

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



#### 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 CASASand 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 <u>Access Groups</u> for details.
- Enroll in a <u>Managing Users with Access Groups</u> workshop.

#### For technical support

• Contact the **CASAS Technology Support Team** at <u>techsupport@casas.org</u>. 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.



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

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





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

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

#### Access to CASAS eTests Online

The set-up of CASAS eTests Online user accounts is not automatic when individuals complete <u>coordinator</u> or <u>proctor</u> 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	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Create/Edit Sessions		$\checkmark$	$\checkmark$	
Initiate OR Confirm Station Registration	$\checkmark$	$\checkmark$	$\checkmark$	
Register Station Without Confirmation				$\checkmark$
Supervise Test Administration	$\checkmark$		$\checkmark$	
Unregister Station		$\checkmark$	$\checkmark$	$\checkmark$

#### 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:		Shaded Box:
<ul> <li>By default, shaded boxes indicate that no specific access rights to menus are set for the User, which means all rights are granted.</li> <li>If the User is a member of an Access Group, shaded boxes indicate that access rights to menus are inherited from the associated group.</li> <li>Checked Box:         <ul> <li>A checked box indicates that access to specific menus is granted for the User where an</li> </ul> </li> </ul>		<ul> <li>By default, shaded boxes indicate that no access rights to data are set for the User, which means all rights are denied.</li> <li>If the User is a member of an Access Group, shaded boxes indicate that access rights to data are inherited from the associated group.</li> <li>Checked Box:         <ul> <li>A checked box indicates that access to specific data is granted for the User where an associated</li> </ul> </li> </ul>
associated Access Group otherwise denies access.		Access Group otherwise denies access.
Empty Box:	$\Box$	Empty Box:
<ul> <li>An empty box indicates that access to a specific menu is <b>denied</b> for the User where an associated Access Group otherwise grants access.</li> </ul>		<ul> <li>An empty box indicates that access to specific data is <b>denied</b> for the User where an associated Access Group otherwise grants access.</li> </ul>

#### 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.



## **CASAS-Controlled TE Online Access Groups**

#### **ET Basic** – Menu Access Rights

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



#### **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	1					
Program Years	1			1	<	<ul> <li>Image: A set of the set of the</li></ul>
Sites	1					
Class Definitions	1	<ul> <li>Image: A second s</li></ul>				
Class Instances	1					
Testing Stations	1					<
Testing Session Templates	1	1				<
Testing Sessions	1					<
Test Administrations	1					
Core Performance Measures	1	1				1
Core Performance Surveys	1					
Personnel	1					
Personnel Employment	1					
Functional Roles	1					
Professional Status	1					
Scoring Project Personnel	1					
Assignments	1					
Students	1		1			1
In Program Years	1		1		1	1
Tests	1				<	<
Student Records	1	1				~
Class Enrollments	1					
Class Records						
Program Enrollments	1		1	1		1
Program Records	1					
Demographic History			1			1
Employment History	1					
Certificates	1					
Access Groups	1			1		1
Users	1		I			1
Special Programs	1	1				
Assessment Forms	1					
Field Tests						
Form Sections						
Form Items	1					1
Additional Assessments					Ē	
Places of Employment	1					
Scoring Project Settings						
Reports Manager			1			



#### TE Enhanced – Menu Access Rights

#### 🛛 File TE

⊠ Change Password ⊠ Options...

#### $\mathbf{X}$ View

⊠ Dashboard ⊠ Shortcuts

 $\boxtimes$  Organization **Records**  $\boxtimes$  Agencies Students ⊠ Sites  $\boxtimes$  Demographics ⊠ Classes ⊠ In program years ⊠ Records  $\boxtimes$  Definitions ⊠ Classes ⊠ Instances ⊠ Enrollments ⊠ Users Access Groups ⊠ Records ⊠ Programs Authentication ⊠ Enrollments Settings Personnel ⊠ Records ⊠ Registration ⊠ Tests ⊠ Employment ☑ Certificates ⊠ Employment Records ⊠ Functional Roles History  $\boxtimes$  Professional Places of Employment Status 🖾 Test Administrations ⊠ Forms Field Tests ⊠ Assessment Forms ⊠ Additional Assessments Special Programs Testing Stations  $\boxtimes$  Testing Sessions

#### CASAS eTests ⊠ Next Assigned Test ⊠ Personal Score Report ⊠ eTests Administrations ⊠ WTU Balance ⊠ WTU Balance Summary ☑ Demographics $\boxtimes$ Demographic Detail ⊠ Demographic Summary ⊠ Instructional Hours ⊠ Program Outcomes ⊠ Enrollment (Entry) Summary ⊠ Enrollment (Update) Summary ⊠ Labor Force Detail ⊠ Labor Force Summary I Test Results Skills Profile ⊠ Individual Skills Profile ⊠ Individual Skills Profile Summary $\boxtimes$ Competency Performance

**Reports** 

⊠ Student Competency Performance  $\boxtimes$  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 I Test History Student Test Summary ⊠ Consumer Reports ⊠ Consumer Skills Profile 🛛 Data Management ⊠ Data Integrity ☑ Data Integrity Detail Student Profile I Teacher Detail

**Reports** cont.

#### State Reports 🛛 California ⊠ Payment Points (NEW) Student Gains (NEW) $\boxtimes$ EL Civics Additional Assessment Detail (NEW) $\boxtimes$ El Civics Additional Assessment Summary (NEW) 🛛 California Core Performance Survey Summary ⊠ Payment Points (OLD) $\boxtimes$ Payment Points (OLD) ⊠ Student Gains (OLD) ⊠ El Civics Additional Assessment Detail (OLD) ⊠ EL Civics Additional Assessment Summary (OLD)

Reports cont.

**Reports** cont. **X** Tools

⊠ Federal Reports

⊠ NRS Tables

⊠ NRS Tables

⊠ NRS Tables

Monitor

⊠ Persister

 $\boxtimes$  Core

 $\boxtimes$  Core

 $\boxtimes$  Core

 $\boxtimes$  Core

Detail Audit

Performance

Performance

Performance

Performance

Diagnostics

Ad Hoc NRS

Tables

⊠ Report Locator

⊠ Reports Manager

⊠ Percentage of

Students by

Category

⊠ Drop Reasons

⊠ NRS Performance

Reference Administration ⊠ Ad Hoc Reporting

⊠ Dashboard Sources

Paired Scores

⊠ My Reports

Wizard

Summary Audit

California

Measure

 $\boxtimes$  NRS Tables 1-12

Summary Audit

3rd Party Import Wizard ☑ Class Replication Wizard ⊠ Proxy Wizard  $\boxtimes$  TE to TE Import/Export ⊠ NRS Performance Wizard Data Upload Control Panel 🛛 California Core Performance Wizard ⊠ Additional Assessments Import Wizard Scheduler

Scanning Wizard

#### Help

⊠ Contents ⊠ Release Notes

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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	1					
Program Years	1	1	1		1	1
Sites	1	1				
Class Definitions	1		1	<b>v</b>	1	1
Class Instances	1	1	1	1	1	1
Testing Stations	1					1
Testing Session Templates	1	<b>v</b>				1
Testing Sessions	1	1				1
Test Administrations		<ul> <li>Image: A set of the set of the</li></ul>				100 E
Core Performance Measures	1	1				1
Core Performance Surveys	1	<ul> <li>Image: A start of the start of</li></ul>		1		1
Personnel	1	1	1	1	1	1
Personnel Employment	1		1	1	1	1
Functional Roles	1	1	1	1	1	1
Professional Status	1	1	1	1	1	~
Scoring Project Personnel	1	<ul> <li>Image: A start of the start of</li></ul>	1	1	<b>v</b>	
Assignments		1	1	1	1	1
Students	1		<ul> <li>Image: A start of the start of</li></ul>	1	1	1
In Program Years			1	1	1	1
Tests	1		1	1	1	1
Student Records	1		1	1	1	1
Class Enrollments	1	<b>v</b>	1	1		~
Class Records			V	1	1	>
Program Enrollments	1	1	1	1	1	1
Program Records	1		1	1		>
Demographic History	1	<b>v</b>	1	<b>v</b>	1	~
Employment History	1	1	1	1	1	1
Certificates	1		1	1	1	>
Access Groups	1	1	1	1	1	~
Users	1	<ul> <li>Image: A start of the start of</li></ul>	1	1	1	1
Special Programs	1	1	1		1	1
Assessment Forms	1					~
Field Tests	1					
Form Sections	1					1
Form Items	1					~
Additional Assessments	1					~
Places of Employment	1				1	
Scoring Project Settings	1	1				1
Reports Manager	1			1	1	~



## 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.





# 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	□ Organization	🛛 Records	🛛 Reports	Reports cont.	Reports cont.	Reports cont.	Tools
⊠ Change Password	□ Agencies	⊠ Students	CASAS eTests	Student	□ State Reports	Federal Reports	□ Scanning Wizard
□ Options	□ Sites	☑ Demographics	🛛 Next Assigned	Competency	□ California	□ NRS Tables 1-12	□ 3 <sup>rd</sup> Party Import
	□ Classes	⊠ In program years	Test	Performance	Payment Points	□ NRS Tables	Wizard
	$\boxtimes$ Definitions	$\boxtimes$ Records	☑ Personal Score	☑ Competency	(NEW)	Summary Audit	□ Class Replication
🛛 View	□ Instances	□ Classes	Report	Performance	□ Student Gains	□ NRS Tables	Wizard
Dashboard	□ Users	□ Enrollments	□ eTests	Summary	(NEW)	Detail Audit	🗆 Proxy Wizard
] Shortcuts	□ Access Groups	□ Records	Administrations	□ Content Standards	$\Box$ EL Civics	□ NRS Tables	$\Box$ TE to TE
	Authentication	🛛 Programs	□ WTU Balance	□ Student Content	Additional	Monitor	Import/Export
	Settings	☑ Enrollments	□ WTU Balance	Standard	Assessment	□ NRS Performance	Wizard
	□ Personnel	□ Records	Summary	Performance	Detail (NEW)	□ Persister	Data Upload
	Registration	⊠ Tests	Demographics	□ Content Standard	$\Box$ El Civics	□ Core	Control Panel
	🗆 Employment	□ Certificates	Demographic	Performance	Additional	Performance	🗆 California Core
	Records	Employment	Detail	Summary	Assessment	Measure	Performance
	□ Functional Roles	History	Demographic	□ By NRS Level	Summary	□ Core	Wizard
	□ Professional	□ Places of	Summary	🗆 By Form	(NEW)	Performance	□ Additional
	Status	Employment	□ Instructional	By Competency	🗆 California Core	California	Assessments
	□ Test		Hours	Learning Gains	Performance	□ Core	Import Wizard
	Administrations		Program Outcomes	Student Learning	Survey	Performance	□ Scheduler
	□ Forms		□ Enrollment	Gains	Summary	Summary Audit	
	Field Tests		(Entry) Summary	Learning Gains	Payment Points	□ Core	
	□ Assessment		□ Enrollment	Summary	(OLD)	Performance	🖾 Help
	Forms		(Update)	Learning Gains	🗆 Payment	Diagnostics	⊠ Contents
	□ Additional		Summary	Comparison	Points (OLD)	□ Ad Hoc NRS	🛛 Release Notes
	Assessments		□ Labor Force	Test Response	□ Student	Tables	
	Special Programs		Detail	□ Class Profile	Gains (OLD)	⊠ My Reports	
	Testing Stations		□ Labor Force	🛛 Test History	$\Box$ El Civics	🛛 Report Locator	
	Testing Sessions		Summary	🛛 Student Test	Additional	Wizard	
			⊠ Test Results	Summary	Assessment	🛛 Reports Manager	
			☑ Skills Profile	□ Consumer Reports	Detail (OLD)	Dashboard Sources	
			🛛 Individual	□ Consumer Skills	$\Box$ EL Civics	Percentage of	
A concy FT	Basic or TE Enhanced	11507 020	Skills Profile	Profile	Additional	Paired Scores	
Agency E1	Dasic of TE Enhanced		🛛 Individual	🗆 Data Management	Assessment	$\Box$ Students by	
augment m	ienu access rights for th	us group.	Skills Profile	🗆 Data Integrity	Summary	Category	
(No TE lice	nse required)		Summary	🗌 Data Integrity Detail	(OLD)	Drop Reasons	
L			☑ Competency	□ Student Profile		□ NRS Performance	
			Performance	Teacher Detail		eTests Administration	
						Ad Hoc Reporting	

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#### 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	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Program Years	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the s</li></ul>				
Sites	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Class Definitions	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Class Instances	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Testing Stations	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				<ul> <li>Image: A set of the set of the</li></ul>
Testing Session Templates	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				<ul> <li>Image: A set of the set of the</li></ul>
Testing Sessions	<ul><li>✓</li></ul>	<				<ul> <li>Image: A set of the set of the</li></ul>
Test Administrations	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A start of the start of</li></ul>				
Core Performance Measures	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A start of the start of</li></ul>				<ul> <li>Image: A set of the set of the</li></ul>
Core Performance Surveys	<	<ul> <li>Image: A start of the start of</li></ul>				
Personnel	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A start of the start of</li></ul>				
Personnel Employment	<ul> <li>Image: A start of the start of</li></ul>	<ul> <li>Image: A start of the start of</li></ul>				
Functional Roles	<	<ul> <li>Image: A start of the start of</li></ul>				
Professional Status	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Scoring Project Personnel	<ul> <li>Image: A start of the start of</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Assignments	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A start of the start of</li></ul>				
Students	<	<				
In Program Years	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Tests	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A start of the start of</li></ul>				
Student Records	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Class Enrollments	<ul><li>✓</li></ul>	<				
Class Records	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A start of the start of</li></ul>				
Program Enrollments	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A start of the start of</li></ul>				
Program Records	<	<				
Demographic History	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Employment History	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A start of the start of</li></ul>				
Certificates	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A start of the start of</li></ul>				
Access Groups	✓	$\checkmark$				
Users	<ul> <li>Image: A start of the start of</li></ul>	<ul> <li>Image: A start of the start of</li></ul>				
Special Programs	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A start of the start of</li></ul>				
Assessment Forms	<ul> <li>Image: A set of the set of the</li></ul>	$\checkmark$				<ul> <li>Image: A start of the start of</li></ul>
Field Tests	<ul> <li>Image: A start of the start of</li></ul>	<				
Form Sections	<ul> <li>Image: A start of the start of</li></ul>	<ul> <li>Image: A start of the start of</li></ul>				<ul> <li>Image: A start of the start of</li></ul>
Form Items	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A start of the start of</li></ul>				<ul> <li>Image: A set of the set of the</li></ul>
Additional Assessments	<	<				<ul> <li>Image: A start of the start of</li></ul>
Places of Employment	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Scoring Project Settings	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Reports Manager	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A start of the start of</li></ul>	$\checkmark$	$\checkmark$	<ul> <li>Image: A start of the start of</li></ul>	$\checkmark$

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



#### Coordinator (TE) Access - Menus

#### 🛛 File TE

⊠ Change Password □ Options...

#### 🛛 View

□ Dashboard □ Shortcuts

 $\boxtimes$  Agencies ⊠ Sites □ Classes □ Definitions □ Instances ⊠ Users  $\boxtimes$  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  $\boxtimes$  Organization Students  $\boxtimes$  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 I Test Results

Skills Profile

⊠ Individual

⊠ Individual

Skills Profile

Skills Profile

Summary

 $\boxtimes$  Competency Performance

Competency Performance  $\boxtimes$  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.

⊠ Student

□ 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.

**Tools** 

**Reports** cont.

□ NRS Tables 1-12

Summary Audit

□ Federal Reports

□ NRS Tables

□ NRS Tables

□ NRS Tables

Monitor

□ Persister

□ Core

□ Core

□ Core

□ Core

Detail Audit

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Performance

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□ Ad Hoc NRS

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⊠ Report Locator

⊠ Reports Manager

□ Dashboard Sources

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□ Scanning Wizard □ 3<sup>rd</sup> Party Import Wizard □ Class Replication Wizard □ Proxy Wizard  $\Box$  TE to TE Import/Export Wizard Data Upload Control Panel California Core Performance Wizard □ Additional Assessments Import Wizard □ Scheduler

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□ Percentage of Paired Scores □ Students by Category Drop Reasons □ NRS Performance

eTests Administration

□ Ad Hoc Reporting





#### Coordinator (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

#### Record Type Rights:

Lister / Record Type	✓ List Records	View Record	Create Record	Update Record	Delete Record	Check All
Agencies	<ul> <li>Image: A set of the set of the</li></ul>	1				
Program Years	<ul> <li>Image: A set of the set of the</li></ul>	1				
Sites	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Class Definitions	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Class Instances	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Testing Stations	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A start of the start of</li></ul>				<ul> <li>Image: A start of the start of</li></ul>
Testing Session Templates	-	<ul> <li>Image: A set of the set of the</li></ul>				<ul> <li>Image: A set of the set of the</li></ul>
Testing Sessions	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				<ul> <li>Image: A set of the set of the</li></ul>
Test Administrations	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Core Performance Measures	<ul> <li>Image: A second s</li></ul>	1				1
Core Performance Surveys	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Personnel	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Personnel Employment	<ul> <li>Image: A set of the set of the</li></ul>	1				
Functional Roles	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Professional Status	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Scoring Project Personnel	<ul> <li>Image: A set of the set of the</li></ul>	1				
Assignments	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Students	1	<ul> <li>Image: A set of the set of the</li></ul>				
In Program Years	<ul> <li>Image: A set of the set of the</li></ul>	-				
Tests	<ul> <li>Image: A set of the set of the</li></ul>	1				
Student Records	1	<ul> <li>Image: A set of the set of the</li></ul>				
Class Enrollments	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Class Records	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Program Enrollments	<ul> <li>Image: A start of the start of</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Program Records	-	<ul> <li>Image: A set of the set of the</li></ul>				
Demographic History	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Employment History	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Certificates	<ul> <li>Image: A start of the start of</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Access Groups	<ul> <li>Image: A start of the start of</li></ul>	✓				
Users	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Special Programs	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Assessment Forms	✓	<ul><li>✓</li></ul>				<ul> <li>Image: A set of the set of the</li></ul>
Field Tests	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Form Sections	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				<ul> <li>Image: A start of the start of</li></ul>
Form Items	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				<ul> <li>Image: A set of the set of the</li></ul>
Additional Assessments	<	<				<ul> <li>Image: A set of the set of the</li></ul>
Places of Employment	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Scoring Project Settings	<ul> <li>Image: A set of the set of the</li></ul>	<ul> <li>Image: A set of the set of the</li></ul>				
Reports Manager	<	<	<ul> <li>Image: A start of the start of</li></ul>	<	<ul> <li>Image: A start of the start of</li></ul>	$\checkmark$

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#### **Proctor (TE) Access – Menus**

#### 🛛 File TE

⊠ Change Password □ Options...

## 🛛 View

□ Dashboard □ Shortcuts

	- الاكتا
□ Agencies	S
□ Sites	$\boxtimes$
□ Classes	
□ Definitions	
□ Instances	$\Box C$
□ Users	
□ Access Groups	
Authentication	$\square$ P
Settings	
□ Personnel	
Registration	🛛 T
Employment	$\Box C$
Records	ΞE
□ Functional Roles	H
$\Box$ Professional	$\square$ P
Status	E
Test	
Administrations	
□ Forms	
Field Tests	
□ Assessment	
Forms	
□ Additional	
Assessments	
Special Programs	
Testing Stations	
$\Box$ Testing Sessions	

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

Organization  $\mathbf{X}$ Records tudents Demographics In program years Records lasses Enrollments Records rograms Enrollments Records ests Certificates Employment History Places of Employment

#### **Reports** CASAS eTests ⊠ Next Assigned Test ⊠ Personal Score Report □ eTests Administrations □ WTU Balance UWTU Balance Summary □ Demographics □ Demographic Detail □ Demographic Summary □ Instructional Hours □ Program Outcomes □ Enrollment (Entry) Summary □ Enrollment (Update) Summary □ Labor Force Detail □ Labor Force Summary I Test Results Skills Profile ⊠ Individual Skills Profile ⊠ Individual Skills Profile

Summary ⊠ Competency Performance **Reports** cont. ⊠ Student Competency Performance  $\boxtimes$  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 I Test History Student Test Summary □ Consumer Reports

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□ Consumer Skills Profile Data Management Data Integrity Data Integrity Detail □ Student Profile

□ State Reports □ Federal Reports □ California □ NRS Tables 1-12 □ Payment Points □ NRS Tables (NEW) □ NRS Tables □ Student Gains (NEW) □ EL Civics □ NRS Tables Additional □ NRS Performance Assessment Detail (NEW) □ Persister □ El Civics □ Core Additional Assessment □ Core Summary (NEW) California Core □ Core Performance Survey Summary □ Payment Points Core (OLD) □ Payment Points (OLD) □ Ad Hoc NRS □ Student Gains (OLD) ⊠ My Reports □ El Civics ⊠ Report Locator Additional Wizard Assessment ⊠ Reports Manager Detail (OLD) □ Dashboard Sources □ EL Civics □ Percentage of Additional Assessment □ Students by Summary (OLD) Drop Reasons □ NRS Performance

**Reports** cont.

#### **Tools**

**Reports** cont.

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Performance

Performance

Performance

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Paired Scores

eTests Administration □ Ad Hoc Reporting

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#### **Proctor (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	<ul> <li>Image: A set of the set of the</li></ul>					
Program Years	<ul> <li>Image: A start of the start of</li></ul>					
Sites	<ul> <li>Image: A start of the start of</li></ul>					
Class Definitions	<ul> <li>Image: A set of the set of the</li></ul>					
Class Instances	<ul> <li>Image: A start of the start of</li></ul>					
Testing Stations	<ul> <li>Image: A set of the set of the</li></ul>					
Testing Session Templates	<ul> <li>Image: A start of the start of</li></ul>					
Testing Sessions	<ul> <li>Image: A set of the set of the</li></ul>					
Test Administrations	<ul> <li>Image: A start of the start of</li></ul>					
Core Performance Measures	<ul> <li>Image: A start of the start of</li></ul>					
Core Performance Surveys	<ul> <li>Image: A start of the start of</li></ul>					
Personnel	<ul> <li>Image: A set of the set of the</li></ul>					
Personnel Employment	<ul> <li>Image: A set of the set of the</li></ul>					
Functional Roles	<ul> <li>Image: A set of the set of the</li></ul>					
Professional Status	<ul> <li>Image: A start of the start of</li></ul>					
Scoring Project Personnel	<ul> <li>Image: A set of the set of the</li></ul>					
Assignments	<ul> <li>Image: A start of the start of</li></ul>					
Students	<ul> <li>Image: A set of the set of the</li></ul>					
In Program Years	<ul> <li>Image: A start of the start of</li></ul>					
Tests	<ul> <li>Image: A start of the start of</li></ul>					
Student Records	<ul> <li>Image: A set of the set of the</li></ul>					
Class Enrollments	<ul> <li>Image: A second s</li></ul>					
Class Records	<ul> <li>Image: A set of the set of the</li></ul>					
Program Enrollments	<ul> <li>Image: A set of the set of the</li></ul>					
Program Records	<ul> <li>Image: A start of the start of</li></ul>					
Demographic History	<ul> <li>Image: A set of the set of the</li></ul>					
Employment History	<ul> <li>Image: A set of the set of the</li></ul>					
Certificates	<ul> <li>Image: A set of the set of the</li></ul>					
Access Groups	<ul> <li>Image: A set of the set of the</li></ul>					
Users	<ul> <li>Image: A set of the set of the</li></ul>					
Special Programs	<ul> <li>Image: A set of the set of the</li></ul>					
Assessment Forms	<ul> <li>Image: A start of the start of</li></ul>					
Field Tests	<ul> <li>Image: A set of the set of the</li></ul>					
Form Sections	<ul> <li>Image: A start of the start of</li></ul>					
Form Items	<ul> <li>Image: A set of the set of the</li></ul>					
Additional Assessments	<ul> <li>Image: A start of the start of</li></ul>					
Places of Employment	<ul> <li>Image: A set of the set of the</li></ul>					
Scoring Project Settings	<ul> <li>Image: A set of the set of the</li></ul>					
Reports Manager	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$

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#### Teacher Basic (TE) Access – Menus

#### 🛛 File TE

⊠ Change Password

□ Options...

## 🛛 View

□ Dashboard □ Shortcuts

$\Box$ Agencies	🛛 Si
□ Sites	$\boxtimes$
□ Classes	
□ Definitions	
□ Instances	$\Box C$
□ Users	
□ Access Groups	
Authentication	$\square$ P
Settings	
□ Personnel	
□ Registration	×Τ
Employment	$\Box C$
Records	🗆 E
□ Functional Roles	H
$\Box$ Professional	□ P
Status	E
□ Test	
Administrations	
□ Forms	
Field Tests	
□ Assessment	
Forms	
$\Box$ Additional	
Assessments	
Special Programs	
Testing Stations	
Testing Sessions	

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

Organization 🛛 Records tudents Demographics In program years Records lasses Enrollments Records rograms Enrollments Records ests Certificates Employment History Places of Employment

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□ Labor Force Summary I Test Results Skills Profile ⊠ Individual Skills Profile ⊠ Individual Skills Profile

Summary  $\boxtimes$  Competency Performance **Reports** cont. ⊠ Student Competency Performance  $\boxtimes$  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 I Test History Student Test Summary □ Consumer Reports □ Consumer Skills Profile Data Management □ Data Integrity

Data Integrity Detail

□ Student Profile

□ Teacher Detail

□ 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.

**Tools** 

**Reports** cont.

 $\square$  NRS Tables 1-12

Summary Audit

□ Federal Reports

□ NRS Tables

□ NRS Tables

□ NRS Tables

Monitor

□ Persister

□ Core

□ Core

□ Core

Core

Detail Audit

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□ Scanning Wizard □ 3<sup>rd</sup> Party Import Wizard □ Class Replication Wizard □ Proxy Wizard  $\Box$  TE to TE Import/Export □ NRS Performance Wizard Data Upload Control Panel California Core Performance Wizard □ Additional Assessments Import Wizard □ Scheduler

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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

Record Type Rights:

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

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



#### Teacher Enhanced (TE) Access – Menus

#### 🛛 File TE

⊠ Change Password □ Options...

## 🛛 View

□ Dashboard □ Shortcuts

⊠ Organization	└ Records
□ Agencies	□ Students
□ Sites	□ Demographics
$\boxtimes$ Classes	🗆 In program yea
□ Definitions	□ Records
$\boxtimes$ Instances	□ Classes
□ Users	□ Enrollments
□ Access Groups	□ Records
Authentication	□ Programs
Settings	□ Enrollments
□ Personnel	□ Records
Registration	□ Tests
🗆 Employment	□ Certificates
Records	Employment
Functional Roles	History
Professional	$\Box$ Places of
Status	Employment
□ Test	
Administrations	
□ Forms	
Field Tests	
□ Assessment	
Forms	
□ Additional	
Assessments	
Special Programs	
$\Box$ Testing Stations	
Testing Sessions	

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

**Reports** CASAS eTests ⊠ Next Assigned In program years Test ⊠ Personal Score Report □ eTests Administrations □ WTU Balance UWTU Balance Summary □ Demographics □ Demographic Detail □ Demographic Summary □ Instructional Hours □ Program Outcomes □ Enrollment (Entry) Summary □ Enrollment (Update) Summary □ Labor Force Detail □ Labor Force Summary I Test Results Skills Profile ⊠ Individual Skills Profile ⊠ Individual Skills Profile Summary ⊠ Competency

Performance

**Reports** cont. ⊠ Student Competency Performance  $\boxtimes$  Competency Performance Summary ☑ Content Standards Student Content Standard Performance I 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 I Test History Student Test Summary □ Consumer Reports □ Consumer Skills Profile Data Management □ Data Integrity Data Integrity Detail □ Student Profile □ Teacher Detail

#### State Reports □ Federal Reports ⊠ California $\square$ NRS Tables 1-12 □ Payment Points □ NRS Tables (NEW) Student Gains □ NRS Tables (NEW) □ EL Civics □ NRS Tables Additional Assessment Detail (NEW) □ Persister □ El Civics □ Core Additional Assessment □ Core Summary (NEW) California Core □ Core Performance Survey Summary □ Payment Points Core (OLD) □ Payment Points (OLD) □ Ad Hoc NRS □ Student Gains (OLD) ⊠ My Reports □ El Civics ⊠ Report Locator Additional Assessment ⊠ Reports Manager Detail (OLD) □ Dashboard Sources □ EL Civics □ Percentage of Additional Assessment □ Students by Summary (OLD) Drop Reasons □ NRS Performance

**Reports** cont.

#### **Tools**

**Reports** cont.

Summary Audit

Detail Audit

Performance

Performance

Performance

Performance

Diagnostics

Paired Scores

eTests Administration □ Ad Hoc Reporting

Category

Tables

Wizard

Summary Audit

California

Measure

Monitor

□ Scanning Wizard □ 3<sup>rd</sup> Party Import Wizard □ Class Replication Wizard □ Proxy Wizard  $\Box$  TE to TE Import/Export □ NRS Performance Wizard Data Upload Control Panel California Core Performance Wizard □ Additional Assessments Import Wizard □ Scheduler

#### 🖾 Helv

 $\boxtimes$  Contents ⊠ Release Notes



#### 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	1					
Program Years	1	1				100
Sites						
Class Definitions		1				
Class Instances	1	<ul> <li>Image: A set of the set of the</li></ul>		1		
Testing Stations	1					1
Testing Session Templates	1					<ul> <li>Image: A set of the set of the</li></ul>
Testing Sessions	1					1
Test Administrations	1					100
Core Performance Measures	1					<
Core Performance Surveys						
Personnel	1					
Personnel Employment	1					
Functional Roles	1					
Professional Status	1					
Scoring Project Personnel	1					100
Assignments	1					100
Students						
In Program Years	1	1				(B)
Tests	1					
Student Records	1		1	1		
Class Enrollments			1			
Class Records	1	1	1	1		
Program Enrollments	1		1	1		1
Program Records			1			
Demographic History	1			1		(B)
Employment History	1		1	1		
Certificates	1			1		
Access Groups						
Users	1	1				
Special Programs	1					
Assessment Forms	1					1
Field Tests	1					(m)
Form Sections	1					1
Form Items	1					1
Additional Assessments	1					
Places of Employment						
Scoring Project Settings	1					
Reports Manager			1			

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







#### 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 b** 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.).



Select Container ۷ ا ۵ Container: 4908 - Rolling Hills Adult School Acc 🔺 ۷ ک 4908 - Rolling Hills Adult School Group Nam 1 - North Campus Users: 11 - North City ESL 2 - South Campus 2 Me 3 - East Campus **Rights:** 4 - West Campus 5 - Center for Adults with Disabilities 6 - Southwest Campus



Access Group Identification				
Group Name:				
Users:	No users selected.			
	No selection Add			

Users:		No users selected.				
		[		•	Add	
	Menu	bsmith@rhas.org	Bob Smith		1	
		jsmith@rhas.org	John Smith			
Rights:		msmith@rhas.org	Mary Smith			
_		ssmith@rhas.org	Sue Smith			
	-	Clear selection	Select from Lister			

Users:	No users selected.		
	msmith@rhas.org - Mary Smith	•	Add

Users:	No users selected.		
			Add
A Me	bsmith@rhas.org	Bob Smith	1
	jsmith@rhas.org	John Smith	
Rights:	msmith@rhas.org	Mary Smith	
	ssmith@rhas.org	Sue Smith	
	Clear selection	Select from Lister	

Pick 🔍	Cancel Pick 🥥 New 🖹 🛛	Filter 🍸 Colu	umns 🔳 Sort 👭 I
	<ul> <li>Container</li> </ul>	Name	User Account
	Y	T	T
<ul> <li>Image: A set of the set of the</li></ul>	4908 - Rolling Hills Adult School	Bob Smith	bsmith@rhas.org
<ul> <li>Image: A set of the set of the</li></ul>	4908 - Rolling Hills Adult School	John Smith	jsmith@rhas.org
<ul> <li>Image: A start of the start of</li></ul>	4908 - Rolling Hills Adult School	Mary Smith	msmith@rhas.org
<ul> <li>Image: A start of the start of</li></ul>	4908 - Rolling Hills Adult School	Sue Smith	ssmith@rhas.org

Users:	User Account	User Name	
	bsmith@rhas.org	Bob Smith	×
	jsmith@rhas.org	John Smith	×
	msmith@rhas.org	Mary Smith	×
	ssmith@rhas.org	Sue Smith	×

#### 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 <u>Adding User</u> <u>Accounts</u>).

## **Defining Group Access Rights**

A user may belong to both a CASAS-controlled ET access group and an agencycontrolled 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.
    - 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.
- 2) Select Container Access Rights (if applicable).

a 🖍 I	Menu Access Rights	
Rights:	File	
	Change Password	=
	✓ Options	
	View	
	Dashboard	
	Shortcuts	
	✓ Organization	
	✓ Agencies	
	✓ Sites	
	Classes	
	Definitions	
	Instances	
	✓ Users	
	✓ Access Groups	
	Authentication Settings	
	Personnel	
	Registration	-

Note! Refer to <u>Assessment and Database Management</u> <u>Features</u> for details about Basic vs. Enhanced access to menus and data.

Data Access Rights					
Container Access Rights: Add Access Right					
Role Access Rights: Record Type Rights:	View Records From Base Container View Records From Parent Container View Records From Sibling Containers				



#### 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.

## Access Groups

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.

	TE	View	Organ	ization	Re	cords	Repo	rts	Tools	Help	
(	Acces	s Groups	5	New A	ccess	5 Group	×				
ſ	Navigat	or			ņ	New	n Sa	we Ę	Can	cel ⊘	Delete >
	Edit / Vi	ew				🖻 A	ccess	Gro	oup In	forma	ition
						Conta	iner:	490	8 - Rollin	g Hills Ad	lult School

eTests TOPSpro







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

#### **Ordering Information**

• For questions about ordering <u>CASAS eTests Online</u> or <u>TOPSpro Enterprise Online</u>, contact <u>cfarrell@casas.org.</u>

#### Training Support

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

#### **Technical Support**

Contact the **CASAS Technology Support Team** at <u>techsupport@casas.org</u>. 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.



#### **CASAS** Technology Support Team

<u>techsupport@casas.org</u> 8:00 am – 5:00 pm (Pacific), M – F 1-800-255-1036, option 2