Steps to Add Site Records

Sites are part of the organizational structure of an online account and represent physical locations where testing, instruction and training take place. Sites may serve learners in multiple instructional programs. Agencies may add Sites to their online account at any time.

*eTests Site*

Any Site using eTests Online must comply with all testing requirements in each lab within a Site as outlined in the CASAS Implementation Agreement training.

- Test units (WTU/TEU) must be available in an online account to enable an eTests Site.
- Sites must be enabled for eTests to register computers and administer tests.

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| 1.   | ![Menu bar at top, click Organization, select Sites] | - From the **Menu bar** at top,  
  - Click **Organization**.  
  - Select **Sites**. |
| 2.   | ![A new tabbed page opens listing the Sites setup in the online account] | - A new tabbed page opens listing the **Sites** setup in the online account.  
  - Sites that use eTests Online are identified as an **eTests Site**.  
  - To be an **eTests Site**, agencies complete a "**Going Live**" **Checklist**, which includes:  
    - Online Implementation Agreement  
    - eTests Coordinator Certification  
    - eTests Proctor Certification  
    - Order test units (WTU/TEU)  
  - From the **Toolbar** at top left,  
    - Click **New**. |
### Adding Sites

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<td>3.</td>
<td><img src="image1.png" alt="Screen" /></td>
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  - A new tabbed **Page** opens to add information about the new **Site** for your agency.
  - Sites are added to **Containers**, which ‘contain’ records of activity occurring at that site.
    - Your **Agency** is the ‘parent’ container for your online account. |
| 4.   | ![Screen](image2.png) |  
  - **Sites** are ‘child’ records of your **Agency**.
  - **Sites** are typically added to the ‘parent’ container but may also be a Sub-Site.
  - The determination of ‘where’ to add a new **Site** depends on How? you plan to track and record outcomes.
  - Click the **Container** field down-arrow.
    - Select the **Container** to add the new **Site**. |
| 5.   | ![Screen](image3.png) |  
  - For **Site Identification**,  
    - Enter the **Site ID**.
    - Enter the **Site Name**.
    - Check **eTests Site** –  
      - *Only check if* you plan to use CASAS eTests at the Site and test units (WTU/TEU) are available for administering tests.
  - From the **Toolbar** at top,  
    - Click **Save**. |
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| 6.   | ![Site Tab Screen] | - To close the new Site record,  
  - Click the Red X Box on the Site tab. |
| 7.   | ![Sites Lister Screen] | - This returns you to the Sites lister where you will see the new Site in the list of records. |
| 8.   | ![Sites Lister Screen] | - Click the Red X Box on the Sites tab and close the lister. |