eTests® CASAS | TOPSpro® enterprise

Online System

ACTIVITY PACKET

TE Data Detective

Track Those Results!

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Visit Online

Download this **Activity Packet** from the **Summer Institute Presentations** web page at Home > Training and Support > National Summer Institute > Presentations

Session Description

TOPSpro Enterprise (TE) Online gives agencies the ability to track and monitor pre- and post-test results for reporting student outcomes. This session will give you the data-sleuthing skills to seek out, identify, and solve mismatched pairs, missing results, and alias records! Use the tools that TE Online offers to turn you in to a data detective with these topics:

- *Pre/Post-test Guidelines*
- *Students/Tests Listers*
- *Duplicate Student Records*

This session is appropriate for those involved with managing data for their TOPSpro Enterprise Online account.

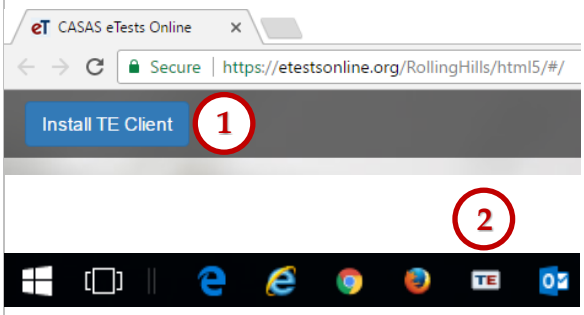
Access TE Online

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.*

Server	Use any modern web browser
*Global	https://etestsonline.org/html5/#/
*California	https://ca.etestsonline.org/html5/#/
*LARAEC	https://laraec.etestsonline.org/html5/#/
*Miami Dade	https://etestsonline.org/MiamiDade/html5/#/
*Washington	https://etestsonline.org/Washington/html5/#/

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

Step	Screen	Description
1.		• Access **TE** in one of three ways, from the – 1. **Web browser** • Click **Install TE Client** if first access on local machine. 2. **Taskbar** icon 3. **Desktop** icon 
2.		• Click the **Server** field down-arrow and from the drop-down menu, 1. Select the **Server** for your online account.* 2. Enter your **Agency ID**. 3. Enter your **User** name. 4. Enter your **Password**. • Click **Connect**.

Pre/Post-Test Guidelines

Pre- and post-test pairs must always be from the same test modality.

Pretests

Administer pretests as soon as feasible upon entry into the program and before the occurrence of any substantial instructional intervention.

All students with 12 or more hours of instruction must be pretested to include in the Federal Tables.

Students should be assessed in the areas that are the focus of instruction, using the appropriate CASAS standardized test in reading, math, listening comprehension, or writing.

- Required skill areas for ABE/ASE are reading and math.
- Required skill areas for ESL are reading and listening.

Post-tests

Administer post-tests using the next-assigned test forms.

- At the end of a semester, term, quarter, or other substantial block of instruction to document learning gains.
- Post-test scores obtained at the end of a semester or other reporting period may serve as a pretest for the next semester or reporting period, if the interim does not exceed four months for continuing students.

Test scores outside the range

If a student achieves a score below the accurate range (*) on a pretest,

- The student must be re-tested with a test from the next lower level for accurate placement.

If a student achieves a conservative estimate (◆) score on a pretest,

- The student must be re-tested with a test from the next higher level within a week of the initial pretest.
- The new assessment score replaces the conservative estimate score.
- The replaced test record should be marked as Retested in the database.

If a student achieves a conservative estimate (◆) score on an appropriate level post-test,

- The student has sufficiently demonstrated skill gain and should not be re-tested until the next scheduled assessment cycle.
- At the next scheduled assessment cycle, the student must receive a test from the next higher level.

Multiple Modalities Paired Tests

What if a student has two sets of pretest and post-test scores, such as one in reading and one in listening?

- The pretest and post-test pair with the lowest accurate pretest score determines benchmark attainment.
- This satisfies the Federal requirement to address the student's 'highest area of need.'

What if the student has two pairs of tests, but one pretest/post-test pair is in an ESL class and the other pair is in ABE?

- This is the one exception to what is stated above.
- If a student has tests in multiple programs, then TOPSpro Enterprise follows an established hierarchy, which is:
    1. ESL/ELL – English as a Second Language/English Language Learner
    2. ABE – Adult Basic Education
    3. ASE – Adult Secondary Education
- So in the example above, TE would select the tests that are assigned to ESL.

Listers

TE uses Listers to display lists of records. Each Lister name indicates the information that it contains. Listers are much like spreadsheets but in electronic form. You may sort, filter, add, hide, and organize columns, set advanced filtering options, print, and export the information displayed.

Using a Lister is a good spot to look for data. Each Lister has a default column and sort configuration, referred to as a 'schema,' depending on the type of records listed. Some Listers have customized schemas to select from a drop-down menu on the Toolbar. You may also create your own custom schemas or set 'your' schema as the default on your TE Client. Listers can always be reset to their original default schema.

Filters

Column Filters

Headers in most columns have Up/Down arrows and Filter icons to quickly filter and sort on one or more columns without affecting a schema.

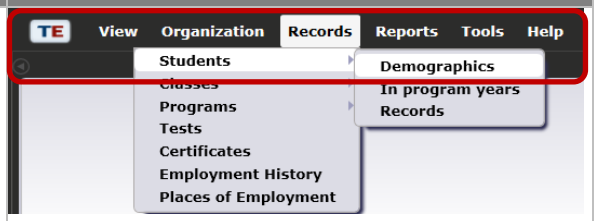
Advanced Filters

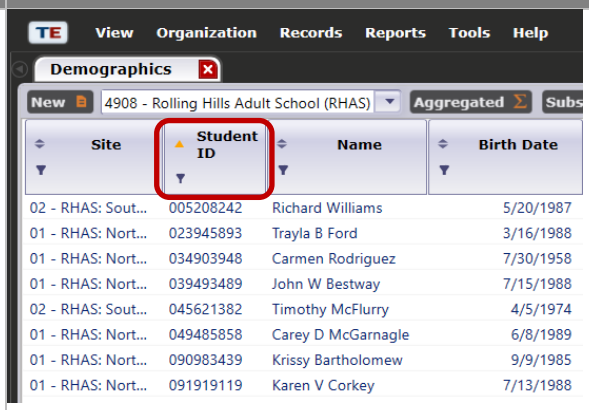
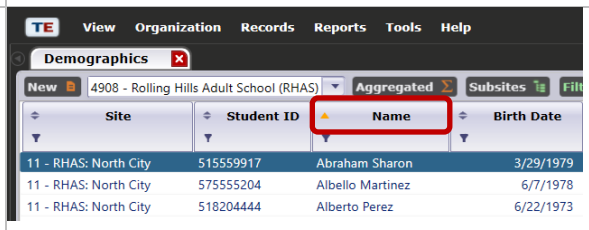
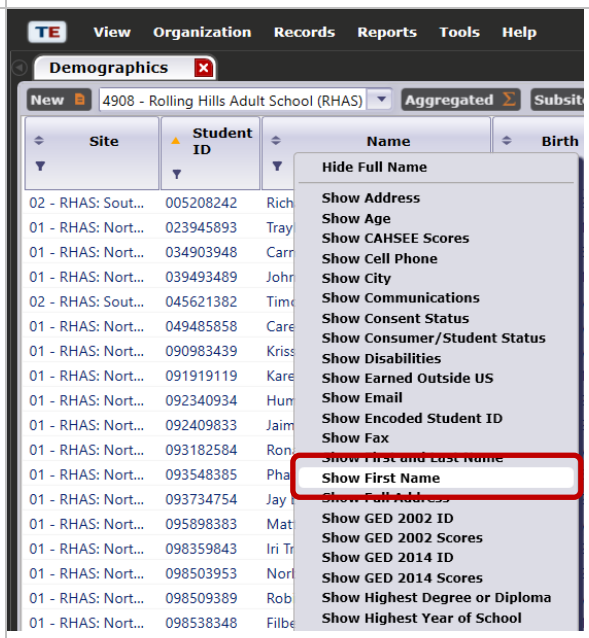
Use the Filter button from the Toolbar at top of a Lister for more complex sorts. Some Listers also have preset Filters to select from a drop-down menu. You can customize these Filters to create your own, or create your own advanced Filter.

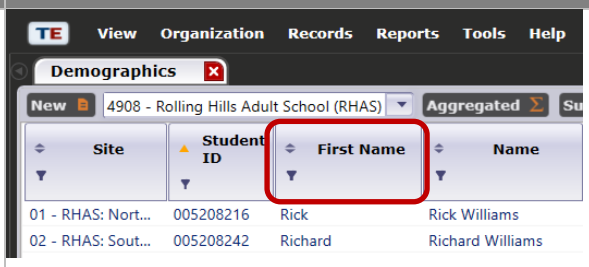
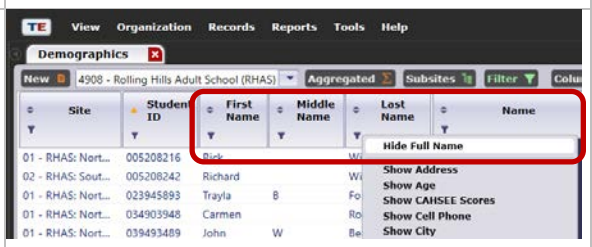
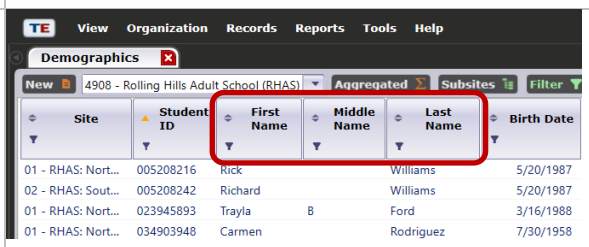
Customizing the Student Demographics Lister

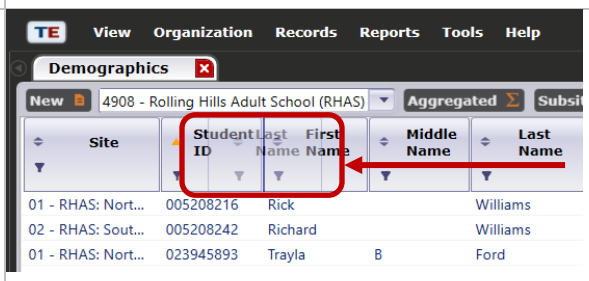
Follow these steps to customize the student Demographics Lister to help with managing data and detecting duplicate records.

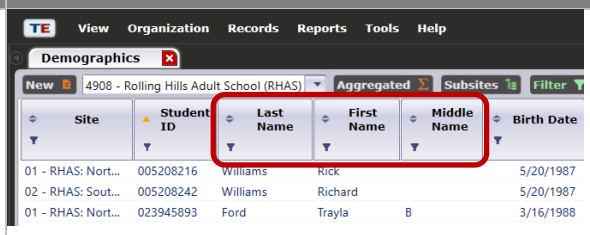
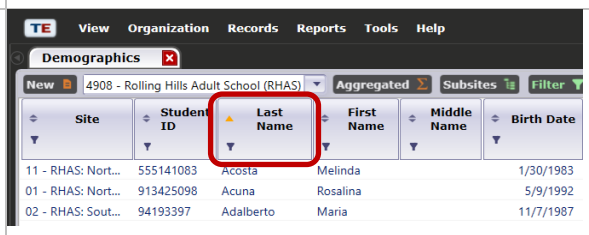
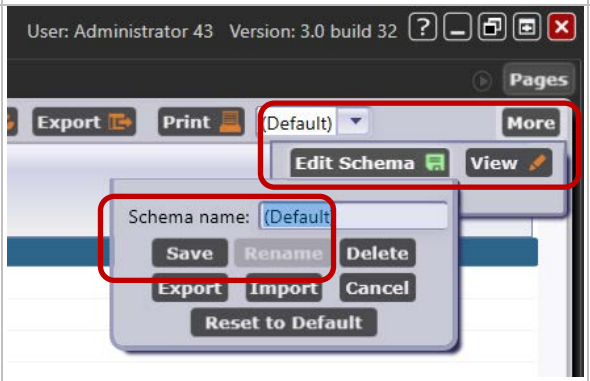
Step	Screen	Description

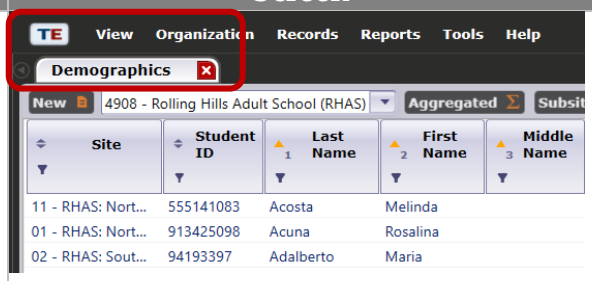
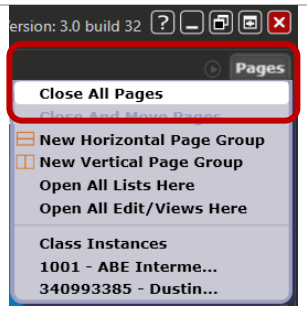
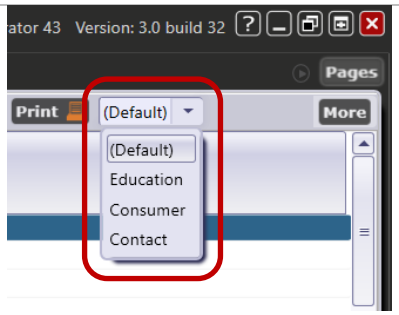
1.		• From the **Menu bar** at top,
		• Click **Records**.
		  o Select **Students.**
		  o Click **Demographics**.

Step	Screen	Description
2.		• A tabbed page opens to the list of **Demographics** records with a **Toolbar** along the top. o Records display for students having activity in the **Current Program Year** (July 1 – June 30). o Sorts on **Student ID**. • Headers in most lists have **Up/Down arrows** and **Filter icons**.
3.		• To sort by **Name**, o Click the **Name** column **UP arrow**. • By default, the **Name** column sorts by **First** name.
4.		• Each list of records has its own default **Schema**, or **Column Configuration**. • You may change the configuration of columns and save the **Schema** on your **TE Client**. • To split the **Name** column into **First**, **Middle**, and **Last** name columns, o Point your mouse in the **Name** column header. o **Right** mouse-click. • From the drop-down menu listing all columns available in the **Demographics** lister, o Click **Show First Name**.

Step	Screen	Description
5.		• Now you will see the **First** name has its own column. • Repeat steps to add **Middle** name and **Last** name columns.
6.		• Now that the **Name** column is split in to three columns for **First**, **Middle**, and **Last** name, you no longer need the column. • Right mouse-click in the **Name** column header. o Select **Hide Full Name**.
7.		• The **Name** column is now hidden from the list. • You may unhide any column to display again in the list of records. • Listers may be **Reset to Defaults** at any time.

8.		• Reordering columns will further customize the list of **Demographics** records for your TE Client.
		  o Left click-and-hold your mouse in the **Last Name** column header.
		  o While holding, drag the **Last Name** column left of the **First Name**, and then release your mouse.

Step	Screen	Description
9.		• The **Demographics** lister now displays names in a **Last**, **First**, and **Middle** name column configuration.
10.		• In the **Last Name** column header o Click the **UP** arrow to sort alphabetically.
11.	 1. First, sort on **Last Name.** 2. Second, sort on **First Name**. 3. Third, sort on **Middle Name**. *Note!* Adding **Gender** and **DOB** columns helps with identifying any duplicate records of the same student.	• Suggestion: Configure and presort columns: 1. Click the **UP** arrow in the **Last Name** column header. 2. Click and hold the **Shift** key on your keyboard, and then click the **UP** arrow in the **First Name** column header. 3. Click and hold the **Shift** key again, and click the **UP** arrow in the **Middle Name** column header. • Release the **Shift** key.
12.		• To save the configuration of your columns, o Click the **More** button from the **Toolbar** at top right for 'more' buttons. o Click **Edit Schema.** o Click **Save**. *Remember!* You can always reset listers to their default schema.

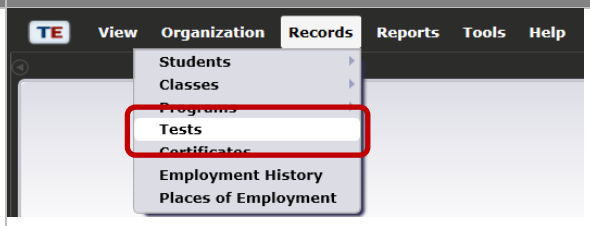
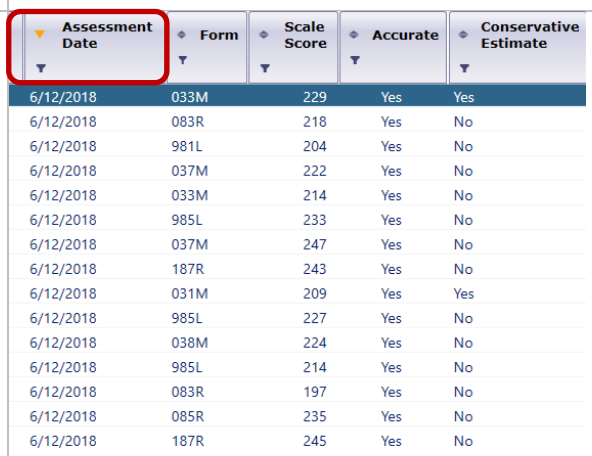
Step	Screen	Description
13.		• Check to confirm that your TE Client will display the **Demographics** lister in 'your' default Schema next time you open it. • To close the **Demographics** lister, o Click the **Red X Box** on the **Demographics** tab.
14.		• You can also close several pages at the same time by clicking **Pages** at top right. • From the drop-down menu, o Click **Close All Pages**. o Or click individual **Pages** listed at bottom of the menu.
15.		• To reopen the **Demographics** lister, go to ➢ **Records > Students > Demographics** • The list of **Demographics** records should display as the saved default **Schema** on your TE Client.
16.		***Note!*** • You may also name different **Schemas** and access them from the **Toolbar** at top of the list o Click the **(Default)** window down arrow and select a saved **Schema**.

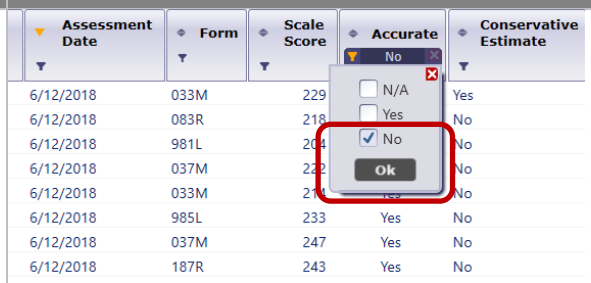
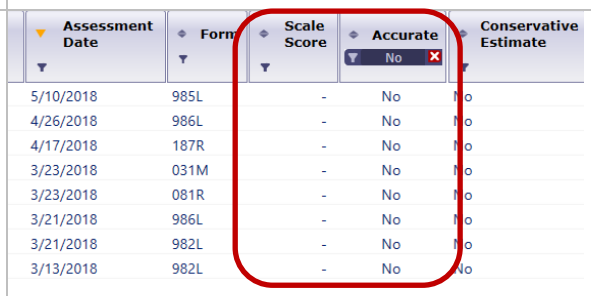
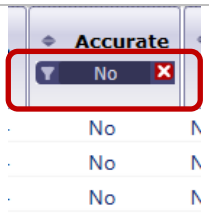
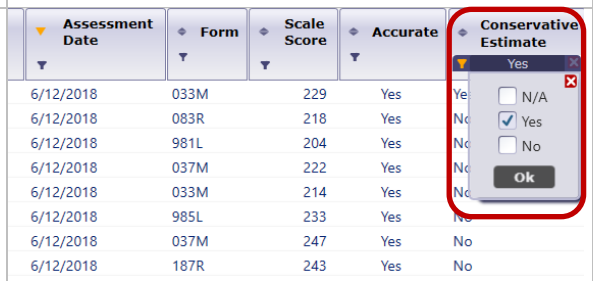
Customizing the Tests Lister

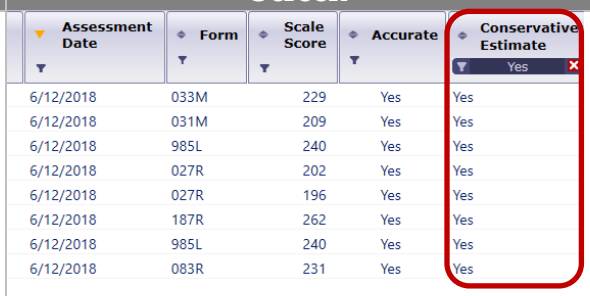
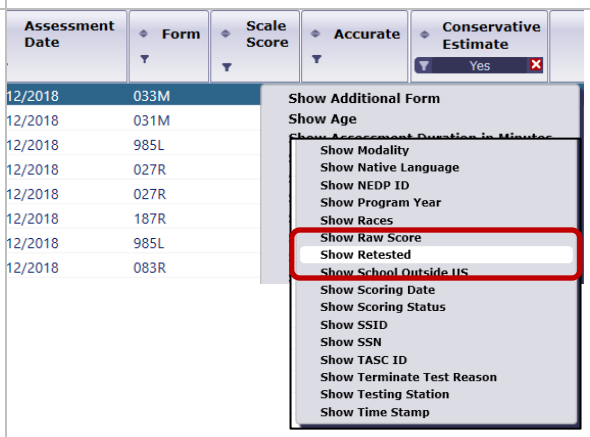
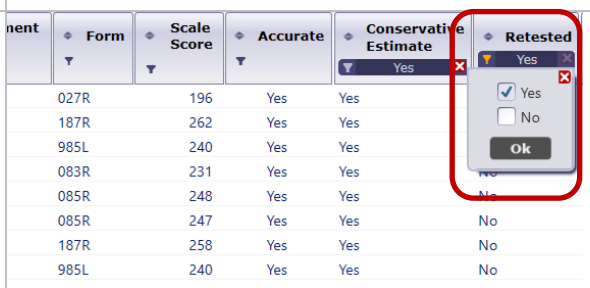
Sometimes the obvious is the best place to start tracking results! The Tests Lister displays all current tests in your account. This is the 'go-to' Lister for monitoring the validity of test results. The default schema in the Tests Lister includes columns for test scores below accurate range and conservative estimate scores. Customizing this Lister further will help to detect test-taker behavior for tests administered with eTests Online such as:

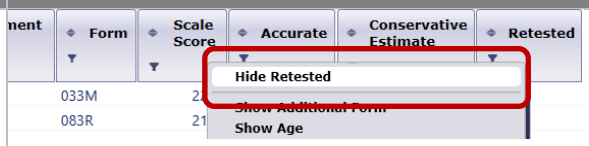
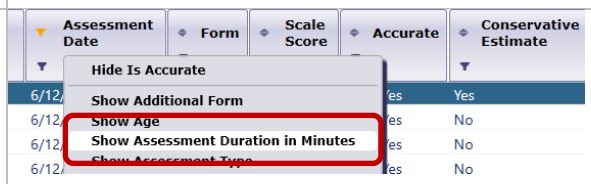
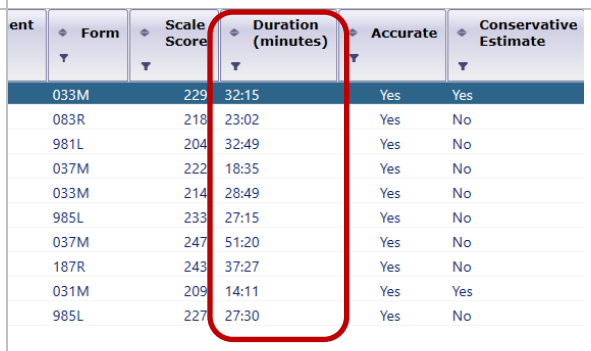
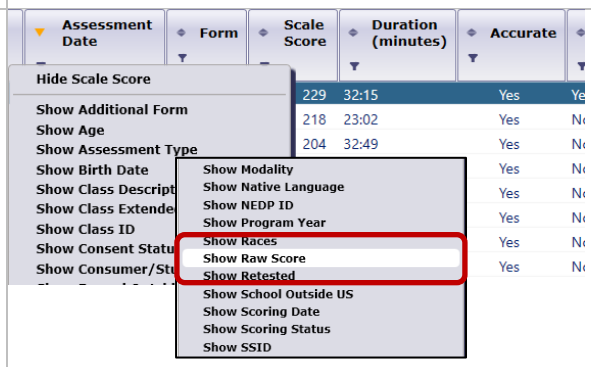
- How much time did the student spend on the test?
- Was the student speeding through the test?
- Did the student finish the test within 'normal' test time?
- Did the student run out of time and the test 'timed out'?

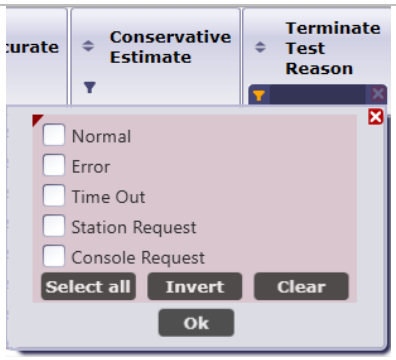
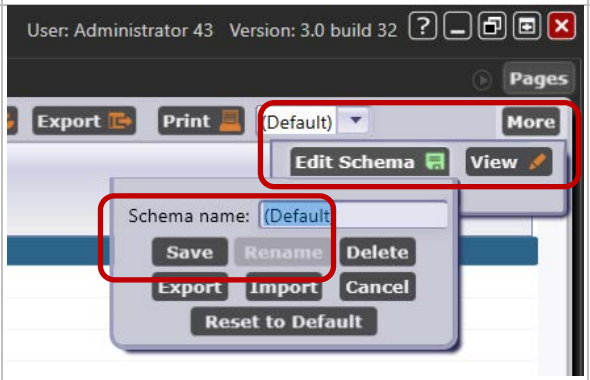
Follow these steps to customize the Tests Lister to help identify suspicious test results worth investigating.

Step	Screen	Description
1.		• From the **Menu bar** at top, o Click **Tests**.
2.		• The **Tests** lister default schema: o Sorts on most current **Assessment Date.** • Includes columns for: o **Form** o **Scale Score** o **Accurate** (scores) o **Conservative Estimate** (scores)

Step	Screen	Description
3.		• To filter for scores below **Accurate** range, o Click the filter icon in the **Accurate** column. • From the drop-down menu, o Check **No**. o Click **Ok**.
4.		• Scores below **Accurate** range are invalid. o Retesting is required for both pre- and post-tests. • Invalid scores are not reportable. • The test record should not be deleted from the database in order to retain historical data for tracking and accountability.
5.		• Check the **Red X Box** on the **Accurate** column filter. • This removes the column filter and returns the **Tests** lister to its last configuration.
6.		• To filter for **Conservative Estimate** scores, o Click the filter icon in the **Conservative Estimate** column. • From the drop-down menu, o Check **Yes**. o Click **Ok**.

Step	Screen	Description
7.		• **Conservative Estimate** scores are valid and reportable. o Retesting is required for pretests. o Check with your **State Assessment Policy** for further guidance if/when retesting is required for post-tests.
8.		• Add the **Retested** column to identify **Tests** excluded from reports and 3rd Party Exports. o **Right** mouse-click in the column header. • From the drop-down menu of additional columns, o Click **Show Retested** to produce a list of potential retakes.
9.		• Click the filter icon in the **Retested** column. • From the drop-down menu, o Check **Yes**. o Click **Ok**.
10.		• If students **Retested**, those test records would appear in the list. • If no tests appear, that's worth investigating! • Check the **Red X Box** to remove both filters and move on…

Step	Screen	Description
11.		• Right-mouse click in the **Retested** column. o Select **Hide Retested**.
12.		• Right-mouse click in the **Accurate** column header. o Select **Show Assessment Duration in Minutes**.
13.		• The **Duration** column tells you the total number of **Minutes** the student spent taking the test. • When students spend less time than appropriate for the test form level and modality, this is another area to address.
14.		• To gain additional insight about test-taker behavior while taking the test, o Right-mouse click in the **Scale Score** column header. o Select **Show Raw Score**. • Take note of **Raw Score** results compared to the **Duration** minutes.

Step	Screen	Description
15.		• If **Duration** is low and **Raw score** is low, o There is a high probability the student clicked through the test rapidly. o Even though results may be **Accurate**, retesting should be considered. • If **Duration** is low and **Raw score** is high, o That's a good indicator the test was too easy for the student. o And if **Conservative Estimate** is 'Yes', that's confirmation the student should be retested.
16.		• Another column to consider adding, o **Show Terminate Test Reason.** • This will tell you more about the timing of the test.
17.	 *Remember!* You can always reset listers to their default schema.	• If the additional columns and configuration of columns is something you want to save for when you reopen the **Tests Lister**, remember to save the schema! o Click **More** from the **Toolbar** at top right for 'more' buttons. o Click **Edit Schema.** • Save as 'your' **Default** schema on your TE Client, or enter a **Schema** name. o Click **Save**.

Students Records

Unique student IDs are critical to successful tracking; therefore, it is never desirable to have different records of the same student. Look at these records carefully to resolve the duplicates to reflect student and program outcomes accurately.

Students with more than one ID creates several possible problems

- No matching pre/post pair
- Inappropriately assigned pre/post-tests
- Entry Records with no Updates
- Updates with no Entry Records

Duplicate Student Records

Duplicate student records most often occur when a student enters a program with one ID and then re-enters the program with a different ID having the same demographic information such as gender and date of birth. Demographics play a big role in helping to resolve duplicate records. This is why the recommendation is to record, at minimum, ID, gender, and date of birth for all students enrolled in your programs. Here are different scenarios that may help you determine how to resolve duplicates.

Same Student with the Same ID at Different Sites

Records of the same student with the same ID at different sites is appropriate for tracking activity at each site and are not duplicate records, provided all other demographic information remains the same.

Same Student with Different IDs at Different Sites

In some cases, there may be a different ID for the same student at different sites. If that happens, correct the ID at the site where it is incorrect to match with the ID at the site where it is correct.

Different Students with the Same ID at Different Sites

In these cases, demographic information is not the same. More investigation is necessary to resolve the issue and assign a different ID to one of the students.

Same Student with Different IDs in Different Program Years at the Same Site

When attempting to correct an ID, you may be met with an error that states

> *"A record with the same information in the key fields already exists, and duplicates are not allowed for this object type. Student ID."*

What this means is that another demographics record exists for the same student at the same site but in a prior program year. These are duplicates and you will need to merge the two records to make a correction to the ID in the current program year.

Same Student with More Than Two Different IDs at the Same Site

Only two duplicate records of the same student at the same site may be merged at one time. If more than two records are duplicated at the same site, such as three duplicates:

1. First – merge two of the three duplicate records so that you have one merged record.
2. Second – merge the third duplicate record with the newly merged record.

Now, the "sleuthing" is up to you!

Use the **Duplicate Students** report as your first defense against duplicate records of the same student. When you determine which records are duplicates, 'merge' the records into one using the **Merge Wizard**.

Duplicate Students Report

Use the Duplicate Students report as your first defense against duplicate records. The report lists potential mismatched records of the same student using different IDs at the same site or multiple sites; and different students using the same ID at different sites. When you determine which records are duplicates, 'merge' the records into one using the Merge Wizard.

Merge Wizard

The Merge Wizard is a function in TE that brings together duplicate records of the same student at the same site. The merge process will combine the duplicate records into a single merged record. The wizard identifies any conflicting data fields between the duplicate records, which must be resolved before the merging process takes place. After records are merged, the operation cannot be undone.

Steps to Generate the Duplicate Student Records Report

Matching Fields = ID

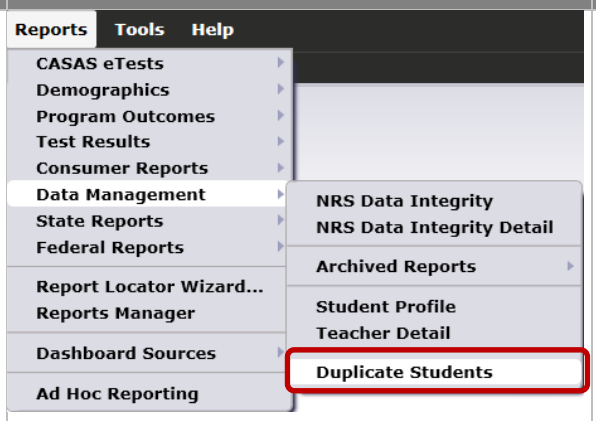
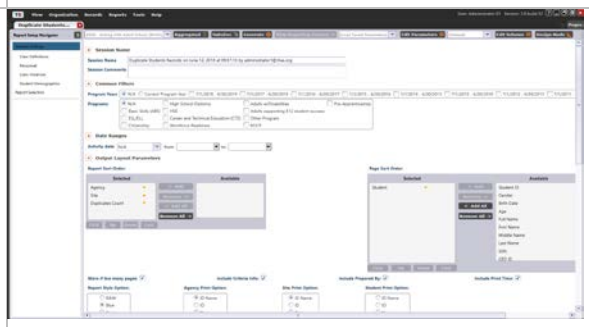
- Two IDs at different sites is 'OK' as long as all other demographic information is the same.
- Two IDs at different sites is 'NOT OK' when demographic information is *not* the same.

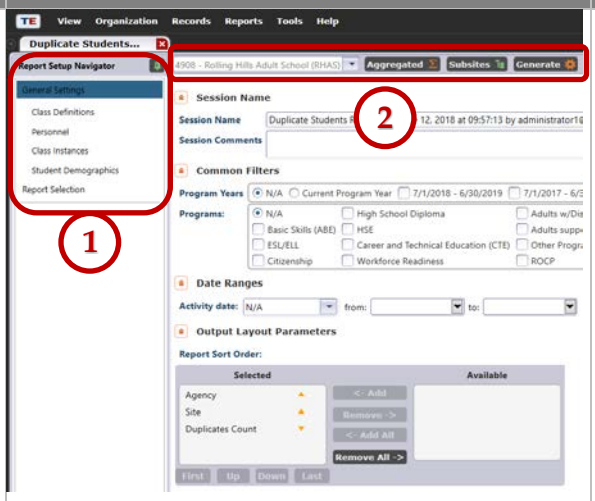
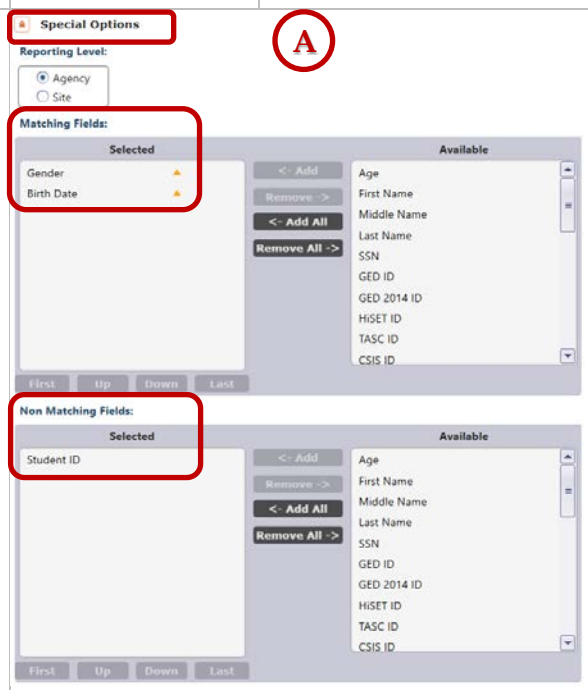
Matching Fields = Gender and/or Birth Date

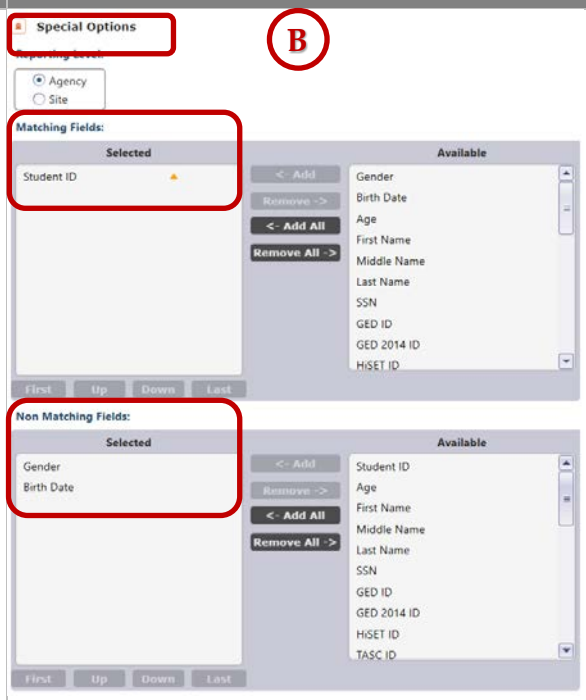
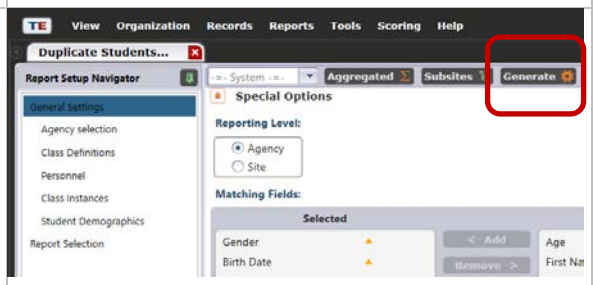
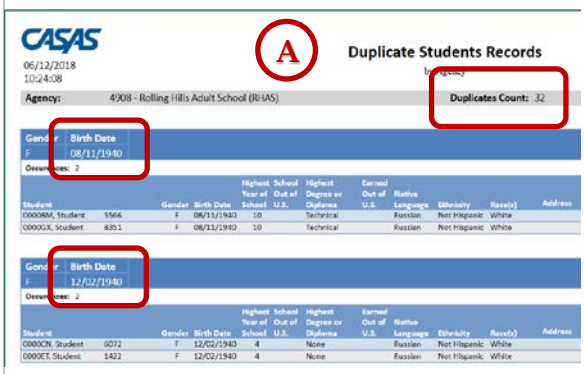
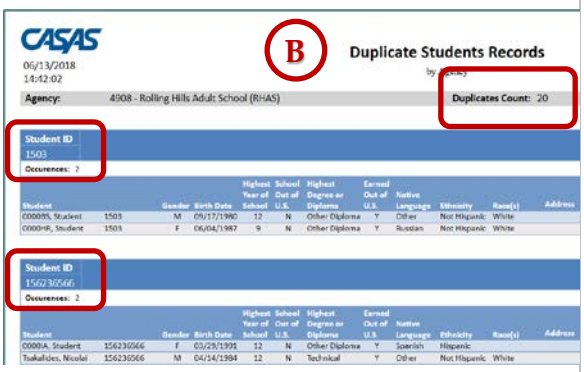
- Two records of the same student at the same site is 'NOT OK' and therefore is a Duplicate Student whose records must be merged.
- This is the most common scenario for duplicate records of the same student.

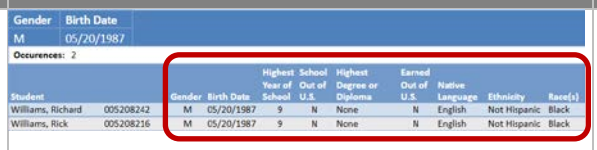
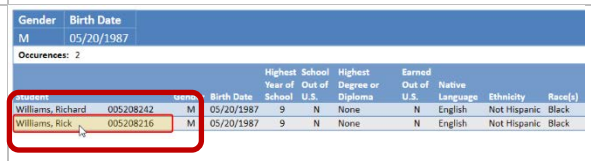
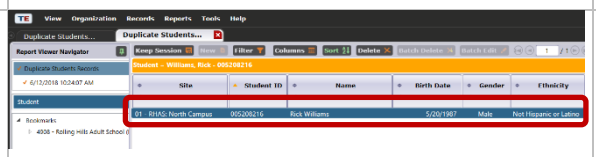
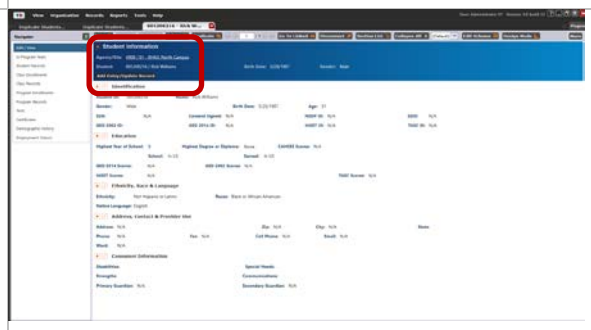
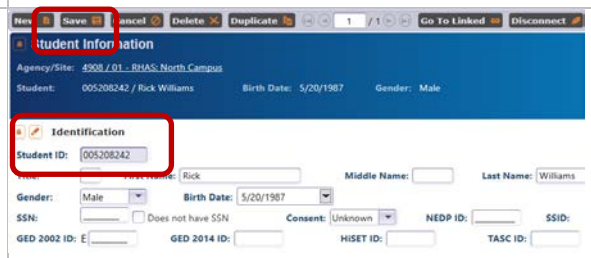
Follow these basic steps to generate reports for based on these scenarios.

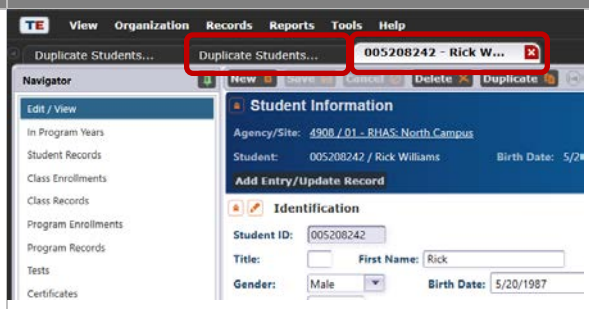
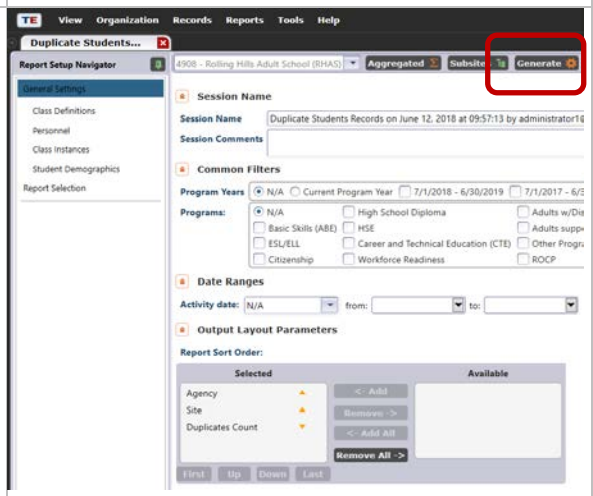
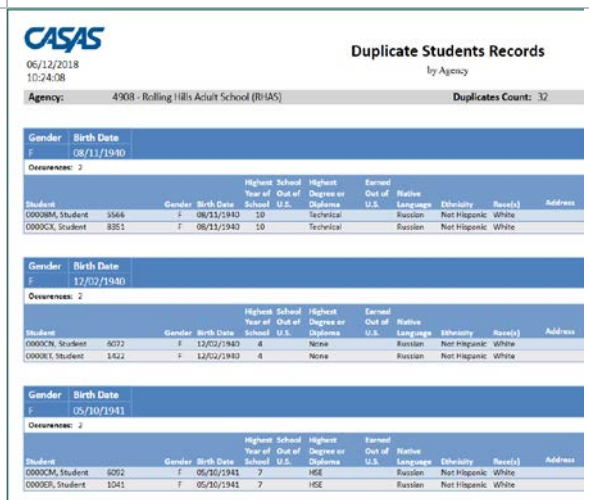
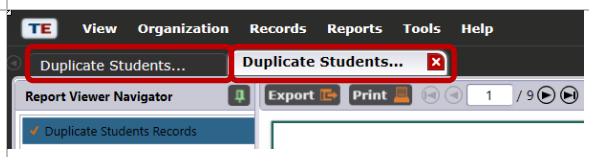
Access: TE > Reports > Data Management > Duplicate Students

Step	Screen	Description
1.		• From the **Menu Bar** at top, o Click **Reports**. • From the **Data Management** menu, o Select **Duplicate Students.**
2.		• A tabbed page opens to the **Report Generator.**

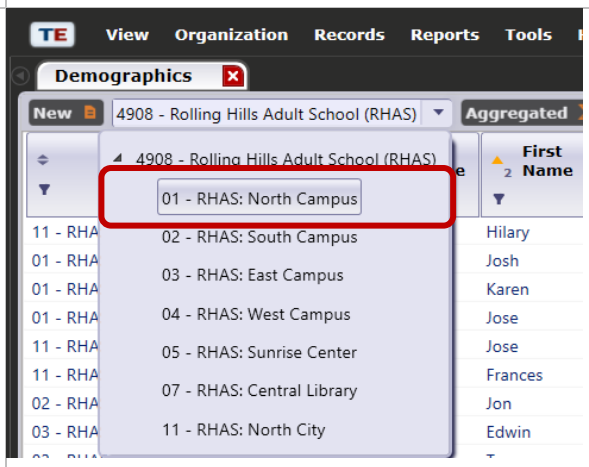
Step	Screen	Description
3.		1. The **Report Setup** screen is similar for other reports. **General Settings** and **Listers** will vary depending on the type of report. 2. Along the left side of the **Report Setup** screen is the **Report Setup Navigator.** Use the navigator to refine the data you want to show in your report. 3. Along top of the **Report Setup** screen is the **Report Setup Toolbar.** Use this to specify container information at the agency or site level, save report settings and run the report.
4.	!	**Most duplicated records are identified from the following two scenarios:** **A.** When a student enters a program with one ID and then re-enters the program with a different ID having the same demographic information such as gender and date of birth. **B.** When different students at different sites use the same student ID.
5.		**FOR SCENARIO: A** • From **General Settings,** o Scroll to **Special Options.** • For **Matching Fields,** o Select **Gender** and **Birth Date.** • For **Non Matching Fields,** o Select **Student ID**. • Skip to **Step 7**, next page.

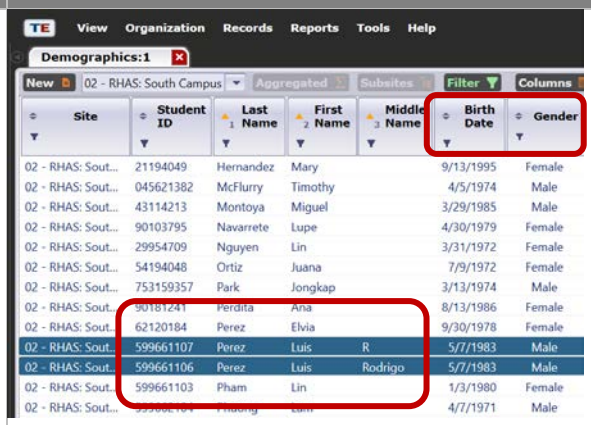
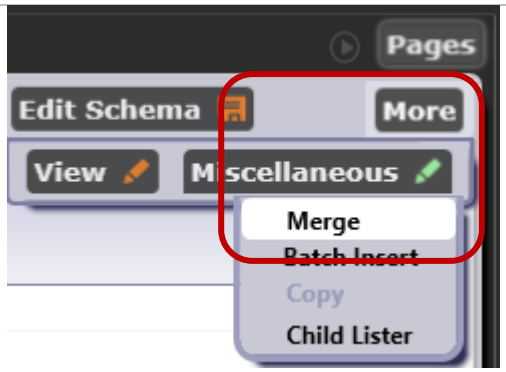
Step	Screen	Description
6.		**FOR SCENARIO: B** • From **General Settings,** o Scroll to **Special Options.** • For **Matching Fields**, o Select **Student ID**. • For **Non Matching Fields**, o Select **Gender** and **Birth Date**.
7.		• From the **Toolbar** at top, o Click **Generate.** • A new tabbed page opens to the **Duplicate Students** report. o The total possible **Duplicated Count** is at top right of each page.
8.	**FOR SCENARIO: A** • Records are filtered by **Birth Date**. 	**FOR SCENARIO: B** • Records are filtered by **Student ID.** 

Step	Screen	Description
9.		• To confirm if records are **Duplicates**, o Check for **matching demographic information**.
10.		• To fix duplicate records, use the **Drill-Down** function. o Click the **Name** on the record with the incorrect ID. ***Note!*** Use the **Merge Wizard** when duplicate records are at the same site.
11.		• Double click to open the **Duplicate** record shown in the list.
12.		• This drills down to the student **Demographics** record, which is the 'parent' record for all student related records. • Editing the **ID** will simultaneously edit the ID on all 'child' records related to the student.
13.		• To edit the **Student ID**, o Click the **Pencil** icon at left of the **Identification** field and change to edit mode. • Click in the **Student ID** field. o Enter the **Correct ID**. • From the **Toolbar** at top of the **Demographic** record, o Click **Save**.

Step	Screen	Description
14.		• Click the **Red X Box** on the student **Demographics** tab and close the record. • Do the same to close the **Duplicate Students** report.
15.		• Run the report again with the same settings. o Click **Generate**
16.		• Confirm that the student no longer appears on the **Duplicate Students** report.
17.		• Click the **Red X Box** on each tab and close all pages. • You can also **Close All Pages** from the **Pages** button at top right.

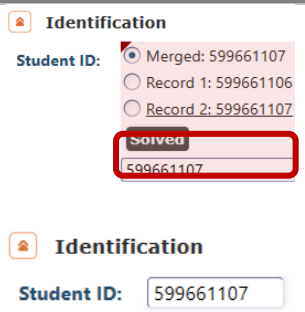
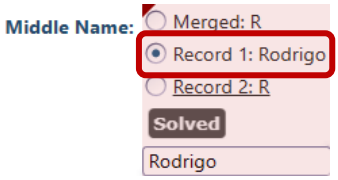
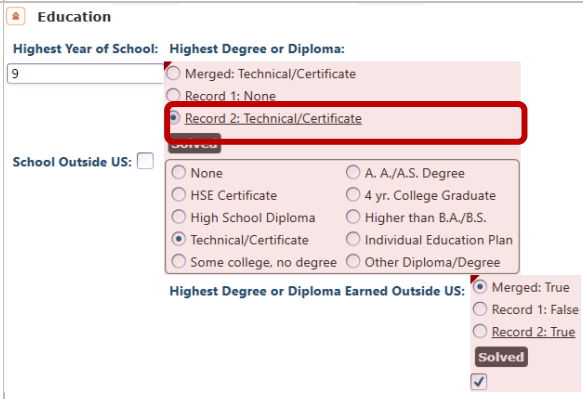
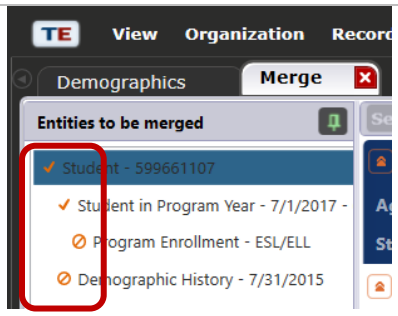
Steps to Merge Duplicate Student Records

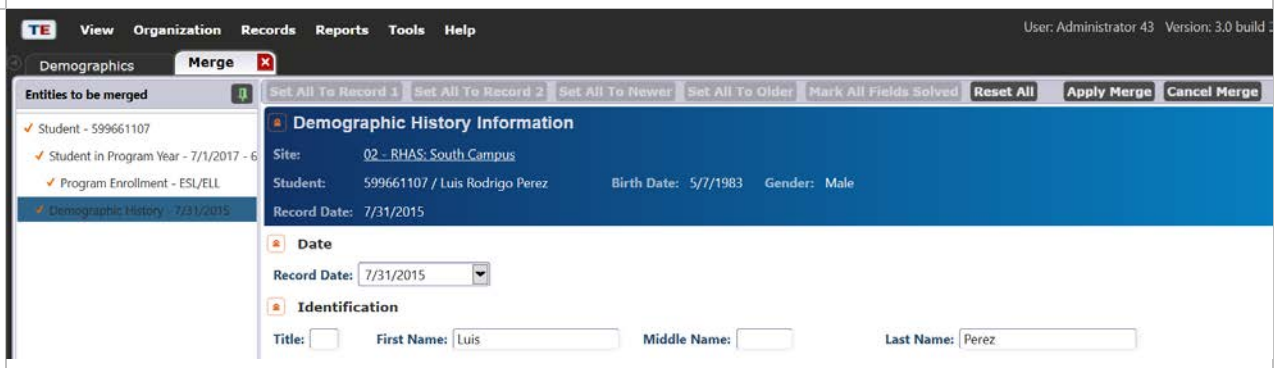
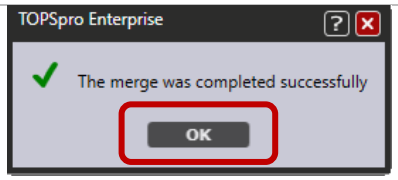
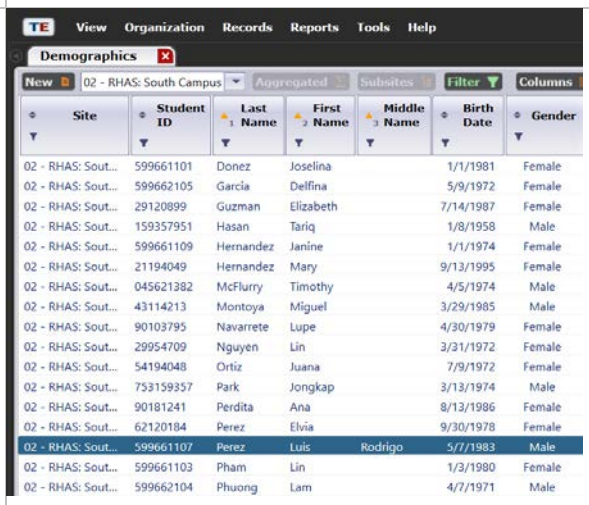
Step	Screen	Description
1.		• From the **Menu bar** at top, o Click **Records.** • Select **Students**. o Click **Demographics**. • A tabbed page will open to the list of **Demographics** records in the current program year.
2.		• Because duplicate records must be at the same site to merge – • Click the **Container** field down-arrow from the **Toolbar** at top. o Select a **Site**. *Tip!* Run the **Duplicate Students** report to identify duplicate records at the same site.
3.	 1. First, sort on **Last Name.** 2. Second, sort on **First Name**. 3. Third, sort on **Middle Name**. *Note!* Adding **Gender** and **DOB** columns helps with identifying any duplicate records of the same student.	• Suggestion: Configure and presort columns: 1. Click the **UP** arrow in the **Last Name** column header. 2. Click and hold the **Shift** key on your keyboard, and then click the **UP** arrow in the **First Name** column header. 3. Click and hold the **Shift** key again, and click the **UP** arrow in the **Middle Name** column header. • Release the **Shift** key.

Step	Screen	Description
4.		• For duplicate records, 1. Click to highlight the **First** record. 2. Use the **Ctrl + click** key command to select a **Second** record.
5.		• With two duplicate records highlighted, o Click the **More** button at top right. o Select **Miscellaneous.** o Click **Merge**. *Note!* The **Merge** button is only available *after* selecting duplicate records.
6.	**IMAGE NEXT PAGE** • The **Merge Wizard** opens in a new tab with a split screen o At right, the **Entities to be merged**. ▪ Identifies records with conflicting data fields. o At left, combined **Demographics** for the selected duplicated records. ▪ Identifies data fields highlighted pink with conflicting information that must be solved. *Note!* • Conflicting data fields in ***all* Entities to be merged** must be solved before the merge process can begin.	

The **Toolbar** at top of the **Merge Wizard** offers shortcut options to merge the two selected records.

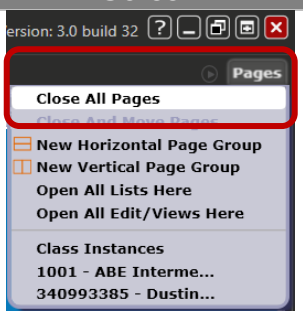
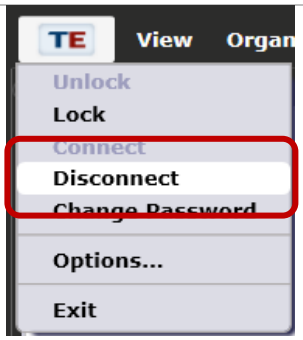
Set All To Record 1	➢ Automatically uses all of the information from the first record to create the merged record.
Set All To Record 2	➢ Automatically uses the data from the second record.
Set All To Newer	➢ Automatically selects the data from the most recent record.
Set All To Older	➢ Selects data from the earliest record.
Mark All Fields Solved	➢ Merges the two records based on the default.
Reset All	➢ Cancels your selections and re-highlights all of the conflicting fields so that you can address these issues again.

Step	Screen	Description
7.		• For **Student ID**, o Select the 'correct' **ID**. • Click **Solved**. *Note!* The **Student ID** field now displays the solved information.
8.		• The recommendation for solving **Middle Name** fields is to o Select the full **Middle Name** for added unique identifying information about a student. • Click **Solved**.
9.		• For data fields where no previous information exists (i.e., None), o Select the **added information**. • Click **Solved**.
10.		• A **Check** will display after solving an **Entity** area. • Continue solving all data fields with conflicting information in each **Entity** area listed as you work your way down the **Entity Tree.**

Step	Screen	Description
11.	From the **Toolbar** at top right, • Use **Reset All** if you need to start over with solving conflicts in the current **Entity**. • Use **Cancel Merge** if you are unsure about any conflicts in any **Entities to be merged,** and need to investigate further before attempting the merge. • Use **Apply Merge** after solving all conflicts in all **Entities to be merged**. **IMPORTANT!** This operation cannot be undone!	
12.		
13.		• The message at left will display when the **Merge** process is complete. o Click **OK**.
14.		• The **Merge Wizard** closes automatically and returns you to the **Demographics** lister. • The newly merged record is highlighted in the list.

Steps to Exit TE Online

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.

Step	Screen	Description
1.		• 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.		• At top left of your screen, o Click the **TE** icon. o Click **Disconnect**.
3.		• Click the **TE** icon again. o Click **Exit**. • Or click the **Red X Box** at top right of your screen.

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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!

CASAS National Summer Institute 2018