### **Steps to Replicate Testing Sessions**

#### Overview

Using *TOPSpro Enterprise (TE) Online* is the quickest method to copy testing sessions. Use TE to batch replicate sessions –

- In to the new **Program Year**
- In to a new **Site**.

**Open TE Online** 

#### From Windows machines,

To access TOPSpro Enterprise Online (TE) for the first time, launch the web browser and enter the URL for the CASAS Online System your program uses.\*

Server

Global

California

<sup>•</sup>LARAEC

Miami Dade

\*Washington

✤ For Training, go to <u>Rolling Hills Simulation</u> – <u>https://etestsonline.org/rollinghills/html5#/</u>

Step	Screen	Description
1.	et CASAS eTests Online x $\leftarrow \rightarrow \mathbb{C}$ Secure   https://etestsonline.org/RollingHills/html5/#/ Install TE Client 1 (2) (1) (2) (1) (2) (2) (1) (2) (2) (1) (2) (2) (2) (2) (2) (2) (2) (2	<ul> <li>Access TE in one of three ways, from the –</li> <li>1. Web browser         <ul> <li>Click Install TE Client if first access on local machine.</li> </ul> </li> <li>Taskbar icon         <ul> <li>Desktop icon</li> </ul> </li> </ul>
2.	Server:       Rolling Hills - eTests Simulati         TOCOPOSICION       State/Agency(/Site):         4908       4908         User:       Coordinator(43@rhas.org         Coordinator(43@rhas.org       Hasword:         Windthing and federal law.       Or and federal law.         COSSIS       Connect	<ul> <li>Click the Server field down-arrow and from the drop-down menu,         <ul> <li>Select the Server for your online account.*</li> <li>Enter your Agency ID.</li> <li>Enter your User name.</li> <li>Enter your Password.</li> </ul> </li> </ul>

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Use any modern web browser

https://etestsonline.org/html5/#/

https://ca.etestsonline.org/html5/#/

https://laraec.etestsonline.org/html5/#/

https://etestsonline.org/MiamiDade/html5/#/

https://etestsonline.org/Washington/html5/#/





### **Testing Sessions**

Screen	Description
Organization Records Repor AEBG Consortia	• From the <b>Menu Bar</b> at top,
Agencies Sites	<ul> <li>Click Organization.</li> </ul>
Classes Classes Users Access Groups Authentication Settings Personnel Test Administrations WSCS Administrations Forms Special Programs Deleted Objects Tacting Statione Testing Sessions Testing Session Templates Tests in Progress	<ul> <li>Click Testing Sessions.</li> </ul>
Norm         Report         Texts         Holp           In Aud Solution URL (In Control C	<ul> <li>A tabbed page opens to the <b>Testing Sessions</b> lister.         <ul> <li>Records display sessions across all program years.</li> <li>By default, the list of testing session records displays in the following sorting order:</li> </ul> </li> </ul>
s ESUREL LALETT - Martang Aper Stri days assence 01 INFAS. North Campus INFAS. LALETT - Initiale Approach 01 INFAS. North Campus INFAS. North Campus	1. Program Year
	2. Site ID
	3. Template Name
	4. Description.
View       Organization       Records       Reports       Tools         ng Sessions       ×         4908 - Rolling Hills Adult School (RHAS)       Subsites       •         agram       Yes       *       Template Name         • 6/30/2018       •       Yes       ABE         • 6/30/2018       •       •       ABE         • 6/30/2018       •       ABE         • 6/30/2018       Yes       ABE	<ul> <li>Filter the list to display HTML5 sessions.</li> <li>1. Click the Program Year filter icon.</li> <li>Select Current Program Year.</li> <li>2. Click the HTML5 column filter icon</li> <li>Check Yes.</li> <li>Click Ok.</li> </ul>
	Screen         Image: Sites

# **Testing Sessions**



Step	Screen	Description
4.	TE View Organization Records Reports Tools Help	• Select <b>Testing Sessions</b> to replicate.
	New     4908 - Rolling Hills Adult School (RHAS)     Subsites     Filter     Columns     Sort 21       1     Program Year <ul> <li>For HTMLS</li> <li>A<sub>3</sub> Template Name</li> <li>A<sub>4</sub></li> <li>Description</li> <li>Y</li> <li>Y</li> <li>Y</li> <li>Y</li> <li>X</li> <li>X</li></ul>	<ol> <li>Use Shift + Click to select sessions in sequential order.</li> </ol>
	1/1/2017 - 6/30/2018     Yes     ABE     LABCC - Registration       7/1/2017 - 6/30/2018     Yes     ABE     LABCC - Retest: Same day only         TE     View     Organization     Records     Reports     Tools     Help       Testing Sessions     >        2       New     4908 - Rolling Hills Adult School (RHAS)     >     Subsites     Filter Y     Columns     Sort 21       1     Program Year      For HTMLS     *3     Template Name     4     Description       Y     Y      ABE     LABCC - Intake: Appraisal       7/1/2017 - 6/30/2018     Yes     ABE     LABCC - Intake: Appraisal + Pretest       7/1/2017 - 6/30/2018     Yes     ABE     LABCC - Intake: Level A       7/1/2017 - 6/30/2018     Yes     ABE     LABCC - Intake: Level A	2. Use <b>Ctrl + Click</b> to select sessions in non-sequential order.
	T/T/2017 - 6/30/2018     Yes     ABE     LABCC - Infake: Locator + Pretest       T/T/2017 - 6/30/2018     Yes     ABE     LABCC - Progress: Post-test       T/T/2017 - 6/30/2018     Yes     ABE     LABCC - Registration       T/T/2017 - 6/30/2018     Yes     Yes     ABE     LABCC - Registration       T/T	3. Use <b>Ctrl + A</b> to select all sessions displayed in the list.
5.	User: Administrator 01 Version: 3.0 build 32 ?   Pages  Export  Print  (Default)  Child Lister Batch Replicate Students  V V V V V V V V V V V V V V V V 0	<ul> <li>Access the Replication Wizard.</li> <li>From the Toolbar at top right, <ul> <li>Click More (for 'more' button options)</li> <li>Click Batch Replicate.</li> </ul> </li> </ul>
6.	Replicate Venting Section flue Sporting Portuge         Image: Complete Name         Orangiant Ventility         Orange Name         Orange Name <thorange name<="" th="">         Orange Name         <th< th=""><th>• The <b>Replication Wizard</b> pop-up window displays with selected <b>Sessions</b>.</th></th<></thorange>	• The <b>Replication Wizard</b> pop-up window displays with selected <b>Sessions</b> .



Step	Replicate Sesions into New Program Year	Replicate Sessions into New Site
7.	<ul> <li>From the Replication Wizard,</li> <li>Click Replicate sessions into new program year.</li> </ul>	<ul> <li>From the Replication Wizard,</li> <li>Click Replicate sessions into new site.</li> </ul>
	Replicate Testing Sections in the Specified Program Yoar       Image: Stee ID       Site Name       Program Year         Att       LACC - make Appaint       01       RMA. Nom Careyo       ////017 - 6//2018         Att       LACC - make Appaint       01       RMA. Nom Careyo       ////017 - 6//2018         Att       LACC - make Appaint       01       RMA. Nom Careyo       ////017 - 6//2018         Att       LACC - make Appaint       01       RMA. Nom Careyo       ////017 - 6//2018         Att       LACC - make Level A       01       RMA. Nom Careyo       ////017 - 6//2018         Att       LACC - make Level A       01       RMA. Nom Careyo       ////2017 - 6//2018         Att       LACC - make Level A       01       RMA. Nom Careyou       ////2017 - 6//2018         Att       LACC - make Level A       01       RMA. Nom Careyou       ////2017 - 6//2018         Att       LACC - Insteic Level A       01       RMA. Nom Careyou       ////2017 - 6//2018         Att       LACC - Insteic Level A       01       RMA. Nom Careyou       ////2017 - 6//2018         Att       LACC - Insteic Level A       01       RMA. Nom Careyou       ////2017 - 6//2018         Att       LACC - Returning After 90 - days absence       01       RMA. Nom Careyou	Cepticate Testing Sections in the Specified Program Wat         Image: Testing Sections in the Specified Program Wat         Program Wat       Trubs is the Specified Program Wat         Program Wat       Trubs is the Specified Program Wat         Image: Trub Program Wat       Trubs is the Specified Program Wat         Image: Trub Program Wat       Trubs is the Specified Program Wat         Image: Trub Program Wat       Trubs is the Specified Program Wat         Image: Trub Program Wat <thtrub program="" th="" wat<="">       Trub Program Program Wat<!--</th--></thtrub>
8.	<ul> <li>From Program Year and Session Range fields.</li> <li>Click the Program Year field down-arrow,</li> <li>Select the new Program Year.</li> </ul>	<ul> <li>The Replication Wizard expands to display Target Site fields.</li> <li>Click the Site field down-arrow,</li> <li>Click the Site field down-arrow,</li> <li>Select the new Site.</li> </ul>
9.	<ul> <li>With the Program Year selected, the Session Range automatically populates.</li> <li>Click Replicate Sessions.</li> </ul>	<ul> <li>With the Target Site selected,</li> <li>Click Replicate Sessions.</li> </ul>

## **Testing Sessions**



Step	Screen	Description
10.	TOPSpro Enterprise	• Click <b>Yes</b> to confirm.
11.	Please wait Replicating session LAB:??? - Intake: Appraisal + Pretest	<ul> <li>Please waitthe Replication Wizard is working!</li> </ul>
12.	TOPSpro Enterprise       ? X         Image: Second seco	<ul> <li>When the <b>Replication Wizard</b> is finished,</li> <li>Click <b>OK</b>.</li> </ul>
13.	The replicated set of Sessions is now available in the New Program Year.     If the replicated set of Sessions is now available in the New Program Year.     If the replicated set of set of the replacement of the repla	The replicated set of Sessions is now available in the New Site.     If the replicated set of Sessions is now available in the New Site.     If the replication records reports tools tole     If the replication records reports to the replication of the replication replication reports to the replication of the representation of the repre