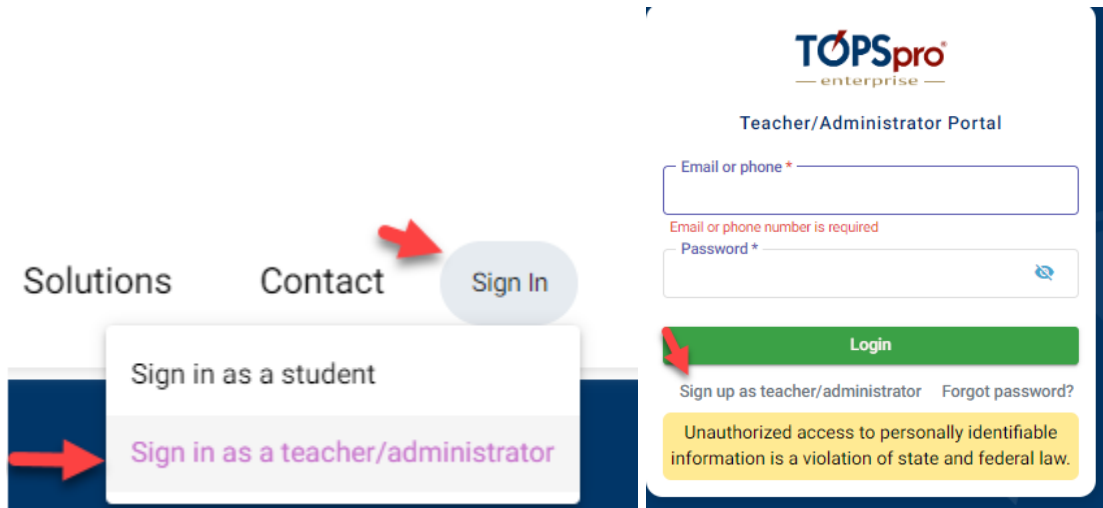


Steps to Activate Teacher Portal Account



1. Open your preferred browser and go to <https://teportal.org/>.
 - a. Click Sign In -> Sign in as a teacher / administrator
 - b. Click Sign up as teacher / administrator



- c. Sign in with your TE Credentials
 - i. If you do not know your TE Credentials contact your Data Manager
- d. You will then Register you do not need to include a phone number.

TE Login

Use your TE credentials for User* and Password*

Server *
Rolling Hills Simulation

State/Agency/Site

User *

Password *

Next

Portal Registration

First Name *
Casas

Last Name *
Teacher

Email
casasteacher@casas.org
You'll log in using either email or phone

Phone
Add international prefix for numbers outside US

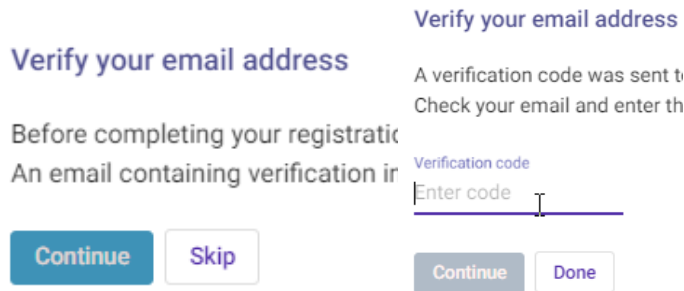
Use the same password as in TE

Register

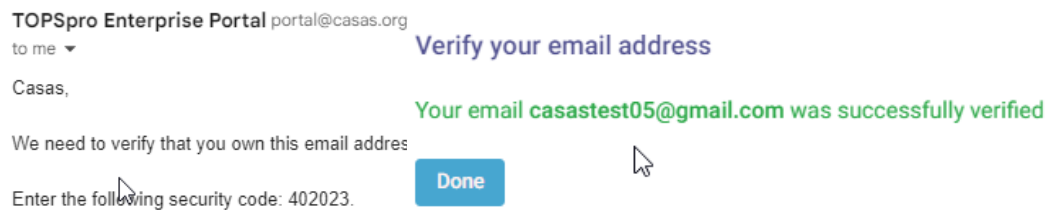
Last Updated 02/21/2024

2. Verifying your Teacher Portal Account through Email.

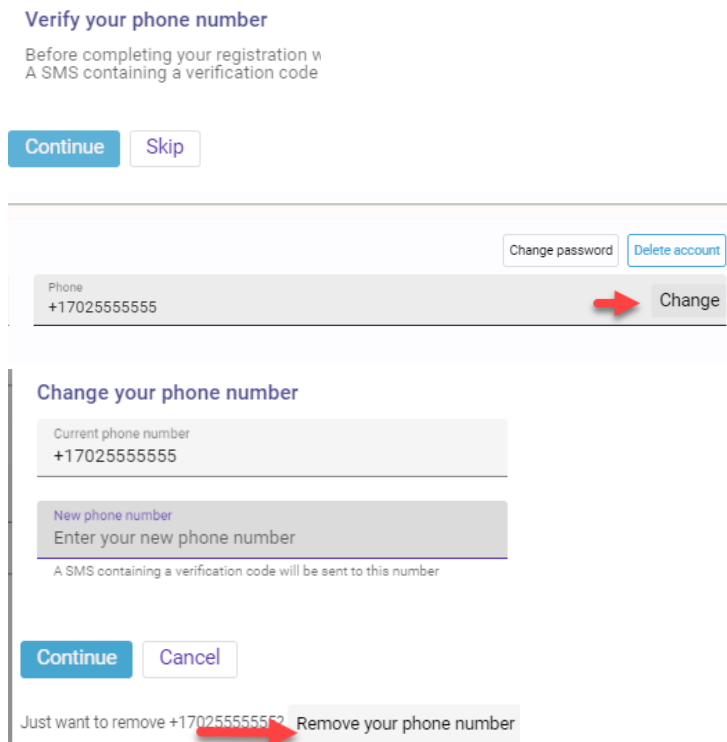
- a. Click Continue which will send a Verification code and prompt you to enter the code



- b. Check your email you will receive an email from TOPSpro Enterprise Portal(Portal@casas.org) Enter the code which will then complete the verification process.

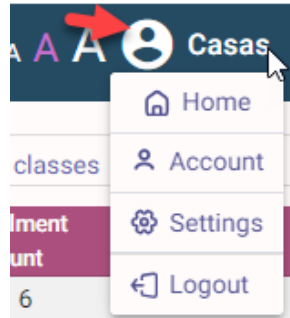


- i. If you are having issues with verifying your account you can follow steps 3a.

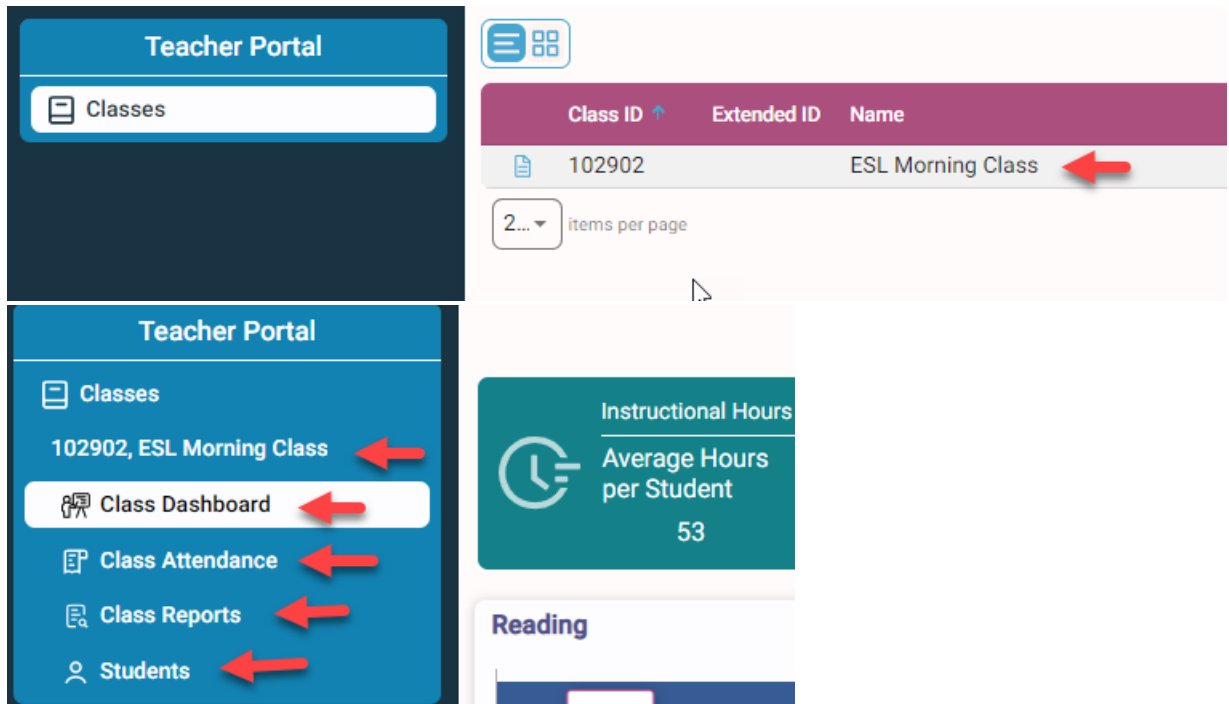


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3. You can click your name in the top right to access your Account and Settings.
 - a. Clicking Account will allow you to update your information and remove your phone number if you are having Verification issues.
 - b. Clicking Settings will allow you to change your formatting and display within Teacher Portal.



4. Class Options Dashboard, Attendance, Reports, Students.(Click on your class)



- a. Dashboard is the overview of the class.

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Hill Valley Adult School
Classes > 102902, ESL Morning Class > Class Dashboard

Teacher Portal
Classes
102902, ESL Morning Class
Class Dashboard
Class Attendance
Class Reports
Students

Instructional Hours
Average Hours per Student: 53
Average Hours between Pretest and Posttest: 42

Top 3 Primary Goals
No goals specified

Top 3 Results
No results achieved

Reading
Bar chart showing scores for 219 and 204.
Table: Average (Pretest: 204, Posttest: 219, Gain: 15, Hours Between: 42). 2 students with paired tests.

Math
Not yet tested

Listening
Not yet tested

b. Attendance is how you can take attendance.

Teacher Portal
Classes
102902, ESL Morning Class
Class Dashboard
Class Attendance
Class Reports
Students

02/18/2024 - 02/24/2024

Sort students by ID	Monday 02/19/2024	Tuesday 02/20/2024
Cancellations	Cancel	Cancel
Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Face to Face Attendance	120 x Fill	120 x Fill
Distance Learning Attendance	DL Fill	DL Fill
10 - Quijano, Aimee 07/31/2023 - 06/30/2024	F2F DL	

c. Reports is how to run your class reports.

Teacher Portal
Classes
102902, ESL Morning Class
Class Dashboard
Class Attendance
Class Reports
Students

Enrollment & Attendance
Class Enrollment, Monthly Attendance, Demographic Detail

CASAS eTests
Next Assigned Test, Test Score Overview, Personal Score

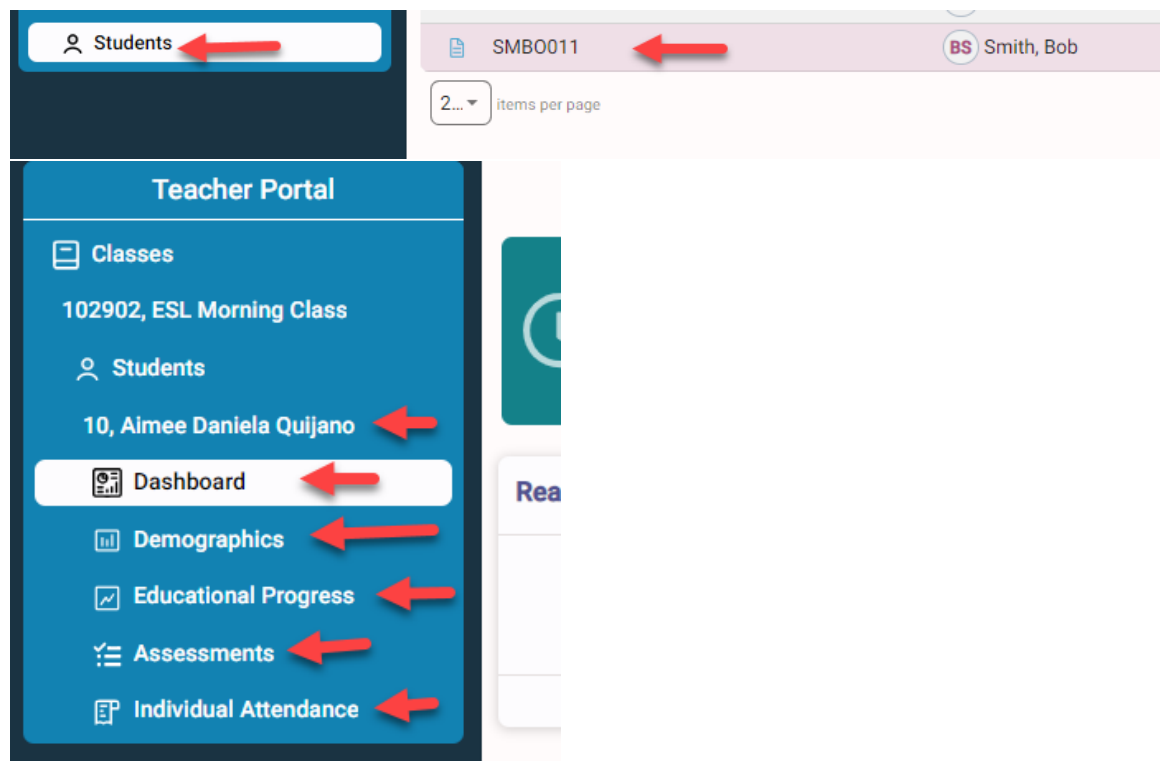
Class Performance
Class Performance by Competency Area, Class Performance by Task Area, Class Performance by Content Area

Class Performance *
Class Performance by Content Standard Category, Class Performance by Content Standard, Class Performance by Competency
* Not available for GOALS 2/STEPS test series

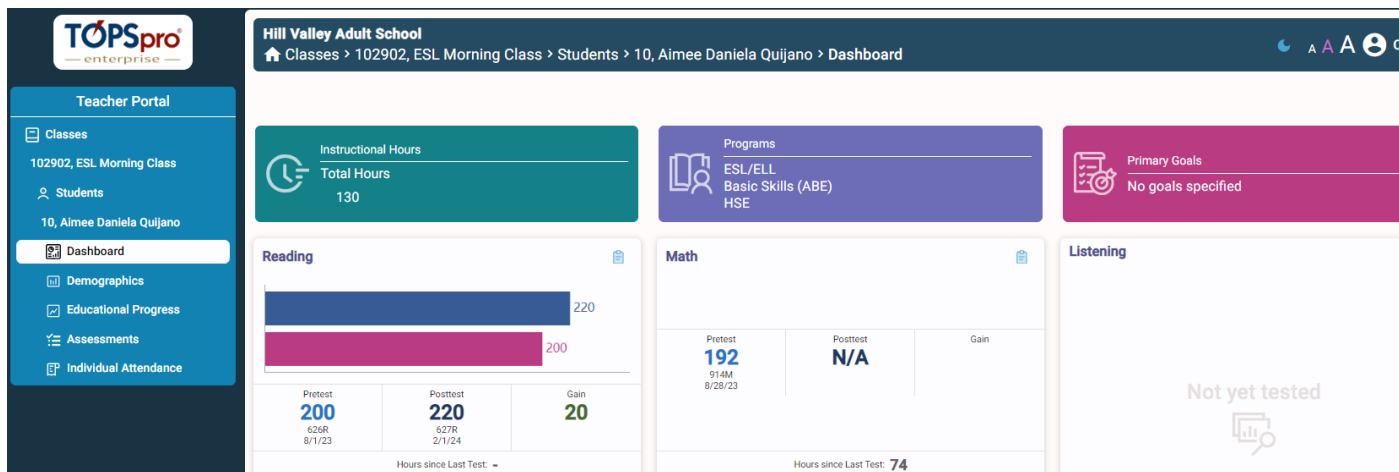
Test Results
Student Test Summary, Individual Skills Profile

Last Updated 02/21/2024

d. Students will breakdown the Individual information of each student.(Click on a Student)



i. Dashboard is the overview of the student.



ii. Demographics will display their personal information.

Last Updated 02/21/2024

Teacher Portal

- Classes
- 102902, ESL Morning Class
- Students
- 10, Aimee Daniela Quijano
- Dashboard
- Demographics**
- Educational Progress
- Assessments
- Individual Attendance

Contact Information

Name: Quijano, Aimee | Phone: (209)555-5555 / (209)555-5555 | Email: Aimee@email.com

Address: Genesee Avenue 391, San Diego, 95380 CA, Ward 2

Program Information

ESL/ELL: Jul 27, 2023 to current date | Basic Skills (ABE): Jul 12, 2023 to current date

HSE: Jun 30, 2023 to current date

Demographics

Gender: Female | Age: 24 | Date of Birth: Dec 31, 1999 | Primary Language: Spanish

Ethnicity: Hispanic or Latino | Races: White

Has Compulsory Attendance Release: Unknown

Education Background

Highest Degree or Diploma: None | Highest Degree or Diploma Earned Outside US: No

Highest Year of School: 6 | School Outside US: No

Alternative Identifiers

CSIS ID: | GED ID: | CAJOBS ID: | ITIN: | HISET ID: | TASC ID: | NEEP ID: |

HSE Scores

iii. Education Progress will display their status and results.

Teacher Portal

- Classes
- 102902, ESL Morning Class
- Students
- 10, Aimee Daniela Quijano
- Dashboard
- Demographics
- Educational Progress**
- Assessments
- Individual Attendance

Goals/Interests

Programs: Basic Skills (ABE), ESL/ELL, HSE | Current Employment Status: Unemployed

Primary Goals: Improve English skills | Secondary Goals: Personal Goal

Special Programs: EL Civics (IELCE) | Personal Status: |

Results

Work Results: | Personal Results: Other personal/family outcome

Community Results: | Education Results: |

HSE Scores

iv. Assessments will break down their tests and allow you to run reports for that specific test.

Teacher Portal

- Classes
- 102902, ESL Morning Class
- Students
- 10, Aimee Daniela Quijano
- Dashboard
- Demographics
- Educational Progress
- Assessments**
- Individual Attendance

Date	Form	Modality	Scale Score	Raw Score	Competencies	Content Standards	Task Areas
07/13/2023	104R	Reading	-	-	Competencies	Content Standards	Task Areas
07/28/2023	620R	Reading	-	-	Competencies	Content Standards	Task Areas
08/01/2023	626R	Reading	200	13	Competencies	Content Standards	Task Areas
08/24/2023	027R	Reading	202	30	Competencies	Content Standards	Task Areas
08/28/2023	914M	Math	192	12	Competencies	Content Standards	Task Areas
09/11/2023	901R	Reading	184	15	Competencies	Content Standards	Task Areas
09/27/2023	623R	Reading	202	26	Competencies	Content Standards	Task Areas
10/12/2023	620L	Listening	-	-	Competencies	Content Standards	Task Areas
11/17/2023	027R	Reading	202	30	Competencies	Content Standards	Task Areas
02/01/2024	627R	Reading	220	23	Competencies	Content Standards	Task Areas

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v. Individual Attendance will allow you to see the attendance as an individual.

Teacher Portal

- Classes
- 102902, ESL Morning Class
- Students
- 10, Aimee Daniela Quijano
- Dashboard
- Demographics
- Educational Progress
- Assessments
- Individual Attendance

February 2024
Save Cancel
Auto-fill by schedule

This class collects only F2F minutes of instruction as daily attendance.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
				0 x	0 x	0 x
4	5	6	7	8	9	10
0 x	0 x	0 x	0 x	0 x	0 x	0 x
11	12	13	14	15	16	17
0 x	20 x	0 x	0 x	0 x	0 x	0 x
18	19	20	21	22	23	24
0 x	0 x	0 x	0 x	0 x	0 x	0 x
25	26	27	28	29	1	2
0 x	0 x	0 x	0 x	0 x		
3	4	5	6	7	8	9

Last Updated 02/21/2024