# Implementation Training and Technology Lab Quick Reference

**Sessions in the 100s are for new or beginning users, 200s are for intermediate users, and 300s are for those more advanced.**

A "C" after the course number indicates the session counts for CASAS certification or re-certification. See CASAS Summer Institute website for detailed training info, descriptions, and a preliminary agenda with more than 100 additional open sessions.

| Level | Implementation Training | Technology Training [1] |
|---|---|---|
| 100 | IT 101C: CASAS Implementation Overview (Module 1)<br><br>IT 102C: CASAS eTests Implementation (Module 2)<br><br>IT 103C: CASAS Paper Test Implementation (Module 3)<br><br>PTP 101C: CASAS Paper Test Proctor Certification<br><br>ETP 101C: CASAS eTests Proctor Certification – Administering Tests<br><br>IT 104C: Instructional Implementation Overview (Module 4) | TE 101: Overview: TOPSpro Enterprise<br><br>TE 102: User Access in TOPSpro Enterprise<br><br>TE 104: Importing, Exporting, and Scanning Data with TOPSpro Enterprise<br><br>TE 106: Setting Up Sites, Classes, and Managing Attendance Hours with TOPSpro Enterprise<br><br>ET 102C: Introduction to Proctoring CASAS eTests |
| 200 | IT 202C: CASAS eTests Implementation for Recertification (Modules 1 and 2)<br><br>IT 203C: CASAS Paper Implementation for Recertification (Modules 1 and 3)<br><br>IT 205C: CASAS Intake Screening<br><br>IT 209C: Remote Testing Overview Panel | TE 201: Tracking and Monitoring Test Results with TOPSpro Enterprise<br><br>TE 202: Using the NRS Data Integrity Report (DIR)<br><br>TE 204: TOPSpro Enterprise Strategies for Administrators and Data Professionals<br><br>TE 205: TOPSpro Enterprise Instructional Reports<br><br>TE 206: CASAS Teacher Portal<br><br>ET 201C: Coordinators – Testing Management with CASAS eTests<br><br>CA 201: Using TOPSpro Enterprise for California EL Civics<br><br>CA 202: Core Employment and Earnings Survey |
| 300 | N/A | ET 301: Remote Testing for Proctors<br><br>TE 301: TOPSpro Enterprise for NRS Federal Reporting<br><br>CA 301: California Adult Education Program (CAEP) Reports<br><br>CA 302: Managing Payment Points for California, WIOA, Title II: AEFLA Reporting |

[1] Optional in-person technology labs can be purchased during registration for an additional $80 per lab. Limited seating available. Virtual tech trainings are open to all registered attendees at no additional cost.

Recommended sessions may differ depending on the needs of your agency, role, and state assessment policy. Read the full description to determine which sessions fit best for you. Still need assistance? Email casas-si@casas.org before the Institute.