

Training Outline

1. **Install and Open TE**
2. **Navigating TE**
 - a. Explore Menus and Submenus
3. **Finding Information in TE**
 - a. Understanding the Relationship of Records in TE
 - b. Customizing Lists of Records
 - c. Using the Navigator
 - d. Editing Client/student Information
4. **Adding Records Manually in TE**
 - a. Steps to Add Sites
 - i. Check *eTests Site* to enable access to eTests
 - b. Steps to Add and Manage Users
 - i. Enable WSCS Certified Access
 - ii. Enable eTests Coordinator and / or Proctor Access
5. **Register Testing Stations in eTests**
 - a. Access eTests website
 - i. STEP 1: Initiate Station Registration
 - ii. STEP 2: Confirm Station Registration
6. **Register Client/Student in eTests**
 - a. Sign in to eTests Management Console
 - i. Filter Testing Session list for WSCS sessions
 - ii. Check *Save table filters* at left of Testing Sessions list to retain filtered list
 - b. START session – **1. Registration w/Practice**
 - i. ADD Station(s) as appropriate to session
 - c. At client/student testing station(s)
 - i. Launch web browser and go to *eTests* website
 - ii. Click *Take a Test*
 - iii. Click *Run* for the *CASASWebTests.exe* file
 - iv. Client/student completes registration information
 - v. Client/student practices reading and math test items*
7. ***Identify Client/student for WSCS in TE**
 - a. Access TE Online – while client/student completes practice items
 - i. Filter Records > Client/students > Demographics
 - ii. Filter ID or Name column for Client/student
 - iii. Check *Is WSCS* at bottom of client/student demographics record
 - iv. Click *Save* from Toolbar at top of the client/student demographics record
8. **Administer Reading and Math GOALS in eTests**
 - a. Return to eTests Management Console
 - i. STOP Session – **1. Registration w/Practice**
 - ii. START Session – **2. Pretest: Reading & Math GOALS**
 - iii. ADD Station(s) as appropriate to session

- b. At client/student testing station(s)
 - i. Direct client/student to complete Reading (or Math) GOALS**
 - ii. Direct client/student to complete Math (or Reading) GOALS**
****Tip!** Alternate test modality between clients/students seated next to each other.
 - iii. Direct client/student to Log Out of the testing application
 - iv. EXIT the testing application on each testing station for adherence to test security
 - c. At eTests Management Console
 - i. STOP session – **2. Pretest: Reading & Math GOALS**
 - ii. LOG OUT of the eTests Management Console
 - iii. EXIT the eTests Management Console for adherence to test security
- 9. Retrieve Test Results and Generate Client/Student Performance Reports in TE**
- a. Access TE Online
 - b. Click Reports from the Menu Bar
 - i. Select Test Results >
 - 1. Skills Profile > Individual Skills Profile**
 - a. Select Student Demographics from the Report Setup Navigator
 - b. Uncheck all client/students and check client/student for generating reports
 - c. Click Generate from the Toolbar at top of the Report Generator
 - 2. Content Standards > Student Content Standard Performance**
 - a. Select Student Demographics from the Report Setup Navigator
 - b. Uncheck all client/students and check client/student for generating reports
 - c. Click Generate from the Toolbar at top of the Report Generator
- 10. Send Clients/Students to LRI from TE**
- a. Click Records > Students > Demographics
 - i. Click **LRI** from the Toolbar at top of the list of records (may need to click More at top right to access the LRI button)
 - ii. Click **Send Students to LRI** from the LRI menu
- 11. Retrieve LRI Login and Password from TE**
- a. Right-click in the students demographics header
 - i. Click to **Show LRI Login**
 - ii. Click to **Show LRI Password**
- 12. Save Customized Student Demographics Lister for WSCS in TE**
- a. Click **More** from the Toolbar at top of the list of student demographics list of records
 - b. Click **Edit Scheme**
 - c. Enter Scheme Name **WSCS**
 - d. Click **Save**
- 13. Disconnect and Exit TE**
- a. In compliance with Confidential FERPA-Protected Information (Family Educational Rights and Privacy Act)
- 14. Soft Skills Assessments in LRI**
- 15. Get LRI results in TE**
- 16. Generate WSCS reports**