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, **B** = Basic, **E** = Enhanced).

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

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.**

  o 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 [CASAS Controlled Access Group](#) 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: • **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.		**Shaded Box:** • **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: • A checked box indicates that access to specific menus is **granted** for the User where an associated Access Group otherwise denies access.		**Checked Box:** • A checked box indicates that access to specific data is **granted** for the User where an associated Access Group otherwise denies access.
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.		**Empty Box:** • 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

Menu Access Rights (TOPSpro Enterprise)

Column 1:
- ☑ File
  - ☑ Change Password
  - ☑ Options...
- ☑ View
  - ☑ Dashboard
  - ☑ Shortcuts
- ☑ Organization
  - ☑ Agencies
  - ☑ Sites
  - ☐ Classes
    - ☐ Definitions
    - ☐ Instances
  - ☐ Personnel
    - ☐ Registration
    - ☐ Employment Records
    - ☐ Functional Roles
    - ☐ Professional Status

Column 2:
- ☐ 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

Column 3:
- ☑ 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

Column 4:
- ☐ 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

Column 5:
- ☐ 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

Column 6:
- ☐ 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

Column 7:
- ☐ Ad Hoc NRS Tables
- ☑ My Reports
- ☑ Report Locator Wizard...
- ☑ Reports Manager
- ☐ Dashboard Sources
  - ☐ Percentage of Paired Scores
  - ☐ 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

Column 8:
- ☐ Data Upload Control Panel
- ☐ California Core Performance Wizard
- ☐ Additional Assessments Import Wizard
- ☑ Help
  - ☑ Contents
  - ☑ Release Notes

ET Proctor 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 Sessions	✓	✓	☐	☐	☐	✓
Test Administrations	✓	✓	☐	☐	☐	☐
Core Performance Measures	✓	✓	☐	☐	☐	✓
Core Performance Surveys	✓	✓	☐	☐	☐	☐
Personnel	✓	✓	☐	☐	☐	☐
Personnel Employment	✓	✓	☐	☐	☐	☐
Functional Roles	✓	✓	☐	☐	☐	☐
Professional Status	✓	✓	☐	☐	☐	☐
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	✓	✓	☐	☐	☐	✓
Additional Assessments	✓	✓	☐	☐	☐	✓
Places of Employment	✓	✓	☐	☐	☐	☐
Reports Manager	✓	✓	✓	✓	✓	✓

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

Menu Access Rights (TOPSpro Enterprise)

Panel 1:
- ☑ File
  - ☑ Change Password
  - ☑ Options...
- ☑ View
  - ☑ Dashboard
  - ☑ Shortcuts
- ☑ Organization
  - ☑ Agencies
  - ☑ Sites
  - ☐ Classes
    - ☐ Definitions
    - ☐ Instances
  - ☐ Personnel
    - ☐ Registration
    - ☐ Employment Records
    - ☐ Functional Roles
    - ☐ Professional Status

Panel 2:
- ☑ 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

Panel 3:
- ☑ 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

Panel 4:
- ☐ 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

Panel 5:
- ☐ 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

Panel 6:
- ☐ 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

Panel 7:
- ☐ Ad Hoc NRS Tables
- ☑ My Reports
- ☑ Report Locator Wizard...
- ☑ Reports Manager
- ☑ Dashboard Sources
  - ☐ Percentage of Paired Scores
  - ☐ 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

Panel 8:
- ☐ Data Upload Control Panel
- ☐ California Core Performance Wizard
- ☐ Additional Assessments Import Wizard
- ☑ Help
  - ☑ Contents
  - ☑ Release Notes

ET Coordinator 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 Sessions	✓	✓				✓
Test Administrations	✓	✓				
Core Performance Measures	✓	✓				✓
Core Performance Surveys	✓	✓				
Personnel	✓	✓				
Personnel Employment	✓	✓				
Functional Roles	✓	✓				
Professional Status	✓	✓				
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	✓	✓				✓
Additional Assessments	✓	✓				✓
Places of Employment	✓	✓				
Reports Manager	✓	✓	✓	✓	✓	✓

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

Menu Access Rights (TOPSpro Enterprise)

Column 1:
- ☑ File
  - ☑ Change Password
  - ☑ Options...
- ☑ View
  - ☑ Dashboard
  - ☑ Shortcuts
- ☑ Organization
  - ☑ Agencies
  - ☑ Sites
  - ☐ Classes
    - ☐ Definitions
    - ☐ Instances
  - ☐ Personnel
    - ☐ Registration
    - ☐ Employment Records
    - ☐ Functional Roles
    - ☐ Professional Status

Column 2:
- ☑ 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

Column 3:
- ☑ 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

Column 4:
- ☐ 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

Column 5:
- ☐ 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

Column 6:
- ☐ 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

Column 7:
- ☐ Ad Hoc NRS Tables
- ☑ My Reports
- ☑ Report Locator Wizard...
- ☑ Reports Manager
- ☑ Dashboard Sources
  - ☐ Percentage of Paired Scores
  - ☐ 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

Column 8:
- ☐ Data Upload Control Panel
- ☐ California Core Performance Wizard
- ☐ Additional Assessments Import Wizard
- ☑ Help
  - ☑ Contents
  - ☑ Release Notes

ET Coordinator/Proctor 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 Sessions	✓	✓				✓
Test Administrations	✓	✓	☐	☐	☐	☐
Core Performance Measures	✓	✓				✓
Core Performance Surveys	✓	✓		☐		☐
Personnel	✓	✓	☐	☐	☐	☐
Personnel Employment	✓	✓	☐	☐	☐	☐
Functional Roles	✓	✓	☐	☐	☐	☐
Professional Status	✓	✓	☐	☐	☐	☐
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	✓	✓				✓
Additional Assessments	✓	✓				✓
Places of Employment	✓	✓	☐	☐	☐	☐
Reports Manager	✓	✓	✓	✓	✓	✓

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](#).

Access Groups

ET Tech Access Group

Menu Access Rights (TOPSpro Enterprise)

Column 1
- ☑ File
  - ☑ Change Password
  - ☑ Options...
- ☑ View
  - ☑ Dashboard
  - ☑ Shortcuts
- ☑ Organization
  - ☑ Agencies
  - ☑ Sites
  - ☑ Classes
    - ☑ Definitions
    - ☑ Instances
  - ☑ Personnel
    - ☑ Registration
    - ☑ Employment Records
    - ☑ Functional Roles
    - ☑ Professional Status

Column 2
- ☑ 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

Column 3
- ☑ 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

Column 4
- ☑ 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

Column 5
- ☑ 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

Column 6
- ☑ 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

Column 7
- ☑ Ad Hoc NRS Tables
- ☑ My Reports
- ☑ Report Locator Wizard...
- ☑ Reports Manager
- ☑ Dashboard Sources
  - ☑ Percentage of Paired Scores
  - ☑ 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

Column 8
- ☐ 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

Menu Access Rights (TOPSpro Enterprise)

Column 1:
- ☑ File
  - ☑ Change Password
  - ☑ Options...
- ☑ View
  - ☑ Dashboard
  - ☑ Shortcuts
- ☑ Organization
  - ☑ Agencies
  - ☑ Sites
  - ☐ Classes
    - ☐ Definitions
    - ☐ Instances
  - ☐ Personnel
    - ☐ Registration
    - ☐ Employment Records
    - ☐ Functional Roles
    - ☐ Professional Status

Column 2:
- ☑ 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

Column 3:
- ☑ 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

Column 4:
- ☐ 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

Column 5:
- ☐ 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

Column 6:
- ☐ 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

Column 7:
- ☐ Ad Hoc NRS Tables
- ☑ My Reports
- ☑ Report Locator Wizard...
- ☑ Reports Manager
- ☑ Dashboard Sources
  - ☐ Percentage of Paired Scores
  - ☐ 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

Column 8:
- ☐ Data Upload Control Panel
- ☐ California Core Performance Wizard
- ☐ Additional Assessments Import Wizard
- ☑ Help
  - ☑ Contents
  - ☑ Release Notes

TE Basic 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 Sessions	✓	✓				✓
Test Administrations	✓	✓				
Core Performance Measures	✓	✓				✓
Core Performance Surveys	✓	✓				
Personnel	✓	✓				
Personnel Employment	✓	✓				
Functional Roles	✓	✓				
Professional Status	✓	✓				
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	✓	✓				✓
Additional Assessments	✓	✓				✓
Places of Employment	✓	✓				
Reports Manager	✓	✓	✓	✓	✓	✓

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

Menu Access Rights (TOPSpro Enterprise)

Panel 1:
- ☑ File
  - ☑ Change Password
  - ☑ Options...
- ☑ View
  - ☑ Dashboard
  - ☑ Shortcuts
- ☑ Organization
  - ☑ Agencies
  - ☑ Sites
  - ☑ Classes
    - ☑ Definitions
    - ☑ Instances
  - ☑ Personnel
    - ☑ Registration
    - ☑ Employment Records
    - ☑ Functional Roles
    - ☑ Professional Status

Panel 2:
- ☑ 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

Panel 3:
- ☑ 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

Panel 4:
- ☑ 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

Panel 5:
- ☑ 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

Panel 6:
- ☑ 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

Panel 7:
- ☑ Ad Hoc NRS Tables
- ☑ My Reports
- ☑ Report Locator Wizard...
- ☑ Reports Manager
- ☑ Dashboard Sources
  - ☑ Percentage of Paired Scores
  - ☑ 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

Panel 8:
- ☐ 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 All
Agencies	✓	✓	☐	☐	☐	☐
Program Years	✓	✓	✓	✓	✓	✓
Sites	✓	✓	✓	✓	✓	✓
Class Definitions	✓	✓	✓	✓	✓	✓
Class Instances	✓	✓	✓	✓	✓	✓
Testing Stations	✓	✓	☐	☐	☐	✓
Testing Sessions	✓	✓	☐	☐	☐	✓
Test Administrations	✓	✓	☐	☐	☐	☐
Core Performance Measures	✓	✓	☐	☐	☐	✓
Core Performance Surveys	✓	✓	☐	✓	☐	✓
Personnel	✓	✓	✓	✓	✓	✓
Personnel Employment	✓	✓	✓	✓	✓	✓
Functional Roles	✓	✓	✓	✓	✓	✓
Professional Status	✓	✓	✓	✓	✓	✓
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	✓	✓	☐	☐	☐	✓
Additional Assessments	✓	✓	☐	☐	☐	✓
Places of Employment	✓	✓	✓	✓	✓	✓
Reports Manager	✓	✓	✓	✓	✓	✓

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 [Coordinator Certification](#) and [Proctor Certification](#).Only when a user also needs access to CASAS eTests Online is coordinator and proctor certification required.

Sample Teacher Access Group

Menu Access Rights (TOPSpro Enterprise)

Panel 1:
- ☑ File
  - ☑ Change Password
  - ☑ Options...
- ☑ View
  - ☐ Dashboard
  - ☐ Shortcuts
- ☑ Organization
  - ☐ Agencies
  - ☐ Sites
  - ☑ Classes
    - ☐ Definitions
    - ☑ Instances
  - ☐ Personnel
    - ☐ Registration
    - ☐ Employment Records
    - ☐ Functional Roles
    - ☐ Professional Status

Panel 2:
- ☐ Users
- ☐ Access Groups
- ☐ Test Administrations
- ☐ Forms
  - ☐ Field Tests
  - ☐ Assessment Forms
  - ☐ Additional Assessments
- ☐ Special Programs
- ☐ Testing Stations
- ☐ Testing Sessions
- ☑ Records
  - ☑ Students
    - ☑ Demographics
    - ☐ In program years
    - ☐ Records
  - ☐ Classes
    - ☐ Enrollments

Panel 3:
- ☐ Records
- ☐ 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

Panel 4:
- ☐ 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 Competency Performance
    - ☑ Competency Performance Summary
  - ☑ Content Standards
    - ☑ Student Content Standard Performance
    - ☑ Content Standard Performance Summary

Panel 5:
- ☐ By NRS Level
- ☐ By Form
- ☐ By Competency
- ☑ Learning Gains
  - ☑ Student Learning Gains
  - ☐ Learning Gains Summary
  - ☐ Learning Gains Comparison
- ☑ Test Response
  - ☑ Class Profile
- ☑ Test History
  - ☑ Student Test Summary
- ☐ Consumer Reports
  - ☐ Consumer Skills Profile
- ☐ Data Management
  - ☐ Data Integrity
  - ☐ Data Integrity Detail
  - ☐ Student Profile

Panel 6:
- ☐ Teacher Detail
- ☐ State Reports
  - ☐ California
    - ☐ Payment Points (NEW)
    - ☐ Student Gains (NEW)
    - ☐ EL Civics Additional Assessment Detail (NEW)
    - ☐ EL Civics Additional Assessment Summary (NEW)
    - ☐ Payment Points (OLD)
      - ☐ Payment Points (OLD)
      - ☐ Student Gains (OLD)
    - ☐ EL Civics Additional Assessment Detail (OLD)
    - ☐ EL Civics Additional Assessment Summary (OLD)
- ☐ Federal Reports
  - ☐ NRS Tables 1-12
  - ☐ NRS Tables Summary Audit
  - ☐ NRS Tables Detail Audit
  - ☐ NRS Tables Monitor

Panel 7:
- ☐ 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
  - ☐ eTests Administration
- ☐ Ad Hoc Reporting

Panel 8:
- ☐ 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
  - ☐ Scheduler
- ☑ Help
  - ☑ Contents
  - ☑ Release Notes

Sample Teacher Access Group

Data Access Rights (TOPSpro Enterprise)

Access Group Information

Access Group Identification

Group Name: Teachers

Users: proctor1@rhas.org - Proctor Proctor 1, proctor2@rhas.org - Proctor Proctor 2

Menu Access Rights

Rights: Menu access has been restricted for this group.

Data Access Rights

Container Access Rights: Add Access Right

Role Access Rights: ☑ Restrict Teacher Access To Own Classes

Add Access Right

Personal Information Access Rights: Add Access Right

Record Type Rights:

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)

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 Coordinator Certification.and Proctor Certification.