

TOPSpro Enterprise and eTests

Tips for the New School Year

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TIPS for the New School Year

Are you Back to School? The following tips will help you get started easier:

- Adding Users
 - Create User Accounts –Provide access through Groups
 - Two Levels of Access –Basic & Enhanced
 - Access Groups
- Replicating Classes
- Batch Replicating Testing Sessions

Adding Users: Giving Access to Staff

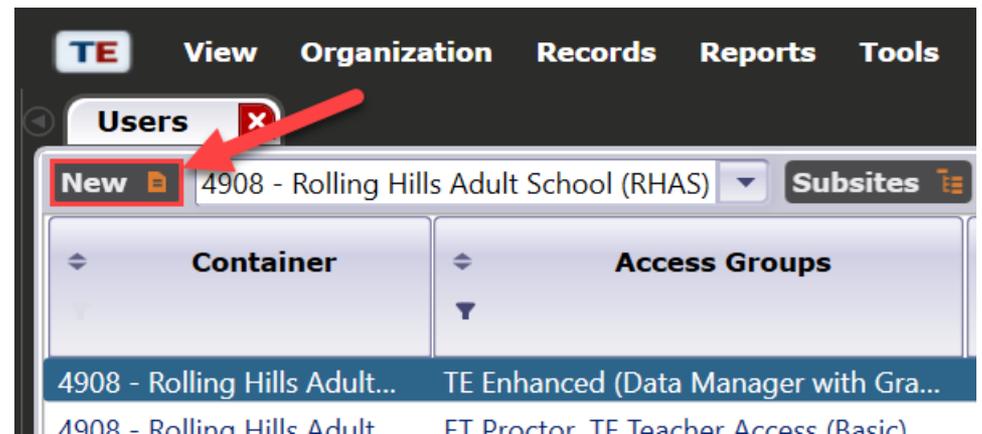
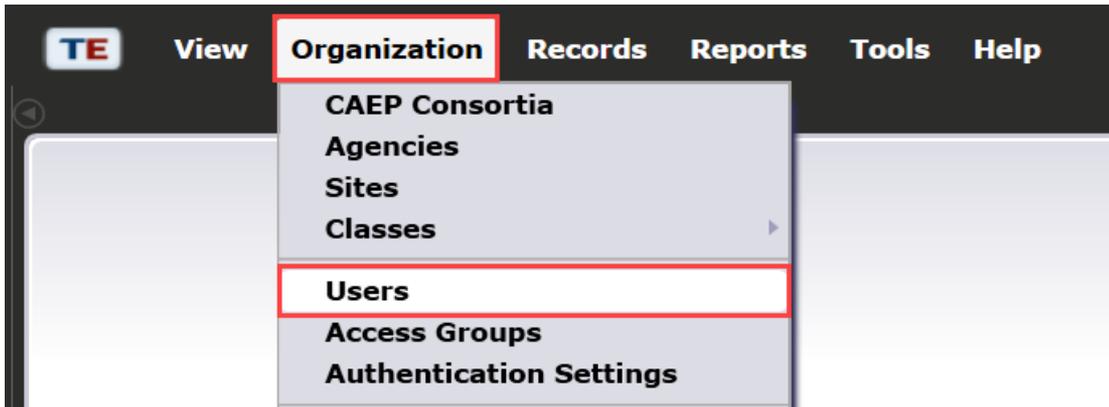
- Completing the **Coordinator/Proctor Certifications**, does not automatically provide access to users. New certified Proctors and/or Coordinators must forward the Certificate(s) of completion to Data Manager (DM), then a new user account is created by the DM, who also provides login credentials to staff member.
- CASAS recommends to manage and provide access through Access Groups.

Adding Users

- Click: Organization > Users > New
- Add username, password, First Name, Last Name and email fields as minimum
- Welcome to enter additional fields
- Click: Save

- Steps to Add and Manage Users document:
https://www.casas.org/docs/default-source/training-materials/steps-to-add-and-manage-users.pdf?sfvrsn=ebf2385a_6?Status=Master

Adding Users



Adding Users

The screenshot displays the 'New User' form in the CASAS system. The form is divided into several sections:

- Select Container:** Includes a checkbox for 'Link with existing personnel' and a dropdown menu for 'Container' set to '4908 - Rolling Hills Adult School (RHAS)'. A red arrow points to the 'Save' button at the top of the form.
- User Identification:** Includes fields for 'User Account' (RonMcDonald@rhas.org), 'Password', and 'Retype Password'. A red arrow points to the 'Add' button next to the 'Groups' dropdown.
- User Contact:** Includes fields for 'Contact ID (optional)', 'Title', 'First Name' (Ron), 'Middle Name', 'Last Name' (McDonald), 'Address', 'City', 'Zip', 'Phone', 'Fax', 'Email' (ronmcdonald@rhas.org), 'State' (Unknown), and 'Cell Phone'.

A confirmation dialog box titled 'TOPSpro Enterprise' is overlaid on the right side of the screen. It contains the following text:

I am Administrator 60.
 I confirm this user completed Proctor certification training.
 I have a copy of the Certificate of Completion on file.
 Click Yes to confirm.

The dialog box has 'Yes' and 'No' buttons at the bottom.

Features of “Basic” TOPSpro Enterprise

- ➔ Individual Student Skills Profile
- ➔ Individual Student Competency Performance

- ➔ Personal Score Report (at end of test)

- ➔ Test History -- of all test takers
 - CASAS test form, test date, scale score, and scores outside of accuracy range

- ➔ Next Assigned Test

- ➔ Test Administrations -- # of tests given per month

- ➔ Export student test data to 3rd Party data system

Features of “Enhanced” TOPSpro Enterprise

- Student Level Class Reports (Content Standards, Competencies)
- Monitor program effectiveness
 - Class, Site and Agency Data Reports
 - Track clients in multiple programs
 - “Special Programs” feature
- Record instructional hours
- Drill-down: reports-to-data
- Customizable lists, Ad hoc reporting
- State and Federal accountability reporting (NRS Fed Tables)

TE Enhanced and Basic Packages

CASAS eTests 

For more information on implementing CASAS eTests, please refer to the [Going Live! Checklist](#)

Basic Package: Web-Test Units (WTUs)
CASAS eTests together with Basic access to TOPSpro Enterprise

Quantity	WTU price each	Discounts taken automatically at checkout.
100 - 500	\$2.85	Minimum order = 100 WTUs.
501 - 1000	\$2.20	
1001 - 5000	\$2.00	
5001+	\$1.75	

A processing fee will be added to all orders for WTUs. Prices shown are for U.S.-based testing activity.

Please note that CASAS cannot accept returns on WTUs.



Web-test units (WTUs)
WTU0001

Your Price US\$2.85/EACH

Add to Cart >

Enhanced Package: TOPSpro Enterprise Units (TEUs)
CASAS eTests together with Enhanced access to TOPSpro Enterprise

Quantity	TEU price each	Discounts taken automatically at checkout.
100 - 500	\$3.45	Minimum order = 100 TEUs.
501 - 1000	\$2.80	
1001 - 5000	\$2.60	
5001+	\$2.35	

A processing fee will be added to all orders for TEUs. Prices shown are for U.S.-based testing activity.

Please note that CASAS cannot refund test units.



Enhanced Package TOPSpro Enterprise Units (TEU)
TEU0001

Your Price US\$3.45/EACH

Add to Cart >

Adding Users: Access Groups

- In General, regardless of the Level of Access the Agency has, these groups provide access to *TOPSpro Enterprise (TE)*:
 - **TE Admin Access:** Like a Data Manager access: Creates, Update and Delete data
 - **TE Basic Access:** List & View all records, no deletion privileges, and Generate reports
 - **TE Teacher Access:** Have access to their own classes, students, add attendance (TE Enhanced only)
- These Groups provide access to *eTests Online (ET)*,
 - **ET Coordinator/Proctor:** Create, Update, Delete, Start & Stop Testing Sessions
 - **ET Coordinator:** Create, Update & Delete Testing Sessions
 - **ET Proctor:** Start & Stop Testing Sessions

Adding Users: Giving Access to Staff

- Template of login credentials from DM to new user:
- **TOPSpro Enterprise Online (TE Client):**
 1. Go to: <https://etestsonline.org/> [this link varies with TE container: California, Global, Washington]
 2. Click: Install TE Client at top left of browser window (Windows 10 or 11 OS only)
 3. Select Container: (Global, California, Washington, Miami-Dade, or LARAEC)
 4. Enter Agency/Site ID: Use **<enter ID here>**
 5. Enter User: Use your e-mail address
 6. Enter Password: Temporarily set to your first name (lowercase)
 7. Reset Password: You are prompted automatically to change the temporary password

Replicating Classes

- Click Organization > Classes > Instances
- Click the Filter > Select last Program Year (7/1/21-6/30/22) click ok twice
- Click CTRL + A –key command, to select All Classes
- Click the More button > Batch Replicate
- Click the Replicate Class Instances button > Click Yes

You are now ready to start enrolling your students into their classes in this new program year.

Replicating Classes

The screenshot displays the CASAS TE software interface. At the top, a navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. Below this, a 'Class Instances' window is open, showing a search for '113 - Hill Valley Adult School'. The window has a toolbar with buttons for 'New', 'Subsites', 'Filter', 'Columns', 'Sort', 'Delete', 'Refresh', and 'Export'. The main area shows a table with columns for 'Site', 'Class ID', and 'Ext ID'. A 'Filter' dropdown menu is open, showing 'AND Program Years' with a list of date ranges from 7/1/2008 to 7/1/2022. The '7/1/2021 - 6/30/2022' option is selected. The menu also includes 'Current program year' and buttons for 'Select all', 'Invert', 'Clear', and 'Ok'.

Replicating Classes

TE View Organization Records Reports Tools Help Version: 4.0 build 30

Class Instances

113 - Hill Valley Adult School Subsites Filter Columns Sort Delete 7 / 7 Refresh Export Print (Default) Schema More

Site	Class ID	Extended ID	Class Description	Class Start Date	Class End Date	Instructional Programs	
3 - 3	SITE3	Site 3	Site 3	7/1/2021	6/30/2022	ESL/ELL	
2 - Site 2	SITE2	site 2 test	site 2 test	5/2/2022	6/30/2022	ESL/ELL	
1 - Site 1	858	High School Diploma	High School Diploma	7/1/2021	3/1/2022	High School Diploma	
1 - Site 1	102 MORN...	ESL Morning Class	ESL Morning Class	7/1/2021	6/30/2022	ESL/ELL	Distance Learning
1 - Site 1	101	ESL Beginning	ESL Beginning	7/1/2021	6/30/2022	ESL/ELL	Distance Learning
1 - Site 1	011114	011114	011114	7/1/2021	6/30/2022	ESL/ELL, Career and Techni...	Integrated Educatio
1 - Site 1	01	ABE Morning	ABE Morning	7/1/2021	12/31/2021	Basic Skills (ABE), Career an...	Distance Learning

More View Batch Delete Batch Edit Batch Replicate Child Lists

Replicate Class Instances in the Specified Program Year

Site ID	Class ID	Extended ID	Class Name	Start Date	End Date
1	01	ABE Morning	ABE Morning	07/01/2021	12/31/2021
3	SITE3	Site 3	Site 3	07/01/2021	06/30/2022
2	SITE2	site 2 test	site 2 test	05/02/2022	06/30/2022
1	858	High School Diploma	High School Diploma	07/01/2021	03/01/2022
1	102 MORNING	ESL Morning Class	ESL Morning Class	07/01/2021	06/30/2022
1	101	ESL Beginning	ESL Beginning	07/01/2021	06/30/2022
1	011114	011114	011114	07/01/2021	06/30/2022

Program Year and Class Instances Range

Program Year: 7/1/2022 - 6/30/2023

Start Date: 7/1/2022 End Date: 6/30/2023

Replicate Class Instances

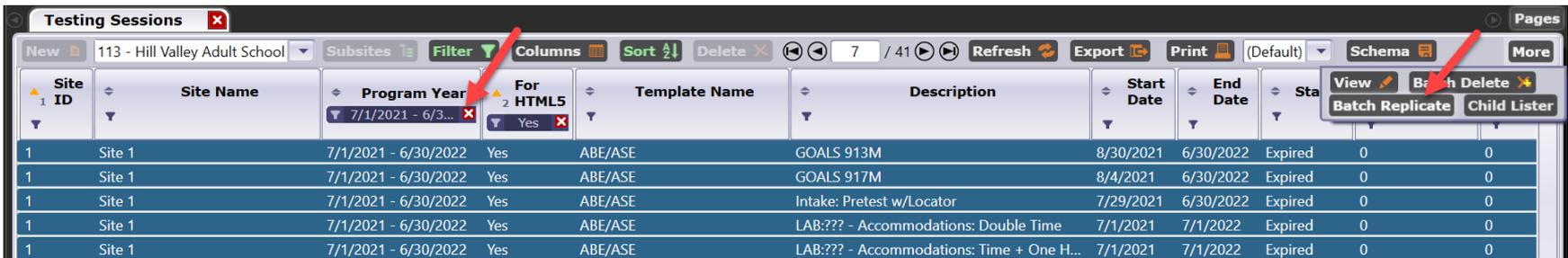
TOPSpro Enterprise

✓ 2 class instance record(s) were created out of 2 required.

OK

Batch Replicating Testing Sessions

- Organization > Testing Sessions > Filter for last Program Year: 7/1/21 - 6/30/22 > Click Ok.
- Click CTRL + A –key command, to highlight All existing sessions from last year > More > Batch Replicate



Site ID	Site Name	Program Year	For HTML5	Template Name	Description	Start Date	End Date	Status	View	Batch Replicate	Delete	Child Lister
1	Site 1	7/1/2021 - 6/30/2022	Yes	ABE/ASE	GOALS 913M	8/30/2021	6/30/2022	Expired	0	0		
1	Site 1	7/1/2021 - 6/30/2022	Yes	ABE/ASE	GOALS 917M	8/4/2021	6/30/2022	Expired	0	0		
1	Site 1	7/1/2021 - 6/30/2022	Yes	ABE/ASE	Intake: Pretest w/Locator	7/29/2021	6/30/2022	Expired	0	0		
1	Site 1	7/1/2021 - 6/30/2022	Yes	ABE/ASE	LAB:??? - Accommodations: Double Time	7/1/2021	7/1/2022	Expired	0	0		
1	Site 1	7/1/2021 - 6/30/2022	Yes	ABE/ASE	LAB:??? - Accommodations: Time + One H...	7/1/2021	7/1/2022	Expired	0	0		

Batch Replicating Testing Sessions

- Click Replicate Sessions from the pop-up window. A message will display once testing sessions are replicated

Template Name	Description	Site ID	Site Name	Program Year
ABE/ASE	LAB:??? - Intake: Pretest w/Locator	1	Site 1	7/1/2021 - 6/30/2022
ABE/ASE	GOALS 913M	1	Site 1	7/1/2021 - 6/30/2022
ABE/ASE	GOALS 917M	1	Site 1	7/1/2021 - 6/30/2022
ABE/ASE	Intake: Pretest w/Locator	1	Site 1	7/1/2021 - 6/30/2022
ABE/ASE	LAB:??? - Accommodations: Double Ti...	1	Site 1	7/1/2021 - 6/30/2022

Operation

Replicate sessions into new program year
 Replicate sessions into new site
 Replicate sessions into multiple sites

Program Year and Session Range

Program Year: 7/1/2022 - 6/30/2023

Start Date: 7/1/2022 End Date: 6/30/2023

Replicate Sessions

TOPSpro Enterprise

Are you sure you want to replicate the selected testing session records with the above parameters?

Yes No

Please wait...

Replicating session LAB:??? - Accommodations: Time + One Half...

TOPSpro Enterprise

34 testing session record(s) were created out of 35 required.
Failed to create 1 testing session record(s) out of 35 required.

OK

Summary

- Adding User Accounts for new staff members
- Provide them with the appropriate level of access
- Replicating Classes
- Batch Replicate Testing Sessions