Pre-Registered Sessions

See the Registration Form for dates and times.

✦ LAB: TOPSpro® Enterprise Basics – Quick Start!

Welcome to TOPSpro Enterprise (TE) Online! This session jump-starts your familiarity and use of this nationally recognized student management and accountability system. Gain a fundamental understanding of the theoretical basis for TE Online before examining specific applications of the software. Learn how this powerful database system works by experiencing first-hand how the features operate. This session teaches the essentials of the application in a hands-on lab setting. System fundamentals include:

• Navigation
• Finding & Editing Data
• Adding New Records Manually
• Managing User Access

This session is appropriate for those who have little or no experience using TE Online.

Additional $50 lab fee applies. Limited to 50 participants.

✦ LAB: TOPSpro® Enterprise Data Management – Tracking Results

TOPSpro Enterprise (TE) Online gives agencies the ability to track and monitor pre- and post-test results for reporting student and program outcomes. This session gives database managers the skills to seek out, identify, and solve mismatched test pairs, missing test results, and alias records. The session covers these topics:

• Pre/Post-test Guidelines
• Customizing Students/Tests Lists
• Duplicate Student Records

This session is appropriate for those managing their online account data who have little or no experience using TE Online.

Additional $50 lab fee applies. Limited to 50 participants.

✦ LAB: TOPSpro® Enterprise for Teachers – Instructional Reports

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 covers 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 History

This session is appropriate for teachers who have little or no experience using TE Online.

Additional $50 lab fee applies. Limited to 50 participants.

✦   **LAB: TOPSpro® Enterprise Basics – Generating Reports**
TOPSpro Enterprise (TE) Online offers numerous reports that benefit teachers, database managers, administrators, and students. Many reports help to meet a wide variety of needs. Learn how to generate reports using these essential features, plus gain tips for specific reports:

• The Report Generator
• Drill-Down Features
• Charts and Graphs
• Reports Manager
• My Reports

This session is appropriate for those who have little or no experience using TE Online.

Additional $50 lab fee applies. Limited to 50 participants.

✦   **LAB: TOPSpro® Enterprise Data Management – Staying on Target**
TOPSpro Enterprise (TE) Online helps agencies evaluate the effectiveness of their data collection efforts with the Data Integrity Report (DIR). The DIR gives summary information about the data contained in your online account and highlights important data elements for accountability. With the DIR, agencies can focus on specific data elements as they monitor the integrity of their data. This session covers these topics:

• Required Data Items
• Core Performance Items
• Data Validation Items
• Accountability Data
• Your Local Assessment Policy

This session is appropriate for those managing their online account data who have little or no experience using TE Online.

Additional $50 lab fee applies. Limited to 50 participants.

✦   **LAB: TOPSpro® Enterprise for Teachers – Access Classes Online**
Calling all teachers! Could you benefit from access to your class information at your fingertips in TOPSpro Enterprise (TE) Online? With agency approval, teachers are able to access their classes in TE Online to view or manage class enrollment, record attendance and entry and update information, and view test results for students in their classes. Better yet, teachers may generate their own class-based reports without a delay. Join us in this hands-on lab and let us empower you with access to classes in TE Online.

• Access Your Class
• Enroll Students
• Record Attendance
• Input Entry/Update Information
• Generate Reports by Class

This session is appropriate for teachers who have little or no experience using TE Online.

Additional $50 lab fee applies. Limited to 50 participants.

✦   **LAB: TOPSpro® Enterprise Basics – Scanning**
TOPSpro Enterprise (TE) Online offers the capability of creating new records by scanning. This session introduces the process for scanning data into TE Online. In this hands-on session, you will use the Scanning Wizard to scan Entry, Update, and Test record forms. This session covers these topics:

• Prepare Records and Scanner
• Use Override Scanning Features
• Simulated Scanning
• Edit and Import Records

This session is appropriate for those who have little or no experience using TE Online.

Additional $50 lab fee applies. Limited to 50 participants.

✦   **LAB: TOPSpro® Enterprise for Administrators – Program Monitoring**
TOPSpro Enterprise (TE) Online gives administrators instant access to monitor agency-wide data collection and program outcomes. This session walks administrators through steps to review the organizational structure of their online account, identify critical elements for state and federal reporting, and use reports to market and promote programs. Learn to use special options to:

• Filtering Data to Review Target Populations
• Customizing Reports
• Assessment Policy Guidelines

This session is appropriate for administrators who have little or no experience using TE Online.

Additional $50 lab fee applies. Limited to 50 participants.

✦   **LAB: Online Teaching Tools & Resources for Teachers**
This hands-on lab session introduces participants to the Outreach and Technical Assistance Network (OTAN), a California adult education project, and focuses on teaching resources for ESL/ELL, ABE, and ASE programs. Participants learn about the website and Teaching with Technology, a database with lesson ideas to use in class. You will find online tools for preparing classroom activities and creating a blended learning environment, a description of our professional development training opportunities, and ways to stay connected to OTAN for up-to-date information.

This session is appropriate for adult educators and staff throughout California.

Additional $50 lab fee applies. Limited to 50 participants.

✦ **LAB: QuickSearch Online for Teachers**

Many people ask these questions when inquiring about CASAS.

• How can I "teach" CASAS?
• How can I increase learner gains?
• Does CASAS have a curriculum?

While CASAS does not have a set curriculum, CASAS does offer a great complimentary resource – QuickSearch Online – to help our partnering programs find commercially available instructional materials. QuickSearch Online is an easy-to-use database of instructional material titles coded to skill levels, CASAS Competencies and Content Standards, and skill areas. QuickSearch provides an essential link between assessment and instruction in the CASAS system. Take this opportunity in a lab setting to become familiar with QuickSearch Online for:

• Curriculum development
• Targeting instruction based on assessment results
• Filling in gaps in your existing curriculum

This session is appropriate for teachers who have little or no experience using QuickSearch Online.

Additional $50 lab fee applies. Limited to 50 participants.

✦ **LAB: TOPSpro® Enterprise Data Management – Exchanging Data**

Exchanging data with TOPSpro Enterprise (TE) Online saves time and eliminates manual data entry. If you use a third-party registration and attendance system or a state data-management system, you will want to attend this session to learn how to benefit from importing and exporting files between systems. Trainers guide you through steps to complete hands-on exercises that focus on these topics:

• Exporting Data for Import to an External Data Source
• Importing Data from an External Data Source
• Merging Duplicate Student Records

This session is appropriate for those managing their online account data who have little or no experience using TE Online.

Additional $50 lab fee applies. Limited to 50 participants.

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✦ **LAB: TOPSpro® Enterprise Data Management – Batch Edit/Insert**

TOPSpro Enterprise (TE) Online offers the capability of selecting a group of records to edit assessment or student information and to add program or class records in batches. These timesaving features assist with managing data efficiently. For example, you can identify and enroll groups of students in an instructional program level based on test results. This hands-on lab gives you practice using both batch edit and batch insert functions.

This session is appropriate for those managing their online account data who have little or no experience using TE Online.

Additional $50 lab fee applies. Limited to 50 participants.

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Additional $50 lab fee applies. Limited to 50 participants.

✦ **LAB: TOPSpro® Enterprise Data Management – Merge Wizard**

TOPSpro Enterprise (TE) Online stores information and relates records by the student identification field. That field contains the identification code unique to each student and links all records related to the student. Unique identification codes are critical to successful tracking; therefore, it is never desirable to have different records of the same student. In this session, learn how to bring together duplicate records of the same student using the Merge Wizard.

- Merging Records
- Merge Entities
- Solving Data Conflicts
- Merging Options

This session is appropriate for those managing their online account data who have little or no experience using TE Online.

Additional $50 lab fee applies. Limited to 50 participants.

✦   **LAB: TOPSpro® Enterprise for Administrators – NRS Federal Tables**
The National Report System (NRS) requires all states to submit accountability information annually. If your state aggregates data from its local programs, then most likely they report that data to the NRS. TOPSpro Enterprise (TE) Online provides NRS Federal Table reports to reveal the demographic composition of your agency and the impact on learner educational and employment-related outcomes. Using TE Online, you get a sneak peek at what your data reveals to meet NRS federal reporting requirements confidently. This session offers hands-on practice to generate these reports:

- NRS Tables
- NRS Tables Monitor / Assessments Audit
- NRS Periods of Participation Audit / Statistics

This session is appropriate for administrators, program coordinators, and database managers who have little or no experience using TE Online.

Additional $50 lab fee applies. Limited to 50 participants.

✦   **LAB: TOPSpro® Enterprise for California – Maximizing Payment Points for WIOA, Title II, Programs**
TOPSpro Enterprise (TE) Online offers several reports that California WIOA, Title II, programs use to report program outcomes for accountability. If you are from a California WIOA, Title II, funded agency, you will want to join this hands-on lab using TE Online with a factional database, or access your own online account, to review reports specifically for California accountability.

- California Payment Points
- Payment Points Data Integrity
- EL Civics Additional Assessment Reports

This session is appropriate for those involved with WIOA, Title II programs who have little or no experience using TE Online.

Additional $50 lab fee applies. Limited to 50 participants.

✦   **LAB: TOPSpro® Enterprise for California – Reports for AEBG Programs**
The Adult Education Block Grant (AEBG) session outlines reporting requirements of California AEBG-funded agencies. This session is hands-on with TOPSpro Enterprise (TE) Online – the CASAS data management system. Learn how to generate and interpret AEBG reports at the consortium manager and local consortium member levels.

• AEBG Access
• AEBG Summary / Tables
• AEBG Data Integrity

This session is appropriate for those involved with AEBG programs who have little or no experience using TE Online.

Additional $50 lab fee applies. Limited to 50 participants.

✦ **LAB: CASAS eTests® Online for Coordinators – Getting Ready**

CASAS eTests Online coordinators are responsible for online testing management to ensure standardized test delivery and data collection in all labs per site location. With instructional-program templates and sets of sessions, you have the assurance that CASAS eTests Online presents each student with appropriate-level tests for optimal outcomes. Participants in this hands-on lab work together to complete activities that help get your program ready for live web-based testing. Topics focus on:

• Registering Testing Stations
• Customizing and Replicating Testing Sessions
• Overriding the Next-Assigned Test
• Following an Intake Process

This session is appropriate for those responsible for online testing management who have little or no experience using eTests Online.

Additional $50 lab fee applies. Limited to 30 participants.

✦ **LAB: CASAS eTests® Online for Proctors – Going Live!**

CASAS eTests Online proctors serve an important role to ensure that web-based testing occurs fairly and uniformly. Certified proctors should maintain a controlled testing environment that allows test-takers to perform to the very best of their abilities. Following the same procedures before, during, and after testing assures the validity of test results and reduces the likelihood of confusion or error during test administration. Participants in this hands-on lab use CASAS eTests Online with role-play activities to help them administer their first web-based testing session. Topics focus on:

• Managing Testing Sessions
• Registering Students and Using Practice
• Following an Intake Process
• Administering Tests and Test Interruptions
• Retrieving test results

This session is appropriate for those responsible for online test administration who have little or no experience using eTests Online.

Additional $50 lab fee applies. Limited to 30 participants.

✦ LAB: CASAS eTests® Online - Intake Process

The intake and orientation process offer the opportunity to welcome students to your program and to determine their needs, goals, skill levels, and education and work backgrounds. An effective intake and orientation process creates a learning environment that works with each of these factors. This step-by-step guided session shows how to structure the intake process using CASAS eTests Online. Topics include:

• Oral Screening
• Writing Screening
• Registration
• Practice

This training is appropriate for those who have little or no experience using eTests Online.

Additional $50 lab fee applies. Limited to 30 participants.

✦ LAB: CASAS eTests® Online for Teachers – Listening Practice

Have you ever wondered what it is like to take a listening test with CASAS eTests Online? You will be amazed at how this web-based testing application delivers! Come take a seat, put on some headphones, and experience for yourself how easy it is to take a listening test. Learn helpful tips for administering listening tests and using listening practice in the classroom. This hands-on lab is appropriate for anyone involved with listening test administration and classroom instruction. Listening topics include:

• Benefits and Features
• Test Administration Options
• Test Directions
• Listening Practice

This session is appropriate for teachers who have little or no experience administering listening tests or using eTests Online.

Additional $50 lab fee applies. Limited to 30 participants.

✦ LAB: CASAS eTests® Online for Proctors - Test Interruptions

In certain circumstances, a proctor may need to interrupt a test in progress. If the issue could compromise test integrity or security, proctors need to know how to handle the interruption. Proctors should follow their local assessment policy to recognize circumstances that allow for interruption. Attend this session to complete hands-on activities that focus on:
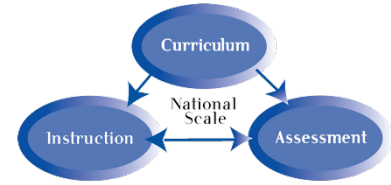
• Scoring the Test
• Aborting the Test
• Suspending the Test
• Pausing the Test

This training is appropriate for those responsible for online test administration who have little or no experience using eTests Online.

Additional $50 lab fee applies. Limited to 30 participants.

✦ CASAS Implementation Basics

Are you new to CASAS? If so, attend this training designed to provide a basic understanding of the CASAS system – Assessment, Curriculum, Instruction, and Accountability. Learn how to administer CASAS tests, interpret test results, use curriculum support materials to enhance instruction, and document progress in reading, math, and listening skills. Participants who complete this session gain authorization to order and administer most CASAS assessments. Topics in this session include:

• The intake process
• Selecting, administering, and interpreting test results
• Linking assessment to curriculum and instruction
• Measuring progress

This session is appropriate for those who have little or no experience with CASAS assessments and implementation.

✦ CASAS Implementation Basics for Corrections

Are you a correctional educator who is new to CASAS? If so, attend this basic training designed to focus on the unique needs of a correctional education program. This session provides a basic understanding of the CASAS system – Assessment, Curriculum, Instruction, and Accountability. Learn how to administer CASAS tests, interpret test results, use curriculum support materials to enhance instruction, and document progress in reading, math, and listening skills. Participants who complete this session gain authorization to order and administer most CASAS assessments. Topics in this session include:

• The intake process
• Selecting, administering, and interpreting test results
• Linking assessment to curriculum and instruction
• Measuring progress

This session is appropriate for correctional education coordinators, instructors, administrators, and other key staff in corrections who have little or no experience with CASAS assessments and implementation.

✦ CASAS Implementation for WSCS
Prerequisite: CASAS Implementation Basics

WSCS training is for workforce development professionals interested in offering work-readiness certificates. The training covers WSCS basic skills and soft skills assessments, curriculum and instructional resources, profiling of academic and soft skills, and preparing learners for certification. WSCS incorporates both the academic and soft skill needs of the workplace.

Strengthen your community's pipeline for a skilled workforce by learning how to collaborate with employers to develop workforce skill profiles that document basic and soft skills. With this information, education and training providers can customize existing programs in their region to better prepare job seekers.

This session is appropriate for Workforce development professionals who have completed CASAS Implementation Basics Training.

✦ **California Accountability for WIOA, Title II, Programs**
This session reviews the California WIOA, Title II, data collection process and requirements. Completion of this session meets the California Department of Education accountability policy annual requirement. The presenter focuses on these topics:

• National Reporting System (NRS) and basic data collection requirements
• Data submission timeline and deliverables
• Testing requirements and strategies
• Payment points logic and calculations
• How to get help and more information

This session is appropriate for those involved with California Accountability for AEBG programs.