

CASAS National Summer Institute 2024

Technology Lab Information and Descriptions

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Technology (Tech) Lab Information

Technology Labs, or tech labs, provide hands-on computer training for eTests and TOPSpro Enterprise. Tech Labs 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. A “C” after the course number indicates participants will receive certification at the end of the session. 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.

If you have questions about which tech labs you should take, please contact casas-si@casas.org for assistance.

Tech Lab 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 IN TOPSPRO ENTERPRISE

One of the common questions CASAS receives from the field daily is regarding user access. Taking charge and streamlining your agency's TE users is an essential part of making the most of the system. In this session, we will go over specific steps on how to create and manage access for users. It is strongly recommended for those new to TE and directed to those with the enhanced version of TE. Other topics for this session include:

- Accessing rights (Data Manager, TOPSpro Enterprise Admin, CASAS eTests Proctor/Coordinator, Teachers)
- Exploring the User Lister
- Review scenarios that may arise at the local level with workarounds for solving issues such as setting up temporary passwords, and disabling user accounts.
- Understanding roles vs. access for Portals

TE 104: IMPORTING, EXPORTING, AND SCANNING DATA WITH TOPSPRO ENTERPRISE

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 106: SETTING UP SITES, CLASSES, AND MANAGING ATTENDANCE HOURS WITH TOPSPRO ENTERPRISE (TE)

This workshop covers how to create and assign students to both sites and classes and its relation to managing student attendance hours. With the emphasis on tracking student enrollment and retention, this session will also help agencies track and record student attendance and improve user accessibility to this information. Participants will review the basics of entering and reviewing student level data, and several TE reports that enable detailed tracking of student instructional hours.

Other topics include:

- Defining classes and adding class instances based on academic schedule
- Importing class and attendance data from a third-party system
- Inputting and managing attendance hours manually
- Assigning teachers to classes
- How to access attendance, enrollment, test records, and teachers
- Difference between attendance

- Update vs update cumulative
- Distance learning
- The relationship between classes, hours, and available Portals

This session is for agencies with or wanting to update to TE enhanced and those with a good understanding of topics discussed in TE 102.

TE 201: TRACKING AND MONITORING TEST RESULTS WITH TOPSPRO ENTERPRISE

This session walks participants through how to manage and review student test results. This session is beneficial for both teachers and administrators. Topics include:

- Tracking basic test information such as CASAS form number, test date, and CASAS scale scores
- Identifying recommendations to follow when students score below or above the accurate range
- Customizing the demographics lister and populate columns to list desired demographic information (Similar to using Excel)
- Customizing 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 (NRS) Data Integrity Report (DIR) provides a summary of an agency's data and highlights important data elements for accountability. Using the NRS DIR regularly can help your agency identify possible issues with third party imports, pre- and post-testing, outcomes, and more. Topics for this session include:

- 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 to clean your data

TE 204: TOPSPRO ENTERPRISE (TE) STRATEGIES FOR ADMINISTRATORS AND DATA PROFESSIONALS

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

To address these 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.

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. The workshop will also provide a brief overview of the available portals.

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
- Quick overview of reports available in Teacher Portal

TE 206: CASAS TEACHER PORTAL: A PROVEN TOOL TO ENHANCE EFFICIENCY, ACCOUNTABILITY, AND TEACHER AUTONOMY

CASAS Teacher Portal is an easy-to-use, web-based application designed for teachers, counselors, and administrators. It’s an intuitive interface that provides class and student-level data with customizable windows and reports.

CASAS Teacher Portal uses the same database in TOPSpro Enterprise (TE) which makes the application work seamlessly with Student Portal, TE Classmate, TOPSpro Enterprise and eTests. Learn how agencies are using Teacher Portal to engage students and achieve program outcomes.

This session reviews these features and introduces some user-friendly ways to implement them at your agency.

TE 301: TOPSPRO ENTERPRISE 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 102C: INTRODUCTION TO PROCTORING CASAS ETESTS

This training covers the basics of how to proctor CASAS eTests. Participants will receive eTests Proctor 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 201C: COORDINATORS – TESTING MANAGEMENT WITH CASAS ETESTS

This training workshop covers key information related to the role of the CASAS eTests coordinator. Participants will receive eTests Coordinator certification. 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 eTests 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

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. eTests Proctors may benefit from this discussion in tandem with the Implementation Training IT 209C: Remote Testing Overview Panel. Participants should have a basic understanding of CASAS eTests proctoring prior to attending this session.

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

CA 201: USING TOPSPRO ENTERPRISE 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 required steps for completing the quarterly requirement.

Participants learn:

- Periods of Participation and its relationship to an exiter
- How to prepare you data for the Employment and Earnings Survey
- How to save exit populations
- How to send customized survey invitations to exiters
- How to manage survey responses

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