

CASAS – Controlled Access Groups

CASAS reserves use of "**TE Enhanced**" as a group name and assigns only one person at the agency to that group. The "enhanced" user is responsible for managing an agency's online database. CASAS also reserves additional group names as follows. Removal from any of these groups will disable access as assigned by CASAS.

- ET Proctor
- ET Coordinator
- ET Coordinator/Proctor
- ET Tech
- TE Basic
- TE Enhanced

This chart defines access rights to both TOPSpro Enterprise (TE) and CASAS eTests (ET).

The top portion refers to TE management and the bottom portion refers to ET management (where P = Proctor, C = Coordinator, C/P = Coordinator/Proctor, T = Tech, T = Tech, T = Tech).

TE Online Access Rights						
	P	С	C/P	Т	В	E
Menu Access						
■ Enhanced - all menus				√		V
Basic - limited menus		1			1	
Data Access (limited to)						
Create/update user accounts						√
Delete user accounts		√	√		1	√
• List/view records	√	√	√	1	1	
Create/update/delete records		√	√		1	√
ET Online Access Rights						
	P	С	C/P	Т	В	E
Access Management Console	√	V	√	√		
Create/Edit Sessions		V	√			
Supervise Test Administration	√		√			
Initiate OR Confirm Station Registration	√	V	√	V		
Unregister Station		V	√	1		
Register Station Without Confirmation				1		



Users who require access to both ET plus TE must complete **Coordinator** or **Proctor** certification, or both.

The set up of CASAS eTests Online user accounts is not automatic.

- When individuals complete coordinator or proctor certification, they must notify the person responsible for implementing the online system at their agency (i.e. Main Point-Of-Contact/MPOC), or TE Enhanced user. The MPOC or TE Enhanced user must "authorize" CASAS to enable access by sending an e-mail to the CASAS Technology Support Team at techsupport@casas.org. In other words, CASAS will not grant access to the online system without the MPOC's or TE Enhanced user's knowledge or approval.
- o When so notified, CASAS will place users in a <u>CASAS Controlled Access Group</u> as directed – or – if previously assigned to a TE group created by the TE Enhanced user, CASAS augments that user's rights to include **Coordinator** and **Proctor** access as authorized.

The MPOC can be the primary contact for the agency; the person responsible for implementing ET/TE Online at the agency; or the TE Enhanced user managing the agency's online database.

Menu and Data Access for CASAS – Controlled Access Groups

Each Access Group controlled by CASAS has pre-set access rights to menus and data in TE and miscellaneous rights in ET. Users placed in a CASAS - Controlled Access Group inherit these pre-set rights. Therefore, it is not necessary to set rights at the individual User account when a user is associated with an Access Group (regardless if the group is CASAS controlled or agency created).

Menu Access Rights in TE		Data Access Rights in TE
Shaded Box:		Shaded Box:
 By default, shaded boxes indicate that no specific access rights to menus are set for the User, which means all rights are granted. If the User is a member of an Access Group, shaded boxes indicate that access rights to menus are inherited from the associated group. 		 By default, shaded boxes indicate that no access rights to data are set for the User, which means all rights are denied. If the User is a member of an Access Group, shaded boxes indicate that access rights to data are inherited from the associated group.
Checked Box:	1	Checked Box:
A checked box indicates that access to specific menus is granted for the User where an associated Access Group otherwise denies access.		A checked box indicates that access to specific data is granted for the User where an associated Access Group otherwise denies access.
Empty Box:		Empty Box:
An empty box indicates that access to a specific menu is denied for the User where an associated Access Group otherwise grants access.		An empty box indicates that access to specific data is denied for the User where an associated Access Group otherwise grants access.

The following pages define pre-set rights per CASAS – Controlled Access Group.



ET Proctor Access Group

		·		7	_
✓ File		Users		Programs	-
Change Password	=	Access Groups		✓ Enrollments	
Options		Test Administrations		Records	
✓ View		Forms	=	✓ Tests	
Dashboard		Assessment Forms		Certificates	
✓ Shortcuts		Additional Assessments		Employment History	
✓ Organization		Special Programs		Places of Employment	=
✓ Agencies		✓ Testing Stations		✓ Reports	
✓ Sites		✓ Testing Sessions		✓ CASAS eTests	
Classes		Records		Next Assigned Test	
Definitions		✓ Students		✓ Personal Score Report	
Instances		Demographics		eTests Administrations	
Personnel		✓ In program years		WTU Balance	
Registration		✓ Records		WTU Balance Summary	
Employment Records		Classes		Demographics	
Functional Roles				Demographic Detail	
Professional Status		Enrollments		Demographic Summary	
Trofessional Status		Records	•	_ somegraphic summary	•
^-					
Instructional Hours		By Form		State Reports	
Program Outcomes		By Competency		California	
Enrollment (Entry) Summary		Learning Gains		Payment Points	
Enrollment (Update) Summary		Class		Student Gains	
Labor Force Detail		Summary		EL Civics Additional Assessment Detail	
Labor Force Summary		Comparison		EL Civics Additional Assessment Summary	
✓ Test Results		Test Response		Federal Reports	
Skills Profile		Class		NRS Tables 1-12	
✓ Individual Skills Profile	=	✓ Test History		NRS Tables Summary Audit	
✓ Individual Skills Profile Summary		✓ Summary		NRS Tables Detail Audit	
		Consumer Reports	=	NRS Tables Monitor	
Competency Performance		Consumer Skills Profile		NRS Performance	_
Student		Data Management			=
Summary		Data Integrity		Persister Management	-
Content Standards		Data Integrity Detail		Core Performance Measure	
Student		Student Profile		Core Performance California	
Summary				Core Performance Summary Audit	
By NRS Level		Teacher Detail	•	Core Performance Diagnostics	•
Ad Hoc NRS Tables		Data Upload Control Panel			
✓ My Reports		California Core Performance Wizard			
Report Locator Wizard		Additional Assessments Import Wizard			
Reports Manager		✓ Help			
Dashboard Sources		Contents	=		
Percentage of Paired Scores		Release Notes	-		
		The control to the particular in the control of the			
Students by Category Drop Reasons					
NRS Performance					
eTests Administration					
Ad Hoc Reporting					
Tools					
Scanning Wizard					
3rd Party Import Wizard					
Class Replication Wizard	=				
Proxy Wizard					
TE to TE Import/Export Wizard	•				



ET Proctor Access Group

Data Access Rights (TOPSpro Enterprise)

Lister / Record Type	✓ List Records	✓ View Record	Create Record	Update Record	Delete Record	Check Al
Agencies	V	V				
Program Years	V	V				
Sites	V	V				
Class Definitions	V	V				
Class Instances	V	V				
Testing Stations	V	V				1
Testing Sessions	V	V				1
Test Administrations	V	V				
Core Performance Measures	V	V				1
Core Performance Surveys	V	V				
Personnel	V	V				
Personnel Employment	V	V				
Functional Roles	V	V				
Professional Status	V	V				
Students	V	V				
In Program Years	V	V		n i		
Tests	V	V				
Student Records	V	V				
Class Enrollments	V	V				
Class Records	V	V				
Program Enrollments	V	V				
Program Records	7	V				
Demographic History	V	V				
Employment History	V	V				
Certificates	V	V				
Access Groups	V	V				
Users	~	V				
Special Programs	V	V				
Assessment Forms	V	V				V
Additional Assessments	V	V				1
Places of Employment	V	V				
Reports Manager	7	V	V	V	1	1

Miscellaneous Rights (CASAS eTests Online)

Rights: Supervise Tests Administration

Access Management Console

Initiate/Confirm Station Registration

Rights to access CASAS eTests Online are controlled by CASAS and set at the **ET Proctor Access Group** verified by completion of **Proctor Certification**.



ET Coordinator Access Group

✓ File		✓ Users		✓ Programs	-
✓ Change Password	=	Access Groups		✓ Enrollments	
Options		✓ Test Administrations		Records	
View		Forms		✓ Tests	
✓ Dashboard		✓ Assessment Forms	=	Certificates	
✓ Shortcuts		EST ANNUAL CONTROL OF		Employment History	
		Additional Assessments		A CONTRACTOR CONTRACTO	=
✓ Organization		Special Programs		Places of Employment	
✓ Agencies		▼ Testing Stations		✓ Reports	
✓ Sites		✓ Testing Sessions		✓ CASAS eTests	
Classes		Records		✓ Next Assigned Test	
Definitions		✓ Students		✓ Personal Score Report	
Instances		✓ Demographics		✓ eTests Administrations	
Personnel		✓ In program years		✓ WTU Balance	
Registration				✓ WTU Balance Summary	
The second secon		Records		The second secon	
Employment Records		Classes		Demographics	
Functional Roles		Enrollments		Demographic Detail	
Professional Status	-	Records		Demographic Summary	-
				(C)	
Instructional Hours	_	By Form	-	State Reports	_
Program Outcomes		By Competency		California	
Enrollment (Entry) Summary		Learning Gains		Payment Points	
Enrollment (Update) Summary		Class		Student Gains	
Labor Force Detail		Summary		EL Civics Additional Assessment Detail	
		Comparison		EL Civics Additional Assessment Summary	
Labor Force Summary		Test Response			
✓ Test Results				Federal Reports	
Skills Profile	=	Class		NRS Tables 1-12	
✓ Individual Skills Profile		✓ Test History		NRS Tables Summary Audit	
✓ Individual Skills Profile Summary		✓ Summary		NRS Tables Detail Audit	
Competency Performance		Consumer Reports	=	NRS Tables Monitor	
✓ Student		Consumer Skills Profile		NRS Performance	
✓ Summary		Data Management		Persister	=
Annual Section Control of the Contro		Data Integrity			
Content Standards		Data Integrity Detail		Core Performance Measure	
Student				Core Performance California	
Summary		Student Profile		Core Performance Summary Audit	
By NRS Level	•	Teacher Detail		Core Performance Diagnostics	•
		C Set Webst Sector Second	-		
Ad Hoc NRS Tables		Data Upload Control Panel			
✓ My Reports		California Core Performance Wizard			
Report Locator Wizard		Additional Assessments Import Wizard			
✓ Reports Manager		✓ Help			
✓ Dashboard Sources		✓ Contents	=		
Percentage of Paired Scores		✓ Release Notes	-		
Students by Category					
Drop Reasons					
NRS Performance					
✓ eTests Administration					
Ad Hoc Reporting					
✓ Tools					
Scanning Wizard					
✓ 3rd Party Import Wizard					
Class Replication Wizard	=				
Proxy Wizard					
TE to TE Import/Export Wizard					



ET Coordinator Access Group

Data Access Rights (TOPSpro Enterprise)

Lister / Record Type	✓ List Records	✓ View Record	Create Record	Update Record	Delete Record	Check Al
Agencies	V	V				
Program Years	V	V	✓	V	✓	V
Sites	V	V				
Class Definitions	V	V				
Class Instances	V	V				
Testing Stations	V	V				V
Testing Sessions	1	V				V
Test Administrations	V	V				
Core Performance Measures	V	V				1
Core Performance Surveys	V	V				
Personnel	v	V				
Personnel Employment	V	V				
Functional Roles	V	V				
Professional Status	V	V				
Students	v	V	V	V	V	1
In Program Years	V	V	V	V	V	1
Tests	V	V	✓	V	V	V
Student Records	V	V	V	V	V	1
Class Enrollments	V	V				
Class Records	7	V				
Program Enrollments	V	V	V	V	V	V
Program Records	V	V				
Demographic History	V	V	V	V	V	1
Employment History	V	V				
Certificates	V	V				
Access Groups	V	V				
Users	V	V			V	
Special Programs	V	V				
Assessment Forms	7	V				V
Additional Assessments	V	V				1
Places of Employment	V	V				
Reports Manager	7	V		7	7	V

Miscellaneous Rights (CASAS eTests Online)

Rights: Create/Edit Sessions

Access Management Console

Initiate/Confirm Station Registration

Unregister Station

Rights to access CASAS eTests Online are controlled by CASAS and set at the ET Proctor Access Group verified by completion of Coordinator Certification.



ET Coordinator/Proctor Access Group

✓ File	✓ Users		-	✓ Programs	
Change Password		Groups		✓ Enrollments	
✓ Options		dministrations		Records	
✓ View				▼ Tests	
✓ Dashboard	Forms		=	Certificates	
		essment Forms		Employment History	
Shortcuts		litional Assessments			=
✓ Organization		l Programs		Places of Employment	Ш
✓ Agencies	✓ Testin			▼ Reports	
✓ Sites	✓ Testin	g Sessions		✓ CASAS eTests	
Classes	✓ Records			✓ Next Assigned Test	
Definitions	✓ Stude	nts		Personal Score Report	
Instances	✓ Der	nographics		▼ eTests Administrations	
Personnel	✓ In	program years		✓ WTU Balance	
Registration	✓ Red	ords		✓ WTU Balance Summary	
Employment Records	Classe	s		Demographics	
Functional Roles	Enr	ollments		Demographic Detail	
Professional Status	Red	rords	-]	Demographic Summary	-
				90 HP 100	
		200 A CO CO A CO CO A CO CO A CO	$\overline{}$		
Instructional Hours			_	State Reports	-
Program Outcomes		By Competency		California	
Enrollment (Entry) Summary	Lea	rning Gains		Payment Points	
Enrollment (Update) Summary		Class		Student Gains	
Labor Force Detail		Summary		EL Civics Additional Assessment Detail	
Labor Force Summary		Comparison		EL Civics Additional Assessment Summary	
✓ Test Results	Tes	t Response		Federal Reports	
Skills Profile		Class		NRS Tables 1-12	
✓ Individual Skills Profile	▼ Tes	t History		NRS Tables Summary Audit	
✓ Individual Skills Profile Summary		Summary		NRS Tables Detail Audit	
Competency Performance	(1000)	-5.000-00-00-00	=	NRS Tables Monitor	
Section of the sectio		sumer Skills Profile		NRS Performance	
Student		Management			=
✓ Summary		a Integrity		Persister	
Content Standards	,			Core Performance Measure	
Student		a Integrity Detail		Core Performance California	
Summary	3	dent Profile		Core Performance Summary Audit	
By NRS Level	Tea	cher Detail	▼	Core Performance Diagnostics	•
					_
Ad Hoc NRS Tables	Data (Jpload Control Panel	-		
Ad the title rabies		nia Core Performance Wizard			
My Reports		onal Assessments Import Wizard			
Report Locator Wizard	✓ Help	[
Reports Manager		nte	=		
✓ Dashboard Sources	Conte	The second secon			
Percentage of Paired Scores	✓ Releas	e Notes	•		
Students by Category					
Drop Reasons					
NRS Performance					
✓ eTests Administration					
Ad Hoc Reporting					
✓ Tools					
✓ Scanning Wizard					
✓ 3rd Party Import Wizard					
Class Replication Wizard	=				
Proxy Wizard					
= '					



ET Coordinator/Proctor Access Group

Data Access Rights (TOPSpro Enterprise)

Lister / Record Type	✓ List Records	✓ View Record	Create Record	Update Record	Delete Record	Check Al
Agencies	>	V				
Program Years	✓	V	✓	V	V	V
Sites	V	V				
Class Definitions	V	V				
Class Instances	V	V				
Testing Stations	V	V				1
Testing Sessions	V	V				1
Test Administrations	V	V				
Core Performance Measures	>	V				V
Core Performance Surveys	V	V				
Personnel	~	~				
Personnel Employment	V	V				
Functional Roles	V	V				
Professional Status	~	~				
Students	V	V	✓	V	V	1
In Program Years	>	V	V	V	V	1
Tests	1	V	V	V	V	1
Student Records	~	V	✓	V	V	1
Class Enrollments	V	V				
Class Records	V	V				
Program Enrollments	7	~	✓	V	V	V
Program Records	~	~				
Demographic History	V	V	✓	V	V	V
Employment History	>	~				
Certificates	1	V				
Access Groups	✓	V				
Users	~	V			V	
Special Programs	~	V				
Assessment Forms	~	V				V
Additional Assessments	1	V				V
Places of Employment	~	V				
Reports Manager	7	7		V	V	1

Miscellaneous Rights (CASAS eTests Online)

Rights: Create/Edit Sessions

Supervise Tests Administration

Access Management Console

Initiate/Confirm Station Registration

Unregister Station

Rights to access CASAS eTests Online are controlled by CASAS and set at the ET Proctor **Access Group** verified by completion of Coordinator Certification.and Proctor Certification.



ET Tech Access Group

o Enterprise)

✓ File	_
✓ Change Password	
Options	
✓ View	
✓ Dashboard	
✓ Shortcuts	
✓ Organization	
Agencies	
✓ Sites	
✓ Classes	
✓ Definitions	
✓ Instances	
Personnel	
✓ Registration	
✓ Employment Records	
✓ Functional Roles	
✓ Professional Status	•
✓ Instructional Hours	
✓ Program Outcomes	
✓ Enrollment (Entry) Summary	
✓ Enrollment (Update) Summary	
✓ Labor Force Detail	
✓ Labor Force Summary	

✓ Users	_
✓ Access Groups	
▼ Test Administrations	
Forms	_
✓ Assessment Forms	
✓ Additional Assessments	
✓ Special Programs	
▼ Testing Stations	
✓ Testing Sessions	
✓ Records	
✓ Students	
✓ Demographics	
✓ In program years	
Records	
✓ Classes	
✓ Enrollments	
✓ Records	-

✓ Programs	_
Enrollments	
Records	
✓ Tests	
✓ Certificates	
✓ Places of Employment	=
Reports	
✓ CASAS eTests	
✓ Next Assigned Test	
✓ Personal Score Report	
✓ eTests Administrations	
✓ WTU Balance	
✓ WTU Balance Summary	
✓ Demographics	
✓ Demographic Detail	
✓ Demographic Summary	~

✓ Instructional Hours	•
✓ Program Outcomes	
Enrollment (Entry) Summary	
Enrollment (Update) Summary	
✓ Labor Force Detail	
✓ Labor Force Summary	
✓ Test Results	
Skills Profile	
✓ Individual Skills Profile	=
Individual Skills Profile Summary	
Competency Performance	
✓ Student	
✓ Summary	
Content Standards	
✓ Student	
✓ Summary	
✓ By NRS Level	-

⊘ By Form	-
■ By Competency	
✓ Learning Gains	
✓ Class	
✓ Summary	
✓ Comparison	
✓ Test Response	
✓ Class	
✓ Test History	
✓ Summary	
Consumer Reports	=
Consumer Skills Profile	
✓ Data Management	
✓ Data Integrity	
✓ Data Integrity Detail	
Student Profile	
▼ Teacher Detail	

✓ State Reports	-
✓ California	
✓ Payment Points	
✓ Student Gains	
 EL Civics Additional Assessment Detail 	
EL Civics Additional Assessment Summary	
▼ Federal Reports	
NRS Tables 1-12	
NRS Tables Summary Audit	
✓ NRS Tables Detail Audit	
✓ NRS Tables Monitor	
✓ NRS Performance	
✓ Persister	=
✓ Core Performance Measure	
✓ Core Performance California	
✓ Core Performance Summary Audit	
Core Performance Diagnostics	-



Data Upload Control Panel	-
✓ California Core Performance Wizard	
Additional Assessments Import Wizard	
✓ Help	
✓ Contents	=
✓ Release Notes	-



ET Tech Access Group

Data Access Rights (TOPSpro Enterprise)

Lister / Record Type	List Records	View Record	Create Record	Update Record	Delete Record	Check All
Agencies						
Program Years						
Sites						
Class Definitions						
Class Instances						
Testing Stations	✓	✓				✓
Testing Session Templates						
Testing Sessions						
Test Administrations						
Core Performance Measures						
Core Performance Surveys						
Personnel						
Personnel Employment						
Functional Roles						
Professional Status						
Assignments						
Students						
In Program Years						
Tests						
Student Records						
Class Enrollments						
Class Records						
Program Enrollments						
Program Records						
Demographic History						
Employment History						
Certificates						
Access Groups						
Users						
Special Programs						
Assessment Forms						
Field Tests						
Form Sections						
Form Items						
Additional Assessments						
Places of Employment						
Scoring Project Settings						
Reports Manager						

Miscellaneous Rights (CASAS eTests Online)

Rights: Access Management Console

Unregister Station

Register Station Without Confirmation

Rights to access CASAS eTests Online are controlled by CASAS and set at the **ET Tech Access Group** by authorization from the MPOC or TE Enhanced user.



TE Basic Access Group

✓ File	✓ Users		-	✓ Programs	
Change Password		Groups		✓ Enrollments	
✓ Options		dministrations		Records	
✓ View				▼ Tests	
✓ Dashboard	Forms		=	Certificates	
		essment Forms		Employment History	
Shortcuts		litional Assessments			=
✓ Organization		l Programs		Places of Employment	Ш
✓ Agencies	✓ Testin			▼ Reports	
✓ Sites	✓ Testin	g Sessions		✓ CASAS eTests	
Classes	✓ Records			✓ Next Assigned Test	
Definitions	✓ Stude	nts		Personal Score Report	
Instances	✓ Der	nographics		▼ eTests Administrations	
Personnel	✓ In	program years		✓ WTU Balance	
Registration	✓ Red	ords		✓ WTU Balance Summary	
Employment Records	Classe	s		Demographics	
Functional Roles	Enr	ollments		Demographic Detail	
Professional Status	Red	rords	-]	Demographic Summary	-
				90 HP 100	
		200 A CO CO A CO CO A CO CO A CO	$\overline{}$		
Instructional Hours			_	State Reports	-
Program Outcomes		By Competency		California	
Enrollment (Entry) Summary	Lea	rning Gains		Payment Points	
Enrollment (Update) Summary		Class		Student Gains	
Labor Force Detail		Summary		EL Civics Additional Assessment Detail	
Labor Force Summary		Comparison		EL Civics Additional Assessment Summary	
✓ Test Results	Tes	t Response		Federal Reports	
Skills Profile		Class		NRS Tables 1-12	
✓ Individual Skills Profile	▼ Tes	t History		NRS Tables Summary Audit	
✓ Individual Skills Profile Summary		Summary		NRS Tables Detail Audit	
Competency Performance	(1000)	-5.000-00-00-00	=	NRS Tables Monitor	
Section of the sectio		sumer Skills Profile		NRS Performance	
Student		Management			=
✓ Summary		a Integrity		Persister	
Content Standards	,			Core Performance Measure	
Student		a Integrity Detail		Core Performance California	
Summary	3	dent Profile		Core Performance Summary Audit	
By NRS Level	Tea	cher Detail	▼	Core Performance Diagnostics	•
					_
Ad Hoc NRS Tables	Data (Jpload Control Panel	-		
Ad the title rabies		nia Core Performance Wizard			
My Reports		onal Assessments Import Wizard			
Report Locator Wizard	✓ Help	[
Reports Manager		nte	=		
✓ Dashboard Sources	Conte	The second secon			
Percentage of Paired Scores	✓ Releas	e Notes	•		
Students by Category					
Drop Reasons					
NRS Performance					
✓ eTests Administration					
Ad Hoc Reporting					
✓ Tools					
✓ Scanning Wizard					
✓ 3rd Party Import Wizard					
Class Replication Wizard	=				
Proxy Wizard					
= '					



TE Basic Access Group

Data Access Rights (TOPSpro Enterprise)

Lister / Record Type	✓ List Records	✓ View Record	Create Record	Update Record	Delete Record	Check Al
Agencies	V	V				
Program Years	✓	V	V	V	✓	1
Sites	1	V				
Class Definitions	V	V				
Class Instances	V	V				
Testing Stations	V	V				V
Testing Sessions	V	V				1
Test Administrations	V	V				
Core Performance Measures	V	V				V
Core Performance Surveys	V	V				
Personnel	V	V				
Personnel Employment	V	V				
Functional Roles	V	V				
Professional Status	V	V				
Students	V	V	V	V	V	V
In Program Years	V	V	V	V	V	V
Tests	1	4	V	V	V	~
Student Records	V	V	V	V	1	1
Class Enrollments	V	V				
Class Records	V	V				
Program Enrollments	V	V	V	V	V	~
Program Records	V	V				
Demographic History	V	V	V	V	V	~
Employment History	V	V				
Certificates	V	V				
Access Groups	V	V				
Users	✓	V			✓	
Special Programs	V	✓				
Assessment Forms	V	✓				1
Additional Assessments	V	V				V
Places of Employment	V	✓				
Reports Manager	1	1	V	1	V	1

Miscellaneous Rights (CASAS eTests Online)

No miscellaneous rights are set for the TE Basic Access Group.

CASAS offers the **TE Basic Access Group** to "basic" users who need access to their online data without completion of coordinator and proctor certification. Only when a user also needs access to CASAS eTests Online is coordinator and proctor certification required.



TE Enhanced Access Group

pro Enterprise)

Menu Access Rights (T	'OPSp
▼ File	_
Change Password	
Options	-
View	
✓ Dashboard	
✓ Shortcuts	
✓ Organization	
✓ Agencies	
✓ Sites	
✓ Classes	
✓ Definitions	
✓ Instances	
✓ Personnel	
Registration	
✓ Employment Records	
✓ Functional Roles	
✓ Professional Status	•
✓ Instructional Hours	•
✓ Program Outcomes	
Enrollment (Entry) Summary	
✓ Enrollment (Update) Summary	
✓ Labor Force Detail	
✓ Labor Force Summary	
✓ Test Results	

✓ Users	_
✓ Access Groups	
▼ Test Administrations	
Forms	=
✓ Assessment Forms	
✓ Additional Assessments	
Special Programs	
Testing Stations	
✓ Testing Sessions	
✓ Records	
✓ Students	
✓ Demographics	
✓ In program years	
✓ Records	
✓ Classes	
✓ Enrollments	
✓ Records	•
· interior	

✓ Programs	_
✓ Enrollments	
Records	
✓ Tests	
✓ Certificates	
Employment History	
✓ Places of Employment	=
✓ Reports	
✓ CASAS eTests	
✓ Next Assigned Test	
✓ Personal Score Report	
eTests Administrations	
✓ WTU Balance	
✓ WTU Balance Summary	
✓ Demographics	
✓ Demographic Detail	
✓ Demographic Summary	-

✓ Instructional Hours	•
✓ Program Outcomes	
✓ Enrollment (Entry) Summary	
✓ Enrollment (Update) Summary	
✓ Labor Force Detail	
✓ Labor Force Summary	
▼ Test Results	
✓ Skills Profile	
✓ Individual Skills Profile	=
✓ Individual Skills Profile Summary	
✓ Competency Performance	
✓ Student	
✓ Summary	
Content Standards	
✓ Student	
✓ Summary	
✓ By NRS Level	-

✓ By Form	•
✓ By Competency	
✓ Learning Gains	
✓ Class	
✓ Summary	
✓ Comparison	
✓ Test Response	
✓ Class	
✓ Test History	
✓ Summary	
✓ Consumer Reports	=
Consumer Skills Profile	
✓ Data Management	
✓ Data Integrity	
✓ Data Integrity Detail	
✓ Student Profile	
▼ Teacher Detail	•

✓ State Reports	-
✓ California	
✓ Payment Points	
✓ Student Gains	
✓ EL Civics Additional Assessment Detail	
 EL Civics Additional Assessment Summary 	
▼ Federal Reports	
✓ NRS Tables 1-12	
✓ NRS Tables Summary Audit	
✓ NRS Tables Detail Audit	
✓ NRS Tables Monitor	
✓ NRS Performance	
Persister	=
✓ Core Performance Measure	
✓ Core Performance California	
✓ Core Performance Summary Audit	
Core Performance Diagnostics	

✓ Ad Hoc NRS Tables	-
✓ My Reports	
Report Locator Wizard	
Reports Manager	
✓ Dashboard Sources	
✓ Percentage of Paired Scores	
✓ Students by Category	
✓ Drop Reasons	
NRS Performance	
✓ Ad Hoc Reporting	
✓ Tools	
Scanning Wizard	
3rd Party Import Wizard	
✓ Class Replication Wizard	=
✓ Proxy Wizard	
✓ TE to TE Import/Export Wizard	-

Data Upload Control Panel	-
✓ California Core Performance Wizard	
Additional Assessments Import Wizard	
✓ Help	
✓ Contents	=
✓ Release Notes	-



TE Enhanced Access Group

Data Access Rights (TOPSpro Enterprise)

Lister / Record Type	✓ List Records	✓ View Record	Create Record	Update Record	Delete Record	Check Al
Agencies	V	V				
Program Years	✓	V	V	V	V	V
Sites	✓	V	V	V	V	1
Class Definitions	V	V	V	V	V	V
Class Instances	V	V	V	V	V	V
Testing Stations	1	V				1
Testing Sessions	V	V				1
Test Administrations	V	V				
Core Performance Measures	V	V				1
Core Performance Surveys	V	V		V		1
Personnel	V	V	✓	V	V	V
Personnel Employment	V	V	✓	V	V	V
Functional Roles	V	V	✓	V	V	V
Professional Status	V	V	V	V	V	V
Students	V	V	✓	V	V	V
In Program Years	V	V	✓	V	V	V
Tests	V	V	✓	V	V	1
Student Records	V	V	✓	V	V	V
Class Enrollments	V	1	✓	V	V	V
Class Records	V	V	V	V	V	V
Program Enrollments	V	V	✓	1	V	V
Program Records	V	V	✓	V	V	1
Demographic History	V	V	✓	V	V	V
Employment History	V	V	✓	V	V	V
Certificates	V	V	V	V	V	V
Access Groups	V	V	V	V	V	V
Users	v	V	V	V	V	V
Special Programs	V	✓	V	V	V	V
Assessment Forms	V	V				V
Additional Assessments	~	V				V
Places of Employment	~	V	✓	V	V	V
Reports Manager	1	7	V	V	V	V

Miscellaneous Rights (CASAS eTests Online)

No miscellaneous rights are set for the TE Enhanced Access Group.

Rights to access CASAS eTests Online are set at the "enhanced" **User** account verified by completion of <u>Coordinator Certification</u> and <u>Proctor Certification</u>. Only when a user also needs access to CASAS eTests Online is coordinator and proctor certification required.



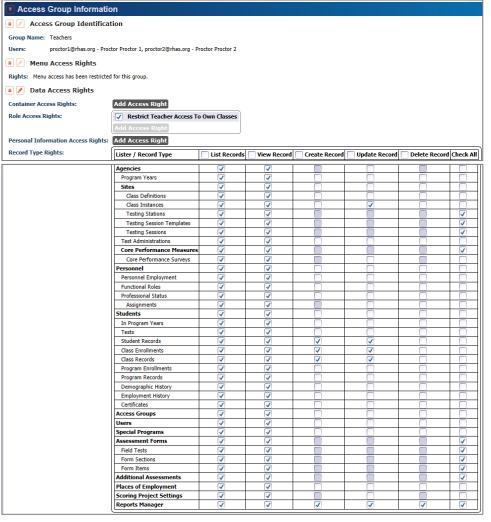
Sample Teacher Access Group

✓ File		Users		Records
✓ Change Password	=	Access Groups		Programs
Options		Test Administrations		Enrollments
View		Forms		Records
Dashboard		Field Tests	[=]	✓ Tests
Shortcuts		Assessment Forms		Certificates
✓ Organization		Additional Assessments		Employment History
Agencies		Special Programs		Places of Employment
Sites		Testing Stations		Reports
		Testing Sessions		✓ CASAS eTests
✓ Classes		✓ Records		✓ Next Assigned Test
Definitions		✓ Students		✓ Personal Score Report
✓ Instances		✓ Demographics		eTests Administrations
Personnel		In program years		WTU Balance
Registration				
Employment Records		Records		WTU Balance Summary
Functional Roles		Classes		Demographics
Professional Status	•	Enrollments		Demographic Detail
Demographic Summary		Pr. NPS Lovel	_	Teacher Detail
Instructional Hours		By NRS Level		Teacher Decar
Program Outcomes		By Form		State Reports
Enrollment (Entry) Summary		By Competency		California
		Learning Gains		Payment Points (NEW)
Enrollment (Update) Summary		Student Learning Gains		Student Gains (NEW)
Labor Force Detail		Learning Gains Summary		EL Civics Additional Assessment Detail (NEW)
Labor Force Summary		Learning Gains Comparison		EL Civics Additional Assessment Summary (NE)
✓ Test Results	=	▼ Test Response		Payment Points (OLD)
Skills Profile		✓ Class Profile		Payment Points (OLD)
✓ Individual Skills Profile		✓ Test History	=	Student Gains (OLD)
✓ Individual Skills Profile Summary		✓ Student Test Summary		EL Civics Additional Assessment Detail (OLD
Competency Performance		Consumer Reports		EL Civics Additional Assessment Summary (
✓ Student Competency Performance		Consumer Skills Profile		Federal Reports
✓ Competency Performance Summary		Data Management		NRS Tables 1-12
✓ Content Standards		Data Integrity		NRS Tables Summary Audit
✓ Student Content Standard Performance		Data Integrity Detail		NRS Tables Detail Audit
 Content Standard Performance Summary 	•	Student Profile		NRS Tables Monitor
NDC Perfermance		Tools		
NRS Performance		Scanning Wizard		
Persister				
Core Performance Measure		3rd Party Import Wizard		
Core Performance California		Class Replication Wizard		
Core Performance Summary Audit		Proxy Wizard		
Core Performance Diagnostics		TE to TE Import/Export Wizard		
Ad Hoc NRS Tables		Data Upload Control Panel		
My Reports		California Core Performance Wizard		
Report Locator Wizard		Additional Assessments Import Wizard		
✓ Reports Manager		Scheduler		
Dashboard Sources		✓ Help		
Percentage of Paired Scores		✓ Contents	=	
Students by Category		✓ Release Notes		
Drop Reasons	=			
NRS Performance				
eTests Administration				
1				



Sample Teacher Access Group

Data Access Rights (TOPSpro Enterprise)



Miscellaneous Rights (CASAS eTests Online)

No miscellaneous rights are set for the *Sample* Teacher Access Group.

Only when a user also needs access to CASAS eTests Online does CASAS need to be notified and authorized by the MPOC or TE Enhanced user to grant access.

Rights to access CASAS eTests Online are controlled by CASAS and verified by completion of <u>Coordinator Certification</u>.and <u>Proctor Certification</u>.

