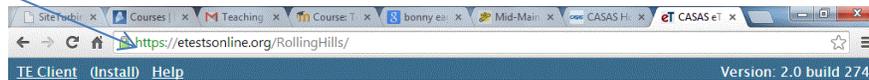


Adding a New Student in TopsPro

Remember you really only need to add a student to TopsPro if they have taken a paper and pencil test in the past and you want them now to be in the system for ECASAS. Otherwise, new students are added to TopsPro at the time of ECASAS testing, as the two systems are connected.

Here is how to play and practice with this in the SIMULATION SERVER

- 1) Go to <https://etestsonline.org/RollingHills> in the upper left hand corner click on TE Client- this will download the TE Client application- run this application



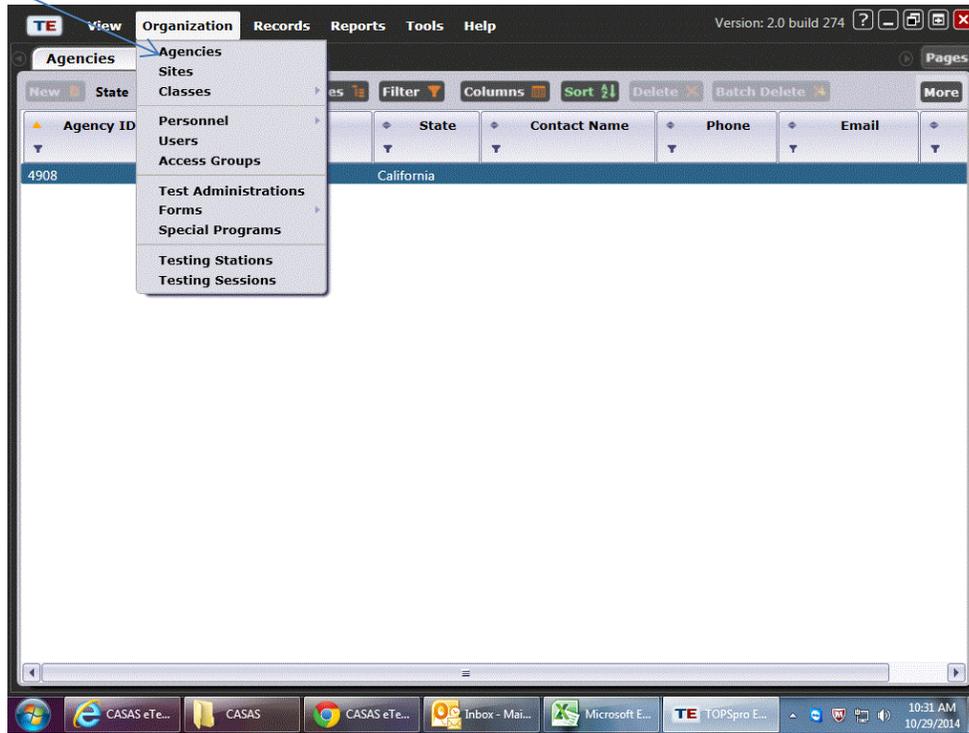
RHAS - Simulation Server



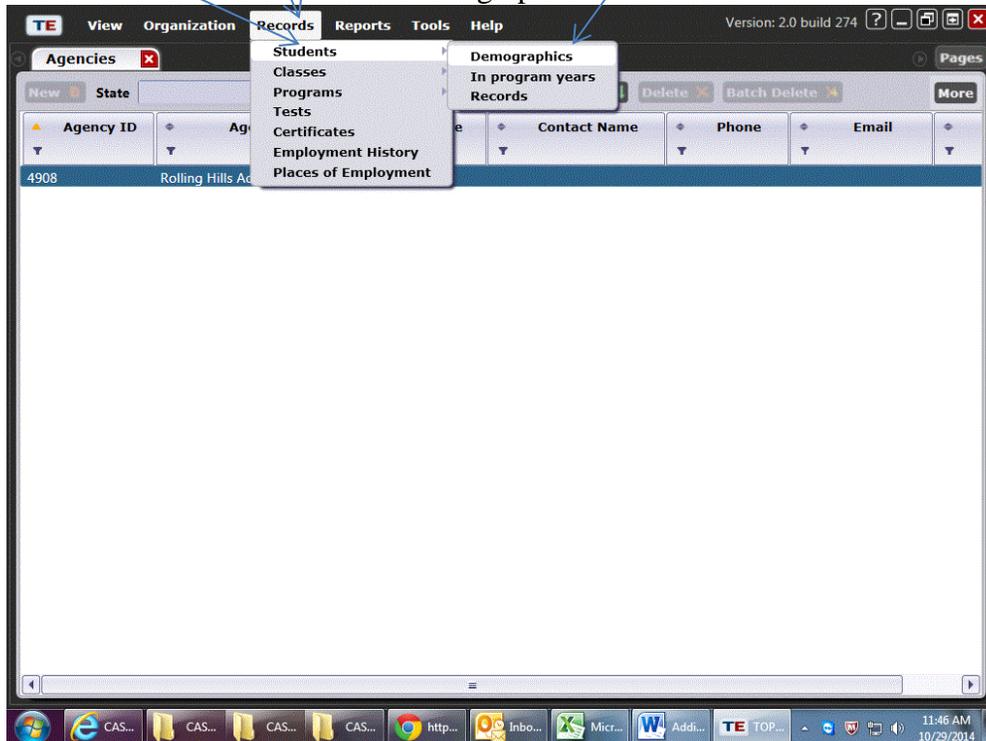
- 2) This will bring you to the TopsPro Simulation Server- from the server drop down list make sure to choose the first option-etest Simulation- sign in with the same credentials necessary for the eTests- simulation server- Agency ID 4908
User Coordinator1@rhas.org (remember the number can be 1-40) Password coordinator



3) Once in TopsPro Simulation server click on Agencies and Rolling Hills will appear- in real TopsPro your program name will appear



4) Next click on Records and then Students and Demographics



5) You will now see a list of students – in real TopsPro you will **not** see students since we don't collect demographic information BUT-this is still where you will add a new student - click on NEW at top right corner of the screen.

Site	Student ID	Name	Birth Date	Gender	Ethnicity	Race
1 - North Campus	000121936		7/26/1986	Female	Hispanic or Latino	
1 - North Campus	000122010		8/14/1984	Male	Not Hispanic or Latino	White
1 - North Campus	000122755		2/14/1985	Male	Hispanic or Latino	
1 - North Campus	000123511		3/22/1983	Male	Not Hispanic or Latino	Black or African
1 - North Campus	000124066		10/3/1984	Female	Not Hispanic or Latino	White
1 - North Campus	000124416		5/23/1983	Male	Hispanic or Latino	
1 - North Campus	000125272		4/14/1984	Male	Not Hispanic or Latino	White
1 - North Campus	000126583		10/3/1984	Female	Not Hispanic or Latino	White
1 - North Campus	000127198		11/14/1986	Female	Hispanic or Latino	
1 - North Campus	000128424		7/20/1985	Female	Not Hispanic or Latino	Black or African
6 - Southwest C...	000130472	Isabel Martinez	7/8/1959	Female	Hispanic or Latino	White
6 - Southwest C...	000196111	Antonio Macgrady	9/12/1967	Male	Hispanic or Latino	White
6 - Southwest C...	002440622	Romildo Mancillas	8/30/1971	Male	Not Hispanic or Latino	White
1 - North Campus	005208216	Rick Williams	5/20/1984	Male	Not Hispanic or Latino	Black or African
2 - South Campus	005208242	Richard Williams	5/20/1984	Male	Not Hispanic or Latino	Black or African
1 - North Campus	023945893	Trayla B Ford	3/16/1985	Female	Not Hispanic or Latino	White
1 - North Campus	034903948	Carmen Rodriguez	7/30/1955	Female	Hispanic or Latino	
1 - North Campus	039493489	John W Bestway	7/15/1985	Male	Not Hispanic or Latino	White
6 - Southwest C...	046583746	Jorge Casteneda	12/6/1961	Male	Hispanic or Latino	White
1 - North Campus	049485858	Carey D McGarnagle	6/8/1986	Male	Not Hispanic or Latino	White
1 - North Campus	051596	Ms Megan Dichter		Female		

6) You will now be able to add student information- you ONLY need to add- the site, a student ID (remember this should be uniform format across all students in your program and needs to be noted as this is the ID a students will need when testing in eTests,) First, Last name and Gender- you can add other information but since we collect this in MaineSTARS it is duplicative. Then hit SAVE at the top of the New Student window.

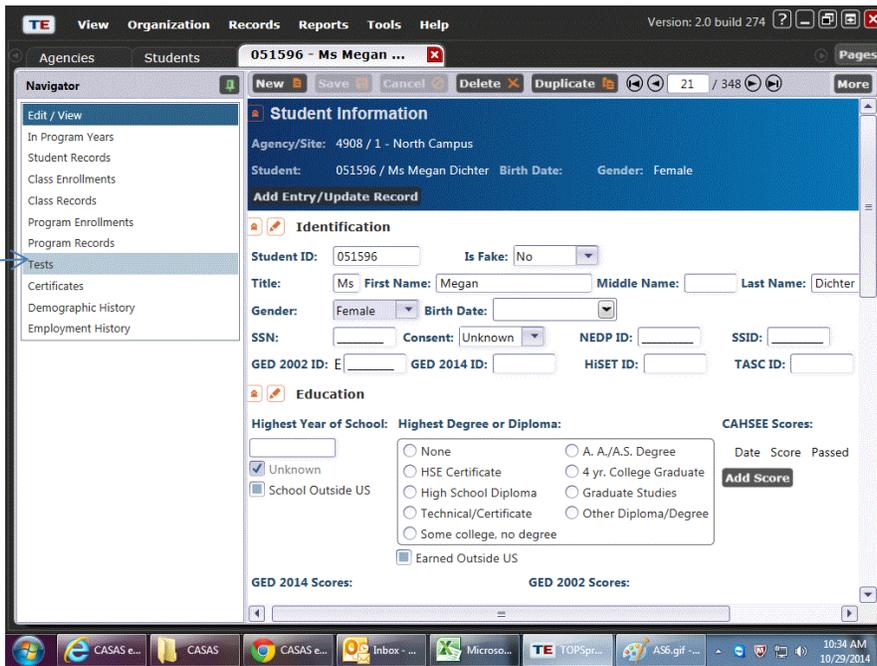
Student Information
 Agency/Site: 4908 - Rolling Hills Adult School
 Student: Birth Date: Gender: N/A

Select Site
 Site: 4908 - Rolling Hills Adult School

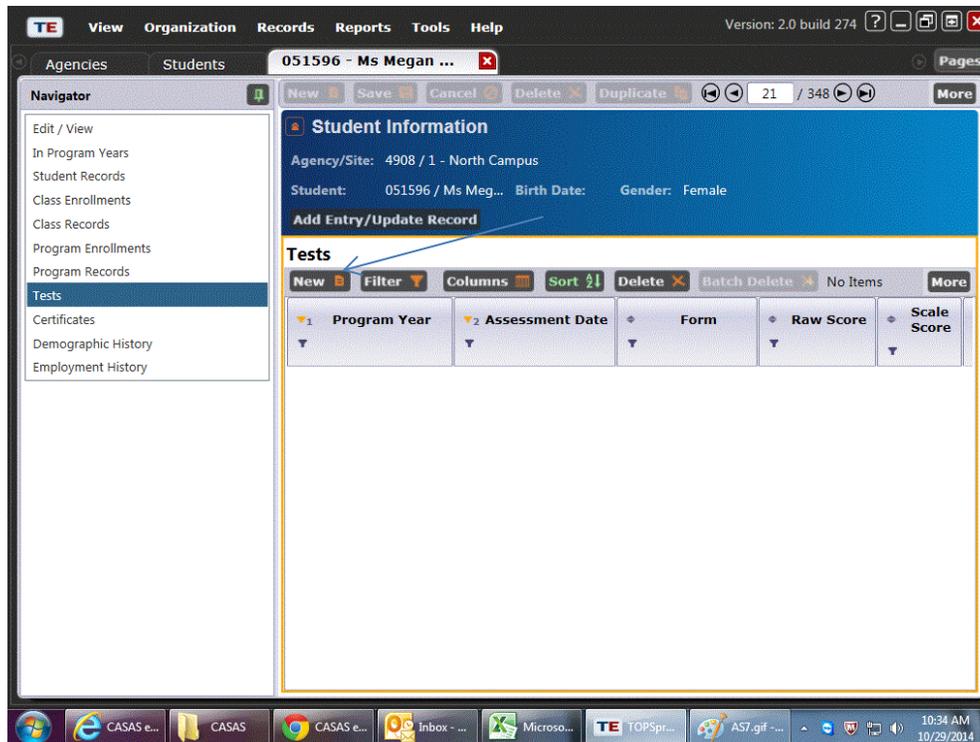
Identification
 Student ID: Is Fake: No
 Title: First Name: Middle Name: Last Name:
 Gender: Unknown Birth Date:
 SSN: Consent: Unknown NEDP ID: SSID:
 GED 2002 ID: E GED 2014 ID: HISET ID: TASC ID:

Education
 Highest Year of School: Highest Degree or Diploma: CAHSEE Scores:
 None A. A./A.S. Degree Date Score Passed
 Unknown HSE Certificate 4 yr. College Graduate **Add Score**
 School Outside US High School Diploma Graduate Studies
 Technical/Certificate Other Diploma/Degree
 Some college, no degree Earned Outside US

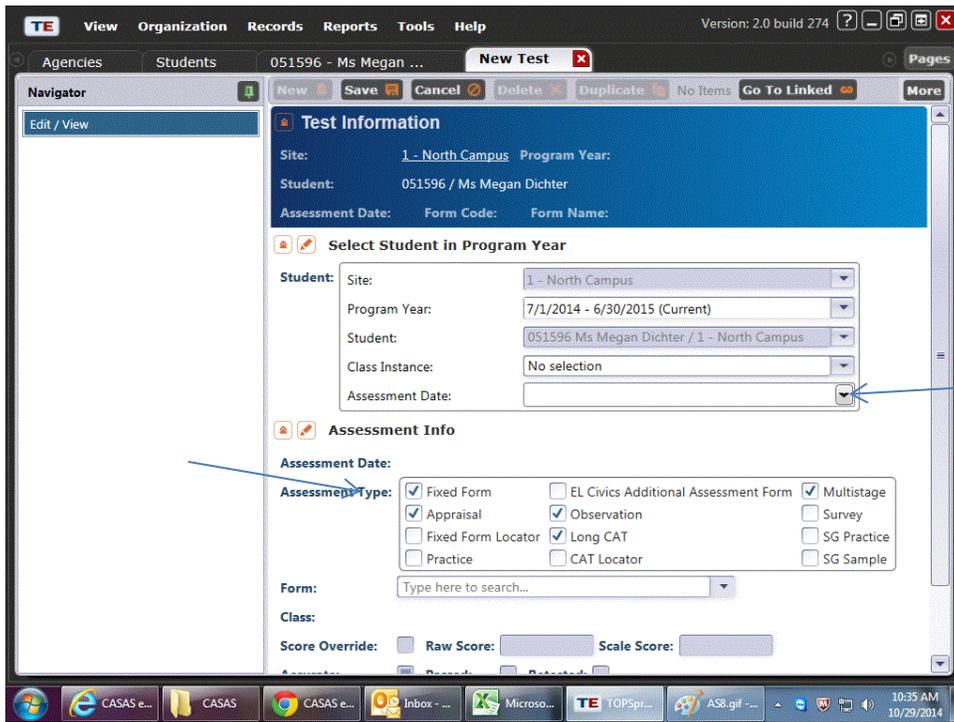
7) To enter test scores look at the left hand NAVIGATOR and select tests



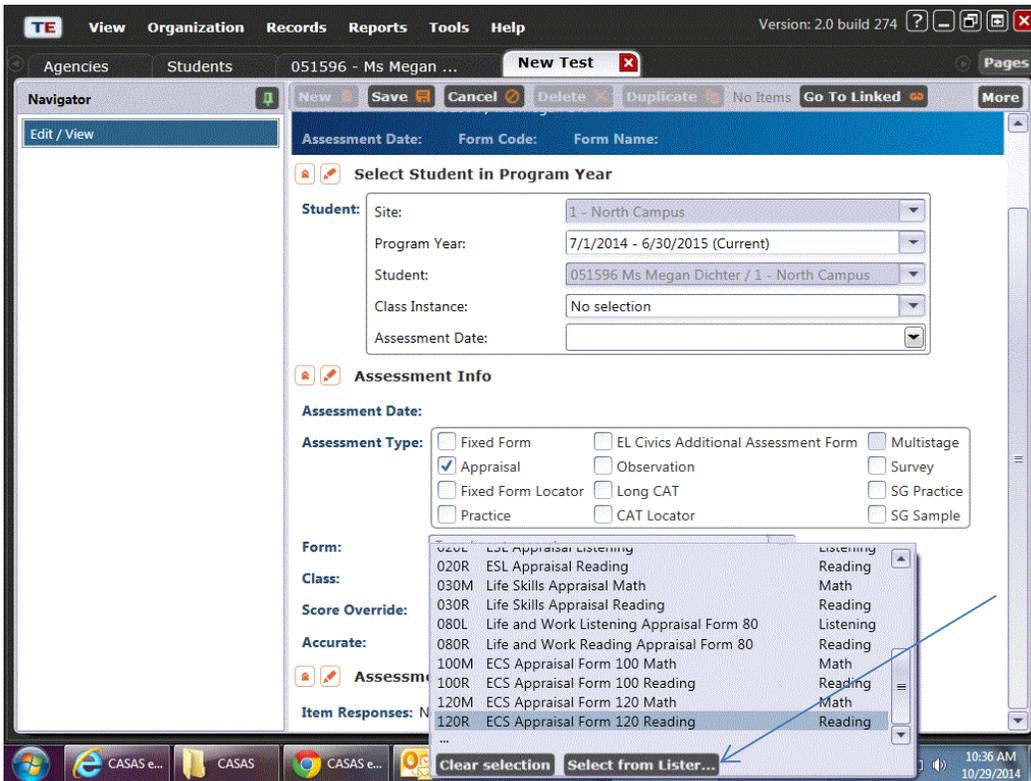
8) On the right hand side click NEW



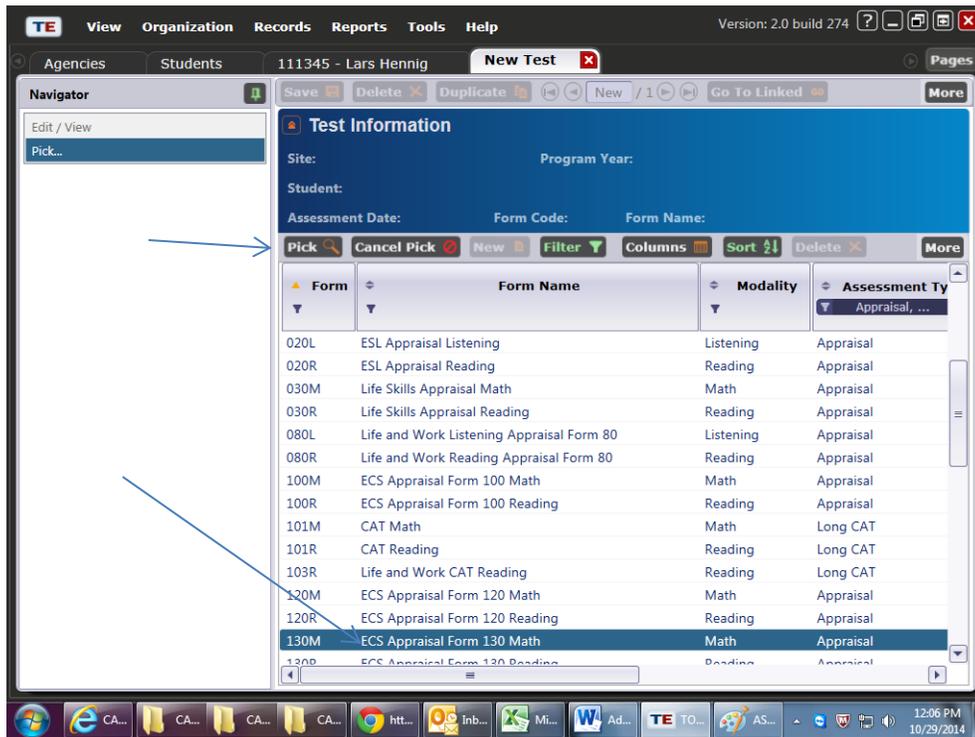
9) You will now be able to add assessment info- you MUST add an assessment date and choose an assessment type by clicking/unclicking the appropriate box



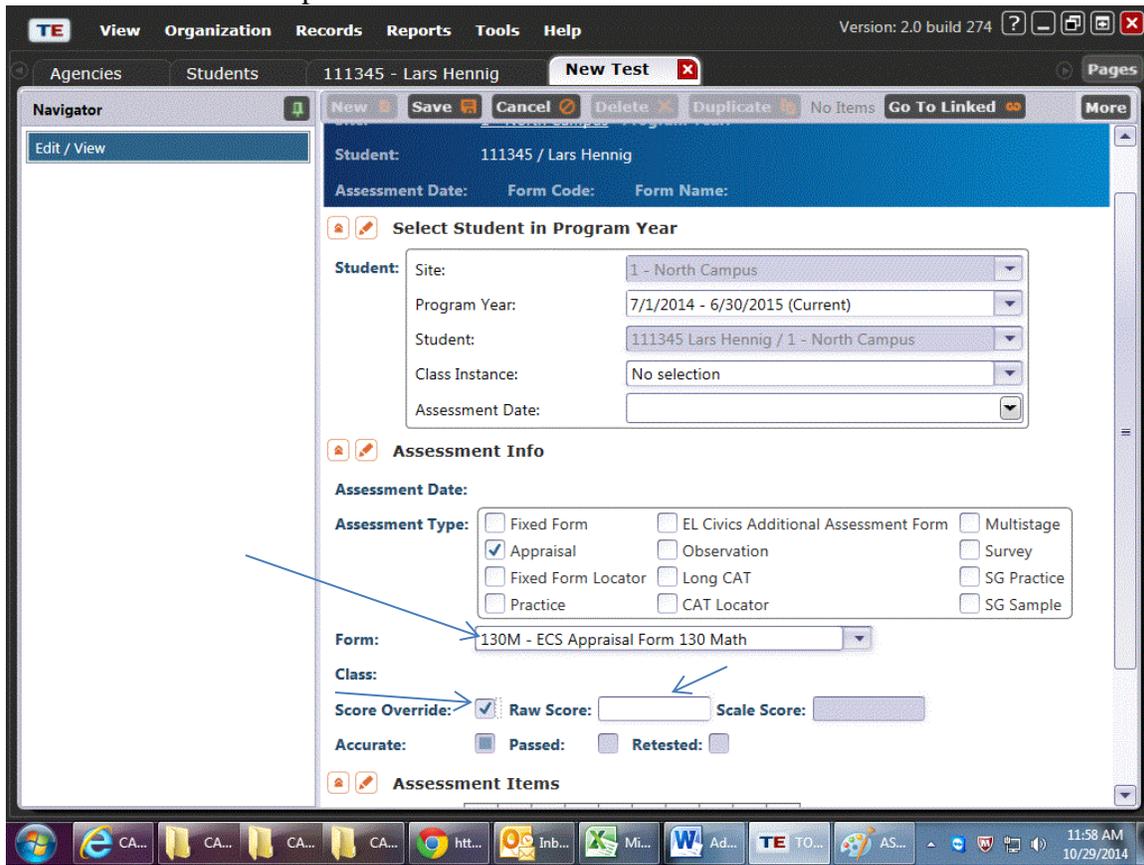
10) Once you click on the appropriate assessment type a drop down list of test forms will appear- if you don't see the correct form click on Select From Lister



11) A larger selection will appear- scroll to find the appropriate test and click on Pick in the upper right hand corner



12) Once you choose the correct form (in this case ECS Appraisal 130 Math) click score override to enter the raw score- then hit SAVE at the top



13) You will then see the record you created and the scale score will also appear.

