ACTIVITY PACKET

TE for Teachers
Access Your Classes Anywhere!

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Download this Activity Packet from the Summer Institute Presentations web page at Home > Training and Support > National Summer Institute > Presentations
Calling on all teachers who could benefit from having access to your class information in TOPSpro Enterprise (TE) Online at your fingertips! With approval from your agency, teachers can now access their own classes in TE Online to view or manage class enrollment, record attendance, entry and update information, and view test results for students enrolled in their classes. Better yet, teachers can generate their own class-based reports without delay! This hands-on lab will empower you with access to classes in TE Online, anywhere!

- Access Your Class
- Enroll Students
- Record Attendance
- Input Entry/Update Information
- Generate Reports by Class
Install and Open TE Online

From Windows machines,

To access TOPSpro Enterprise Online (TE) for the first time, launch the web browser and enter the URL for the CASAS Online System your program uses.*

<table>
<thead>
<tr>
<th>Server</th>
<th>Use any modern web browser</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Global</td>
<td><a href="https://etestsonline.org/html5/#/">https://etestsonline.org/html5/#/</a></td>
</tr>
<tr>
<td>*California</td>
<td><a href="https://ca.etestsonline.org/html5/#/">https://ca.etestsonline.org/html5/#/</a></td>
</tr>
<tr>
<td>*LARAEC</td>
<td><a href="https://laraec.etestsonline.org/html5/#/">https://laraec.etestsonline.org/html5/#/</a></td>
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<tr>
<td>*Miami Dade</td>
<td><a href="https://etestsonline.org/MiamiDade/html5/#/">https://etestsonline.org/MiamiDade/html5/#/</a></td>
</tr>
</tbody>
</table>

* For Training, go to Rolling Hills Simulation – https://etestsonline.org/rollinghills/html5#/

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<thead>
<tr>
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</table>
| 1.   | ![Install TE Client](image) | • Access TE in one of three ways, from the –
|      |        | 1. Web browser
|      |        | 2. Taskbar icon
|      |        | 3. Desktop icon

|   | ![Server dropdown](image) | • Click the Server field down-arrow and from the drop-down menu,
|   |        | o Select the Server for your online account.*
|   |        | o Enter your Agency ID.
|   |        | o Enter your User name.
|   |        | o Enter your Password.
|   |        | • Click Connect. |
Steps to Access Your Class in TE

When teachers are assigned to Classes in TE, they may be granted access to manage their class enrollment, attendance, view tests taken by students enrolled in their class, and generate reports about their students and track their progress.

Access: TE > Organization > Classes > Instances > Class Instance

<table>
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</table>
| 1.   | ![Menu Bar Menu](image1.png) | • From the **Menu Bar** at top,  
  o Click **Organization**.  
  o Click **Classes**.  
  o Click **Instances**. |
| 2.   | ![Tabbed Page](image2.png) | • A tabbed page opens to display your **Class(s)** in the current program year. |
| 3.   | ![Filter Class ID](image3.png) | • If needed, filter for your **Class**.  
  • In the **Class ID** column header,  
  o Click the **Filter** icon.  
  o Enter your **Class ID**.  
  o Click **OK**. |
| 4.   | ![Filtered List](image4.png) | • From the filtered list,  
  o Double-click to open a **Class**. |
| 5.   | ![Split Screen](image5.png) | • A new tabbed page opens to display your **Class** information with a split screen.  
  o **Navigator** at left.  
  o **Class Instance** record at right.  
  • Use the class **Navigator** to,  
  o Record **Attendance** for students enrolled in your class.  
  o **Enroll** new students in your class.  
  o **View Tests** taken by students enrolled in your class. |
Steps to Enroll Students in Your Class

For manual data-entry accuracy, let the TE Navigator be your guide! The benefit is pre-populated fields saving you time in the process.

Access: TE > Organization > Classes > Instances > Class Instance > Enrollments

<table>
<thead>
<tr>
<th>Step</th>
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</table>
| 1.   | • From the Navigator at left,  
     o Click Class Enrollments.  
     • To enroll a new student,  
     o Click New at right. |
| 2.   | • A new tabbed page opens to Enroll a student in your class.  
     • The Navigator already filled in these key fields:  
     o Site  
     o Program  
     o Class  
     o Date Entered |
| 3.   | • All that remains is to select the Student to enroll in your Class.  
     • You have three options to do this.  
     Click the Student field down-arrow,  
     1. Type to Search for the student.  
     2. Scroll to Select the student.  
### Accessing Classes

<table>
<thead>
<tr>
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</table>
| 4.   | ![Select Student in Program Year](image1.png) | • When you locate the **Student**,  
   o Click to **Select**. |
| 5.   | ![Class Enrollment Information](image2.png) | **Note!**  
• If you used **Select from Lister** to locate the student.  
   o Click **Pick** from the **Toolbar** at top left of the lister. |
| 6.   | ![Select Student in Program Year](image3.png) | • The **Student** field populates with the selected student.  
**Note!**  
• By default, **Date Entered Class** populates with the **Class Start Date**.  
• Depending on your data-collection and recording practices, this date may be changed to reflect the actual date when the student entered class. |
| 7.   | ![Status in Class](image4.png) | • When the **New Class Enrollment** record is saved,  
   o **Class Status** automatically switches.  
   ‣ From N/A.  
   ‣ To **Active**.  
• From the **Toolbar** at top,  
   o Click **Save**. |
### Step 8

**Screen:**

- To close the enrollment record for your new Student,  
  - Click the Red X Box on the Class Enrollment tab.

### Step 9

**Screen:**

- The new student is now included in the list of Enrollment records for your Class.
- From here, you may continue to enroll more students in your class by repeating these steps.
- If you have students to Enroll in your other Classes,  
  - Click the Red X Box on the Class Instance tab to close the page.

### Step 10

**Screen:**

- This returns you to the page listing your Class(s).
Steps to Record Attendance

As with enrolling students in your classes, let the TE Navigator guide you again to save you time and to ensure manual data-entry accuracy in the process!

Access: TE > Organization > Classes > Instances > Class Instance > Attendance

<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
</table>
| 1.   | ![Step 1 Image](image1.png) | - From the **Navigator** at left,  
  o Click **Attendance**.  
- By default, **Attendance Source** is set to input **Daily Attendance** for the current week.  
- To record attendance,  
  o Click the **Pencil** icon and change to **Edit Mode**. |
| 2.   | ![Step 2 Image](image2.png) | - By default, the **Attendance** grid is **Sorted by [Last] Name**.  
  o Click for **Sorted by ID**.  
- To record **Daily Attendance**,  
  1. **Check Fill** –  
     o To populate the maximum **Daily Attendance** minutes for all students on any given day, or all days.  
  2. **Edit attendance** –  
     o For students with a different number of minutes from the maximum **Daily Attendance** on any given day.  
  3. **Check the X Box** –  
     o For students who were absent on any given day. |
### Step 3
**Screen:**
- After recording **Daily Attendance**, click **Save**.

### Step 4
**Screen:**
- **Attendance Source:**
  - **Student Update**
- **Sorted:**
  - **Student Update (Cumulated)**
  - **Daily Attendance**
  - **Student Observation**
  - **Student Test**
  - **Student Update**

- **Sorted:**
  - **723777111**
  - **340993365**
  - **443440507**

- **To change the Source for recording Attendance,**
  - Click the **down arrow** and select from the drop-down menu.
- **For example,**
  - Choose **Student Update** when recording attendance weekly, monthly, or at the end of a term.
- Use **Student Update (Cumulated)** for the total number of hours since entry in a class.
- Use **Test** for number of hours between tests.
- Use **Student Observation** to record hours for Adults with Intellectual Disabilities.

### Step 5
**Screen:**
- **Class Records** are added for each student per **Attendance Source** automatically.
- **To view and print Attendance for the week,**
  - Click **Class Records** from the **Navigator** at left.
- Use columns to filter and sort the list.

### Step 6
**Screen:**
- **To print the filtered/sorted list,**
  - Click **Print** from the **Toolbar** at top of the **Class Records** list.
- **If needed,**
  - Set **Print Size**.
  - Select and order **Columns**.
- **Before printing,**
  - Click **Preview**.
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 7.   | ![Class Records Report](image1.png) | • A new tabbed page opens to display the Class Records Report.  
• From Preview, the report may be,  
  o Printed.  
  o Exported and saved as a PDF file, or other file type, on the local machine. |
| 8.   | ![Class Records Report](image2.png) | • To close the Class Records Report page,  
  o Click the Red X Box on the tab. |
| 9.   | ![Class Instance Information](image3.png) | • If you have Attendance to record for your other Classes,  
  o Click the Red X Box on the Class Instance tab to close the page. |
| 10.  | ![List of Classes](image4.png) | • This returns you to the page with a list of your Class(s). |
Steps to Record Entry/Update Information

While eTests Online is often used to collect and record Entry information in TE automatically, adding the Class Enrollment record allows you to use TE to record Update information anytime and anywhere you have Internet connection. The steps described here address manual data entry for both Entry and Update records.

Access: TE > Organization > Classes > Instances > Class Instance > Class Enrollments

<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
</table>
| 1. | ![Step 1 Image](image1.png) | • From the **Navigator** at left,  
  o Click **Class Enrollments**.  
  • From the students listed,  
  o Double click to open the **Enrollment** record for one of your students. |
| 2. | ![Step 2 Image](image2.png) | • A new tabbed page opens for the student selected.  
  o Click **Add Entry/Update Record** from the blue header. |
| 3. | ![Step 3 Image](image3.png) | • A new tabbed page opens to **Entry/Update Records Information** for the selected student.  
  • Data fields on this page apply to both types of records, **Entry** and **Update**.  
  o Enter information in **Section(s)** as it applies.  
  • From the **Toolbar** at top,  
  o Click **Save**. |
## Accessing Classes

### Step 4

<table>
<thead>
<tr>
<th>Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Screen 4" /></td>
</tr>
</tbody>
</table>

### Description
- For efficient data entry,
  - Use the Toolbar at top to navigate through the list of students enrolled in your class.
  - Click the Record Count right arrow.
- When you have navigated to the last student,
  - Click the Red X Box on the Class Enrollment tab to close the page.

### Step 5

<table>
<thead>
<tr>
<th>Screen</th>
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</thead>
<tbody>
<tr>
<td><img src="image" alt="Screen 5" /></td>
</tr>
</tbody>
</table>

### Description
- To return to the page listing your Class(s),
  - Click the Red X Box on the Class Instance tab.

### Step 6

<table>
<thead>
<tr>
<th>Screen</th>
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</thead>
<tbody>
<tr>
<td><img src="image" alt="Screen 6" /></td>
</tr>
</tbody>
</table>

### Description
- This returns you to the page listing your Class(s).
Steps to Generate Reports by Class

Reports from TE Online are always available for you to generate for your class. The CASAS eTests report category gives you access to reports directly related to web-based testing. The Test Results report category gives you access to performance reports for students and for your class. The State Reports category gives you access to monitor student gains (currently available for CA only).

Whenever you select any report from the Reports menu, you are presented with the Report Setup screen, also known as the Report Generator. Each setup screen consists of two main sections.

1. With the Report Setup Toolbar along top of the setup screen, you can Generate the report.

2. With the Report Setup Navigator, you can:
   - Define settings using the General Settings page.
   - Filter the initial population using available listers.

Follow these basic steps with tips for generating two of the most common reports for classes.

1. Student Test Summary (STS)
2. Competency Performance Summary (CPS)
Student Test Summary (STS)

This report lists, by agency, site, or class, every student who has taken a test and displays the test history for each student—including test form, test date, scale score, and hours of instruction. The test history also identifies scores below accurate range (∗) and conservative estimate () scores. These are scores you will want to be sure and take note for timely action.

(∗) Retest at a lower level required.

() Retest for pretests required.

Access: TE > Test Results > Test History > Student Test Summary

<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
</table>
| 1.   | ![Menu](image) | • From the Menu bar,  
  o Click Reports.  
  • From the Reports menu,  
  o Select Test Results.  
  o Select Test History.  
  o Click Student Test Summary. |
|      | ![General Settings](image) | • The tabbed page opens to General Settings. |
|      | ![Special Options](image) | **Tip!** To include tests taken in any class, program, or site by students enrolled in your class, apply the following setting.  
  • From the General Settings page,  
  o Scroll to Special Options.  
  • From Display Class based on,  
  o Click Class Enrollment. |
### Step 3

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
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</thead>
</table>
| ![Report Setup Navigator](image1.png) | • From the report setup **Navigator** at left,  
  o Click **Class Instances**.  
• Select one of your classes listed.  
  o Use **Column** filters, or  
  o Uncheck all from column header.  
  ▪ **Check** one class.  
• From the report setup **Toolbar** at top,  
  o Click **Generate**. |

### Step 4

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![Student Test Summary](image2.png) | • With the report displayed, use the **Toolbar** to,  
  o **Print**.  
  o **Export** to save as a PDF file, or other file type, on the local machine.  
  o **Keep Session** to save an electronic copy in the **TE Reports Manager**.* |

### Step 5

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![Edit Session](image3.png) | ***Tip!* Before saving in TE,**  
• Click **Edit Session**.  
• Edit the **Session Name** in **General Settings**.  
  o Click [Re] **Generate**.  
• This will help to locate the report in **Reports Manager**. |
## Competency Performance Summary (CPS)

This report gives a summary of how a class performed on a given test. The report serves as a snapshot of the performance of the class. With this report, a teacher is able to see a percentage by which each test item or each competency was successfully completed by.

**Access:** TE > Test Results > Competency Performance > Competency Performance Summary

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1.   | ![Image](image1.png) | • From the **Menu bar,**  
  o Click **Reports.**  
  • From the **Reports** menu,  
  o Select **Test Results.**  
  o Select **Competency Performance.**  
  • Click **Competency Performance Summary.** |
| 2.   | ![Image](image2.png) | **Tip!** To generate a summary of the most recent results for a **Class,** apply the following setup.  
  • From the **General Settings** page,  
  o Enter **Assessment Date** range.  
  o Scroll to **Special Options.**  
  • From **Display Class based on,**  
  o Click **Class Enrollment.** |
| 3.   | ![Image](image3.png) | • From the report setup **Navigator** at left,  
  o Click **Class Instances.**  
  • Select one of your classes listed.  
  o Use **Column** filters, or  
  o **Uncheck** all from column header.  
  ▪ **Check** one class.  
  • From the report setup **Toolbar** at top,  
  o Click **Generate.** |
4. Competency performance reports include two Legends on the last page of the reporting session to identify Reading and Math Task Areas, and Listening Item Types. These legends give you additional insight to how the test item was presented to the student during the test. These task areas and item types help teachers plan classroom instruction by using a similar approach to addressing competencies students need to learn.

5. With the report displayed, use the Toolbar to,
   - Print.
   - Export to save as a PDF file, or other file type, on the local machine.
   - Keep Session to save an electronic copy in the TE Reports Manager.

   Tip! Before saving in TE,
   - Click Edit Session.
   - Edit the Session Name in General Settings.
   - Click [Re]Generate.
   - This will help to locate the report in Reports Manager.
**Reports Manager**

The Reports Manager is a virtual file cabinet that you have access to any time, and from any location with Internet access to retrieve your saved reports.

**My Reports**

The **My Reports** menu becomes available after you set up shortcuts to your favorite reports using the **Report Locator Wizard**.

**Report Locator Wizard**

The **Report Locator Wizard** menu becomes available after you set up shortcuts to your favorite reports using the **Report Locator Wizard**.
Steps to Exit TE

To ensure data is secure and confidential and that unauthorized personnel are unable to gain access to personal data, it is important to disconnect from the server before exiting TE.

<table>
<thead>
<tr>
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</table>
| 1.   | ![Screen 1](image1.png) | • When you are finished working in TE, or at any time you have several tabbed pages open,  
  o Click **Pages** at top right.  
  • From the drop-down menu,  
  o Click **Close All Pages**. |
| 2.   | ![Screen 2](image2.png) | • At top left of your screen,  
  o Click the TE icon.  
  o Click **Disconnect**. |
| 3.   | ![Screen 3](image3.png) | • Click the TE icon again.  
  o Click **Exit**.  
  o Or click the **Red X Box** at top right of your screen. |
CASAS Contact Information

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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 to provide technical assistance for successful online implementation and uninterrupted test delivery.
- 7:00 am – 5:00 pm (Pacific Time)
- Monday – Friday
- techsupport@casas.org
- (858) 292-2900 or toll free (800) 255-1036, option 2
Thank you for attending!