

Steps to Collect Student Information

With eTests Registration Session

The **Registration** session allows students to input demographic information into the CASAS Online System without testing. This does not use any web-test units (WTUs).

The **Registration** session:

- separates the student data collection process from the testing process.
- adds new student records, or updates existing student records, by collecting and recording demographic information, including address, email, and cell phone information.
- students can also practice taking a CASAS web-based test before actual testing begins.


If you *use* the **Registration** session,

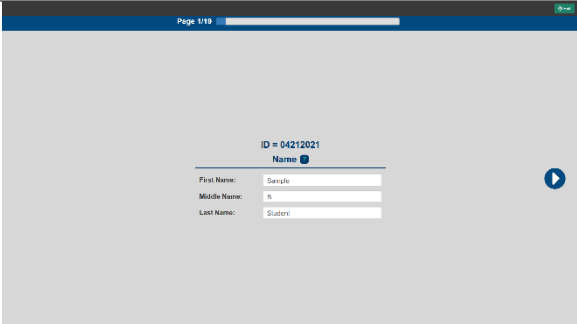
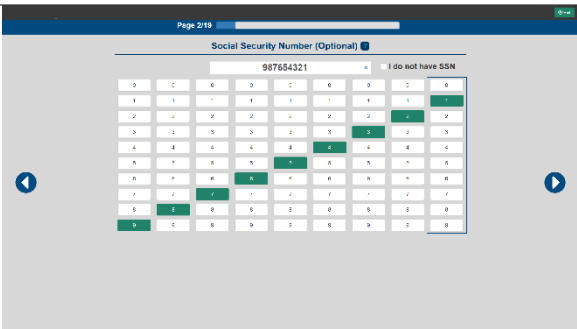
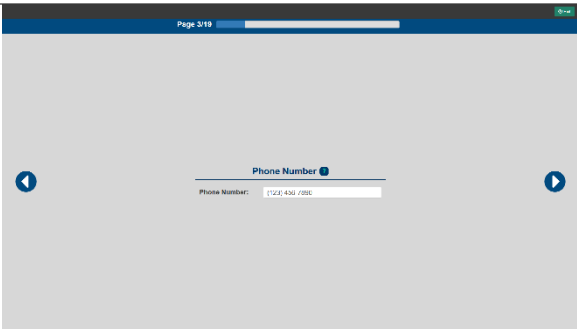
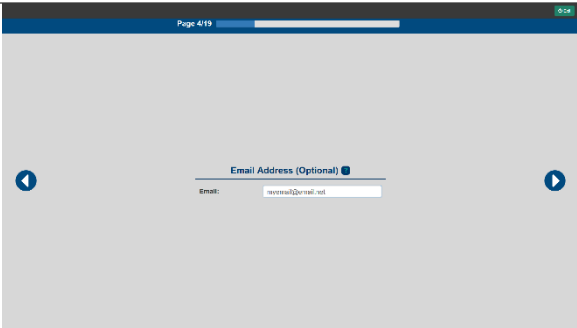
- data-collection screens are skipped in other sessions and students begin testing.

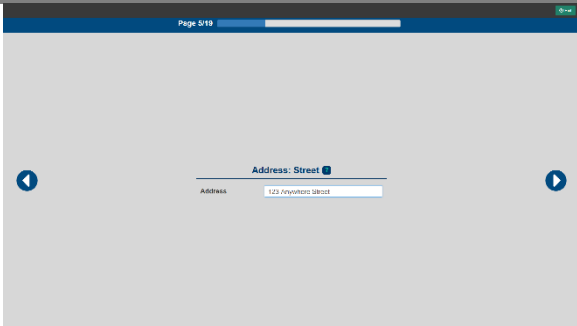
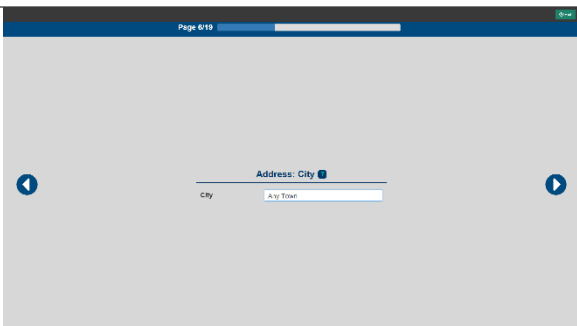
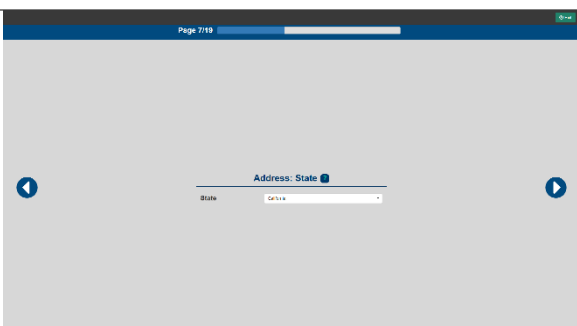
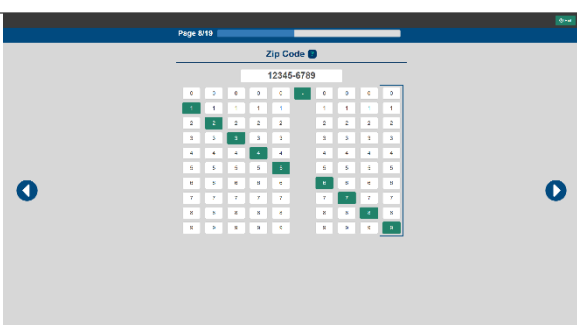
If you *do not use* the **Registration** session,

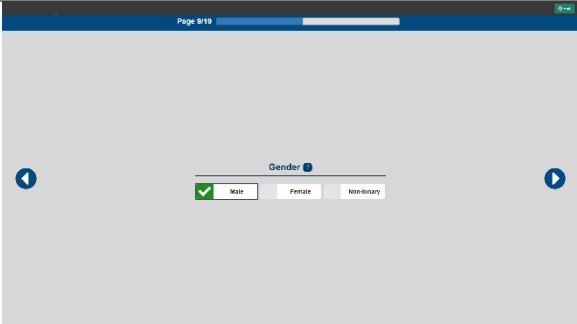

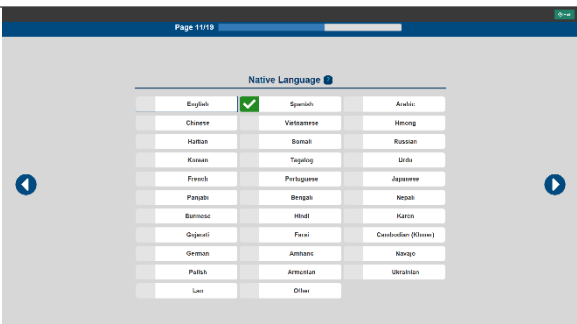

- students will complete data-collection screens in any regular session before they begin testing.

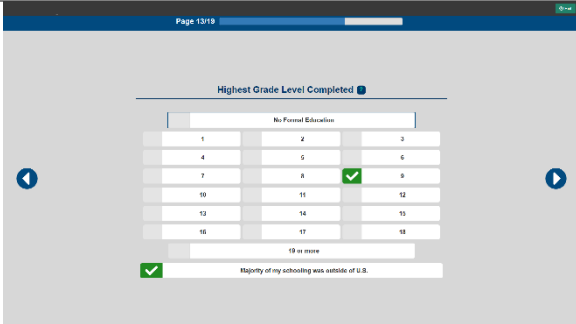
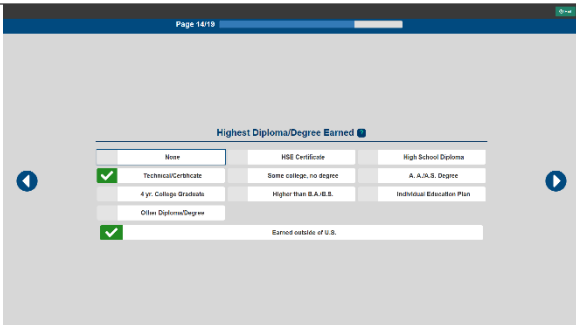


Note! If you plan to import student information from a 3rd Party System to TOPSpro Enterprise, then you would not need to collect this information through eTests. You can, however, collect data through eTests that are not included in the 3rd Party import such as an address, email, or cell phone number so that you have complete student information in your account.

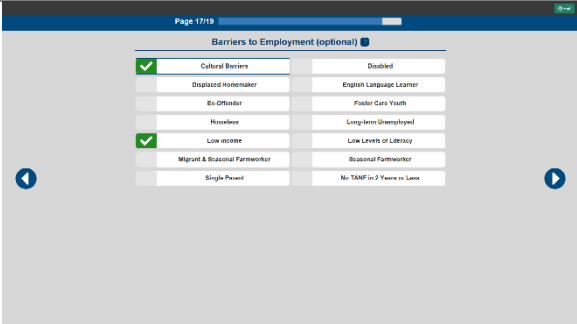
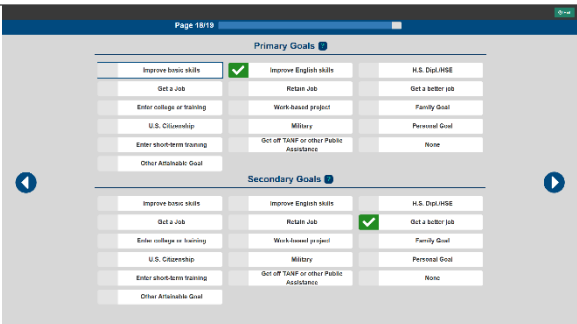
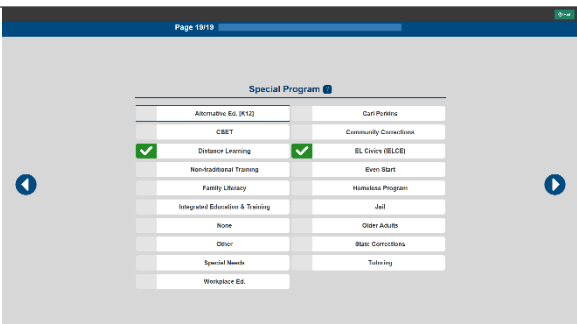
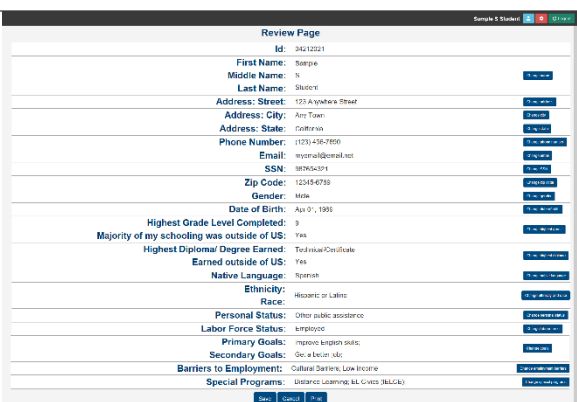
Step	Screen	Description
1.		<p>Identification Code</p> <p>An ID may contain:</p> <ul style="list-style-type: none"> • Numeric characters, • Alpha characters, or • Alpha-numeric characters combined. <p>Note! Identification codes are generally assigned by the agency through a 3rd Party Registration System. CASAS offers an ID Auto-generation Method for agencies that do not have a formal method for assigning IDs.</p>

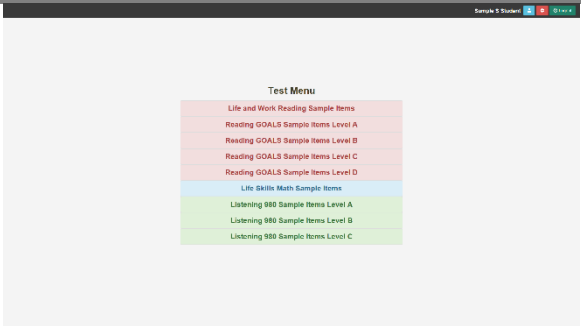
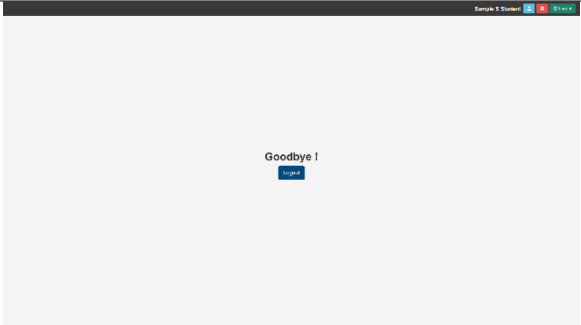
Step	Screen	Description
2.		<p>Student Name</p> <ul style="list-style-type: none"> Enter First Name, then Last Name (required). Enter Middle Name or Middle Initial (recommended). <p><i>Note!</i> Students with two last names should choose one last name and use this name consistently on all subsequent forms.</p>
3.		<p>Social Security Number (Optional)</p> <ul style="list-style-type: none"> Click each digit for the Social Security Number. – OR – Click the checkbox for I do not have SSN.
4.		<p>Phone Number</p> <ul style="list-style-type: none"> Enter each number of the Phone Number in the field. The phone number will automatically format as (###) ###-####.
5.		<p>Email Address (Optional)</p> <ul style="list-style-type: none"> Enter an Email Address in the ###@###.### format.

Step	Screen	Description
6.		Address: Street <ul style="list-style-type: none"> Enter the number and name of the Street where the student currently lives.
7.		Address: City <ul style="list-style-type: none"> Enter the name of the City where the student currently lives.
8.		Address: State <ul style="list-style-type: none"> Click the arrow and from the drop-down menu select the State where the student currently lives.
9.		Zip Code <ul style="list-style-type: none"> Click each digit for the Zip Code number. (Optional) Click remaining digits for the Zip Code extension.

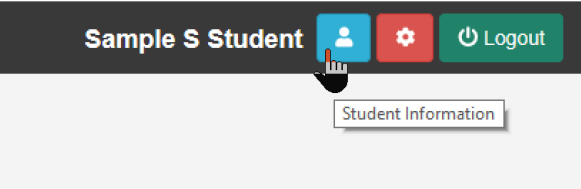
Step	Screen	Description
10.		Gender (Mandatory) <ul style="list-style-type: none"> Check the personal identification of the student's own gender.
11.		Date of Birth (Mandatory) <ul style="list-style-type: none"> Click the Month of birth. Click the Day of birth. Use a leading zero for numbers less than 10. Click 19 or 20 for the Year of birth. <ul style="list-style-type: none"> Click the remaining two numbers to complete the Year of birth.
12.		Native Language <ul style="list-style-type: none"> Check one. Indicate the prevalent Language spoken in the home when the student was a child.
13.		Ethnicity <ul style="list-style-type: none"> Check one. Indicate the group with which the student primarily identifies. If Hispanic or Latino is selected, skip Race. If Not Hispanic or Latino is selected, check one or more Race according to student's origins. <ul style="list-style-type: none"> Race <ul style="list-style-type: none"> Check one or more.

Step	Screen	Description
14.		<p>Highest Year of School Completed</p> <ul style="list-style-type: none"> Check the highest number of Years of formal schooling the student has completed. <ul style="list-style-type: none"> Schooling in the United States or abroad is included. Check whether the student completed formal schooling Outside* the United States. <p><i>*If the student completed some schooling in the U.S., and some outside the U.S., then check this only if more than 50 percent was completed outside the U.S.</i></p>
15.		<p>Highest Diploma or Degree Earned</p> <ul style="list-style-type: none"> Check one. Indicate the highest credential or degree the student has achieved. <ul style="list-style-type: none"> Schooling in the United States or abroad is included. Check whether the student earned the degree or diploma Outside the United States.
16.		<p>Personal Status (Optional)</p> <ul style="list-style-type: none"> Check all that applies to the student's current Personal Status.
17.		<p>Labor Force Status</p> <ul style="list-style-type: none"> Check one. Indicate the student's status in the Labor Force.

Step	Screen	Description
18.		Barriers to Employment (Optional) <ul style="list-style-type: none"> Check all that apply that may serve as a hindrance to employment.
19.		Primary Goal <ul style="list-style-type: none"> Check one primary goal to attain within the current program year. Secondary Goal <ul style="list-style-type: none"> Check one secondary goal to attain within the current program year.
20.		Special Program <ul style="list-style-type: none"> Mark all that apply. Check the Special Program(s) that the student is enrolled in.
21.		Review Page <ul style="list-style-type: none"> The Review Page displays after the student is finished responding to all data collection screens. To edit any information before saving, <ul style="list-style-type: none"> Click the Change button to the right of the information to change. Click Print (if needed). Click Save.

Step	Screen	Description
22.		Menu Screen – Practice <ul style="list-style-type: none"> This screen displays if Practice is included with the Registration session. After the new student record is added to your account through the Registration Session, the student may practice taking a test. Click a Practice button. Click Logout when finished.
23.		Menu Screen – Goodbye! <ul style="list-style-type: none"> This screen displays if Practice is not included with the Registration session. Click Goodbye!

Updating Student Information in eTests

24.		Student Information <ul style="list-style-type: none"> If enabled in the session, Student Information may be updated in eTests. Click the Student Information icon. <ul style="list-style-type: none"> The Review Page is displayed to change and save updated information. Click Save.
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