

Steps to Add Site Records

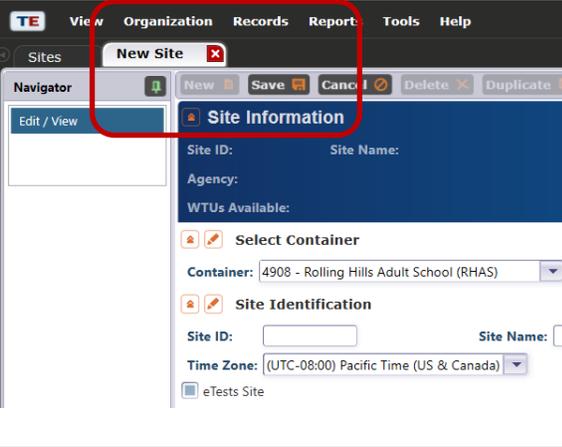
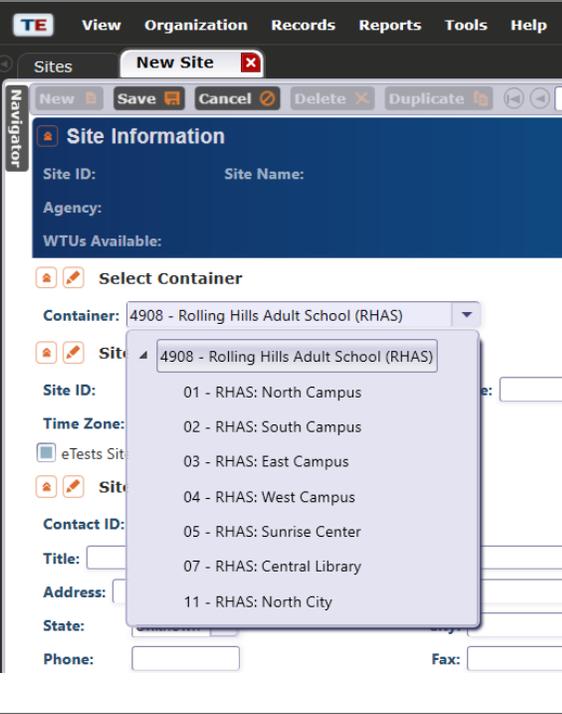
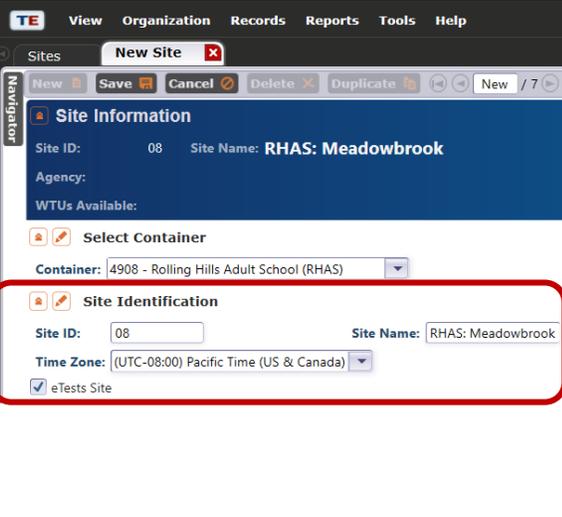
Sites are part of the organizational structure of an online account and represent physical locations where testing, instruction and training take place. Sites may serve learners in multiple instructional programs. Agencies may add Sites to their online account at any time.

eTests Site

Any Site using eTests Online must comply with all testing requirements in each lab within a Site as outlined in the CASAS Implementation Agreement training.

- Test units (WTU/TEU) must be available in an online account to enable an eTests Site.
- Sites must be enabled for eTests to register computers and administer tests.

Step	Screen	Description																								
1.		<ul style="list-style-type: none"> • From the Menu bar at top, <ul style="list-style-type: none"> ○ Click Organization. <ul style="list-style-type: none"> ▪ Select Sites. 																								
2.	<table border="1"> <thead> <tr> <th>Site ID</th> <th>Is eTests Site</th> <th>Site Name</th> </tr> </thead> <tbody> <tr><td>01</td><td>Yes</td><td>RHAS: North Campus</td></tr> <tr><td>02</td><td>Yes</td><td>RHAS: South Campus</td></tr> <tr><td>03</td><td>Yes</td><td>RHAS: East Campus</td></tr> <tr><td>04</td><td>Yes</td><td>RHAS: West Campus</td></tr> <tr><td>05</td><td></td><td>RHAS: Sunrise Center</td></tr> <tr><td>07</td><td>Yes</td><td>RHAS: Central Library</td></tr> <tr><td>11</td><td>Yes</td><td>RHAS: North City</td></tr> </tbody> </table>	Site ID	Is eTests Site	Site Name	01	Yes	RHAS: North Campus	02	Yes	RHAS: South Campus	03	Yes	RHAS: East Campus	04	Yes	RHAS: West Campus	05		RHAS: Sunrise Center	07	Yes	RHAS: Central Library	11	Yes	RHAS: North City	<ul style="list-style-type: none"> • A new tabbed page opens listing the Sites setup in the online account. • Sites that use eTests Online are identified as an eTests Site. • To be an eTests Site, agencies complete a "Going Live" Checklist, which includes: <ul style="list-style-type: none"> ○ Online Implementation Agreement ○ eTests Coordinator Certification ○ eTests Proctor Certification ○ Order test units (WTU/TEU) • From the Toolbar at top left, <ul style="list-style-type: none"> ○ Click New.
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3.		<ul style="list-style-type: none"> • A new tabbed Page opens to add information about the new Site for your agency. • Sites are added to Containers, which 'contain' records of activity occurring at that site. <ul style="list-style-type: none"> ○ Your Agency is the 'parent' container for your online account.
4.		<ul style="list-style-type: none"> • Sites are 'child' records of your Agency. • Sites are typically added to the 'parent' container but may also be a Sub-Site. • The determination of 'where' to add a new Site depends on How? you plan to track and record outcomes. • Click the Container field down-arrow. <ul style="list-style-type: none"> ○ Select the Container to add the new Site.
5.		<ul style="list-style-type: none"> • For Site Identification, <ul style="list-style-type: none"> ○ Enter the Site ID. ○ Enter the Site Name. ○ Check eTests Site – <ul style="list-style-type: none"> ▪ <i>Only check if you plan to use CASAS eTests at the Site and test units (WTU/TEU) are available for administering tests.</i> • From the Toolbar at top, <ul style="list-style-type: none"> ○ Click Save.

Step	Screen	Description
6.		<ul style="list-style-type: none"> To close the new Site record, <ul style="list-style-type: none"> Click the Red X Box on the Site tab.
7.		<ul style="list-style-type: none"> This returns you to the Sites lister where you will see the new Site in the list of records.
8.		<ul style="list-style-type: none"> Click the Red X Box on the Sites tab and close the lister.