

### **Steps to Monitor Web-Test Units (WTU/TEU)**

TOPSpro Enterprise (TE) offers <u>three</u> methods to monitor and track test administrations for Web-Test Units (WTU), TOPSpro Enterprise Units (TEU), and paper-test administrations. The steps in this document will guide you through demo activities of each method.

- **1. Test Administrations** lister
- 2. Test Administrations report
- 3. WTU Balance report



Step		Scree	n			D	escription		
		DEMO	/#1		WTU/I	FEU by Te	est Admini	strations lis	ster
4.		Organization Agencies Sites Classes Users Access Groups Authentication Personnel Test Administra Forms Special Program Testing Station Testing Session	ecords Re Settings Ations Is		<ul> <li>From</li> <li>From</li> <li>0</li> </ul>	the <b>menu</b> Click the the drop-c Click <b>Test</b>	bar, Organizatio lown menu, Administra	on menu. ations.	
5.	TE View	Organization F	Records Reports	Tools	Help			?_6	•
	Test Admi	nistrations 🛛 🛛		(ethan)					Pages
	New E		· · · · · · · · · · · · · · · · · · ·	Filter	Columns	Sort 21 Del		WTUs Used by	More
	<ul> <li>Purchase</li> <li>ID</li> </ul>	2 Purchased	<ul> <li>WIUs</li> <li>Purchased</li> </ul>	♦ WIU Rese	erved ÷ by	Tests	Available 🗘	Archived or Deleted Tests	
	Ť	T	Y	Y	Y	T	T		
	6744	6/23/2017	15000	15	14939	0	46		
	8353	12/3/2018	300	0	299	0	1		
	8681	3/29/2019	5000	0	99 4997	0	3		
	9856	11/14/2019	100	0	100	0	0		
	9966	12/13/2019	5500	2	5482	0	16		
	10474	7/1/2020	100	0	100	0	0		
	10947	12/9/2020	100	0	100	0	0		
	11090	1/28/2021	5500	0	5500	0	0		
	12075	11/5/2021	5500	2	3512	1986	6 0		
	<ul> <li>For each</li> <li>0</li> <li>0</li> <li>1</li> <li>0</li> <li>1</li> </ul>	ch purchase ro WTUs Reserv WTUs Used b WTUs Availa WTUs Used b CASAS ad Deleting a the test.	ecord, you wi red – tests in p oy Tests – test ble – number oy Archived o lvises against web-based te	ill see – progres ts admi t of <b>WT</b> or <b>Dele</b> deletir est <i>does</i>	s and susp nistered us <b>Us/TEUs</b> r t <b>ed Tests</b> . Ig any histo s <i>not</i> delete	ended tests sing CASA emaining p orical data. e the <b>WTU</b> s	s. S eTests. per purchase s/TEUs used	e. I for adminis	stering
	• As wit	h all lists of re	ecords in TE,	you ha	ve the opti	on to –			
	0 1	E <b>xport</b> the inf	ormation disp	played	on the scre	en to a spr	eadsheet, or		
	0	Print a custon	n report.						

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Step		Scr	een				Descri	ption		
		DEM	O #2			WTU	J <b>/TEU by WT</b>	U Balan	ce repor	t
6.	Reports CASAS Demog Progra Test R Consul Data M State I Federa My Rej Report Report Dashb Ad Hoo	Tools       Help         a eTests       Image: Second State Sta	Next Assigr Personal Sc eTests Adm WTU Baland	ned Test Fore Report inistration	5	Inform list also From th o S o C	ation from the ' o is available in he <b>Reports</b> mer Select <b>CASAS e</b> ' Click <b>WTU Bala</b>	Test Adr a WTU 1 nu, Tests, an nce.	ninistrati Balance r d then	ions eport.
7.	Ver         Appendix           Image: Control of the section of the	ration descends desperts teach maps Teach desperts teach maps Teach descend have a constrained descend and and Parameters Personnet Person	Area of the other of the other of the other of the other oth	Analiti Analiti		Genera Balanc The Re not hav display o C	al Settings are s e report. port Setup Nav ve options to report, on the report, Click Generate t	standard v <b>igator</b> a fine the t so to view t	for the <b>W</b> t the left o ype of da he report	VTU does uta to
	Test Ad	ministrations WTU Ba	lance WTU	Balance	×					Pages
	Export Report Viewer Navigator	Agency:	/1 🕞 🕞 Layout	Settings 🐥	WTUS	alance	WTUS Used by Archived	6 Next R Thu	Page 1 of 1 WTUB	More
		WTU ID	Purchased	Purchased	Reserved	by Tests	or Deleted Tests	Consumed	Available	11
		8353	12/03/2017	15,000	15	14,939	46	100.00	0	
		8555	02/20/2019	100	0	99	1	100.00	0	
		8681	03/29/2019	5,000	0	4,997	3	100.00	0	
		9856	11/14/2019	100	0	100	0	100.00	0	
		9966	12/13/2019	5,500	2	5,482	16	100.00	0	
		10474	07/01/2020	100	0	100	0	100.00	0	
		10947	12/09/2020	100	0	100	0	100.00	0	
		12075	11/05/2021	5,500	0	3,500	0	63.89	1 986	
			Totals:	37,200	19	35,128	67	94.66	1,986	
	• Tł pı	ne <b>WTU Balance</b> archase record a	e report giv nd totals i	ves the r n each c	number olumn f	of <b>test ac</b> rom all p	<b>dministrations</b> ourchases.	available	e from eac	ch

Description

e	ests <sup>®</sup>	TOPSpro
Step		Screen
		(Optional) DEMO #3

9.

10.

### WTU/TEU Comparison (Optional) DEMO #3 by Horizontal Page Group ?\_₽₽× • To compare information between the **Test** Administrations list of records and the WTU Pages Balance report, Close All Pages Split the display on your screen. 0 **New Horizontal Page Group** New Vertical Pade Group • At the far right, **Open All Lists Here Open All Edit/Views Here** Click Pages. 0 **Test Administrations** From the Pages drop-down menu, Test Administratio... WTU Balance on Apr... Click New Horizontal Page Group. 0 A new page opens at the bottom of your screen. Click the WTU Balance tab to drag and drop to the bottom Page. ٠ Click the green pushpin to Unpin the Navigator at the left of the WTU Balance report. 0 On the **top Page**, • Click the **Red X Box** on the **Report Generator tab** to close the page. 0 The image (below) shows what your screen should look like after following these steps. ?\_ 🗗 🖬 🗙 TE View Organization Records Reports Tools Help Test Administrations Pages × New 🔒 Filter 👕 Columns 🔳 Sort ી Delete 🗙 💽 🔿 • / 10 🕞 💽 More 1 . WTUs Used by Purchase WTUs WTUs WTUs Used WTUs Date ۲ \$ \$ \$ 4 Archived or Deleted Tests \$ ID Purchased Purchased Reserved by Tests Available Ŧ T T T T T Ŧ 10474 7/1/2020 100 0 100 0 0 10947 12/9/2020 100 0 100 0 0 = 11090 1/28/2021 5500 0 5500 0 0 12075 11/5/2021 5500 2 3512 0 1986 -WTU Balance Pages × Export Print Layout Settings 样 Fit Width 🔡 Two Pages /1 🕞 🕞 Fit Page 📘 More 1 ort Viewer Navigato 10474 07/01/2020 100 0 100 0 100.00 0 10947 12/09/2020 100 0 100 0 100.00 0 11090 01/28/2021 5,500 0 5,500 0 100.00 0 12075 11/05/2021 5,500 2 3,512 0 63.89 1,986 Notice that both Pages display the same information, however • The **Test Administrations** list does not give column totals, whereas 0 The WTU Balance report shows the total count per column and the total number 0

of WTUs available from all purchases.



Step	Screen	Description
11.	? _ 🗗 🖻 🗙 Pages Export 💽 Print 📕 (Default) 💌 Schema 🛒 More	<ul> <li>Note: With the list of records displaying in the Test Administrations screen, you may –</li> <li>Export and save to your computer, or</li> <li>Print a custom report.</li> </ul>
12.	TE       View       Organization       Records       Reports       Tools         Test Administrations       WTU Balance       X         Test Administrations       WTU Balance       X         Test Administrations       I / 1 >>>       Layout Settin         Test Print       I / 1 >>>       Layout Settin         Pages       Haries S Edit Session # More       Refresh @         Keep Session @ Refresh @       Image: Session # Refresh @       Image: Session # Refresh @	<ul> <li>Note: With the WTU Balance report, you may –</li> <li>Export and save to your computer, or</li> <li>Print as displayed on the screen.</li> <li>Keep Session to save the report in the TE Reports Manager.</li> </ul>
13.	Close With All Pages Close And Move Pages New Horizontal Page Group New Vertical Page Group Open All Lists Here Open All Edit/Views Here WTU Balance on Jun	<ul> <li>On the bottom Page, <ul> <li>Click Pages, and then</li> <li>Click Close and Move Pages.</li> </ul> </li> <li>Your screen will return to one display.</li> <li>Maintain the two pages to further compare the three monitoring methods after completing DEMO / Activity #4.</li> </ul>
	DEMO #4	WTU/TEU by Test Administrations Report
14.	ReportsToolsHelpCASAS eTestsNext Assigned TestDemographicsPersonal Score ReportProgram OutcomesTest AdministrationsTest ResultsTest AdministrationsConsumer ReportsWTU BalanceData Management100State Reports100Federal Reports100Report Locator Wizard100Reports Manager100Dashboard SourcesAd Hoc Reporting	<ul> <li>Monitor and track WTUs with the Test Administrations report.</li> <li>From the menu bar,         <ul> <li>Click Reports,</li> <li>Select CASAS eTests, and then</li> <li>Click Test Administrations.</li> </ul> </li> </ul>
15.	<ul> <li>The Test Administrations report option Form, Class, Instructional Program, and</li> <li>Additionally, you can generate the Test units such as Non-WTUs to see the num period.</li> </ul>	s allow you to generate the report by <b>Modality</b> , d <b>Site</b> . <b>Administrations</b> report by <b>Count</b> of different test ber of paper tests administered within a given

Step	Screen	Description	
16.	• For this activity, generate	e the report based on <b>Reporting Level: Site.</b>	
17.	Special Options          Aggregate Multiple Agencies:         Reporting Level:         Break on Modality:         Break on Form Level:         Count:         Is         Help         Test Administratio         Aggregated         Subsites	ency  Site Site Site Site Site Site Site Site	sts
18.	CASAS	Test Administrations by Site Page 1 of 1 CTA3	
	Program Year: 2021-2022 Site A 01 – Campus One 02 – Campus Two 03 – Campus Three 04 – Campus Four 05 – Campus Five C Total:	Jul         Aug         Sep         Oct         Nov         Dec         Jan         Feb         Mar         Apr         May         Jun         Total           373         1,286         707         480         416         650         885         773         352         471         0         0         6,393           6         0         0         0         0         480         416         650         885         773         352         471         0         0         6,393           1         6         0         0         0         480         416         650         885         773         352         471         0         0         6,393           1         101         223         101         175         34         155         128         98         180         49         0         0         1,244           1         6         0         0         0         72         4         18         10         0         0         0         110           1         0         0         0         0         11         0         0         0         0         111 <t< th=""><th></th></t<>	
19.	<ul> <li>A. At the right of Sites are</li> <li>The number of te</li> <li>B. The far-right column dis</li> <li>The total number</li> <li>C. Along the bottom of eac</li> <li>The total number</li> <li>D. The bottom right cell distribute the current program year</li> </ul>	e columns that display – tests administered <b>per month at each Site</b> . isplays – <b>•er</b> of tests administered per <b>Site</b> . ich column displays – er of tests administered <b>per month across all Sites</b> . isplays the total number of tests administered at the agency withi	in

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Step	Screen	Description
20.	Vision       Agency:         Site       Jul Aug Sep Oct Nov Dec 01 - Campus One         01 - Campus One       373	<ul> <li>When viewing most reports in TE, you have the option to drill down in cells for details about the information that the cell represents.</li> <li>A drillable cell will have a red box when hovering over the cell with the mouse.</li> <li>Pick a cell, note the number, and then <ul> <li>Click on the Cell to see detailed information about the number of records.</li> </ul> </li> </ul>
21.	Interest definition: The Toron Composed State of the S	<ul> <li>Drilling down to data produces a list of the number of records that the cell represents.</li> <li>You have the option to – <ul> <li>Export the information displayed on the screen to a spreadsheet or 3<sup>rd</sup> – Party Export file.</li> <li>Print to set up a custom report.</li> </ul> </li> </ul>
22.	View Organization       Records       Reports       Tosts       Administration       Exit Administration.	<ul> <li>To return to the Test Administrations report, either –         <ul> <li>Click the reporting session date and time from the Report Viewer Navigator on the left, or</li> <li>Click the Orange Bar at the top of the list of records.</li> </ul> </li> </ul>
23.	? _ D • X Pages haries ∑ Edit Session ∞ More Keep Session 🗮 Refresh 🗞	<ul> <li>To save a copy of the report in the TE Reports Manager,         <ul> <li>Click Keep Session.</li> <li>You may need to click More from the Toolbar at the top left for "more" options to access the Keep Session button.</li> </ul> </li> </ul>



Step	Screen	Description
24.	Test Administrations       WTU Balance       Test Administratio       X         Reg       Export Print       Image: 1       /	• Now that you have completed the <b>three</b> different methods for monitoring test administrations,
		<ul> <li>Toggle among the three tabs displayed on your screen to review the information each method offers.</li> </ul>
25.	rsion: 2.0 build 299 ? Pages Close All Pages	<ul> <li>To clear your screen,</li> <li>Click Pages at the far right, and then</li> <li>Click Close All Pages.</li> </ul>
	<ul> <li>New Horizontal Page Group</li> <li>New Vertical Page Group</li> <li>Open All Lists Here</li> <li>Open All Edit/Views Here</li> <li>Test Administratio</li> <li>WTU Balance on May</li> <li>Test Administratio</li> </ul>	
	Test Administratio	
	DEMO #5	Ordering WTU / TEUs
26.	DEMO #5	Ordering WTU / TEUs <ul> <li>The quickest way to order WTUs is through CASAS Online Ordering.</li> </ul>
26.	DEMO #5	<ul> <li>Ordering WTU / TEUs</li> <li>The quickest way to order WTUs is through CASAS Online Ordering.</li> <li>From your web browser, go to the CASAS website at <u>www.casas.org</u>.</li> </ul>
26.	DEMO #5	<ul> <li>Ordering WTU / TEUs</li> <li>The quickest way to order WTUs is through CASAS Online Ordering.</li> <li>From your web browser, go to the CASAS website at <u>www.casas.org</u>.</li> <li>At the top right of any page on the CASAS website,</li> </ul>
26.	DEMO #5	<ul> <li>Ordering WTU / TEUs</li> <li>The quickest way to order WTUs is through CASAS Online Ordering.</li> <li>From your web browser, go to the CASAS website at www.casas.org.</li> <li>At the top right of any page on the CASAS website, <ul> <li>Click Order.</li> </ul> </li> </ul>
26.	DEMOC #5 Search IV Purpose Search by Purpose Search by Search Div Search Div Search Div Search by Search by Search by Search by Search by Search Div Search	<ul> <li>Ordering WTU / TEUs</li> <li>The quickest way to order WTUs is through CASAS Online Ordering.</li> <li>From your web browser, go to the CASAS website at www.casas.org.</li> <li>At the top right of any page on the CASAS website, <ul> <li>Click Order.</li> <li>Click Order eTests to display the eTests ordering page.</li> </ul> </li> </ul>
26.	Search   Purpuse   Search by Searc	<ul> <li>Ordering WTU / TEUs</li> <li>The quickest way to order WTUs is through CASAS Online Ordering.</li> <li>From your web browser, go to the CASAS website at www.casas.org.</li> <li>At the top right of any page on the CASAS website, <ul> <li>Click Order.</li> <li>Click Order eTests to display the eTests ordering page.</li> </ul> </li> <li>Note: You must log on to add products to your cart.</li> </ul>
26.	Search by   Product outring of the search o	<ul> <li>Ordering WTU / TEUs</li> <li>The quickest way to order WTUs is through CASAS Online Ordering.</li> <li>From your web browser, go to the CASAS website at www.casas.org.</li> <li>At the top right of any page on the CASAS website, <ul> <li>Click Order.</li> <li>Click Order eTests to display the eTests ordering page.</li> </ul> </li> <li>Note: You must log on to add products to your cart.</li> <li>You may use a credit card or purchase order for online purchases.</li> </ul>