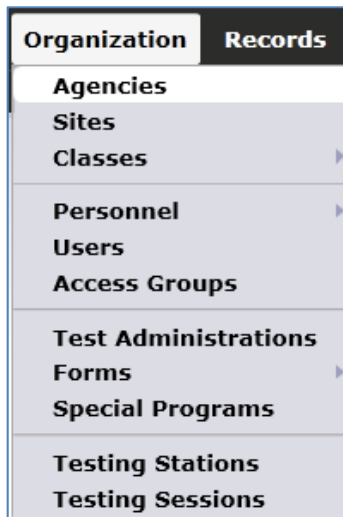
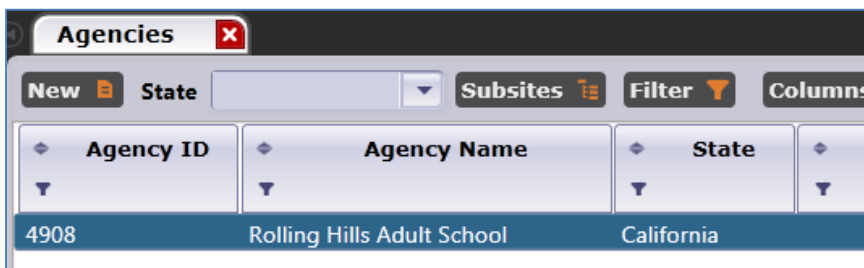


Organization - Agencies

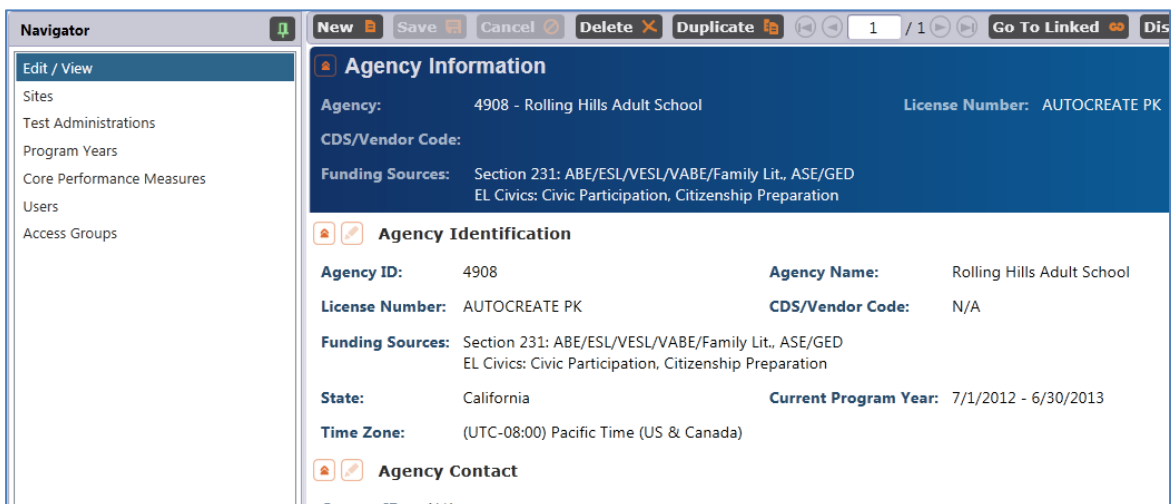
1. On the **Organization** menu, select **Agencies**.



2. Double-click anywhere on the row to open the Agency Record.



3. This opens to the **Edit/View** screen, where you can find basic information about the agency, such as Agency ID, Name, location, and funding sources.



- To make changes on this screen, click the **Edit** icon.



- Enter the information applicable to this agency.

Agency Identification

Agency ID: **Agency Name:**

License Number: **CDS/Vendor Code:**

State:

Current Program Year:

Time Zone:

Funding Sources (for current PY):

<input type="checkbox"/> Section 225	<input checked="" type="checkbox"/> Section 231	<input checked="" type="checkbox"/> EL Civics
	<input checked="" type="checkbox"/> ABE/ESL/VESL/VABE/Family Lit.	<input checked="" type="checkbox"/> Civic Participation
	<input type="checkbox"/> ESL-Citizenship	<input checked="" type="checkbox"/> Citizenship Preparation
	<input checked="" type="checkbox"/> ASE/GED	

- Click **Save**.
- On the Navigator bar, click **Sites**. This generates a list of sites currently assigned to the agency.

Navigator

- Edit / View
- Sites**
- Test Administrations
- Program Years
- Core Performance Measures
- Users
- Access Groups

Agency Information

Agency: 4908 - Rolling Hills Adult School

CDS/Vendor Code:

Funding Sources: Section 231: ABE/ESL/VESL/VABE/F...
EL Civics: Civic Participation, Citizen...

Sites

New Subsites Filter Columns

Site ID	Site Name
1	North Campus
11	North City ESL
2	South Campus
5	Center for Adults with Disabi...
6	Southwest Campus
3	East Campus
4	West Campus

- Test Administrations** provides information about test units to agencies that are also using eTests Online.

Navigator

- Edit / View
- Sites
- Test Administrations**
- Program Years
- Core Performance Measures
- Users
- Access Groups

Agency Information

Agency: 4908 - Rolling Hills Adult School License Number: AUTOCREATE PK

CDS/Vendor Code:

Funding Sources: Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/GED
EL Civics: Civic Participation, Citizenship Preparation

Test Administrations

New Subsites Filter Columns Sort Delete Refresh

WTU ID	Date Purchased	WTUS Purchased	WTUS Reserved	WTUS Used
AUTO_1000002	9/19/2012	0	0	1

9. Program Years lists all of the years for which your TE installation is applicable.

The screenshot shows the 'Program Years' interface. On the left is a 'Navigator' sidebar with options: Edit / View, Sites, Test Administrations, Program Years (selected), Core Performance Measures, Users, and Access Groups. The main area is titled 'Agency Information' and displays: Agency: 4908 - Rolling Hills Adult School, License Number: AUTOCREATE PK, CDS/Vendor Code, and Funding Sources: Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/GED; EL Civics: Civic Participation, Citizenship Preparation. Below this is a 'Program Years' section with a table:

Funding Sources	Program Year
Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/GED; EL Civics: Civic Participation, Citizenship Preparation	7/1/2010 - 6/30/2011
Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/GED; EL Civics: Civic Participation, Citizenship Preparation	7/1/2011 - 6/30/2012
Section 231: ABE/ESL/VESL/VABE/Family Lit., ASE/GED; EL Civics: Civic Participation, Citizenship Preparation	7/1/2012 - 6/30/2013

10. Double-click the row of the current year to edit and view information needed for state and federal reporting.

The screenshot shows the 'Program Year Information' interface for the year 7/1/2012 - 6/30/2013. It includes sections for 'Funding Sources', 'Adult Education Personnel', 'Years of Experience', and 'Certification'. The 'Adult Education Personnel' table is as follows:

Function	Part-time Personnel	Full-time Personnel	Unpaid Volunteers
Local-level Administrative/Supervisory/Ancillary Services	0	0	0
Local Teacher	0	0	0
Local Counselor	0	0	0
Local Paraprofessional	0	0	0

The 'Years of Experience' table is:

Experience	Part-time Personnel	Full-time Personnel
Less than one year	0	0
One to three years	0	0
More than three years	0	0

The 'Certification' table is:

Certificate	Part-time Personnel	Full-time Personnel
No certification	0	0
Adult Education Certificate	0	0
K-12 Certification	0	0
Special Education Certification	0	0
TESOL Certification	0	0

The 'Average Daily Attendance' table is:

Subsection	Enrollment	Enrollment (edits)	ADA	ADA (edits)	ADA IP	ADA IP (edits)
1. Elem. Basic Skills (Equivalent to Grades 1-8)	0	0	0	0	0	0
2. High Sch. Subj. (Equivalent to Grades 9-12 and GED Prep.)	0	0	0	0	0	0

11. Close that tab and return to the Navigator bar. Click **Core Performance Measures**. This displays information about students requiring follow-up for core performance reporting. (California funded agencies only).

The screenshot shows the 'Core Performance Measures' interface. The 'Navigator' sidebar now has 'Core Performance Measures' selected. The main area displays a table with columns: Core Performance Measure, Federal Table, Generation Date, Program Year, Quarter, and Random Sample Size. The data rows are:

Core Performance Measure	Federal Table	Generation Date	Program Year	Quarter	Random Sample Size
Entered Employment	5	3/22/2013	7/1/2012 - 6/30/2...	1	1
Retained Employment	5	3/22/2013	7/1/2012 - 6/30/2...	1	1

12. **Users** displays a list of user names that are currently granted access into your installation of TE.

The screenshot shows the TE software interface. On the left is a Navigator menu with options: Edit / View, Sites, Test Administrations, Program Years, Core Performance Measures, **Users**, and Access Groups. The main area is titled 'Agency Information' and contains the following details:

- Agency: 4908 - Rolling Hills Adult School
- License Number: AUTOCREATE PK
- CDS/Vendor Code:
- Funding Sources: Section 231: ABE/ESL/VESL/WABE/Family Lit., ASE/GED, EL Civic: Civic Participation, Citizenship Preparation

Below the Agency Information is the 'Users' section, which contains a table with the following columns: User Account, Name, Contact ID, Phone, Fax, and Email. The table lists the following users:

User Account	Name	Contact ID	Phone	Fax	Email
ADMIN	CASAS Tech Support		18002551036/4		TECHSUPPORT@CASAS.ORG
COORDINATOR0@RHAS.ORG		0			
COORDINATOR1@RHAS.ORG		1			
COORDINATOR10@RHAS.ORG		10			
COORDINATOR11@RHAS.ORG		11			

13. **Access Groups** displays a list of all the groups at your agency that currently have access to your TE installation.