Station Registration

Online System

2017 National Summer Institute
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Overview

Testing station registration requires certified coordinators and proctors, or your technical-support staff to register each computer to use for testing, a one-time task per station. Doing this allows the online application to recognize each station and confirm its security.

System Compatibility

CASAS maintains an HTTPS connection and secure browser environment. Administering tests via eTests Online requires a Windows PC or Chromebook with Internet access. Macintosh computers are compatible if configured to operate using Windows OS via Apple’s Boot Camp. Compatibility with iPads will be available soon.

System Requirements

Windows computers must meet or exceed the following requirements. Note that computers used for administrative functions (TOPSpro Enterprise) must adhere to TE System Requirements as well.

<table>
<thead>
<tr>
<th>Software</th>
<th>Hardware</th>
</tr>
</thead>
<tbody>
<tr>
<td>OS</td>
<td>Browser</td>
</tr>
<tr>
<td>Application Management</td>
<td>Any modern OS</td>
</tr>
<tr>
<td>Test Delivery</td>
<td>Windows 8/10</td>
</tr>
</tbody>
</table>

If purchasing one or more Chromebooks, consider the following:

- Chromebooks manufactured by any/all vendors are compatible; CASAS does not make recommendations.
- Touch screen capability is typically a more expensive Chromebook option that can benefit examinees who need accessibility options. Depending on the population served, consider purchasing that option for one or two testing stations.
- To administer listening tests, the Chromebook(s) must include either an audio port or USB; headsets require a corresponding audio plug or USB plug.
- Before a Chromebook can be registered for testing, you must follow Steps to Setup eTests Online App on Chromebooks.
Installation / Data Storage (Windows OS testing stations only)

Implementation does not require installation of any permanent files. Instead, one executable file (.exe) runs locally during test administration. Users require only normal access rights to execute tests on a local testing station registered to connect with the testing server.

A secure server managed by CASAS hosts the application and houses all test data. Users may export data to store locally if desired.

Computer Clock Synchronization

Non-Chromebook testing stations at a site may be members of a domain, in which case a network timeserver probably synchronizes the computer clock automatically. If necessary, follow this procedure to synchronize the internal time source with the same external time source as the online testing server – time.windows.com.
Steps to Register Computers

Overview

• Only registered Testing Stations can deliver a CASAS web-based test.
• All stations must be –
  1. Registered in the CASAS Online System.
  2. Confirmed for test security.
  3. Validated by the agency for use with CASAS eTests Online.
• Registering computers as Testing Stations –
  o Is a one-time task involving two certified staff members completing registration at the same time or at different times.
    ▪ two coordinators, or
    ▪ two proctors, or
    ▪ one coordinator and one proctor.
  o Is a two-step process that must be completed at each machine.
    ➤ STEP 1: First certified staff member initiates Station Registration.
    ➤ STEP 2: Second certified staff member confirms Station Registration.
• Computers remain registered indefinitely and may be unregistered at any time.
  o If a computer is no longer in use, or has been replaced or reimaged, the station registration should be removed from the server.
• No additional hardware or software is needed to register computers other than having Internet connection.
• CASAS eTests Online in HTML runs –
  o In any modern web browser
  o On Windows OS machines and Chromebooks
    ▪ Steps to Setup eTests Online App on Chromebooks
  o Delivery on iPads and Android tablets coming soon!
• Coordinators and proctors perform registration at each computer through Station Management log in.
STEP 1: Initiate Station Registration

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<thead>
<tr>
<th>Step</th>
<th>Directions</th>
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| 1.   | • To begin the **Station Registration** process,  
|      |   o Launch a web browser on the **Testing Station**.  
|      |   • **Go to** the URL* for the CASAS eTests Online application your program uses –  
| 2.   | **FOR TRAINING, use RHAS –**  
|      |   • Set-up two tabs in your browser window with both pointing to the **RHAS Simulation Server**.  
|      |     TAB 1 – Use to simulate access to the **Management Console**.  
|      |     TAB 2 – Use to simulate access to the **Testing Station**.  
| 3.   | **Note!** If you are accessing the CASAS Online System for the first time, eTests Online or TE Online, you are prompted to change your password.  
|      |   • To change your password from eTests Online, click **Sign in** at top right.  
|      |     o Enter **Log in** credentials given to you by your Agency.**  
|      |     o Change your **Password**.  
|      |     • Passwords consist of a minimum of 8 alphanumeric characters with at least one alpha and one numeric character.  
|      | **The Agency ID** is assigned by CASAS.  
|      | **The User name** is assigned by the Agency. A work e-mail address is recommended.  
|      | **A temporary Password** is assigned by the Agency.  
| 4.   | **Continue with Station Registration –**  
|      |   • From the **Testing Station**,  
|      |     o Click **Register this computer**.  
|      | **Note!** For Chromebooks, you must follow **Steps to Setup eTests Online App on Chromebooks** before you can register the computer.
### Step 5

**Screen**

- Registering computers does not require installation of any permanent files.
- Instead, the CASASWebTests executable file (*.exe) runs locally to initiate contact with the online-hosted server for station registration and test administration.
- When the CASASWebTests.exe file downloads from the server –
  - Click to **Run**.
- Wait for the test-delivery system to load.

**Note!** Depending on your browser and settings, you may be prompted to first click **Save**, then click **Run**.

### Step 6

**Screen**

- From **Station Management Login**, 
- Enter your **Agency ID**.
  - RHAS Training Agency: 4908.
- Enter your **User name**.
- Enter your **Password**.
  - RHAS Training Password: coordinator.
- After entering User credentials, 
  - Click **Login**.

**Note!** The first person to log in to **Station Management** at the computer initiates the registration.
- This may be a **Coordinator** or **Proctor**.

### Step 7

**Screen**

- The first field for **Station Registration** identifies the **Site** where the computer is located.
- **Sites** are set-up by the Agency as submitted to CASAS with the **Online Implementation Agreement**.
- Click the **Site** field **down-arrow** and from the drop-down menu,
  - Select the **Site** for your computer.
  - RHAS Training: (Site displayed on placard next to your station).
### Step 8

**Station Registration**

<table>
<thead>
<tr>
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</table>
| ![Station Registration](image) | - The next field identifies the **Lab** where the computer is located within the **Site**.  
- **Lab** names are assigned by the Agency and may be the name and/or number of a room or **building** where computers are located.  
- Enter the **Lab** name for your **Site**, or  
- Click the **Lab** field down-arrow and from the drop-down menu,  
  - Select the **Lab** for your **Site**. |

### Step 9

**Station Registration**

<table>
<thead>
<tr>
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</table>
| ![Station Registration](image) | - The last field identifies the **Station** –  
  - Position in the room or **Lab**, or  
  - Sequence in a mobile cart.  
- **Station** names are assigned by the Agency and may include an abbreviation for the room or **Lab**.  
  - Use two-digits for single-numbered stations (recommended).  
- Enter the **Station Name** for your computer. |

### Step 10

**Station Registration**

<table>
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</table>
| ![Station Registration](image) | - The **Registration Status** will change to **Pending** until the second person confirms the registration.  
- **Identification Information** is recorded on the CASAS-hosted server, such as the **Media Access Control Address**, or **MAC** address.  
- Click **Register**. |

### Step 11

**Another user must confirm this registration!**

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<tr>
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| ![Pop-up Message](image) | - The pop-up message at left displays after the first person **initiates** **Station Registration**.  
  - Click **OK**. |
**STEP 2: Confirm Station Registration**

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<thead>
<tr>
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| 12.  | ![Station Management Login](image) | - The application automatically returns to the **Station Management Login** screen.  
- A second person must log in to **Station Management** at the same computer to **confirm** registration.  
  - This requires a **second Coordinator** or **Proctor** to log in with his or her credentials. |
| 13.  | | **FOR RHAS TRAINING** –  *To continue from this point forward in training activities* –  
  ➤ *Pair with the person seated next to you.*  
  - To validate and confirm each other’s computer,  
    1. Switch seats.  
    2. On your paired partner’s machine, enter your **Coordinator** log in credentials.  
      - RHAS **Training User**: coordinator##@rhas.org.  
      - RHAS **Training Password**: coordinator.  
    3. Click **Login**. |
| 14.  | ![Station Registration](image) | ➣ **Notice information in red.**  
- The **Registration Status** remains **Pending** until the second person confirms registration.  
- The second person may confirm **Station Registration** at any time if he or she is not available when the first person initiates registration.  
- To confirm registration,  
  - Click **Register**.  
  - **Note!** Do not edit or change **Station Registration** information. |

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*Note! Only coordinators may **Unregister** a **Station** at the computer.*
<table>
<thead>
<tr>
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</tr>
</thead>
</table>
| 15.  | ![Station registered!](image) | The pop-up message at left displays after the second person confirms **Station Registration**.  
  o Click OK. |
| 16.  | ![Testing Station](image) | • For test security, the **Refresh** button displays on a registered **Testing Station** until the proctor –  
  o STARTS a **Testing Session**, or  
  o ADDS the **Testing Station** to an active session.  
  • Close the testing application.  
  o Click **Exit** at top right.  
  **RHAS Training:** Return to your seat/station. |
| 17.  | ![Testing Station Header](image) | **Note:**  
  • A coordinator or proctor may rename a **Testing Station** at the computer from **Station Management** without confirmation.  
  • **Only** coordinators may unregister a **Testing Station** at the computer or from the **Management Console** IF –  
  o **Not** assigned to a testing session, and  
  o **Not** in use. |
| 18.  | ![Date and Time](image) | • The current **date** and **time** displays at the top-middle of the **Testing Station**.  
  **Note:**  
  • If the computer clock is not synchronized with an **Internet Time Server**, this information will display in **Red**.  
  • Notify your IT Dept. of a clock discrepancy as the difference may interfere with testing.  
  • Follow this **procedure** to synchronize the internal time source with the same external time source as the online testing server.  
  • At top-right is button to **Exit** the testing application.  
  **Note!** To return to **Station Management Login**, you must  
  1. Click **Register this computer**.  
  2. Click to **Run** the **CASASWebTests.exe** file. |
## Testing Stations Records

### CASAS eTests Online

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1.   | • To see a list of Testing Stations from the eTests Online Management Console,  
      o Return to your computer workstation.  
      o FOR TRAINING: Use TAB 1 to simulate access to the Management Console. |
| 2.   | • At top right of your browser window, click Sign in. |
| 3.   | ![Application Management Login](image)  
      • Both coordinators and proctors may access the Management Console.  
      • Enter your Agency ID.  
      o RHAS Training Agency: 4908.  
      • Enter your coordinator User name.  
      • Enter your coordinator Password.  
      o RHAS Training Password: coordinator.  
      Click Login. |
| 4.   | ![eTests Online - Rolling Hills Adult School (RHAS)](image)  
      • From the Application Management menu at left,  
      o Click Testing Stations. |
### Station Registration

<table>
<thead>
<tr>
<th>Step</th>
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<th>Description</th>
</tr>
</thead>
</table>
| 5.   | ![Testing Stations](image) | - The list of **Testing Stations** opens to display number of records with registration information.  
- Click **Refresh** at top right to update the list (if needed). |
| 6.   | ![Testing Stations](image) | - To find **Stations** registered at your **Site**,  
  - Click the **Site** field **down-arrow**.  
  - From the drop-down menu,  
    - Click on your **Site**.  
- A list of **Stations** registered at your **Site** will display in the filtered list. |
| 7.   | ![Testing Stations](image) | - To see a list of **Stations** registered in your **Lab**,  
  - Click the **Lab** field **down-arrow**.  
  - From the drop-down list of Labs,  
    - Click on your **Lab**. |
| 8.   | ![Testing Stations](image) | - To retain the filtered display,  
  - Check **Save table filters** at left.  
**Note!** Only coordinators may **Unregister** stations from the **Management Console** IF the station is –  
  - **Not assigned** to a testing session, and  
  - **Not in use** (i.e., **not** active). |
| 9.   | ![Management Console](image) | - Close the **Management Console**.  
  - Click **Logout** at top right. |
| 10.  | ![Management Console](image) | - **Click Exit** at top right. |
**TOPSpro Enterprise Online**

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>• There are three ways to access TOPSpro Enterprise (TE) Online and view the Testing Stations list of records –&lt;br&gt; 1. Click <strong>Install TE Client</strong> at top left of the CASAS eTests Online main domain web page if you are accessing TE for the first time on a local computer.&lt;br&gt; 1. A client application will install on the local computer to connect with the online hosted-server.&lt;br&gt; 1. <strong>TE Client</strong> will automatically open on the local computer after installation.&lt;br&gt; 2. Click the <strong>TE Icon</strong> on your desktop.&lt;br&gt; 2. If you are a user who will access TE frequently, you may want to pin the shortcut to your taskbar at bottom of your computer monitor for quick access when other applications are open on your screen.&lt;br&gt; 3. Click the <strong>TE Icon</strong> from your taskbar.&lt;br&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• A shortcut icon is automatically placed on the local computer desktop after <strong>TE Client</strong> is installed.&lt;br&gt; 2. Click the <strong>TE Icon</strong> on your desktop.&lt;br&gt; 2. If you are a user who will access TE frequently, you may want to pin the shortcut to your taskbar at bottom of your computer monitor for quick access when other applications are open on your screen.&lt;br&gt; 3. Click the <strong>TE Icon</strong> from your taskbar.&lt;br&gt;</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Note!</strong> TE opens to a log in screen similar to eTests Online except that you need to specify the Server.&lt;br&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Click the <strong>Server</strong> drop-down menu and select the <strong>Server</strong> for your online account.&lt;br&gt; 1. RHAS Training: Rolling Hills.&lt;br&gt; 2. Enter your <strong>Agency ID</strong>.&lt;br&gt; 2. RHAS Training Agency: 4908.&lt;br&gt; 3. Enter your <strong>User</strong> name.&lt;br&gt; 3. RHAS Training User: coordinator##@rhas.org.&lt;br&gt; 4. Enter your <strong>Password</strong>.&lt;br&gt; 4. RHAS Training Password: coordinator.&lt;br&gt; 5. Click <strong>Connect</strong>.</td>
<td></td>
</tr>
</tbody>
</table>

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3. **Note!** Users do not automatically have access to TE Online.
   - Access to TE –
     - **Is granted** by the local agency. TE training is optional, however strongly recommended.
     - **Does not require** coordinator or proctor certification.

### Step Screen Description

#### 4.
- **To view a list of Testing Stations records as seen in eTests Online but now from TE,**
  - Click on the Organization menu.
  - Select Testing Stations.
- **A list of Testing Stations records will display with registration information and the number of sessions to which the station is assigned.**

#### 5.
- **To find Stations registered at your Site,**
  - Click the filter icon in the Site column.
  - Select Contains for the filter operator.
  - Enter a portion of your Site name.
  - Click Ok.
- **A list of Stations registered at your Site will display in the filtered list.**
- **The list of Station records as displayed on the screen may be –**
  - Exported to an Excel spreadsheet or other file type.
  - Printed using ad hoc reporting.
- **Use Column Icons to –**
  - Sort the list.
  - Filter the list.

#### 6.
- **Minimize TE Online at top right.**
Steps to Register Chromebooks

Overview

Chromebooks from any manufacturer are compatible for use with CASAS eTests Online. If purchasing one or more Chromebooks, consider the following:

- Chromebooks manufactured by any/all vendors are compatible; CASAS does not make recommendations.
- Touch screen capability is typically a more expensive Chromebook option that can benefit examinees who need accessibility options. Depending on the population served, consider purchasing that option for one or two testing stations.
- To administer listening tests, the Chromebook(s) must include either an audio port or USB; headsets require a corresponding audio plug or USB plug.

Set-up eTests Online App

1. Log in to the Chromebook’s owner account (the first account created)
2. Go to this Chrome Web Store page: https://chrome.google.com/webstore/detail/etests-online/bjeecpigckhpdhjmdkmambmlojdbefaad
3. Click the Add to Chrome button and then click Add app.
4. Click Launch App.
5. Click the chrome://extensions link to copy it to the clipboard.
6. Click the Chrome icon at bottom of screen to reopen Chrome.
7. Paste the link into the address bar.
8. Press Enter.
9. The Extensions page will open. Check the Developer mode box.
10. Click Manage kiosk applications.
11. Click the eT icon at bottom of screen to reopen the eTests app.
12. Click the application identifier (#3) link to copy it to the clipboard.
13. Click the Chrome icon at bottom of screen to reopen Chrome.
14. Paste the application ID in the Add kiosk application field.
15. Click the Add button. The eT eTests Online app will now display in the Manage Kiosk Applications popup window.
16. Click Done.
17. Click the Chromebook status area at bottom right corner (where your account picture appears) and then click Sign out.
18. In the bottom left corner of the sign-in screen (next to Shut down), click on Apps.
19. Click eT eTests Online in the kiosk apps pop-up menu.
20. Select the appropriate server for your region.
21. Enter login credentials and follow Steps to Register Computers.
CASAS Contact Information

Mail: CASAS
5151 Murphy Canyon Rd., Suite 220
San Diego, CA 92123-4339

Website: www.casas.org

Telephone: (858) 292-2900 or toll free (800) 255-1036
Fax: (858) 292-2910

E-mail:
- General questions: casas@casas.org
- Training questions: training@casas.org
- Ordering questions: orders@casas.org
- California Accountability: capm@casas.org
- California AEBG - Adult Ed Block Grant: aebg@casas.org
- CASAS Technology Support Team: techsupport@casas.org

Training Support

Help documentation is available at: CASAS Home > Training and Support >
- eTests Online Help
- TOPSpro Enterprise Help.

Enroll in a complimentary workshop at: CASAS Training Registration.

Technical Support

The CASAS Technology Support Team is available at techsupport@casas.org to provide technical assistance for successful online implementation and uninterrupted test delivery. Team members are available 6:00 am – 5:00 pm (Pacific), M – F, at 1-800-255-1036, option 2.

If you have any questions or if there is anything that we may help you with, please let us know.

CASAS Technology Support Team
techsupport@casas.org | 1-800-255-1036, option 2