

Annotated Release Notes

TOPSpro Enterprise 4.1 Build 02

07/18/23

TOPSpro Enterprise (TE)

1. **New:** Proxy wizard now discriminates by form level scale in addition to modality when determining test records to be proxied in the new program year.

In TE: Tools → Proxy Wizard

The proxy wizard is a valuable method for agencies to copy tests completed during the final weeks/months of a PRIOR program year into the NEW program year, giving that assessment a revised testing date of July 1st, to serve as a new pretest for that student. Read more here: <https://www.casas.org/docs/default-source/te-help-documentation/using-the-proxy-wizard.pdf>

The test proxy has always been designed to bring forward the most recent test from the reading, math and listening modalities. However, with the addition of each new test series this was not quite enough. For example, when an agency has L&W reading as well as GOALS reading only one of those would get proxied (the most recent one) when both needed to be. As of this TE release, both will be proxied.

2. **Fixed:** Proxy wizard issue with creating class records in the new program year, when the source records from the past program year were having an invalid date range crossing program year boundaries.
3. **Fixed:** Scheduler settings were not properly migrated to version 4.1

In TE: Tools → Scheduler

The TE Scheduler enables you to automatically send your TE data or specific components of your database to a 3rd Party system at scheduled intervals. This document details how to send test records to a 3rd Party system:

https://www.casas.org/docs/default-source/te-help-documentation/using-te-scheduler.pdf?sfvrsn=90c92962_6?Status=Master

Scheduler Task Detail

Enabled

Task Type: Export3rdParty

Task Name:

Description:

Run Once
 Run Weekly
 Run Quarterly
 Run without user confirmation
 Run Daily
 Run Monthly
 Run Yearly

Next Run: 07/19/2023 1:40 PM

Last Run: **Edit** **Reset Last Run**

Always ignore Last Run

Task Configuration

4908 - Rolling Hills Adult School (RHAS) **Subsites**

Export Files

Test Data **Filter** WIOA 3rd Party Test Data

Student Data
 Program Year Data
 Student Record Data
 Student Class Status
 Attendance Data

TOPSpro Enterprise 4.1 Build 01 07/17/23

TOPSpro Enterprise (TE)

- New:** TE reports designed to work with the new test series **STEPS & GOALS 2**
 - Test Results -> Competency Performance -> Student Competency Area
 - Test Results -> Competency Performance -> Competency Area Summary
 - Test Results -> Competency Performance -> Student Task Area
 - Test Results -> Competency Performance -> Task Area Summary
 - Test Results -> Content Standards -> Student Content Area
 - Test Results -> Content Standards -> Content Area Summary

All the revised Summary Reports include a bar chart at the top with details at the bottom and are designed to fit on one page when printed. More sample reports and additional training will be posted to casas.org soon.

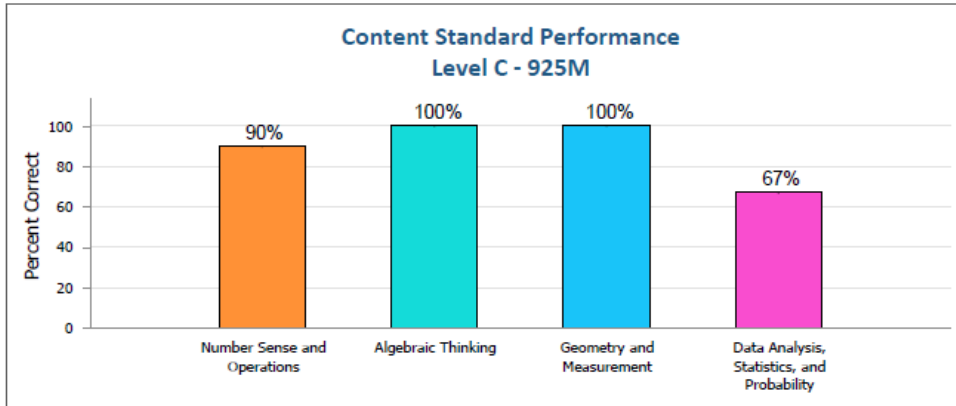


Student Content Standard

03/31/2023
15:49:14

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SCNA

Agency:	1000 - Trinity County Office of Education	Form:	925M - Math GOALS 2 Level C
Site:		Level Scale:	CASAS GOALS 2 Math
Class:	N/A	Form Level:	C
Teacher:	N/A	Student:	Rios, Michael A
			006012018

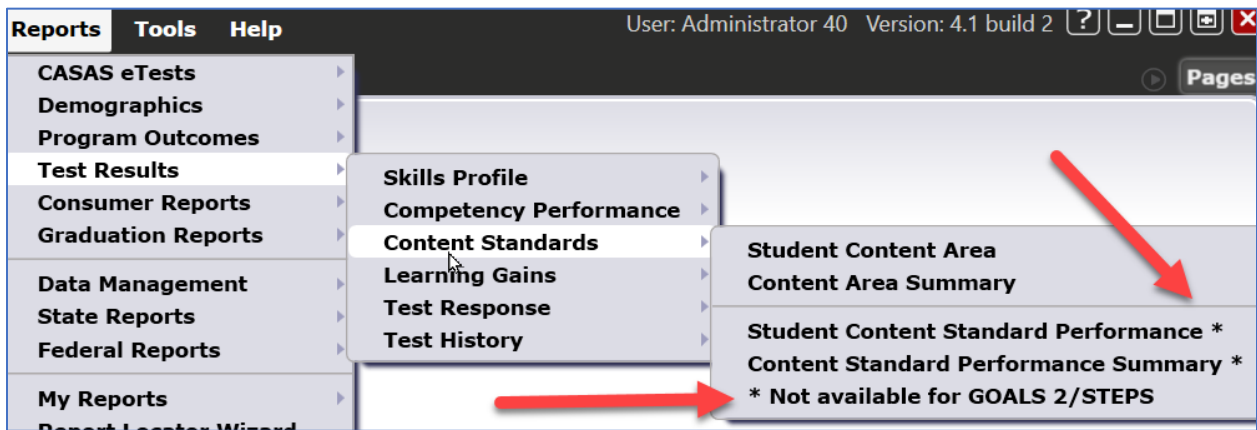
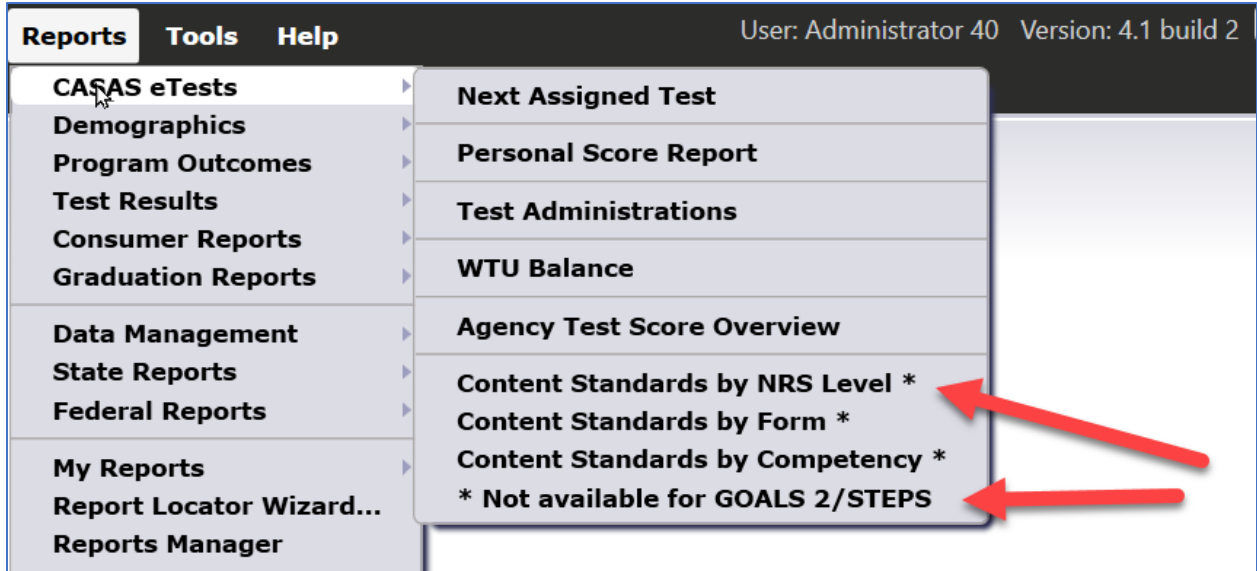


Content Areas	N	% Correct
Number Sense and Operations Perform the four operations with whole numbers, decimals, and fractions Understand ratio, rate, and percent concepts Understand properties of integer exponents	10	90 %
Algebraic Thinking Solve simple one-variable equations and simple inequalities Understand relationships between dependent and independent variables Understand proportional relationships and linear equations	10	100 %
Geometry and Measurement Solve problems involving perimeter, area, surface area, and volume Solve problems with measurement and scale drawings Understand the Pythagorean theorem and concepts of congruence and similarity	10	100 %
Data Analysis, Statistics, and Probability Understand statistical variability concepts like center and spread, and recognize deviations from patterns Understand and apply the concept of probability	6	67 %

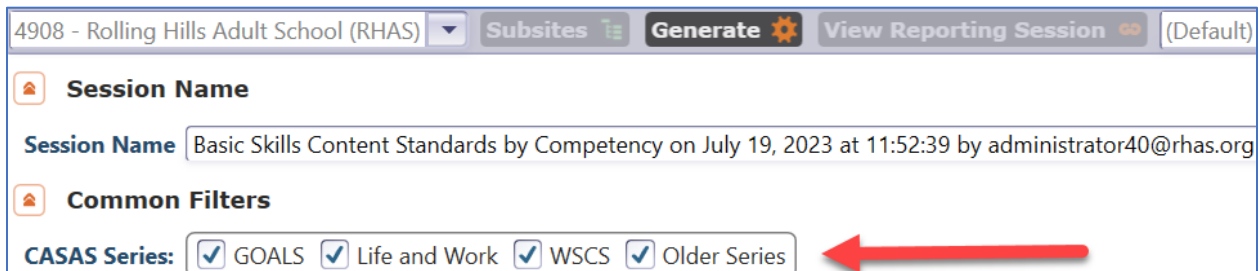
3. **Updated:** TE reports menu, just for the reports that are **not** available for the new series, to show **an asterisk at the end of the report name** and then an asterisk underneath that says **“*Not available for GOALS 2/STEPS”**:

- CASAS eTests -> Content Standards by NRS Level / Form / Competency
- Test Results -> Competency Performance -> Student Competency Performance and Competency Performance Summary
- Test Results -> Content Standards -> Student Content Standard Performance and Content Standard Performance Summary
- Test Results -> Test Response -> Class Profile

Beginning with these new assessments, CASAS now aligns to ELP standards and reduces the granularity from three digits to just two... so several reports had MAJOR changes. The old version of these reports is still available in TE but marked with a "*" so agencies won't accidentally run them against data for the new STEPS and Math GOALS 2 tests. Here are some of the revised menus in TE:



4. **Updated:** TE reports that are not compatible with the new series will show the "CASAS Series" option in the report setup with the old series preselected and disabled for editing.



- 5. **Updated: Test Results -> Skills Profile -> Individual Skills Profile Detail / Summary** to show the "CASAS Series" option and, by default, include both new series (**GOALS 2, STEPS**) and previous ones (**GOALS, Life & Work**).

Like the PSR, the ISP will show any tests that the student has taken recently, including the old and new tests.

- 5. **Updated: CASAS eTests -> Personal Score Report** will not display level descriptors for tests from the new **STEPS** and **GOALS 2** test series.

However, the PSR will show any tests that the student has taken recently, including the old and new tests.

- 6. **Updated: Reports -> Data Management -> NRS DIR** report and **Reports -> State Reports -> California -> CAEP DIR** report to include two new items: "SSN number out of range" and "ITIN number out of range".

An Individual Taxpayer Identification Number (ITIN) is an alternative to a Social Security Number (SSN) for tax and identification purposes. In California, this value will also be used as part of the Employment and Earnings post-exit verification of student progress. The CDE encourages agencies to add this value to your registration forms and/or onboarding procedures.

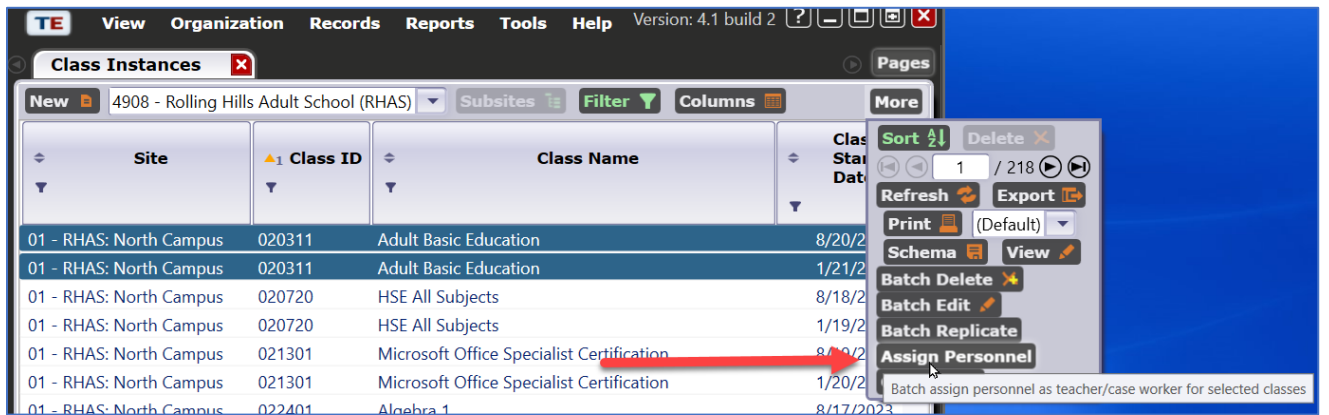
An ITIN follows the same formatting as a SSN (xxx-xx-xxxx) and uses specific numeric values (starts with a 9). The NRS DIR and CAEP DIR will note any SSN or ITIN data that is not conforming ("out of range") to the IRS guidelines. Agencies are also advised to verify and correct any ITIN numbers that may have been inadvertently added to the SSN field for current and recently exited students.

<https://www.irs.gov/individuals/individual-taxpayer-identification-number>

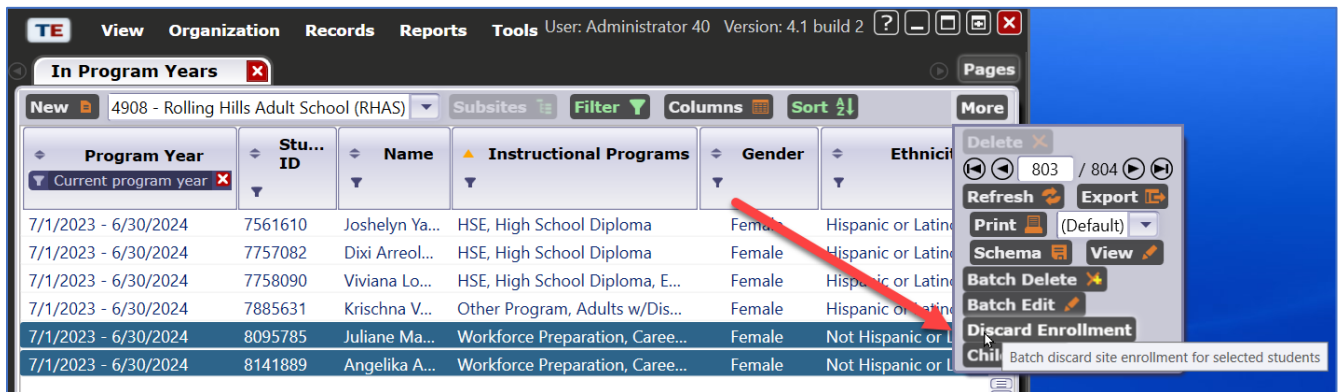
30	SSN not provided	236	39%
30a	SSN not provided with signed consent	23	4%
30b	SSN not provided without signed consent	213	35%
30c	Provided SSN without signed consent	96	16%
30d	ITIN not provided	611	100%
30e	Neither SSN nor ITIN are provided	236	39%
30f	SSN number out of range	375	61%
30g	ITIN number out of range	0	0%

- 7. **Updated: Class Instance** lister to include a batch function to assign a teacher/case worker to multiple classes.

*To help agencies adopt the new Teacher Portal features, we've made it easier to add additional teacher(s) or case worker(s) to a group of classes. Select two or more classes from the lister and use **MORE > Assign Personnel**.*



8. **Updated:** (Student) In Program Years lister to include a batch function to discard enrollments into one or more sites for multiple in program year records.



eTests Online (eO)

9. **New:** Test Series available online:

- Reading STEPS
- Listening STEPS
- Math GOALS 2

To get started, you can edit your Testing Sessions yourself, or email golive@casas.org and request that the testing sessions for the new series be added to your account. For paper materials, please refer to instructions sent in a global email to all CASAS customers on 7/19/2023.

Many details about the new Test Series have been published on casas.org, easily accessed from the "What's New" section. Additional training webinars are planned in the future, as well as updates to the online training modules.

What's New

Available now:

[Reading STEPS](#)

[Listening STEPS](#)

[Math GOALS 2](#)

10. Updated: Personal Score Report, available at the end of the test or from session management module, will not display level descriptors for tests from the new **STEPS** and **GOALS 2** test series.

However, the PSR will show any tests that the student has taken recently, including the old and new tests.