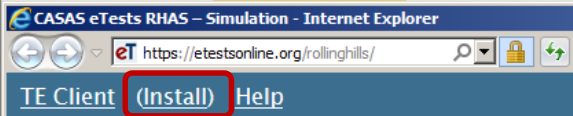
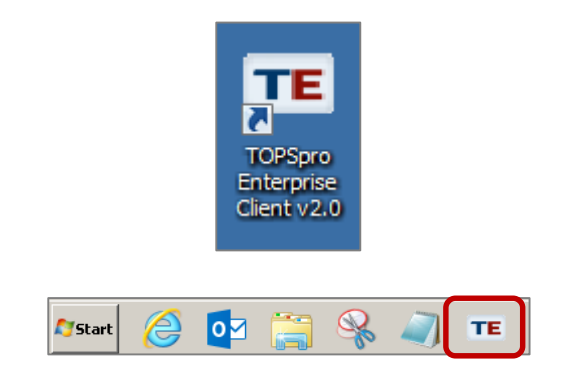




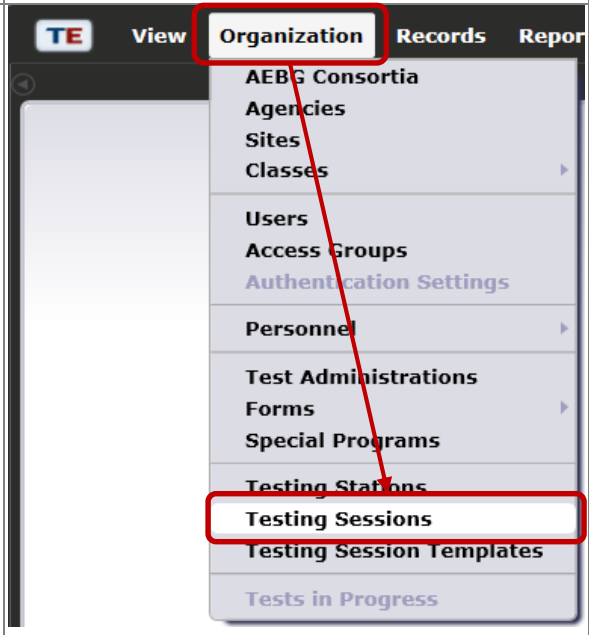
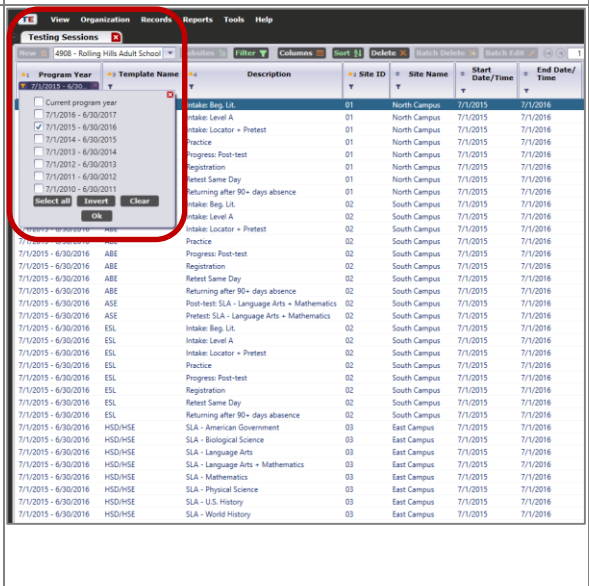
Steps to Batch Replicate Testing Sessions

Overview

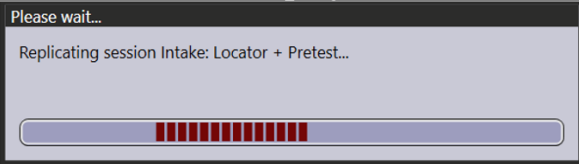
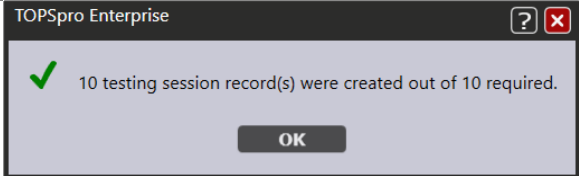
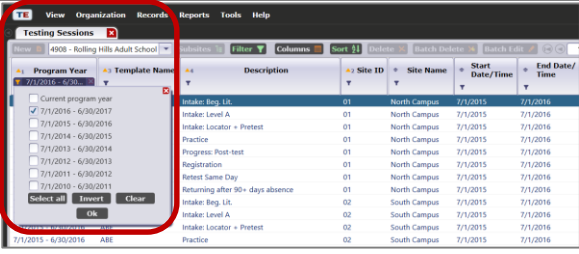
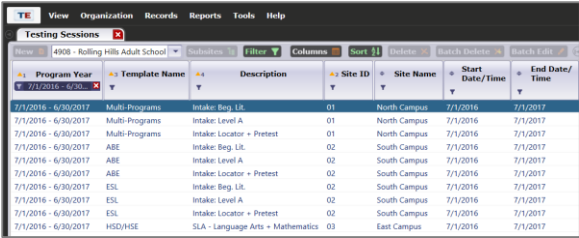
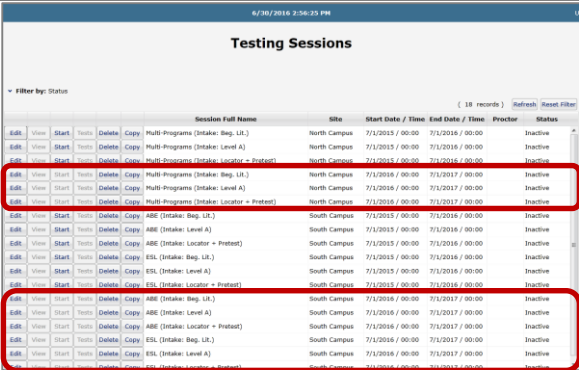
With release of *TOPSpro Enterprise Online* Version: 2.0 Build 299, the **Batch Replicate** feature was introduced to copy multiple **Testing Sessions** from the current program year (July 1, 2015 – June 30, 2016) to the new program year (July 1, 2016 – June 30, 2017).

The **CASAS Technology Support Team** at techsupport@casas.org is available to provide technical assistance if needed. This e-mail address alerts several members of the team to ensure you receive a timely response. Team members are available 6:00 am – 5:00 pm (Pacific), M – F, and may also be contacted at 1-800-255-1036, option 2.

Step	Display	Description
1.		<ul style="list-style-type: none"> • To access <i>TOPSpro Enterprise Online</i> for the first time on a local computer, <ul style="list-style-type: none"> ○ At top left of the web browser window, <ul style="list-style-type: none"> ▪ <u>Click (Install)</u> link. • A client application will install on the local computer to connect with the online server.
2.		<ul style="list-style-type: none"> • A <i>TE</i> shortcut icon is automatically placed on the computer desktop. • If you are a user who will access <i>TE</i> frequently, you may want to pin the shortcut icon to your Taskbar along the bottom of your computer monitor for quick access when other applications are open on your screen.
3.		<ul style="list-style-type: none"> • <i>TE</i> opens to a log in screen similar to <i>eTests Online</i> except that you need to specify the Server from the drop-down menu. <ul style="list-style-type: none"> ○ <u>Click</u> the Server field down-arrow. ○ <u>Click</u> to select the Server in your state.

Step	Display	Description
4.		<ul style="list-style-type: none"> • Users enter the same log in credentials to access <i>eTests Online</i> and <i>TE Online</i> because there is only <u>one</u> database shared between both applications. <ul style="list-style-type: none"> ○ <u>Enter</u> User credentials. ○ <u>Click</u> Connect to establish connection to the online server.
5.		<ul style="list-style-type: none"> • To view a list of Testing Sessions from <i>TE</i> as seen in <i>eTests Online</i>, <ul style="list-style-type: none"> ○ <u>Click</u> Organization, and then ○ <u>Click</u> Testing Sessions. • Users may have access to different menus and data functions in <i>TE</i> based on the <i>TE Access Group</i> in which their user account is placed. <ul style="list-style-type: none"> ○ Contact your agency's online data manager if needed for access.
6.		<ul style="list-style-type: none"> • The Testing Sessions list of records opens to display sessions from all program years. • To filter for Testing Sessions in the 2015-16 program year, <ul style="list-style-type: none"> ○ From the Toolbar at top left of the list, <ul style="list-style-type: none"> ▪ <u>Click</u> the Filter icon from the Program Year column header. ○ From the Program Year drop-down menu, <ul style="list-style-type: none"> ▪ <u>Check</u> 7/1/2015 - 6/30/2016.

Step	Display	Description
7.		<ul style="list-style-type: none"> At least two Testing Session records must be selected to activate the Batch Replicate function. To select multiple Testing Sessions, <ul style="list-style-type: none"> Use the Ctrl + A key-command to select all sessions listed in consecutive order. – OR – Use the Ctrl + Click key-command to select non-consecutive sessions from the list.
8.		<ul style="list-style-type: none"> After selecting Testing Sessions, <ul style="list-style-type: none"> Click Batch Replicate from – <ul style="list-style-type: none"> The Toolbar at top of the list of Testing Session records. – OR – The More button at top right of the list of Testing Session records.
9.		<ul style="list-style-type: none"> To replicate selected Testing Sessions in the 7/1/2016 – 6/30/2017 Program Year, <ul style="list-style-type: none"> Click Replicate Sessions at bottom of the pop-up window.
10.		<ul style="list-style-type: none"> To confirm replicating the selected Testing Sessions – <ul style="list-style-type: none"> Click Yes. – OR – Click No and repeat Steps 7 – 9.

Step	Display	Description
11.		<ul style="list-style-type: none"> The Batch Replicate wizard will begin replicating selected Testing Sessions for the new program year starting 7/1/2016. <ul style="list-style-type: none"> Please wait...
12.		<ul style="list-style-type: none"> A pop-up message will display when all selected Testing Sessions have been replicated. <ul style="list-style-type: none"> <u>Click</u> OK to close the pop-up message.
13.		<ul style="list-style-type: none"> To see a list of replicated sessions for the new Program Year, <ul style="list-style-type: none"> From the Toolbar at top left of the list, <ul style="list-style-type: none"> <u>Click</u> the Filter icon from the Program Year column header. From the Program Year drop-down menu, <ul style="list-style-type: none"> <u>Check</u> 7/1/2016 - 6/30/2017.
14.		<ul style="list-style-type: none"> The Testing Sessions list of records now displays replicated sessions for the 7/1/2016 – 6/30/2017 Program Year.
15.		<ul style="list-style-type: none"> Testing Sessions for the 7/1/2016 – 6/30/2017 Program Year will also be listed and ready to use in <i>eTests Online</i>.

Steps to Create Testing Sessions

Overview

To get up and running smoothly with testing in the new program year, you may want to start “fresh” with establishing **Instructional-Program Templates** in your *eTests Online* account. These templates will ensure standardized test delivery with [NRS approved assessments](#) for [WIOA](#) compliance and [College and Career Readiness \(CCR\)](#).

- Creating **Testing Sessions** is a one-time task as when registering computers.
- Only certified coordinators may create, edit, copy, or delete **Testing Sessions**.
- Coordinators establish a **Template** to ensure standardized test delivery for all programs using *eTests Online*.
- From this **Template**, sets of sessions are added and customized based on recommended best practices.
- **Templates** are site-specific.
 - Any edit to an instructional-program **Template** at each site will have a simultaneous effect in editing all sessions sharing the same **Template** at that site.
- If you have more than one lab at a site, additional sets of sessions must be added for proctors to manage per lab.
 - The session description (*not* the **Template**) should include the lab name.
- The set of sessions may be copied to quickly add additional sessions.
 - Sessions sharing the same **Template** within the same site may be copied in any order.
 - The first session copied to a new site will establish the **Template** at that site so it is *very* important to copy the first session in a **Template** set of sessions to establish the **Template** at the new site.
- After sessions are added, they are ready to use and reuse whenever testing is needed throughout the program year.
 - Reusing sessions ensures standardized test delivery and testing practices.
 - The most-used sessions in a set are the pretest and post-test sessions, and remaining sessions are used “as needed.”

- Multiple sessions may be active simultaneously to deliver tests according to the session description.
- We recommend that you *not* assign stations to sessions so that proctors have maximum flexibility of adding any station to any active session on an ad-hoc basis.
- Stations will deliver tests for any testing purpose as described.
 - **Intake/pretest** sessions allow new student records to be added at time of testing and align with the recommended [CASAS Intake Process](#) for accurate test results and program placement. Refer to [CASAS NRS Levels and Grade Levels for WIA Title I](#) or [CASAS and NRS Levels for WIA Title II](#) for level placement.
 - **Progress/Post-test** session locks creation of new student records so that students must enter a pre-existing ID to ensure they are presented with the appropriate level post-test based on their most recent tests recorded in the online database. The recommendation is to post-test after 70-100 hours of instruction (40 hours minimum) to document learning gains.
 - **Retest** session gives you the opportunity to retest students on the same day if their pre-/post-test score is below accurate range (*) – retesting required, or conservative estimate (s) – retesting recommended. The online system automatically adjusts to present the appropriate [next-assigned test \(NAT\)](#).
 - **Returning** session should be used when students return after being absent from instruction (NRS recommends 90+ days). This session re-administers the locator to determine the next appropriate-level test at time of return.
 - **Registration*** session affords the opportunity to separate the registration process from the testing process and gives you undivided time with students to assist them in applying their responses on data collection screens and addressing any questions. Refer to [Data Collection Details](#). Students are also given the opportunity to practice taking a web-based test.
 - *If you use the **Registration** session, data collection screens are skipped during an intake session and students can begin testing.
 - *If you do not use the **Registration** session, students will complete the registration process during the intake session before they begin testing.
 - **Practice** session may be administered any time and multiple times. No results are recorded. The purpose of this session is to introduce students to CASAS web-based test delivery, not for determining basic skills. Lab assistants may allow students to practice any time, and instructors may incorporate practice in classroom lessons.
- Test results are immediately accessible in both *eTests* and *TOPSpro Enterprise Online*. This includes generating [reports](#) in *TE* such as the [Individual Skills Profile](#) and [Student Competency Performance](#) report.

The following displays for each step to **Create Testing Sessions** were put together for hands-on lab training with multiple users at the [2016 CASAS National Summer Institute](#). To proceed, we ask that you substitute the following references when working through each step. A version with updated displays will be posted to our website soon!

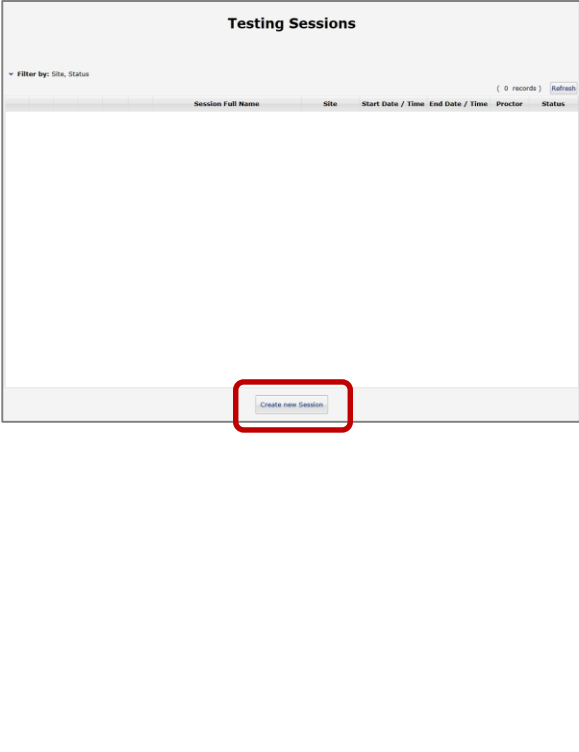
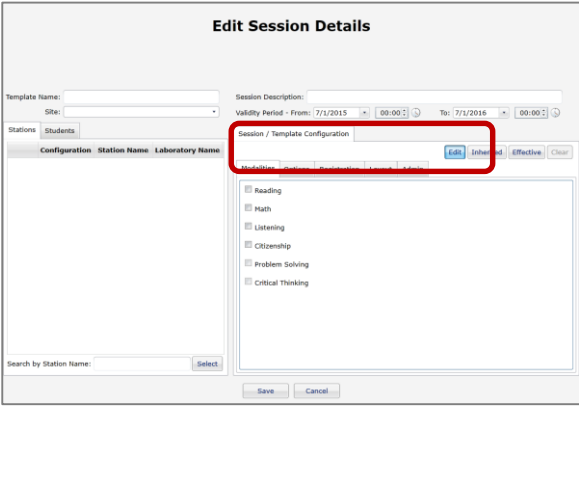
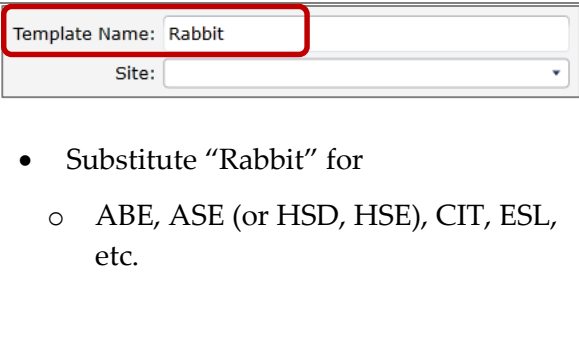
Template Name:

- In place of the “unique” **Template** name of “**Rabbit**”
 - Use an **Instructional Program** name or acronym such as –
 - **ABE** for Adult Basic Education
 - **ASE** for Adult Secondary Education (includes HSD and HSE programs)
 - **CIT** for Citizenship
 - **ESL** for English as a Second Language
 - **ELL** for English Language Learners
 - **ESOL** for English for Speakers of Other Languages
 - **HSD** for High School Diploma
 - **HSE** for High School Equivalency

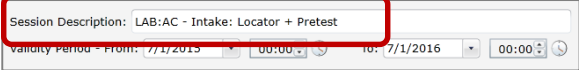
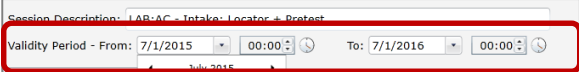
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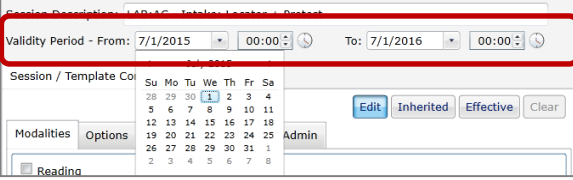
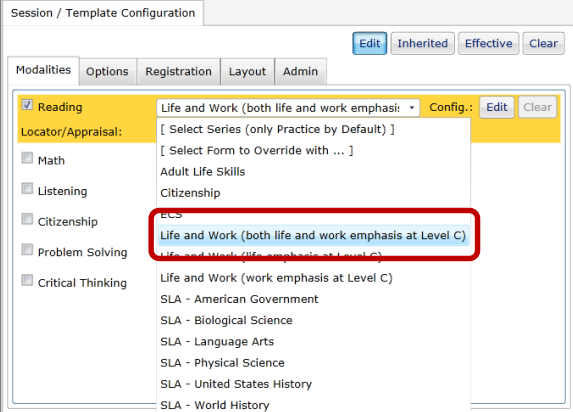
- In place of 7/1/2015 – 7/1/2016
 - Use **7/1/2016 – 7/1/2017**

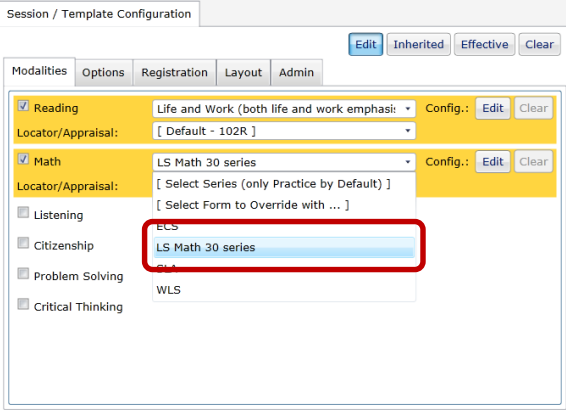
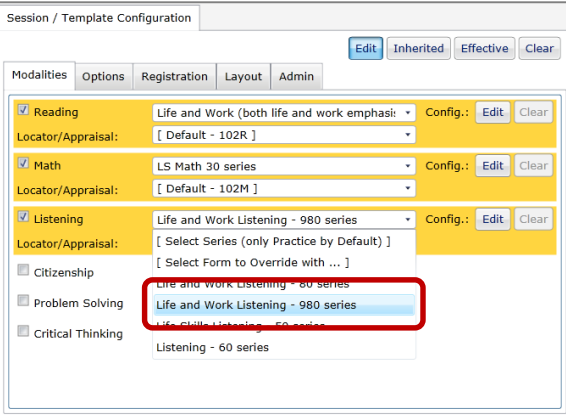
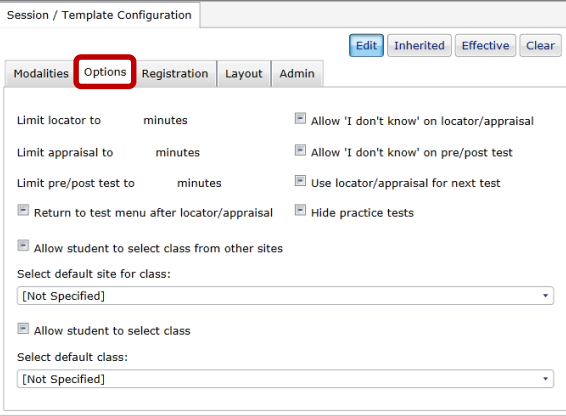
Step	Display	Description
1.		<ul style="list-style-type: none"> • From <i>eTests Online Application Management</i>, • <u>Click</u> Testing Sessions.
2.		<ul style="list-style-type: none"> • The Testing Sessions list opens to display – <ul style="list-style-type: none"> ○ Session Name ○ Site ○ Start/End Dates and Times ○ Proctor supervising the session ○ Status of the supervised session • By default, the list filters sessions in the Current Program Year, by <ul style="list-style-type: none"> ○ Site, and then by the ○ Session Full Name

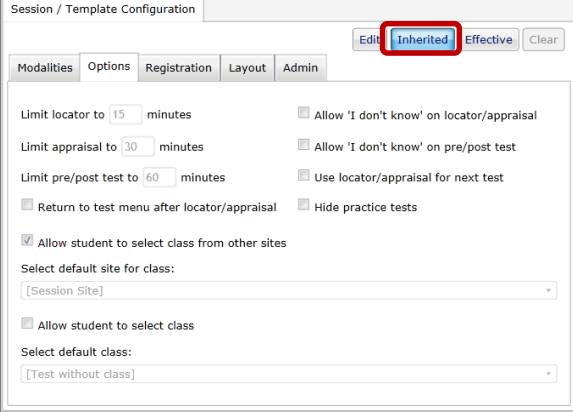
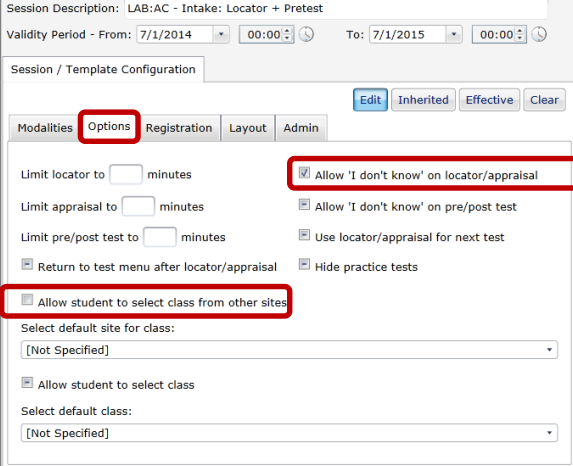
Step	Display	Description
3.		<ul style="list-style-type: none"> • The first session you will create is to establish an <i>Instructional Program Template</i> to ensure standardized test delivery. <ul style="list-style-type: none"> ○ From this Template, you will add customized sessions based on best practices. • You will spend the most time configuring the Template which also creates the first session in a set of customized sessions sharing the same <i>Instructional Program Template</i> name. <ul style="list-style-type: none"> ○ All other sessions that are added require only minor edits, or customization. • Now let's get started. At bottom of the Testing Sessions list, <ul style="list-style-type: none"> ○ <u>Click</u> Create new Session.
4.		<ul style="list-style-type: none"> • A new session window opens in Edit mode. • With this first session, you are establishing the <i>Instructional Program Template</i>. • The Template ensures standardization among all sessions sharing the same Template. • The Template Name should <i>not</i> be changed when customizing Sessions sharing the same Template as doing so will result in non-standardized testing for the <i>Instructional Program</i>.
5.	 <ul style="list-style-type: none"> • Substitute "Rabbit" for <ul style="list-style-type: none"> ○ ABE, ASE (or HSD, HSE), CIT, ESL, etc. 	<ul style="list-style-type: none"> • To establish an <i>Instructional Program Template Name</i>, at left of the Edit Session Details screen, <ul style="list-style-type: none"> ○ <u>Enter</u> an Instructional Program name or acronym.

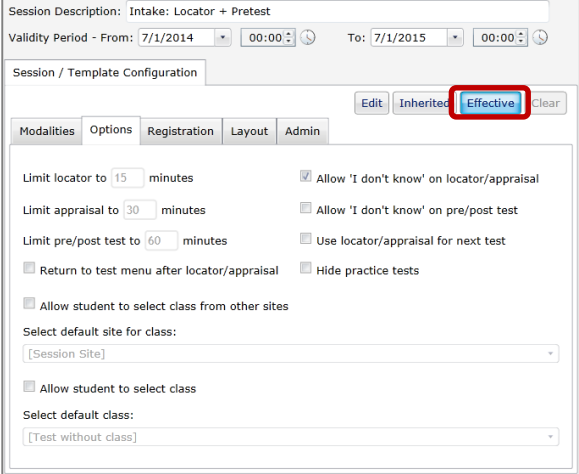
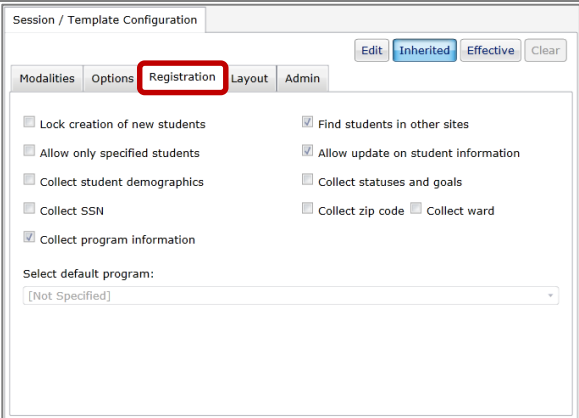
Step	Display	Description
6.		<ul style="list-style-type: none"> To continue, <ul style="list-style-type: none"> Click the Site-field down-arrow. From the drop-down menu, <ul style="list-style-type: none"> Select your Site.
7.		<ul style="list-style-type: none"> It is recommended that you <i>not</i> assign Stations to sessions to give Proctors maximum flexibility of adding any station to any “active” session on an ad-hoc basis. <ul style="list-style-type: none"> Stations will deliver tests for any testing purpose described in the Session Description.
8.	<p>*See Accommodations Guidelines on the CASAS website for more details.</p>	<ul style="list-style-type: none"> The Students tab may be used to apply a specific configuration for a student or group of students such as – <ul style="list-style-type: none"> overriding the next-assigned test (NAT), or applying accommodations such as large screen display, or different test times.* Student Configurations remain indefinitely so we would caution you on using this feature. <ul style="list-style-type: none"> For example, you must <u>remove</u> a Student Configuration if overriding the NAT otherwise, the student will continually take the same test.
9.		<ul style="list-style-type: none"> The first session in a set of sessions sharing the same Template establishes both the – <ul style="list-style-type: none"> First Session, and Template Configuration. An Instructional Program Template controls standardization for – <ul style="list-style-type: none"> What and how tests are delivered, and What is collected and displayed during test delivery.

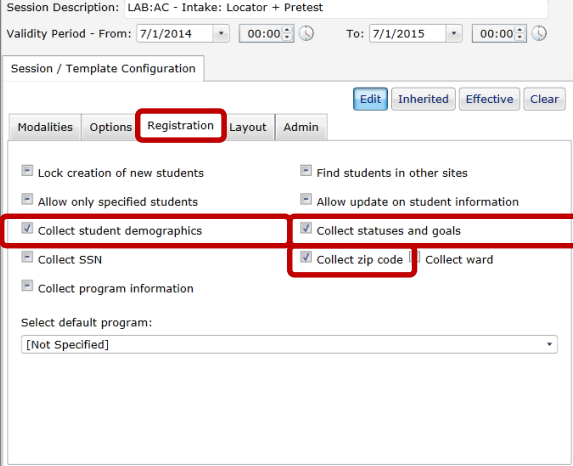
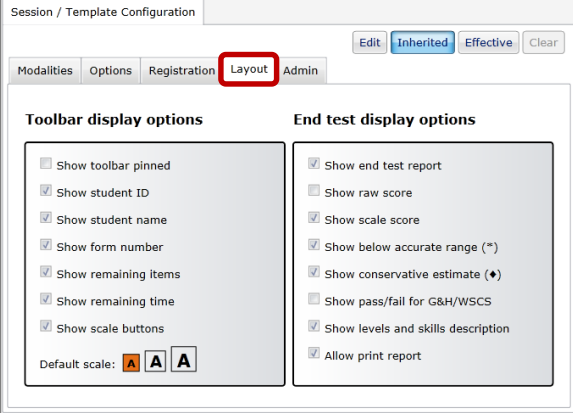
Step	Display	Description
		<ul style="list-style-type: none"> • After the session is saved, the Template and first Session is established. • From this point forward, any edit to the Template will simultaneously edit all Sessions sharing the same Template, but only within the same Site.
10.		<ul style="list-style-type: none"> • The first session is one of <u>three</u> Intake sessions which – <ul style="list-style-type: none"> ○ Allow new student records to be added at time of testing, and ○ Align with the recommended CASAS Intake Process for accurate test results and program placement.
11.		<ul style="list-style-type: none"> • At right of the Edit Session Details screen is the Session Description field to specify what makes this session unique among the set of sessions you will create. • If you have more than one Lab at each site, all Session Descriptions, <u>not the Template</u>, should include the Lab name. • To put this into practice, <ul style="list-style-type: none"> ○ First, <u>enter</u> the word LAB. ○ Followed by the name or abbreviation of the Lab at your Site, such as AC for Assessment Center. • Then, <u>enter</u> the Session Description. <ul style="list-style-type: none"> ○ Intake: Locator + Pretest.
12.		<ul style="list-style-type: none"> • The recommended Validity Period for all sessions is the Program Year (PY) date range of July 1 through June 30 of the following year. <ul style="list-style-type: none"> ○ Sessions may be used and reused whenever testing is needed throughout the program year.

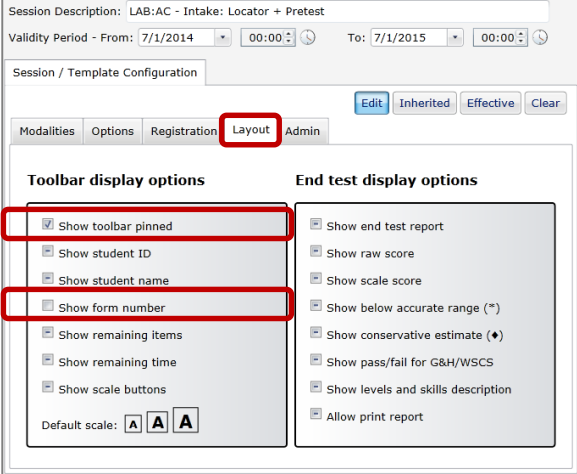

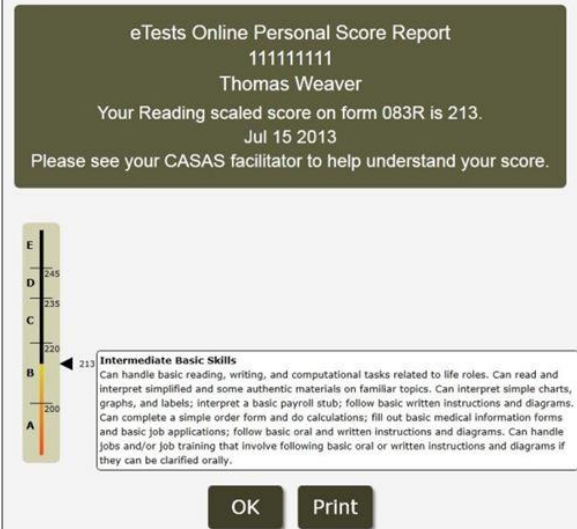
Step	Display	Description
13.	 <p>Note! By default, sessions expire at midnight.</p> <ul style="list-style-type: none"> This is why the To date is set for 7/1/2017. <ul style="list-style-type: none"> i.e., sessions expire 6/30 midnight. 	<ul style="list-style-type: none"> Reusing sessions ensures standardized test delivery and testing practices. To put this into practice, <ul style="list-style-type: none"> Click the From field down-arrow. From the drop-down Calendar, <ul style="list-style-type: none"> Select 7/1/2016.
14.	 <p>*The Life and Work Reading series offers three options with different forms and focus at Level C.</p> <p>Life and Work emphasis at Level C 81, 82, 83, 84, 85, 86, 185, 186, 187, 188</p> <p>Life emphasis at Level C 81, 82, 83, 84, 185, 186, 187, 188</p> <p>Work emphasis at Level C 81, 82, 83, 84, 85, 86, 187, 188</p>	<ul style="list-style-type: none"> The first tab to configure is Modalities to specify what gets delivered. The recommendation is to create separate Templates per instructional program such as ABE, HSD, or HSE that <i>only</i> delivers reading and math, and ESL that <i>only</i> delivers reading and listening. <ul style="list-style-type: none"> For training purposes, these steps direct you to select NRS-approved assessments to serve multiple programs combined. For Modalities, you will apply three settings. <ol style="list-style-type: none"> Check Reading. Click the Reading field down-arrow. From the drop-down menu, <ul style="list-style-type: none"> Select a Life and Work option.* By default, the Short Computer-Adaptive Test, or CAT, Form 102R known as the Reading Locator, is automatically set as a short appraisal to determine and present an appropriate-level reading pretest in the same sitting. <ul style="list-style-type: none"> 7 - 9 test items will be drawn at random from the test delivery system.

Step	Display	Description
15.		<p>2. Check Math.</p> <ul style="list-style-type: none"> Click the Math field down-arrow. From the drop-down menu, <ul style="list-style-type: none"> Select Life Skills Math (LS Math 30 series) By default, the Math Locator, Form 102M, is also set automatically followed by a pretest in the same sitting.
16.	 <p><i>Note!</i> Typically, Templates are established for each Instructional Program. For example,</p> <ul style="list-style-type: none"> ABE to delivery reading and math, and ESL to deliver reading and listening. 	<p>3. Check Listening.</p> <ul style="list-style-type: none"> Click the Listening field down-arrow. From the drop-down menu, <ul style="list-style-type: none"> Select Life and Work Listening – 980 series. The Listening Locator, Form 89L, is also set automatically and will be followed by a pretest in the same sitting. <ul style="list-style-type: none"> The Listening Locator is <u>not</u> adaptive and instead is a fixed-form with 9 items divided into 3 sets per item type.
17.		<ul style="list-style-type: none"> The next tab to configure is to specify how tests are delivered. <ul style="list-style-type: none"> Click the Options tab. The online system uses a three-state model for all settings. In user Edit mode, all boxes initially display with a dash. <ul style="list-style-type: none"> A Dashed box indicates no specific setting.

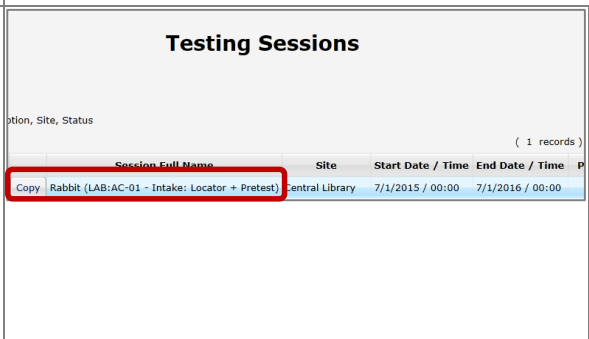
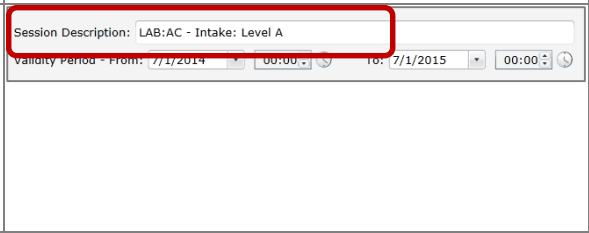
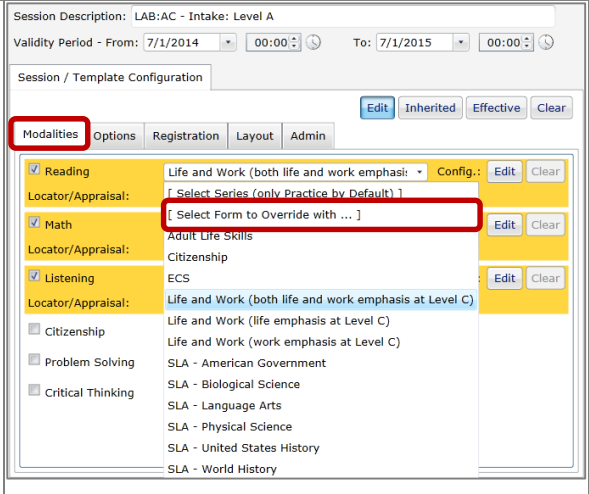
Step	Display	Description
18.		<ul style="list-style-type: none"> • <u>Click Inherited.</u> <ul style="list-style-type: none"> ○ This allows you to see default system settings that sessions will inherit unless enabled or disabled in user Edit mode. ○ A Checked box represents a setting that is enabled. ○ An Empty box is a disabled setting.
	<p>Note! As you work through this tutorial, you will be directed to apply specific settings and leave other settings “as-is” for optimal system performance and for maximum benefit if/when an edit needs to be made to the Template. Any edit to an instructional-program template at each site will have a simultaneous effect in editing all sessions sharing the same template at that site. (i.e., inherit the edit). Therefore, many boxes will display a dash indicating an inherited state (recommended).</p>	
19.	 <ul style="list-style-type: none"> • Because the online system tracks students and programs across multiple sites and classes through a unique ID, assigning a class to the test record is no longer necessary or required. <ul style="list-style-type: none"> ○ Without this restriction, test results may be used for multiple classes and programs to avoid over testing. 	<ul style="list-style-type: none"> • You will apply only two edits on the Options tab based on recommended best practices. • <u>Click Edit</u>, and in user edit mode, <ol style="list-style-type: none"> 1. <u>Check Allow 'I don't know' on locator/appraisal.</u> • Because the Locator is computer-adaptive, this will allow students to skip an item without responding. • This setting is recommended to help ensure accurate Locator results for determining an appropriate-level pretest. <ol style="list-style-type: none"> 2. <u>Click and clear box on Allow student to select class from other sites so that you have an empty box to disable the setting.</u> • You are disabling this setting based on recommended best practices.

Step	Display	Description
20.		<ul style="list-style-type: none"> • To verify all settings on the Options tab, <ul style="list-style-type: none"> ○ <u>Click Effective</u>. <ul style="list-style-type: none"> ▪ This shows you a combination of user Edit and System-Inherited defaults combined. • Note that standard test administration times are inherited so specifying test times is not necessary. • Displayed are standardized times for which all CASAS tests are normed for accurate results. • These times should not be edited unless – <ul style="list-style-type: none"> ○ Configuring a session specifically for Accommodations requiring different timing for tests administered, or ○ To adjust the pre/post-test time for academic hours such as a college class scheduled for only 50 minutes.
21.		<ul style="list-style-type: none"> • Now let's move on to specify what is collected when testing. <ul style="list-style-type: none"> ○ <u>Click the Registration</u> tab. • <u>Click Inherited</u> to see default system settings. • If your agency routinely imports student information from a 3rd Party System, then you would not be inclined to enable Registration settings. • However, for purposes of this tutorial you will proceed to enable Data Collection screens.

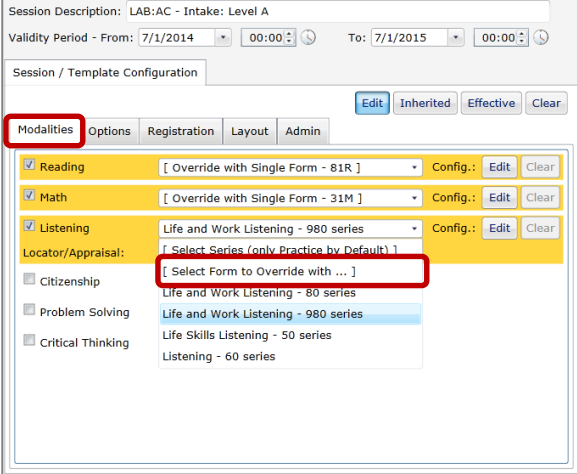
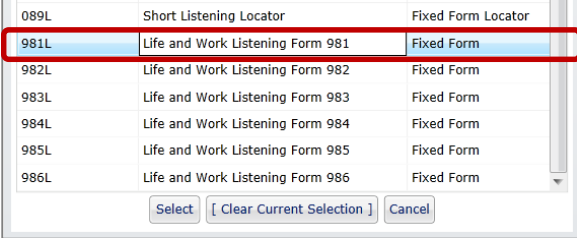
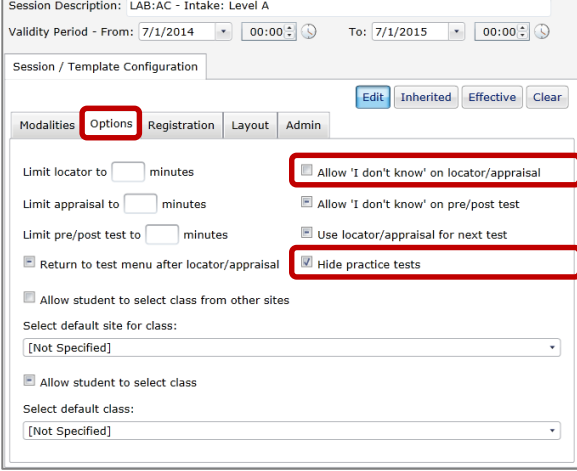
Step	Display	Description
22.	 <p>Note! A Data Collection Details document is available on the CASAS website in eTests Online Help and TOPSpro Enterprise Help.</p> <ul style="list-style-type: none"> In the new version of <i>eTests Online</i>, data collection screens will include – <ul style="list-style-type: none"> Address, Phone, and E-mail 	<ul style="list-style-type: none"> For best practices, collecting and recording student information helps to – <ul style="list-style-type: none"> Ensure data integrity, and Provide details for program evaluation and analysis. Collecting student information through <i>eTests Online</i> eliminates scanning Entry Records when students have a Class Enrollment in <i>TOPSpro Enterprise Online</i>. Collect SSN was recently added and is not enabled by default. Collect ward is for programs that identify students within specified regions and not within zip code boundaries. For training, you will enable three data collection screens in addition to the Collect Program Information default already set. <u>Click Edit</u>. <ol style="list-style-type: none"> <u>Check Collect student demographics.</u> <u>Check Collect statuses and goals.</u> <u>Check Collect zip code.</u>
23.	 <p>Note! Checked information displays on the test screen during and after taking a test.</p>	<ul style="list-style-type: none"> Now the last tab you will configure is to specify what is displayed during and at the end of each test delivered. <ul style="list-style-type: none"> <u>Click</u> the Layout tab. Layout includes – <ul style="list-style-type: none"> Toolbar display, and End test display options. <u>Click Inherited</u> to see default system settings. <ul style="list-style-type: none"> As you will see, most settings are already enabled.

Step	Display	Description
24.		<ul style="list-style-type: none"> You will apply two recommended settings to the Toolbar based on best practices. <u>Click Edit.</u> <ol style="list-style-type: none"> <u>Check Show toolbar pinned, and</u> <u>Click and clear box on Show form number.</u>
25.	<h3>Toolbar Display</h3> 	<ul style="list-style-type: none"> Students may unpin and re-pin the Toolbar at any time during testing by hovering with the mouse at top of the test screen. <ul style="list-style-type: none"> Initially drawing the student’s attention to information displayed in the Toolbar may be helpful before they begin testing. Not showing the form number during test delivery may help to eliminate memorizing and sharing answers.
26.	<h3>Personal Score Report (PSR) Display</h3> 	<ul style="list-style-type: none"> The End-test report known as the Personal Score Report (PSR) automatically displays at the end of a test with recommended settings already enabled by default. This report is a summary of the student’s performance on the test.

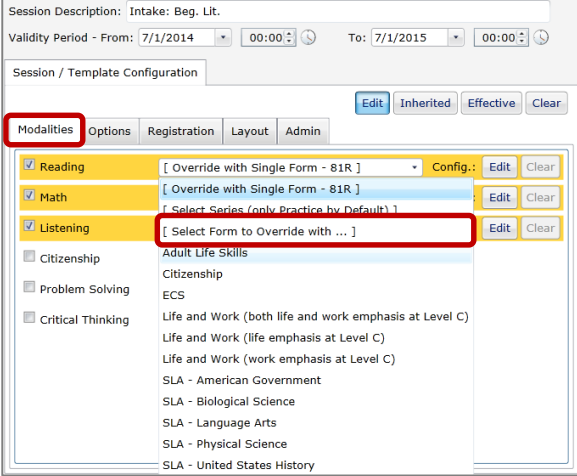
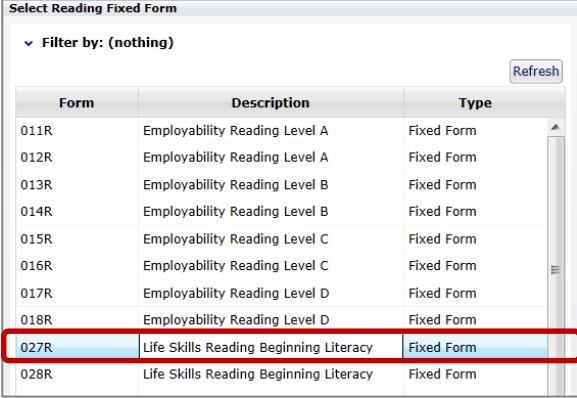
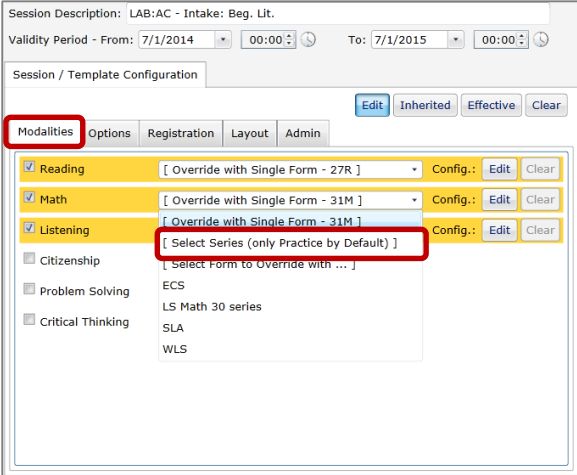
Step	Display	Description
27.		<ul style="list-style-type: none"> • <u>Click</u> the Admin tab. • This tab specifies how sessions are managed. • You will not be making an edits on the last tab. • <u>Click</u> Effective. <ul style="list-style-type: none"> ○ These settings generally remain “as-is” unless there is a specific need to edit.
28.		<ul style="list-style-type: none"> • Before you save the Instructional Program Template and <u>first</u> Session, you will preview – <ul style="list-style-type: none"> ○ User Edits combined with ○ System-Inherited default settings. • While in Effective mode, <ul style="list-style-type: none"> ○ <u>Click</u> each Tab and preview combined settings. • If all looks good, at bottom of the Edit Session Details screen, <ul style="list-style-type: none"> ○ <u>Click</u> Save.
29.	<p>TEMPLATE</p> <ul style="list-style-type: none"> • Now that the hard work is behind you and the Template and first Session is established, remaining sessions require only minor edits. 	<p style="text-align: center;">Intake: Locator + Pretest Session</p>

Step	Display	Description
		<ul style="list-style-type: none"> The Template established your standardized settings for – <ul style="list-style-type: none"> What gets delivered – on the Modalities tab. How tests are delivered – on the Options tab. What is collected when testing – on the Registration tab. What is displayed during and at the end of each test delivered – on the Layout tab. How sessions are managed – on the Admin tab. The Template also created your first Session in a set of recommended sessions based on best practices. Any edit to the Template will have a simultaneous effect in editing all sessions sharing the same Template (per site).
30.		<ul style="list-style-type: none"> Each session you add to your set of sessions will build on the last session. To add the second Intake session, <ul style="list-style-type: none"> At left of the Intake: Locator + Pretest session, <ul style="list-style-type: none"> Click Copy.
31.		<ul style="list-style-type: none"> Edit the Session Description to – <ul style="list-style-type: none"> Intake: Level A. Keep LAB and delete <copy>.
32.		<ul style="list-style-type: none"> On the Modalities tab, you will make three edits. <ol style="list-style-type: none"> For Reading, <ul style="list-style-type: none"> Click the Reading field down-arrow. From the drop-down menu, <ul style="list-style-type: none"> Click Select Form to Override with...

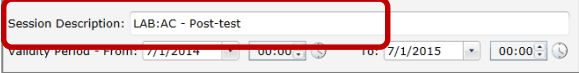
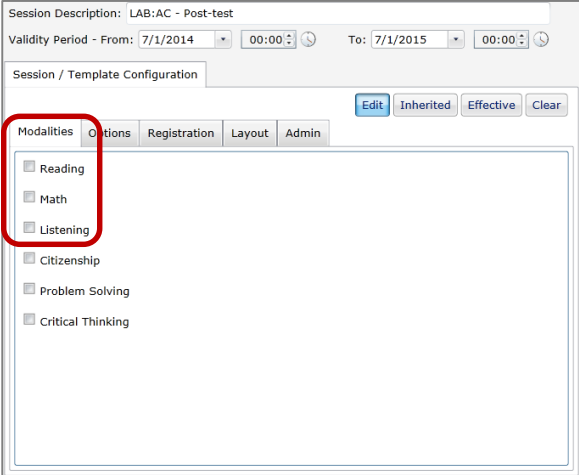
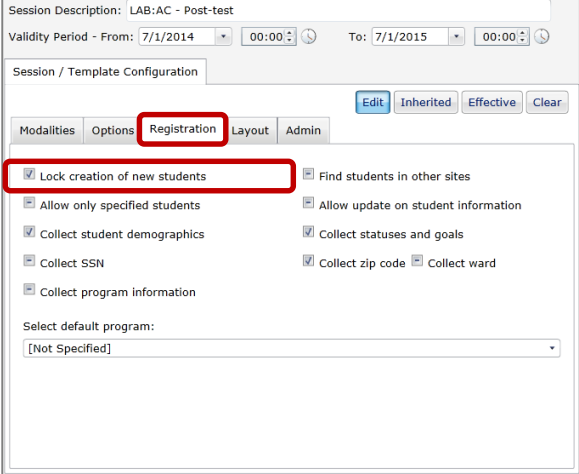
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34.		<p>2. For Math,</p> <ul style="list-style-type: none"> Click the Math field down-arrow. From the drop-down menu, <ul style="list-style-type: none"> Click Select Form to Override with... 																																										
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032M	Life Skills Math Level A	Fixed Form																																										

Step	Display	Description
36.		<p>3. For Listening,</p> <ul style="list-style-type: none"> ○ Click the Listening field down-arrow. • From the drop-down menu, <ul style="list-style-type: none"> ○ Click Select Form to Override with...
37.		<ul style="list-style-type: none"> • From the pop-up, <ul style="list-style-type: none"> ○ Click 981L (Life and Work Listening Form 981, Fixed Form). ○ Click Select. • The Listening modality now displays – <ul style="list-style-type: none"> ○ Override with Single Form – 981L.
38.		<ul style="list-style-type: none"> • Click the Options tab. • Only two edits are needed on the Options tab. <ol style="list-style-type: none"> 1. Uncheck and clear box on Allow 'I don't know' on locator/appraisal. 2. Check Hide practice tests. • This disables the 'I don't know' button which does not apply to this session. • Hiding Practice Tests is recommended at this level to simplify the Test Menu and because students have already been introduced to the test screen when following the Intake Process outlined for ABE and ESL programs.

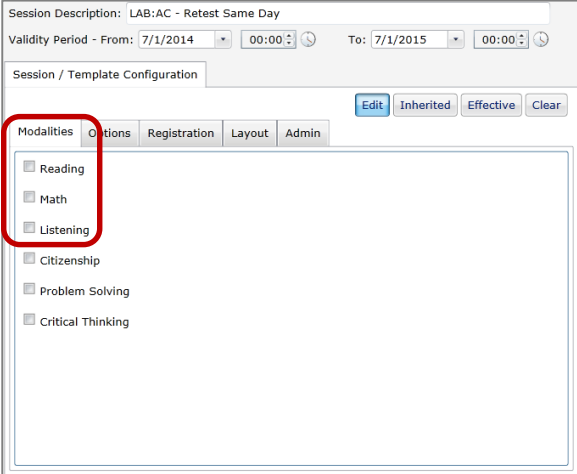
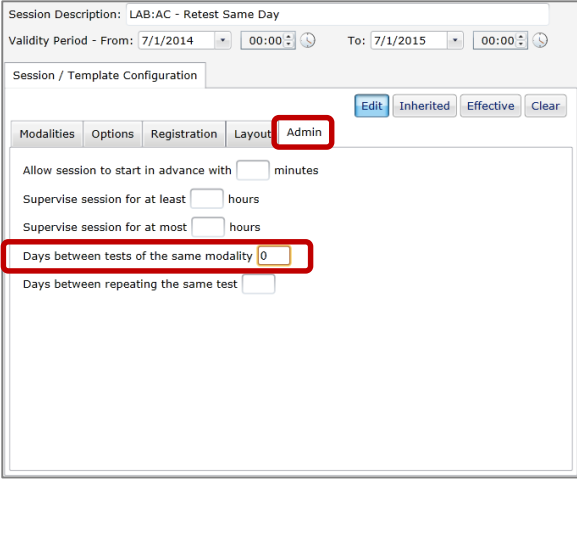
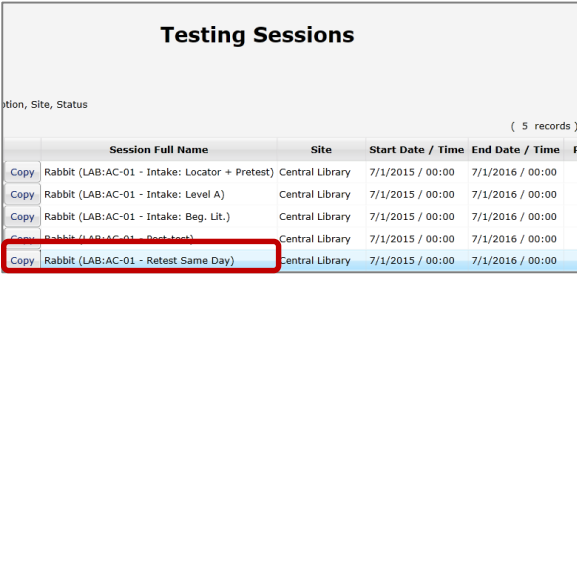
Step	Display	Description															
39.	<p style="text-align: center;">Intake: Level A Session</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Test Menu</p> <div style="background-color: #333; color: white; padding: 5px; text-align: center; margin-bottom: 5px;"> Reading Test Form 081R </div> <div style="background-color: #333; color: white; padding: 5px; text-align: center; margin-bottom: 5px;"> Math Test Form 031M </div> <div style="background-color: #333; color: white; padding: 5px; text-align: center;"> Listening Test Form 981L </div> </div>	<ul style="list-style-type: none"> The Intake: Level A session will inherit all other Template settings so no other edits are needed. <u>Click Effective</u> to see combined settings on all tabs. At bottom of the Edit Session Details screen, <ul style="list-style-type: none"> <u>Click Save</u>. 															
40.	<p style="text-align: center;">Testing Sessions</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="font-size: small;">ation, Site, Status</p> <p style="text-align: right; font-size: x-small;">(2 records)</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Session Full Name</th> <th>Site</th> <th>Start Date / Time</th> <th>End Date / Time</th> <th>P</th> </tr> </thead> <tbody> <tr> <td>Copy Rabbit (LAB:AC-01 - Intake: Locator - Protect)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Copy Rabbit (LAB:AC-01 - Intake: Level A)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> <td></td> </tr> </tbody> </table> </div>	Session Full Name	Site	Start Date / Time	End Date / Time	P	Copy Rabbit (LAB:AC-01 - Intake: Locator - Protect)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00		Copy Rabbit (LAB:AC-01 - Intake: Level A)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00		<ul style="list-style-type: none"> Now you will customize the third Intake session and continue building the set of sessions sharing the same Template settings to ensure standardization. By copying, you benefit with combining settings applied to the previous session to continue adding sessions. From the Intake: Level A session, <ul style="list-style-type: none"> <u>Click Copy</u>.
Session Full Name	Site	Start Date / Time	End Date / Time	P													
Copy Rabbit (LAB:AC-01 - Intake: Locator - Protect)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00														
Copy Rabbit (LAB:AC-01 - Intake: Level A)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00														
41.	<div style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Session Description: LAB:AC - Intake: Beg. Lit.</p> <p style="font-size: x-small;">Validity Period - From: 7/1/2014 00:00 To: 7/1/2015 00:00</p> </div> <p style="color: blue; text-decoration: underline;">Beginning Literacy Reading</p> <ul style="list-style-type: none"> Assessing individuals whose literacy skills are at the lowest levels is simplified with the CASAS Beginning Literacy Reading Assessment. Use these two progress tests (pre- and post) to comfortably ease the testing experience for non-readers and beginning readers. Forms 27 and 28 are competency-based tests that focus on letter and word recognition and the concepts and conventions of print as they help instructors identify reading skill needs. 	<ul style="list-style-type: none"> Rename the Session Description to read – <ul style="list-style-type: none"> Intake: Beg. Lit. Keep LAB and delete <copy>. If you want to add Form 27R, or 28R to the Description to be specific, that's fine since Beginning Literacy is only available for Reading. 															

Step	Display	Description																																	
42.		<ul style="list-style-type: none"> On the Modalities tab, you will make three edits. <ul style="list-style-type: none"> 1. For Reading, <u>Click</u> the Reading field down-arrow. From the drop-down menu, <ul style="list-style-type: none"> <u>Click</u> Select Form to Override with... 																																	
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Form	Description	Type																																	
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028R	Life Skills Reading Beginning Literacy	Fixed Form																																	
44.		<ul style="list-style-type: none"> 2. For Math, Beginning Literacy forms are not available. <u>Click</u> the Math field down-arrow. From the drop-down menu, <ul style="list-style-type: none"> <u>Click</u> Select Series (only Practice by Default). Selecting Practice on the Modalities tab, combined with Hide Practice Tests on the Options tab, cancels each other so that no Math buttons display on the Test Menu. 																																	

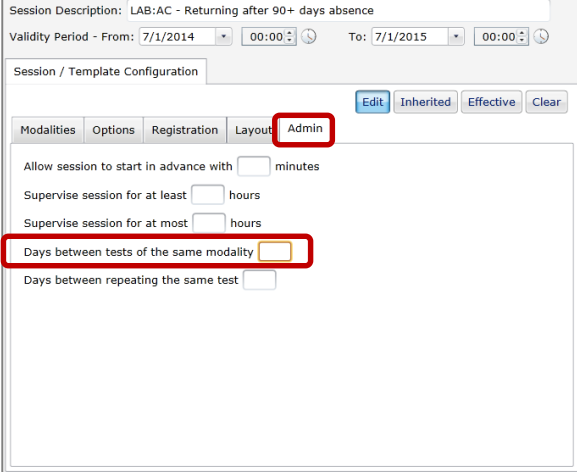
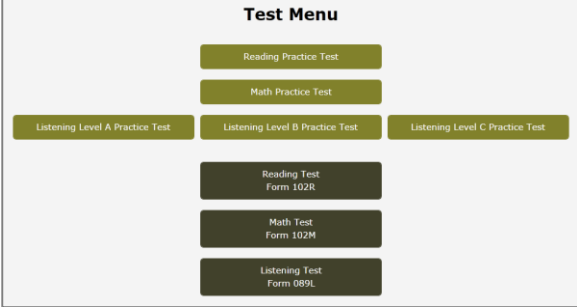
Step	Display	Description																								
<p>45.</p>	<p style="text-align: center;">Intake: Beg. Lit. Session</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="text-align: center;">Test Menu</p> <p style="text-align: center; background-color: #333; color: white; padding: 5px;">Reading Test Form 027R</p> </div>	<p>3. For Listening, Beginning Literacy forms are also not available so you will need to do the same setting as you did for Math.</p> <ul style="list-style-type: none"> • <u>Click</u> the Listening field down-arrow. • From the drop-down menu, <ul style="list-style-type: none"> ○ <u>Click</u> Select Series (only Practice by Default). • Just like Math, no Listening buttons will display on the Test Menu. • All that will display on the menu is the Reading button for Form 27R or 28R, whichever you prefer to use. • No other edits are needed on other tabs because the Beg. Lit. session will inherit a combination of settings applied to customized sessions and inherit Template settings. • <u>Click</u> Effective to see combined settings on all tabs. • At bottom of the Edit Session Details screen, <ul style="list-style-type: none"> ○ <u>Click</u> Save. ○ 																								
<p>46.</p>	<p style="text-align: center;">Testing Sessions</p> <p>ation, Site, Status (3 records)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Session Full Name</th> <th>Site</th> <th>Start Date / Time</th> <th>End Date / Time</th> <th>P</th> </tr> </thead> <tbody> <tr> <td>Copy</td> <td>Rabbit (LAB:AC-01 - Intake: Locator + Pretest)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> <td></td> </tr> <tr> <td>Copy</td> <td>Rabbit (LAB:AC-01 - Intake: Level A)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> <td></td> </tr> <tr> <td>Copy</td> <td>Rabbit (LAB:AC-01 - Intake: Beg. Lit.)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> <td></td> </tr> </tbody> </table>		Session Full Name	Site	Start Date / Time	End Date / Time	P	Copy	Rabbit (LAB:AC-01 - Intake: Locator + Pretest)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00		Copy	Rabbit (LAB:AC-01 - Intake: Level A)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00		Copy	Rabbit (LAB:AC-01 - Intake: Beg. Lit.)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00		<ul style="list-style-type: none"> • All three Intake sessions align with the recommended CASAS Intake Process for accurate test results and program placement. • The most-used sessions will be the Intake: Locator + Pretest session and the Post-test session which is the next session you will add. • From the Intake: Beg. Lit. session, <ul style="list-style-type: none"> ○ <u>Click</u> Copy.
	Session Full Name	Site	Start Date / Time	End Date / Time	P																					
Copy	Rabbit (LAB:AC-01 - Intake: Locator + Pretest)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00																						
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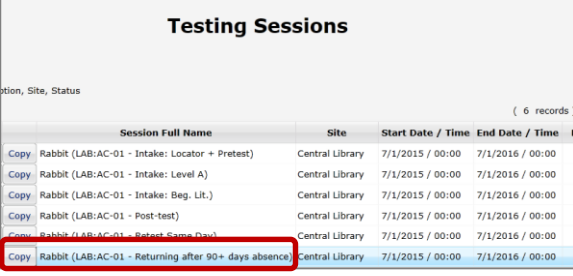
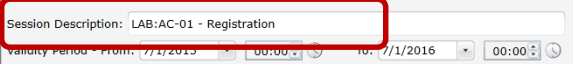
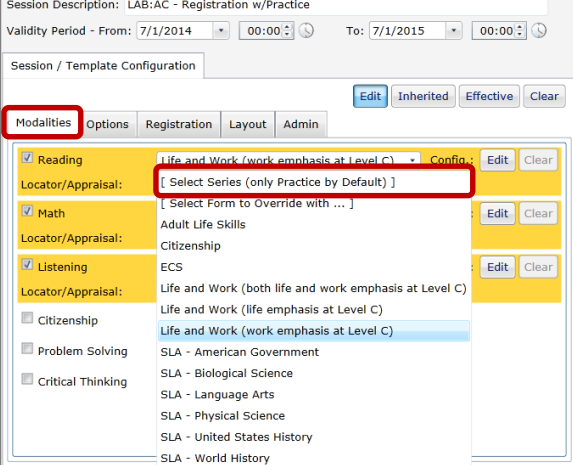
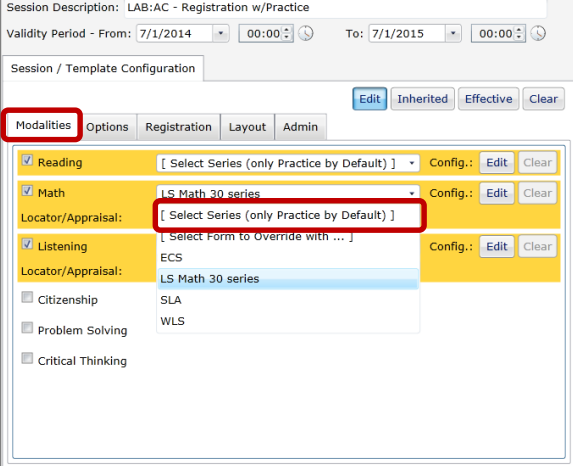
Step	Display	Description
47.	 <ul style="list-style-type: none"> The recommendation for when to post-test is after 70 - 100 hours of instruction to document learning gains. <ul style="list-style-type: none"> The minimum allowed by NRS is 40 hours between pre- and post-tests. 	<ul style="list-style-type: none"> Rename the Session Description to read – <ul style="list-style-type: none"> Progress: Post-test. Keep LAB and delete <copy>.
48.	 <p><i>Note!</i> Information is available on the CASAS website for Next Assigned Test charts.</p>	<ul style="list-style-type: none"> You will apply three edits on the Modalities tab. So that the session will inherit modality settings from the Template – <ol style="list-style-type: none"> <u>Uncheck Reading.</u> <u>Uncheck Math.</u> <u>Uncheck Listening.</u> The online system automatically assigns the next test form. Students <u>will not take another Locator</u> even though the Template setting includes it. The test series + locator setting is what causes the alternating effect of always presenting the next-appropriate test form and level based on the most recent test results recorded online.
49.		<ul style="list-style-type: none"> <u>Click</u> the Registration tab. Only one edit is necessary on the Registration tab to avoid the risk of duplicated student records with mismatched test history. <ol style="list-style-type: none"> <u>Check Lock creation of new students.</u> Students tested with this session are required to enter a unique ID that pre-exists in your online database.

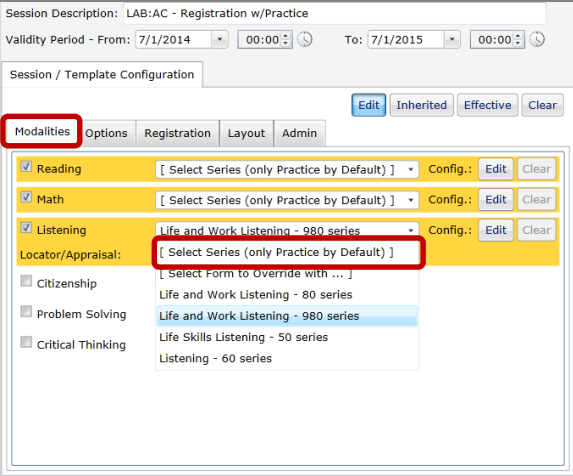
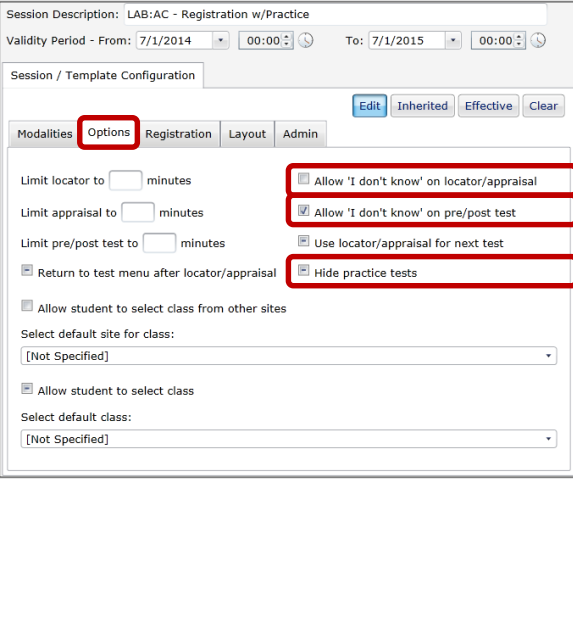
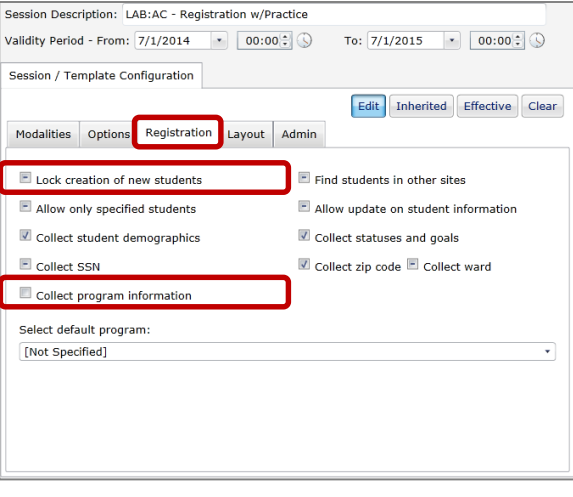
Step	Display	Description																														
50.	<p style="text-align: center;">Post-Test Session</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Test Menu</p> <div style="background-color: #333; color: white; padding: 5px; text-align: center; margin-bottom: 5px;">Reading Test Form 084R</div> <div style="background-color: #333; color: white; padding: 5px; text-align: center; margin-bottom: 5px;">Math Test Form 031M</div> <div style="background-color: #333; color: white; padding: 5px; text-align: center;">Listening Test Form 982L</div> </div>	<ul style="list-style-type: none"> No other edits are needed for the Post-test session because it too will – <ul style="list-style-type: none"> Inherit a combination of settings applied to customized sessions so far, plus Inherit Template settings. At bottom of the Edit Session Details screen, <ul style="list-style-type: none"> <u>Click Save</u>. 																														
51.	<ul style="list-style-type: none"> The next session to add in the set allows retesting in the same day if needed <u>and</u> if time permits. This session will give you the opportunity to retest a student on the same day if their pre- or post-test score is – 																															
	<p>Below Accurate Range *</p> <p>These scores are displayed with an asterisk symbol (*).</p> <ul style="list-style-type: none"> Scores are <u>inaccurate</u> / <u>invalid</u>. Retesting is <u>required</u>. 	<p>Conservative Estimate ♦</p> <p>These scores are displayed with a diamond symbol (♦).</p> <ul style="list-style-type: none"> Scores are <u>accurate</u> / <u>valid</u>. Retesting is <u>recommended</u>. <p><i>Note!</i> Test administrators are encouraged to administer the next more difficult test level to obtain a more accurate scale score estimate. This is automatically set by the online system.</p>																														
52.	<p style="text-align: center;">Testing Sessions</p> <p>tion, Site, Status (4 records)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Session Full Name</th> <th>Site</th> <th>Start Date / Time</th> <th>End Date / Time</th> <th>P</th> </tr> </thead> <tbody> <tr> <td>Copy</td> <td>Rabbit (LAB:AC-01 - Intake: Locator + Pretest)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> <td></td> </tr> <tr> <td>Copy</td> <td>Rabbit (LAB:AC-01 - Intake: Level A)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> <td></td> </tr> <tr> <td>Copy</td> <td>Rabbit (LAB:AC-01 - Intake: Beg. Lit.)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Copy</td> <td>Rabbit (LAB:AC-01 - Post-test)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> <td></td> </tr> </tbody> </table>		Session Full Name	Site	Start Date / Time	End Date / Time	P	Copy	Rabbit (LAB:AC-01 - Intake: Locator + Pretest)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00		Copy	Rabbit (LAB:AC-01 - Intake: Level A)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00		Copy	Rabbit (LAB:AC-01 - Intake: Beg. Lit.)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00		Copy	Rabbit (LAB:AC-01 - Post-test)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00		<ul style="list-style-type: none"> From the Progress: Post-test session, <ul style="list-style-type: none"> <u>Click Copy</u>.
	Session Full Name	Site	Start Date / Time	End Date / Time	P																											
Copy	Rabbit (LAB:AC-01 - Intake: Locator + Pretest)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00																												
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53.	<div style="border: 1px solid gray; padding: 5px;"> <p>Session Description: LAB:AC - Retest Same Day</p> <p>Validity Period - From: 7/1/2014 00:00 To: 7/1/2015 00:00</p> </div>	<ul style="list-style-type: none"> Rename the Session Description to read – <ul style="list-style-type: none"> Retest Same Day. Keep LAB and delete <copy>. 																														

Step	Display	Description																																				
54.		<ul style="list-style-type: none"> Again, you will make three edits on the Modalities tab to inherit Template settings. <ol style="list-style-type: none"> <u>Uncheck Reading</u>, <u>Uncheck Math</u>, and <u>Uncheck Listening</u>. 																																				
55.		<ul style="list-style-type: none"> To allow retesting in the same day, <ul style="list-style-type: none"> Click the Admin tab to apply one edit. For Days between tests of the same modality, <ol style="list-style-type: none"> Enter '0'. No other edits are needed for the Retest Same Day session because it too will inherit all other settings combined. At bottom of the Edit Session Details screen, <ul style="list-style-type: none"> Click Save. 																																				
56.	 <table border="1" data-bbox="175 1337 748 1908"> <thead> <tr> <th></th> <th>Session Full Name</th> <th>Site</th> <th>Start Date / Time</th> <th>End Date / Time</th> <th>P</th> </tr> </thead> <tbody> <tr> <td>Copy</td> <td>Rabbit (LAB:AC-01 - Intake: Locator + Pretest)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> <td></td> </tr> <tr> <td>Copy</td> <td>Rabbit (LAB:AC-01 - Intake: Level A)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> <td></td> </tr> <tr> <td>Copy</td> <td>Rabbit (LAB:AC-01 - Intake: Beg. Lit.)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> <td></td> </tr> <tr> <td>Copy</td> <td>Rabbit (LAB:AC-01 - Retest Test)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> <td></td> </tr> <tr> <td>Copy</td> <td>Rabbit (LAB:AC-01 - Retest Same Day)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> <td></td> </tr> </tbody> </table>		Session Full Name	Site	Start Date / Time	End Date / Time	P	Copy	Rabbit (LAB:AC-01 - Intake: Locator + Pretest)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00		Copy	Rabbit (LAB:AC-01 - Intake: Level A)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00		Copy	Rabbit (LAB:AC-01 - Intake: Beg. Lit.)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00		Copy	Rabbit (LAB:AC-01 - Retest Test)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00		Copy	Rabbit (LAB:AC-01 - Retest Same Day)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00		<ul style="list-style-type: none"> Next, you will add a session to address students who return after being absent from instruction. NRS recommends after 90 or more days to administer another appraisal to determine the appropriate-level test at time of return. When the student returns, the locator is given again to determine the appropriate test. From the Retest Same Day session, <ul style="list-style-type: none"> Click Copy.
	Session Full Name	Site	Start Date / Time	End Date / Time	P																																	
Copy	Rabbit (LAB:AC-01 - Intake: Locator + Pretest)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00																																		
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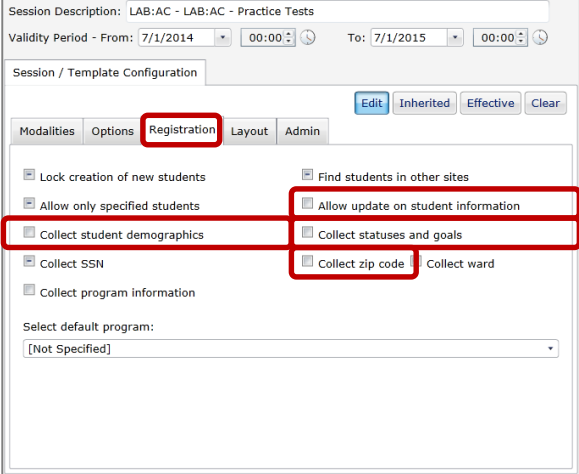
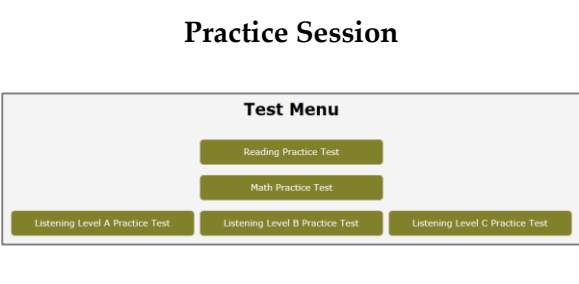


Step	Display	Description
57.		<ul style="list-style-type: none"> • Rename the Session Description to read – <ul style="list-style-type: none"> ◦ Returning after 90+ days absence. • Keep LAB and delete <copy>. • This description is to distinguish this session from the Post-Test session where students who are actively receiving instruction are tested to document learning gains.
58.		<ul style="list-style-type: none"> • For the session to inherit Modalities from the Template, you will make three edits. <ol style="list-style-type: none"> 1. <u>Uncheck Reading.</u> 2. <u>Uncheck Math.</u> 3. <u>Uncheck Listening.</u>
59.	<p>Note! The reason a locator or appraisal is administered again when a student returns after being absent from instruction for 90+ days is because the NAT (which is based on the last test a student took and would otherwise be presented to the student at time of return) is not necessarily appropriate given the elapsed period.</p>	<ul style="list-style-type: none"> • <u>Click Options</u> to apply three edits. <ol style="list-style-type: none"> 1. <u>Click</u> and return dash on Allow 'I don't know' on locator/appraisal setting to inherit the Template setting (i.e., re-enable this option). 2. <u>Check Use locator/appraisal for next test</u> to force the online system to administer the Locator again. • By design, the online system will <u>not</u> automatically administer the locator again. • Because of this design, you have to apply an override. <ol style="list-style-type: none"> 3. <u>Click</u> and return dash on Hide practice tests to inherit the Template setting which allows students to practice before testing.

Step	Display	Description				
60.		<ul style="list-style-type: none"> Now you need to remove the one edit on the Admin tab. Click the Admin tab. <ul style="list-style-type: none"> 1. Remove '0' from Days between tests of the same modality so the box is empty and the session inherits Template settings. No other edits are needed for the Returning students session because like the other sessions, it too will inherit all other settings combined. The Test Menu will deliver and display the same as the Intake: Locator + Pretest session with the exception that – <ul style="list-style-type: none"> o Lock creation of new students is enabled on the Registration tab from a previous session setting so that students <u>must</u> enter a pre-existing unique ID. 				
61.	<p>Returning after 90+ days absence Session</p> 	<ul style="list-style-type: none"> o Lock creation of new students is enabled on the Registration tab from a previous session setting so that students <u>must</u> enter a pre-existing unique ID. The purpose of requiring students to enter a pre-existing ID is to avoid duplicate records of the same student and mismatched test history. Click Effective to see combined settings on all tabs. At bottom of the Edit Session Details screen, <ul style="list-style-type: none"> o Click Save. 				
62.	<ul style="list-style-type: none"> The next session to add is for Registration. This session gives you the opportunity to separate the registration process from the testing process to give you undivided time to assist students with applying responses and addressing their questions. <table border="1" data-bbox="175 1619 1424 1892"> <thead> <tr> <th data-bbox="175 1619 753 1675"><u>If you use the Registration session</u></th> <th data-bbox="753 1619 1424 1675"><u>If you do not use the Registration session</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="175 1675 753 1892">Data collection screens are skipped during an Intake session and students begin testing after entering an ID, first and last name, and saving their new student record.</td> <td data-bbox="753 1675 1424 1892">Students will complete the registration process during an Intake session before they begin testing.</td> </tr> </tbody> </table>		<u>If you use the Registration session</u>	<u>If you do not use the Registration session</u>	Data collection screens are skipped during an Intake session and students begin testing after entering an ID, first and last name , and saving their new student record.	Students will complete the registration process during an Intake session before they begin testing.
<u>If you use the Registration session</u>	<u>If you do not use the Registration session</u>					
Data collection screens are skipped during an Intake session and students begin testing after entering an ID, first and last name , and saving their new student record.	Students will complete the registration process during an Intake session before they begin testing.					

Step	Display	Description																												
63.	 <p>Testing Sessions</p> <p>ation, Site, Status (6 records)</p> <table border="1"> <thead> <tr> <th>Session Full Name</th> <th>Site</th> <th>Start Date / Time</th> <th>End Date / Time</th> </tr> </thead> <tbody> <tr> <td>Copy Rabbit (LAB:AC-01 - Intake: Locator + Pretest)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> </tr> <tr> <td>Copy Rabbit (LAB:AC-01 - Intake: Level A)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> </tr> <tr> <td>Copy Rabbit (LAB:AC-01 - Intake: Beg. Lit.)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> </tr> <tr> <td>Copy Rabbit (LAB:AC-01 - Post-test)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> </tr> <tr> <td>Copy Rabbit (LAB:AC-01 - Retest Same Day)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> </tr> <tr> <td>Copy Rabbit (LAB:AC-01 - Returning after 90+ days absence)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> </tr> </tbody> </table>	Session Full Name	Site	Start Date / Time	End Date / Time	Copy Rabbit (LAB:AC-01 - Intake: Locator + Pretest)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00	Copy Rabbit (LAB:AC-01 - Intake: Level A)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00	Copy Rabbit (LAB:AC-01 - Intake: Beg. Lit.)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00	Copy Rabbit (LAB:AC-01 - Post-test)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00	Copy Rabbit (LAB:AC-01 - Retest Same Day)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00	Copy Rabbit (LAB:AC-01 - Returning after 90+ days absence)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00	<ul style="list-style-type: none"> From the Returning students session, <ul style="list-style-type: none"> Click Copy.
Session Full Name	Site	Start Date / Time	End Date / Time																											
Copy Rabbit (LAB:AC-01 - Intake: Locator + Pretest)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00																											
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64.	 <p>Session Description: LAB:AC-01 - Registration</p> <p>Validity Period - From: 7/1/2014 00:00 To: 7/1/2016 00:00</p>	<ul style="list-style-type: none"> Rename the Session Description to read – <ul style="list-style-type: none"> Registration. Keep LAB and delete <copy>. 																												
65.	 <p>Session Description: LAB:AC - Registration w/Practice</p> <p>Validity Period - From: 7/1/2014 00:00 To: 7/1/2015 00:00</p> <p>Session / Template Configuration</p> <p>Modalities Options Registration Layout Admin</p> <p>Reading Life and Work (work emphasis at Level C) Config.: Edit Clear</p> <p>Locator/Appraisal: [Select Series (only Practice by Default)]</p> <p>Math Adult Life Skills Config.: Edit Clear</p> <p>Listening ECS Config.: Edit Clear</p> <p>Locator/Appraisal: Life and Work (both life and work emphasis at Level C)</p> <p>Citizenship Life and Work (life emphasis at Level C)</p> <p>Problem Solving SLA - American Government</p> <p>Critical Thinking SLA - Biological Science</p> <p>SLA - Language Arts</p> <p>SLA - Physical Science</p> <p>SLA - United States History</p> <p>SLA - World History</p>	<ul style="list-style-type: none"> Three edits are needed on the Modalities tab. <ol style="list-style-type: none"> For Reading, <ul style="list-style-type: none"> Click the Reading field down-arrow. From the drop-down menu, <ul style="list-style-type: none"> Click Select Series (only Practice by Default). Because this is a testing application, all sessions must have Modalities enabled. <ul style="list-style-type: none"> With Registration, students have the opportunity to practice before testing. 																												
66.	 <p>Session Description: LAB:AC - Registration w/Practice</p> <p>Validity Period - From: 7/1/2014 00:00 To: 7/1/2015 00:00</p> <p>Session / Template Configuration</p> <p>Modalities Options Registration Layout Admin</p> <p>Reading [Select Series (only Practice by Default)] Config.: Edit Clear</p> <p>Math LS Math 30 series Config.: Edit Clear</p> <p>Locator/Appraisal: [Select Series (only Practice by Default)]</p> <p>Listening ECS Config.: Edit Clear</p> <p>Locator/Appraisal: LS Math 30 series</p> <p>Citizenship SLA</p> <p>Problem Solving WLS</p> <p>Critical Thinking</p>	<ol style="list-style-type: none"> For Math, <ul style="list-style-type: none"> Click the Math field down-arrow. From the drop-down menu, <ul style="list-style-type: none"> Click Select Series (only Practice by Default). 																												

Step	Display	Description
67.		<p>3. For Listening,</p> <ul style="list-style-type: none"> • <u>Click</u> the Listening field down-arrow. • From the drop-down menu, <ul style="list-style-type: none"> ○ Click Select Series (only Practice by Default).
68.		<ul style="list-style-type: none"> • <u>Click</u> the Options tab to apply three edits. <ol style="list-style-type: none"> 1. <u>Click</u> and remove dash to clear box on Allow 'I don't know' on locator/appraisal and disable the Template setting since this setting does not apply to Practice Tests. 2. <u>Check</u> Allow 'I don't know' on pre/post-test to mimic this choice on a Locator. 3. <u>Click</u> and return dash on Use locator/appraisal for next test to inherit the Template setting.
69.		<ul style="list-style-type: none"> • <u>Click</u> Registration to apply two edits. <ol style="list-style-type: none"> 1. <u>Click</u> and return dash on Lock creation of new students to inherit the Template setting so that new student records may be added to your online database during Registration. 2. <u>Click</u> and remove dash to clear box on Collect program information to disable the Template setting since program placement is yet to be determined.

Step	Display	Description																												
70.		<ul style="list-style-type: none"> Click the Layout tab to apply one edit. <ol style="list-style-type: none"> Click and remove dash to clear box on Show remaining time to disable the Template setting. Because Practice mimics pre/post-testing with standard 60-minute test time, <ul style="list-style-type: none"> Showing time remaining for a 6 or 9 item Practice may alarm students if they saw this amount of time in the retractable Toolbar. 																												
71.	<h3 style="text-align: center;">Registration Session</h3> <ul style="list-style-type: none"> After students complete Registration information, they have the opportunity to practice taking a test. This session could also be used in a school lobby for students to enter information after registering for an ID with the school. 	<ul style="list-style-type: none"> No other edits are needed for the Registration session. Data Collection screens will be presented to students followed by a Test Menu that only offers Practice Items. Click Effective to see combined settings on all tabs. At bottom of the Edit Session Details screen, <ul style="list-style-type: none"> Click Save. 																												
72.	<h3 style="text-align: center;">Testing Sessions</h3> <table border="1"> <thead> <tr> <th>Session Full Name</th> <th>Site</th> <th>Start Date / Time</th> <th>End Date / Time</th> </tr> </thead> <tbody> <tr> <td>Copy Rabbit (LAB:AC-01 - Intake: Locator + Pretest)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> </tr> <tr> <td>Copy Rabbit (LAB:AC-01 - Intake: Level A)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> </tr> <tr> <td>Copy Rabbit (LAB:AC-01 - Intake: Beg. Lit.)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> </tr> <tr> <td>Copy Rabbit (LAB:AC-01 - Post-test)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> </tr> <tr> <td>Copy Rabbit (LAB:AC-01 - Retest Same Day)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> </tr> <tr> <td>Copy Rabbit (LAB:AC-01 - Registration)</td> <td>Central Library</td> <td>7/1/2015 / 00:00</td> <td>7/1/2016 / 00:00</td> </tr> </tbody> </table>	Session Full Name	Site	Start Date / Time	End Date / Time	Copy Rabbit (LAB:AC-01 - Intake: Locator + Pretest)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00	Copy Rabbit (LAB:AC-01 - Intake: Level A)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00	Copy Rabbit (LAB:AC-01 - Intake: Beg. Lit.)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00	Copy Rabbit (LAB:AC-01 - Post-test)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00	Copy Rabbit (LAB:AC-01 - Retest Same Day)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00	Copy Rabbit (LAB:AC-01 - Registration)	Central Library	7/1/2015 / 00:00	7/1/2016 / 00:00	<ul style="list-style-type: none"> The last session in this set is for Practice. This session will give students the opportunity to practice without risk of launching into a test. From the Registration session, <ul style="list-style-type: none"> Click Copy.
Session Full Name	Site	Start Date / Time	End Date / Time																											
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73.		<ul style="list-style-type: none"> Rename the Session Description to read – <ul style="list-style-type: none"> Practice. Keep LAB and delete <copy>. 																												

Step	Display	Description
74.		<ul style="list-style-type: none"> Only four edits are needed for the Practice session. Click the Registration tab. Click to remove checks and dashes to clear boxes and disable Template settings for – <ol style="list-style-type: none"> Collect student demographics. Allow update on student information. Collect statuses and goals. Collect zip code.
75.	<p style="text-align: center;">Practice Session</p> 	<ul style="list-style-type: none"> As with all other sessions in the set, the Practice session will inherit combined settings. Click Effective to see combined settings on all tabs. At bottom of the Edit Session Details screen, <ul style="list-style-type: none"> Click Save.
76.	<p style="text-align: center;">Testing Sessions</p> 	<ul style="list-style-type: none"> You now have a set of 8 customized Testing Session records sharing the same Template. <ul style="list-style-type: none"> At <u>one</u> Site. In <u>one</u> Lab. For <u>one</u> Instructional Program.
<p style="text-align: center;">CONGRATULATIONS!</p> <p>Your work on establishing a standard set of sessions is done for the entire program year. Now all that remains is to –</p> <ul style="list-style-type: none"> COPY sessions in the same order as created to retain combined settings and – <ul style="list-style-type: none"> Add sets for other Labs within the same Site. <ul style="list-style-type: none"> Copy and <i>only</i> edit Session Description to include Lab name, remove “<copy>” from Session Description, and then Save. Add sets for other Sites. <ul style="list-style-type: none"> Copy and select new Site, remove “<copy>” from Session Description, and then Save. <p> Prepare for the new Program Year (PY)!</p> <ul style="list-style-type: none"> Use the new Batch Replicate feature in TE to copy a group of sessions into the new program year with the <u>Click</u> of a button! 		