

Steps to Replicate Testing Sessions

Overview

Using *TOPSpro Enterprise (TE) Online* is the quickest method to copy testing sessions. Use TE to batch replicate sessions –

- In to the new **Program Year**
- In to a new **Site**.

Open TE Online

From Windows machines,

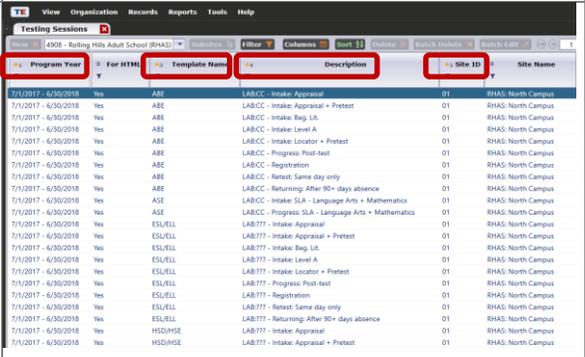
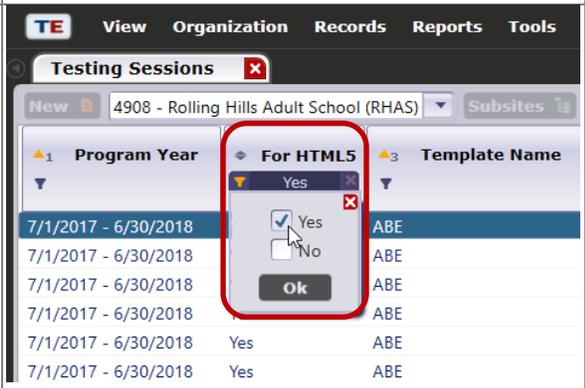


Server	Use any modern web browser
*Global	https://etestsonline.org/html5/#/
*California	https://ca.etestsonline.org/html5/#/
*LARAEC	https://laraec.etestsonline.org/html5/#/
*Miami Dade	https://etestsonline.org/MiamiDade/html5/#/
*Washington	https://etestsonline.org/Washington/html5/#/

To access TOPSpro Enterprise Online (TE) for the first time, launch the web browser and enter the URL for the CASAS Online System your program uses.*

- ❖ For Training, go to [Rolling Hills Simulation](https://etestsonline.org/rollinghills/html5/#/) – <https://etestsonline.org/rollinghills/html5/#/>

Step	Screen	Description
1.		<ul style="list-style-type: none"> • Access TE in one of three ways, from the – <ol style="list-style-type: none"> Web browser <ul style="list-style-type: none"> • Click Install TE Client if first access on local machine. Taskbar icon Desktop icon
2.		<ul style="list-style-type: none"> • Click the Server field down-arrow and from the drop-down menu, <ul style="list-style-type: none"> ○ Select the Server for your online account.* ○ Enter your Agency ID. ○ Enter your User name. ○ Enter your Password. • Click Connect.

Step	Screen	Description
1.		<ul style="list-style-type: none"> From the Menu Bar at top, <ul style="list-style-type: none"> Click Organization. Click Testing Sessions.
2.		<ul style="list-style-type: none"> A tabbed page opens to the Testing Sessions lister. <ul style="list-style-type: none"> Records display sessions across all program years. By default, the list of testing session records displays in the following sorting order: <ol style="list-style-type: none"> Program Year Site ID Template Name Description.
3.		<ul style="list-style-type: none"> Filter the list to display HTML5 sessions. <ol style="list-style-type: none"> Click the Program Year filter icon. <ul style="list-style-type: none"> Select Current Program Year. Click the HTML5 column filter icon <ul style="list-style-type: none"> Check Yes. Click Ok.

Step	Screen	Description
4.		<ul style="list-style-type: none"> Select Testing Sessions to replicate. <ol style="list-style-type: none"> Use Shift + Click to select sessions in sequential order. Use Ctrl + Click to select sessions in non-sequential order. Use Ctrl + A to select all sessions displayed in the list.
5.		<p>Access the Replication Wizard.</p> <ul style="list-style-type: none"> From the Toolbar at top right, <ul style="list-style-type: none"> Click More (for 'more' button options) Click Batch Replicate.
6.		<ul style="list-style-type: none"> The Replication Wizard pop-up window displays with selected Sessions.

Step 7. Replicate Sessions into New Program Year

- 7.
 - From the **Replication Wizard**,
 - Click **Replicate sessions into new program year**.

Template Name	Description	Site ID	Site Name	Program Year
ABE	LABCC - Intake: Appraisal	01	RHAS: North Campus	7/1/2017 - 6/30/2018
ABE	LABCC - Intake: Appraisal + Pretest	01	RHAS: North Campus	7/1/2017 - 6/30/2018
ABE	LABCC - Intake: Beg. Lit.	01	RHAS: North Campus	7/1/2017 - 6/30/2018
ABE	LABCC - Intake: Level A	01	RHAS: North Campus	7/1/2017 - 6/30/2018
ABE	LABCC - Intake: Locator + Pretest	01	RHAS: North Campus	7/1/2017 - 6/30/2018
ABE	LABCC - Progress: Post-test	01	RHAS: North Campus	7/1/2017 - 6/30/2018
ABE	LABCC - Registration	01	RHAS: North Campus	7/1/2017 - 6/30/2018
ABE	LABCC - Retest: Same day only	01	RHAS: North Campus	7/1/2017 - 6/30/2018
ABE	LABCC - Returning: After 90+ days absence	01	RHAS: North Campus	7/1/2017 - 6/30/2018

Replicate Sessions into New Site

- From the **Replication Wizard**,
 - Click **Replicate sessions into new site**.

- 8.
 - From **Program Year and Session Range** fields,
 - Click the **Program Year** field down-arrow,
 - Select the new **Program Year**.

- The **Replication Wizard** expands to display **Target Site** fields.
 - Click the **Site** field down-arrow,
 - Select the new **Site**.

- 9.
 - With the **Program Year** selected, the **Session Range** automatically populates.
 - Click **Replicate Sessions**.

- With the **Target Site** selected,
 - Click **Replicate Sessions**.

Step	Screen	Description
10.		<ul style="list-style-type: none"> Click Yes to confirm.
11.		<ul style="list-style-type: none"> Please wait...the Replication Wizard is working!
12.		<ul style="list-style-type: none"> When the Replication Wizard is finished, <ul style="list-style-type: none"> Click OK.
13.	<ul style="list-style-type: none"> The replicated set of Sessions is now available in the New Program Year. 	<ul style="list-style-type: none"> The replicated set of Sessions is now available in the New Site.