

TE Reports for Administrators

A Quick-Reference/Overview for Self-Study (with Notes pages included)

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Monitoring Your Program

- Create Your Online Account
- Analyze Your Data
 - Demographics
 - Program Outcomes
 - Learning Gains
- Review Data Integrity
- Create A Local Assessment Policy



Create Your Online Account



Create/Verify Your Online Account



To begin, click here

- 2. Send an email to: <u>techsupport@casas.org</u> (California: caep@casas.org)
- 3. Review the hardware requirements:

https://www.casas.org/product-overviews/software/casas-etests/going-live-checklist

TE > Organization > Agencies

CAEP ConsortiaAgenciesSitesClassesUsersAccess GroupsAuthentication SettingsPersonnelTest AdministrationsWSCS AdministrationsWSCS AdministrationsFormsSpecial ProgramsDeleted ObjectsSurvey Invitation SetsSurvey FormsTesting StationsTesting SessionsTesting SessionsTesting Session TemplatesTests in ProgressAnnouncementsStudent PortalData Container SettingsActive Directory IntegrationData Sharing Responses	TE	View	Organization	Records	Reports	Tools	Help
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			Data Sharin	g Response	s		



Analyze Your Data

Demographics Program Outcomes Learning Gains Data Integrity



Demographics Summary

Age	#	%
Under 15	0	0.00
15 - 17	0	0.00
18 - 21	4	1.67
22 - 24	11	4.60
25 - 29	49	20.50
30 - 34	63	26.36
35 - 39	28	11.72
40 - 44	26	10.88
45 - 49	20	8.37
50 - 54	16	6.69
55 - 59	8	3.35
60 - 64	3	1.26
65 - 69	3	1.26
70+	6	2.51
N/A	2	0.84



Highest School Year	#	%
Under 6	27	11.30
6 - 8	43	17.99
9 - 10	54	22.59
11	33	13.81
12	40	16.74
13+	8	3.35
N/A	34	14.23





TE > Reports > Demographics

TE	View	Organization	Records	Reports	Tools	Help		
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				Report Report Dashbo Ad Hoo	: Locator s Manago bard Sou : Reporti	Wizard er rces ng	•	Class Enrollment Summary Hours Since Last Test Monthly Attendance Last Activity



Enrollment (Entry) Summary

Agency. 4508 - Rolling Hills Adult School (RHAS)						
Instructional Lev	vel	#	%			
ESL - Beginning L	iteracy	6	2.68			
ESL - Beginning L	.ow	81	36.16			
ESL - Beginning H	ligh	0	0.00			
ESL - Intermedia	te Low	13	5.80			
ESL - Intermedia	te High	13	5.80			
ESL - Advanced		21	9.38			
ESL - Completed	Advanced	0	0.00			
ABE/ASE - Begin	ning Literacy	25	11.16			
ABE/ASE - Begin	ning	17	7.59			
ABE/ASE - Intern	nediate Low	8	3.57			
ABE/ASE - Intern	nediate High	14	6.25			
ABE/ASE - ASE Lo	w	5	2.23			
ABE/ASE - ASE H	igh	4	1.79			
ABE/ASE - Comp	leted ASE High	0	0.00			



Agency: 4908 - Rolling Hills Adult School (RHAS)

Students:

224

#	%
6	2.68
81	36.16
0	0.00
13	5.80
13	5.80
21	9.38
0	0.00
25	11.16
17	7.59
8	3.57
14	6.25
5	2.23
4	1.79
0	0.00
	# 6 81 0 13 13 21 0 25 17 8 14 5 4 0





Enrollment (Update) Summary

Work Results	#	%
Got a job	17	7.11
Increased wages	0	0.00
Retained job	21	8.79
Got a better job	0	0.00
Met work-based project goal	0	0.00
Entered job training	2	0.84
Entered training program	8	3.35
Training milestone	0	0.00
Entered apprenticeship	0	0.00
Entered military	0	0.00
Acquired workforce readiness skills	1	0.42
Reduced public assistance	0	0.00
Other work outcome	1	0.42



Instructional Level	#	%
ESL - Beginning Literacy	8	3.35
ESL - Beginning Low	96	40.17
ESL - Beginning High	0	0.00
ESL - Intermediate Low	21	8.79
ESL - Intermediate High	21	8.79
ESL - Advanced	26	10.88
ESL - Completed Advanced	3	1.26
ABE/ASE - Beginning Literacy	28	11.72
ABE/ASE - Beginning	26	10.88
ABE/ASE - Intermediate Low	12	5.02
ABE/ASE - Intermediate High	19	7.95
ABE/ASE - ASE Low	9	3.77
ABE/ASE - ASE High	6	2.51
ABE/ASE - Completed ASE High	2	0.84





TE > Reports > Program Outcomes

TE	View	Organization	Records	Reports Tools Help	
				CASAS eTests Demographics Program Outcomes Test Results Consumer Reports Data Management State Reports Federal Reports Report Locator Wizard. Reports Manager Dashboard Sources	Enrollment (Entry) Summary Enrollment (Update) Summary Labor Force Detail Labor Force Summary Enrollment (Entry) Summary Enrollment (Update) Summary Labor Force Detail Labor Force Detail
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Learning Gains Summary

05/20/20 11:43:13	AS 21	Learning G First to	ains Sur High by Class	nmary			Page	e 6 of 363 LGSFH4
Agency:	4908 - Rolling Hills Adul	t School (RHAS)	Course:	0124				
Site:	01 - RHAS: North Camp	us	Teacher:	N/A				
Class: Program:	11121111 - Bridges To S Basic Skills (ABE)	Success Lang Arts	Level: Pretest:	BSIH 221 - 235				
	No of Students:	21	CASAS N	lath				
			N	First Test	N	High Test	Gain	Hours
		All test scores:	21	226.1	2	232.5	~	0.0
		Paired accurate scores:	2	223.5	2	232.5	9.0	0.0
	No of Students:	28	CASAS R	eading				
			Ν	First Test	Ν	High Test	Gain	Hours
		All test scores:	28	224.1	16	233.4	~	0.0
		Paired accurate scores:	16	225.9	16	233.4	7.5	0.0
	First Test High Test							
250 -								
200 -		223.5		225.9	2	33.4		
		Math		Rea	ading			



TE > Reports > Test Results > Learning Gains

TE	View	Orga	nization	Records	Reports	Tools	Help		
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			Demo	graphics					
			Progra	am Outcome	es 🕨				
			Test R	Test Results			Profile		•
			Consumer Reports			Compe	etency Perf	ormance	
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		Lea	rning Ga	in s Compa	rison	Test R	esponse		×
		Арр	raisal Ar	raisal Analysis		Test H	listory		•
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Data Integrity Report (DIR)

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TE > Reports > Data Management > NRS Data Integrity

TE	View	Organization	Records	Reports	Tools	Help		
	View	Organization	Records	Reports CASAS Demog Progra Test R Consul Data M State F Federa My Report Report Report Dashb	Tools eTests graphics om Outco esults mer Reports fanagemo Reports al Reports t Locator ts Manago oard Sou	Help mes orts ent wizard. er rces	• • •	NRS Data Integrity NRS Data Integrity Detail Student Profile Teacher Detail Duplicate Students
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CASAS eTests Reports

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State:	California	I				Pr	ogram Y	ear: 2	2020-202	1						
Agency 4908 - Rolling	g Hills Adult Sch	ool (RHAS)	Jul 0	Aug 56	Sep 387	Oct 71	Nov 218	Dec 55	Jan 276	Feb 155	Mar 39	Apr 175	May 0	Jun 0	Total 1,432	
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Report data ge Whole databa Interrogation i Program year:	05/20/2021 18:09:46 WTU Balance										Page 1 of : wтu					
Reporting Lev Break on Mod	Agency: 4908 - Rolling Hills Adult School (RHAS)															
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CASAS eTests Reports

2017-2018	Test Administrations by Agency Page 1 of 1 CTA2								
06/15/2018 23:55:37		<u> </u>	WTU B	alance	<u>.</u> .		Page 1 of WTU		
Agency: 4908 -	Rolling Hills Adult School Date	(RHAS) WTUs	WTUs	WTUs Used	WTUs Used by Archived	% WTUs	WTUs		
e 2972	Purchased	Purchased	Reserved	by lests	or Deleted Tests	Consumed	Available		
3289	07/25/2013	3,000	0	4,000	312	100.00	0		
4777	03/19/2015	1.000	0	716	284	100.00	0		
y: 6049	08/10/2016	1.000	0	827	173	100.00	0		
Y 6147	09/27/2016	502	0	386	116	100.00	0		
St	05/08/2017	2,000	3	1,953	44	100.00	C		
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ge 1	05/26/2017								
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1 7066 7330	05/26/2017 10/06/2017 02/01/2018	1,000 1,000	0	988 503	12	100.00	490		
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TE > Reports > CASAS eTests

TE	View	Orga	nization	Records	Reports	Tools	НеІр					
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Update Your Local Assessment Policy











Entry/Update Record

- What is the process at your agency to gather Entry/Update Record information?
- Who is responsible for gathering the information?
- Who is responsible for inputting the information into TE?
- Who is responsible for following up on any missing Entry/Update Records or information needed to complete Records?
- How does this information compare to your local assessment guidelines?





Pre/Post-Tests

- What is the process at your agency to administer Pre/Post-tests?
- Who is responsible for administering Pre/Post-tests?
- Who is responsible for inputting Pre/Post-tests into TE?
- Who is responsible for following up on any missing Pre/Post-tests?
- How does this information compare to your local assessment guidelines?





Valid Pre/Post-test Pair

- What is the process at your agency to ensure that students have a valid Pre/Post-test?
- Who is responsible for monitoring this information?
- Who is responsible for inputting the information into TE?
- How does this information compare to your local assessment guidelines?





Conservative Estimate Pretest

- What is the process at your agency to ensure that students are Pretested at the appropriate level?
- Who is responsible for monitoring this process?
- Who is responsible for marking the replaced test record as 'Retested' to retain historical data in TE?
- How does this information compare to your local assessment guidelines?







Assessment (CASAS eTests Online and Paper)



National External Diploma Program



TOPSpro Enterprise Accountability Software



Workforce Skills Certification System



Live Facilitated Training



QuickSearch Online Curriculum Materials Database

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TE Reports for Administrators