Getting Ready! Checklist

1. Enroll in Online Training
   - Module 1: CASAS Implementation Basics
   - Module 3: Paper Test Implementation
   - CASAS Paper Test Proctor Certification

2. Order paper test materials through Online Ordering or by Order Form
   - Test Administration Manuals (per site/per modality)
   - Test Booklets (per site/per modality)
   - CDs for Listening (per site)
   - Answer Sheets (per site)

Getting Ready! Checklist with TOPSpro Enterprise (Optional)

First Steps

1. Confirm TOPSpro Enterprise System Requirements
2. Submit a TOPSpro Enterprise Activation Request Form
   - Submit only one by a Program Director or Administrator
3. Order TOPSpro Enterprise
   - TOPSpro Enterprise License + Annual Support Fee
4. Email golive@casas.org and request CASAS to set up your TE account

Next Steps

5. Connect to your online account
6. Add sites (enable for eTests if applicable)
7. Add user accounts for staff
8. Add classes (optional)
9. Teacher training with TE (optional)
10. Administer tests
11. Scan/score answer sheets
12. Retrieve results and generate reports
   - Module 4: Test Results and Reports (recommended training)