



Online System

ACTIVITY PACKET

TOPSpro Enterprise Basics

Generating Reports

CASAS Technology Support Team

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Session Description

TOPSpro Enterprise Online offers numerous reports that benefit teachers, database managers, administrators, and learners. Many reports help meet a wide variety of needs but first, you must increase your know-how for generating reports using these four essential features, plus tips for generating specific reports:

- *The Report Generator*
- *Generating Reports*
- *Using Drill-Down*
- *Charts and Graphs*
- *Reports Manager*
- *My Reports*

Install and Open TE Online

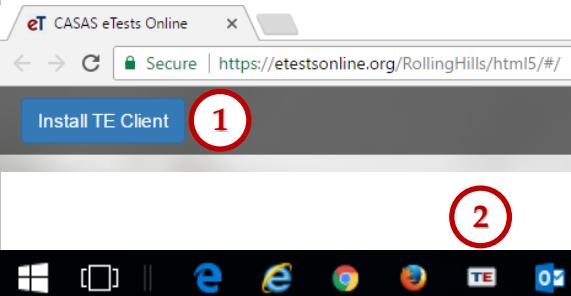
For Windows machines,

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/#/) – <https://etestsonline.org/rollinghills/html5/#/>

Step	Screen	Description
1.	  	<ul style="list-style-type: none"> Access TE in one of three ways, from the – <ol style="list-style-type: none"> Web browser <ul style="list-style-type: none"> Click Install TE Client if first access on local machine. Taskbar icon Desktop icon
2.		<ul style="list-style-type: none"> Click the Server field down-arrow and from the drop-down menu, <ul style="list-style-type: none"> Select the Server for your online account.* Enter your Agency ID. Enter your User name. Enter your Password. Click Connect.

The Reports Menu

The Reports menu offers reports a wide variety of is divided into categories to identify the type of reports it contains to help users meet a wide variety of needs.

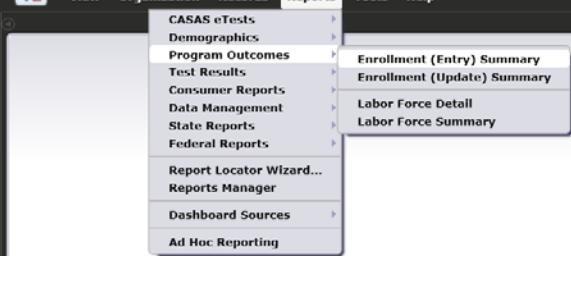
CASAS eTests

Step	Screen	Description
1.		<ul style="list-style-type: none"> Reports in the CASAS eTests category support web-based testing. This is the go-to spot to track and monitor WTU usage.

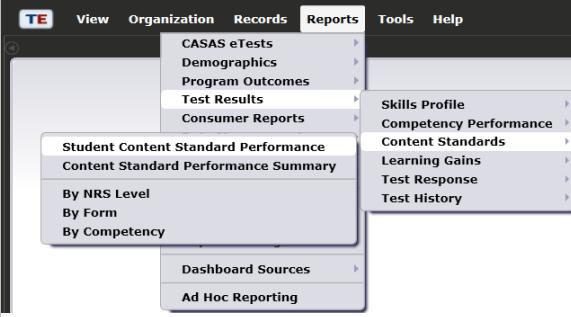
Demographics

Step	Screen	Description
2.		<ul style="list-style-type: none"> Reports in the Demographics category give information for all learners within an agency.

Program Outcomes

Step	Screen	Description
3.		<ul style="list-style-type: none"> Reports in the Program Outcomes category give agencies a good view of the makeup and motivations of their student population.

Test Results

Step	Screen	Description
4.		<ul style="list-style-type: none"> The Test Results category splits into sub-categories to identify the many types of reports that support student and class outcomes.

Consumer Reports

Step	Screen	Description
5.		<ul style="list-style-type: none"> The Consumer Reports category supports programs serving Adults with intellectual disabilities with a Skills Profile report to show individual consumers perform during a particular observation.

Data Management

Step	Screen	Description
6.		<ul style="list-style-type: none"> Reports in the Data Management category help agencies ensure the validity and reliability of their data.

State Reports

Step	Screen	Description
7.		<ul style="list-style-type: none"> The State Reports category supports California funded programs with reports to evaluate agency performance and verify that their agency is meeting state accountability requirements.

Federal Reports

Step	Screen	Description
8.		<ul style="list-style-type: none"> The Federal Reports category contains valuable reports to show the demographic composition of your agency and its impact on the educational and employment-related outcomes of its learners.

My Reports

Step	Screen	Description
9.		<ul style="list-style-type: none"> The My Reports menu becomes available after you select your reports using the Report Locator Wizard.

Reports Menu

Report Locator Wizard

Step	Screen	Description
10.		<ul style="list-style-type: none">• Use the Report Locator Wizard to set up shortcuts to your favorite reports for quick access to the reports you generate the most.

Reports Manager

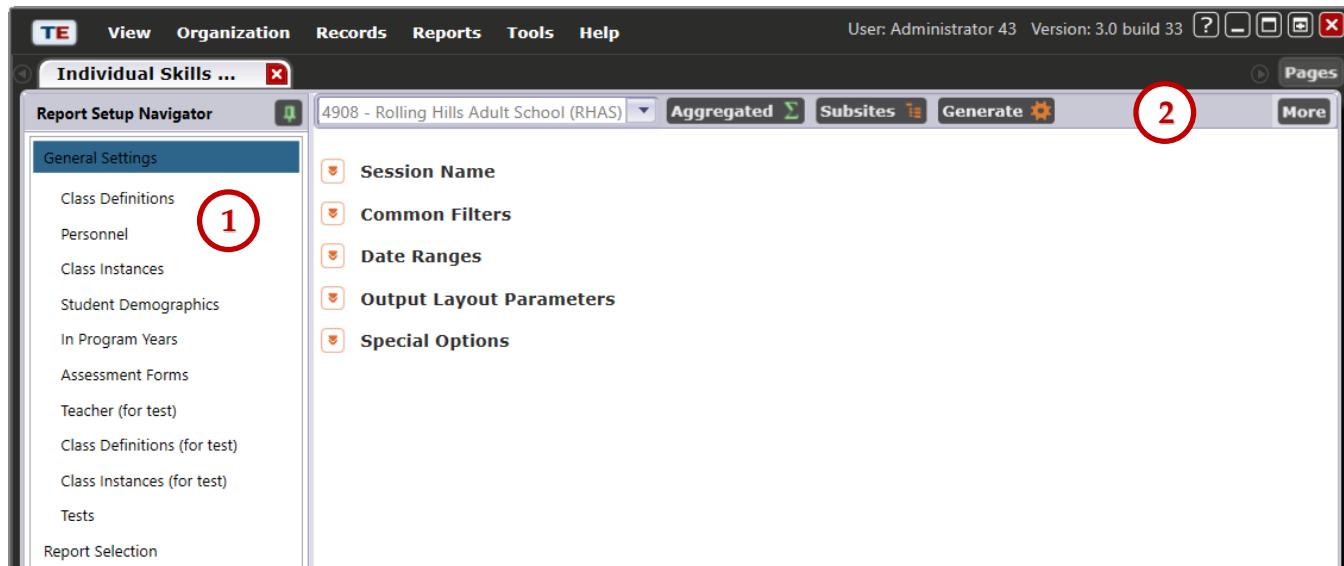
Step	Screen	Description
11.		<ul style="list-style-type: none">• The Reports Manager is a virtual filing cabinet that you have access to at any time, and from any location with Internet access to retrieve your saved reports.

The Report Generator

Whenever you select any report from the **Reports** menu, you are presented with the **Report Setup** screen, also referred to as the **Report Generator**. This mostly generic reporting interface allows you to set up complex filtering and sorting options for each report.

Each setup screen consists of **two** main sections.

- 1. Report Setup Navigator**
- 2. Report Setup Toolbar**



Report Setup Navigator

Let the **Navigator** be your Guide! Use the **Navigator** to:

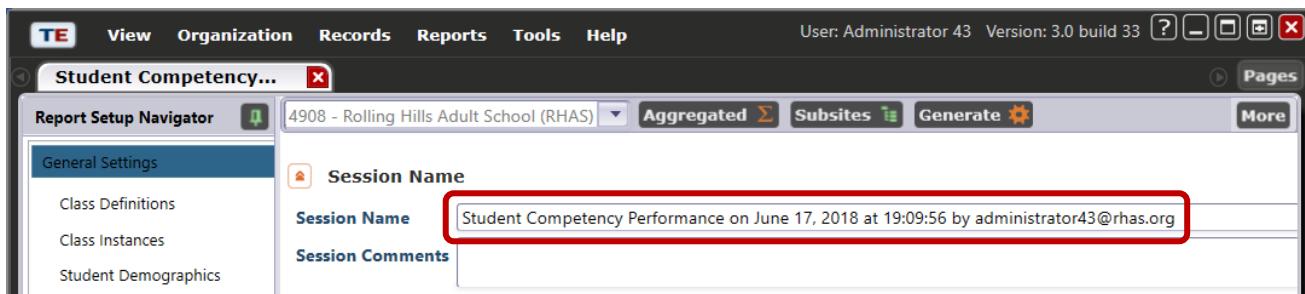
- Define specific settings using the **General Settings** page
- Filter the initial population using available **Listers**
- Choose which reports to display using the **Report Selection**

General Settings

The **General Settings** page contains five distinctive sections for all reports, as follows:

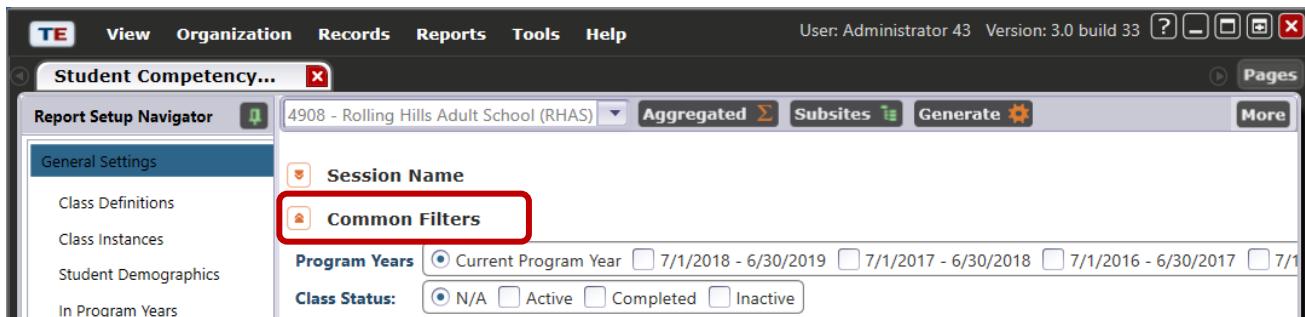
Session Name

TOPSpro Enterprise assigns the **Name** to the reporting **Session** based on the report generated. This includes the date and time the report was generated and the logged-on user.



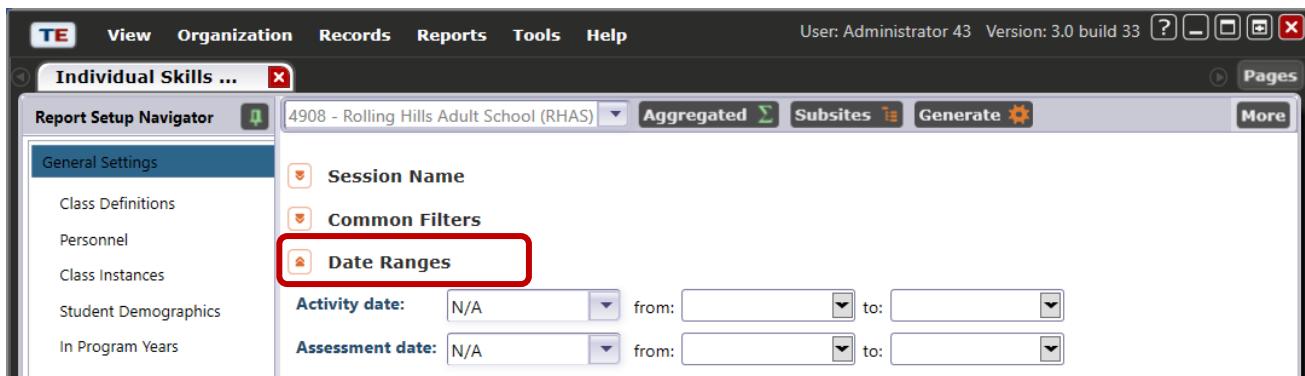
Common Filters

As the section title implies, **Filters** in this section are **Common** for many reports.



Date Ranges

The combination of **Data Ranges** varies depending on the type of report you are generating.



Output Layout Parameters

Settings in this section are specific to the type of report you are generating.

Output Layout Parameters

[Student Records](#)
[Class Enrollments](#)
[Program Enrollments](#)
[Report Selection](#)

Report Sort Order:

Selected	Available
Program	▲
Agency	▲
Site	▲
Class	▲

First
Up
Down
Last

Warn if too many pages:
Include Criteria Info:
Include Prepared By:
Include Print Time:

Chart Type:

None

Pie Chart Descriptors:

Legend

Report Style Option:

B&W
 Blue
 Green
 Red

Agency Print Option:

ID Name
 ID
 Name
 Name ID

Site Print Option:

ID Name
 ID
 Name
 Name ID

Class Print Option:

ID Name
 ID
 Name
 Name ID

Personnel Print Option:

ID Name
 ID
 Name
 Name ID

Special Options

Most reports include **Special Options** to filter the report further. These options can be very helpful to target a specific segment of the learner population. Settings in this section vary depending on the type of report you are generating.

Special Options

[In Program Years](#)
[Class Enrollments](#)
[Additional Assessments](#)
[Assessment Forms](#)
[Sites \(for test\)](#)
[Teacher \(for test\)](#)
[Class Definitions \(for test\)](#)
[Class Instances \(for test\)](#)
[Tests](#)
[Report Selection](#)

Reporting Level: Participation Source:

<input type="radio"/> Agency <input type="radio"/> Site <input checked="" type="radio"/> Class	<input type="radio"/> Update <input checked="" type="radio"/> Test <input type="radio"/> Observation <input type="radio"/> Daily <input type="radio"/> Cumulated
--	--

Break on Instructional Program:

Exclude Inaccurate Scores:

Exclude students missing Tests\Obs.:

Display Class based on:

<input type="radio"/> Class Enrollment	<input checked="" type="radio"/> Test
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Enforce Class Start and End Date:

Exclude Retested:

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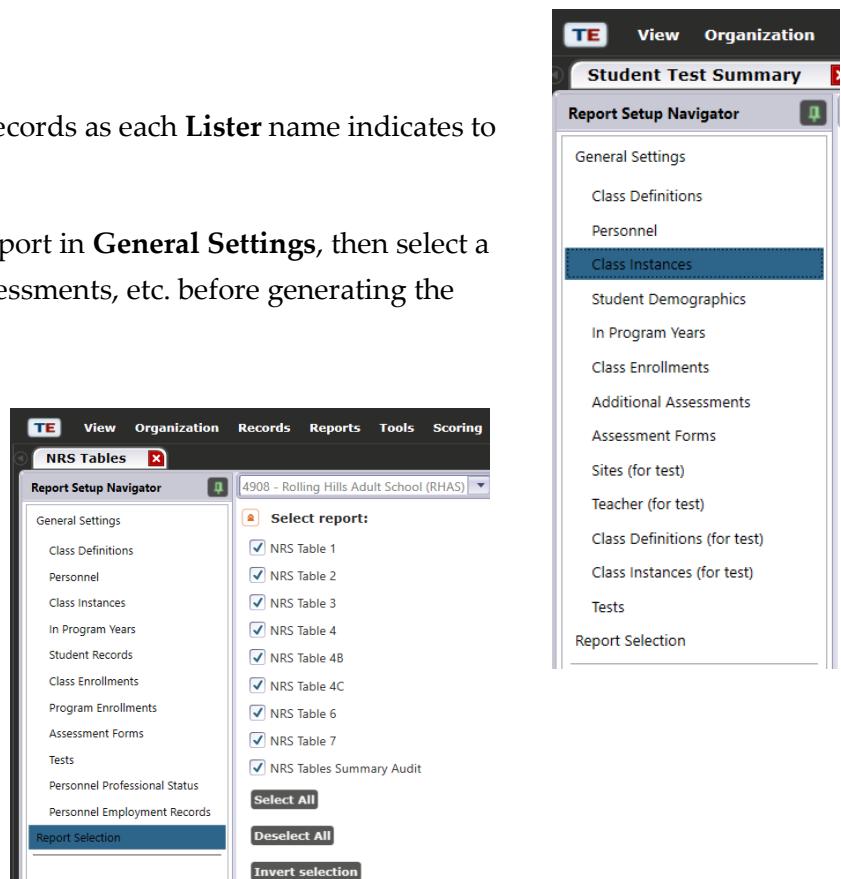
Listers Selection

The **Navigator** gives access to lists of records as each **Lister** name indicates to include in the report.

After applying any settings for your report in **General Settings**, then select a **Lister** to filter for classes, students, assessments, etc. before generating the report.

Report Selection

The **Report Selection** lists the available sub-reports or related outputs that apply to the primary report you are generating. With certain reports, you can use this list to have the results saved to a spreadsheet.



Report Setup Toolbar



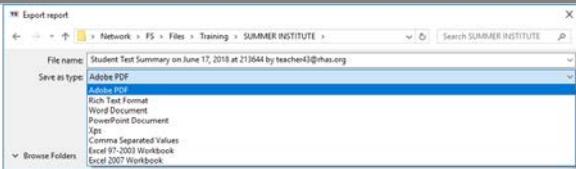
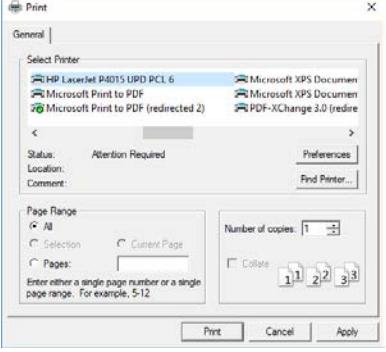
1. Specify the base **Container**: an agency, a site, or a state (all agencies from that state)
2. Specify if the report will **Aggregate** data or not (combine all learner records into one)
3. Specify if the report will include **Subsites** or not
4. **Generate** a reporting session to display the report in the **Report Viewer**
5. Return to the report page from any screen with **View Reporting Session**
6. **Edit Parameter** settings for filtered reports and **Load Saved Parameters**
7. **Edit** general settings and save the **Schema** to retrieve and generate again
8. **Design** the general settings page
9. Use **Pages** to clear all pages open on your screen at the same time or close specific pages

Report Viewer

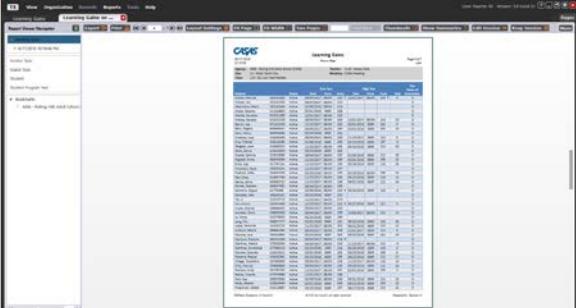
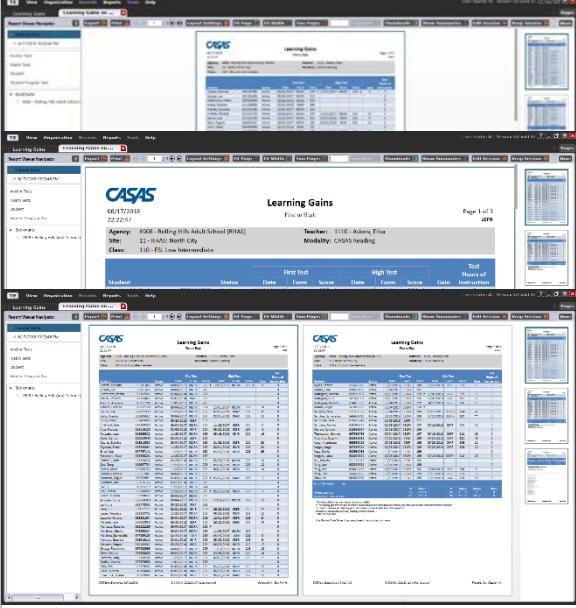
The **Report Generator** displays reports in a **Report Viewer**. In 'TE' terms, a generated report is a '**Reporting Session**.' When the report generates, a new tabbed page opens displaying the report with a **Toolbar** along top of the report with several options for viewing and the report displayed.

Reporting Session Toolbar



Step	Screen	Description
1.		<p>1. Export the displayed report to a file on the local machine. The default file type is PDF. Use the File Explorer window to change the file type. Export to save as a PDF file, or other file type, on the local machine.</p>
2.		<p>2. Print the report on a local printer.</p>
3.		<p>3. Layout Settings displays the Output Layout Parameters section in the Report Viewer. Change Layout Settings, and then use Apply to generate the report again.</p>

Report Generator

Step	Screen	Description
4.		<p>4. Fit Page displays the whole page on the screen.</p> <p>Use to zoom the document so you can see the entire page in the report viewer.</p>
5.		<p>5. Fit Width displays the report so that the page matches the width of the window.</p> <p>This is the default display after generating a report.</p> <p>Use Fit Width to return to the default display after using other display options.</p>
6.		<p>6. Two Pages will zoom the report so you can see two pages displayed side-by-side in one window.</p> <p>This also enables two-page scrolling.</p>
7.		<p>7. Thumbnails applies a bar to the right of the report viewer with miniature displays of each page in the report.</p> <p>Thumbnails enable you to toggle through many pages on the screen at once.</p> <p>Add Thumbnails when displaying reports as Fit Page, Fit Width, and Two Pages views.</p>

Step	Screen	Description
8.		8. Show Summaries identifies all cells displayed on a report with Drill Down to data functionality.
9.		9. Edit Session returns you to the General Settings screen for you to edit any settings and then generate the report again.

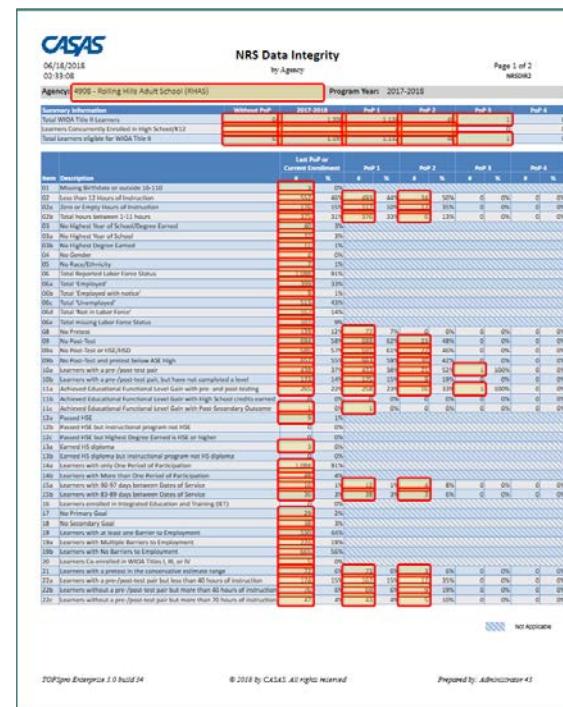
Saving Reports

Step	Screen	Description
10.		10. Keep Session saves an electronic copy of the report in the TE Reports Manager .* When clicked, the Report Viewer closes immediately (without warning!) and returns to the Report Setup Screen automatically.
		* Tip! Before saving reports in TE, use General Settings to Name the report to help locate in the Reports Manager .

- 11. Refresh** will update the report if any data changed or new data was added while displaying the report in the **Report Viewer**.

Using Drill Down

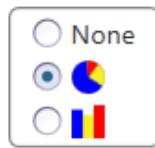
The **Drill Down** function in TE allows you to get at data displayed in reports. To drill down through a series of lists means to go through the hierarchy of data to find a specific record. This is a very beneficial feature to make corrections to data or add missing data on an ad hoc basis. The Report Viewer enables you to move from the summary information displayed on a report to detailed data by focusing on a specific data element. For example, if a birth date is missing, using drill down will take you to the student Demographics record to add the date of birth and then generate the report again to confirm the change.



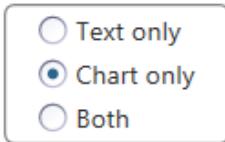
Displaying Data as Charts and Graphs

Reports for quantitative information and comparative data include the option to generate a report with text only, as a pie chart, a bar chart, or both. Use **Output Layout Parameters** from **General Settings** to select the type of chart or graph before generating the report.

Chart Type:



Comparison type:



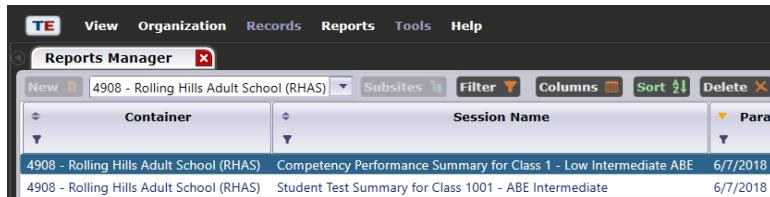
Printing Reports from Listers

The **Print** function in **Listers** enables you to create ad hoc reports of the records listed. These ad hoc reports cannot be saved in the TE Reports Manger.

Step	Screen	Description
1.		<ul style="list-style-type: none"> Use Lister columns to Filter and Sort the records you want to include in an ad hoc report.
2.		<ul style="list-style-type: none"> To print the filtered/sorted list, <ul style="list-style-type: none"> Click Print from the Toolbar at top of the list of records. If needed, <ul style="list-style-type: none"> Set Print Size. Select and order Columns. Before printing, <ul style="list-style-type: none"> Click Preview.
3.		<ul style="list-style-type: none"> A tabbed page will open to display the report. From Preview, the report may be, <ul style="list-style-type: none"> Printed, or Exported <ul style="list-style-type: none"> Saves the report as a PDF file type by default on the local machine, or You may choose a different file type before saving the ad hoc report.

Reports Manager

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

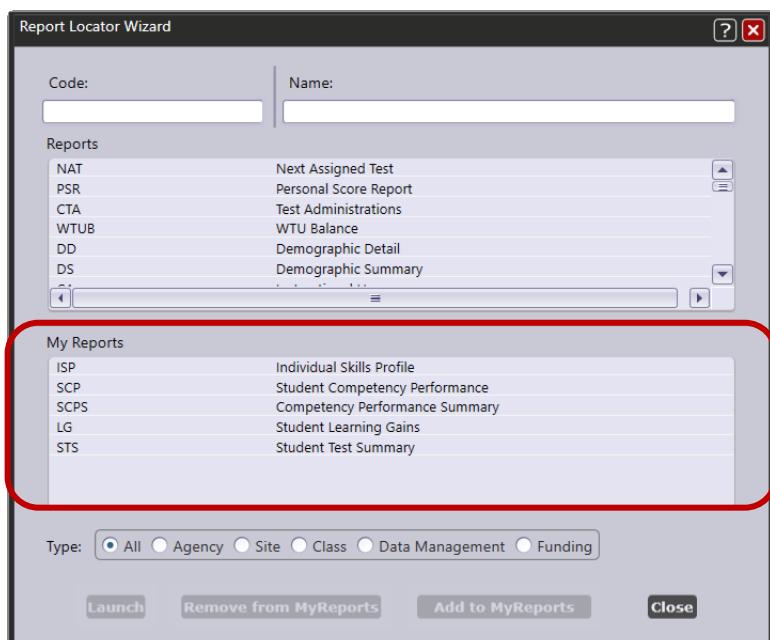
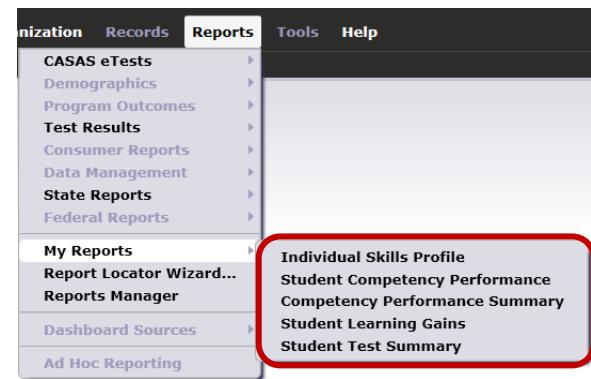


My Reports

The **My Reports** menu becomes available after you select your reports using the **Report Locator Wizard**.

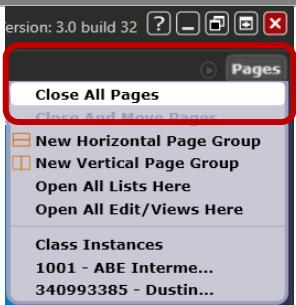
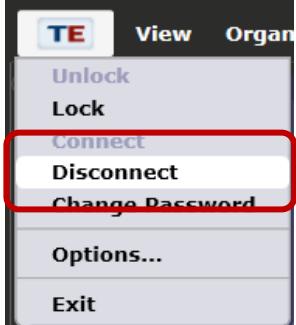
Report Locator Wizard

Use the **Report Locator Wizard** to set up shortcuts to your favorite reports for quick access to the reports you generate the most.



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.		<ul style="list-style-type: none"> When you are finished working in TE, or at any time you have several tabbed pages open, <ul style="list-style-type: none"> Click Pages at top right. From the drop-down menu, <ul style="list-style-type: none"> Click Close All Pages.
2.		<ul style="list-style-type: none"> At top left of your screen, <ul style="list-style-type: none"> Click the TE icon, and then <ul style="list-style-type: none"> Disconnect.
3.		<ul style="list-style-type: none"> Click the TE icon again, and <ul style="list-style-type: none"> Exit. Or click the Red X Box at top right of your screen.

CASAS Contact Information

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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!

