	4	5	6	
					◆	Reading
Can fluently read complex college and career entry-level texts, such as research papers and academic articles, with increasing ability to comprehend academic and figurative language within these texts.						
In addition, can make logical and solid inferences, summaries, and paraphrases of texts.						
Can analyze how ideas and concepts interrelate as well as recognize and understand the use of satire, sarcasm and irony and discern intended meaning.						
Can also consult several diverse media sources and present strong text-based evidence to answer most questions and solve most problems in academic and professional settings.						
					◆	Math
Can solve problems using radicals and irrational numbers.						
Can solve problems involving quadratic expressions, interpret and						

Soft Skills

Basic			Advanced			Personal Quality Skills demonstrated
1	2	3	4	5	6	
					◆	Integrity
Has the opportunity to break a rule and get away with it, but decides to follow the rule.						
Tries to stop others who are about to break a rule. Reminds them of the rules and what could happen if they get caught. Will go to a manager or supervisor if necessary.						
				◆		Responsibility
Tries to keep private life from affecting work.						
Doesn't say "That's not my job." when something unusual or unexpected comes up that needs to be done.						
Willing to ask for help, more information or clearer instructions.						
Recognizes quality work, ready to go the extra mile to make sure the job gets done right.						
Makes sure the job is done before leaving, does not leave extra work for next shift.						
			◆			Self-Esteem
Willing to try new things, learn new skills and ask for help when needed.						
	◆					Self-Management
When things get slow, finds something to do rather than wait to be told what to do.						
	◆					Sociability
Is open and honest with coworkers because he/she						



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In addition...

Employer Survey

- Use to engage with local employers
- Use to determine employers' needs
- Use to match student skills with employers' needs

Customer Care (Soft) Skills

Please check the 8 most important **competencies** for your organization.
Then, rank these 8 **competencies** in order of priority.

	Customer Care Competencies	Skill
1	Remains polite and professional when interacting with customers who make unreasonable demands.	Customer Relations
2	Faced with a hostile customer, maintains positive demeanor and earnestly attempts to help the customer.	
3	Increases customer loyalty by immediately addressing concerns and following up.	
4	Handles competing customer needs in a calm and helpful manner, follows through on commitments.	
5	Recognizes when it is best to personally handle customer needs versus when to direct the customer elsewhere	Decision Making
6	Recognizes priorities, then implements solutions based on an understanding of business need.	
7	Decides when to vary from routine operating policies/guidelines and when to adhere to them.	
8	Recognizes when more information is needed for making a decision.	
9	Recognizes the limits of own authority, correctly decides when to use those limits in order to keep the customer satisfied.	Commitment to Quality
10	Evaluates alternatives strategies for customer satisfaction, then chooses one that minimizes harm and makes the customer feel supported.	
11	Proactively assists peers for the purpose of increasing overall quality of company operations.	
12	Voice and body language communicate to the customer that satisfying the customer's need is of highest importance.	
13	Balances own work schedule against customer needs; willingly makes adjustments.	
14	Determines customer need and improves customer relations by "listening" to customer comments and requests.	

- Complete training, obtain certification – see chatbox
- Review this presentation and the Implementation Guide – on CASAS website, eWORKs Resources page
- Demo for your staff
- Set up eTests and Teacher Portal if you don't already have them
- Order eWORKs Units at orders@casas.org
- Identify eligible students
- Enroll students in eWORKs and Alignmark
- Invite students to create Student Portal login
- Students take soft skills assessments

- Questions: contact eworks@casas.org anytime.

- eWORKs has a lot of ingredients that can be used in various ways.
- How would I do it if I was coordinating or teaching an eWORKs program at my school or organization?

- eWORKs has a lot of ingredients that can be used in various ways.
- How would I do it if I was coordinating or teaching an eWORKs program at my school or organization?

- **THE MAIN DISH:**
- **Before Class 1.**
- Set up a standalone eWORKs-only class that meets for 1-2 hours a week and invite students from other classes to enroll in it, and/or
- Identify teachers who will incorporate eWORKs activities for 1-2 hours a week into their existing classes.
- (The following steps apply to me and/or other teachers I'm assisting)
- Be sure Teacher Portal accounts have the eWORKs features (graduation cap icon, etc. on the student list.) Slide 19.
- Confirm all students have a reading score of 217 or higher. Slide 16.
- Enroll students in eWORKs and Alignmark. Slides 18-20.

Class 1. In computer lab or in classroom with laptops or tablets.

- Send portal invites to students via text and email to create Student Portal accounts. Slides 22-26.
- If system says they have an account already, use *forgot password* link to reset.
- Show students how to go to eWORKs portal, Alignmark portal and take assessments. Slides 28-37
- Show example of eWORKs certificate. Inform students they earn a certificate when they take both soft skills assessments. Slides 76-77.

Homework

- Do Customer Care and Personal Qualities assessments. Slide 33-35

Before Class 2

- Generate certificates for students who took both soft skills assessments. Slides 74-77

Class 2. In computer lab or classroom with laptops or tablets.

- Deliver certificates
- Show students how to see their eWORKs profile (slides 37-41), online courses and development plan.(Slides 51-57)

Homework

- Read eWORKs profile, note soft skills scores.
- Take online courses in skills where score is low.
- Read Development Plan, suggest a timeline for completing the activities suggested in Development Plan.

Class 3. In class

- Review Development plan timeline with students one-on-one

Homework

- Work on activities in Development Plan

Before Class 4

- Look at students' eWORKs profiles (Slides 44-47), note skills where numerous students scored low.
- Use Discussion Guide Index (Slides 68-70) to select scenarios in Discussion Guide to address skills noted above

Class 4. In class

- Lead discussion of selected scenarios in Discussion Guide

Classes 5 and beyond

- Repeat discussions of scenarios as needed
- Generate updated certificates when available

Homework

- Continue on activities in Development Plan
- Retake soft skills assessments when ready

If student wants to pursue Capstone Certificate (Slides 78-79)

- Student requests to retake reading test if needed
- Student request to take/retake math test as needed
- When levels of reading, math, customer care and personal qualities are 5 or more, student requests to take Problem Solving and Critical Thinking assessments

- Teacher administers tests as requested (Slide 80)
- Teacher generates Capstone Certificate when all Problem Solving and Critical Thinking assessments are passed (Slide 81-82)

THE GRAVY

Additional activity to do throughout the year:

- Engage local businesses with eWORKs survey (Slides 83-84).
- Reach out to:
 - Local school districts
 - Chambers of commerce
 - Local workforce providers, One-stops, etc.
 - Unions



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