

## Steps to Register Students with eTests

CASAS eTests Online may be used as an interface to collect student information and automatically record the information in TOPSpro Enterprise (TE) Online. This eliminates scanning and manual data entry to input the information in TE Online. Data collected about the student complies with <u>WIOA</u> accountability. Using a Registration only session gives you the opportunity to separate the registration process from the testing process giving you time to spend with students assisting them with applying responses and addressing questions.

- If you use the **Registration** session,
  - Data-collection screens are skipped in the **Intake** session and students begin testing.
- If you do not use the **Registration** session,
  - Students will complete data-collection screens in the Intake session before they begin testing.

Proctors should have a copy of the <u>WIOA Data Dictionary</u> nearby for quick reference during a **Registration** or **Intake** session.

If your agency imports student information from a **3<sup>rd</sup> Party System**, then you would not need to use a **Registration** session to collect student information.

## Template / Session Name > REGISTRATION / Student Information

Step	Screen	Description
1.	CESTES CASACE Enter your ID 005141987 Enter your JD	<ul> <li>Suggested Verbal Script:</li> <li>On your screen, <ul> <li>Enter your Identification code.</li> </ul> </li> <li>Use the right-arrow button to continue.</li> </ul>
2.	Page 1/15	• The number of <b>Data</b> collection screens enabled in a session appear at top of the testing station screen.

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## **Student Records**

Step		Screen	Description
3.	Campus / Mobile Lab / ML-I 04-Jun-18 3:06:35 PM Page 1/18	Susie S Student 🔺 🔮 Olugael	Suggested Verbal Script:
			• Enter your <b>Name</b> and any other information requested on each screen.
	ID = 005141987 Name (2) First Name: Susie Middle Name: S Last Name: Student	•	• Use the <i>right-arrow</i> button to go to the next screen.
4.	eTests Online - Rolling Hills Adult School (RHAS) / RHAS: North C	2mpun / Mobile Lab / ML-I 94-Jun-18 309:17 PM Page 3/18	Cont. Script:
			• Use the <i>left-arrow</i> button and go back to a previous screen.
	0	Phone Number  Phone Number: (123) 456-7890	• Continue entering your information until you get to the <b>Review Page</b> .
5.	ld: First Name:		Cont. Script:
	Last Name: Address: Street: Address: City:	123 Anywhere Street Course Anywhere Town Course	
	Address: State: Phone Number: Email: SSN: Zip Code: Gender: Date of Birth: Highest Grade Level Completed:	(123) 456-7850         Emmission           00551409@gmail.com         Emmission           123456789         Emmission           123456789         Emmission           Female         Emmission           May 14, 1987         Emmission           9         Emmission	<ul> <li>You may use the Change button to correct any information or add any information you may have skinned.</li> </ul>
	Majority of my schooling was outside of US: Highest Diploma/ Degree Earned: Earned outside of US:	Technical/Certificate	
	Native Language: Ethnicity: Race: Personal Status: Labor Force Status: Primary Goals:	Not Hippanic or Latino Image Strategy S	<ul> <li>Use the <b>Print</b> button for a copy of your information.</li> </ul>
	Barriers of Employment:	Celled a Job, Enter college or training: Celled a Celle Arter Cellege or training: Cellege or	
			• Use the <b>Save</b> button.
6.			Cont. Script:
	Susie S Studer	nt 👔 🔕 🙂 Logout	• Your <b>Student Information</b> is now saved.
			• You may update your information from the <b>Person</b> icon at top left of your screen anytime you return to test.
7.	Goodbye !	Cont. Script:	
		Logout	<ul> <li>We are finished with <i>Registration</i>.</li> <li>Use the <i>Logout</i> button to exit the screen.</li> </ul>