

# Annotated Release Notes

## TOPSpro Enterprise 3.0 Build 80 6/26/20

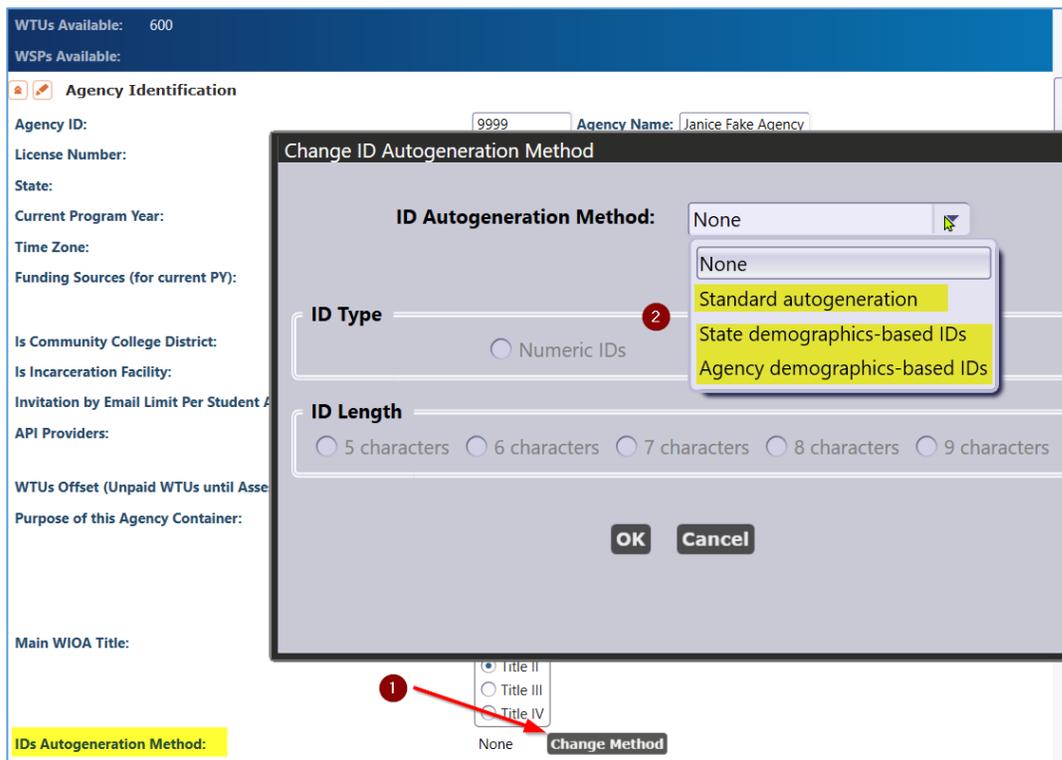
- New:** Agencies can now use TE to autogenerate student IDs. If autogeneration is turned on under **Organization** → **Agencies** then both TE and eTests will generate an ID when a new student is added to either TE or eTests.

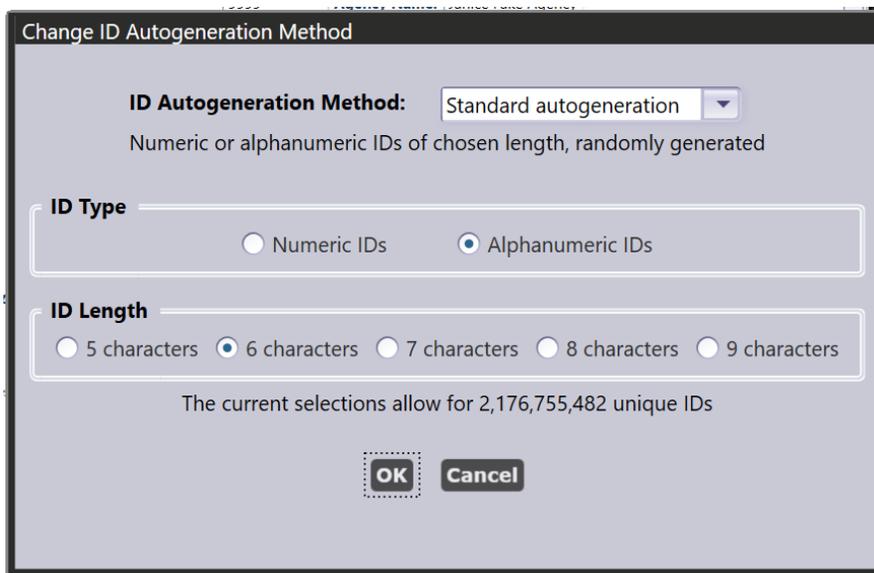
**NOTE: The initial release of this feature requires the assistance of CASAS Tech Support. In subsequent releases, there will be a Data Manager Access Group setting that allows the agency to change the method of generating IDs without any CASAS intervention.**

*This is VERY useful for the new program year (if you're not using a 3<sup>rd</sup> party SIS).*

*There are three different auto-numbering schemes to choose from:*

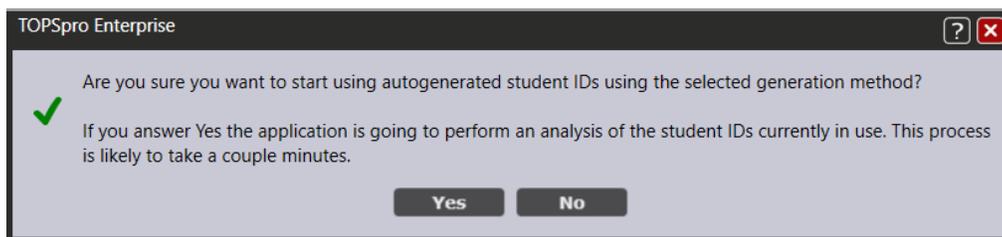
- (A) Standard (random) – 3 to 6 char chosen length
- (B) State Demographics (Name+DOB+counter) – 10 char fixed length
- (C) Agency Demographics (Name+DOB+suffix) – 6 char fixed plus 3 to 6 char chosen length





(A) When you click on the number of characters in the Student ID Length, TE will display how many unique student IDs are possible.  
 HINT: Using an ID Type of “Alphanumeric” (A-Z plus 0-9) generates a substantially larger number of unique IDs.

After you click <OK>, TE will prompt you to approve a quick analysis (no data will change, this is simply for internal purposes). Click <Yes>.



Now when you go to **Records → Students → Demographics**, you can create a <NEW> student and see they have an autogenerated ID (in this case, 6 alphanumeric characters):

TE View Organization Records Reports Tools Scoring Help User: Janice Fera Version: 3.0 build 80

Agencies 9999 - Janice Fake... Students **New Student**

New Save Cancel Delete Duplicate New / 8 Go To Linked Disconnect Section List Collapse All (Default) Edit Schema Design Mode View Mode

**Student Information**

Agency/Site: 9999 - Janice Fake Agency  
 Student: G9RUIY Birth Date: 1/1/2000 Gender: Female

Select Site  
 Site: 9999 - Janice Fake Agency

Identification  
 Student ID: G9RUIY Gender:  N/A  Female  Male  Non-binary  
 Title:   
 First Name: Student1  
 Middle Name:   
 Last Name: Test1  
 Birth Date: 1/1/2000  
 SSN:   
 SSN Consent: Unknown  
 Data Sharing Consent: Unknown  
 SSID:   
 NEDP ID:   
 Does not have SSN:   
 GED ID:   
 HISET ID:   
 TASC ID:   
 CaIJOBS ID:   
 Use Autogenerated ID:  Yes  No

Education  
 Highest Year of School: 11  
 School Outside US:   
 Highest Degree or Diploma:  
 None  A. A./A.S. Degree  
 HSE Certificate  4 yr. College Graduate  
 High School Diploma  Higher than B.A./B.S.  
 Technical/Certificate  Individual Education Plan  
 Some college, no degree  Other Diploma/Degree  
 CAHSEE Scores:  
 Date Score Passed  
 Add Score

- (B) *The second option, State Demographics, is similar. This method generates a 10-char fixed-length alphanumeric code: LFFMMAaaa (i.e., first 2 letters of Last name (TE) + first two letters of First name (ST) + Month (03) + alphanumeric counter (07Z6)).*

*Insider notes: the ID Type and ID Length choices will probably be removed from here in the next release since this formatting isn't user-modifiable.*

Change ID Autogeneration Method

**ID Autogeneration Method:** State demographics-based IDs  
 IDs based on last name, first name and DOB, plus a fixed-length DOB-related state counter

**ID Type**  
 Numeric IDs  Alphanumeric IDs

**ID Length**  
 5 characters  6 characters  7 characters  8 characters  9 characters

OK Cancel

**Student Information**

Agency/Site: 9999 / 1 - 1

Student: TEST0307Z6 / Studentx Testx      Birth Date: 3/1/1993      Gender: Male

**Add Entry/Update Record**

---

**Identification**

Student ID:       Gender:  N/A      SSN:

Title:        Male       Do

First Name:        Female      SSN Consent:        Non-binary      Data Sharing Consent:       Birth Date:       SSID:

---

**Education**

Highest Year of School: 11      Highest Degree or Diploma: None

(C) The third option employs a “suffix” (in this example, 4 alphanumeric characters appended to the 6-character name+DOB). Selecting a value of 5 or 6

Change ID Autogeneration Method

**ID Autogeneration Method:** Agency demographics-based IDs

IDs based on last name, first name and DOB, plus a variable-length DOB-related agency counter

**ID Suffix Type**

Numeric IDs       Alphanumeric IDs

**ID Suffix Length**

3 characters       4 characters       5 characters       6 characters

The current selections allow for 1,679,615 unique IDs for students with the same month and day of birth

**NOTE:** Using this method, when you create new a student record, the ID is blank until you click <SAVE>. Then it is calculated and saved with the record.

Student Information

Agency/Site: 9999 / 1 - 1

Student: TEST030002 / Studentzz Testzz      Birth Date: 3/1/1993      Gender: Male

Add Entry/Update Record

Identification

Student ID: TEST030002      Gender:  N/A      SSN:

Title:       Male      SSN Consent:

First Name: Studentzz       Female      Data Sharing Consent:

Middle Name:       Non-binary

Last Name: Testzz      Birth Date: 3/1/1993      SSID:

Education

Highest Year of School: 11      Highest Degree or Diploma: None

- New:** Self-declared NRS Levels 1-6 can now be used for NRS Tables placement until an NRS approved pretest can be administered.

*This is also VERY useful for the new program year. Similar to a "self-reported level" used with HSE/HSD students who can be marked as ABE 5 at entry and ABE 6 at exit, to show the gain if they test above the usual pretest level. A recent OCTAE webinar and memo refers to this as "Provisional EFL Placement".*  
**OCTAE 20-5:** <https://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/octae-pm-20-5-covid-faqs-final.pdf>

*Example: Student Yolanda D. is continuing her studies in the new program year 20-21. Based on her attendance hours (and possibly teacher recommendation) she should be provisionally assigned into the next EFL level (moving up from ABE 5 to 6).*

*Open the lister: **Records** → **Students** → **Records**, and search for the student. Edit her record, and click <NEW>. Set the Program Year, today's date, and set the "Instructional Level" to the desired EFL (in this case ABE 6). Click <SAVE>.*

**Student Record Information**  
 Site: 01 - RHAS: North Campus Program Year:  
 Student: 4680447 / Yolanda Deurloo Record Date: 7/1/2020

**Select Student in Program Year**  
 Student: Site: 4908 - Rolling Hills Adult School (RHAS)  
 Program Year: 7/1/2020 - 6/30/2021  
 Student: 4680447 Yolanda Deurloo / 01 - RHAS: North Campus

**Education Goals**  
 Record Date: 7/1/2020  
 Goals: N/A, Primary, Improve basic skills, ABE/ASE - Level 1, ABE/ASE - Level 2, ABE/ASE - Level 3, ABE/ASE - Level 4, ABE/ASE - Level 5, ABE/ASE - Level 6, ABE/ASE - Completed Level 6, Primary, Work-based project, Primary, Family Goal, Primary, U.S. Citizenship, Primary, Military, Primary, Personal Goal, Primary, Enter short-term training, Primary, Get off TANF or other P, Primary, None

**Instructional Levels:**  
 ESL  
 ABE/ASE ABE/ASE - Level 6

Site	Stu... ID	Name	Record Date	Labor Force Status	Primary Goals	Instructional Levels	Special Program Ent
01 - R...	6688244	Yoshiko Braverman	3/13/2020			ABE/ASE - Level 6	
01 - R...	6688244	Yoshiko Braverman	4/16/2020			ABE/ASE - Level 6	
01 - R...	4680447	Yolanda Deurloo	3/6/2020			ABE/ASE - Level 5	
01 - R...	4680447	Yolanda Deurloo	7/1/2020			ABE/ASE - Level 6	

- New:** Filter by Funding Sources to NRS Core Performance Students Lister.  
 Added to differentiate between various CAEP and WIOA agency data.  
 Example: List only students participating in 243/IELCE.

Open the lister: **Records** → **NRS Core Performance Students**  
 Click on the "Filter" tab at the top. Click on a "+" to add another filter criteria.

... You'll see Agency Program Year: Funding Sources

The screenshot shows the 'NRS Core Performance Student' report for '4908 - Rolling Hills Adult School (RHAS)'. The table lists students with their IDs, names, and exit quarters. A filter menu is open, showing various filter categories. The 'Agency Program Year' category is expanded, and 'Funding Sources' is highlighted. A red arrow points to the 'Funding Sources' option. Another red arrow points to the 'Filter' dropdown, and a third red arrow points to the 'Agency Program Year' category.

The 'Funding Sources' filter dropdown menu lists the following options:

- N/A
- Section 225 - Adult Basic Education
- Section 225 - English as a Second Language
- Section 225 - Vocational ESL
- Section 225 - Vocational ABE
- Section 225 - Adult Secondary Education
- Section 225 - General Education Development
- Section 231 - Adult Basic Education
- Section 231 - English as a Second Language
- Section 231 - ESL-Citizenship
- Section 231 - Vocational ESL
- Section 231 - Vocational ABE
- Section 231 - Family Literacy
- Section 231 - Adult Secondary Education
- Section 231 - General Education Development
- EL Civics - Civic Participation
- EL Civics - Citizenship Preparation
- Section 243 - 243 Integrated EL Civics (IELCE)

Buttons at the bottom: Select all, Invert, Clear, Ok

4. New: Option to see tests marked as "Remote Tests" in Test Administrations report.



**Run Reports → CASAS eTests → Test Administrations**

Report Setup Navigator: 4908 - Rolling Hills Adult School (RHAS) | Aggregated | Subsites | Generate | View Reporting Session

Selected: Agency | Available: (empty)

Report Style Option:  B&W  Blue  Green  Red

Page Orientation:  Portrait  Landscape

Special Options

Aggregate Multiple Agencies:

Reporting Level:  Agency  Site

Break on Modality:

Break on Form Level:

Count:  Regular WTUs  NEDP WTUs  WSCS WTUs  Non WTUs  Field Test  Remote Tests

From this report, you can right-click to analyze "Tests Population"

CASAS Test Administrations Page 1 of 1  
06/26/2020 08:17:00 by Agency CTA2

Program Year: 2019-2020

Agency	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
4908 - Rolling Hills Adult School (RHAS)	75	920	372	501	284	237	361	122	245	325	567	7	4,016

Context Menu: Tests Population, Student Program Year Population

Program Year = 2019-2020, Agency = 4908 - Rolling Hills Adult School (RHAS), Month = Jun

Site	Stude... ID	Remote Test	Name	Assessment Date	Form	Scale Score	Accurate	Cons Estin
03 - RHAS:...	0807112	No	Brenda Godhasara	6/1/2020	913M	222	Yes	No
03 - RHAS:...	2150463	No	Alaan A. Donor	6/1/2020	913M	215	Yes	No
03 - RHAS:...	2105779	No	Adhaba Angelica Otero	6/1/2020	913M	210	Yes	No
03 - RHAS:...	2094932	No	Janeet Leticia Seehoffer	6/1/2020	913M	222	Yes	No
03 - RHAS:...	2140536	No	Qi Omar 000s98	6/1/2020	917M	234	Yes	No
03 - RHAS:...	1232473	No	Lucene Leticia Azeez	6/1/2020	917M	-	No	No
03 - RHAS:...	0763182	No	Nhac Justiniano	6/1/2020	917M	234	Yes	No

5. Updated: [North Carolina only]: Proxy date range for North Carolina to April 2 – June 30.

6. Updated NRS Assessments Audit:

Start with any NRS report that allows a drill down to NRS Assessments Audit.

Example: Run Reports → Federal reports > NRS Tables 1-11 ... “Deselect All” and choose NRS Table 4.  
<GENERATE>

**NRS Table 4**  
Measurable Skill Gains by Entry Level  
All Student Activity Dates

Agency: 4908 - Rolling Hills Adult School (RHAS) Program Year: 2019-2020

Entering Educational Functioning Level (A)	Number of Participants (B)	Total Number of Participants Excluded from MSG Performance (C)	First Period of Participation				All Periods of Participation					
			Total Attendance Hours for all participants (D)	Number who achieved at least one educational functioning level gain (E)	Number who attained a secondary school diploma or its equivalent (F)	Number Separated Before Achieving Measurable Skill Gains (G)	Number Remaining in Program without Measurable Skill Gains (H)	Percentage Achieving Measurable Skill Gains (I)	Total number of Periods of Participation (J)	Total number of Periods of Participation in which Participants achieved at least one EFL gain (K)	Total number of Periods of Participation in which a HSD or HSE was attained (L)	Percentage of Periods of Participation with Measurable Skill Gains (M)
ABE Level 1	3	0	468	0	0	1	2	0.00	3	0	0	0.00
ABE Level 2	6	0	655	0	0	2	4	0.00	6	0	0	0.00
ABE Level 3	7	0	557	0	0	2	5	0.00	8	0	0	0.00
ABE Level 4	28	0	2,685	8	7	4	9	53.57	30	8	7	50.00
ABE Level 5	358	0	22,083	59	5	2	7	53.57	359	59	33	25.63
ABE Level 6	50	0	4,142	1	1	1	1	100.00	51	1	14	29.41
<b>ABE Total</b>	<b>452</b>	<b>0</b>	<b>30,590</b>	<b>68</b>	<b>14</b>	<b>10</b>	<b>26</b>	<b>53.57</b>	<b>457</b>	<b>68</b>	<b>54</b>	<b>26.70</b>
ESL Level 1	49	0	3,605	35	3	1	1	100.00	50	35	0	70.00
ESL Level 2	110	0	8,074	73	1	1	1	100.00	110	73	0	66.36
ESL Level 3	278	0	20,064	170	1	1	1	100.00	283	172	1	61.13
ESL Level 4	560	0	44,884	303	1	1	1	100.00	570	303	3	53.68
ESL Level 5	536	0	51,409	295	1	1	1	100.00	547	298	4	55.21
ESL Level 6	585	0	56,341	191	1	1	1	100.00	603	194	9	33.67
<b>ESL Total</b>	<b>2,118</b>	<b>0</b>	<b>184,377</b>	<b>1,067</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>100.00</b>	<b>2,163</b>	<b>1,075</b>	<b>17</b>	<b>50.49</b>
<b>Grand Total</b>	<b>2,570</b>	<b>0</b>	<b>214,967</b>	<b>1,135</b>	<b>19</b>	<b>16</b>	<b>16</b>	<b>53.57</b>	<b>2,620</b>	<b>1,143</b>	<b>71</b>	<b>46.34</b>

OMB Number 1830-0027, Expires 11/30/2020.

Hover your mouse over a non-zero value. You'll see a red box appear. Right-click to choose "Drill Down to Assessments Audit".

- Renamed 'Hours Since Last Test' column to 'Hours Since Linked Pretest'.
- Added drill down on **Hours Since Linked Pretest** to detail those hours  
This is a much better name for this column heading.  
A pre and post-test are "linked" if together they validate an MSG.



Example: If a student takes a pretest followed by two post-tests a couple months apart, you'll want to know the total #hours of instruction between the pretest and the second post-test.

TE View Organization Records Reports Tools Help User: Administrator 26 Version: 3.0 build 80

NRS Tables NRS Tables on June...

Report Viewer Navigator Export Print 8 / 11 Layout Settings Fit Page Fit Width Two Pages More

Drill Down to Assessments Audit, Program Year = 2019-2020, Agency = Rolling Hills Adult School (RHAS), Educational Functioning Level = ESL Level 6, Achieved EFL Gain = Yes.

CASAS  
06/26/2020 07:04:31  
NRS Table 4  
Drill Down to Assessments Audit Page 8 of 11 NRS4  
Measurable Skill Gains by Entry Level  
All Student Activity Dates

Agency: 4908 - Rolling Hills Adult School (RHAS)  
Program Year: 2019-2020

Student	Pop #	Start Date	End Date	Scale	Modality	Pair w/carryover	Pair inside Pop	Retested	Date	Hours Since Linked Pretest	Form	Score	Level	Gain	Level gain	
Riglin, Hosneara Leticia	4473190	107/01/2019	06/30/2020	CASAS RML	R				10/11/2019	185R	226	ESL L6				
Rivas-deleon, Soufaiya	6215697	107/01/2019	06/30/2020	CASAS RML	R				05/07/2020	72	185R	241	ABE L5	15	Y	
Rochin, Fu Felipe	1243038	108/27/2019	05/30/2020	CASAS 980L	L				11/14/2019	185R	237	ABE L5	15	Y		
				CASAS Math 900	M				09/14/2019	985L	240					
				CASAS RML	R				11/13/2019	42	986L	238			-2	
Rodriguez, Carla	4612199	107/01/2019	06/30/2020	CASAS 980L	L				05/30/2020	913M	223	ABE L4				
				CASAS RML	R				08/27/2019	187R	233	ESL L6				
				CASAS 980L	L				10/24/2019	43	188R	236	ABE L5	3	Y	
Romero-gutierrez, Teja	6673281	107/01/2019	06/30/2020	CASAS RML	R				09/21/2019	985L	223	ESL L6				
				CASAS RML	R				05/15/2020	28	986L	231			8	Y
				CASAS RML	R				08/17/2019	185R	222	ESL L6				
Roque, Yalda Angelica	2145684	102/06/2020	05/23/2020	CASAS 980L	L				01/25/2020	185R	228	ESL L6				
				CASAS RML	R				02/28/2020	186R	233	ABE L5	9	Y		
				CASAS RML	R				02/16/2020	985L	223	ESL L6				
				CASAS 980L	L				05/02/2020	91	986L	227	ESL L6	4	Y	
				CASAS RML	R				04/16/2020	82	188R	242	ABE L5	5	Y	

TE View Organization Records Reports Tools Help User: Administrator 26 Version: 3.0 build 80

NRS Tables NRS Tables on June...

Report Viewer Navigator Keep Session New Filter Columns Sort Delete Batch Delete Batch Edit 1 / 31

Student Program Year = Roque, Yalda Angelica - 2145684, Participation Sources = Daily Attendance, Record Date >= 2/16/2020, Record Date < 5/2/2020

Site	Stu... ID	Name	Class ID	Class Name	Record Date	Combined Attendance
03 - RHA...	2145684	Yalda Angelica Roque	29067	ESL High Intermediate	2/19/2020	Daily Attendance: 2:30
03 - RHA...	2145684	Yalda Angelica Roque	28948	ESL Conversation	2/19/2020	Daily Attendance: 3:00
03 - RHA...	2145684	Yalda Angelica Roque	29067	ESL High Intermediate	2/26/2020	Daily Attendance: 3:00
03 - RHA...	2145684	Yalda Angelica Roque	28948	ESL Conversation	2/26/2020	Daily Attendance: 3:00
03 - RHA...	2145684	Yalda Angelica Roque	29067	ESL High Intermediate	2/28/2020	Daily Attendance: 3:00
03 - RHA...	2145684	Yalda Angelica Roque	28948	ESL Conversation	2/28/2020	Daily Attendance: 3:00
03 - RHA...	2145684	Yalda Angelica Roque	29067	ESL High Intermediate	3/5/2020	Daily Attendance: 3:00
03 - RHA...	2145684	Yalda Angelica Roque	28948	ESL Conversation	3/5/2020	Daily Attendance: 3:00
03 - RHA...	2145684	Yalda Angelica Roque	29067	ESL High Intermediate	3/7/2020	Daily Attendance: 3:00

- c. Removed unnecessary bold fonts. Only when there are multiple pairs to choose from the chosen one is highlighted in bold.
- d. Updated drill down to **Student Class Record** to show only selected hours source.

**7. Updated NRS Monitor:**

Start with any NRS report that allows a drill down to NRS Assessments Audit.

Example: Run Reports → Federal reports > NRS Tables 1-11 ... “deselect all” and choose NRS Table 4.

<GENERATE>

Hover your mouse over a **name** in the Student column. You’ll see a red box appear.

Right-click to choose “Drill Down to Monitor”.

Or, you can generate the report directly from Reports → Federal reports > NRS Tables Monitor

- a. Added drill down to Student Assessment Population Lister.



TE View Organization Records Reports Tools Help User: Administrator 26 Version: 3.0 build 80

NRS Tables NRS Tables on June... NRS Tables Monitor NRS Tables Monitor...

Report Viewer Navigator Keep Session New Filter Columns Sort Delete Batch Delete Batch Edit 1 / 2 Refresh

Student Program Year = Bonsu, Raide A. - 2132406

Site	Stude... ID	Remote Test	Name	Assessm... Date	Form	Scale Score	Accu...	Cons... Estim...
03 - RHAS: S...	2132406	No	Raide A. Bonsu	1/16/2020	907R	232	Yes	No
03 - RHAS: S...	2132406	No	Raide A. Bonsu	3/6/2020	908R	245	Yes	No

b. Added drill down to PoP Audit.

Drill Down to PoP Audit, Student Program Year = Bonsu, Raide A. - 2132406.

CASAS 06/26/2020 07:45:45 Page 1 of 1 NRSM2

NRS Tables Monitor Drill Down to PoP Audit

by Agency: 4908 - Rolling Hills Adult School (RHAS)

Program Year: 2019-2020 Agency: 4908 - Rolling Hills Adult School (RHAS)

D Student	PoP	Daily			Update			Cumulated			Test			Overall Hours				
		Start Date	End Date	H	Start Date	End Date	H	Start Date	End Date	H	Start Date	End Date	H	D	U	C	T	
Bonsu, Raide A.	2132406	1	01/14/2020	03/13/2020	54													54

Number of Students: 1

Drill Down Parameters : Student Program Year = Bonsu, Raide A. - 2132406

Report data generated at 6/26/2020 7:34:45 AM  
Base container is: Agency 4908 - Rolling Hills Adult School (RHAS)  
Interrogation mode is: 'Aggregated data'

*(If this student had attendance during more than one PoP, there would be additional lines in the report above.)*

- c. Updated drill down to student class record to show only selected hours source.
- d. Added drill downs on Number of Students field at the end of the report.



**eTests**  
CASAS

### Station Management

Register station with code     Register station with credentials

Station Registration Code:

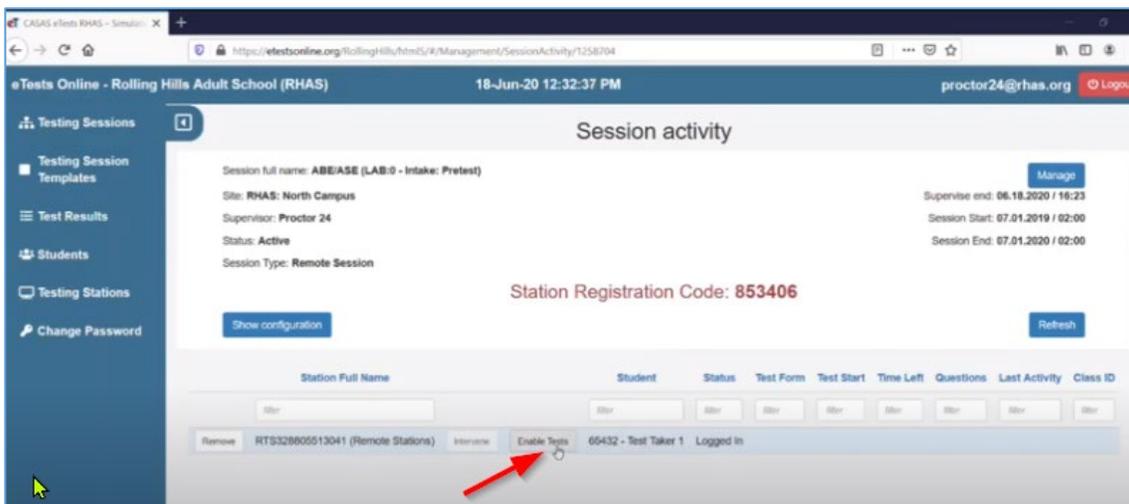
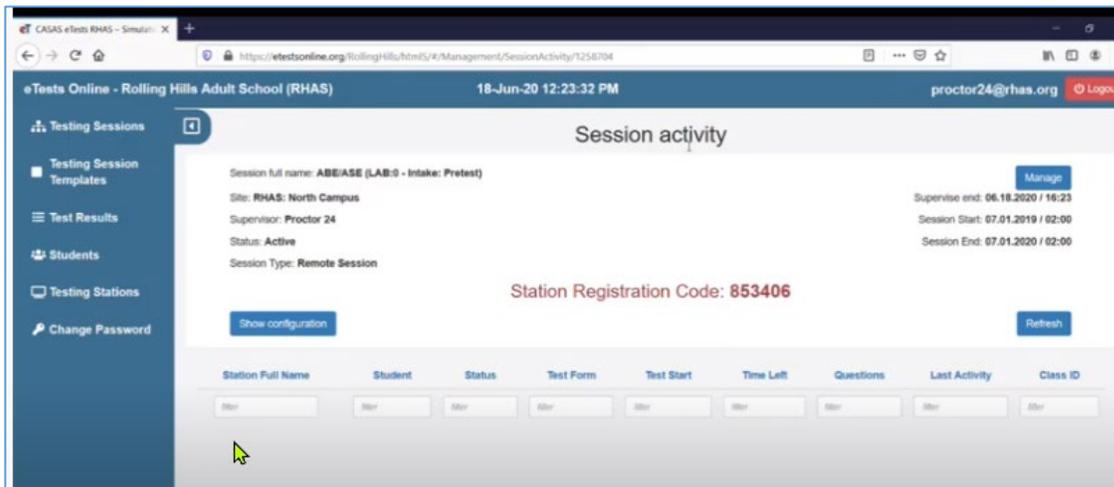
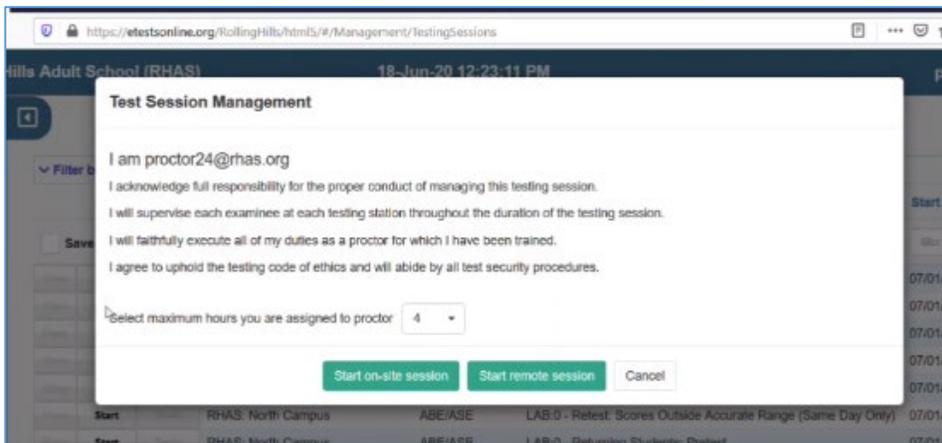
**Register**

- b. Updated Add Station button functionality to display all registered stations. This includes both stations registered with the Station Registration Code and those registered using credentials.
  - c. All stations registered using the Station Registration Code or using credentials that are added to a remote session will have the Enable Tests button available.
  - d. Remote stations registered using the Station Registration Code will be automatically unregistered when the remote session is stopped.
11. **Updated** child listers not to show fields already shown by parent lister.
  12. **Updated** Announcements functionality to improve loading speed for large announcements.
  13. **eTests:** Fixed an issue for Math tests where the calculator was not working correctly.
  14. **eTests:** Fixed an issue where the raw score values in Test Results lister were not displayed.
  15. **eTests:** Fixed an issue where student selection in session configuration was not working correctly.

## TOPSpro Enterprise 3.0 Build 78 5/27/20

### 1. New Remote Testing capabilities:

Watch this 4 min overview video: <https://www.youtube.com/watch?v=iSiNEryBmaE>



- a. Sessions can be started in remote mode. Each remote session has a unique 6-digit code that proctors can pass to students to be used for station registration.
  - b. Students can register their stations by entering the code provided by the proctor.
  - c. Once registered, remote stations are automatically added to the session matching the registration code.
  - d. Proctors enable testing on each student remote station from the session activity page.
2. **New:** Option “Password Protected Adobe PDF” available when exporting data from listers or reports into PDF format.

