

## Steps to Collect Student Information

### With eTests Testing Session

A **Testing** session configured to administer tests can also be used to allow students to input demographic information into your TOPSpro Enterprise account. All testing sessions use web-test units (WTUs).

A **Testing** session configured to collect student information:

- adds new student records, or updates existing student records, by collecting and recording demographic information, including address, email, and cell phone information.
- students will complete data-collection screens before they begin testing.

IF student information pre-exists in your online account:

- and **Data collection** screens are *not enabled* in the session configuration,
  - Students confirm their **Identification** (i.e., ID and Name) and then begin testing.

IF student information pre-exists in your online account but some information is missing,

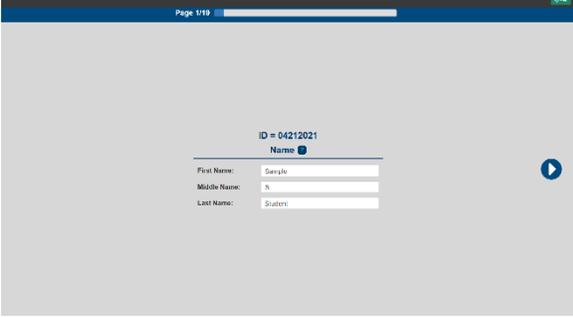
- and **Data collection** screens *are enabled* in the session configuration,
  - Students confirm their **Identification** (i.e., ID and Name) and are then presented with data collection screens before they begin testing.

IF student information *does not* pre-exist in your online account:

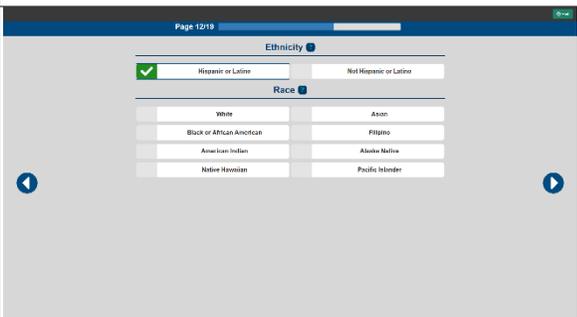
- and **Data Collection** screens are *not enabled* in the session configuration,
  - Students complete **ID** and **Name** fields *only* before they begin testing.

**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.

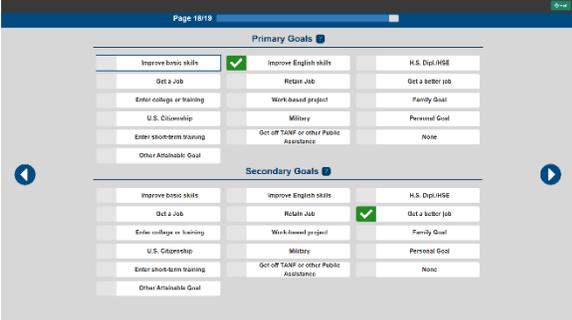
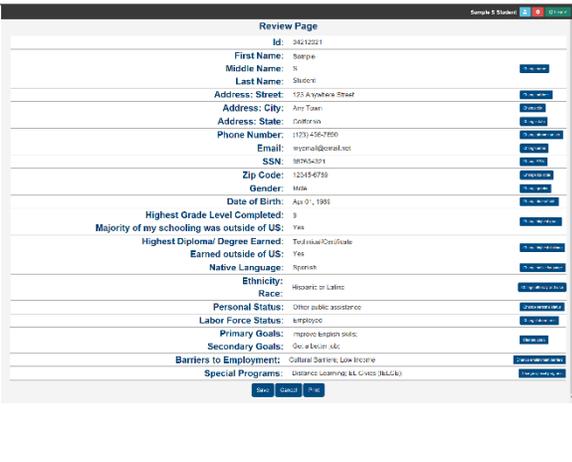
Step	Screen	Description
1.		<p><b>Identification Code</b></p> <p>An ID may contain:</p> <ul style="list-style-type: none"> <li>• Numeric characters,</li> <li>• Alpha characters, or</li> <li>• Alpha-numeric characters combined.</li> </ul> <p><b>Note!</b> Identification codes are generally assigned by the agency through a 3<sup>rd</sup> Party Registration</p>

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

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

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

Step	Screen	Description
14.		<p><b>Highest Year of School Completed</b></p> <ul style="list-style-type: none"> <li>• Check the highest number of <b>Years</b> of formal schooling the student has completed. <ul style="list-style-type: none"> <li>○ Schooling in the United States or abroad is included.</li> </ul> </li> <li>• Check whether the student completed formal schooling <b>Outside*</b> the United States.</li> </ul> <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><b>Highest Diploma or Degree Earned</b></p> <ul style="list-style-type: none"> <li>• Check one. Indicate the highest credential or degree the student has achieved. <ul style="list-style-type: none"> <li>○ Schooling in the United States or abroad is included.</li> </ul> </li> <li>• Check whether the student earned the degree or diploma <b>Outside</b> the United States.</li> </ul>
16.		<p><b>Personal Status (Optional)</b></p> <ul style="list-style-type: none"> <li>• Check all that applies to the student's current <b>Personal Status</b>.</li> </ul>
17.		<p><b>Labor Force Status</b></p> <ul style="list-style-type: none"> <li>• Check one.</li> <li>• Indicate the student's status in the <b>Labor Force</b>.</li> </ul>

Step	Screen	Description
18.		<h3>Barriers to Employment (Optional)</h3> <ul style="list-style-type: none"> <li>Check all that apply that may serve as a hindrance to employment.</li> </ul>
19.		<h3>Primary Goal</h3> <ul style="list-style-type: none"> <li>Check one primary goal to attain within the current program year.</li> </ul> <h3>Secondary Goal</h3> <ul style="list-style-type: none"> <li>Check one secondary goal to attain within the current program year.</li> </ul>
20.		<h3>Special Program</h3> <ul style="list-style-type: none"> <li>Mark all that apply.</li> <li>Check the Special Program(s) that the student is enrolled in.</li> </ul>
21.		<h3>Review Page</h3> <ul style="list-style-type: none"> <li>The <b>Review Page</b> displays after the student is finished responding to all data collection screens.</li> <li>To edit any information before saving,             <ul style="list-style-type: none"> <li>Click the <b>Change</b> button to the right of the information to change.</li> </ul> </li> <li>Click <b>Print</b> (if needed).</li> <li>Click <b>Save</b>.</li> </ul>

Step	Screen	Description
22.		<p><b>Menu Screen – Wait for Proctor</b></p> <ul style="list-style-type: none"> <li>• After the new student record is added to your account through the <b>Testing Session</b>, the student may need to wait for the proctor to enable tests.</li> <li>• Click <b>Refresh</b> when the proctor is ready to test.</li> </ul>
23.		<p><b>Menu Screen – Test menu</b></p> <ul style="list-style-type: none"> <li>• After the proctor enables tests, the student moves forward with testing.</li> <li>• Click a <b>Test</b> button to begin testing.</li> <li>• Click <b>Logout</b> when all testing is finished.</li> </ul>
24.		<p><b>Student Information</b></p> <ul style="list-style-type: none"> <li>• Student demographic information may be updated from the <b>Menu Screen</b>.</li> <li>• Click the <b>Student Information</b> icon.             <ul style="list-style-type: none"> <li>○ The <b>Review Page</b> is displayed to change and save updated information.</li> <li>○ Click <b>Save</b>.</li> </ul> </li> </ul>