CASAS National Summer Institute 2023

Technical Lab Training Information and Descriptions

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Tech Training Information

Trainings in the 100s are for those who consider themselves beginning users, 200s are for intermediate users, and 300s are for those who are more advanced. There are three tracks: (i) TOPSpro Enterprise (TE), (ii) CASAS eTests (ET), and (iii) California (CA).

CASAS suggests that users have knowledge of the sessions with lower numbers before moving onto the next level. For example: a new user should take ET 102 before moving onto ET 201. Use the track abbreviations and numbering to determine which sessions are appropriate for your user level and agency role.

In-person technology labs can be purchased during registration for an additional $80 per lab. Virtual tech trainings are open to all registered attendees at no additional cost. Please note that technology trainings are a small portion of what the CASAS National Summer Institute has to offer. The other 150-plus workshops, panels, CASAS Implementation Training workshops, and accountability sessions are included in your registration and will not require a reservation or additional payment.

Tech Training Descriptions

TE 101: Overview: TOPSpro Enterprise (TE)

TOPSpro® Enterprise (TE) is a data management system that tracks student assessment and test results. The software provides tools to communicate program effectiveness to adult education and training programs. The system provides powerful accountability information for students, teachers, and program administrators. Explore multiple features of TE in this workshop.

Session outcomes:

- Launch TOPSpro Enterprise
- Identify various menus, submenus, and icons
- Run simple reports
- Create records
- Customize listers

TE 102: User Access and Setting Up Sites in TOPSpro Enterprise

This training covers how to add new users and new sites in TOPSpro Enterprise. The session covers specific steps to create new users and sites and is strongly recommended for new users. Topics:

- Accessing rights (Data Manager, TOPSpro Enterprise Admin, CASAS eTests Proctor/Coordinator)

- Exploring the User Lister and Sites Lister
- Review scenarios that may arise at the local level with workarounds for solving issues such as setting up temporary passwords, enabling a site for CASAS eTests, and disabling user accounts.

TE 103: Setting Up Classes in TOPSpro Enterprise (TE)

This workshop covers how to create and assign students to classes and includes the following activities:

- Overview of TOPSpro Enterprise class record structure
- Defining classes and adding class instances based on academic schedule
- Importing class data from a third-party system
- Assigning teachers to classes

TE 104: Importing, Exporting, and Scanning Data with TOPSpro Enterprise (TE)

Eliminate manual data entry with TOPSpro Enterprise import, export, and scanning features, and streamline data reporting. Learn how programs benefit from these time-saving tools that enable quicker and higher volume data input. Topics include:

- Import data to TOPSpro Enterprise from third-party data systems
- Learn about the different TOPSpro Enterprise import templates
- Export test data
- Process Entry, Update, and Test answer forms

TE 105: TOPSpro Enterprise (TE) Attendance Module

In the past few years, there has been renewed emphasis on tracking student enrollment and retention; as well as several new features and reports added in TE that help track and record student attendance and improve user accessibility to this information. Review the basics of entering and reviewing student level data, and several TE reports that enable detailed tracking of student instructional hours.

TE 106: Setting Up Classes and Managing Attendance Hours with TOPSpro Enterprise (TE)

This workshop examines the TOPSpro Enterprise Class Definition and Class Instance records. It includes discussion of the Attendance Hours module, as well as the basic features covered in "Setting up Classes." Topics:

- Overview of TOPSpro Enterprise class-record structure
- Importing class and attendance data from a third-party system
- Inputting and managing attendance hours manually

- Assigning teachers to classes

TE 200: TOPSpro Enterprise Strategies for Administrators

There is a wealth of information available to administrators inside TOPSpro Enterprise (TE). This session discusses strategic methods and best practices of program administrators, using the reporting tools and data analysis techniques in the software. Presenters discuss how to "dig up" the statistics administrators need for improving programs, writing grant applications, communicating with intra-agency partners, and reporting to community leaders.

The workshop also focuses on some specific "TE Basics" issues that may emerge in the review of TE reports to meet state and federal accountability issues.

TE 201: Tracking and Monitoring Test Results with TOPSpro Enterprise (TE)

This session shows participants how to manage and review student test results. Topics:

- Track basic test information such as CASAS form number, test date, and CASAS scale scores
- Identify recommendations to follow when students score below or above the accurate range
- Customize the demographics lister and populate columns to list desired demographic information (Similar to using Excel, but better!)
- Customize the tests lister with different information about available assessments in the database

TE 202: Using the NRS Data Integrity Report (DIR)

The National Reporting System Data Integrity Report (DIR) provides a summary of an agency's data and highlights important data elements for accountability. Topics for this session:

- Overview of NRS Table 4
- Defining Periods of Participation (PoPs) and how these affect the NRS DIR
- Using the NRS Data Integrity Report to address data issues
- Using the DIR Drill Down Reports

TE 204: TOPSpro Enterprise (TE) Strategies for Data Professionals (Ad-Hoc)

With most agencies providing more diversified instruction and increasing collaboration locally and statewide, the need has grown significantly for more choices and applications with TE reports. To address these more complex needs, TE has added Ad Hoc reporting features – where you can select specific fields for your own customized report. Learn about features of

these reports in TE, and some suggestions for how this can benefit your agency and its stakeholders.

TE 205: TOPSpro Enterprise (TE) Instructional Reports

TOPSpro Enterprise (TE) offers teachers and other staff access to classroom performance reports that provide assessment results to guide and inform classroom instruction. This hands-on lab covers how to retrieve test results, generate reports, and use results to inform instruction and document progress. The session focuses on reports that instructors use most often to help improve student learning.

- Individual Skills Profile
- Competency Performance
- Content Standards
- Learning Gains
- Student Test Summary
- Personal Score Report

TE 206: TOPSpro Enterprise Teacher Portal

In the past few years, CASAS has introduced TE Classmate, the application that enables teachers and other staff to enter and track learner attendance on a cell phone, and more recently, added the TE Teacher Portal feature that offers many of the same beneficial features and user interface on a PC that TE Classmate provides on a cell phone. This session reviews these features and introduces some user-friendly ways to implement them at your agency.

TE 301: TOPSpro Enterprise (TE) for NRS Federal Reporting

TOPSpro Enterprise offers several reports that WIOA, Title II: AEFLA agencies use nationwide to meet National Reporting System (NRS) requirements. This session is for all TOPSpro Enterprise users but is especially useful for those from any state that must comply with the NRS requirements.

Included in this session is an overview of how Periods of Participation (PoPs) apply to NRS federal reporting, as well as federal-level updates to NRS reports. This session focuses on generating, interpreting, and applying these TOPSpro Enterprise reports for program improvement.

- NRS Federal Tables – with a focus on Tables 4, 4A, 4B, 5, and 11
- Persister Report
- NRS Data Integrity Report (DIR)

ET 102: Introduction to Proctoring CASAS eTests

This training covers the basics of how to proctor CASAS eTests. Participants will receive a certification. After attending this session, participants understand the default testing sessions, how to register a testing station, and how to administer a test. We discuss basic testing scenarios and how to assist students if test disruptions occur. This session is for participants who have not yet started proctoring CASAS eTests or who are still uncomfortable proctoring. We will not discuss proctoring related to remote testing during this session.

- Identify required training to become certified
- Log into CASAS eTests Online
- Register computers for CASAS eTests implementation
- Administer CASAS eTests administration procedures such as how to start and stop a test, how to add a testing station to a testing session, and tips for when it is appropriate to create new test sessions.

ET 201: Coordinators – Testing Management with CASAS eTests

This training workshop covers key information related to the role of the CASAS eTests coordinator. Learn how to edit testing sessions within your agency's CASAS eTests account. Discuss basic testing scenarios and how to assist students when test disruptions occur. Participants should complete CASAS eTest Coordinator Certification prior to attending this session. Specific topics:

- How to edit demographic data collected from participants
- How to edit/copy testing sessions in CASAS eTests
- Identify test interruptions and when to intervene

ET 301: Remote Testing for Proctors

This session provides a basic overview of CASAS remote testing approaches and when to implement each method. Presenters discuss technical and logistical tips for each testing method, explain station registration by code, and discuss best practices for remote testing. This session is for participants who have not yet started proctoring CASAS eTests remotely or who are still uncomfortable with the remote testing process.

Participants should have a basic understanding of CASAS eTests proctoring prior to attending this session.

- Remote Testing on different devices (laptops, Chromebooks, iPads, and others)

CA 201: Using TOPSpro Enterprise (TE) for California EL Civics

California WIOA, Title II: AEFLA agencies funded for English Literacy and Civics (EL Civics) have extra considerations when collecting TOPSpro Enterprise data. This has become more critical now that many agencies have implemented Integrated EL Civics (IELCE) and Integrated Education and Training (IET). This session covers the following:

- Designating EL Civics focus areas at the class and student level
- Using the Additional Assessment Import Wizard
- Identifying and generating the EL Civics Additional Assessment Summary and Detail reports
- Identifying and generating TOPSpro Enterprise I-3 reports

CA 202: Core Employment and Earnings Survey

Whether you are new to the Core Performance Employment and Earnings Survey or need a refresher course, this training workshop guides California WIOA, Title II: AEFLA- and CAEP-funded agencies through the steps for completing the quarterly requirement. Participants learn:

- How to generate the list of students who exited
- How to create the surveys
- How to follow up with students
- Differences between WIOA and CAEP requirements

CA 301: California Adult Education Program (CAEP) Reports

TOPSpro Enterprise offers several reports that CAEP agencies use to report, monitor, and track outcomes for state reporting. This session focuses on generating and interpreting these reports and provides specific examples of how to use these reports for CAEP goal setting and performance improvement. Reports include the following:

- CAEP Summary
- CAEP Data Integrity Report (DIR)
- CAEP Outcomes Summary and Services Summary
- CAEP Program Hours Reports

CA 302: Managing Payment Points for California – WIOA, Title II: AEFLA Reporting

TOPSpro Enterprise offers several reports that California WIOA, Title II: AEFLA agencies use to manage pay for performance payment points for state and federal accountability. This session focuses on generating and interpreting reports in TOPSpro Enterprise. For detailed Payment Point guidelines, attend the California Accountability session. Reports reviewed:

- California Payment Points
- Payment Points Summary Audit, Monitor, and Data Flags
- Student Gains and EL Civics Reports
- Using the drill down feature to troubleshoot issues