Install and Open TE Online

For 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.*

<table>
<thead>
<tr>
<th>Server</th>
<th>Use any modern web browser</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Global</td>
<td><a href="https://etestonline.org/html5/#/">https://etestonline.org/html5/#/</a></td>
</tr>
<tr>
<td>*California</td>
<td><a href="https://ca.etestonline.org/html5/#/">https://ca.etestonline.org/html5/#/</a></td>
</tr>
<tr>
<td>*LARAEC</td>
<td><a href="https://laraec.etestonline.org/html5/#/">https://laraec.etestonline.org/html5/#/</a></td>
</tr>
<tr>
<td>*Miami Dade</td>
<td><a href="https://etestonline.org/MiamiDade/html5/#/">https://etestonline.org/MiamiDade/html5/#/</a></td>
</tr>
</tbody>
</table>

* For Training, go to Rolling Hills Simulation – https://etestonline.org/rollinghills/html5#/|

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Access TE in one of three ways, from the –</td>
</tr>
<tr>
<td></td>
<td>1. Web browser</td>
</tr>
<tr>
<td></td>
<td>2. Taskbar icon</td>
</tr>
<tr>
<td></td>
<td>3. Desktop icon</td>
</tr>
</tbody>
</table>

2. 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.
Steps to Replicate Testing Sessions

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
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</thead>
</table>
| 1.   |        | • From the **Menu Bar** at top,  
|      |        |   o Click **Organization**.  
|      |        |   o Click **Testing Sessions**.  
|      | ![Screen Shot](image1.png) | • A tabbed page opens to the **Testing Sessions** lister.  
|      |        |   o Records display sessions across all program years.  
|      |        |   o The lister shows the following sorting levels by default:  
|      |        |     1. Program Year  
|      |        |     2. Site ID  
|      |        |     3. Template Name  
|      |        |     4. Description.  
|      | ![Screen Shot](image2.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**.  

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<th>Description</th>
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</table>
| 1.   | ![Select Testing Sessions](image1) | • Select **Testing Sessions** to replicate.  
  1. Use **Shift + Click** to select sessions in sequential order. |
| 2.   | ![Use Ctrl + Click](image2) | 2. Use **Ctrl + Click** to select sessions in non-sequential order. |
| 3.   | ![Use Ctrl + A](image3) | 3. Use **Ctrl + A** to select all sessions displayed in the list. |
|      | ![Access the Replication Wizard](image4) | **Access the Replication Wizard.**  
• From the **Toolbar** at top right,  
  o Click **More** (for ‘more’ button options)  
  o Click **Batch Replicate**. |
|      | ![The Replication Wizard pop-up window displays with selected Sessions.](image5) | • The **Replication Wizard** pop-up window displays with selected **Sessions**. |
Replicate Sessions into New Program Year

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

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

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

Replicate Sessions into New Site

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

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

- With the Target Site selected,
  - Click Replicate Sessions.
## Step 4: Replicate Sessions

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td><img src="image1.png" alt="Screen" /></td>
</tr>
<tr>
<td>4.2</td>
<td><img src="image2.png" alt="Screen" /></td>
</tr>
</tbody>
</table>

**Description**
- **Click Yes** to confirm.
- Please wait—the **Replication Wizard** is working!
- When the **Replication Wizard** is finished,
  - Click **OK**.
- 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**.

### Note!
To ensure standardized test delivery and data collection for **WIOA** accountability in all labs per site location with **CASAS approved assessments for NRS**, ask the **CASAS Technology Support Team** at [techsupport@casas.org](mailto:techsupport@casas.org) to apply the default instructional-program templates with sets of sessions to your online account.

Instructional-program templates will deliver tests from the following CASAS test series:
- **ABE/ASE** – [Reading GOALS](#) and [Life Skills Math](#)
- **ASE** – [Secondary Level Assessments](#) for Language Arts & Mathematics (Level D)
- **CIT** – [Reading for Citizenship, Life and Work Listening (980 series)](#) and [Government and History for Citizenship](#)
- **CTE** – [Reading GOALS](#) and Math GOALS
- **ELL** – [Life and Work Reading](#) and [Life and Work Listening (980 series)](#)
- **MULTI** – [Life and Work Reading](#), [Life Skills Math](#), and [Life and Work Listening (980 series)](#)

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