

CASAS eTests®

Test Module

Training

General Course Information

Course Title:	CASAS eTests® – Test Module Training
Course Duration:	<ul style="list-style-type: none"> This course will take approximately 1 to 2 hours to complete. You have 30 days from enrolling in the course to completing the course.
Course Location:	Facilitated (self-paced) training online – http://training.casas.org <ul style="list-style-type: none"> Provides group learning and communication in an asynchronous environment. Participants and facilitator independently access the Web at any time, day or night. Although participants and facilitator are not online together, they participate in collaborative discussions.
Training Materials	<ul style="list-style-type: none"> All training materials are accessible within the course. You may print any training materials for your own use. You will be asked to refer to training materials throughout the course. You also will also be linked directly to any training resources.

Course Manager Information

Name:	Dawn Montgomery, Lead Facilitator CASAS Professional Development Department, Project Coordinator
Email:	dmontgomery@casas.org
Availability:	Daily between 8:00 am to 5:00 pm (PT), Monday through Friday
Assistance:	If you have questions or need assistance, please ask your Course Facilitator or email the Course Manager. Email is the primary source of communication. You should receive replies within 24 hours.

Where to Go to Class

CASAS Online Self-Paced Courses are delivered using



The online self-paced courses developed by CASAS are made possible through the course management delivery system called Moodle. Moodle is an e-learning software platform designed to provide a virtual learning environment.

CASAS is using Moodle to provide more opportunities for training to maintain the integrity and quality of the assessment process.

These online self-paced courses are open entry/open exit; therefore, participants may join a course anytime within the specified date range and complete the course at their own pace. Each course provides a Certificate of Completion, Training Verification and Training Evaluation. Training required by CASAS includes a Certification activity.

If this is your first Moodle course, we recommend that you prepare for online training by accessing or printing (optional) the "Moodle How-To Guide for Online Training." Please take the time to read through this document to make your online training experience more enjoyable.

How to Begin Your Course

1. Go to <http://training.casas.org>
2. Select the CASAS online course for which you are registered.
3. You are taken momentarily to the CASAS Web site to log on with your CASAS user account.
4. After your account is confirmed, you are returned to the training Web site.
5. You are now enrolled in the course for which you are registered.
6. When returning to the course, repeat these steps.

Note: You have 30 days from the time you enroll to complete this course.

General Course Description

CASAS eTests® – Test Module Training Course

Course Introduction

CASAS requires that each person involved in CASAS testing complete Initial Implementation Training. Training is necessary to maintain the integrity and quality of the assessment process.

This training builds on the Initial Implementation Training to give the essential basics necessary to administer CASAS eTests. This training is especially recommended for staff directly involved with administering CASAS eTests at their agency or site.

Implementing computer-delivered tests is recommended to streamline intake, placement, and ongoing assessment and reporting. Agencies that transition from paper-based to computer-based tests will learn how to customize CASAS eTests for use with multiple instructional programs.

You will become familiar with a variety of terms and acronyms used in CASAS training.

After completing this training, you should have a basic understanding of:

- Logging onto the Test Module
- Entering Demographics
- Making Selections for Test Administration
- Taking a Test
- Interrupting a Test in Progress
- Retrieving Test Results

If you have any questions before you begin this training course, please contact CASAS at 1-858-292-2900 or 1-800-255-1036 and ask to speak to a Distance Training Representative, or send an email to the Course Manager.

Course Overview

This training consists of three primary units – Overview, Test Module, FAQs and Troubleshooting – presented in sub-sections of these units with built-in activities and review questions at the end of each section; a Guide for Administering CASAS eTests; and a certification activity for training completion. Each unit is divided into topic areas that serve as the foundation for each unit.

This training may take approximately one to two hours to complete.

Training Goal

Participants will be able to:

- Administer CASAS eTests.

Training Objectives

Participants will learn the essential basics necessary to administer CASAS eTests, including:

- Logging onto the Test Module
- Selecting Site, Class, and Program for test administration
- Taking a locator, computer-based and computer-adaptive test
- Pausing, deleting, scoring, and returning to a test in progress
- Retrieving test results

To complete this course successfully requires:

- 100% score on Review Quizzes
- 100% score on Certification Activity – Coming Soon!
- Submit Training Verification
- Self-generate the Certificate of Completion

Note: If you will be directly involved in the management of CASAS eTests at your agency or site, CASAS recommends that you follow-up this training with the CASAS eTests – Admin Module Training; a separate online self-paced course.

Training Outline

The CASAS eTests® – Test Module Training course contains the following units and topics:

ABOUT THIS TRAINING

Your Training Materials

Course Overview

Training Topics

Before this Training

After this Training

INTRODUCTION

1. OVERVIEW OF CASAS eTESTS

1.1. General Information

1.1.1. Hardware and Software Requirements

1.2. General Architecture

1.3. Getting Started

1.3.1. Defining Settings

1.3.2. Purchasing and Activating CASAS eTests Units

1.3.3. Administering Tests

1.3.4. Scoring and Reporting

1.3.5. Managing Data

1.4. General Operations

2. ADMIN MODULE

(A separate online self-paced training course is available if you require training on the Admin Module)

3. TEST MODULE

3.1. Welcome Page Login

3.2. Confirmation

3.1. Demographics

3.1.1. Entering Demographic Details

3.1.2. Review Page

3.2. Selections for Test Administration

3.2.1. Site

3.2.2. Class

3.2.3. Program

3.2.4. Series

3.3. Taking a Test

3.3.1. Test Menu

3.3.2. Taking a Locator

3.3.3. Taking a Computer-Based Test (CBT)

3.3.4. Taking a Computer-Adaptive Test (CAT)

3.3.5. Taking a Listening Test

3.3.6. Reviewing a Test

3.4. Interrupting a Test in Progress

3.4.1. Pausing a Test in Progress

3.4.2. Deleting a Test in Progress

3.4.3. Scoring a Test in Progress

3.4.4. Returning to a Test in Progress

3.5. Test Results

3.5.1. Personal Score Report

3.5.2. Report Template

3.5.3. Print Report

4. FAQs AND TROUBLESHOOTING

4.1. Installation

4.2. Admin Module

4.2.1. Admin Settings

4.2.2. Agency Settings

4.2.3. Assessment Settings

4.2.4. Examinee Records

4.3. Test Module

REVIEW

CERTIFICATION – Coming soon!

WHAT'S NEXT?

ADDITIONAL TRAINING

TRAINING VERIFICATION

CERTIFICATE OF COMPLETION

CASAS Contact Information

Mail: CASAS

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San Diego, CA 92123-4339

Web site: www.casas.org

Telephone: 858-292-2900 – or – 800-255-1036

FAX: 858-292-2910

General questions: casas@casas.org

CASAS Training Web site: webmaster@casas.org

Thank you!

for participating in a CASAS Online Self-Paced Course using Moodle.