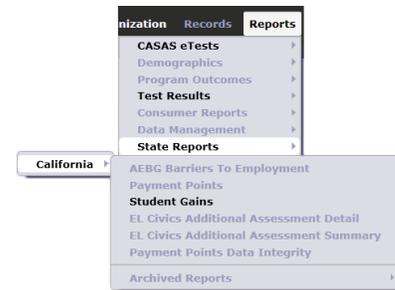
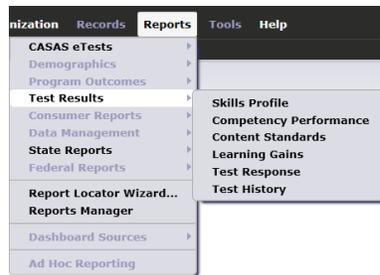
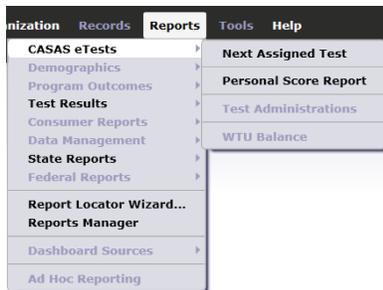


## Steps to Generate Reports by Class

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.

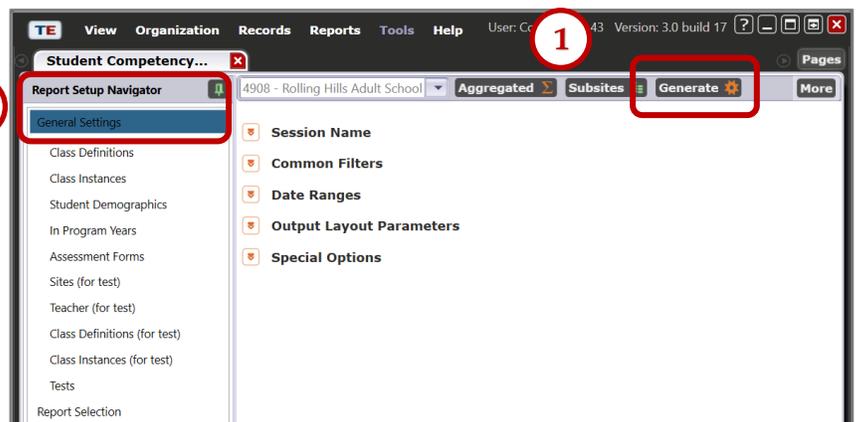


Whenever you select any report from the **Reports** menu, you are presented with the **Report Setup** screen, the **Report Generator**. Each setup screen consists of **two** main sections.

1. Use the **Report Setup Toolbar** at the top of the setup screen to **Generate** the report.

2. Use the **Report Setup Navigator** to:

- **Define** settings using the **General Settings** page.
- **Filter** the initial population using available listers.



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.

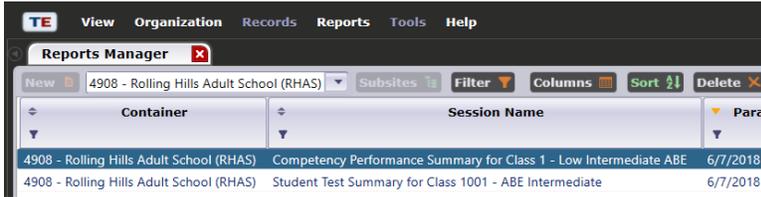
**Access: TE > Reports > Test Results > Test History > Student Test Summary**

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>• From the <b>Menu bar</b>,                             <ul style="list-style-type: none"> <li>○ Click <b>Reports</b>.</li> </ul> </li> <li>• From the <b>Reports</b> menu,                             <ul style="list-style-type: none"> <li>○ Select <b>Test Results</b>.</li> <li>○ Select <b>Test History</b>.</li> <li>○ Click <b>Student Test Summary</b>.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>• The tabbed page opens to <b>General Settings</b>.</li> </ul> <p><i>Tip!</i> To include tests taken in any class, program, or site by students enrolled in your class, apply the following setting.</p> <ul style="list-style-type: none"> <li>• From the <b>General Settings</b> page,                             <ul style="list-style-type: none"> <li>○ Scroll to <b>Special Options</b>.</li> </ul> </li> <li>• From <b>Display Class based on</b>,                             <ul style="list-style-type: none"> <li>○ Click <b>Class Enrollment</b>.</li> </ul> </li> </ul>

Step	Screen	Description																																																																																																																		
3.		<ul style="list-style-type: none"> <li>From the report setup <b>Navigator</b> at left, <ul style="list-style-type: none"> <li>Click <b>Class Instances</b>.</li> </ul> </li> <li>Select <u>one</u> of your classes listed. <ul style="list-style-type: none"> <li>Use <b>Column</b> filters, or</li> <li><b>Uncheck</b> all from the column header. <ul style="list-style-type: none"> <li><b>Check <u>one</u></b> class.</li> </ul> </li> </ul> </li> <li>From the report setup <b>Toolbar</b> at the top, <ul style="list-style-type: none"> <li>Click <b>Generate</b>.</li> </ul> </li> </ul>																																																																																																																		
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4.		<p>With the report displayed, use the <b>Toolbar</b> to,</p> <ul style="list-style-type: none"> <li><b>Print</b>.</li> <li><b>Export</b> to save as a PDF file or other file type on the local machine.</li> <li><b>Keep Session</b> to save an electronic copy in the <b>TE Reports Manager</b>.*</li> </ul>																																																																																																																		
5.		<p><b>*Tip!</b> Before saving in TE, use <b>General Settings</b> to <b>Name</b> the report to help locate it in the <b>Reports Manager</b>.</p> <ul style="list-style-type: none"> <li>Click <b>Edit Session</b>.</li> <li>Edit the <b>Session Name</b> in <b>General Settings</b>. <ul style="list-style-type: none"> <li>Click <b>Generate</b> to render another report.</li> </ul> </li> </ul>																																																																																																																		

## 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.



## 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.

