

Exploring TE Menu Organization

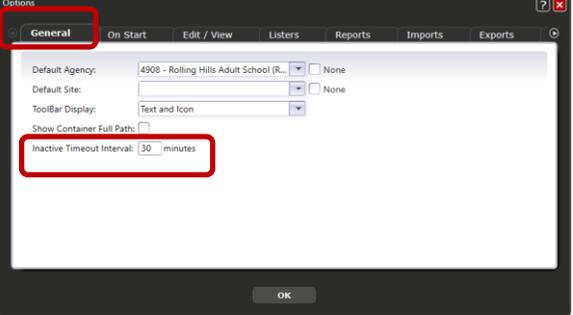
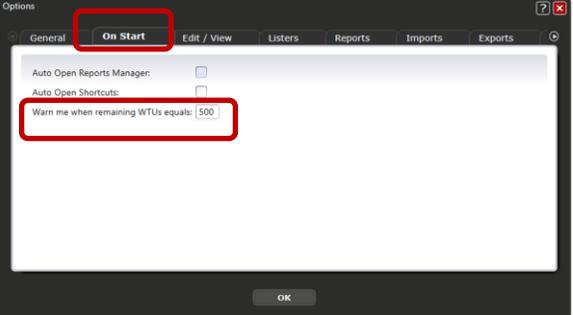
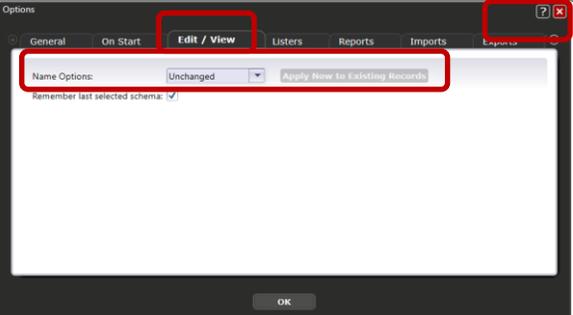
The CASAS Online System offers two levels of access – Basic and Enhanced. Therefore, not all agencies will have access to all menus and data functions, and not all users will have access to the same menus. Menu and data access rights depends on the [TE Package](#) purchased by the agency and user access rights granted by the agency. Purchase of web-test units (WTUs) grants access to CASAS eTests together with “basic” access to TOPSpro Enterprise. Purchase of a TE license or TOPS enhanced units (TEUs) grants access to CASAS eTests together with “enhanced” access to TOPSpro Enterprise.



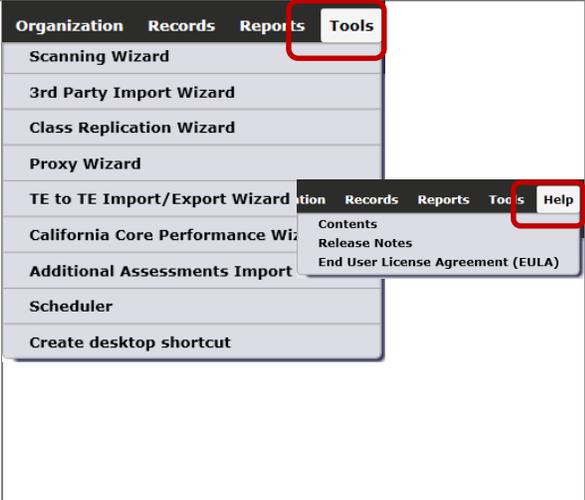
For more information about the CASAS Online System features and report, go to: [Home > Product Overviews > Software > CASAS eTests > Features / Reports.](#)

Let’s take a “highlights tour” and look at the organization of TE menus and some of TE features.

Step	Screen	Description
1.		<ul style="list-style-type: none"> All data and reports display on the screen from accessing the Menu bar along the top left.
2.		<ul style="list-style-type: none"> Top right displays, <ul style="list-style-type: none"> Logged-on User. Application Version. General screen Controls. Pages tab to clear your screen(s).
3.		<ul style="list-style-type: none"> Click the TE Icon at top left of your screen. Before exiting TE, it’s best to – <ul style="list-style-type: none"> Disconnect your TE Client to close connection with the server on your local machine. Click Options...

Step	Screen	Description
4.	 <p>The screenshot shows the 'Options' dialog box with the 'General' tab selected. The 'Inactive Timeout Interval' is set to 30 minutes. Other settings include Default Agency (4908 - Rolling Hills Adult School (R...)), Default Site (None), and ToolBar Display (Text and Icon).</p>	<ul style="list-style-type: none"> • Look at the General tab. <ul style="list-style-type: none"> ○ Interactive Timeout Interval <ul style="list-style-type: none"> ▪ Adjust # of minutes before the TE Client suspends activity. • Applies to TE Client on the local machine only.
5.	 <p>The screenshot shows the 'Options' dialog box with the 'On Start' tab selected. The 'Warn me when remaining WTUs equals' is set to 500. Other settings include Auto Open Reports Manager and Auto Open Shortcuts.</p>	<ul style="list-style-type: none"> • Click the On Start tab. <ul style="list-style-type: none"> ○ Remaining WTUs <ul style="list-style-type: none"> ▪ Set a TE Client reminder when # of WTUs reaches a minimum set by users. • Applies to TE Client on local machine only.
6.	 <p>The screenshot shows the 'Options' dialog box with the 'Edit / View' tab selected. The 'Name Options' dropdown is set to 'Unchanged' and 'Apply Now to Existing Records' is checked. Other settings include 'Remember last selected schema'.</p>	<ul style="list-style-type: none"> • Click the Edit / View tab. <ul style="list-style-type: none"> ○ Name Options. <ul style="list-style-type: none"> ▪ Set option for entering names. ▪ Apply option to correct names. ▪ Applies to TE Client on local machine only. • To close the Options window, <ul style="list-style-type: none"> ○ Click the Red X Box at top right.

Step	Screen	Description
7.		<ul style="list-style-type: none"> • Click the View menu. <ul style="list-style-type: none"> ○ Screen Display <ul style="list-style-type: none"> ▪ Normal is the default. • Adjust for viewing on local TE Client.
8.		<ul style="list-style-type: none"> • Highlight or click the Organization menu. <ul style="list-style-type: none"> ○ Sub-menus contain detailed information about the organizational setup of an online account. • Click the Records menu. <ul style="list-style-type: none"> ○ Menu Categories identify groups of lists with records for tracking program and student activity. • Sub-menus identify the type of records.
9.		<ul style="list-style-type: none"> • Highlight or click the Reports menu. <ul style="list-style-type: none"> ○ Menu Categories identify groups of reports that help programs meet a wide variety of reporting needs. • Sub-menus identify the type of report.

Step	Screen	Description
10.	 <p>The screenshot shows the application menu bar with 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The 'Tools' menu is open, listing 'Scanning Wizard', '3rd Party Import Wizard', 'Class Replication Wizard', 'Proxy Wizard', 'TE to TE Import/Export Wizard', 'California Core Performance Wizard', 'Additional Assessments Import', 'Scheduler', and 'Create desktop shortcut'. The 'Help' menu is also open, listing 'Contents', 'Release Notes', and 'End User License Agreement (EULA)'. Red boxes highlight the 'Tools' and 'Help' menu items.</p>	<ul style="list-style-type: none"> • Highlight or click the Tools menu. <ul style="list-style-type: none"> ○ Sub-menus list operations for managing data. • Highlight or click the Help menu. <ul style="list-style-type: none"> ○ Release Notes are included with each update to the Online System. • Review Notes for important new features and enhancements as well as any necessary fixes.