Steps to Add Test Records

To manually add a **Test** record for a specific student, filter for the student's **Demographics** record, and then use the student record **Navigator** to add the new test record. This approach will ensure data-entry accuracy with prepopulated "parent" information about the student.

Step	Screen	Description
1.	TE View Organization Records Reports Tools Help Students Demographics Clarcoc In programs Tests Records Certificates Employment History Places of Employment	 From the Menu bar, Click Records. Select Students. Click Demographics.
2.	Note Part Control Part Control	 The Demographics list of records opens in a tabbed page. This tabbed page is commonly referred to as the Demographics Lister.
3.	View Organization Records Reports Tools Help Students Students New Enrol 4908 - Rolling Hills Adult School (RHAS) Subsites Student ID A1 First Name A2 Middle Name A3 Last Name Starts with 321456987 X Xavalta Ortega Ok Torres Aaron Christopher Dugais 4472627 Aarpel Cullivan	 From the student Demographics lister, Click the Filter icon in the Student ID column. Enter the Student ID. Click OK.
4.	TE View Organization Records Reports Tools Help Students X New Enroll 4908 - Rolling Hills Adult School (RHAS) Subsites is • Student ID A1 First Name A2 Middle Name A3 Last Name is • Student ID A1 First Name A2 Middle Name A3 Last Name is • 321456987 X Y Y Y 321456987 Hanuel Rodriguez	 The filtered Student record is now highlighted in the Demographics list of records. O Double-click to Open the student Demographics record.

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Test Records

Step	Screen	Description
5.		• The student Demographics record opens in a tabbed page.
6.	h Program Years Sudent Records Class Evolutionents Program Evolutionents View Organization Records Reports Tools Help Students 321456987 / Manuel Rodriguez Program Evolutions View Organization Records Reports Tools Help Students 321456987 - Manuel. New Test Program Vear View State Cancel Control Con	 From the student record Navigator at left, Click Tests. From the student's tests lister Toolbar at right, Click New. A new tabbed page opens to input Test information. The Test record opens with the Student field automatically populated. Click the Program Year field down-arrow. Select the current Program Year. Click the Assessment Date field down-arrow, Enter the Assessment Date. Use the drop-down Calendar, or
7.	View Organization Records Reports Tools Help Students 3214556987 Manuell New Test Coro Linked Corosenact Image: Save Concel Corosenact Corosenact Corosenact Disconnect Image: Save Concel Corosenact Corosenact Corosenact Disconnect Image: Save Corosenact Corosenact Corosenact Disconnect Image: Corosenact Corosenact Corosenact Corosenact	 Type the Date. For Assessment Information, Click the Form field down-arrow and select a Test Form with Type to Search. Scroll to Select. Select from Lister. Scoring Option #1 If you <i>do not</i> plan to generate performance reports from test results, Check Score Override. Enter the Raw Score. Scale Score auto-populates after saving the record.

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Test Records



Step	Screen	Description
8.	View Organization Records Reports Tools Hep Students 321456987 - Manuel New Test Image: Control of the phicade in the Control of the control of the phicade in the control of the	 Scoring Option #2 If you plan to generate performance reports from test results, Leave Score Override unchecked. Enter Item Responses for each test item. Raw and Score Scale auto-populate after saving the record.
9.	View Organization Records Reports Tools Help Stud ans John 6987 - Manuel New Test Image: Concel Conce	 To Save the new Test record, Click Save from the Toolbar at top.
10.	Till View Organization Record : Reports Tools Help Students: 321456987 - Manue : 321455987 - Manuel Important in the second	 To Close the new Test record, Click the Red X Box on the new Test record tab. This returns you to the student's Demographics record.
11.	View Organization Records Reports Tools Help Students 321456957 - Manuel Image: Conservation Image: Conservation Image: Conservation Ent/Ver Image: Conservation Add Entry/Update Record Image: Conservation Image: Conservation Endert Student: StriColognet: Birth Date: (011/1908 Gender: Male Class incluments Colognet: Colognet: Birth Date: (011/1908 Gender: StriColognet: Program Records Colognet: Colognet: Birth Date: (011/1908 Gender: StriColognet: Demangraph: Index: Form Score Accurate Conservative Very Very Score Very None 20	 The new Test record now displays in the student's Tests lister. Click Refresh from the Tests lister Toolbar to display the new Test, if needed.



Test Records

Step	Screen	Description
12.	View Organization Records Reports Tools Help Students 321456987 - Manuel X Navigator X Save Cancel Collect Collect Delete Collect Edit / View New Save Cancel Collect Delete Collect Delete Delete Edit / View In Program Years Student Information Agency: 4908 - Rolling Hills Adult School (RHAS) Student Records Class Enrollments Class Records Program Record Tests Program Records 4908 Rolling Hills Adult School (RHAS) Scole Cate Demographic History Employment History 4/28/2021 185R 204	If you have additional Test records to input for the <i>same</i> student • From the student's Tests lister Toolbar at right, • Click New . • Proceed from Step 6 .
13.	View Organization Records Report Tools Holp Students Students Image: Additional information Image: Additional information Entry View Agency: 4008 Additional information In Program Records Agency: 4008 Student: 321456987 / Manuel Kodriguzz Bith / View Agency: 4008 Bith Additional information In Program Records Add Entry / Update Record Class Record Class Records Eds: 4008 Fest Program Records Image: 4008 Fest Demographit: Isday Fest Y Employment History 1558 204	 If you are finished inputting Test records for the <i>same</i> student Click the Red X Box on the Student record tab and return to the Demographics lister.
14.	Image: Section of the sectio	 If you have additional Test records to input for <i>other</i> students, Proceed from Step 3. If you are finished with inputting Test records, Click the Red X Box on the student Demographics tab to close the lister.