

2022 CASAS National Summer Institute

Technology Trainings and Implementation Training Schedule

Please note that schedule is subject to change, and all times are listed in PST. Check back regularly for updates. Full agenda can be found here: <https://www.casas.org/training-and-support/SL/Agenda>.

Trainings in the 100s are recommended for those who consider themselves beginner users, 200s for intermediate users, and 300s for those who are more advanced.

Updated: 04/19/2022

| Monday - June 13, 2022 | | |
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| Time Slot (s) <i>(Pacific Standard Time)</i> | Technology Trainings Virtual | |
| 9:00 a.m. - 10:30 a.m. | ET 102: Introduction to Proctoring CASAS eTests | ET 201: Coordinators – Testing Management with CASAS eTests |
| 10:45 a.m. - 12:15 p.m. | TE 204: Ad Hoc Reporting | TE 101: Overview: TOPSPRO Enterprise (TE) |
| 1:45 p.m. - 3:15 p.m. | ET 201: Coordinators – Testing Management with CASAS eTests | TE 105: Managing TOPSPRO Enterprise Attendance Hours |

| Tuesday - June 14, 2022 | | | | | | | | | |
|---|---|--|--|--|---|--|--|---|--|
| Time Slot <i>(Pacific Standard Time)</i> | Technology Trainings In-Person Only ^[1] | | | | Implementation Trainings In-Person Only ^[2] | | | Technology Trainings Virtual | Implementation Training Virtual ^[2] |
| 9:00 a.m. - 10:30 a.m. | ET 102: Introduction to Proctoring CASAS eTests | ET 201: Coordinators – Testing Management with CASAS eTests | TE 203: TOPSPRO Enterprise Innovations | TE 101: Overview: TOPSPRO Enterprise (TE) | IT 101C: CASAS Implementation Overview (Module 1) | IT 101C: CASAS Implementation Overview (Module 1) | IT 101C: CASAS Implementation Overview (Module 1) | CA 202: Core Employment and Earnings Survey | IT 101C: CASAS Implementation Overview (Module 1) |
| 10:45 a.m. - 12:15 p.m. | CA 201: Using TOPSPRO Enterprise for California EL Civics | TE 102: User Access and Setting up Sites in TOPSPRO Enterprise | TE 103: Setting Up Classes in TOPSPRO Enterprise | TE 105: Managing TOPSPRO Enterprise Attendance Hours | IT 102C: CASAS eTests Implementation (Modules 1 and 2) | IT104C: Instructional Implementation Overview (Module 4) | IT 103C: CASAS Paper Test Implementation (Modules 1 and 3) | ET 301: Remote Testing for Proctors | IT 102C: CASAS eTests Implementation (Modules 1 and 2) |
| 1:45 p.m. - 3:15 p.m. | TE 200: TOPSPRO Enterprise Strategies for Administrators | TE 202: Using the NRS Data Integrity Report (DIR) | ET 102: Introduction to Proctoring CASAS eTests | TE 101: Overview: TOPSPRO Enterprise (TE) | ETP 101C: CASAS eTests Proctor Certification - Administering Tests | IT104C: Instructional Implementation Overview (Module 4) | PTP 101C: CASAS Paper Test Proctor Certification | - | ETP 101C: CASAS eTests Proctor Certification - Administering Tests |
| 3:30 p.m. - 5:00 p.m. | TE 303: TOPSPRO Enterprise "Tips and Tricks" | TE 201: Tracking and Monitoring Test Results with TOPSPRO Enterprise | ET 301: Remote Testing for Proctors | ETP 103: Steps for Testing Day - eTests Proctors | ETC 101C: CASAS eTests Coordinator Certification - Testing Management | IT 201: Intake Screening | IT 102C: CASAS eTests Implementation (Modules 1 and 2) | - | - |

| Wednesday - June 15, 2022 | | | | | | | | | | |
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| Time Slot <i>(Pacific Standard Time)</i> | Technology Trainings In-Person Only ^[1] | | | | Implementation Trainings In-Person Only ^[2] | | | Technology Trainings Virtual | Implementation Training Virtual ^[2] | California Accountability In-Person Only |
| 7:00 a.m. - 8:30 a.m. | - | - | - | - | - | - | - | - | IT 101C: CASAS Implementation Overview (Module 1) | - |
| 10:45 a.m. - 12:15 p.m. | TE 106: Setting Up Classes and Managing Attendance Hours with TOPSPRO Enterprise | TE 205: TOPSPRO Enterprise (TE) Instructional Reports | TE 204: Ad Hoc Reporting | TE 101: Overview: TOPSPRO Enterprise (TE) | IT 102C: CASAS eTests Implementation (Modules 1 and 2) | ETP 101C: CASAS eTests Proctor Certification - Administering Tests | IT 301C: Workforce Skills Certification System (WSCS) Implementation | TE 101: Overview: TOPSPRO Enterprise (TE) | IT 103C: CASAS Paper Test Implementation (Modules 1 and 3) | California Accountability |
| 2:00 p.m. - 3:30 p.m. | ETP 103: Steps for Testing Day - eTests Proctors | ET 102: Introduction to Proctoring CASAS eTests | TE 303: TOPSPRO Enterprise "Tips and Tricks" | TE 101: Overview: TOPSPRO Enterprise (TE) | ETC 101C: CASAS eTests Coordinator Certification - Testing Management | IT104C: Instructional Implementation Overview (Module 4) | IT 103C: CASAS Paper Test Implementation (Modules 1 and 3) | - | PTP 101C: CASAS Paper Test Proctor Certification | - |
| 3:45 p.m. - 5:15 p.m. | TE 201: Tracking and Monitoring Test Results with TOPSPRO Enterprise | ET 201: Coordinators – Testing Management with CASAS eTests | TE 104: Importing, Exporting, and Scanning Data with TOPSPRO Enterprise | TE 106: Setting Up Classes and Managing Attendance Hours with TOPSPRO Enterprise | ETP 101C: CASAS eTests Proctor Certification - Administering Tests | <i>To Be Determined eTests Implementation</i> | PTP 101C: CASAS Paper Test Proctor Certification | - | ETP 101C: CASAS eTests Proctor Certification - Administering Tests | - |

| Thursday - June 16, 2022 | | | | | | | | | |
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| Time Slot <i>(Pacific Standard Time)</i> | Technology Trainings In-Person Only ^[1] | | | | Implementation Trainings In-Person Only ^[2] | | | Technology Trainings Virtual | Implementation Training Virtual ^[2] |
| 9:30 a.m. - 11:00 a.m. | TE 301: TOPSPRO Enterprise for NRS Federal Reporting | ET 201: Coordinators – Testing Management with CASAS eTests | TE 201: Tracking and Monitoring Test Results with TOPSPRO Enterprise | <i>Hold for CDCR Session</i> | ETP 101C: CASAS eTests Proctor Certification - Administering Tests | IT 201: Intake Screening | IT 201: WSCS Overview - Give Students the Job Seeking Edge | TE 106: Setting Up Classes and Managing Attendance Hours with TOPSPRO Enterprise | IT104C: Instructional Implementation Overview (Module 4) |
| 11:15 a.m. - 12:45 p.m. | TE 302: Establishing NRS Performance Goals | TE 205: TOPSPRO Enterprise (TE) Instructional Reports | TE 202: Using the NRS Data Integrity Report (DIR) | IT 202: QuickSearch | ETP 101C: CASAS eTests Coordinator/Proctor Certification - Testing Management | IT104C: Instructional Implementation Overview (Module 4) | IT 302: WSCS Technology Demo | ET 201: Coordinators – Testing Management with CASAS eTests | IT 102C: CASAS eTests Implementation (Modules 1 and 2) |
| 1:00 - 2:30 p.m. | CA 302: Managing Payment Points for California - WIOA, Title II: AEFLA Reporting | TE 300: Distance Learning Tracking | TE 102: User Access and Setting up Sites in TOPSPRO Enterprise | TE 101: Overview: TOPSPRO Enterprise (TE) | <i>To Be Determined eTests Implementation</i> | IT 203C: Remote Testing Overview | - | - | ETP 101C: CASAS eTests Proctor Certification - Administering Tests |
| 2:45 p.m. - 4:00 p.m. | CA 301: California Adult Education Program (CAEP) Reports | ET 102: Introduction to Proctoring CASAS eTests | TE 203: TOPSPRO Enterprise Innovations | TE 104: Importing, Exporting, and Scanning Data with TOPSPRO Enterprise | - | - | - | - | - |

[1] Technology Trainings - In-Person Only sessions are an additional \$80 per training and do require preregistration. Register for the trainings on the Registration Website.

[2] A "C" after the course number indicates a training certificate will be issued upon completion.