Going Live! Checklist

First Steps

1. Confirm system requirements for each online application
   - CASAS eTests Online System Requirements
   - TOPSpro Enterprise Online System Requirements

2. Complete minimum requirements to set up your online account
   Enroll and complete the following:
   - CASAS eTests Agency Agreement
   - Module 1: CASAS Implementation Basics
   - Module 2: CASAS eTests Implementation

3. Order your eTests and TOPSpro Enterprise package
   - TE Basic Package WTUs
   - TE Enhanced Package TEUs

4. Email golive@casas.org and request CASAS to set up your online account

Next Steps

5. Connect to your online account (Video demo)

6. Add sites and enable for eTests (Video demo)

7. Add user accounts for staff. Certification required (Video demo)
   - CASAS eTests Coordinator Certification*
   - CASAS eTests Proctor Certification*
   - Introduction to TOPSpro Enterprise (recommended for data manager)
   - Module 4: Test Results and Reports (recommended for teachers)

8. Register testing stations (Video demo)
   - Instructions for Remote Testing

9. Replicate testing sessions (Video demo)

10. Conduct a trial run
   - CASAS recommends staff complete training before the trial run

11. Go live!

12. Retrieve results and generate reports.
    - Module 4: Test Results and Reports (recommended for teachers)