ACTIVITY PACKET

TE for Teachers

Instructional Reports

CASAS Technology Support Team

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# Table of Contents

Session Description ................................................................................................................................................. 2
Install and Open TE Online ................................................................................................................................... 3
Steps to Generate Reports ...................................................................................................................................... 4
CASAS eTests – Next-Assigned Test (NAT) ....................................................................................................... 5
CASAS eTests – Personal Score Report (PSR) ..................................................................................................... 6
Skills Profile – Student (ISP) .................................................................................................................................. 7
Skills Profile – Class Summary (ISPS) .................................................................................................................. 8
Competency Performance – Student (SCP) ......................................................................................................... 9
Competency Performance – Class (SCPS) ......................................................................................................... 10
Content Standards – Student Performance (SCS) ............................................................................................. 11
Content Standards – Class Performance Summary (SCSS) ............................................................................. 13
Learning Gains – Student (LG) ........................................................................................................................... 14
Learning Gains – Class Summary (LGS) ........................................................................................................... 15
Test Response – Class Profile (CPL) ................................................................................................................... 16
Test History – Student Test Summary by Class (STS) ..................................................................................... 17
State / CA – Student Gains by Class (SG) ........................................................................................................... 18
Reports Manager ................................................................................................................................................... 19
My Reports ............................................................................................................................................................. 19
Report Locator Wizard ......................................................................................................................................... 19
Steps to Exit TE Online ......................................................................................................................................... 20
CASAS Contact Information ............................................................................................................................... 21
Session Description

TOPSpro Enterprise (TE) Online offers teachers the access to performance reports that guide and support classroom instruction to improve student performance. This hands-on lab will help you learn how to access TE Online to retrieve results, generate reports, and use results to inform instruction and document progress. This session focuses on reports that instructors most commonly rely on:

- Skills Profile
- Competency Performance
- Content Standards
- Learning Gains
- Test Response
- Test History

This session is appropriate for teachers, program coordinators, and administrators involved with monitoring and tracking student performance.

Download this Activity Packet from the Summer Institute Presentations web page at Home > Training and Support > National Summer Institute > Presentations
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>
</tr>
<tr>
<td>*Miami Dade</td>
<td><a href="https://etestsonline.org/MiamiDade/html5/#/">https://etestsonline.org/MiamiDade/html5/#/</a></td>
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<table>
<thead>
<tr>
<th>Step</th>
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| 1.   | Install TE Client  | • 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,  
       | • Select the Server for your online account.*  
       | • Enter your Agency ID.  
       | • Enter your User name.  
       | • Enter your Password.  
       | • Click Connect.  |
Steps to Generate Reports

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 classes. 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.

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

Tip! Before saving reports in TE, use General Settings and Name the report.
- Click Edit Session.
- Edit the Session Name in General Settings.
- Click [Re]Generate.
- This will help to locate the report in the Reports Manager.
CASAS eTests – Next-Assigned Test (NAT)

Access TE: Reports > CASAS eTests > Next-Assigned Test

1. Use General Settings > Special Options and set Display Class Based On > Class Enrollment.
2. Use the Navigator to select a Class Instance and generate the NAT.

This report is designed to take the legwork out of deciding which test to administer to individual students. TE makes this process easier with the Next-Assigned Test (NAT) report.

TE searches the database to find the last test a student took in all classes across sites. Based on the form and score of the last test taken, TE assigns the next test form for tests in each modality that a student tested in such as reading, math and listening.

This report should be used along with other measures, such as hours of instruction, student class work, and teacher judgment. Administrators, database managers, and teachers should remember that the number of hours of instruction between pre- and post-test might affect a decision to post-test with the NAT or override the NAT at the same level or at the next higher level. In addition, the following should be taken into consideration:

- CASAS does not recommend a lower level form at post-test unless the pretest score was inaccurate.
- Extended range forms (081RX or 082RX) are utilized differently than other forms because they are measured across levels.
CASAS eTests – Personal Score Report (PSR)

Access TE: Reports > Test Results > Skills Profile > Individual Skills Profile

1. Use the **Navigator** to select a **Test** and generate the **PSR**.

This is a copy of the **Personal Score Report** that students see displayed on the testing station screen after ending a test. Information displayed to the student may be customized to remove the levels bar and skills description.

The report gives a summary of the student’s results on a given form to provide them with immediate feedback after completing a test.

This is an optional report in eTests and if enabled, students may print the **PSR**.
Skills Profile – Student (ISP)

Access TE: Reports > Test Results > Skills Profile > Individual Skills Profile Summary

1. Use the Navigator to select a Student from In Program Years and generate the ISP.

The Individual Skills Profile (ISP) shows how an individual student performed on the most recent reading, math, and listening test.

The report displays the CASAS Competency Content Areas and CASAS Basic Skills Content Standards Categories assessed for each test modality.

The Skills Profile identifies by percentage the number of competencies within a content area the student answered correct; and by percentage, the number of underlying basic skills embedded in CASAS Competencies.

At far right is an optional setting that you may add to the report to indicate Grade Level Equivalency.

The HSE Predictor is included in the report when a test modality score is 236 and above to indicate the likelihood of the student passing a High School Equivalency Exam.

ACTIVITY:
1. Drill down to Test Item and Competency
2. Drill down to Test Item and Content Standard
Skills Profile – Class Summary (ISPS)

Access TE: Reports > Test Results > Skills Profile > Individual Skills Profile Summary

1. Use General Settings > Special Options and set Display Class Based On > Class Enrollment.
2. Use the Navigator to select a Class Instance and generate the ISPS.

The Individual Skills Profile (ISP) Summary shows how groups of students performed on the same form level with their most recent reading, math, and listening test.

As with the ISP, this report also displays CASAS Competency Content Areas and CASAS Basic Skills Content Standards Categories assessed for each test modality at the given form level.

The Skills Profile identifies by percentage the number of competencies within a content area, and by percentage the number of underlying basic skills embedded in CASAS Competencies that the students answered correct.

ACTIVITY:
1. Drill down to Form Level to see the list of student functioning at that level.
2. Drill down to Total Tests to see the list of tests students took at the Form Level.
Competency Performance – Student (SCP)

Access TE: Reports > Test Results > Competency Performance > Student Competency Performance

1. Use the Navigator to select a Test and generate the SCP report.

The Student Performance by Test Item & Competency report shows how an individual student responded on a given test form. This report displays by test item the competency number and statement, the task area for how the item was presented, and if the student answered the item correct.

This is an excellent report to give to individual students to provide them with feedback for their performance on the test and the life skills competencies they need to learn.

Competency statements can be more meaningful to students than raw or scale scores.

How to use:

- Target weak areas of understanding.
- Spend less time on mastered competencies.
- Evaluate retest needs if the sale score falls below accurate range, or the student ran out of time to complete the test.
- Use the report to discuss the competency areas of need with the student.
Competency Performance – Class (SCPS)

Access: TE > Reports > Test Results > Competency Performance > Competency Performance

Summary

The Class Performance by Test Item & Competency report gives a summary of how students in the class performed on a given test.

- Identifies the position of each test item on the form.
- Indicates the percentage by which the number of students who took the form answered correct.
- Includes the competency number and statement assessed per test item.
- Specifies the task area for presenting each test item.

Teachers use this report to inform instruction and plan lessons. Teachers also use this report to target the areas of greatest need to prepare their students for the next testing cycle. Teachers can identify the students who took a given test and group instruction to work on competencies the students need most to learn. Teachers can share the results with the class as a whole.

ACTIVITY: Drill down to the list of students who completed a given form.

1. Use General Settings > Special Options and set Display Class Based On > Class Enrollment.
2. Use the Navigator to select a Class Instance and generate the SCPS.

The Class Performance by Test Item & Competency report gives a summary of how students in the class performed on a given test.
Content Standards – Student Performance (SCS)

Access TE: Reports > Test Results > Content Standards > Student Content Standard Performance

1. Use the Navigator to select a Test and generate the SCS report with its default Layout setting for Test & Content Standard.

The Student Performance by Test & Content Standard report is similar to the Student Performance by Test Item & Competency report except this report indicates the students’ performance in each content standard by showing the percentage of correct responses to items that relate to each basic skills content standard.

The SCS report has two Layout options.

1. Test & Content Standard (default)
2. Test Item & Content Standard
Content Standards – Student Performance (SCS)

Access TE: Reports > Test Results > Content Standards > Student Content Standard Performance

1. Return to the Report Setup Screen and select Test Item & Content Standard for the Output Layout.
2. Regenerate the SCS report.

This alternate version of the Student Performance by Test Item and Content Standard report combines both competencies and associated basic skills content standards on the test in one report.

- Each row contains a reading content standard.
- The columns contain a test item and corresponding competency number(s).
- Each check mark indicates the student’s correct response to the test item that relates to that particular content standard.
- Each red “X” indicates the student’s incorrect response to the item relating to the content standard.
Content Standards – Class Performance Summary (SCSS)

Access TE: Reports > Test Results > Content Standards > Content Standard Performance Summary

The Class Performance by Test & Content Standard report is also similar to the Class Performance by Test Item & Competency by giving a summary of how students in the class performed on a given test. With this report, instructors are able to see a percentage by which each item or each content standard was successfully completed by the students who took the form.

How to use:

- Teachers can determine from the report the basic skills content standards in which the students performed well.
- Teachers use this report to inform instruction and plan lessons to target areas of need to prepare students for the next testing cycle.
- Teachers can identify the students who took a given test and group instruction to work on content standards the students need most to learn.
- Teachers can share the results with the class as a whole.

ACTIVITY: Drill down to the list of students who completed a given form.
Learning Gains – Student (LG)

Access TE: Reports > Test Results > Learning Gains > Student Learning Gains

1. Use General Settings > Special Options and set Display Class Based On > Class Enrollment.
2. Use the Navigator to select a Class Instance and generate LG with its default settings.

The Learning Gains First to High report computes progress (or setbacks) from the first test to the highest test given (in any class at any site) for a particular student.

The first test from which progress is measured is considered the anchor test. If a student changes classes several times, TE will locate the student’s highest test and match it with the first test.

The benefit is that a teacher does not need to know all other classes the student is taking to compute the gains.

TE also matches tests by form type. For example, if a student takes reading, listening, and math test, the report generator will selectively match reading tests to reading tests, listening tests to listening tests, and math tests to math tests.

How to use:

- Use this report to determine the highest gain a student (or the class as a whole) received on a particular form type across classes.
- Use this report to see which students have a pretest, but no post-test.
- Use this report to see which students should be retested due to invalid test scores or high end conservative estimate scores.

ACTIVITY: Generate the report again using any of the other Learning Gains Types.
Learning Gains – Class Summary (LGS)

Access TE: Reports > Test Results > Learning Gains > Learning Gains Summary

1. In General Settings > Output Parameters Layout, set Display Mode.
2. In General Settings > Special Options, set Display Class Based On > Class Enrollment.

Use the Navigator to select a Class Instance and generate the LGS.

This report is designed to show, by Instructional Program and Modality (Reading, Math, Listening), the average gains (or setbacks) achieved between the scale scores of the First and the Last tests taken (not necessarily highest) within a defined period.

How to use:
- Determine the greatest amount of testing being done in different modality areas and Programs in a class.
- Administrators can see how well, on the average, that gains are being accomplished from class to class for each Instructional Program by modality.
- Teachers can compare their own class Learning Gains reports with other classes to see how well their own students compare

ACTIVITY: Drill down to the list of students who took the tests.
Test Response – Class Profile (CPL)

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

1. Use the Navigator to select a Class Instance (for test) and generate the CPL.

The Class Profile is a legacy report that is also included as a worksheet in some older Test Administration Manuals. This report requires a class assigned to the test record for the report to generate.

The Class Profile report shows teachers how individual students answered questions on specific tests within a specific class. The Class Profile report gives information at a glance on:

- Individual student achievement
- Class average
- Total number of students
- Correct (+) and incorrect (-) item responses as well as blank (!) responses
- Competency number for each test item
- Scores outside of accurate range (*)

How to use:
- Determine if all students have mastered specific competencies
- Determine competencies that still need attention
- Identify students who have taken the same test twice within the date range (listed twice)
Test History – Student Test Summary by Class (STS)

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

The Student Test Summary by Class report lists every student that has taken a test in the selected class and displays test history for each student.

Tests are listed in test date order for each student.

The report displays test date, the specific test given (Form number), scale score, and cumulative hours of instruction.

The report also identifies test scores below the accurate range with an asterisk (*) and high-end conservative estimate scores with a diamond symbol (•).

How to use:
- Identify all tests each student has taken in a class.
- Identify test scores that are invalid (asterisk) in a class.
- Identify students who have taken a specific test (Form Number) in a class.
- Sort tests by form number to see what students have taken each test.

1. In General Settings > Special Options, set Display Class Based On > Class Enrollment.
2. Use the Navigator to select a Class Instance and generate the STS.
State / CA – Student Gains by Class (SG)

Access TE: Reports > State Reports > California > Student Gains

1. Use the Navigator to select a Class Instance and generate the SG report.

The Student Gains report combines two reports into one – Student Test Summary & Learning Gains.

The Student Gains report indicates if a student demonstrated learning gains in each modality and if the student completed an Educational Functioning Level (EFL).

The report also displays Federal Table Drop Reasons to indicate if the student is missing critical data elements for reporting their outcomes.
Reports Manager

The Reports Manager is a virtual file 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 will become 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 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.

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

Mail: CASAS
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Ordering questions: orders@casas.org
Field Testing Opportunities: fieldtesting@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!