

## Getting Ready! Checklist

- 1. Enroll in [Online Training](#)
  - Module 1: CASAS Implementation Basics
  - Module 3: Paper Test Implementation
- 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](mailto:golive@casas.org) and request CASAS to set up your TE account

### *Next Steps*

- 5. [Connect](#) to your online account.
- 6. [Add sites](#) and enable for eTests.
- 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)