



## Technology Lab Information and Descriptions

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## Technology Lab (Lab) Information

Technology labs (Labs) provide hands-on computer training for CASAS 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 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 complete 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 sessions appropriate for your user level and agency role.

To participate in labs, attendees must purchase a [Lab Pass](#) for a flat fee of \$150. Labs are no longer purchased individually. By purchasing a Lab Pass, attendees may attend any and as many labs as wanted, given space availability. No pre-registration is required for labs. **Lab space is available on a first-come, first serve basis.**

In addition, only Lab Pass holders will have access to Thursday afternoon Bonus Sessions from 2 p.m. to 3:15 p.m. Think of these sessions as Office Hours led by our Tech Support staff who focus on three common program-year transition issues: (i) User Access for Portals, (ii) Class Replication, and (iii) Transitioning testing sessions to the new program year. Come with questions on these topics and leave with your TOPSpro Enterprise ready to go for the new year!

Lastly, we like to remind attendees that labs are only a small portion of what the CASAS National Summer Institute has to offer. The other 100-plus workshops, panels, CASAS Implementation Training, and accountability sessions are already included in your registration and will not require an additional payment.

If you have questions about which tech labs you should take, contact [casas-si@casas.org](mailto:casas-si@casas.org) for assistance.

## Technology Lab Descriptions

### TE 101: TOPSPRO ENTERPRISE (TE) OVERVIEW

TOPSpro® Enterprise (TE) is a data accountability software that allows programs to easily access, manage, track, and report program and student outcomes for local, state and federal reporting. This lab is the first step to understanding and gaining confidence in learning all capabilities of TE to make your data collection easier and accurate.

#### Key Learning Outcomes

- Navigate through TOPSpro Enterprise
- Identify various menus, submenus, and icons
- Create records
- Customize listers
- Generate basic reports

Suggested Audience: New Users

Certification: No Certification Offered

Lab Pass Required

### **TE 102: USER ACCESS IN TOPSPRO ENTERPRISE**

Taking charge and streamlining your agency's users is an essential part of making the most of TOPSpro Enterprise (TE). Whether you are a new agency to TE or a new data manager, understanding user access abilities is fundamental to not only keeping student data secure but also allowing tailored access for different roles.

#### Key Learning Outcomes

- Create and manage access for users
- Understand access rights (Data Manager, TOPSpro Enterprise Admin, CASAS eTests Proctor/Coordinator, Teachers)
- Review common scenarios such as setting up temporary passwords and disabling user accounts
- Understand roles versus. access groups for TE Portals

Suggested Audience: New Data Managers or those with TE Admin Level Access (TE Enhanced)

Certification: No Certification Offered

Lab Pass Required

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

Boost your process for data entry with the TOPSpro Enterprise (TE) import, export, and scanning features. Learn how programs benefit from these time-saving tools that enable quicker and higher volume data input and streamline test data results from paper testing.

#### Key Learning Outcomes

- Import data to and from TE with third-party data systems

- Learn about different TE import templates
- Export test data
- Scan entry, update, and test paper forms

Suggested Audience: Data Managers, TE Administrators, and Data Clerks

Certification: No Certification Offered

Lab Pass Required

## **TE 106: MANAGING CLASSES AND ATTENDANCE HOURS WITH TOPSPRO ENTERPRISE**

A crucial step in learning the TE Enhanced features of TOPSpro Enterprise includes an understanding of your classes and their relation to managing student attendance hours. This relationship creates the key TE reporting data for tracking student enrollment and retention within your agency.

Key Learning Outcomes

- The relationship between classes and attendance hours
- Create and define classes including assigning teachers to classes
- Input (import and manual) and manage (daily or cumulative) attendance data
- Identify distance learning hours
- Review available instructional hour reports in TE or Portals

Suggested Audience: Data Managers, Administrators, Staff that Manage and Track Attendance

Certification: No Certification Offered

Lab Pass Required

## **TE 201: TRACKING AND MONITORING TEST RESULTS WITH TOPSPRO ENTERPRISE**

Reviewing detailed testing results at an agency level can ensure your testing procedures are effective. This session guides you through those protocols and lists to ensure that all learners are testing properly.

Key Learning Outcomes

- Manage and review student test results in TE including form, test date, test duration, scores, and more
- Retesting procedures and ensure proper pretests
- Use different lists to identify key testing information

- Find testing data points in various TE Reports

Suggested Audience: Data Manager, Administrators, and Proctors

Certification: No Certification Offered

Lab Pass Required

## **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 and federal reporting. Using the NRS DIR regularly can help identify possible issues with third-party imports, pre- and post-testing, outcomes, and more.

Key Learning Outcomes

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

Suggested Audience: TE Enhanced Data Managers, Data Practitioners, and Administrators

Certification: No Certification Offered

Lab Pass Required

## **TE 205: TOPSPRO ENTERPRISE INSTRUCTIONAL REPORTS**

TE reports are an important tool teachers can use to differentiate instruction and make the best use of their students' class hours. Learn about the most useful reports in TE and how to generate them in this hands-on session.

Key Learning Outcomes

- Discover the reports available in TE
- Learn the steps to generate reports: by class, and by individual student
- Understand the data presented in a variety of TE reports and how to use data to inform instruction
- Learn about TE Reports Manager and Reports Locator Wizard

Suggested Audience: Teachers and Administrators

Certification: No Certification Offered

Lab Pass Required

## **TE 207: TE PORTALS**

TOPSpro Enterprise (TE) Portals are easy-to-use, web-based applications designed for teachers, counselors, and administrators. Their intuitive interface can provide student, class, and agency-level data with customizable views and reports. The TE Portals use the same database as TE which makes the applications work seamlessly with TE Classmate, TE, and CASAS eTests. Learn how agencies are using TE Portals to engage students and improve program outcomes.

### **Key Learning Outcomes**

- Learn the ease of Portal features and capabilities
- Learn the user-friendly ways Portals can engage students and achieve program outcomes
- Manage user access and how to log into Portals (Data Managers)

Suggested Audience: Teachers, Administrators, and Data Managers with TE Enhanced

Certification: No Certification Offered

Lab Pass Required

## **TE 208: TOPSPRO ENTERPRISE NEW DATA MANAGER TRAINING**

The CASAS TOPSpro Enterprise New Data Manager Training is designed for individuals who are new to the TOPSpro Enterprise system. This training provides a simple, hands-on introduction to Data Manager Responsibilities using the platform for managing, tracking, and entering student data. The focus is on helping participants become comfortable with the system and understanding the basics of data management in a clear and straightforward way.

Participants learn how to navigate the system, Data Manager responsibilities, enter student information, use filters, generate basic reports, and create new user accounts. This training covers important tips for keeping data accurate and organized, as well as how to use the system to monitor student progress.

### **Key Learning Outcomes**

1. **Navigate the System:** Understanding how to move around the TOPSpro Enterprise dashboard and access key areas.
2. **Enter and Update Data:** Simple steps for adding new student information, updating records, and keeping everything up to date.
3. **Generate Basic Reports:** Learning how to create and view basic reports that show student progress and program outcomes.
4. **Ensure Data Accuracy:** Easy-to-follow practices for entering data correctly and avoiding common mistakes.

5. Basic Troubleshooting: Tips for resolving simple issues when working with the system.

By the end of this training, new data managers feel comfortable using TOPSpro Enterprise to manage data, monitor student progress, and generate reports. This training is perfect for those who are just starting to use the platform and want to learn the essentials in an easy-to-understand way.

Suggested Audience: New Data Managers

Certification: No Certification Offered

Lab Pass Required

## **TE 302: ADVANCED REPORT FILTERING IN TOPSPRO ENTERPRISE**

There are a wealth of filters available inside TOPSpro Enterprise (TE). This session discusses strategic methods and best practices using TE reporting filters and data analysis techniques. Learn to “dig up” the statistics needed for improving programs, writing grant applications, communicating with intra-agency partners, and reporting to community leaders.

Key Learning Outcomes

- Understand capabilities of the filter drop downs
- Use advanced filters with TE Reports
- Create a custom report through Ad Hoc reporting

Suggested Audience: TE Enhanced Data Managers, Data Practitioners, and Administrators

Certification: No Certification Offered

Lab Pass Required

## **ET 105C: TESTING MANAGEMENT IN CASAS ETESTS**

When your student’s journey begins with CASAS eTests, agencies have the responsibility of ensuring testing occurs fairly, uniformly, and securely. Gain confidence in managing and administering CASAS eTests to start the journey off right. As a benefit to attending this session, this training covers both the proctor and coordinator responsibilities as well as certifying participants in both roles.

Key Learning Outcomes

- Roles of a Coordinator versus Proctor
- Edit and manage testing sessions that include data collection options
- Register computers for CASAS eTests implementation
- Administer CASAS eTests procedures such as how to start and stop a test and how to add a testing station to a testing session



- Discuss basic testing scenarios including tips for when it is appropriate to create new testing sessions, manage disruptions, and handle other common scenarios

Suggested Audience: Proctors and Coordinators

Certification: Proctor Certification and Coordinator Certification

Lab Pass Required

## **ET 301: REMOTE TESTING FOR PROCTORS**

Remote testing is a valuable assessment delivery option by providing students with barriers to in-person instruction the opportunity to assess and monitor skill attainment. Having remote testing options improves post-test rates leading to increased MSGs. CASAS has streamlined the remote testing process and included options for using smart phones and tablets. Learn more about the new CASAS remote testing method and how you can adopt them at your local program.

Key Learning Outcomes

- Learn the updated procedures for proctoring CASAS eTests remotely
- Review the intake process and how to intervene for test security concerns
- Tips and tricks for remote testing on various devices

Suggested Audience: Those interested in proctoring assessments remotely

Certification: Remote Proctor Certification

Lab Pass Required

## **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).

Key Learning Outcomes

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

Suggested Audience: California Data Practitioners and Administrators

Certification: No Certification Offered



Lab Pass Required

## **CA 202: EMPLOYMENT AND EARNINGS SURVEY**

CAEP and WIOA, Title II: AEFLA funded agencies are required to follow up on students who have exited the program by sending the Core Performance Employment and Earnings Survey on a quarterly basis. Whether you are new to this deliverable or need a refresher course, let CASAS and TOPSpro Enterprise be your compass by demonstrating how to complete the required steps for the Employment and Earnings Survey deliverable.

### **Key Learning Outcomes**

- Identify exiters and their relationship to Periods of Participation
- Prepare data for the Employment and Earnings Survey
- Save exit populations
- Send customized survey invitations to exiters

Suggested Audience: California Data Practitioners and Administrators

Certification: No Certification Offered

Lab Pass Required

## **Bonus Sessions (Lab Pass Required)**

As a bonus for purchasing a Lab Pass, attendees have access to special sessions on Thursday afternoon guided by the CASAS Technical Support Team. A bonus session will focus on one of the three most common program year transition issues:

- A. User Access for Portals
- B. Class Replication
- C. Transitioning Testing Sessions to the new program year.

Come with questions on these topics and leave with your TOPSpro Enterprise ready to go for the new year! Please note that all who have purchased a Lab Pass are welcome but they should be users of TE Enhanced.