eTests® CASAS | TOPSpro® enterprise

Online

ACCESS GROUPS

CASAS Technology Support Team
techsupport@casas.org
8:00 am – 5:00 pm (Pacific), M – F
1-800-255-1036, option 2

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BRIEF: CASAS-Controlled vs. Agency-Controlled Access Groups

This document describes changes to coordinator and proctor online user accounts that separate CASAS eTests (ET) Online and TOPSpro Enterprise (TE) Online access into CASAS-controlled and agency-controlled access groups for optimal system performance and ease with user-account management.

This table identifies access groups controlled by CASAS and by the agency. Local agencies now have control over coordinator and proctor access to TE. Coordinators and proctors will no longer encounter conflicts with access to TE menus and data as these rights have been removed altogether from ET access groups.

CASAS Controlled	Agency Controlled**
ET Basic* ET Coordinator ET Coordinator/Proctor ET Proctor ET Tech TE Enhanced*	Basic (TE) Access Coordinator (TE) Access Proctor (TE) Access Teacher Basic (TE) Access Teacher Enhanced (TE) Access Other groups added by the agency
*CASAS assigns one member per agency to this group based on license. (NO *TE* license = ET Basic user) (YES *TE* license = TE Enhanced user)	**Agency ET Basic or TE Enhanced user can augment TE access, add/remove members, and add/remove groups. (no *TE* license required)

CASAS-controlled access groups are managed as follows.

- **ET Basic**
  - CASAS assigns one member per agency to this group when the agency license field is blank – i.e., agency has no *TE* license/basic access.
- **ET Coordinator**
  - CASAS adds members to this group upon confirmation of certification and authorization by local agency.
- **ET Coordinator/Proctor**
  - CASAS adds members to this group upon confirmation of certification and authorization by local agency.
- **ET Proctor**
  - CASAS adds members to this group upon confirmation of certification and authorization by local agency.
- **ET Tech**
  - CASAS add members to this group upon authorization by local agency.
- **TE Enhanced**
  - CASAS assigns one member per agency to this group when the agency license field is populated – i.e., agency has *TE* license/enhanced access.

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Agency-controlled access groups are managed as follows.

- **Basic (TE) Access**
  - CASAS applies predefined group to agency-level container.
  - CASAS does not add members to this group.
  - AGENCY can augment TE access to menus and data, add/remove members, or remove group.
- **Coordinator (TE) Access**
  - CASAS applies predefined group to agency-level container.
    - With the new release, CASAS added ET Coordinator and ET Coordinator/Proctor members to this group – i.e., members are in both CASAS- and Agency-controlled access groups.
    - After the new release, CASAS does not add members to this group.
  - AGENCY can augment TE access to menus and data, add/remove members, or remove group.
- **Proctor (TE) Access**
  - CASAS applies predefined group to agency-level container.
    - With the new release, CASAS added ET Proctor members to this group – i.e., members are in both CASAS- and Agency-controlled access groups.
    - After the new release, CASAS does not add members to this group.
  - AGENCY can augment TE access to menus and data, add/remove members, or remove group.
- **Teacher Basic (TE) Access**
  - CASAS applies predefined group to agency-level containers when the agency license field is blank – i.e., agency has no *TE* license/basic access.
  - CASAS does not add members to this group.
  - AGENCY can augment TE access to menus and data, add/remove members, or remove group.
- **Teacher Enhanced (TE) Access**
  - CASAS applies predefined group to agency-level container when the agency license field is populated – i.e., agency has *TE* license/enhanced access.
  - CASAS does not add members to this group.
  - AGENCY can augment TE access to menus and data, add/remove members, or remove group.

For training support

- Go to Access Groups for details.
- Enroll in a Managing Users with Access Groups workshop.

For technical support

- Contact the **CASAS Technology Support Team** at techsupport@casas.org. This e-mail address alerts several members of the team to ensure you receive a timely response. Team members are also available 8:00 am – 5:00 pm (Pacific), M – F, at 1-800-255-1036, option 2.

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CASAS-Controlled vs. Agency-Controlled Access Groups

CASAS manages online users with access groups to optimize system performance and for ease with user-account management.

- *Access to CASAS eTests Online is controlled by CASAS*
- *Access to TOPSpro Enterprise is controlled by the local agency*

CASAS Controlled	Agency Controlled**
ET Basic* ET Coordinator ET Coordinator/Proctor ET Proctor ET Tech TE Enhanced*	Basic (TE) Access Coordinator (TE) Access Proctor (TE) Access Teacher Basic (TE) Access Teacher Enhanced (TE) Access Other groups added by the agency
*CASAS assigns one member per agency to this group based on license. (NO *TE* license = ET Basic user) (YES *TE* license = TE Enhanced user)	**Agency ET Basic or TE Enhanced user can augment access, add/remove members, and add/remove groups. (no *TE* license required)

See Assessment and Database Management Features for information about basic vs. enhanced.

CASAS assigns one member per agency to the ET Basic* or TE Enhanced* Access Group depending on *TE* license. Members in these groups can also be the main point-of-contact/MPOC or the person responsible for implementing ET/TE Online at the local agency, or the agency's data manager.

The ET Basic or TE Enhanced user has additional rights enabled to manage data and users at the local agency. They can augment TE access, add/remove members, and add/remove groups (no *TE* license required).

❖ ***Important Note!***

- CASAS reserves use of CASAS-controlled access group names.
- Removal from any of these groups will disable access as assigned by CASAS.

Access to TOPSpro Enterprise Online

The **ET Basic** or **TE Enhanced** user can

- add and remove Agency-controlled TE access groups
- add and remove members in Agency-controlled TE access groups
- augment menu and data access rights in Agency-controlled TE access groups

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This chart defines access rights to TOPSpro Enterprise (TE) Online.

TE Online Access Rights	ET Basic	TE Enhanced
Menu Access		
▪ All menus		√
▪ Limited menus	√	
Data Access (limited to)		
▪ Create/update/delete user accounts	√	√
▪ Create/update/delete access groups	√	√
▪ Create/update/delete records	√	√
▪ List/view records	√	√

Access to CASAS eTests Online

The set-up of CASAS eTests Online user accounts is not automatic when individuals complete coordinator or proctor certification training.

1) The newly certified coordinator or proctor must notify the MPOC, ET Basic, or TE Enhanced user at the local agency.
2) The ET Basic or TE Enhanced user is responsible for adding a user account for the coordinator or proctor and sending an e-mail to the **CASAS Technology Support Team** at techsupport@casas.org to "authorize" CASAS to enable access to CASAS eTests Online. In other words, CASAS will not grant access to CASAS eTests Online without the MPOC, ET Basic, or TE Enhanced user's knowledge or authorization.
3) When so notified, CASAS places coordinators or proctors in a CASAS-controlled access group as authorized and sends notification to the MPOC, ET Basic, or TE Enhanced user within one business day.

This chart defines access rights to CASAS eTests (ET) Online.

ET Online Access Rights	Proctor	Coordinator	Coordinator / Proctor	Tech
Access Management Console	√	√	√	√
Create/Edit Sessions		√	√	
Initiate OR Confirm Station Registration	√	√	√	
Register Station Without Confirmation				√
Supervise Test Administration	√		√	
Unregister Station		√	√	√

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TE Menu and Data Access Rights Defined

Each TE access group has pre-set rights to menus and data. Users placed in a TE access group inherit these pre-set rights. CASAS recommends using access groups to manage local-agency user accounts for optimal system performance and ease with user management. Therefore, it is not necessary to set individual rights on a user account when assigned to an access group. This table defines the *three-state model* used to display menu and data settings in TE.

Menu Access Rights		Data Access Rights
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.

TE Container Access Rights Defined

User accounts can be added either at the agency level or at the site level. Each level is referred to as a "container." Refer to notes (below) for container-level logic.

- If "*View Records From Base Container*" is selected, users belonging to the access group are allowed to view data recorded at base-level container.
- If "*View Records From Parent Container*" is selected, users belonging to the access group are allowed to view data recorded in the parent container of the current container and in entire container tree below the parent container.
- If "*View Records from Sibling Container*" is selected, users belonging to the access group are allowed to view data recorded in any container having the same parent as the current container.

The following pages define pre-set rights per

1) CASAS-Controlled Access Group
2) Agency-Controlled Access Group*

*The ET Basic or TE Enhanced user can add, remove, and augment agency-controlled access groups.

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CASAS-Controlled TE Online Access Groups

ET Basic – *Menu Access Rights*

TE ☒ File
- ☒ Change Password
- ☒ Options…

☒ View
- ☐ Dashboard
- ☐ Shortcuts

☒ Organization
- ☒ Agencies
- ☒ Sites
- ☐ Classes
  - ☐ Definitions
  - ☐ Instances
- ☒ Users
- ☒ Access Groups
- ■ Authentication Settings
- ☐ Personnel
  - ☐ Registration
  - ☐ Employment Records
  - ☐ Functional Roles
  - ☐ Professional Status
- ☒ Test Administrations
- ☒ Forms
  - ■ Field Tests
  - ☒ 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
- ☐ 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

☒ Reports cont.
- ☒ Student Competency Performance
- ☒ Competency Performance Summary
- ☐ Content Standards
  - ☐ Student Content Standard Performance
  - ☐ Content Standard Performance Summary
  - ☐ 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
  - ☐ Teacher Detail

☒ Reports cont.
- ☐ State Reports
  - ☐ California
    - ☐ Payment Points (NEW)
    - ☐ Student Gains (NEW)
    - ☐ EL Civics Additional Assessment Detail (NEW)
    - ☐ El Civics Additional Assessment Summary (NEW)
    - ☐ California Core Performance Survey Summary
    - ☐ Payment Points (OLD)
      - ☐ Payment Points (OLD)
      - ☐ Student Gains (OLD)
      - ☐ El Civics Additional Assessment Detail (OLD)
      - ☐ EL Civics Additional Assessment Summary (OLD)

☒ Reports cont.
- ☐ 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
  - ☐ eTests Administration
  - ☐ 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
- ☐ Scheduler

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ET Basic – *Data Access Rights*

Container Access Rights:

☑ View Records from Sibling Containers
☑ View Records From Parent Container
☑ View Records From Base Container
☑ Enable Merging Student Records

Personal Information Access Rights: ☑ Enable Full SSN Display

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	☑	☑	☐	☐	☐	■
Scoring Project Personnel	☑	☑	☐	☐	☐	■
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	☑	☑	☑	☑	☑	☑

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TE Enhanced – *Menu Access Rights*

TE ☒ File
- ☒ Change Password
- ☒ Options…

☒ View
- ☒ Dashboard
- ☒ Shortcuts

☒ Organization
- ☒ Agencies
- ☒ Sites
- ☒ Classes
  - ☒ Definitions
  - ☒ Instances
- ☒ Users
- ☒ Access Groups
- ■ Authentication Settings
- ☒ Personnel
  - ☒ Registration
  - ☒ Employment Records
  - ☒ Functional Roles
  - ☒ Professional Status
- ☒ Test Administrations
- ☒ Forms
  - ■ Field Tests
  - ☒ Assessment Forms
  - ☒ Additional Assessments
- ☒ Special Programs
- ☒ Testing Stations
- ☒ Testing Sessions

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  - ☒ Records
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  - ☒ Labor Force Summary
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    - ☒ Individual Skills Profile
    - ☒ Individual Skills Profile Summary
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  - ☒ Student Test Summary
- ☒ Consumer Reports
  - ☒ Consumer Skills Profile
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  - ☒ Data Integrity
  - ☒ Data Integrity Detail
  - ☒ Student Profile
  - ☒ Teacher Detail

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    - ☒ El Civics Additional Assessment Summary (NEW)
    - ☒ California Core Performance Survey Summary
    - ☒ Payment Points (OLD)
      - ☒ Payment Points (OLD)
      - ☒ Student Gains (OLD)
      - ☒ El Civics Additional Assessment Detail (OLD)
      - ☒ EL Civics Additional Assessment Summary (OLD)

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  - ☒ 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
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- ☒ California Core Performance Wizard
- ☒ Additional Assessments Import Wizard
- ☒ Scheduler

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TE Enhanced – *Data Access Rights*

Container Access Rights:

☑ View Records from Sibling Containers
☑ View Records From Parent Container
☑ View Records From Base Container
☑ Enable Merging Student Records

Personal Information Access Rights: ☑ Enable Full SSN Display

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	☑	☑	☑	☑	☑	☑
Scoring Project Personnel	☑	☑	☑	☑	☑	☑
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	☑	☑	☑	☑	☑	☑

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CASAS-Controlled eTests Online Access Groups

ET Coordinator

- Access Management Console
- Create/Edit Sessions
- Initiate/Confirm Station Registration
- Unregister Station

ET Coordinator/Proctor

- Access Management Console
- Create/Edit Sessions
- Initiate/Confirm Station Registration
- Supervise Test Administration
- Unregister Station

ET Proctor

- Access Management Console
- Initiate/Confirm Station Registration
- Supervise Test Administration

ET Tech

- Access Management Console
- Register Station Without Second Confirmation
- Unregister Station

❖ ***Important Note!***

- eTests online access groups *do not* grant access to TE online.
- the ET Basic or TE Enhanced user must place eTests users who also need access to TE in an agency-controlled TE access group.

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AGENCY – CONTROLLED TE ONLINE ACCESS GROUPS

(Agency ET Basic or TE Enhanced user can augment access, add/remove members, and add/remove groups. No *TE* license required).

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AGENCY – Controlled TE Online Access Groups

Basic (TE) Access – *Menus*

TE

☒ File
- ☒ Change Password
- ☐ Options…

☒ View
- ☐ Dashboard
- ☐ Shortcuts

☐ Organization
- ☐ Agencies
- ☐ Sites
- ☐ Classes
  - ☒ Definitions
  - ☐ Instances
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Personal Information Access Rights:

- ☐ Enable Full SSN Display

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	☑	☑	☐	☐	☐	☐
Scoring Project Personnel	☑	☑	☐	☐	☐	☐
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	☑	☑	☑	☑	☑	☑

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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	☑	☑	☐	☐	☐	☐
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Functional Roles	☑	☑	☐	☐	☐	☐
Professional Status	☑	☑	☐	☐	☐	☐
Scoring Project Personnel	☑	☑	☐	☐	☐	☐
Assignments	☑	☑	☐	☐	☐	☐
Students	☑	☑	☐	☐	☐	☐
In Program Years	☑	☑	☐	☐	☐	☐
Tests	☑	☑	☐	☐	☐	☐
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Class Enrollments	☑	☑	☐	☐	☐	☐
Class Records	☑	☑	☐	☐	☐	☐
Program Enrollments	☑	☑	☐	☐	☐	☐
Program Records	☑	☑	☐	☐	☐	☐
Demographic History	☑	☑	☐	☐	☐	☐
Employment History	☑	☑	☐	☐	☐	☐
Certificates	☑	☑	☐	☐	☐	☐
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Users	☑	☑	☐	☐	☐	☐
Special Programs	☑	☑	☐	☐	☐	☐
Assessment Forms	☑	☑	☐	☐	☐	☑
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Scoring Project Settings	☑	☑	☐	☐	☐	☐
Reports Manager	☑	☑	☑	☑	☑	☑

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    - ☐ California Core Performance Survey Summary
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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	☑	☐	☐	☐	☐	■
Scoring Project Personnel	☑	☐	☐	☐	☐	■
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	☑	☐	■	■	■	■
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Scoring Project Settings	☑	☐	■	☐	■	■
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  - ☐ NRS Tables Monitor
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  - ☐ 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
- ■ Data Upload Control Panel
- ☐ California Core Performance Wizard
- ☐ Additional Assessments Import Wizard
- ☐ Scheduler

☒ Help
- ☒ Contents
- ☒ Release Notes

Agency ET Basic or TE Enhanced user can augment menu access rights for this group. (No *TE* license required)

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Teacher Basic (TE) Access – *Data*

Container Access Rights:

- ☐ View Records from Sibling Containers
- ☐ View Records From Parent Container
- ☐ View Records From Base Container
- ☐ Enable Merging Student Records

Personal Information Access Rights:

- ☐ Enable Full SSN Display

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	☑	☐	☐	☐	☐	■
Scoring Project Personnel	☑	☐	☐	☐	☐	■
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	☑	☑	☑	☑	☑	☑

Agency ET Basic or TE Enhanced user can augment data access rights for this group. (No *TE* license required)

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Teacher Enhanced (TE) Access – *Menus*

TE

- ☒ File
  - ☒ Change Password
  - ☐ Options…
- ☒ View
  - ☐ Dashboard
  - ☐ Shortcuts
- ☒ Organization
  - ☐ Agencies
  - ☐ Sites
  - ☒ Classes
    - ☐ Definitions
    - ☒ Instances
  - ☐ Users
  - ☐ Access Groups
  - ■ Authentication Settings
  - ☐ Personnel
    - ☐ Registration
    - ☐ Employment Records
    - ☐ Functional Roles
    - ☐ Professional Status
  - ☐ Test Administrations
  - ☐ Forms
    - ■ Field Tests
    - ☐ 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
  - ☐ 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
- ☒ Reports cont.
  - ☒ Student Competency Performance
  - ☒ Competency Performance Summary
  - ☒ Content Standards
    - ☒ Student Content Standard Performance
    - ☒ Content Standard Performance Summary
    - ☐ 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
    - ☐ Teacher Detail
- ☒ Reports cont.
  - ☒ State Reports
    - ☒ California
      - ☐ Payment Points (NEW)
      - ☒ Student Gains (NEW)
      - ☐ EL Civics Additional Assessment Detail (NEW)
      - ☐ El Civics Additional Assessment Summary (NEW)
      - ☐ California Core Performance Survey Summary
      - ☐ Payment Points (OLD)
        - ☐ Payment Points (OLD)
        - ☐ Student Gains (OLD)
        - ☐ El Civics Additional Assessment Detail (OLD)
        - ☐ EL Civics Additional Assessment Summary (OLD)
- ☒ Reports cont.
  - ☐ 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
    - ☐ eTests Administration
    - ☐ Ad Hoc Reporting
- ☐ Tools
  - ☐ Scanning Wizard
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- ☒ Help
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  - ☒ Release Notes

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Teacher Enhanced (TE) Access – *Data*

Container Access Rights:

- ☐ View Records from Sibling Containers
- ☐ View Records From Parent Container
- ☐ View Records From Base Container
- ☐ Enable Merging Student Records

Personal Information Access Rights:

- ☐ Enable Full SSN Display

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	☑	☑	☐	☐	☐	☐
Scoring Project Personnel	☑	☑	☐	☐	☐	☐
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	☑	☑	☑	☑	☑	☑

Agency ET Basic or TE Enhanced user can augment data access rights for this group. (No *TE* license required)

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How to Create an Access Group

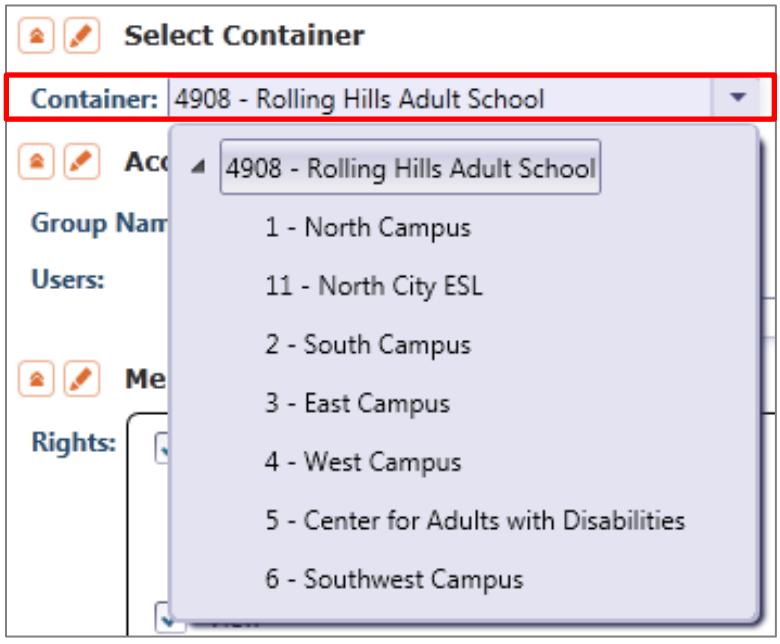
*This document provides a step-by-step tutorial on how to create an **Access Group** to define and control user access to TOPSpro Enterprise menus and data. Contact CASAS to enable **coordinator** and/or **proctor** access to CASAS eTests Online.*

1) From the **Organization** menu, select **Access Groups.**

2) Click New to add an access group.

3) Select the **Container** within which the new **Access Group** rules will apply.

- ***Note!*** If the container remains at the agency level, or parent container (e.g., 4908 – Rolling Hills Adult School), users have access to data recorded in the entire container tree below the parent container (e.g., Site 1 – North Campus, Site 11 – North City ESL, etc.).



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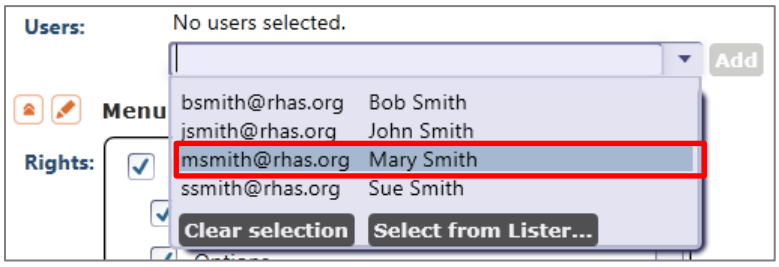
4) Enter Group Name:

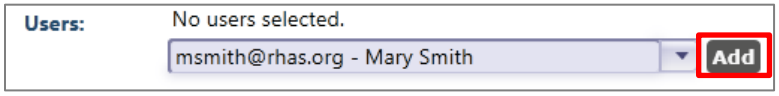
- *Note!* CASAS reserves use of CASAS-controlled access group names. (See pg. 5)



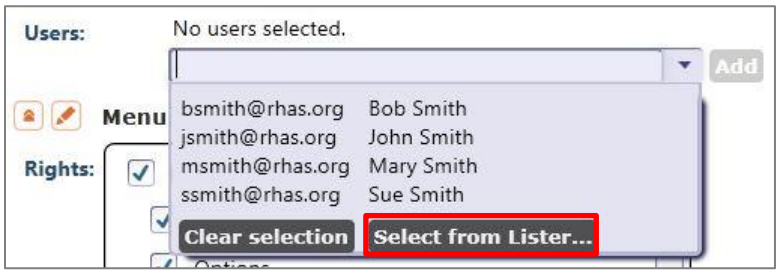
5) Select **User** for this **Access Group.**

a. Enter **User** name, or
b. Select **User** from drop-down list.

- *Note!* You can also add **Users** to **Access Groups** at the time a user account is created (refer to **Adding User Accounts**).

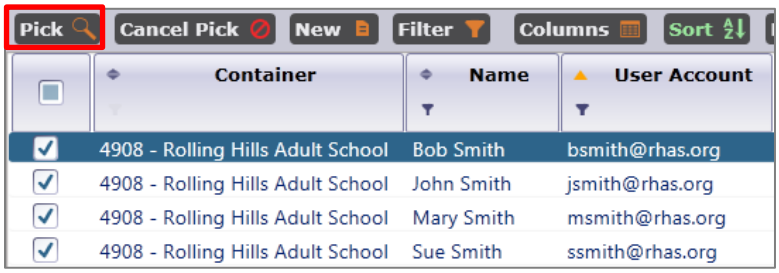


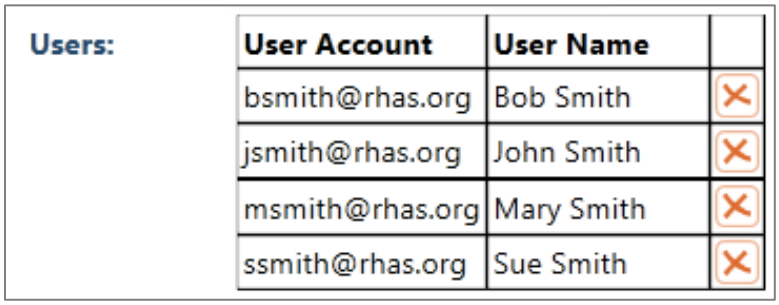
6) Click . Add to save **User** to the **Access Group**.



7) To choose more than one **User** at a time:

a. Click Select from Lister...
b. Filter lister by column or use the **Filter** button.
c. Click Pick to save your selection.





- *Note!* You can remove **Users** from an **Access Group** by clicking
  - from the **Access Group**
  - from the **User Account** (refer to Adding User Accounts).

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Defining Group Access Rights

A user may belong to both a CASAS-controlled ET access group and an agency-controlled TE access group without conflict with access to TE.

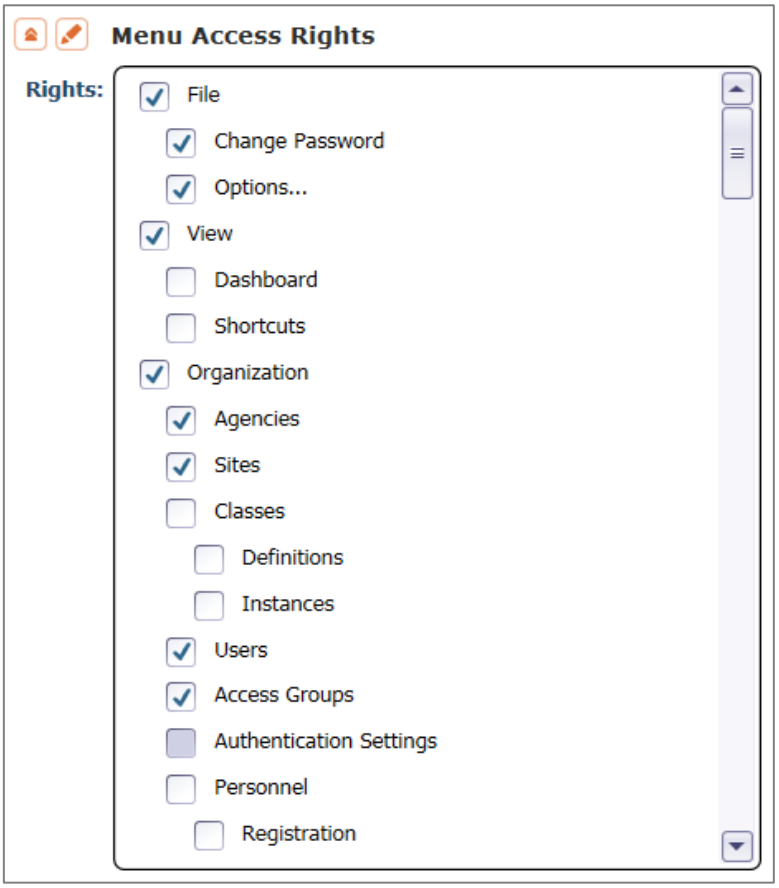
1) Uncheck boxes to change the **Menu Access Right** state.

a. By default, all **Menu Access Rights** are enabled.
   i. Depending on the purpose of the group, settings can be changed by unchecking a box.

b. If **Users** belonging to this group have *no* **Menu Access Rights** defined at the **User Account**, they will inherit the rights set for this group.

c. If **Users** belonging to this group have **Menu Access Rights** defined at the **User Account**, those rights will take precedence.

d. Specify **Menu Access Rights** for an **Access Group** *only* to restrict or open access where the **User** Account otherwise denies.



❖ ***Note!*** Refer to Assessment and Database Management Features for details about Basic vs. Enhanced access to menus and data.

2) Select **Container Access Rights** (if applicable).

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Container Access Rights

- Depending on selected access right, **Users** belonging to the **Access Group** are allowed to see records from other containers than the default one where the **Access Group** is created
- Refer to notes (below) for **Container** level logic.

    - If "*View Records From Base Container*" is selected, **Users** belonging to the **Access Group** are allowed to view data registered at base-level container.
    - If "*View Records From Parent Container*" is selected, **Users** belonging to the **Access Group** are allowed to view data registered in the parent container of the current container and in entire container tree below the parent container.
    - If "*View Records from Sibling Container*" is selected, **Users** belonging to the **Access Group** are allowed to view data registered in any container having the same parent as the current container.

❖ ***Notes!***

- **Base Container** for any **Site** or **Sub-Site** defined **Access Group** is the **Agency-Level Container**.
- **Base Container** for an agency-defined **Access Group** is the **State-Level Container**.
- **Base Container** for a state-defined **Access Group** is the **System-Level Container**.
- **Parent Container** is one level above the **Container** where the **Access Group** is defined.
- **Sibling Container** is any **Container** having the same parent container with the container where the **Access Group** is defined.

3) To enable **Record Type Rights** for access to data contained in **Menu(s)** selected for the **Access Group**, click corresponding box(es) to enable.

a. **By default**, unchecked boxes indicate that access rights to individual record types are denied for **Users** belonging to the **Access Group**.

i. **List Records** –provides access to a list of records**.**
ii. **View Record** – provides access to view details of listed/selected/filtered records.
iii. **Create/Update/Delete Record** – provides access to add, edit, and delete records.

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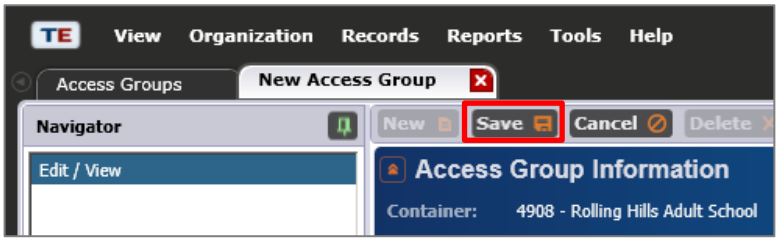
Record Type Rights:

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 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						

4) Click Save to close the record.



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CASAS Contact Information

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Telephone:	858-292-2900 or 1-800-255-1036
Fax:	858-292-2910
	E-mail:
General questions:	casas@casas.org
Training questions:	training@casas.org
Ordering questions:	orders@casas.org
California Accountability:	capm@casas.org
CASAS Technology Support Team:	**techsupport@casas.org**

Implementation Support

- Visit the CASAS website at www.casas.org > Product Overviews > Software > CASAS eTests for more information.
- Access online help documentation on our website at: Home > Training and Support >
  - ET Help Documentation
  - TE Help Documentation

Ordering Information

- For questions about ordering CASAS eTests Online or TOPSpro Enterprise Online, contact cfarrell@casas.org.

Training Support

- Visit CASAS Training Registration to enroll in a workshop.
- For additional information about –
  - CASAS eTests Online, contact dmontgomery@casas.org
  - TOPSpro Enterprise Online, contact jwright@casas.org

Technical Support

Contact the **CASAS Technology Support Team** at techsupport@casas.org. This e-mail address alerts several members of the team to ensure you receive a timely response. Team members are also available 8:00 am – 5:00 pm (Pacific), M – F, at 1-800-255-1036, option 2.

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CASAS Technology Support Team
techsupport@casas.org
8:00 am – 5:00 pm (Pacific), M – F
1-800-255-1036, option 2