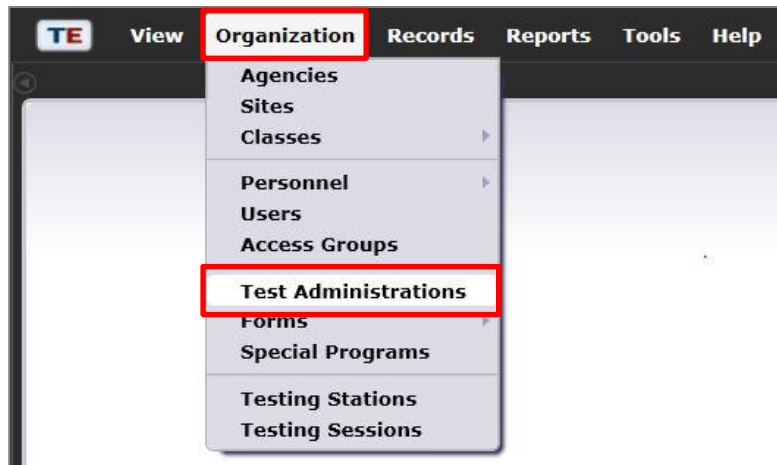


## Monitoring WTUs

This document provides a step-by-step tutorial on how to monitor and track online test administrations, or web-test units (WTUs) using one of two methods, or both. To order additional units, simply purchase WTUs via [CASAS Online Ordering](#). WTUs do not expire.

### Method One

- 1) From the **Organization** menu,
  - a. Select **Agencies**, double-click agency. From the Navigator (at left), click **Test Administrations**.
  - OR –
  - b. Select **Test Administrations** from the drop-down menu.



Agency ID	Agency Name	WTU ID	Date Purchased	WTUs Purchased	WTUs Reserved	WTUs Used	WTUs Available	Consumed %
4908	Rolling Hills Adult...	1001758	9/8/2012	100	0	36	64	36

A list of online test administrations, commonly referred to as the **Test Administrations Lister**, reflects date and number of WTUs purchased, WTUs reserved during live test administration, WTUs used-to-date, number available, and percentage of WTUs consumed.

- 2) Click to filter by column or click **Filter** to select filtering criteria.
- 3) Right-click mouse in columns header to add/hide **Columns** or click **Columns** to select/arrange columns.
- 4) Click **Export** to copy data onto an Excel spreadsheet.
- 5) Click **Print** to format a report.

❖ **Note!** CASAS records WTU purchases for processed orders. This Test Administrations Lister is not editable by users.

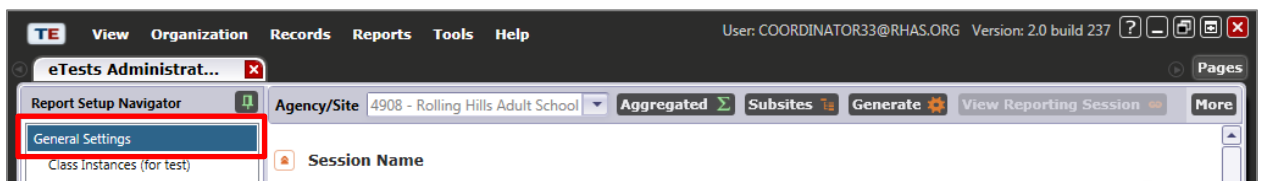
*Method Two*

1) From the **Reports** menu, select **CASAS eTests** -> **eTests Administrations**.



2) From **Report Setup Navigator** -> **General Settings**, you have the option to set:

- Session Name
- Common Filters
- Date Ranges
- Output Layout Parameters
- Special Options



3) Click **Generate** to render a report.

*eTests Administrations Report Sample*

CASAS		eTests Administrations												Page 1 of 1 CTA	
06/04/2012 17:02:19		Program Year: 2012-2013													
Agency	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total		
4908 - Rolling Hills Adult School	27	60	79	56	94	28	62	77	116	19	133	19	770		