Online Implementation

Contents

Steps to Implement CASAS eTests Online

Thank you for your interest in implementing *CASAS eTests Online*. The *CASAS Online System* uses two applications – *CASAS eTests Online* together with *TOPSpro Enterprise (TE) Online*. *TE Online* is the data management application to track program and student outcomes and generate reports.

You have two options for implementing the *CASAS Online System* – **Basic** or **Enhanced**. Please refer to information on **Features/Reports** (below) to determine the best online implementation to meet your program's needs.

Your best place to begin the implementation process is on our website with the How to Implement – Overview.

- Pricing / Ordering
    - You may submit an order for online test administrations (i.e., web-test units, WTUs) through Online Ordering with a P.O., or submit an Order Form.
    - WTUs do not expire and are virtual answer sheets for all standardized tests.
    - The minimum order for WTUs is 100.
    - CA WIOA, Title II, funded programs are provided WTUs through the CDE contract with CASAS. Please refer to the CA Ordering Guides.

- Features / Reports
    - **Basic Implementation** – supports student/client-level implementation with purchase of WTUs (no *TOPSpro Enterprise* license required for basic access to the online system).
    - **Enhanced Implementation** – supports student/client, program, class, and accountability-level implementation with purchase of WTUs plus purchase of a *TOPSpro Enterprise* license with annual support plus student record management fees to cover data access, maintenance, security, backup and archive.

- o **Basic** <u>and</u> **Enhanced Implementation** of the *CASAS Online System – eTests Online* together with *TE Online* – covers agency-wide implementation across multiple site/campus locations.

- o CA WIOA, Title II, funded programs are provided with **Enhanced Implementation** through the CDE contract with CASAS.

- System Compatibility

  - o You may use the new HTML application with any modern web browser.

  - o Windows 10 is required for PCs and laptops.

  - o Chromebooks and iPads require installation of the *eTests Online* App.

  - o Macintosh computers are compatible if configured to operate using a Windows OS via Apple's Boot Camp utility.

- Facility Verification

  - o *One individual representing your program* – should enroll in, complete, and submit the Online Implementation Agreement.

- Staff Preparedness

  - o Staff – *new to using CASAS results* – should enroll in and complete CASAS Implementation Training.

  - o Staff – *responsible for online testing management* – should enroll in and complete Coordinator Certification.

  - o Staff – *responsible for online test administration* – should enroll in and complete Proctor Certification.

- "Going Live" Checklist

  - o Online implementation steps listed on this checklist may be coordinated simultaneously and are not sequential prerequisites.

We look forward to working with you for successful implementation of the *CASAS Online System*.

If you have any questions, please let us know.

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

Online Implementation

Testing Sessions

To help you get started with the new *CASAS eTests Online* HTML application, we will apply instructional-program templates with sets of sessions to your online account. Using these default templates and sessions will ensure standardized test delivery and data collection for WIOA accountability in all labs per site location with CASAS approved assessments for NRS.

Instructional-program templates will deliver tests from the following CASAS test series. Let us know if you are interested in using the new Reading GOALS test series approved by NRS for ABE/ASE programs.

- **ABE** – Reading GOALS or Life and Work Reading, and Life Skills Math
- **ASE** – Reading GOALS or Life and Work Reading, and Life Skills Math
- **ASE** – Secondary Level Assessments for Language Arts & Mathematics (Level D)
- **CIT** – Reading for Citizenship, Life and Work Listening (980 series), and Government and History for Citizenship
- **ELL** – Life and Work Reading and Life and Work Listening (980 series)
- **MULTI** – Reading GOALS or Life and Work Reading, Life Skills Math, and Life and Work Listening (980 series)

Please review your *eTests Online* account to determine which instructional-program templates and sessions will meet your assessment needs. We are also available to work with you to edit them or help you set up new templates with sessions. You are also free to make changes yourself at any time.

Online Test Administration

Your first step to prepare for testing is registering stations – Station Registration.

Please note that if you have more than one lab at any site location, sets of sessions must be available per lab for proctors to manage and administer tests.

- System Compatibility
  - The HTML application may be used with any modern web browser.
  - Windows 10 is required for PCs and laptops.
  - Chromebooks and iPads require installation of the *eTests Online* App.
  - Macintosh computers are compatible if configured to operate using a Windows OS via Apple's Boot Camp utility.

Don't forget! Conduct a trial run of the testing environment with Steps for Testing Day before Going Live!

Sessions are ready to use and reuse whenever you need to test – simply **START** and **STOP** sessions throughout the program year (July 1 – June 30). Test results are immediately accessible in both *eTests Online* and *TOPSpro Enterprise Online.* This includes generating reports in TE such as the Individual Skills Profile and Student Competency Performance report.

Using these recommended sessions would ensure this fully automated application will present appropriate-level tests to each of your students. You may use any testing station in a lab to deliver tests from any of the following sessions. You may also use sessions simultaneously.

- **Intake/pretest** sessions are designed for new students and align with the recommended CASAS Intake Process. New student records are added at the time of testing. This session also collects required data to eliminate processing/scanning entry records.

- **Progress/post-test** session is designed to administer the next appropriate-level test based on a student's most recent test(s) recorded in the online system. Students must enter a pre-existing ID before they may proceed with testing. This session prevents duplicate student records.

- **Retest** session allows you to retest students on the same day if their test score is –
  - Below accurate range ∗ – retesting is required, or
  - Conservative estimate ♦ – retesting is recommended.
- **Returning** session re-administers the locator (or appraisal) due to the student being absent so long that previous tests are no longer valid.

- **Registration** session separates the student registration process from the testing process. Refer to Data Collection Details for demographic, program and personal data.

- **Practice** introduces students to taking a CASAS web-based test.

Training Support

To access documentation for the new *CASAS eTests Online* HTML application, click here!

Additional documentation to get started with the *CASAS Online System* is available at CASAS Home >

Training and Support >

- eTests Online Help
- TOPSpro Enterprise Help

Additional training is available at Training Registration.

Technical Support

The **CASAS Technology Support Team** is available 7:00 am – 5:00 pm (Pacific), M – F, at techsupport@casas.org to provide technical assistance. This e-mail address alerts several members of the team to ensure you receive a timely response. Team members are also available at 1-800-255-1036, option 2.

"Going Live" Checklist

- ☐ 1. (Optional) Test drive the SIMULATION Server

- ☐ 2. Confirm System Compatibility meets application specifications

- ☐ 3. Submit an Online Implementation Agreement

- ☐ 4. Complete Staff Preparedness: CASAS Implementation, Coordinator and Proctor certifications

- ☐ 5. Order online test administrations (aka **WTUs**/Web-Test Units)

- ☐ 6. Request *"live online testing"* account (e-mail techsupport@casas.org)

- ☐ 7. (If desired) Import data from an external source

- ☐ 8. Steps for Station Registration

- ☐ 9. Steps to create Testing Sessions – or ask **Tech Support** to do it for you! (see next page)

- ☐ 10. Begin Test Administration

Steps 1 – 5 may be coordinated simultaneously. They are not sequential prerequisites