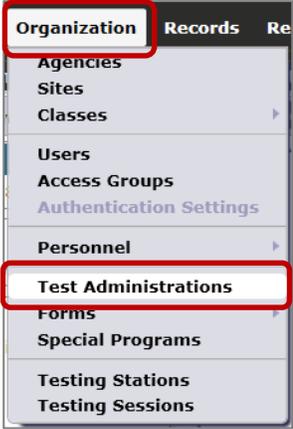
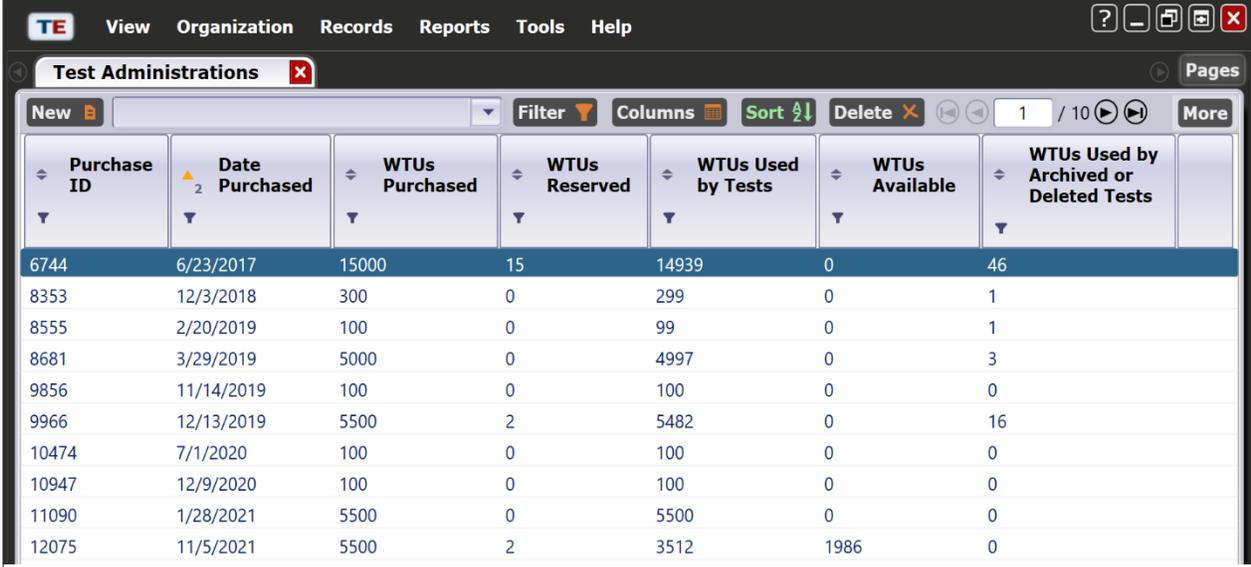


Steps to Monitor Web-Test Units (WTU/TEU)

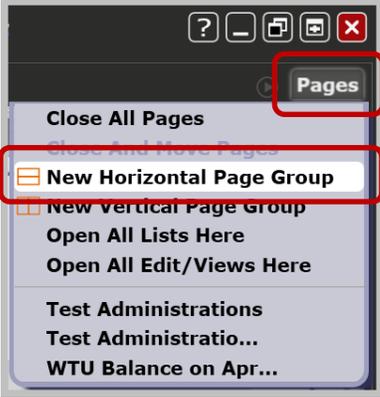
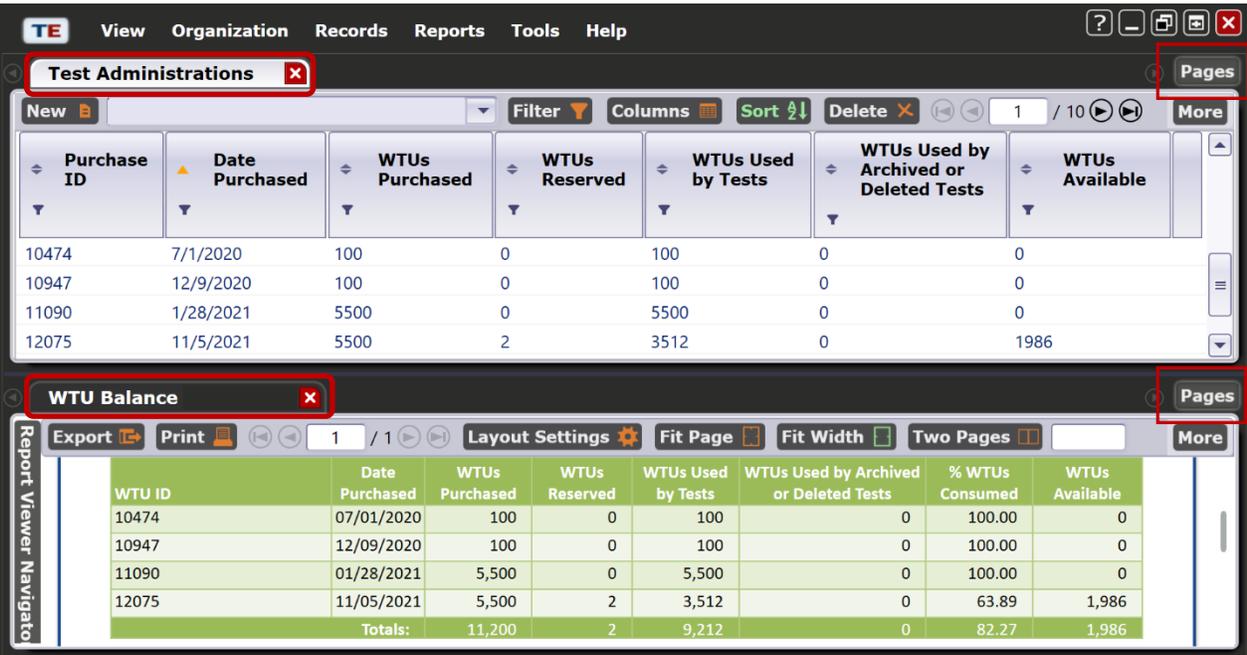
TOPSpro Enterprise (TE) offers **three** methods to monitor and track test administrations for Web-Test Units (WTU), TOPSpro Enterprise Units (TEU), and paper-test administrations. The steps in this document will guide you through demo activities of each method.

1. **Test Administrations** lister
2. **Test Administrations** report
3. **WTU Balance** report

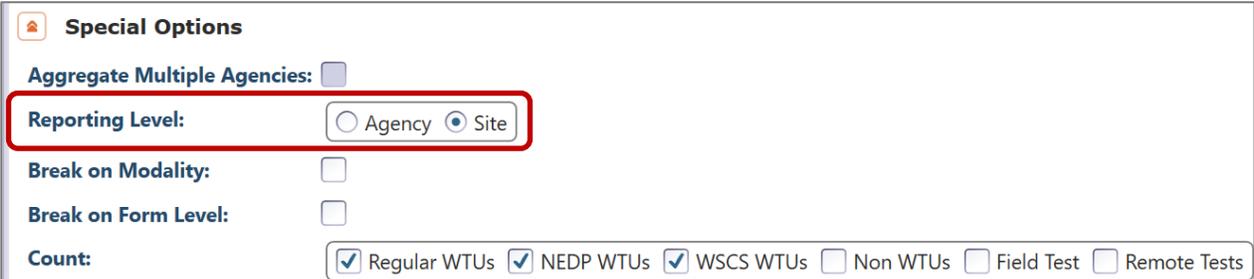
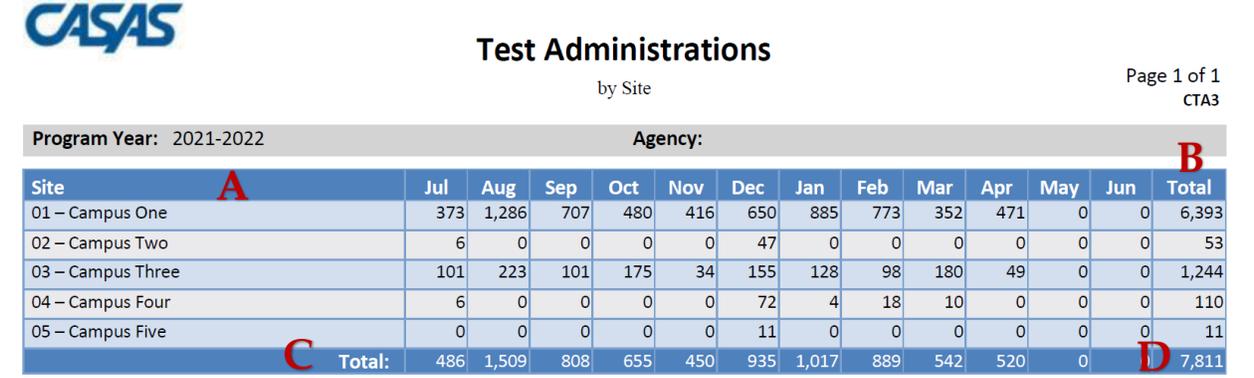
Step	Screen	Description
1.		<ul style="list-style-type: none"> • Access TE from the <ul style="list-style-type: none"> ← Web browser Desktop icon → ← Taskbar icon 
2.		<p>Note! For Rolling Hills Adult School, select –</p> <p>Server: Rolling Hills - Simulation – https://etestsonline.org/RollingHills/</p>
3.		<ul style="list-style-type: none"> • Enter User credentials. <ul style="list-style-type: none"> ○ Username ○ Password • Click Connect.

Step	Screen	Description
	DEMO /#1	WTU/TEU by Test Administrations lister
4.		<ul style="list-style-type: none"> From the menu bar, <ul style="list-style-type: none"> Click the Organization menu. From the drop-down menu, <ul style="list-style-type: none"> Click Test Administrations.
5.		<ul style="list-style-type: none"> For each purchase record, you will see – <ul style="list-style-type: none"> WTUs Reserved – tests in progress and suspended tests. WTUs Used by Tests – tests administered using CASAS eTests. WTUs Available – number of WTUs/TEUs remaining per purchase. WTUs Used by Archived or Deleted Tests. <ul style="list-style-type: none"> CASAS advises against deleting any historical data. Deleting a web-based test <i>does not</i> delete the WTUs/TEUs used for administering the test. As with all lists of records in TE, you have the option to – <ul style="list-style-type: none"> Export the information displayed on the screen to a spreadsheet, or Print a custom report.

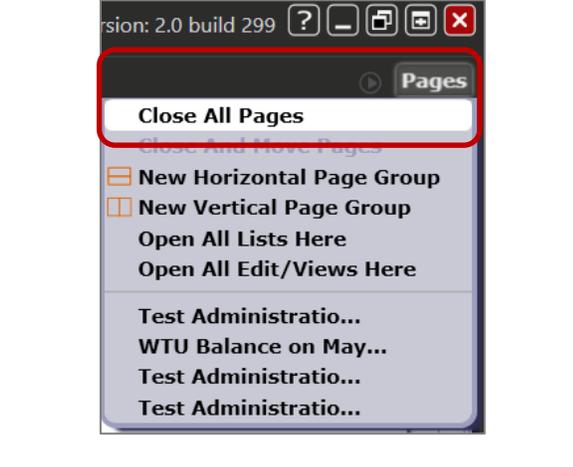
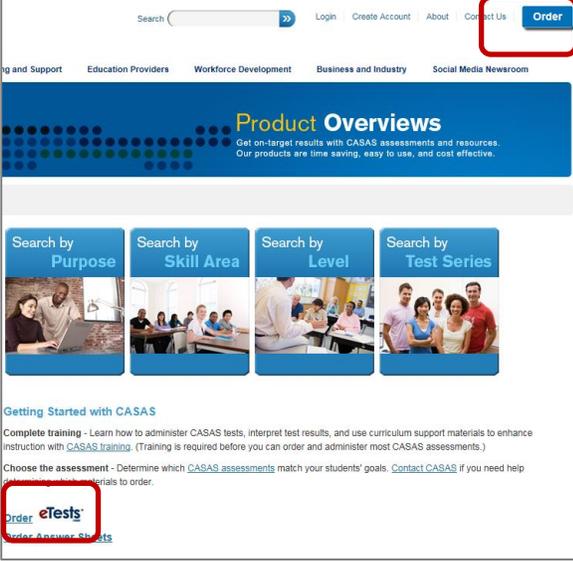
Step	Screen	Description
	DEMO #2	WTU/TEU by WTU Balance report
6.		<ul style="list-style-type: none"> Information from the Test Administrations list also is available in a WTU Balance report. From the Reports menu, <ul style="list-style-type: none"> Select CASAS eTests, and then Click WTU Balance.
7.		<ul style="list-style-type: none"> General Settings are standard for the WTU Balance report. The Report Setup Navigator at the left does not have options to refine the type of data to display on the report, so <ul style="list-style-type: none"> Click Generate to view the report.
8.		<ul style="list-style-type: none"> The WTU Balance report gives the number of test administrations available from each purchase record and totals in each column from all purchases.

Step	Screen	Description
	(Optional) DEMO #3	WTU/TEU Comparison by Horizontal Page Group
9.		<ul style="list-style-type: none"> To compare information between the Test Administrations list of records and the WTU Balance report, <ul style="list-style-type: none"> Split the display on your screen. At the far right, <ul style="list-style-type: none"> Click Pages. From the Pages drop-down menu, <ul style="list-style-type: none"> Click New Horizontal Page Group.
10.	<p>A new page opens at the bottom of your screen.</p> <ul style="list-style-type: none"> Click the WTU Balance tab to drag and drop to the bottom Page. <ul style="list-style-type: none"> Click the green pushpin to Unpin the Navigator at the left of the WTU Balance report. On the top Page, <ul style="list-style-type: none"> Click the Red X Box on the Report Generator tab to close the page. <p>The image (below) shows what your screen should look like after following these steps.</p>	
		<ul style="list-style-type: none"> Notice that both Pages display the same information, however <ul style="list-style-type: none"> The Test Administrations list does not give column totals, whereas The WTU Balance report shows the total count per column and the total number of WTUs available from all purchases.

Step	Screen	Description
11.		<p>Note: With the list of records displaying in the Test Administrations screen, you may –</p> <ul style="list-style-type: none"> ○ Export and save to your computer, or ○ Print a custom report.
12.		<p>Note: With the WTU Balance report, you may –</p> <ul style="list-style-type: none"> ○ Export and save to your computer, or ○ Print as displayed on the screen. ○ Keep Session to save the report in the TE Reports Manager.
13.		<ul style="list-style-type: none"> • On the bottom Page, <ul style="list-style-type: none"> ○ Click Pages, and then ○ Click Close and Move Pages. • Your screen will return to one display. • Maintain the two pages to further compare the three monitoring methods after completing DEMO / Activity #4.
DEMO #4		WTU/TEU by Test Administrations Report
14.		<ul style="list-style-type: none"> • Monitor and track WTUs with the Test Administrations report. • From the menu bar, <ul style="list-style-type: none"> ○ Click Reports, ○ Select CASAS eTests, and then ○ Click Test Administrations.
15.	<ul style="list-style-type: none"> • The Test Administrations report options allow you to generate the report by Modality, Form, Class, Instructional Program, and Site. • Additionally, you can generate the Test Administrations report by Count of different test units such as Non-WTUs to see the number of paper tests administered within a given period. 	

Step	Screen	Description																																																																																																		
16.	<ul style="list-style-type: none"> For this activity, generate the report based on Reporting Level: Site.  <p>Special Options</p> <p>Aggregate Multiple Agencies: <input type="checkbox"/></p> <p>Reporting Level: <input type="radio"/> Agency <input checked="" type="radio"/> Site</p> <p>Break on Modality: <input type="checkbox"/></p> <p>Break on Form Level: <input type="checkbox"/></p> <p>Count: <input checked="" type="checkbox"/> Regular WTUs <input checked="" type="checkbox"/> NEDP WTUs <input checked="" type="checkbox"/> WSCS WTUs <input type="checkbox"/> Non WTUs <input type="checkbox"/> Field Test <input type="checkbox"/> Remote Tests</p>																																																																																																			
17.		<ul style="list-style-type: none"> From the Report Toolbar at the top, <ul style="list-style-type: none"> Click Generate to display the report. 																																																																																																		
18.	 <p>CASAS</p> <h2>Test Administrations</h2> <p>by Site</p> <p>Page 1 of 1 CTA3</p> <p>Program Year: 2021-2022 Agency:</p> <table border="1"> <thead> <tr> <th>Site</th> <th>Jul</th> <th>Aug</th> <th>Sep</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>01 – Campus One</td> <td>373</td> <td>1,286</td> <td>707</td> <td>480</td> <td>416</td> <td>650</td> <td>885</td> <td>773</td> <td>352</td> <td>471</td> <td>0</td> <td>0</td> <td>6,393</td> </tr> <tr> <td>02 – Campus Two</td> <td>6</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>47</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>53</td> </tr> <tr> <td>03 – Campus Three</td> <td>101</td> <td>223</td> <td>101</td> <td>175</td> <td>34</td> <td>155</td> <td>128</td> <td>98</td> <td>180</td> <td>49</td> <td>0</td> <td>0</td> <td>1,244</td> </tr> <tr> <td>04 – Campus Four</td> <td>6</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>72</td> <td>4</td> <td>18</td> <td>10</td> <td>0</td> <td>0</td> <td>0</td> <td>110</td> </tr> <tr> <td>05 – Campus Five</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>11</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>11</td> </tr> <tr> <td>Total:</td> <td>486</td> <td>1,509</td> <td>808</td> <td>655</td> <td>450</td> <td>935</td> <td>1,017</td> <td>889</td> <td>542</td> <td>520</td> <td>0</td> <td>0</td> <td>7,811</td> </tr> </tbody> </table>	Site	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	01 – Campus One	373	1,286	707	480	416	650	885	773	352	471	0	0	6,393	02 – Campus Two	6	0	0	0	0	47	0	0	0	0	0	0	53	03 – Campus Three	101	223	101	175	34	155	128	98	180	49	0	0	1,244	04 – Campus Four	6	0	0	0	0	72	4	18	10	0	0	0	110	05 – Campus Five	0	0	0	0	0	11	0	0	0	0	0	0	11	Total:	486	1,509	808	655	450	935	1,017	889	542	520	0	0	7,811	
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19.		<p>A. At the right of Sites are columns that display –</p> <ul style="list-style-type: none"> The number of tests administered per month at each Site. <p>B. The far-right column displays –</p> <ul style="list-style-type: none"> The total number of tests administered per Site. <p>C. Along the bottom of each column displays –</p> <ul style="list-style-type: none"> The total number of tests administered per month across all Sites. <p>D. The bottom right cell displays the total number of tests administered at the agency within the current program year.</p>																																																																																																		

Step	Screen	Description
20.		<ul style="list-style-type: none"> When viewing most reports in TE, you have the option to drill down in cells for details about the information that the cell represents. A drillable cell will have a red box when hovering over the cell with the mouse. Pick a cell, note the number, and then <ul style="list-style-type: none"> Click on the Cell to see detailed information about the number of records.
21.	<p>Note: The number of records listed should match the same number in the drillable cell on the report.</p>	<ul style="list-style-type: none"> Drilling down to data produces a list of the number of records that the cell represents. You have the option to – <ul style="list-style-type: none"> Export the information displayed on the screen to a spreadsheet or 3rd – Party Export file. Print to set up a custom report.
22.		<ul style="list-style-type: none"> To return to the Test Administrations report, either – <ul style="list-style-type: none"> Click the reporting session date and time from the Report Viewer Navigator on the left, or Click the Orange Bar at the top of the list of records.
23.		<ul style="list-style-type: none"> To save a copy of the report in the TE Reports Manager, <ul style="list-style-type: none"> Click Keep Session. You may need to click More from the Toolbar at the top left for “more” options to access the Keep Session button.

Step	Screen	Description
24.		<ul style="list-style-type: none"> Now that you have completed the three different methods for monitoring test administrations, <ul style="list-style-type: none"> Toggle among the three tabs displayed on your screen to review the information each method offers.
25.		<ul style="list-style-type: none"> To clear your screen, <ul style="list-style-type: none"> Click Pages at the far right, and then Click Close All Pages.
DEMO #5		Ordering WTU / TEUs
26.	 <p>Download Online Ordering Instructions.</p>	<ul style="list-style-type: none"> The quickest way to order WTUs is through CASAS Online Ordering. From your web browser, go to the CASAS website at www.casas.org. At the top right of any page on the CASAS website, <ul style="list-style-type: none"> Click Order. Click Order eTests to display the eTests ordering page. <p>Note: You must log on to add products to your cart.</p> <ul style="list-style-type: none"> You may use a credit card or purchase order for online purchases. The Orders Dept. will process orders within 1 to 2 business days.