eTests TOPSpro

### **Steps to Generate Reports by Class**

Reports from TOPSpro Enterprise (TE) are always available to generate for your class.

- The **CASAS eTests** report category gives you access to reports directly related to web-based testing.
- The **Test Results** report category gives you access to performance reports for students enrolled in your class.

Data Management       Content Standards         State Reports       Learning Gains         Federal Reports       Test Response         Report Locator Wizard       Test History         Reports Manager       Student Gains         Dashboard Sources       EL Civics Additional Assessment
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Whenever you select any report from the **Reports** menu, you are presented with the **Report Setup** screen, the **Report Generator.** Each setup screen consists of <u>two</u> main sections.

- **1.** Use the **Report Setup Toolbar** at the top of the setup screen to **Generate** the report.
- 43 Version: 3.0 build 17 ? 🗖 🖻 💌 View Organization Records Reports Tools Help TE 1 Student Competency... X Pa 2. Use the **Report Setup** 4908 - Rolling Hills Adult School 🔽 Aggregated ∑ Report Setup Navigator п 2 Navigator to: Session Name Class Definitions Common Filters **Define** settings using the Class Instances • Date Ranges Student Demographics General Settings page. Output Lavout Parameters In Program Years Special Options Assessment Forms **Filter** the initial Sites (for test) Teacher (for test) population using Class Definitions (for test) available listers. Class Instances (for test) Tests Report Selection

Follow these basic steps with tips for generating one of the most common reports for a class.

#### Student Test Summary (STS)



### **Student Test Summary (STS)**

This report lists, by **Agency**, Site, or **Class**, every student who has taken a test and displays the test history for each student—including test **Form**, test **Date**, **Scale Score**, and **Hours of Instruction**. The test history also identifies **Below Accurate Range** (\*) and **Conservative Estimate** (**♦**) scores. You will want to take note of these scores for timely action.

- (\*) Retest at a lower level. This is required.
- (**•**) **Retest for pretests.** This is required.

#### Access: TE > Reports > Test Results > Test History > Student Test Summary

Step	Screen	Description
1.	nization Records Reports Tools Help CASAS eTests Demographics Program Outcomes Test Results Consumer Reports Data Management State Reports Federal Reports Student Test Summary Reports Hanager Dashboard Sources Ad Hoc Reporting	<ul> <li>From the Menu bar, <ul> <li>Click Reports.</li> </ul> </li> <li>From the Reports menu, <ul> <li>Select Test Results.</li> <li>Select Test History.</li> <li>Click Student Test Summary.</li> </ul> </li> </ul>
2.	View       Organization       Records       Reports       Tools         Student Test Summary       X         4908 - Rolling Hills Adult School       Aggregated       Subsi         Special Options       Participation Source:       Update         Agency       Site       Observation       Daily         Class       Cumulated       Break on Instructional Program:       Exclude Inaccurate Scores:         Exclude students missing Tests\Obs.:       Image: Class Enrollment       Test	<ul> <li>The tabbed page opens to General Settings.</li> <li><i>Tip!</i> To include tests taken in any class, program, or site by students enrolled in your class, apply the following setting.</li> <li>From the General Settings page, <ul> <li>Scroll to Special Options.</li> </ul> </li> <li>From Display Class based on, <ul> <li>Click Class Enrollment.</li> </ul> </li> </ul>

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## Class Records



Step		Screen								Descrip	otio	n
3.	TE View Organization R	acords Reports Tools Hel	p				•	From t	the rer	ort setu	рN	avigator at left.
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		Bodnar, Ruth Jade	7517529	Active	10/31/2024 08/03/2024	927M 907R	225 242					
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4.	Student Test Summary Student Test Summ	1 🖻 t Settings 🙆 Fit Page 🔝 Fit Width 🗔 Two Pa	ges 🏗 👔	ind Next 🔍 Th	umbnails 🚺 Show	W	ith t	he rep	port di	isplayed	, use	e the <b>Toolbar</b> to,
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### Class Records



### **Reports Manager**

The **Reports Manager** is a virtual filing cabinet you can access at any time and from any location with Internet access to retrieve your saved reports.

	TE	View	Organization	Record	ls Repo	orts	Tools	Help				
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# nization Records Reports CASAS eTests Demographics Program Outcomes Test Results Consumer Reports Data Management State Reports Federal Reports Report Locator Wizard... Report Locator Wizard... Reports Manager Dashboard Sources Ad Hoc Reporting

### **My Reports**

The **My Reports** menu becomes available after you select your reports using the **Report Locator Wizard**.

#### **Report Locator Wizard**

Use the **Report Locator Wizard** to set up shortcuts to your favorite reports. This will allow you to quickly access the reports you generate the most.

Reports Tools Help	
CASAS eTests	
Demographics >	
Program Outcomes 🔹 🕨	1
Test Results	1
Consumer Reports	1
Graduation Reports	1
Data Management	1
State Reports	1
Federal Reports	
My Reports	Individual Skills Profile
Report Locator Wizard	Content Area Summary
Reports Manager	Learning Gains Summary
Dashboard Sources	Student Test Summary
Ad Hoc Reporting	

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Code:	Keyword:	
Reports		
SBC	Students by Category	
NDR	Drop Reasons	_
NRSPFD	NRS Performance (Dashboard)	
CTAD	Test Administration	
AHD	Ad Hoc Reporting	
STS	Student Test Summary	<b>_</b>
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My Reports		
ISP	Individual Skills Profile	
CMAS	Competency Area Summary	
LGS	Learning Gains Summary	
Type: O All O Ag	iency 🔿 Site 🔿 Class 🔿 Data Management 🔿 Funding	J
	Launch Add to MyReports Close	