



TOPSpro Enterprise TE Basics Webinar 9/2/2020

Q&A

eTests Website ; <https://ca.etestsonline.org>

Register for the upcoming Generating Reports webinar here:

<https://register.caladulthood.org/index.cfm?fuseaction=detail&id=431>

If interested, please register here: <https://www.caadulthoodtraining.org/>

TOPSpro Enterprise Help documentation page on CASAS website: <https://www.casas.org/product-overviews/software/topspro-enterprise/topspro-enterprise-help>

TOPSpro Enterprise Basics Document: https://www.casas.org/docs/default-source/institute/si-2018/a1-d17-lab-topspro-enterprise-basics-quick-start.pdf?sfvrsn=b197395a_10?Status=Master

Rolling Hills Simulation : <https://www.casas.org/docs/default-source/training-materials/steps-to-access-the-casas-online-system.pdf>

Q: Is the Class ID the name of the class?

A: The Class ID is the number you can assign to the class, eg: 101 or any other numeric order. the Class Description is the name of the Class, Eg: ESL Beginning

Q: What if you go from classroom to distance learning due conditions out of your control?

Q: can you change the instructions settings at any time?

Q: once a class is going you can go in and change data?

A: You can edit data such as general information about the class. The start and end date of the class, depends on the dates of the records you have in the class.

Q: What is the value of calculating estimated total hours per term?

A: is for you establish in TE the amount of hour that class is meeting, but is not necessary in order to save the class record in TE.

Q: Would you then change Instructional Setting to Classroom plus Distance learning as well as add the hours for distance learning?

A: If your class has met on a regular classroom, and later conditions change where you need to collect Distance learning, you can add both Instructional settings: Classroom + Distance Learning

Generating Reports using TOPSpro Enterprise

<https://register.caladulthood.org/index.cfm?fuseaction=detail&id=431>

Q: On the CASAS website, are there step by step directions on a pdf to generate specific reports?

A: you can find more information about TOPSpro Enterprise Reports here :

<https://www.casas.org/product-overviews/software/topspro-enterprise/topspro-enterprise-help/instructional-reports>



Generating Reports Document :

https://www.casas.org/docs/default-source/institute/si-2018/topspro-enterprise-basics-generating-reports.pdf?sfvrsn=a8f1395a_8?Status=Master

Q: Can you please review how to get to the Send RLI Invite?

A: RLI Video : <https://www.youtube.com/watch?v=mcDXj4dgXhk>

Q: The Send Account Invite - used to provide a user info to use TE?

A: Steps to Add User records : https://www.casas.org/docs/default-source/training-materials/steps-to-add-user-records.pdf?sfvrsn=c7e1335a_4?Status=Master

Q: Can the RLI be used in place of the casas pre-test during distance learning or no?

A: No, the RLI is an Indicator test, and not a Fixed form, which will not measure gains. With the RLI, you would only be estimating what level the student is at, and you would still need to pretest your student in order to measure gains. We have Remote Testing for testing your students remotely. Here is a link to Information on Remote Testing : <https://www.casas.org/product-overviews/remote-testing>

Q: question about entering data: What is the most efficient way to log attendance for a class in TOPSPRO?

Note: Some questions and/or answers were verbalized and can be answered by listening to the webinar.