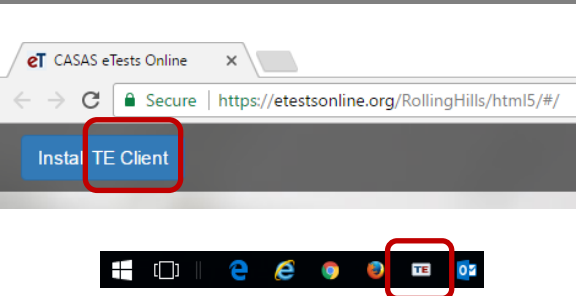

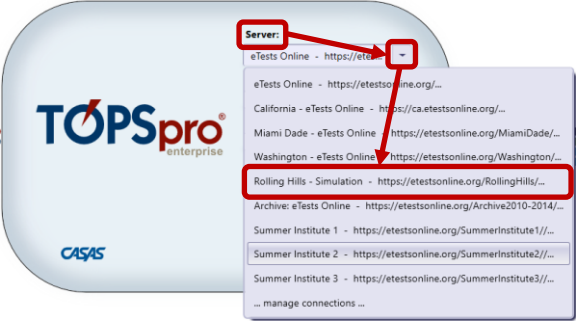

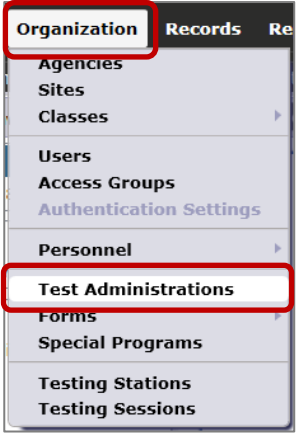
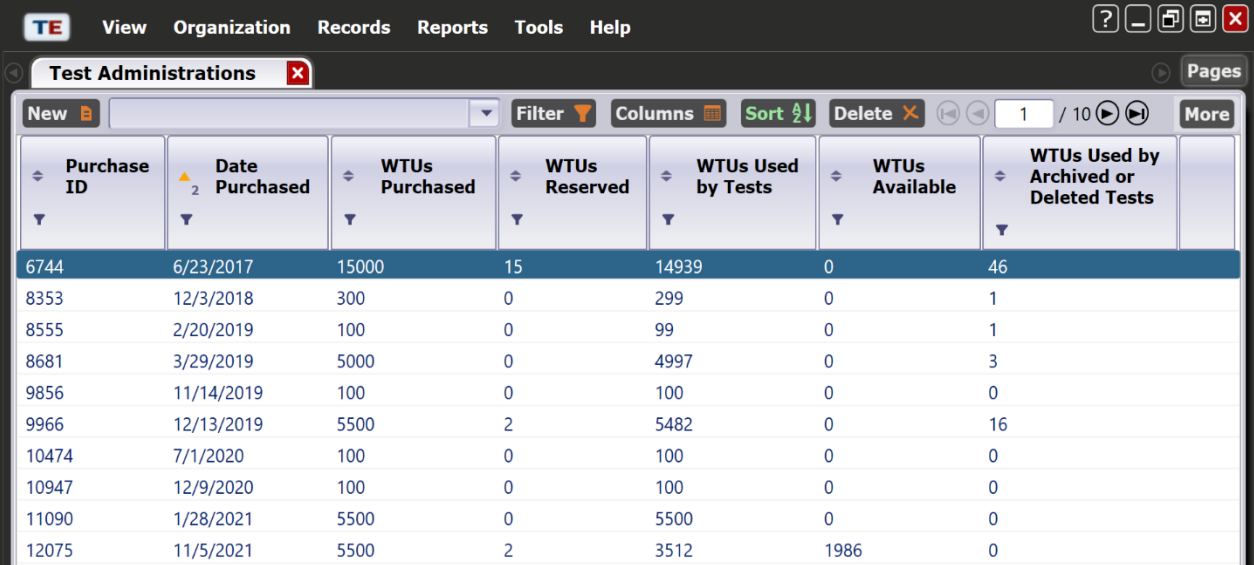


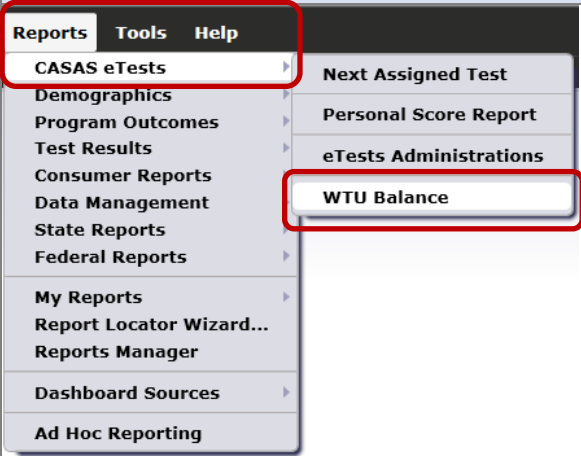
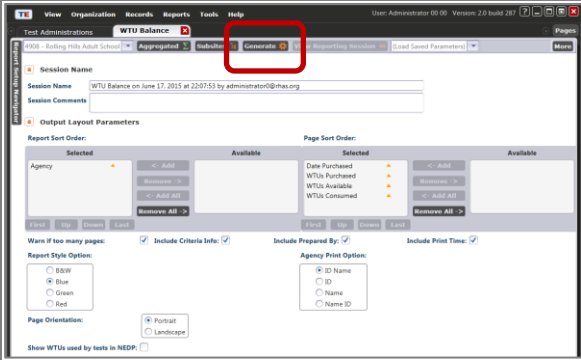
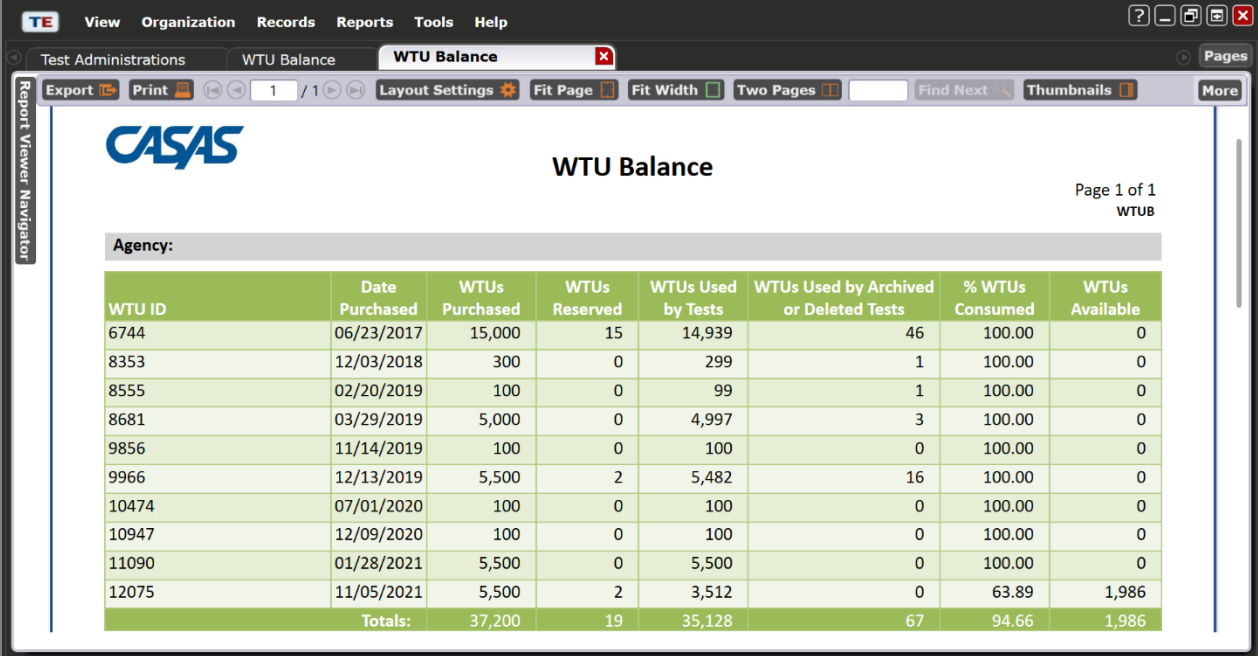
## Steps to Monitor Web-Test Units (WTU/TEU)

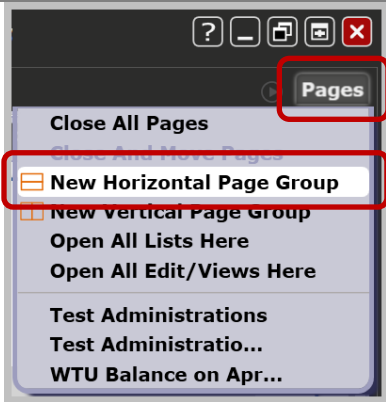
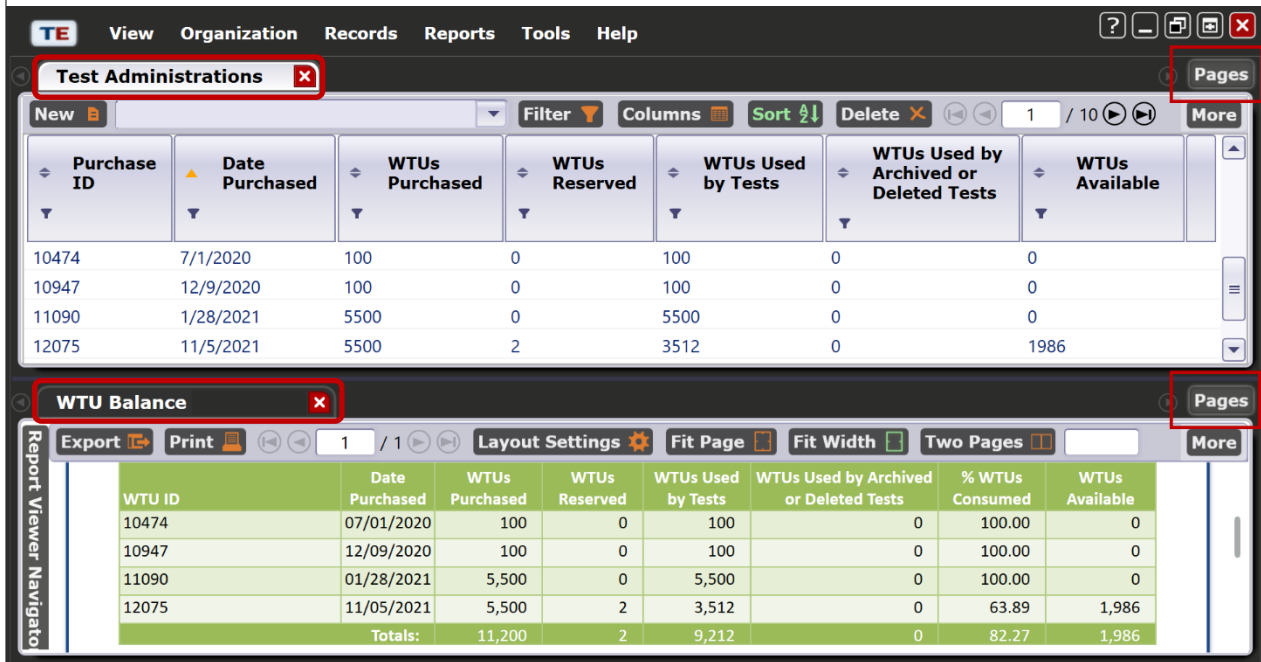
TOPSpro Enterprise (TE) offers **three** methods to monitor and track test administrations for Web-Test Units (WTU), TOPSpro Enterprise Units (TEU), and paper-test administrations. The steps in this document will guide you through demo activities of each method.

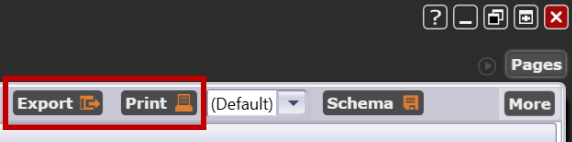
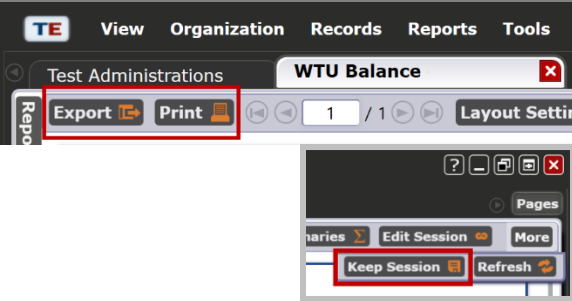
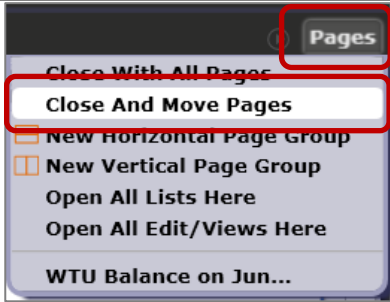
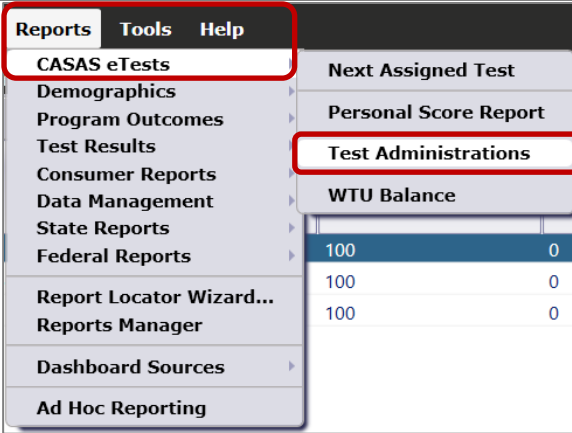
1. Test Administrations lister
2. Test Administrations report
3. WTU Balance report

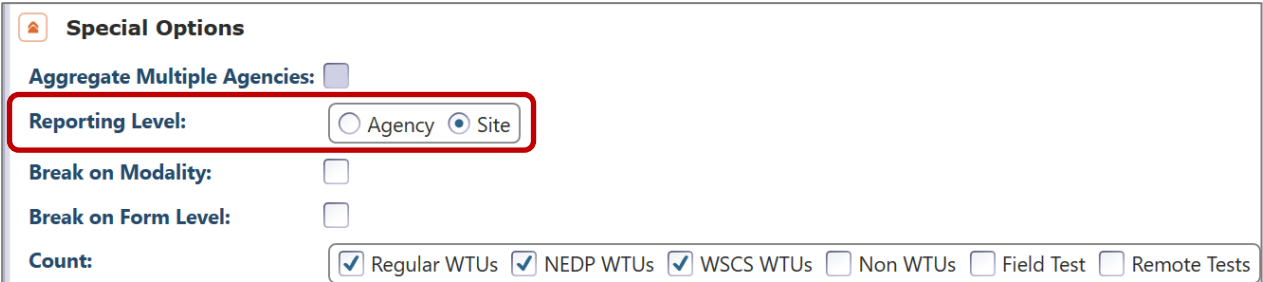
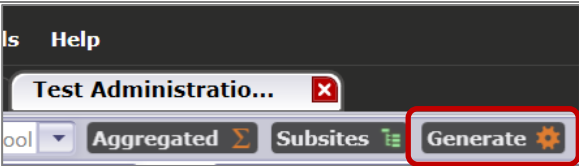
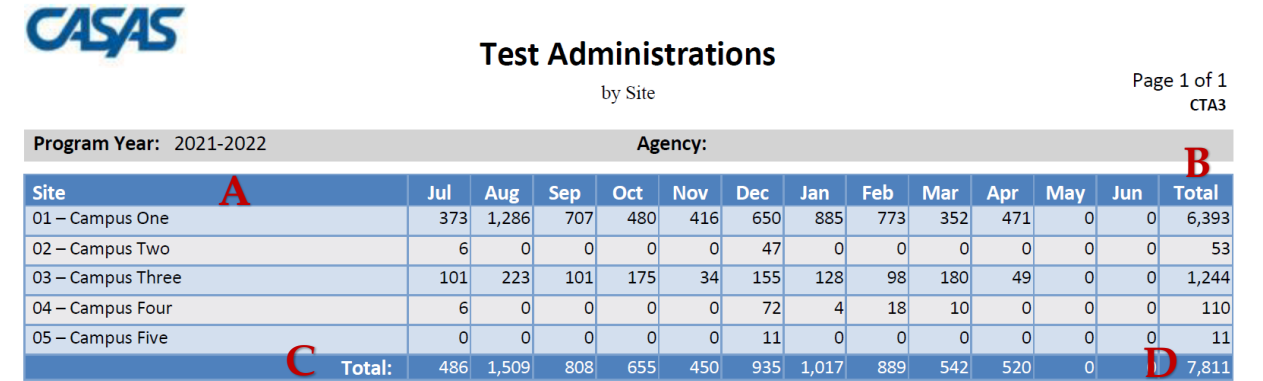
Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>Access TE from the                             <ul style="list-style-type: none"> <li>Web browser</li> <li>Desktop icon</li> <li>Taskbar icon</li> </ul> </li> </ul> 
2.		<p><b>Note!</b> For Rolling Hills Adult School, select –</p> <p>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

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

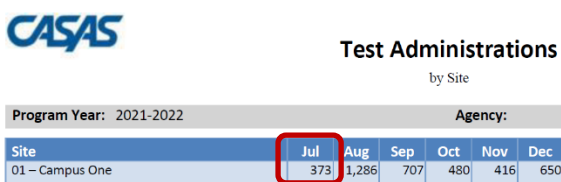
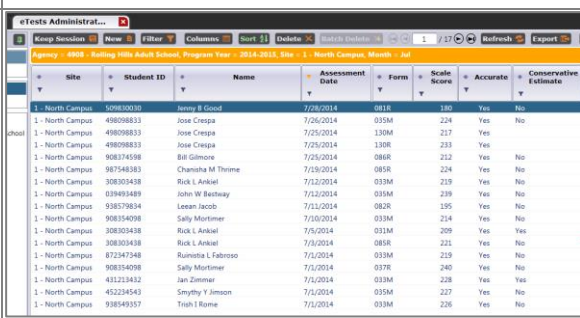
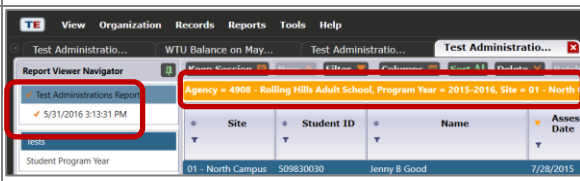
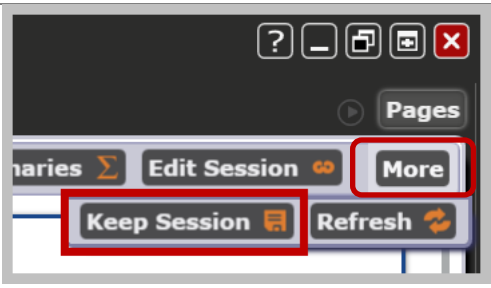
Step	Screen	Description
	<b>DEMO #2</b>	<b>WTU/TEU by WTU Balance report</b>
6.		<ul style="list-style-type: none"> <li>Information from the <b>Test Administrations</b> list also is available in a <b>WTU Balance</b> report.</li> <li>From the <b>Reports</b> menu, <ul style="list-style-type: none"> <li>Select <b>CASAS eTests</b>, and then</li> <li>Click <b>WTU Balance</b>.</li> </ul> </li> </ul>
7.		<ul style="list-style-type: none"> <li><b>General Settings</b> are standard for the <b>WTU Balance</b> report.</li> <li>The <b>Report Setup Navigator</b> 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"> <li>Click <b>Generate</b> to view the report.</li> </ul> </li> </ul>
8.		<ul style="list-style-type: none"> <li>The <b>WTU Balance</b> report gives the number of <b>test administrations</b> available from each purchase record and totals in each column from all purchases.</li> </ul>

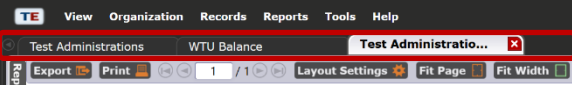
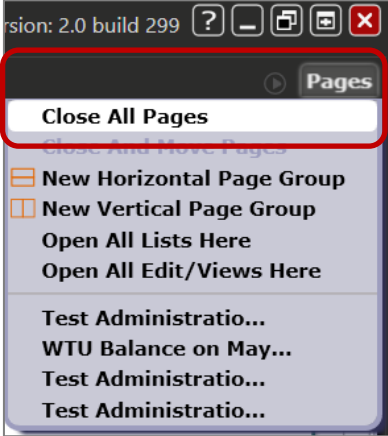
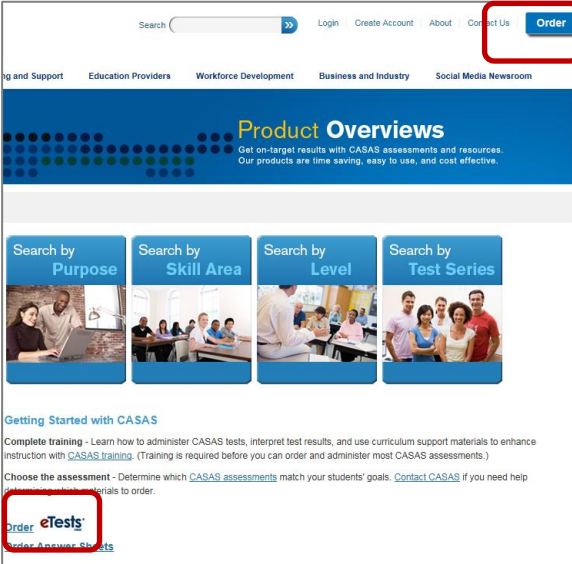
Step	Screen	Description
	(Optional) DEMO #3	WTU/TEU Comparison by Horizontal Page Group
9.		<ul style="list-style-type: none"> <li>To compare information between the <b>Test Administrations</b> list of records and the <b>WTU Balance</b> report, <ul style="list-style-type: none"> <li>Split the display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

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

Step	Screen	Description
16.	<ul style="list-style-type: none"> <li>For this activity, generate the report based on <b>Reporting Level: Site</b>.</li> </ul> 	
17.		<ul style="list-style-type: none"> <li>From the <b>Report Toolbar</b> at the top, <ul style="list-style-type: none"> <li>Click <b>Generate</b> to display the report.</li> </ul> </li> </ul>
18.		
19.	<ul style="list-style-type: none"> <li><b>A.</b> At the right of <b>Sites</b> are columns that display – <ul style="list-style-type: none"> <li>The number of tests administered <b>per month at each Site</b>.</li> </ul> </li> <li><b>B.</b> The far-right column displays – <ul style="list-style-type: none"> <li>The <b>total number</b> of tests administered <b>per Site</b>.</li> </ul> </li> <li><b>C.</b> Along the bottom of each column displays – <ul style="list-style-type: none"> <li>The total number of tests administered <b>per month across all Sites</b>.</li> </ul> </li> <li><b>D.</b> The bottom right cell displays the total number of tests administered at the agency within the current program year.</li> </ul>	



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

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