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,

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/#/

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1.   | ![Install TE Client](https://etestsonline.org/RollingHills/html5/#/) | • Access TE in one of three ways, from the –
- 1. **Web browser**
  - Click Install TE Client if first access on local machine.
- 2. **Taskbar icon**
- 3. **Desktop icon** |
| 2.   | ![Server](https://etestsonline.org/TOPSpro/html5/#/) | • Click the Server field down-arrow and from the drop-down menu,
  - Select the Server for your online account.*
  - Enter your Agency ID.
  - Enter your User name.
  - Enter your Password.
• Click Connect. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1.   | ![Screen 1](image1.png) | • From the Menu Bar at top,  
  o Click **Organization**.  
  o Click **Testing Sessions**. |
| 2.   | ![Screen 2](image2.png) | • A tabbed page opens to the **Testing Sessions** lister.  
  o Records display sessions across all program years.  
  o By default, the list of testing session records displays in the following sorting order:  
    1. Program Year  
    2. Site ID  
    3. Template Name  
    4. Description. |
| 3.   | ![Screen 3](image3.png) | • Filter the list to display **HTML5** sessions.  
  1. Click the **Program Year** filter icon.  
     ▪ Select **Current Program Year**.  
  2. Click the **HTML5** column filter icon  
     ▪ Check **Yes**.  
     ▪ Click **Ok**. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 4.   | ![Screen 1](image1.png) | • Select **Testing Sessions** to replicate.  
  1. Use **Shift + Click** to select sessions in sequential order.  
  2. Use **Ctrl + Click** to select sessions in non-sequential order.  
  3. Use **Ctrl + A** to select all sessions displayed in the list. |
| 5.   | ![Screen 2](image2.png) | Access the **Replication Wizard**.  
  • From the **Toolbar** at top right,  
    o Click **More** (for ‘more’ button options)  
    o Click **Batch Replicate**. |
| 6.   | ![Screen 3](image3.png) | • The **Replication Wizard** pop-up window displays with selected **Sessions**. |
Testing Sessions

<table>
<thead>
<tr>
<th>Step</th>
<th>Replicate Sessions into New Program Year</th>
<th>Replicate Sessions into New Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>• From the Replication Wizard,</td>
<td>• From the Replication Wizard,</td>
</tr>
<tr>
<td></td>
<td>o Click Replicate sessions into new program year.</td>
<td>o Click Replicate sessions into new site.</td>
</tr>
<tr>
<td>8.</td>
<td>• From Program Year and Session Range fields.</td>
<td>• The Replication Wizard expands to display Target Site fields.</td>
</tr>
<tr>
<td></td>
<td>o Click the Program Year field down-arrow,</td>
<td>o Click the Site field down-arrow,</td>
</tr>
<tr>
<td></td>
<td>▪ Select the new Program Year.</td>
<td>▪ Select the new Site.</td>
</tr>
<tr>
<td>9.</td>
<td>• With the Program Year selected, the Session Range automatically populates.</td>
<td>• With the Target Site selected,</td>
</tr>
<tr>
<td></td>
<td>o Click Replicate Sessions.</td>
<td>o Click Replicate Sessions.</td>
</tr>
<tr>
<td>Step</td>
<td>Screen Description</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>10.</td>
<td><img src="image1" alt="Screen" /></td>
<td>• Click Yes to confirm.</td>
</tr>
<tr>
<td>11.</td>
<td><img src="image2" alt="Screen" /></td>
<td>• Please wait…the Replication Wizard is working!</td>
</tr>
</tbody>
</table>
| 12.  | ![Screen](image3) | • When the Replication Wizard is finished,  
  o  Click OK. |
| 13.  | ![Screen](image4) | • The replicated set of Sessions is now available in the New Program Year.  
  • The replicated set of Sessions is now available in the New Site. |