eTests® CASAS | TOPSpro® enterprise

Online

BASIC REPORTS

CASAS Technology Support Team
techsupport@casas.org
8:00 am – 5:00 pm (Pacific), M – F
1-800-255-1036, option 2

10. Basic Reports

TOPSpro Enterprise has reports that help users meet a wide variety of needs.

- **Learners** can better understand their strengths and areas of need, and evaluate how well their class provides them the tools they need to enhance progress.
- **Teachers** can evaluate class progress, maintain student profiles, and develop a curriculum for future instruction.
- **Database Managers** can ensure the validity and reliability of the database, and identify inconsistencies.
- **Administrators** can evaluate agency- and site-wide progress and verify that their agency is meeting federal and state accountability requirements.
- **Funding sources** can monitor agencies' performance.

Included with purchase of online test administrations (i.e., web-test units/WTUs) are the following basic reports generated through TOPSpro Enterprise to support student outcomes. Additional reports to support class and program outcomes are available with purchase of a license for full enhanced access to all features available in TOPSpro Enterprise.

1. **Next-Assigned Test**
   - Lists students with their last CASAS test form, scale score, and test date. Based on the previous test result, this report displays, by modality, the next-assigned test (NAT) form and level for the specified date range.
     - Next-Assigned Test

2. **Personal Score Report**
   - Shows test results summary and scale score descriptor of an individual test-taker on a given test form. Option to display on-screen at the end of a test with option to print. Print or reprint individually or filtered group from TOPSpro Enterprise Online.
     - Personal Score Report

3. **eTests Administrations**
   - Lists information about number of tests administered per month for each program year.
     - eTests Administrations

4. **Skills Profile**
   - Sample report presents competencies assessed in reading, math, and listening, and includes a GED predictor for the likelihood of passing different GED subsections.
     - Individual Skills Profile - John Morris
     - Individual Skills Profile - Maria Gonzalez

5. **Competency Performance**
   – Shows test results of an individual student on a given test form by displaying the competency number and statement for each test item and indicating if the student correctly answered the item.
     - Student Competency Performance - Reading
     - Student Competency Performance - Math
     - Student Competency Performance - Listening

6. **Test History**
   – Lists, by agency, site, or class, every student who has taken a test and displays the test history for each student—including CASAS test form, test date, scale score, hours of instruction, and scores outside of accuracy range.
     - Student Test Summary

10.1. Report Setup Screen

Whenever you select any report from the Reports menu, you are presented with the **Report Setup** screen, also known as the **Report Generator.** It is this mostly generic reporting interface that allows you to set up complex filtering and sorting options for each report.

Each Report Setup consists of 2 main sections:

- Report Setup Navigator and
- Report Setup Toolbar.

Using **Report Setup Navigator**, you can:

- define specific settings using General Settings page;
- filter the initial population using the available listers;
- choose which reports to be displayed using the Report Selection.

The *General Settings* page contains 4 distinctive sections, as follows:

- Common Filters: common for all reports;
- Date Ranges: specific for each report;
- Output Layout Parameters: specific for each report;
- Special Options: specific for each report;

The *Initial Population* determined from General Settings can be further refined using the available listers; Click on any lister from Report Setup Navigator in the left column to display the initial population; choose to select only a few records or use the available filters provided.

The *Report Selection* lists available sub reports or related outputs that pertain to the primary report you are trying to produce. On certain reports you can use this list to have results saved to a spreadsheet file.

Using **Report Setup Toolbar** you can:

- Specify the base container: an agency, a site, or a state (all agencies from that state);
- Specify if report will aggregate data or not;
- Specify if repot will include sub-sites or not;
- Generate button
- Save Parameters Set button;
- Save Schema button;
- Design mode button;

10.2. General Settings Screen

Common Filters

Program years: only records in corresponding program year will be included in the report;

Programs: Besides being able to filter your reports by program years, some of the reports allow you to further refine your filtering criteria using the **Programs** list. By selecting specific programs, only students having at least one activity record with specified instructional program will be included in the report.

Date Ranges

The combination of data ranges varies depending on the type of report that you are trying to create. On *Entry Record Detail* report for example, the data ranges makes use of Entry records; that means that only students with at least one Entry record in specified data range will be included in the report.

On *Demographic Detail* report on the other hand, the data range makes use of Entry, Update or Test records; that means that only students with at least one Entry, or at least one Update or at least one Test record in the specified data range will be included in the report.

Each date range has a predefined set of data, as follows:

Current fiscal year	Month to date	Last Month	Fiscal Year to Q1
Current Month	Quarter to date	Last Quarter	Fiscal Year to Q2
Current Quarter	Year to date	Last Year	Fiscal Year to Q3
Current Year	Earliest to date	Last Fiscal Year	Custom Interval*

*use this option to define a custom interval for running your report;

By selecting a specific interval, *after* and *before* values will automatically be filled with corresponding dates; e.g. for *Current Year*, *after* value will be 1/1/2011, and *before* value will be 12/31/2011.

Output Layout Parameters

Report Sort Order: allow you to specify the report sort order; by default, all available fields are already selected; use the Add, Remove, Add all, Remove all buttons to specify which fields will be used to sort order your report. Use the First, Up, Down, Last buttons to specify the order in which the information will be ordered.

Page Sort Order: allows you to specify the page sort order; by default, all available fields are already selected; use the Add, Remove, Add all, Remove all buttons to specify which fields will be used to sort the inside pages. Use the First, Up, Down, Last buttons to specify the order in which information will be ordered inside pages.

Include Prepared by: if checked, the user who created the report will be included in the generated report;

Include Print Time: if checked, the generated report will include also print time;

Include Criteria Info: if checked, the generated report will include criteria information;

Include Address Information: if checked, the generated report will include for each student, the address information, if available;

Report Style Options: 4 report style options are available:

- *B&W: report will be displayed on black & white background;*
- *Blue: report will be displayed on blue background;*
- *Green: report will be displayed on green background;*
- *Red: report will be displayed on red background;*

Print Options: allows you to modify the way that information prints on the report. Different types of print options are available:

- *Agency Print Option:* This allows you to modify the way that the Agency name and ID prints on the report.
- *Site Print Option:* This allows you to modify the way that the Site name and ID prints on the report.
- *Class Print Option:* This allows you to modify the way that the Class name and ID prints on the report.

- *Personnel Print Option:* This allows you to modify the way that the Personnel name and ID prints on the report.
- *Student Print Option:* This allows you to modify the way that the Student name and ID prints on the report.
- *Program Print Option:* This allows you to modify the way that the Program name and ID prints on the report.

Warn if too many pages: *if checked, a warning message will be displayed in case the report takes too long to be generated.*

Other options specific for each report: each report can show different other options which allow you to further refine your data. See more details on each report description.

Special Options:

Notice that there are many special options to filter the report. These options can be very helpful to hone in on a specific segment of the learner population. See below some of the special options that may exist:

Drop Reasons Tab: due to the requirements for certain reports, you have available the Drop Reasons section to allow greater reporting functionality concerning the status of any drop reason(s) that pertains to that particular report. All drop reasons are selected by default. To turn off a drop reason, just move it from the right windowpane to the left. The effect of deselecting a drop reason is to include learners in this report who would have otherwise been dropped. Whenever one or more drop reasons are deselected TOPS Enterprise will print "Preliminary" at the top of the report. A preliminary report allows you to see the number of students who would be included if missing information was provided.

Include Incomplete Records: if checked, incomplete records will be included in the report.

Exclude Inaccurate Scores: if checked, all test records with inaccurate scores will be excluded from the report.

Reporting level: some reports may report data on Agency, Site and/or Class level.

10.3. Report Toolbar

Report's base container

Using the Base Container–Agency/Site drop downs, you can choose to preview your report at State level, Agency level or Site level.

  Return to Table of Contents

For State and Agency levels, you can also preview your data aggregated or not (by Subsites).

Aggregation usually means that records are merged and only considered once. There are different possible aggregation fields. Aggregating across Instructional Program means that students' records are merged and considered once, no matter how many Instructional Programs they may be in.

Generate report

Use the Generate button to preview your report. The report will be opened in a new page. See Report Viewer section for more details.

Saving report parameters

- **Save Parameter Set**

  This option, located on Report toolbar, allows you to save all of your settings for a specifically filtered report. If you took some time to set up a report exactly the way you wanted it for a particular group, and you know that you will need those same settings over and over, you can save your settings here. Just click on **Save Parameter Set** and type a meaningful name like "Class 101 – Concurrent ESL – Night classes June to July". That saves your filtering selections from all the sections of that particular report session. The next time you go into that report simply select that name from the **(Load Saved Parameters)** drop down list at the top of the window.

  ❖ *Note!* If you want to save more than one report setting in the same window, you need to click on *Save Parameter Set* button again and simply enter a new name for it.

- **Load Saved Parameters**

  Load Saved Parameters is located on the top right of the Report toolbar screen. It is a list of any previously saved report parameters that you specifically saved because you didn't want to waste time setting up a common report setting over and over again.

CASAS Contact Information

Mail:	CASAS 5151 Murphy Canyon Rd., Suite 220 San Diego, CA 92123-4339
Website:	www.casas.org
Telephone:	858-292-2900 or 1-800-255-1036
Fax:	858-292-2910
	E-mail:
General questions:	casas@casas.org
Training questions:	training@casas.org
Ordering questions:	orders@casas.org
California Accountability:	capm@casas.org
CASAS Technology Support Team:	**techsupport@casas.org**

Implementation Support

- Visit the CASAS website at *www.casas.org* > *Product Overviews* > *Software* > *CASAS eTests* for more information.

Ordering Information

- For questions about ordering CASAS eTests Online or TOPSpro Enterprise Online, contact cfarrell@casas.org.

Technical Support

- Contact the **CASAS Technology Support Team** at techsupport@casas.org. This e-mail address alerts a support team that includes me and several other members. Communicating to the larger group will help us to ensure you receive a timely response. A team member is also available 8:00 am – 5:00 pm (Pacific), M – F, at 1-800-255-1036, option 2.

Training Support

- Visit CASAS Training Registration to enroll in a workshop.
- Access online help documentation on our website at: Home > Training and Support > ET Help Documentation and TE Help Documentation
- For additional information regarding implementation or settings and features of:
  - CASAS eTests Online, contact dmontgomery@casas.org
  - TOPSpro Enterprise Online, contact jwright@casas.org