

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.

Software			Hardware		
OS	Browser	Processor	RAM	Disk Space	Monitor
<i>Application Management</i> <ul style="list-style-type: none"> Any modern OS <i>Test Delivery</i> <ul style="list-style-type: none"> Windows 8/10 	Any modern browser	Pentium 4* or later *or equivalent	512 MB	2 GB	1280 x 1024

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

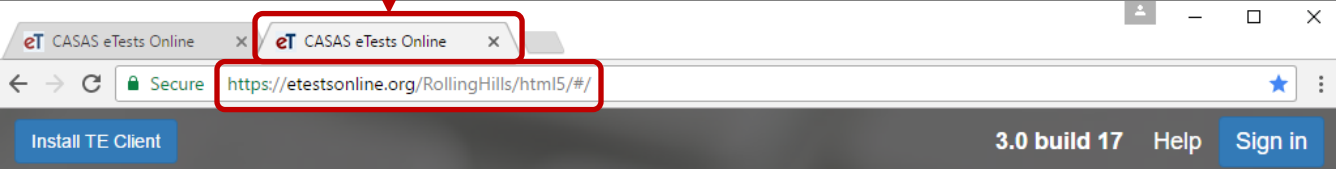
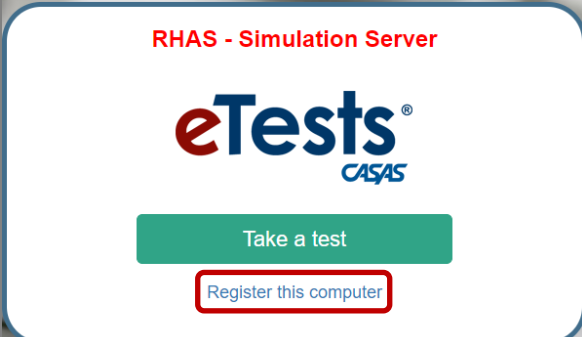
Non-Chromebook testing stations at a site may be members of a domain, in which case a network timeserver probably synchronizes the computer clock automatically. If necessary, follow this [procedure](#) to synchronize the internal time source with the same external time source as the online testing server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


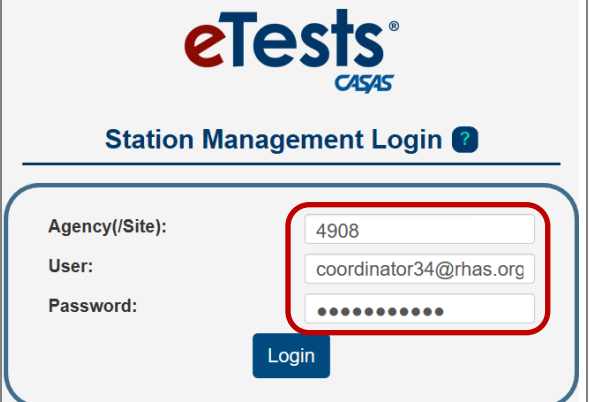
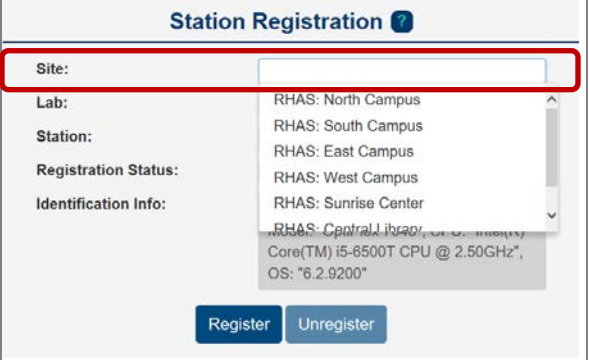
Steps to Register Computers

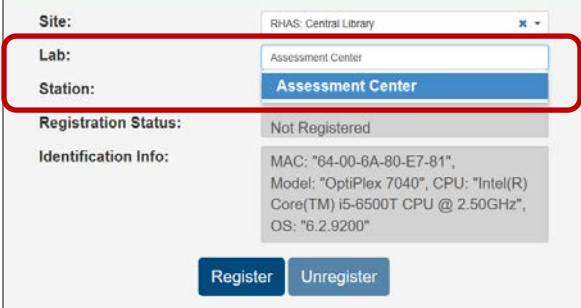

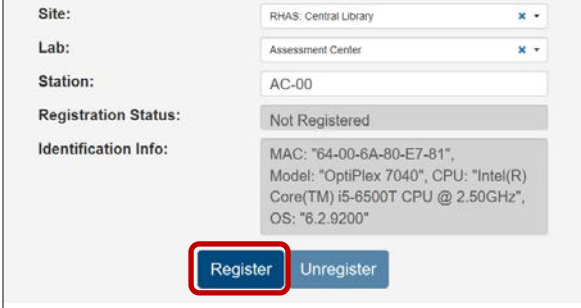
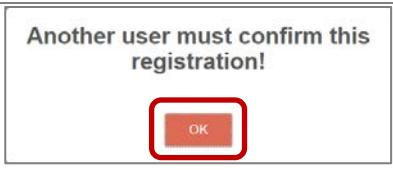
Overview

- 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** –
 - 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.
 - 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.
 - 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 –
 - In any modern web browser
 - On Windows OS machines and Chromebooks
 - [Steps to Setup eTests Online App on Chromebooks](#)
 - Delivery on iPads and Android tablets coming soon!
- Coordinators and proctors perform registration at each computer through **Station Management** log in.

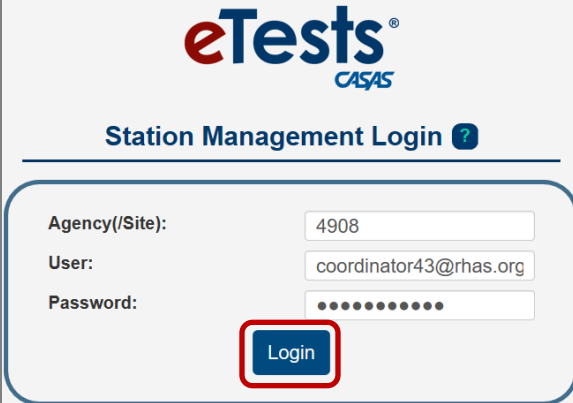
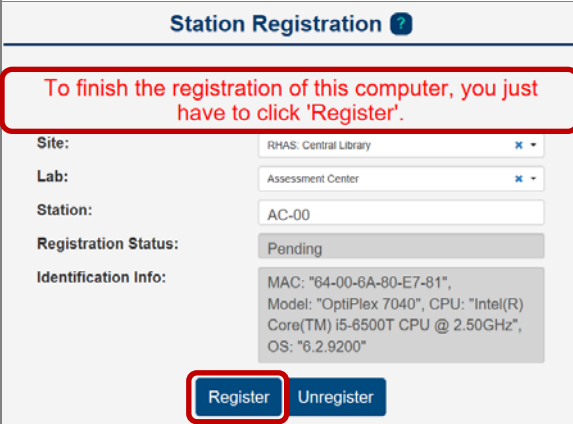
STEP 1: Initiate Station Registration

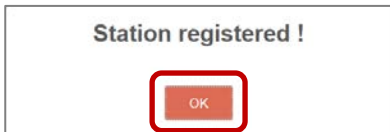
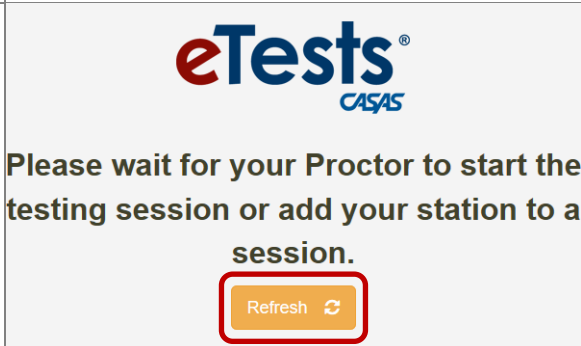
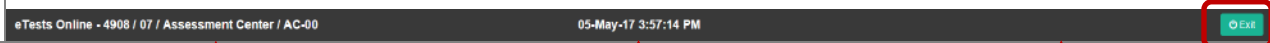
Step	Directions	
1.	<ul style="list-style-type: none">To begin the Station Registration process,<ul style="list-style-type: none">Launch a web browser on the Testing Station.Go to the URL* for the <i>CASAS eTests Online</i> application your program uses –<ul style="list-style-type: none">*Global – eTests Online – https://etestsonline.org/html5/#/*California – eTests Online – https://ca.etestsonline.org/html5/#/*Washington – eTests Online – https://etestsonline.org/Washington/html5/#/	
2.	<p>FOR TRAINING, use <u>RHAS</u> –</p> <ul style="list-style-type: none">Set-up two tabs in your browser window with both pointing to the <i>RHAS Simulation Server</i>.<p>TAB 1 – Use to simulate access to the Management Console.</p><p>TAB 2 – Use to simulate access to the Testing Station.</p><p>➤ Go to <u>Rolling Hills – eTests Simulation</u> – https://etestsonline.org/RollingHills/html5/#/</p> 	
3.	<p>Note! If you are accessing the <i>CASAS Online System</i> for the first time, <i>eTests Online</i> or <i>TE Online</i>, you are prompted to change your password.</p> <ul style="list-style-type: none">To change your password from <i>eTests Online</i>, click Sign in at top right.<ul style="list-style-type: none">Enter Log in credentials given to you by your Agency.**Change your Password.<ul style="list-style-type: none">Passwords consist of a minimum of 8 alphanumeric characters with at least one alpha and one numeric character. <p>**The Agency ID is assigned by CASAS.</p> <p>**The User name is assigned by the Agency. A <u>work e-mail address</u> is recommended.</p> <p>**A temporary Password is assigned by the Agency.</p>	
Step	Screen	Description
4.		<p>Continue with Station Registration –</p> <ul style="list-style-type: none">From the Testing Station,<ul style="list-style-type: none">Click Register this computer. <p>Note! For Chromebooks, you must follow Steps to Setup eTests Online App on Chromebooks before you can register the computer.</p>

Step	Screen	Description
5.	 <p>Note! Depending on your browser and settings, you may be prompted to first click Save, then click Run.</p>	<ul style="list-style-type: none"> 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 – <ul style="list-style-type: none"> Click to Run. Wait for the test-delivery system to load.
6.	 <p>Note! The <u>first person</u> to log in to Station Management at the computer <u>initiates</u> the registration.</p> <ul style="list-style-type: none"> This may be a Coordinator or Proctor. 	<ul style="list-style-type: none"> From Station Management Login, Enter your Agency ID. <ul style="list-style-type: none"> RHAS Training Agency: 4908. Enter your User name. <ul style="list-style-type: none"> RHAS Training User: coordinator##@rhas.org. Enter your Password. <ul style="list-style-type: none"> RHAS Training Password: coordinator. After entering User credentials, <ul style="list-style-type: none"> Click Login.
7.		<ul style="list-style-type: none"> 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, <ul style="list-style-type: none"> Select the Site for your computer. RHAS Training: (Site displayed on placard next to <u>your</u> station).

Step	Screen	Description
8.	 <p>Station Registration ?</p> <p>Site: RHAS: Central Library</p> <p>Lab: Assessment Center</p> <p>Station: Assessment Center</p> <p>Registration Status: Not Registered</p> <p>Identification Info: MAC: "64-00-6A-80-E7-81", Model: "OptiPlex 7040", CPU: "Intel(R) Core(TM) i5-6500T CPU @ 2.50GHz", OS: "6.2.9200"</p> <p>Register Unregister</p>	<ul style="list-style-type: none"> 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 <u>name and/or number of a room or building</u> where computers are located. Enter the Lab name for your Site, or Click the Lab field down-arrow and from the drop-down menu, <ul style="list-style-type: none"> Select the Lab for your Site.
9.	 <p>Station Registration ?</p> <p>Site: RHAS: Central Library</p> <p>Lab: Assessment Center</p> <p>Station: AC-00</p> <p>Registration Status: Not Registered</p> <p>Identification Info: MAC: "64-00-6A-80-E7-81", Model: "OptiPlex 7040", CPU: "Intel(R) Core(TM) i5-6500T CPU @ 2.50GHz", OS: "6.2.9200"</p> <p>Register Unregister</p>	<ul style="list-style-type: none"> The last field identifies the Station – <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> Use two-digits for single-numbered stations (recommended). Enter the Station Name for your computer.
10.	 <p>Station Registration ?</p> <p>Site: RHAS: Central Library</p> <p>Lab: Assessment Center</p> <p>Station: AC-00</p> <p>Registration Status: Not Registered</p> <p>Identification Info: MAC: "64-00-6A-80-E7-81", Model: "OptiPlex 7040", CPU: "Intel(R) Core(TM) i5-6500T CPU @ 2.50GHz", OS: "6.2.9200"</p> <p>Register Unregister</p>	<ul style="list-style-type: none"> 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.
11.	 <p>Another user must confirm this registration!</p> <p>OK</p>	<ul style="list-style-type: none"> ← The pop-up message at left displays after the first person <u>initiates</u> Station Registration. <ul style="list-style-type: none"> Click OK.


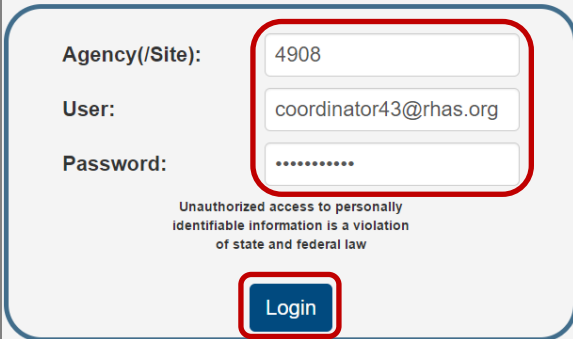
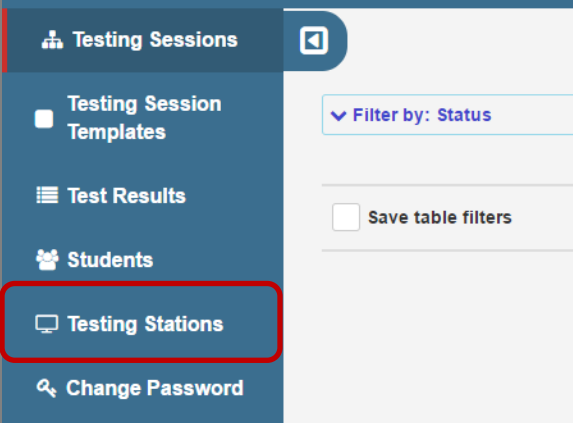
STEP 2: Confirm Station Registration


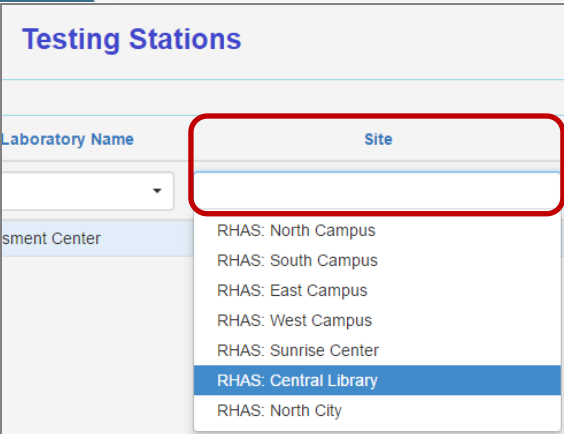
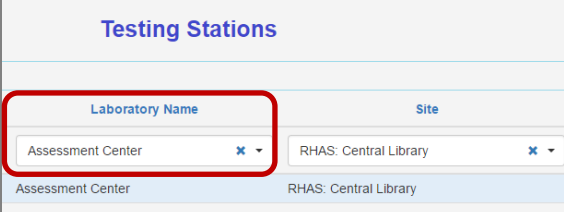

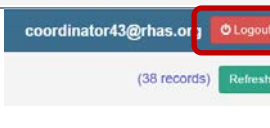

Step	Screen	Description
12.		<ul style="list-style-type: none"> The application automatically returns to the Station Management Login screen. A <u>second person</u> must log in to Station Management at the same computer to <u>confirm</u> registration. <ul style="list-style-type: none"> This requires a <u>second</u> Coordinator or Proctor to log in with his or her credentials.
13.	<p>FOR RHAS TRAINING – To continue from this point forward in training activities –</p> <p>➤ <i>Pair with the person seated next to you.</i></p> <ul style="list-style-type: none"> To validate and confirm each other's computer, <ol style="list-style-type: none"> Switch seats. On your paired partner's machine, enter <u>your</u> Coordinator log in credentials. <ul style="list-style-type: none"> RHAS Training User: coordinator##@rhas.org. RHAS Training Password: coordinator. Click Login. 	
14.	 <p>Note! Only coordinators may Unregister a Station at the computer.</p>	<p>← Notice information in red.</p> <ul style="list-style-type: none"> The Registration Status remains Pending until the <u>second</u> person confirms registration. The <u>second</u> person may confirm Station Registration at any time if he or she is not available when the first person initiates registration. To confirm registration, <ul style="list-style-type: none"> Click Register. <p>Note! <u>Do not edit or change</u> Station Registration information.</p>

Step	Screen	Description	
15.		<ul style="list-style-type: none">← The pop-up message at left displays after the second person <u>confirms</u> Station Registration.<ul style="list-style-type: none">Click OK.	
16.		<ul style="list-style-type: none">For test security, the Refresh button displays on a registered Testing Station until the proctor –<ul style="list-style-type: none">STARTS a Testing Session, orADDS the Testing Station to an active session.Close the testing application.<ul style="list-style-type: none">Click Exit at top right. <p>RHAS Training: Return to your seat/station.</p>	
17.	<h2>Testing Station Header</h2> 		
18.	<ul style="list-style-type: none"><u>Top-left</u> of a Testing Station displays registration information about the –<ul style="list-style-type: none">Agency – 4908Site – Central LibraryLab – Assessment CenterStation – AC-00 <p>Note!</p> <ul style="list-style-type: none">A coordinator or proctor may rename a Testing Station at the computer from Station Management without confirmation.<i>Only</i> coordinators may unregister a Testing Station at the computer or from the Management Console <i>IF</i> –<ul style="list-style-type: none"><i>Not</i> assigned to a testing session, <u>and</u><i>Not</i> in use.	<ul style="list-style-type: none">The current date and time displays at the top-middle of the Testing Station. <p>Note!</p> <ul style="list-style-type: none">If the computer clock is <i>not</i> 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.	<ul style="list-style-type: none">At top-right is button to Exit the testing application. <p>Note! To return to Station Management Login, you must</p> <ol style="list-style-type: none">Click Register this computer.Click to Run the CASASWebTests.exe file.

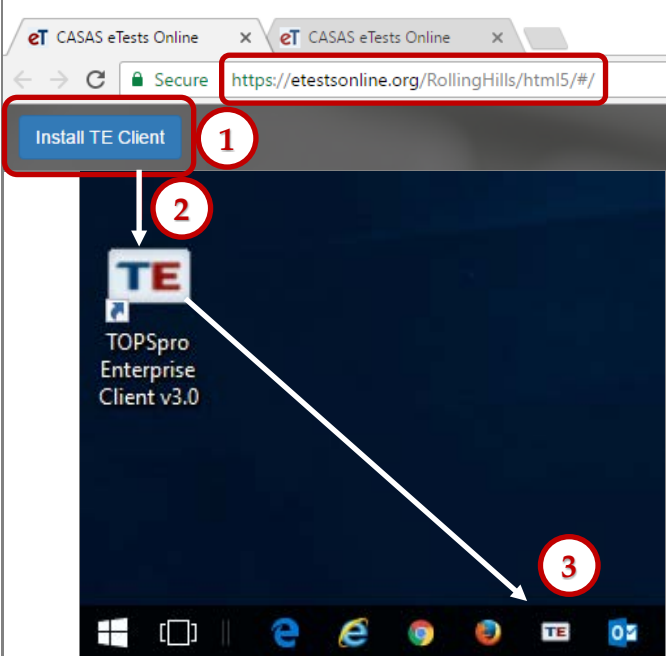
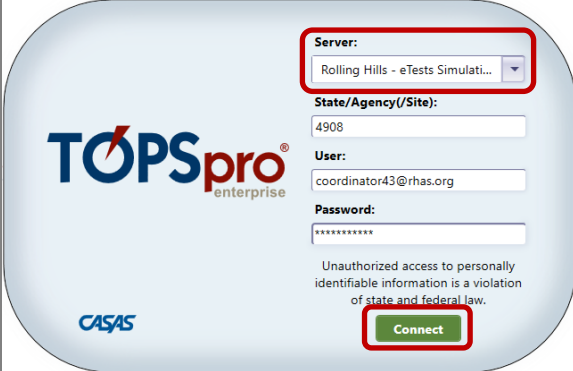
Testing Stations Records

CASAS eTests Online

Step	Screen	Description
1.	<ul style="list-style-type: none"> To see a list of Testing Stations from the <i>eTests Online Management Console</i>, <ul style="list-style-type: none"> Return to your computer workstation. FOR TRAINING: Use TAB 1 to simulate access to the Management Console. 	
		
2.	<ul style="list-style-type: none"> At top right of your browser window, click Sign in. 	
3.	<p>Application Management Login</p>  <p>Unauthorized access to personally identifiable information is a violation of state and federal law</p>	<ul style="list-style-type: none"> Both coordinators and proctors may access the Management Console. Enter your Agency ID. <ul style="list-style-type: none"> RHAS Training Agency: 4908. Enter your <u>coordinator</u> User name. <ul style="list-style-type: none"> RHAS Training User: coordinator##@rhas.org. Enter your <u>coordinator</u> Password. <ul style="list-style-type: none"> RHAS Training Password: coordinator. <p>Click Login.</p>
4.	<p>eTests Online - Rolling Hills Adult School (RHAS)</p> 	<ul style="list-style-type: none"> From the Application Management menu at left, <ul style="list-style-type: none"> Click Testing Stations.

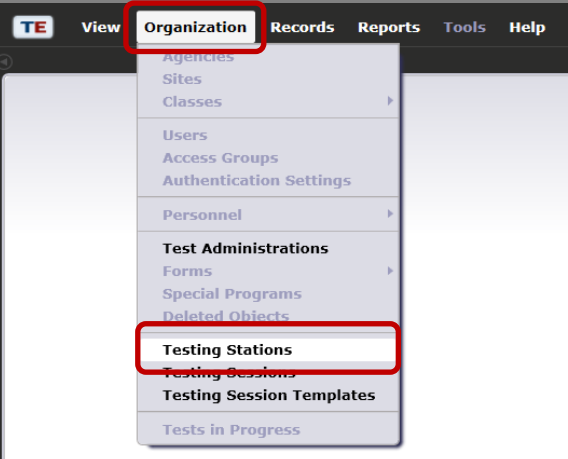
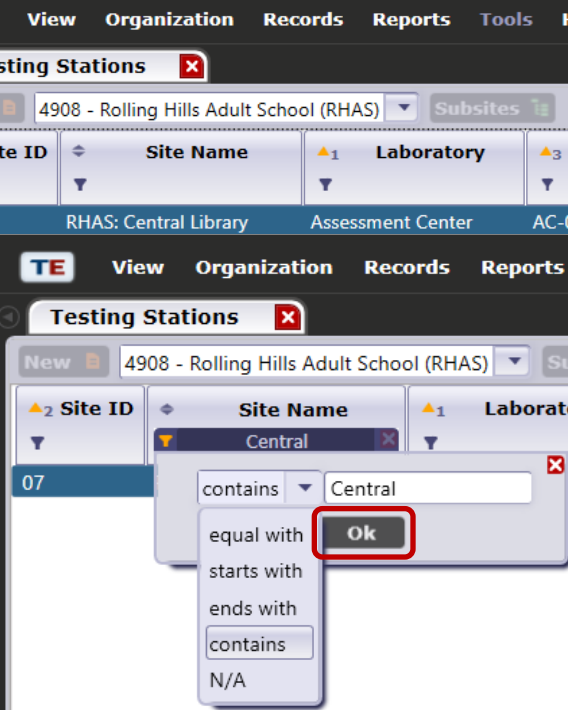
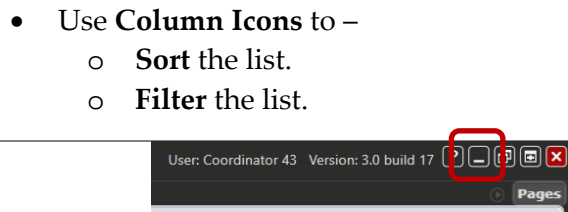
Step	Screen	Description
5.	<ul style="list-style-type: none"> The list of Testing Stations opens to display number of records with registration information. Click Refresh at top right to update the list (if needed). 	
		
6.		<ul style="list-style-type: none"> To find Stations registered at your Site, <ul style="list-style-type: none"> Click the Site field down-arrow. From the drop-down menu, <ul style="list-style-type: none"> Click on your Site. A list of Stations registered at your Site will display in the filtered list.
7.		<ul style="list-style-type: none"> To see a list of Stations registered in your Lab, <ul style="list-style-type: none"> Click the Lab field down-arrow. From the drop-down list of Labs, <ul style="list-style-type: none"> Click on your Lab.
8.		<ul style="list-style-type: none"> To retain the filtered display, <ul style="list-style-type: none"> Check Save table filters at left. <p>Note! Only <u>coordinators</u> may Unregister stations from the Management Console <i>IF the station is –</i></p> <ul style="list-style-type: none"> <i>Not assigned</i> to a testing session, <u>and</u> <i>Not in use</i> (i.e., <u>not</u> active).
9.		<ul style="list-style-type: none"> Close the Management Console. <ul style="list-style-type: none"> Click Logout at top right.
10.		<ul style="list-style-type: none"> Click Exit at top right.

TOPSpro Enterprise Online

Step	Screen	Description
1.	<ul style="list-style-type: none"> There are three ways to access <i>TOPSpro Enterprise (TE) Online</i> and view the Testing Stations list of records – 1 Click Install TE Client at top left of the <i>CASAS eTests Online</i> main domain web page if you are accessing <i>TE</i> for the first time on a local computer. <ul style="list-style-type: none"> A client application will install on the local computer to connect with the online hosted-server. TE Client will automatically open on the local computer after installation. 	
		<ul style="list-style-type: none"> A shortcut icon is automatically placed on the local computer desktop after TE Client is installed. 2 Click the TE Icon on your <u>desktop</u>. If you are a user who will access <i>TE</i> 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. 3 Click the TE Icon from your <u>taskbar</u>.
2.	<p>Note! <i>TE</i> opens to a log in screen similar to <i>eTests Online</i> except that you need to specify the Server.</p> 	<ul style="list-style-type: none"> Click the Server drop-down menu and select the Server for your online account. <ul style="list-style-type: none"> RHAS Training: Rolling Hills. Enter your Agency ID. <ul style="list-style-type: none"> RHAS Training Agency: 4908. Enter your User name. <ul style="list-style-type: none"> RHAS Training User: coordinator##@rhas.org. Enter your Password. <ul style="list-style-type: none"> RHAS Training Password: coordinator. Click Connect.

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.		<ul style="list-style-type: none"> • To view a list of Testing Stations records as seen in <i>eTests Online</i> but now from <i>TE</i>, <ul style="list-style-type: none"> ◦ 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.		<ul style="list-style-type: none"> • To find Stations registered at your Site, <ul style="list-style-type: none"> ◦ 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 – <ul style="list-style-type: none"> ◦ Exported to an Excel spreadsheet or other file type. ◦ Printed using ad hoc reporting.
6.		<ul style="list-style-type: none"> • Minimize <i>TE Online</i> 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/bjeecpigckhpdhjmdkmabmljdbefaad>
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

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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



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