

Tip 1: Check Your User Accounts

Four checks to complete before testing begins

- 1 Review active users**
 - Go to Organization > Users and review active user accounts.
- 2 Confirm role access**
 - Confirm each person has the appropriate access for their job.
- 3 Update staff changes**
 - Update staff no longer in the program; inform CASAS if the data manager or main point of contact changed.
- 4 Limit permissions**
 - Give staff only the access needed for their responsibilities.

In **eTests**, review testing sessions for the **new program year**.

Replicate etesting sessions for the new program year if not already done

Complete a quick check before your first scheduled testing day.

Replicate over any classes in TE for the new program year (if applicable)

 ACCESS GROUP	 WHAT THEY CAN DO
 TE Data Manager FULL ACCESS	✓ Full access to TE ✓ Can generate reports and grant eTests access to other users.
 TE Admin Access FULL ACCESS	✓ Full access to TE ✓ Can generate reports, but does not manage eTests permissions.
 TE Basic Access LIMITED ACCESS	✓ Limited access to TE ✓ Can list/view records and generate reports, but has fewer editing permissions than Admin or Data Manager.
 Teacher Access RESTRICTED ACCESS	✓ Access limited to their own students and classes ✓ Can generate reports for their assigned students and classes only.

Tip 3: Start Strong with Data & Pretesting

Accurate data and timely testing lead to stronger outcomes.



1. Review Student Information

Verify demographics and required fields.



2. Check Existing Records

Search before creating a new student to avoid duplicates.



3. Choose the Correct Pretest

Confirm the appropriate test series and modality.



4. Pretest Early

Establish a baseline for measuring progress.



5. Review Results

Use scores to guide placement and instruction.

- **Understand the Data Flow**
 - Learn how student data moves between **eTests**, **TE**, and **other systems** (If applicable - e.g., SIS or MIS).
 - Know which data are entered manually vs. imported automatically.
- **Establish a Consistent Data Entry Process**
 - Create written **data entry guidelines** for staff to follow.
 - Schedule regular times for data entry and updates.
- **Keep Data Current**
 - Update student records weekly or biweekly.
- **Perform Regular Data Checks**
 - Use TE Reports (Individual Skills Report, Demographic Reports, DIRs to identify missing or inconsistent data.
 - Correct errors immediately.