



New Mexico Coalition for Literacy  
Training 2019

ACTIVITY PACKET  
*Paper & eTesting*

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Download **Training Material** from the CASAS website at [Home](#) > [Training and Support](#) > [eTests Online Help](#) and [TOPSpro Enterprise Help](#)

## Steps to Follow an Intake Process

Intake and orientation is your opportunity to welcome students to your program and determine their needs, goals, skill levels, and education and work backgrounds.

With an effective intake and orientation process, you will create a learning environment that works with each of these factors. You can promote student retention rates, improve learning gains, and build overall program success.

### *Oral Screening*

The Oral Screening is intended to provide a quick measure of a student's speaking ability. It is optional and should not be given to those who obviously can speak English well. It may be used at the beginning of testing with students who cannot write their name and other information on the answer sheet, in order to screen from the reading and listening appraisals those students who should be referred directly to beginning ESL instruction. Alternatively, the test may be given as students finish the reading test, or at a separate time.

The Oral Screening is individually administered and consists of six questions. The examiner asks the questions, the student answers, and the examiner rates each response following the scoring guidelines.

### *Writing Screening*

The Writing Screening is an optional exercise in which students are asked to write two sentences that are dictated to them. This short test provides a very general assessment of a person's ability to aurally comprehend and write basic English sentences. Items are scored holistically on a three-point scale.

## Oral Screening Administration Instructions

- Ask the questions as shown on the Oral Screening Script.
- If the examinee does not respond or asks for clarification, repeat the entire question once, exactly as written, or use the clarification questions provided.
- Score each item after the examinee has given a response. Following the scoring guidelines, assign a 0, 1, or 2 to each of the six oral screening questions (see the scoring rubric below). Mark scores on the answer sheet in the column labeled ORAL.
- If examinees are not able to answer one of the questions, go on to the next. For those who are having apparent difficulty, terminate the oral screening at any time and score the unanswered questions 0.

### *Scoring the Oral Screening*

Score the oral screening according to the following guidelines. See also the script and scoring samples on the following pages.

Points	Guidelines
<b>0</b>	No answer, incomprehensible, or does not answer the question. Note: If the examinee responds, “I don’t know,” it is up to the administrator to determine whether this answer represents an appropriate response or lack of comprehension.
<b>1</b>	Comprehensible but not grammatically correct. Note: Comprehensible = understandable and relevant
<b>2</b>	Comprehensible and grammatically correct. Note: Answers that are appropriate and represent what a native speaker would provide would be given 2 points; therefore, some one-word answers would be given 2 points.

Record the score for each response under ORAL on the first page of the answer sheet. Total the number of points for the six questions and record the total score in the box labeled ORAL SCORE (second page of the self-scoring answer sheet).

## Oral Screening Script

Question	Response
What's your name?	This question is not scored and may be omitted if the proctor knows the examinee.
1. What country are you from?	Naming a country is the correct response. Score 0 if the response is a city, state or province.
2. How long have you been in the United States?  To clarify, ask: <b>When did you come to the United States?</b>	Some possible responses: <i>Four years; 1987; etc.</i>
3. Tell me why you want to learn English.  To clarify, ask: <b>Why do you want to study English?</b>	Any appropriate reason may be acceptable.
4. Do you read in your native language?  If <i>Yes</i> , ask: <b>What do you like to read?</b>  If <i>No</i> , ask: <b>Why not?</b>	<i>Yes.</i> Some possible responses: names of books, types of books, subjects.  <i>No.</i> Some possible responses: <i>I didn't go to school in my country; I can't read; I have no time to read; etc.</i>
5. What work did you do in your country? <i>or</i> What work are you doing now?	Any appropriate response is acceptable. If the person has not worked, expressing that fact is also correct.
6. How many years did you go to school in your country?  To clarify, ask: <b>How long did you go to school in your country?</b>	Any appropriate response is acceptable.

## Oral Screening Samples

	SCORE		
	0	1	2
<b>What's your name?</b> <b>NOT SCORED</b>		My name Robert Torres.	Maria Alvarez.
<b>1. What country are you from?</b>	Yo no hablo inglés.	I from Peru.	I'm from Mexico. Mexico.
<b>2. How long have you been in the United States?</b> <b>When did you come to the United States?</b>	¿Cómo?  Last time.	Two year.	I've been here since 1980.
<b>3. Tell me why you want to learn English.</b> <b>Why do you want to study English?</b>	Want? Learn?  English. Good.	Improve study.	Because I want a better job.
<b>4. Do you read in your native language?</b> <b>What do you like to read?</b> <b>Why not?</b>	Sí.  Yes. Read. . . . I no understand.	In Spanish? Yes.  Oh, book, magazine.	Not much.  I try to practice my English.
<b>5. What work did you do in your country?</b> <b>What work are you doing now?</b>	Uh . . . work.  [No response]	Before, right? Before I'm here? Fix machine. Now work mechanic.	I never worked in Mexico.
<b>6. How many years did you go to school in your country?</b> <b>How long did you go to school in your country?</b>	School?  [No response]	Go school six year.	Ten years.

## Writing Screening Administration Instructions

Examinees will need the *Oral/Writing Screening Response Sheet* (page 23) to write the dictated sentences.

The test administrator should have a native or near-native accent in spoken English, and should speak in a loud, clear voice with an easy, natural pace when dictating the sentences. The sentences are:

1. **The flag is red, white, and blue.**
2. **New York is the largest city in the United States.**

To begin the test, say: “You will write two sentences. I will say each sentence three times. Now listen, and write Sentence 1.” Dictate the first sentence. After a brief pause, repeat it; pause again and repeat again. Do the same with the second sentence. The examinees should not get help from other students or look at other students’ responses.

### Scoring the Writing Screening

Score the Writing Screening according to the following guidelines:

Points	Guidelines
0	Nothing written, completely illegible or wrote the wrong sentence.
1	Wrote some words correctly.
2	Wrote the complete sentence correctly.

Practice scoring using the *Writing Sample Scoring Practice Worksheet* on page 11; correct scoring is shown on page 12. Those who will be scoring the Writing Screening in your agency should discuss their ratings and come to consensus before proceeding to score actual examinee samples.

Record the scores in the *Writing Screening* section of the answer sheet, page 23. Total the number of points for both sentences and record the total score in the box labeled Total Points.

## Writing Sample Scoring Practice Worksheet

	Score (0-2)
1. The flag is red, white, and blue.	
2. New York is the largest city in the United States.	
1. [ The flag is white and blue ]	_____
2. [ The flag is red white and blue ]	_____
3. [ white and blue ]	_____
4. [ The flowers is red light and blue ]	_____
5. [ YES ]	_____
6. [ New York is the largest city in the U.S ]	_____
7. [ Do you like to stay ]	_____
8. [ New York is the large and nice ]	_____
9. [ New York is largest city in the United States ]	_____
10. [ New York is a large city in the us ]	_____

Writing Sample Scoring Practice Scores

1. The flag is red, white, and blue. 2. New York is the largest city in the United States.	Score (0-2)
1. [ The flag is white and blue ]	<u>1</u>
2. [ The flag is red white and blue ]	<u>2</u>
3. [ white and blue ]	<u>0</u>
4. [ The flowers is red light and blue.. ]	<u>1</u>
5. [ YES ]	<u>0</u>
6. [ New York is the largest city in the U.S ]	<u>2</u>
7. [ Do you like to stay ]	<u>0</u>
8. [ New York is the large and nice ]	<u>1</u>
9. [ New York is largest city in the United States ]	<u>1</u>
10. [ New York is a large city in the us ]	<u>1</u>

## ESL Intake Process

### Guidelines for determining level placement

1

Assess student’s basic English language proficiency

- ✓ observe how well the student communicates and fills out forms
- ✓ consider number of years of formal schooling and other information on demographic records
- ✓ administer CASAS oral screening or other oral assessment
- ✓ administer CASAS writing screening or other writing assessment
- ✓ consider other factors affecting level placement

**... then evaluate information and determine next step**

Scores on CASAS Oral Screening and Writing Screening or other factors

<u>Oral Screening</u>	<u>Writing Screening</u>	<u>Other Factors</u>
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<6	0-1	poor
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<6	1-2	good
6 or more	0-1	poor
6 or more	1-2	good

2A

**Skip the locator or appraisal** and administer the five practice items from Beginning Literacy Reading, Form 27, one-on-one.

Results

- some difficulty
- little or no difficulty

Test form to administer

- Administer **Form 27** as pretest
- Administer **Level A reading** and **listening** forms as pretests

**Administer the locator or appraisal** for reading and listening:

2B

- Locator + pretest, or
- Appraisal + pretest, or
- Appraisal (alone)

3

**Place student in an instructional level** according to the lower of two pretest scores.

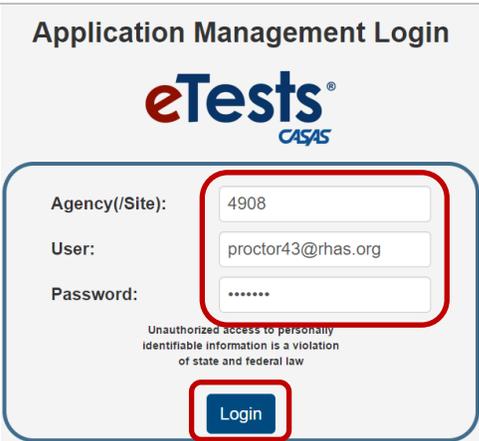
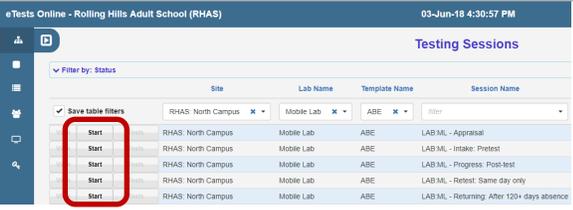
- The pretest score serves as the initial point of comparison for progress testing.
- The appraisal score (alone) provides accurate placement information.

## Steps to Administer Tests

Administering CASAS web-based tests is as simple as 1-2-3. Follow these simple steps and you will be ready for Testing Day!

### STEP 1: PREPARE TO TEST

#### Prepare Proctor Station

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>From <b>Windows</b> machines,               <ul style="list-style-type: none"> <li>Launch the web browser and enter the CASAS eTests Online <b>URL</b> your program uses.</li> </ul> </li> <li>At top right of the browser window,               <ul style="list-style-type: none"> <li>Click <b>Sign in</b>.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>From <b>Application Management Login</b>,               <ul style="list-style-type: none"> <li>Enter your <b>Agency ID</b>.</li> <li>Enter your <b>User</b> name.</li> <li>Enter your <b>Password</b>.</li> </ul> </li> <li>After entering your log-in credentials,               <ul style="list-style-type: none"> <li>Click <b>Login</b>.</li> </ul> </li> </ul>
3.		<ul style="list-style-type: none"> <li>Filter for <b>Site</b>, <b>Lab</b>, plus <b>Template</b> and save the filter with sessions you will proctor.</li> <li>For each <b>Session</b> you will administer tests,               <ul style="list-style-type: none"> <li>Click <b>Start</b> at left.</li> </ul> </li> </ul>

## STEP 1: PREPARE TO TEST Cont.

### Prepare Testing Stations

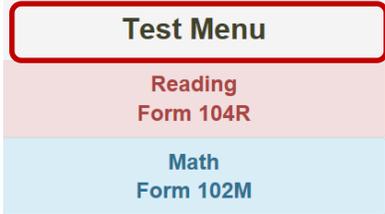
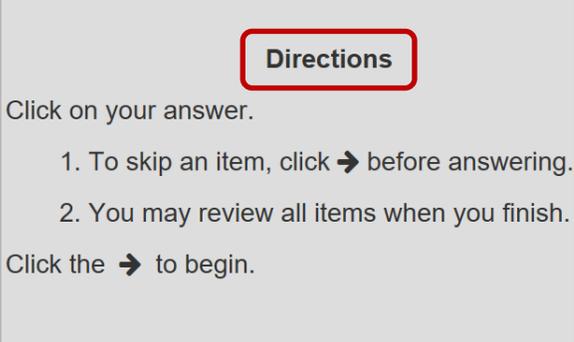
Step	Screen	Description
4.		<ul style="list-style-type: none"> <li>• For <b>Windows</b> machines,                             <ul style="list-style-type: none"> <li>○ Launch the web browser and enter the CASAS eTests Online <b>URL</b> your program uses.</li> </ul> </li> <li>• For <b>Chromebooks</b> and <b>iPads</b>,                             <ul style="list-style-type: none"> <li>○ Launch the eTests Online app.</li> </ul> </li> <li>• At the <b>Testing Station</b>,                             <ul style="list-style-type: none"> <li>○ Click <b>Take a test</b>.</li> </ul> </li> </ul>
5.		<ul style="list-style-type: none"> <li>• For <b>Windows</b> machines,                             <ul style="list-style-type: none"> <li>○ Click <b>Run</b>.</li> </ul> </li> <li>• Wait for the test-delivery system to load.</li> </ul> <p><b>Note!</b> Depending on your browser and settings, you may be prompted to first click <b>Save</b>, and then click <b>Run</b>.</p>

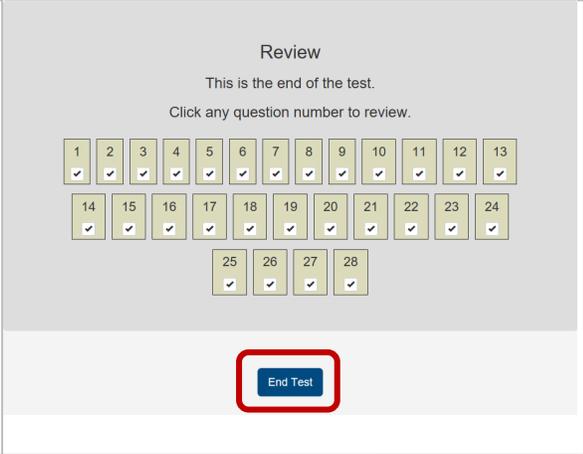
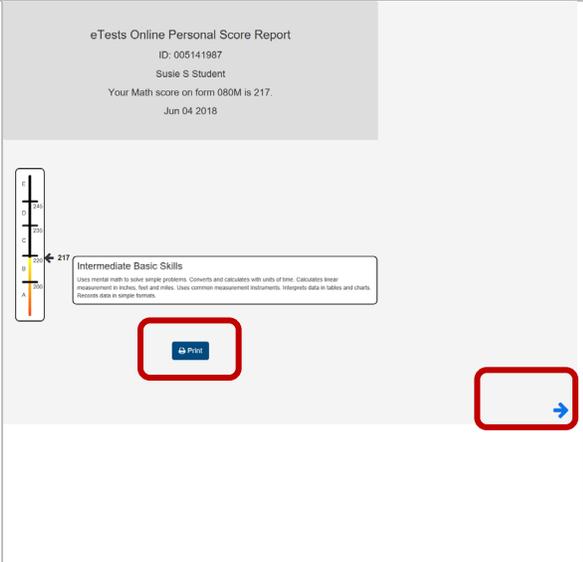
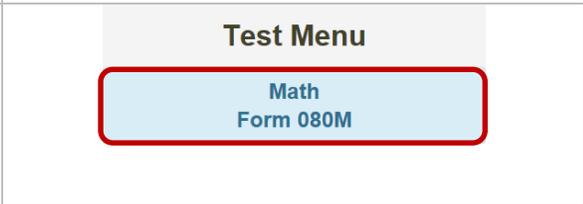
## STEP 2: BEGIN TO TEST

### *Begin Suggested Verbal Script:*

- The purpose of taking the test is to determine what you need to learn.
- It is very important to do your best on the test.
- If you do not know the answer, please do not guess. Continue to the next question without answering.

Step	Screen	Description
1.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>• On your screen, <ul style="list-style-type: none"> <li>○ Enter your <b>Identification</b> code.</li> </ul> </li> <li>• Use the <b>right-arrow</b> button to continue.</li> </ul>
2.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>• If you need to update your <b>Student Information</b> before you begin the test, <ul style="list-style-type: none"> <li>○ Use the <b>Person</b> icon at top left of your screen.</li> </ul> </li> </ul>
3.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>• Before you begin the test, <ul style="list-style-type: none"> <li>○ Let the proctor know if you need any adjustments to your screen display.</li> </ul> </li> </ul> <p>[PROCTOR: use the <b>Gear</b> icon to access <b>Test Accommodation Settings</b>.]</p> <ul style="list-style-type: none"> <li>• Change Input type</li> <li>• Change Toolbar display</li> <li>• Change Toolbar font size</li> </ul>
4.		<ul style="list-style-type: none"> <li>• Change background color of right panel</li> <li>• Change outline color of question number</li> <li>• Change size of questions and answer options</li> </ul>

Step	Screen	Description
5.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>We are ready to begin the test.</li> <li>You should be able to finish each test in about one hour, but do not spend more than two or three minutes on one question.</li> <li>If you finish early, you may <b>Review</b> your answers before ending the test.</li> <li>If you do not know the answer, that is OK, you do not have to enter an answer. Just go to the next test item.</li> <li>It is important to do your best.</li> </ul>
6.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>On the <b>Test Menu</b> screen, <ul style="list-style-type: none"> <li>Select the [modality] button.</li> </ul> </li> </ul>
7.	 <p>Click on your answer.</p> <ol style="list-style-type: none"> <li>To skip an item, click → before answering.</li> <li>You may review all items when you finish.</li> </ol> <p>Click the → to begin.</p>	<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>Read the <b>Directions</b> and then continue.</li> <li>If you have any questions about taking the test, please ask before you continue.</li> </ul> <p><b>[For listening]</b></p> <ul style="list-style-type: none"> <li>Be sure to check the volume on your headphones before you continue.</li> </ul>
8.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>Please ask any questions about <b>Practice</b> before you begin the test.</li> <li>Use the <b>right arrow</b> to continue.</li> </ul>
9.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>You may repeat <b>Practice</b> if needed, or continue and <b>Begin the test</b>.</li> </ul>

Step	Screen	Description
10.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>At the end of the test, you may <b>Review</b> your answers and return to test items you did not answer. <ul style="list-style-type: none"> <li>Use any <b>number</b> button and return to an item.</li> </ul> </li> <li>When you are finished with <b>Review</b>, <ul style="list-style-type: none"> <li>Use the <b>End Test</b> button.</li> </ul> </li> </ul>
11.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>Your <b>Personal Score Report</b> displays a summary of how well you did on the test. <ul style="list-style-type: none"> <li>Don't worry about understanding the information now. That's for your teacher to explain later.</li> </ul> </li> <li>For now, <ul style="list-style-type: none"> <li>Use the <b>Print</b> button for a copy of your report.</li> </ul> </li> <li>Use the <b>arrow</b> at bottom right and return to the <b>Test Menu</b> screen.</li> </ul>
12.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>If you have more tests to take, <ul style="list-style-type: none"> <li>Select the next test button.</li> </ul> </li> </ul>
13.		<p><b>End Script:</b></p> <ul style="list-style-type: none"> <li>When you are finished with taking all of your tests, <ul style="list-style-type: none"> <li>Use the <b>Logout</b> button to exit your screen.</li> </ul> </li> </ul>
14.		<ul style="list-style-type: none"> <li>Dismiss test-takers.</li> </ul>

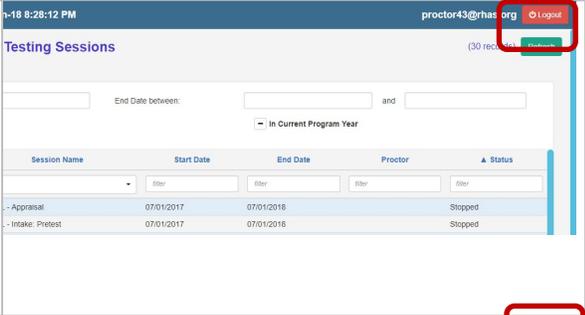
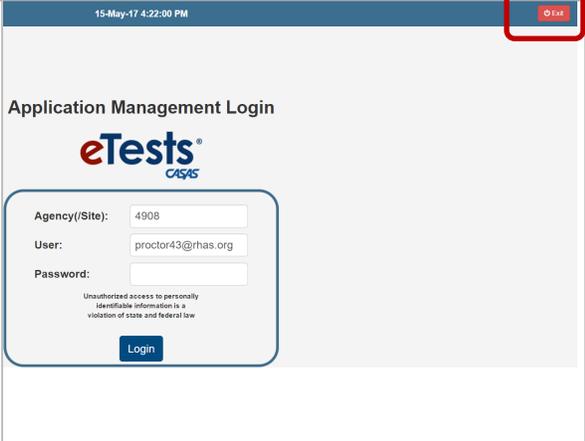
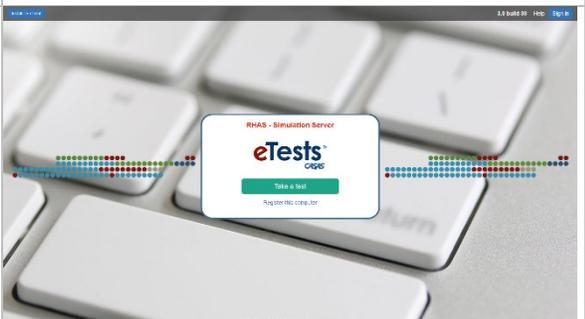
## STEP 3: AFTER THE TEST

### At Testing Stations

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>After testing is finished and no further testing will take place in the lab,                             <ul style="list-style-type: none"> <li><b>EXIT</b> the testing application on each station.</li> </ul> </li> </ul> <p><i>Note! This is required for Test Security.</i></p>
2.		<ul style="list-style-type: none"> <li><b>Close</b> the web browser on each station.</li> <li><b>Reset</b> each computer workspace area in the lab.</li> </ul>

### At Proctor Station

Step	Screen	Description
3.		<ul style="list-style-type: none"> <li>Return to your Proctor Station</li> <li>From the <b>Session Activity</b> window,                             <ul style="list-style-type: none"> <li>Click <b>Manage</b>.</li> </ul> </li> </ul>
4.		<ul style="list-style-type: none"> <li>From the <b>Test Session Management</b> pop-up window,                             <ul style="list-style-type: none"> <li>Click <b>STOP</b>.</li> </ul> </li> <li>Repeat Steps 3 &amp; 4 until all proctored sessions are stopped.</li> </ul> <p><i>Note! This is required for Test Security.</i></p>

Step	Screen	Description
5.		<ul style="list-style-type: none"> <li>From the <b>Management Console</b>,               <ul style="list-style-type: none"> <li>Click <b>Logout</b>.</li> </ul> </li> </ul> <p><i>Note!</i> This is required for Test Security.</p>
6.		<ul style="list-style-type: none"> <li><b>Exit</b> the application at top right.</li> </ul> <p><i>Note!</i> This is required for Test Security.</p>
7.		<ul style="list-style-type: none"> <li><b>Close</b> the web browser.</li> <li><b>Prepare</b> the lab for the next time testing is scheduled.</li> <li><b>Secure</b> the testing lab.</li> </ul>

## Steps to Retrieve Test Results

### Retrieving Results from eTests Online

1. Testing Sessions
2. Test Results
3. Students

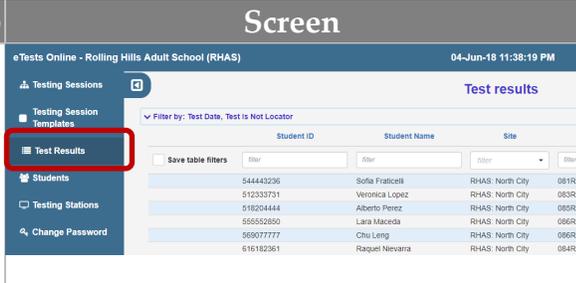
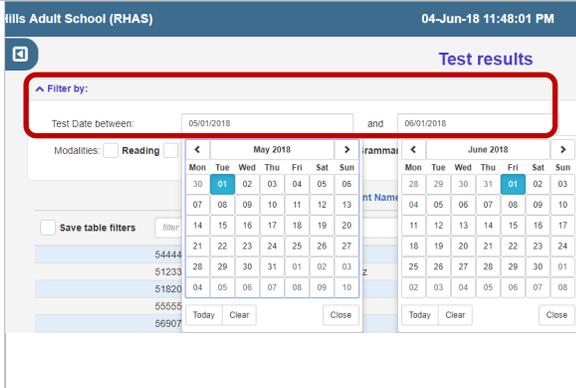
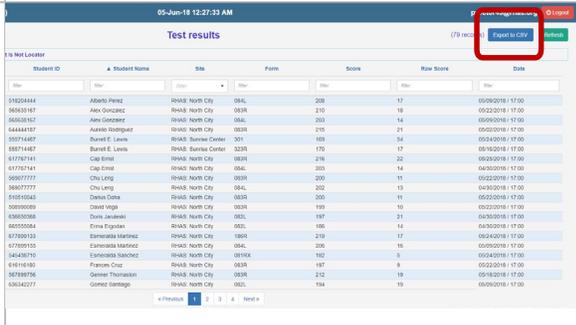
### Testing Sessions Menu

Use the **Testing Sessions** menu to retrieve results from a single Testing Session.

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>• Use <b>Column Filters</b> to locate a specific <b>Testing Session</b>.                             <ul style="list-style-type: none"> <li>○ Click <b>Tests</b> at left of the selected session.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>• Click the <b>Filter</b> down-arrow to expand filtering options.</li> </ul>
3.		<ul style="list-style-type: none"> <li>• Click the <u>first</u> <b>Test Date</b> field.                             <ul style="list-style-type: none"> <li>○ Select the <b>Date</b> tested from the drop-down calendar.</li> </ul> </li> <li>• Click the <u>second</u> <b>Test Date</b> field.                             <ul style="list-style-type: none"> <li>○ Select <u>one day after</u> the <b>Date</b> tested.</li> </ul> </li> </ul>
4.		<ul style="list-style-type: none"> <li>• To retrieve results,                             <ul style="list-style-type: none"> <li>○ Click <b>Refresh</b> at top right.</li> </ul> </li> </ul>
5.		<ul style="list-style-type: none"> <li>• A list of filtered results now displays in the <b>Testing Session</b> list.                             <ul style="list-style-type: none"> <li>○ Click <b>Export to CSV</b> at top right to save results to a spreadsheet.</li> </ul> </li> </ul>

Test Results Menu

Use the **Test Results** menu to retrieve results for all testing on a given day or specified date range.

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>From the <b>Menu bar</b> at left,                             <ul style="list-style-type: none"> <li>Click <b>Test Results</b>.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>Click the <b>Filter</b> down-arrow to expand filtering options.</li> <li>For results from all testing in the previous month, enter <b>Test Date Between</b> –                             <ul style="list-style-type: none"> <li>The <u>first day</u> of the previous month.</li> <li><u>One day after</u> the last day of the previous month.</li> </ul> </li> </ul>
3.		<ul style="list-style-type: none"> <li>To retrieve results,                             <ul style="list-style-type: none"> <li>Click <b>Refresh</b> at top right.</li> </ul> </li> </ul>
4.		<ul style="list-style-type: none"> <li>Use <b>Column Filters</b> to refine filtered results.</li> </ul>
5.		<ul style="list-style-type: none"> <li>Click <b>Export to CSV</b> at top right to save results to a spreadsheet.</li> </ul>

## Students Menu

Use the **Students** menu to retrieve test results for a specific student.

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>From the <b>Menu</b> bar at left,                             <ul style="list-style-type: none"> <li>Click <b>Students</b>.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>Expand the <b>Filter</b> to select a date range when the student may have tested.</li> <li>Use <b>Column Filters</b> to search for a student</li> </ul>
3.		<ul style="list-style-type: none"> <li>To retrieve results,                             <ul style="list-style-type: none"> <li>Click <b>Refresh</b> at top right.</li> </ul> </li> </ul>
4.		<ul style="list-style-type: none"> <li>To see all tests taken by the student within the specific date range,                             <ul style="list-style-type: none"> <li>Click <b>Tests</b>.</li> </ul> </li> </ul>
5.		<ul style="list-style-type: none"> <li>Click <b>Export to CSV</b> at top right to save results to a spreadsheet.</li> </ul>

Retrieving Results from TOPSpro Enterprise (TE) Online

1. Students Menu
2. Tests Menu

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>• Access TE in one of three ways, from the –             <ol style="list-style-type: none"> <li>1. <b>Web browser</b> <ul style="list-style-type: none"> <li>• Click <b>Install TE Client</b> if first access on local machine.</li> </ul> </li> <li>2. <b>Taskbar icon</b></li> <li>3. <b>Desktop icon</b></li> </ol> </li> </ul>
2.		<ul style="list-style-type: none"> <li>• Click the <b>Server</b> field down-arrow and from the drop-down menu,             <ul style="list-style-type: none"> <li>○ Select the <b>Server</b> for your online account.*</li> <li>○ Enter your <b>Agency ID</b>.</li> <li>○ Enter your <b>User</b> name.</li> <li>○ Enter your <b>Password</b>.</li> </ul> </li> <li>• Click <b>Connect</b>.</li> </ul>

Students Menu

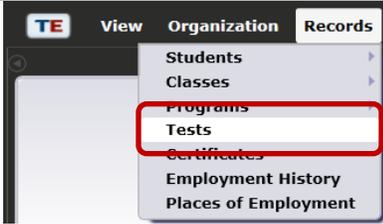
Use the **Students** menu to retrieve test results for a specific student.

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>• From the <b>Menu bar</b>,             <ul style="list-style-type: none"> <li>○ Click <b>Records</b>.                 <ul style="list-style-type: none"> <li>▪ Select <b>Students</b>.</li> <li>▪ Click <b>Demographics</b>.</li> </ul> </li> </ul> </li> </ul>

## Tests Menu

Use the **Tests** menu to –

- Retrieve test results for a group of students.
- Export test results to an external data source.

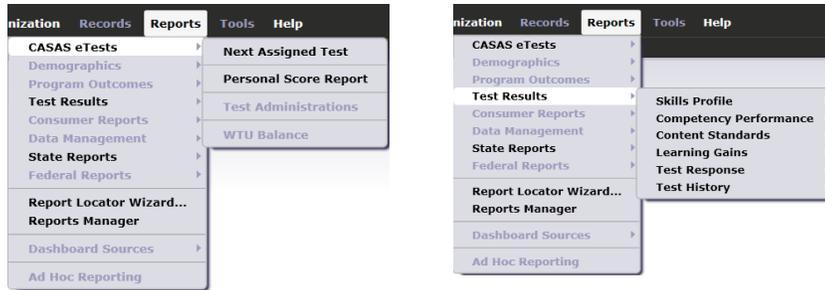
Step	Screen	Description
1.	 <p>The screenshot shows a software interface with a menu bar containing 'TE', 'View', 'Organization', and 'Records'. The 'Records' menu is open, displaying a list of options: 'Students', 'Classes', 'Programs', 'Tests', 'Certificates', 'Employment History', and 'Places of Employment'. The 'Tests' option is highlighted with a red rectangular box.</p>	<ul style="list-style-type: none"> <li>• From the <b>Menu</b> bar,             <ul style="list-style-type: none"> <li>○ Click <b>Records</b>.                 <ul style="list-style-type: none"> <li>▪ Select <b>Tests</b>.</li> </ul> </li> </ul> </li> </ul>



Download **Training Material** from the CASAS website at [Home](#) > [Training and Support](#) > [eTests Online Help](#) and [TOPSpro Enterprise Help](#)

## Steps to Generate Reports

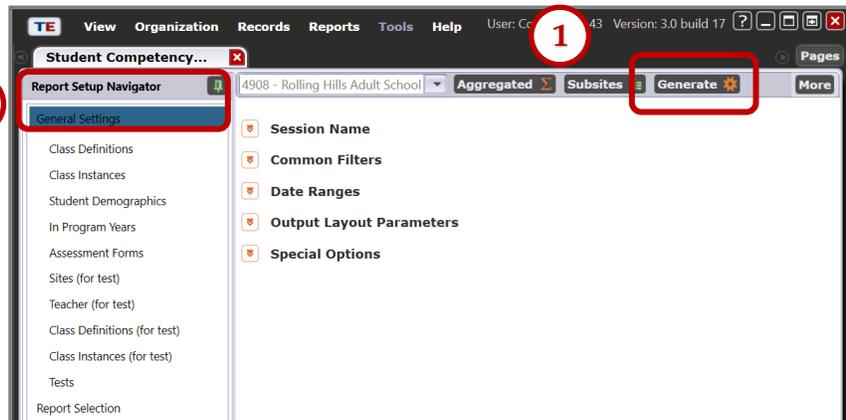
Reports from TE Online are always available for you to generate from any Windows computer with Internet connection. The CASAS eTests report category gives you access to reports directly related to web-based testing. The Test Results report category gives you access to performance reports for students and targeting instruction.



Whenever you select any report from the Reports menu, you are presented with the **Report Setup** screen, also referred to as the **Report Generator**. Each setup screen consists of **two** main sections.

1. With the **Report Setup Toolbar** along top of the setup screen, you can **Generate** the report.

2. With the **Report Setup Navigator**, you can:
  - **Define** settings using the **General Settings** page.
  - **Filter** the initial population using available lists.



With the report displayed, use the **Toolbar** to,

- **Print**.
- **Export** to save as a PDF, or other file type, on the local machine.
- **Keep Session** to save an electronic copy in the **TE Reports Manager**.

**Tip!** Before saving reports in TE, use **General Settings** and **Name** the report.

- Click **Edit Session**.
- Edit the **Session Name** in **General Settings**.
  - Click **[Re]Generate**.
- This will help to locate the report in the **Reports Manager**.

## CASAS Contact Information

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## Training Support

Help documentation is available at [CASAS Home](#) > [Training and Support](#) >

- [eTests Online Help](#)
- [TOPSpro Enterprise Help](#)

Enroll in a complimentary workshop at: [CASAS Training Registration](#).

## Technical Support

The **CASAS Technology Support Team** is available to provide technical assistance for successful online implementation and uninterrupted test delivery.

- 7:00 am – 5:00 pm (Pacific Time)
- Monday – Friday
- [techsupport@casas.org](mailto:techsupport@casas.org)
- (858) 292-2900 or toll free (800) 255-1036, option 2

