

#### **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.	are traces	Identification Code
	Electrica states	An <b>ID</b> may contain:
		Numeric characters,
	_	<ul> <li>Alpha characters, or</li> <li>Alpha numeric characters combined</li> </ul>
		• Apria-numeric characters combined.
		<i>Note!</i> Identification codes are generally assigned
		by the agency through a 3 <sup>rd</sup> Party Registration

# eTests<sup>\*</sup> TOPSpro

Step	Screen	Description
		System. CASAS offers an <b>ID Auto-generation</b> <b>Method</b> for agencies that do not have a formal method for assigning IDs.
2.	Page 110	Student Name
	D = 04212021 Name © First Name: 8 Molde Name: 8 Last Name: Souter	<ul> <li>Enter First Name, then Last Name (required).</li> <li>Enter Middle Name or Middle Initial (recommended).</li> <li>Note! Students with two last names should choose one last name and use this name consistently on all subsequent forms.</li> </ul>
3.	Page 210	
	Social Security Number (Optional)         0       0       0       0       0       0       0         0       0       0       0       0       0       0       0       0         0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0       0	<ul> <li>Social Security Number (Optional)</li> <li>Click each digit for the Social Security Number.         <ul> <li>OR –</li> <li>Click the checkbox for I do not have SSN.</li> </ul> </li> </ul>
4.	Page 310	Dhana Numhan
	Phone Number S Proce Nember: (722 4 54 / Int)	<ul> <li>Enter each number of the Phone Number in the field.</li> <li>The phone number will automatically format as (###) ###-####.</li> </ul>
	Pay 4/9	
5.	Email Address (Optional)  Email Address (Optional)  Email Address (Optional)  Email address (Optional)  Email	<ul> <li>Email Address (Optional)</li> <li>Enter an Email Address in the ###@###.### format.</li> </ul>







Step		Screen	Description
10.		Page 610	Gender (Mandatory)
	0	Gender 🖡 Vite Franze Interiencery	• Check the personal identification of the student's own gender.
11.		Page 1019	Date of Birth (Mandatory)
		Booth         Day         Year	• Click the <b>Month</b> of birth.
	0	67         1         2         3           90         6         1         3           90         6         5         6           40         6         5         6           40         7         7         1           Mentor         1         2         1           Mentor         1         2         1           Mentor         1         2         1	• Click the <b>Day</b> of birth. Use a leading zero for numbers less than 10.
		2color	• Click <b>19</b> or <b>20</b> for the <b>Year</b> of birth.
			<ul> <li>Click the remaining two numbers to complete the <b>Year</b> of birth.</li> </ul>
12.		992 Page 1019	Native Language
		Native Language 🗿 Explicit 🖌 Specific Analic	Check one.
	0	Clearers     Valuamers     Honog       Ronal     Ronal     Ronal       Kanaa     Tonol     Dafa       Frank     Proligerer     Apaart       Pargha     Bergab     Moga       Bergab     Ronal     Moga       Gaussi     Frani     Contoder (thrm)       Gaussi     Amanta     Norga       Gaussi     Amanta     Soutada       Gaussi     Other     Soutada	• Indicate the prevalent <b>Language</b> spoken in the home when the student was a child.
13.		Ethnicity  Hispanic or Lation Race Write Assor	<ul><li>Ethnicity</li><li>Check one. Indicate the group with which</li></ul>
		Bios or Affana Andreas Anarians Inflam Nore Hennian Parlie Isholar	the student primarily identifies.
	0	0	• If <b>Hispanic or Latino</b> is selected, skip <b>Race</b> .
			• If <b>Not Hispanic or Latino</b> is selected, check one or more Race according to student's origins.
			o Race
			<ul> <li>Check one or more.</li> </ul>
	4	Training and Support	© 2021 CASAS. All rights reserved.



Step	Screen	Description
14.	Page 13/10	Highest Year of School Completed
	Highest Grade Level Completed         N: Found Education         1       2       4         4       5       4         7       8       4         10       11       10         12       14       10         13       14       10         14       11       10         15       16       10         16       17       10         17       18       10         18       10       10         19       10       10         10       10       10         11       10       10         12       10       10         13       10       10         14       10       10         15       10       10         16       10       10         17       10       10         18       10       10         19       10       10         19       10       10         19       10       10         19       10       10         19       10       10         <	• Check the highest number of <b>Years</b> of formal schooling the student has completed.
		<ul> <li>Schooling in the United States or abroad is included.</li> </ul>
		• Check whether the student completed formal schooling <b>Outside</b> * the United States.
		*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.
15.	Page 14/19	Highest Diploma or Degree Earned
	Highest Diploma/Degree Earned	• Check one. Indicate the highest credential or degree the student has achieved.
	TechnicalCethodul     Game calue, no spare     A.A.B.A.B.Oper     Game     Gime SchemeNagere      Earned satisfie of U.B.	<ul> <li>Schooling in the United States or abroad is included.</li> </ul>
		• Check whether the student earned the degree or diploma <b>Outside</b> the United States.
16.	Page 1910 Personal Status (Optional)	Personal Status (Optional)
	With, Totory     Yawr       Other paths autilities     Exorded in high school /1/32       Bohound worked     Vature       Physically wheth     Lataning doubted	• Check all that applies to the student's current <b>Personal Status</b> .
17.	Page 1010	Labor Force Status
	i abus Essas Status 🖨	Check one.
	Labor Force Status   Labor Force Status  Languloged  Languloged  Languloged  Languloged  Labor Force Status  Languloged  Langu	<ul> <li>Indicate the student's status in the Labor Force.</li> </ul>

## eTests TOPSpro

Step	Screen	Description
18.	Paget 17/10 Barriers to Employment (optional) ● Chura Barriers Dapated Research Dapated Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research R	<ul> <li>Barriers to Employment (Optional)</li> <li>Check all that apply that may serve as a hindrance to employment.</li> </ul>
19.	Page 80         Page 80 <td< th=""><th><ul> <li>Primary Goal</li> <li>Check one primary goal to attain within the current program year.</li> <li>Secondary Goal</li> <li>Check one secondary goal to attain within the current program year.</li> </ul></th></td<>	<ul> <li>Primary Goal</li> <li>Check one primary goal to attain within the current program year.</li> <li>Secondary Goal</li> <li>Check one secondary goal to attain within the current program year.</li> </ul>
20.	Special Program         Atmuthe 6: \$1(1)         Call         Cal	<ul> <li>Special Program</li> <li>Mark all that apply.</li> <li>Check the Special Program(s) that the student is enrolled in.</li> </ul>
21.	Review Page Review Page Highest Grade Level Complete: Highest Optional Degree Earnet: Highest Degree Earnet: Highest Optional D	<ul> <li>Review Page</li> <li>The Review Page displays after the student is finished responding to all data collection screens.</li> <li>To edit any information before saving, <ul> <li>Click the Change button to the right of the information to change.</li> </ul> </li> <li>Click Print (if needed).</li> <li>Click Save.</li> </ul>
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Step	Screen	Description
22.	Sanya Sisteri 👔 🚺 🕬	Menu Screen – Wait for Proctor
	Please wait for the proctor.	<ul> <li>After the new student record is added to your account through the Testing Session, the student may need to wait for the proctor to enable tests.</li> <li>Click Refresh when the proctor is ready to test.</li> </ul>
23.	Test Menu Rening Ferm 1920 Ferm 1920	<ul> <li>Menu Screen – Test menu</li> <li>After the proctor enables tests, the student moves forward with testing.</li> <li>Click a Test button to begin testing.</li> <li>Click Logout when all testing is finished.</li> </ul>
24.	Sample S Student C Logout	<ul> <li>Student Information</li> <li>Student demographic information may be undated from the Manu Screen</li> </ul>
		Click the Student Information icon
		• Click the Student Information icon.
		<ul> <li>The <b>Keview Page</b> is displayed to change and save updated information.</li> </ul>
		o Click <b>Save</b> .