

# Adult Education and Literacy Data Specialist Handbook

Fiscal Year 2017



**COMMUNITY COLLEGES &  
WORKFORCE PREPARATION**

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**ADULT EDUCATION AND LITERACY**

**DATA SPECIALIST HANDBOOK**

**PROGRAM YEAR 2017**

**COMMUNITY COLLEGES**

**BUREAU OF COMMUNITY COLLEGES**

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## Preface

The purpose of this document is to provide the Data Specialist with a comprehensive reference on entering data into the TOPSpro Enterprise system. Sources for this document are referenced in the [Appendices](#). It is intended to provide some step by step instruction with reference to existing documentation.

## Getting Started

Review the following to be sure you are ready to administer assessments and collect data for reporting.

### Install TOPSpro Enterprise® Online

Refer to [TOPSpro Enterprise® Guide](#) to install TE online. TOPSpro Enterprise® is used to collect data on students and assessment progress related to the National Reporting System (NRS) and state requirements. The [TOPSpro Enterprise Guide®](#) is available in the appendix, however, it is California based.

### Administering Assessments

Refer to the [Iowa Assessment Policy](#) with regards to administering assessments. [CASAS](#) and [TABE](#) assessments are used. Proctor and implementation training are required. Refer to the [Appendices](#) for additional information.

In appendix A of the Assessment Policy, the placement charts for the National Reporting Functional Levels includes the Scaled score ranges for placement and completion.

Appendix A: Assessment Chart for Placement, Progress and Post Testing ABE/ASE

1	2	3	4	5	6
ABE Beginning Literacy 0-1.9 Grade Level Equivalent	ABE Beginning Basic 2-3.9 Grade Level Equivalent	ABE Low Intermediate 4-5.9 Grade Level Equivalent	ABE High Intermediate 6-8.9 Grade Level Equivalent	ASE Low 9-10.9 Grade Level Equivalent	ASE High 11-12.9 Grade Level Equivalent
<b>Scaled Score Ranges for Placement and Completion</b>					
CASAS Reading: 200 and below Math: 200 and below	CASAS Reading: 201-210 Math: 201-210	CASAS Reading: 211-220 Math: 211-220	CASAS Reading: 221-235 Math: 221-235	CASAS Reading: 236-245 Math: 236-245	CASAS Reading: 246-255 Completion: 256+  Math: 246-255
<b>Corrections Only</b>					
<b>Scaled Score Ranges for Placement and Completion</b>					
TABE 9/10 Reading: 367 and below Total Math: 313 and below Language: 389 and below	TABE 9/10 Reading: 368-460 Total Math: 314-441 Language: 390-490	TABE 9/10 Reading: 461-517 Total Math: 442-505 Language: 491-523	TABE 9/10 Reading: 518-566 Total Math: 506-565 Language: 524-599	TABE 9/10 Reading: 567-595 Total Math: 566-594 Language: 560-585	TABE 9/10 Reading: 596+ Total Math: 595+ Language: See Appendix B for TABE Level 6 Completion Scores

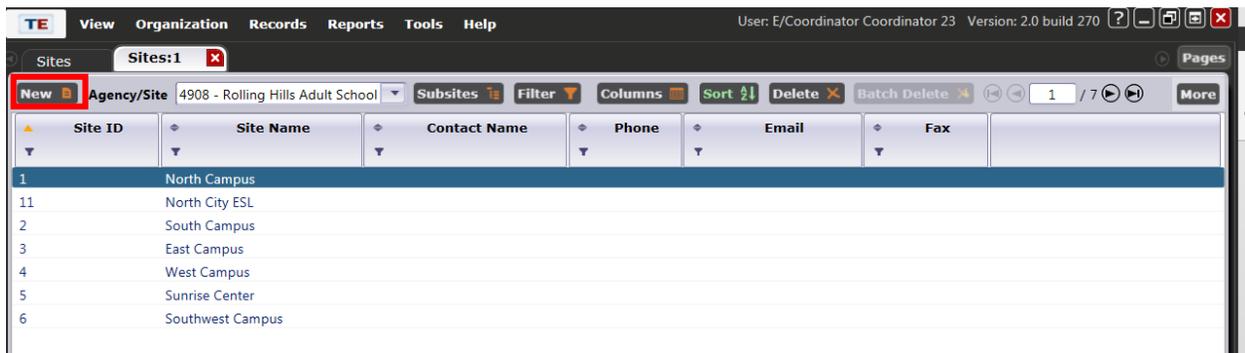
## Setup

### Create a Site

Once established, this should be relatively rare task. You should never delete a site once established.

Sites are defined as physical locations. Refer to the [Data Dictionary](#) for site categories. A new site may need to be added for various reasons. The first two digits of the Site ID number refer to the site category. For example, Correctional Education Agencies begin with a site number of “02” while a Postsecondary Educational site begins with “10.” The remaining numbers can be more specific to the local program. For example, the next two digits may represent a campus building.

- 1) Go to Organization – Sites. The existing sites and information are listed. Click on the New button.



- 2) The Site Information screen appears. Enter the Site ID. This is something individual programs would create. The first two digits should follow the site categories in the Data Dictionary.  
Examples:
  - a. 1001 –
    - i. The first two digits referring to 10 – Postsecondary Education
    - ii. The second two digits referring to 01 – Building One
  - b. 0201 –
    - i. The first two digits referring to 02 – Correctional Education Agencies
    - ii. The second two digits referring to 01 – Building One
  - c. 1203 –
    - i. The first two digits referring to 12 – Faith Based Organization
    - ii. The second two digits referring to 03 – Third church site added
- 3) Press tab and move the focus to the Site Name. Examples corresponding to the previous step:
  - a. Acme College – Building A
  - b. Correctional Facility - Building A
  - c. ABC Church
- 4) Change the time zone to Central Time. (optional)
- 5) Update Site Contact Information. (optional)
- 6) Click Save.

The screenshot shows a web application interface for creating a new site. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The user is logged in as 'E/Coordinator Coordinator 23' using version '2.0 build 270'. The main content area is titled 'New Site' and contains several sections:

- Site Information:** Fields for Site ID, Site Name, Agency, WTUs Available, and Consumed %.
- Select Container:** A dropdown menu currently showing '4908 - Rolling Hills Adult School'.
- Site Identification:** Fields for Site ID, Site Name, and Time Zone (set to '(UTC-08:00) Pacific Time (US & Canada)').
- Site Contact:** Fields for Contact ID, Title, First Name, Middle Name, Last Name, Address, State (set to 'Unknown'), City, Zip, Phone, Fax, Email, and Cell Phone.

A red box highlights the 'Save' button in the top toolbar. Another red box highlights the 'Site Identification' section, which includes the Site ID and Site Name input fields and the Time Zone dropdown.

## Adding Class Definitions

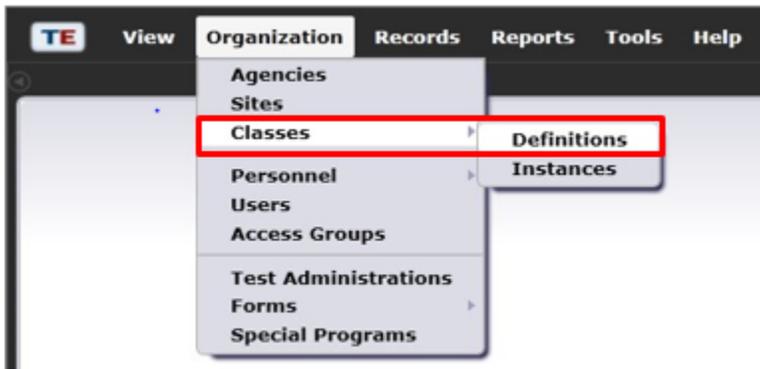
Adapted from "Adding Class Definitions." *Classes*. CASAS, 2013. Web. January 2015.

<https://www.casas.org/docs/te-help-documentation/how-to-create-classes.pdf?sfvrsn=8?Status=Master>

Each class has a **Definition** and an **Instance** within the program year. Class Definitions can be carried over from year to year. You may need to add or remove as necessary. [Adding Class Instances](#) should be done each program year.

**Class Definition:** simply a Class ID and Class Description, which can optionally include an Extended ID and/or Course Code. The combination of Class ID + Extended ID is required to be unique within a given site. One purpose of the Class Definition is to allow the Class ID to be repeated from one program year to another. Using the Extended ID allows the same Class ID to be used in the same program year but is not required.

- 1) From the **Organization** menu, select **Classes -> Definitions**



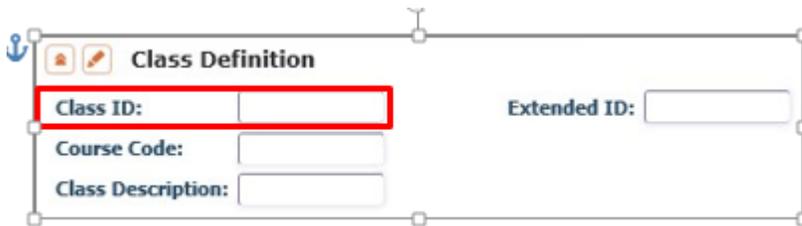
- 2) Click the New button.



3) Select the **Site** location that offers the class.



- 4) Enter a unique **Class ID**
- a. The Class ID is assigned by the agency to uniquely identify a particular class within a site.
  - b. This is a mandatory field.



- 5) Enter a **Course Code** (optional)
- a. A course code records class content according to local or statewide definitions.
  - b. The course code appears in reports along with the Class ID.



6) Enter the **Class Description**

- a. Each agency chooses a class description (a mandatory field) to describe a class at a particular site.



The screenshot shows a form titled "Class Definition" with four input fields: "Class ID:", "Course Code:", "Class Description:", and "Extended ID:". The "Class Description:" field is highlighted with a red rectangular border.

7) Use **Extended ID (optional)** in the class definition to make multiple class instances from a common class definition.

a. **For example:**

- i. Class ID = 101 ,
- ii. Extended ID = Morning
- iii. Class ID = 101
- iv. Extended ID = Evening



The screenshot shows the same "Class Definition" form as above. The "Extended ID:" field is highlighted with a red rectangular border.

8) Click Save.



9) In the **Navigator** click **Class Instances**.

*Note: From here, skip to the next section on [Adding Class Instances](#).*



## Adding Class Instances

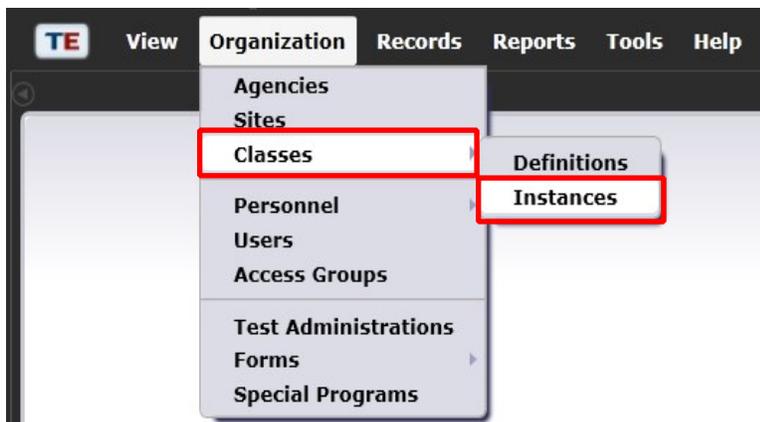
Adapted from "Adding Class Instances." *Classes*. CASAS, 2013. Web. January 2015.

<https://www.casas.org/docs/te-help-documentation/how-to-create-classes.pdf?sfvrsn=8?Status=Master>

Each class has a **Definition** and an **Instance** within the program year. Class Definitions can be carried over from year to year. If continuing from previous steps, please skip to **Step 7**.

**Class Instance:** is the particular implementation of the Class Definition within a program year. The Class Instance includes many vital characteristics of the class such as the start and end date, instructional program, instructional setting, etc. In addition, students are assigned to a Class Instance via class enrollment records.

- 1) From the Organization menu, select Classes -> Instances.



- 2) Click **New** to create an instance of the class within the current program year.
  - a. Multiple instances may exist for a single class definition.



3) Select the **Site** location that offers the class in the program year.

The screenshot shows the 'Select Class Definition' form. The 'Class Definition' section has three fields: 'Site', 'Program year', and 'Class Definition'. The 'Site' dropdown is open, showing a list of locations. The 'Program year' and 'Class Definition' fields are currently empty. The 'Class Instance' section has a 'Class Start Date' field and an 'Instructional Programs' section with radio buttons for 'N/A', 'Basic Skill', 'ESL', 'ESL/Citizenship', and 'Citizenship'. The 'Site' dropdown list includes: 4908 - Rolling Hills Adult School, 1 - North Campus, 11 - North City ESL (highlighted with a red box), 2 - South Campus, 3 - East Campus, 4 - West Campus, 5 - Center for Adults with Disabilities, and 6 - Southwest Campus.

4) Select the **Program year**.

The screenshot shows the 'Select Class Definition' form. The 'Class Definition' section has three fields: 'Site', 'Program year', and 'Class Definition'. The 'Site' dropdown is set to '1 - North Campus'. The 'Program year' dropdown is open, showing a list of program years. The 'Class Definition' field is empty. The 'Class Instance' section has a 'Class Start Date' field and an 'Instructional Programs' section. The 'Program year' dropdown list includes: 7/1/2010 - 6/30/2011, 7/1/2011 - 6/30/2012, and 7/1/2012 - 6/30/2013 (Current) (highlighted with a red box).

5) Select the **Class Definition** to add an instance of the class as it occurs in the program year.

The screenshot shows the 'Select Class Definition' form. The 'Class Definition' section has three fields: 'Site', 'Program year', and 'Class Definition'. The 'Site' dropdown is set to '1 - North Campus'. The 'Program year' dropdown is set to '7/1/2012 - 6/30/2013 (Current)'. The 'Class Definition' dropdown is open, showing a list of class definitions. The 'Class Instance' section has a 'Class Start Date' field and an 'Instructional Programs' section. The 'Class Definition' dropdown list includes: 1 - ABE, 1001 - ABE Intermediate, 1002 - ABE - CEC, and 101 - AM ABE (highlighted with a red box).

*Note: To search for a Class Definition. Use the Type here to search. Click Select from Lister.*

**Select Class Definition**

Class Definition: Site: 1 - North Campus  
 Program Year: 7/1/2012 - 6/30/2013 (Current)  
 Class Definition: Type here to search...

**Class Instance**

Class Start Date: 7/1/2012

Instructional Programs:  N/A  
 Basic Skills  
 ESL  
 ESL/Citizenship  
 Citizenship

Special Programs:  None  
 Jail

1 ABE  
 1001 ABE Intermediate  
 1002 ABE - CEC  
 101 AM ABE  
 101 PM ABE  
 1106 ESL - Beginning  
 1115 ESL - Intermediate  
 1116 ESL - Intermediate - High  
 12345 ESL - proxy  
 210 Concurrent - afternoon  
 3 GED  
 3155 EL Civics AM

Clear selection Select from Lister...

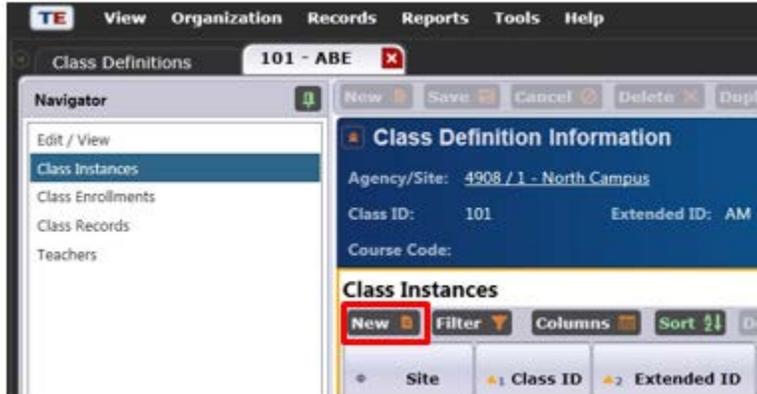
*Filter lister by column. Click Pick to select the Class.*

Pick Cancel Pick New Agency/Site 1 - North Campus

Site	Class ID	Class Description	Extended ID
1 - North Campus	1	ABE	
1 - North Campus	3	GED	
1 - North Campus	424	ESL morning	
1 - North Campus	210	Concurrent - afternoon	
1 - North Campus	432	ESL high	
1 - North Campus	12345	ESL - proxy	
1 - North Campus	1001	ABE Intermediate	
1 - North Campus	1115	ESL - Intermediate	
1 - North Campus	1116	ESL - Intermediate - High	
1 - North Campus	1002	ABE - CEC	
1 - North Campus	3160	ESL Citizenship	
1 - North Campus	3155	EL Civics AM	
1 - North Campus	1106	ESL - Beginning	
1 - North Campus	101	ABE	AM
1 - North Campus	101	ABE	PM

6) Click **Save**. Go to step 9.

- 7) If continuing from Adding **Class Definition**, select **Class Instances** from the **Navigator** bar.
- 8) Click **New**.

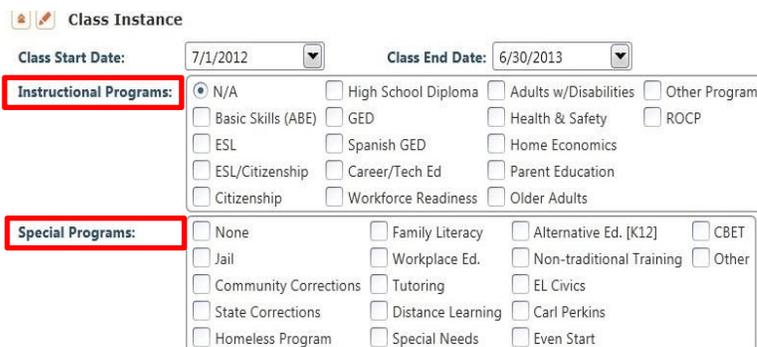


- 9) Select the **Start** and **End** date of the class as it occurs during the program year.



- 10) Check the **Instructional Program(s)** that best describe the class offering.
  - a. You may select multiple programs.

- 11) Steps 11-18 are optional. You may go to step 19 to save. Check any **Special Program(s)** to further define the class offering (optional).



12) Check all **Transition Focuses** that apply to the class.

- a. A transition class has a specific purpose to prepare students for entry into postsecondary education, training, or an apprenticeship program.

**Transition Focuses:**

- N/A
- Transitions to work
- Transitions to workforce training
- Transitions to postsecondary education
- This class does not focus on transitions

13) Select the **Focus Area**, if applicable for the class.

- a. Civic Participation
- b. Citizenship Participation

**Focus Area:**

- N/A
- Civic Participation
- Citizenship Participation

14) Enter **Class Notes** to provide additional details about the class.

15) Identify the **Instructional Setting** (optional) for the class. This is the contextual characteristic of the setting where actual instruction takes place.

16) Identify the **Physical Setting** (optional) for the class. This is the physical environment of the classroom, or instructional setting, to support teaching/learning.

**Example:** You might want to add this information for local data and historical reasons. It could be useful for reporting grant information.

The screenshot shows a form with two sections. The top section is labeled 'Instructional Setting:' and contains radio button options: N/A (selected), Learning Center/Lab, Tutorial Only, Tutorial plus Learning Lab, Classroom, Classroom plus Distance Learning, and Distance Learning only. The bottom section is labeled 'Physical Setting:' and contains radio button options: N/A (selected), Adult School, Elementary School, Middle/Junior High School, High School, Community College, Correctional Facility, Library, CBO Center, Home, and Community Site.

17) Indicate the **Start Time, Days and Hours per Week** when the class meets.

The screenshot shows a form with three fields. The first field is 'Start Time:' with a dropdown menu. The second field is a radio button group with options: N/A (selected), Morning, Afternoon, and Evening (after 5pm). The third field is 'Days per Week:' with a text input box. The fourth field is 'Hours per Week:' with a text input box.

18) Indicate if **Computers are used in a class or lab**, and if they are connected or not connected to the Internet.

The screenshot shows a form with two dropdown menus. The first dropdown is labeled 'Computers used in class:' and has options: Connected to Internet, Not connected to Internet, and N/A (selected). The second dropdown is labeled 'Computers used in lab:' and has the option N/A (selected).

19) Click **Save** to close the record.

The screenshot shows a window titled 'New Class Instance' with a close button (X). Below the title bar is a toolbar with buttons: New, Save, Cancel, Delete, Duplicate, New / 28, Go To Linked, Disconnect, and More. Below the toolbar is a section titled 'Class Instance Information'.

## Personnel

Refer to the [Data Dictionary](#) and General Instructions on the Entry Record for guidelines on specific options and required fields.

For **Personnel** to appear in Table 7, all four Personnel sections need to be added. Each personnel record includes a [Registration](#), [Functional Role](#), [Employment Record](#), and [Professional Status](#) information.

*Note: When one instructor leaves and is replaced, each teacher should be counted individually. If there are two part-time instructors filling one position, each would count individually.*

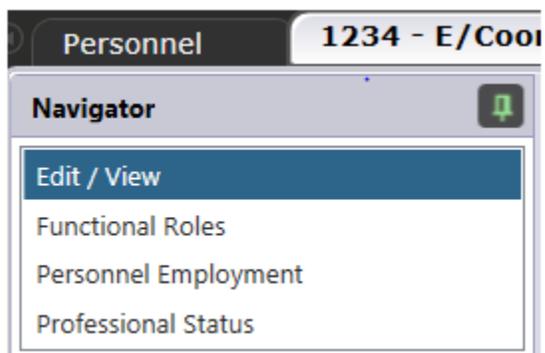
*Note: Corrections needs to be added the same as any other personnel.*

### Select Personnel and Use the Personnel Navigator

- 1) From the Organization menu, select **Personnel - Registration**. A list of personnel should appear. If no Personnel are listed, then go to [Add Personnel Registrations](#).



- 2) Once a specific personnel is selected, use the Personnel Navigator on the left of the screen. Select edit or view the Registration, Functional Roles, Personnel Employment, or Professional Status.



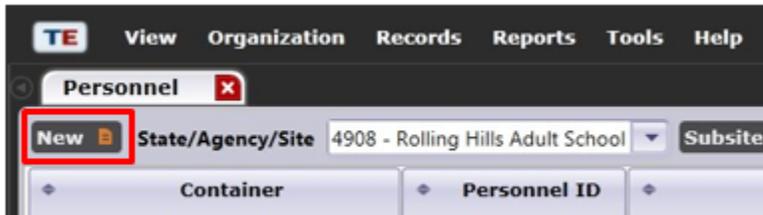
## Add Personnel Registrations

Adapted from "Adding Personnel Registration." *Personnel*. CASAS, 2013. Web. January 2015.

<https://www.casas.org/docs/te-help-documentation/adding-personnel-records.pdf?sfvrsn=12?Status=Master>

Refer to the [Iowa Adult Education and Literacy Data Dictionary](#) for field descriptions.

- 1) [Select Personnel and Use the Personnel Navigator](#).
- 2) Click **New**. Add a personnel registration record.

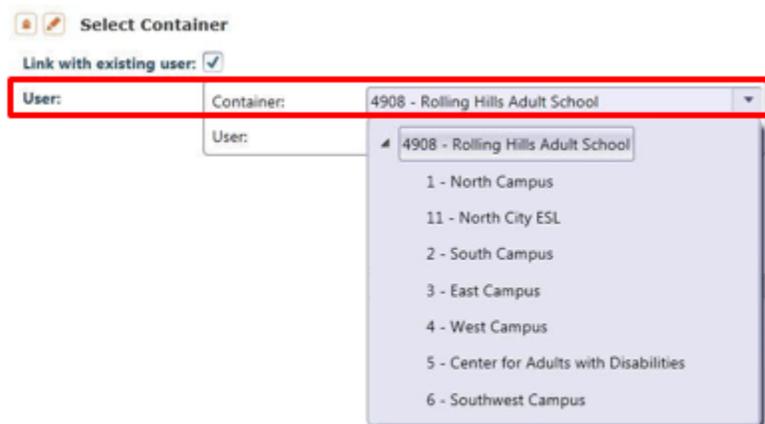


- 3) If a user account exists for the personnel member, check **Link with existing user**.



- 4) Select the user Container wherein the personnel member has a user account.

*Note: If a user account does not exist for which to link the personnel member, skip to Step 5.*



5) Select the **User** from the dropdown list of accounts.

*Note: To search for a user,*

- i. Click **Select from Lister**.
- ii. Click **User**.
- iii. Click **Pick**.
- iv. Select the Container wherein the personnel member has an association.

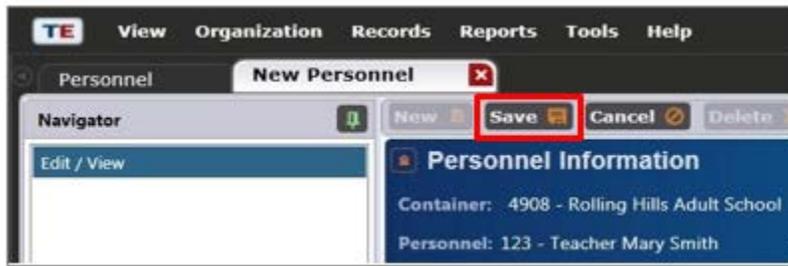
Container	User Account	First & Last Name
4908 - Rolling Hills Adult School	bsmith@rhas.org	Bob Smith
4908 - Rolling Hills Adult School	jsmith@rhas.org	John Smith
4908 - Rolling Hills Adult School	msmith@rhas.org	Mary Smith
4908 - Rolling Hills Adult School	ssmith@rhas.org	Sue Smith

6) Enter Personnel Identification.

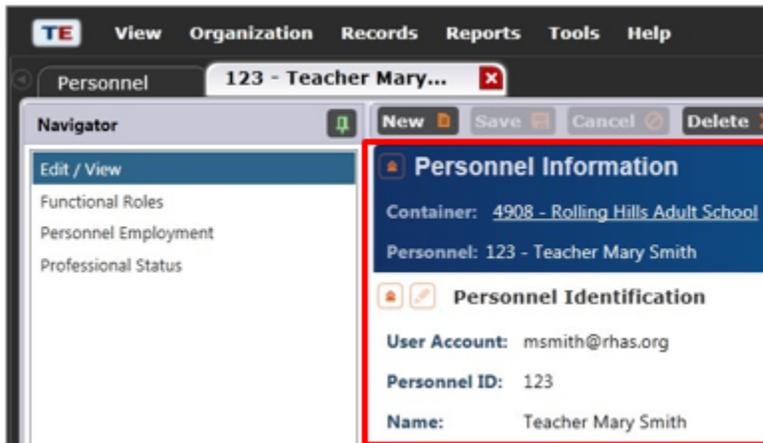
- a. If linked with an existing user account, this information will populate.
  - i. User Account – personnel email address
  - ii. **Personnel ID** - a Datatel ID, Colleague ID, or another unique number used by the college to identify personnel.
  - iii. Title, Last Name, Middle Name, First Name

- b. If *not* linked with an existing user account, enter Personnel Identification.

7) Click **Save**.



8) Review saved Personnel Registration. Click **Edit** or Edit Mode to edit saved information.

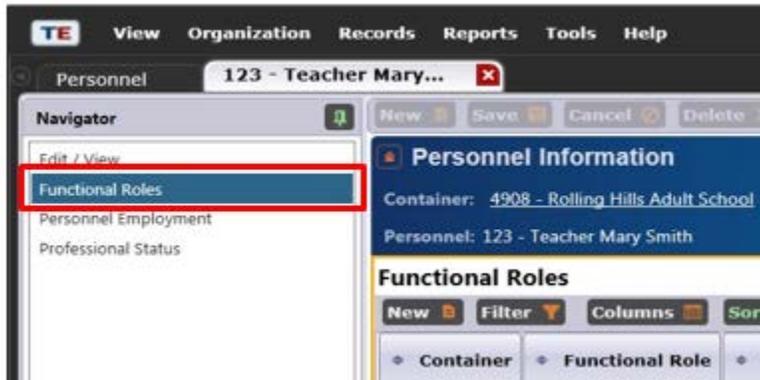


## Add Functional Roles

Adapted from "Adding Functional Roles." *Personnel*. CASAS, 2013. Web. January 2015.

<https://www.casas.org/docs/te-help-documentation/adding-personnel-records.pdf?sfvrsn=12?Status=Master>

If continuing from previous steps, select Functional Roles from the Navigator. Otherwise, follow steps in [Select Personnel and Use the Personnel Navigator](#) and [Add Personnel Registrations](#).



*Note:* You may also select from the Organization menu. Select Personnel - Functional Roles.

- 1) With a specific personnel member selected and the Navigator menu appearing, click **New** to add a functional role for the personnel member.



- 2) Enter Role Identification information.
  - a. Select **Functional Role**.
  - b. Enter **Start Date**.
  - c. Enter **End Date**.

*Note: When Role is related to Instructional Program, this information becomes non-selectable.*

**Role Identification**

**Functional Role:**  Administrator  
 **Teacher**

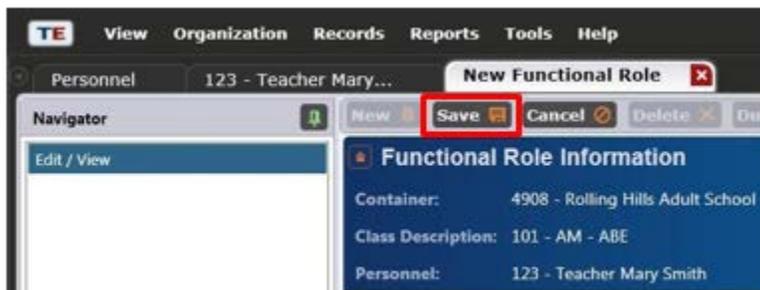
**Start Date:**

**End Date:**

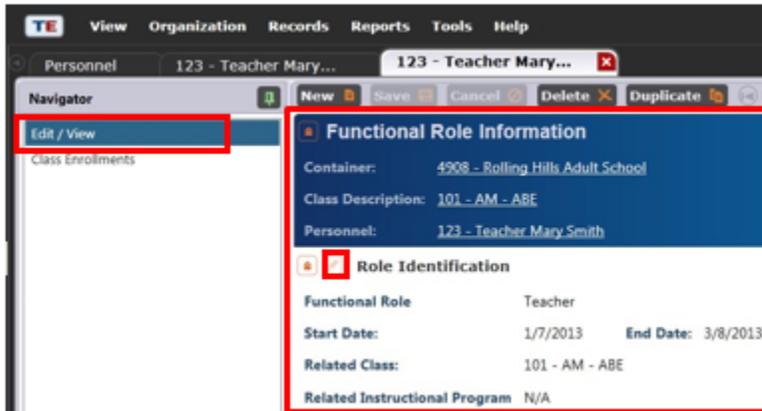
**Role is Related to Instructional Program:**

<input checked="" type="radio"/> N/A	<input type="radio"/> High School Diploma	<input type="radio"/> Adults w/Disabilities	<input type="radio"/> Other Program
<input type="radio"/> Basic Skills (ABE)	<input type="radio"/> GED	<input type="radio"/> Health & Safety	<input type="radio"/> ROCP
<input type="radio"/> ESL	<input type="radio"/> Spanish GED	<input type="radio"/> Home Economics	
<input type="radio"/> ESL/Citizenship	<input type="radio"/> Career/Tech Ed	<input type="radio"/> Parent Education	
<input type="radio"/> Citizenship	<input type="radio"/> Workforce Readiness	<input type="radio"/> Older Adults	

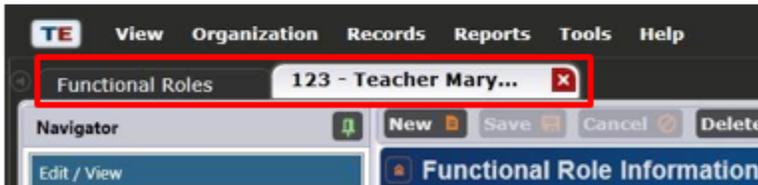
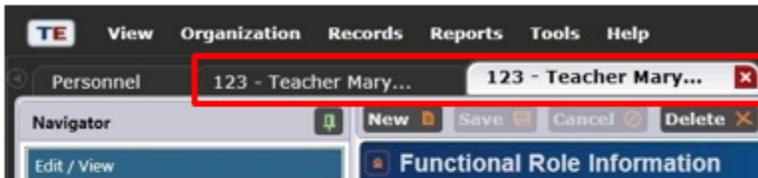
- 3) Click **Save**.



- 4) Click **Edit Mode** to edit Role Identification.
  - a. Review saved Functional Role Information.



- b. Click the X to close the personnel member's Functional Role Tab.
- c. Click X to close the Functional Roles Lister tab.

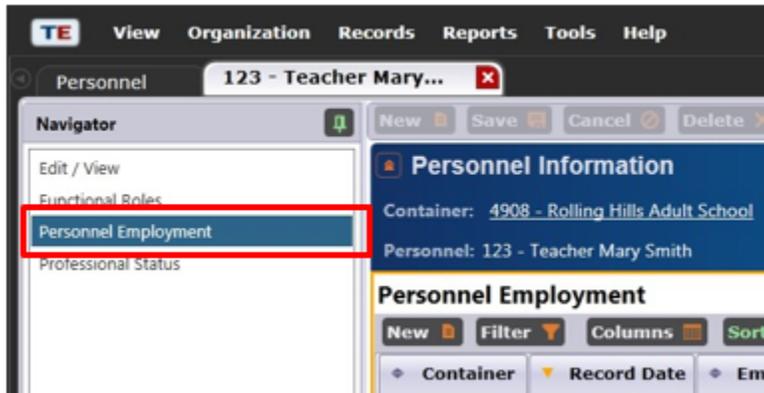


## Add Personnel Employment

Adapted from "Adding Personnel Employment." *Personnel*. CASAS, 2013. Web. January 2015.

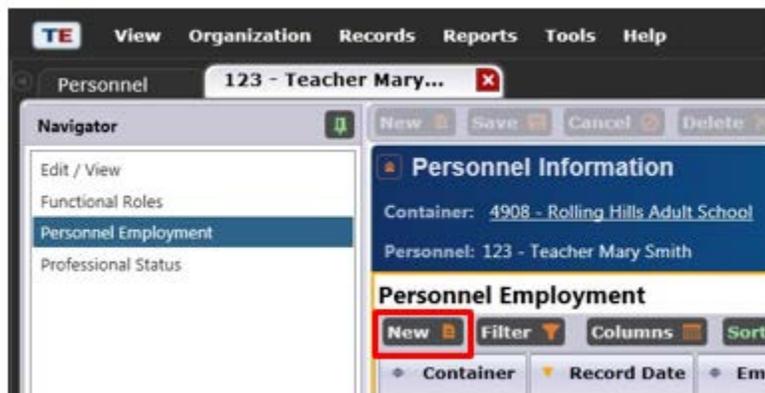
<https://www.casas.org/docs/te-help-documentation/adding-personnel-records.pdf?sfvrsn=12?Status=Master>

If continuing from previous steps, select Personnel Employment from the Navigator. Otherwise, follow steps in [Select Personnel and Use the Personnel Navigator](#) and [Add Personnel Registrations](#) and [Add Functional Roles](#).



*Note:* You may also select from the menu. Select Organization – Personnel – Employment Records. Then, select the personnel.

- 1) With a specific personnel member selected and the **Navigator** menu appearing, click **New** to add a personnel employment record.



- 1) Select the **Container** wherein the personnel member has employment.

  **Select Container**

**Container:** 4908 - Rolling Hills Adult School

- 4908 - Rolling Hills Adult School
  - 1 - North Campus
  - 11 - North City ESL

- 2) Enter Employment Identification

- a. Select **Record Date**.

  **Employment Identification**

**Record Date:** 7/1/2012

July 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

- b. Select **Employment type**.

**Employment Type:**

N/A  Local Paraprofessional

State-level Administrative/Supervisory/Ancillary Services

Local-level Administrative/Supervisory/Ancillary Services

Local Teacher

Local Counselor

- c. Select **Job type**.

**Job Type:**

N/A

Full-time

Part-time

Unpaid volunteer

3) Click **Save**.



4) Review Saved Personnel Information.

5) Click **Edit** mode to edit saved information.



6) Click X to close the personnel member's **Employment Record Tab**.



7) Click X to close the **Personnel Employment Lister** tab.



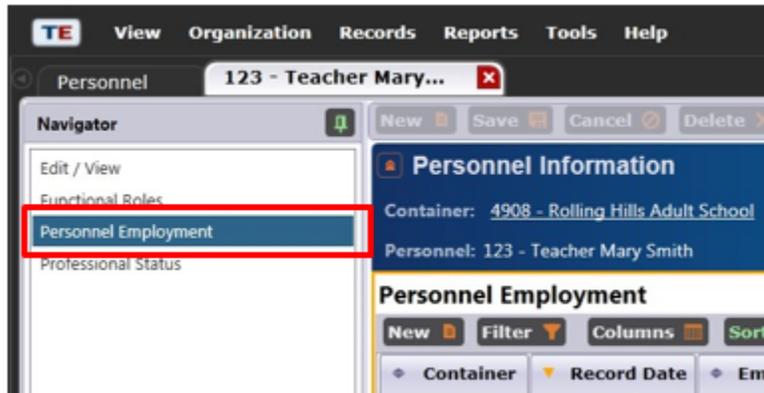
*Note: Continue to [Adding Professional Status](#).*

## Add Professional Status

Adapted from "Adding Professional Status." *Personnel*. CASAS, 2013. Web. January 2015.

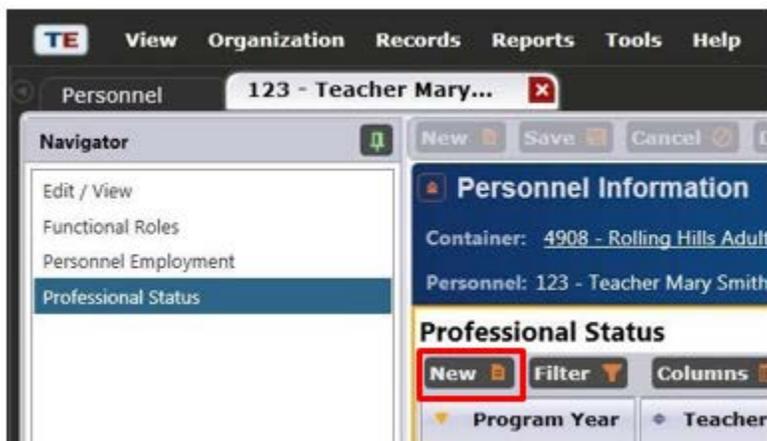
<https://www.casas.org/docs/te-help-documentation/adding-personnel-records.pdf?sfvrsn=12?Status=Master>

If continuing from previous steps, select Personnel Employment from the Navigator. Otherwise, follow steps in [Select Personnel and Use the Personnel Navigator](#) and [Add Personnel Registrations](#) and [Add Functional Roles](#) and [Add Personnel Employment](#).



*Note:* You may also select from the menu. Select Organization – Personnel – Professional Status. Then, select the personnel.

- 1) Click **New** to add professional status for the personnel member.



- 2) Select a **Program Year** to record the personnel member's professional status.



The screenshot shows a dropdown menu titled "Select Program Year" with a red box around the title. The menu is open, showing a list of program year ranges: "7/1/2012 - 6/30/2013", "7/1/2010 - 6/30/2011", "7/1/2011 - 6/30/2012", and "7/1/2012 - 6/30/2013". The first option is currently selected.

- 3) Enter professional status **Identification**.
- a. Enter number for **Years of Experience**.
  - b. Select **Teacher Certificates**.



The screenshot shows a form titled "Identification" with a red box around the title. It contains a "Years of Experience:" text input field and a "Teacher Certificates:" section with four radio button options: "N/A" (selected), "Adult Education Certificate", "K-12 Certification", "Special Education Certification", and "TESOL Certification".

- 4) Click **Save**.



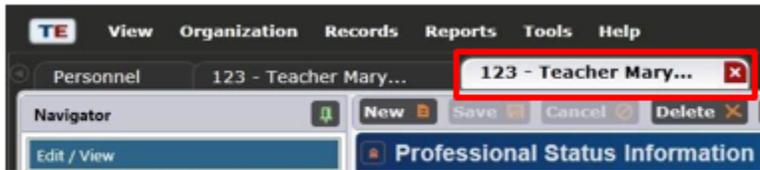
The screenshot shows a software interface with a menu bar (View, Organization, Records, Reports, Tools, Help) and a toolbar (New, Save, Cancel, Delete). The "Save" button is highlighted with a red box. The interface also shows a "Professional Status Information" section.

- 5) Review saved Professional Status Information.  
6) Click **Edit** mode to edit saved information.

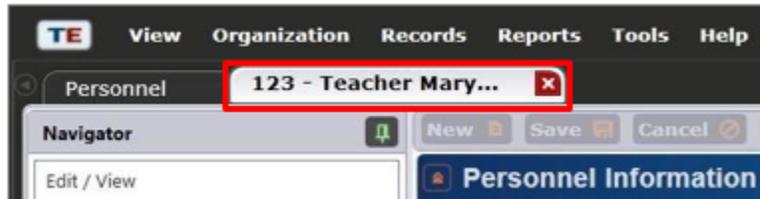


The screenshot shows the saved "Professional Status Information" for "123 - Teacher Mary Smith". The information is displayed in a blue box with a red border. The details include: "Personnel: 123 - Teacher Mary Smith", "Program Year: 7/1/2012 - 6/30/2013", "Identification" (with a red box around the title), "Years of Experience: 25", and "Teacher Certificates: Adult Education Certificate, K-12 Certification, TESOL Certification".

- 7) Click X to close the personnel member's Professional Status Tab.



- 8) Click X to close the Professional Status Lister Tab.



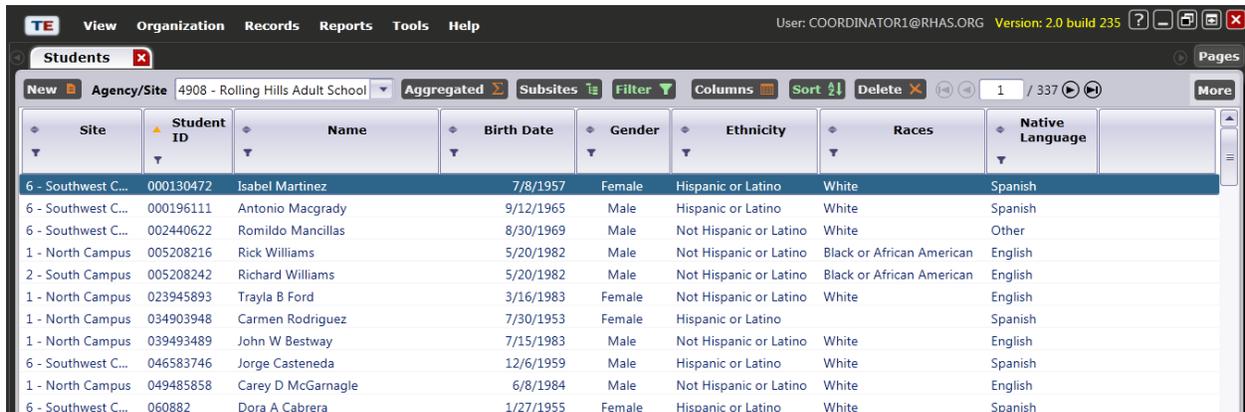
- 9) Click X to close the Personnel Record Tab. This concludes the setup of a Personnel Record.



## Students

### Select Student and use the Student Navigator

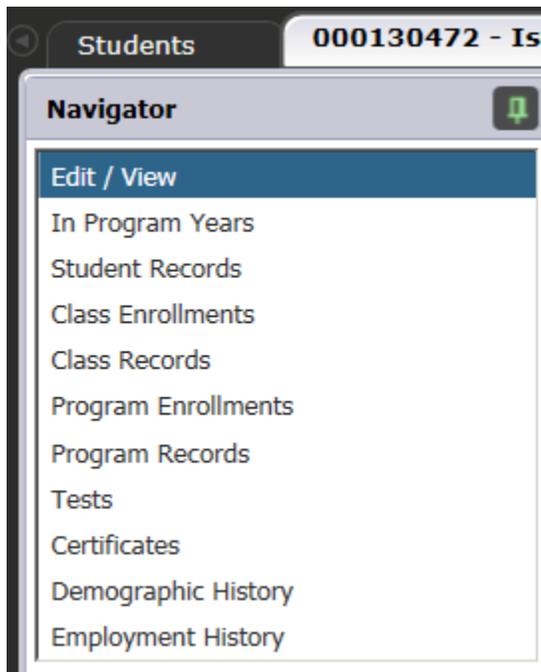
- 1) From the top menu, select **Records-Students-Demographics**.



The screenshot shows the TE system interface with a table of student records. The table has columns for Site, Student ID, Name, Birth Date, Gender, Ethnicity, Races, and Native Language. The data is as follows:

Site	Student ID	Name	Birth Date	Gender	Ethnicity	Races	Native Language
6 - Southwest C...	000130472	Isabel Martinez	7/8/1957	Female	Hispanic or Latino	White	Spanish
6 - Southwest C...	000196111	Antonio Macgrady	9/12/1965	Male	Hispanic or Latino	White	Spanish
6 - Southwest C...	002440622	Romildo Mancillas	8/30/1969	Male	Not Hispanic or Latino	White	Other
1 - North Campus	005208216	Rick Williams	5/20/1982	Male	Not Hispanic or Latino	Black or African American	English
2 - South Campus	005208242	Richard Williams	5/20/1982	Male	Not Hispanic or Latino	Black or African American	English
1 - North Campus	023945893	Trayla B Ford	3/16/1983	Female	Not Hispanic or Latino	White	English
1 - North Campus	034903948	Carmen Rodriguez	7/30/1953	Female	Hispanic or Latino		Spanish
1 - North Campus	039493489	John W Bestway	7/15/1983	Male	Not Hispanic or Latino	White	English
6 - Southwest C...	046583746	Jorge Casteneda	12/6/1959	Male	Hispanic or Latino	White	Spanish
1 - North Campus	049485858	Carey D McGarnagle	6/8/1984	Male	Not Hispanic or Latino	White	English
6 - Southwest C...	060882	Dora A Cabrera	1/27/1955	Female	Hispanic or Latino	White	Spanish

- 2) Once a specific student is selected, the student information tab is open. Use the Student **Navigator** on the left of the screen. Select one of the Navigator options for a specific area. Remember to save if you add or make any changes.



- \* **Edit/View:** View and update identification, education, ethnicity, race and language.
- \* **In Program Years:** View and update the program year(s).
- \* **Student Records:** View and update student records to include entry and update records
  - Education & Goals
  - Status - labor status, special goals
  - Results
  - Other
  - Workforce Pre-Employment Skills
- \* **Class Enrollments:** View and update class enrollment
- \* **Class Records:** View and update class records to include instructional hours
- \* **Program Enrollments:** View and update instructional program and status
- Program Records:** View and update progress in program
- \* **Tests:** View and update tests student has taken
- Certificates:** View and update certifications
- Demographic History:** View and update demographic history. This goes across program years.
- Employment History:** View and update employment history
- Surveys:** IA does not use.

\*These screens contain fields that require entry or update.

## Enter a New Student Manually

Adapted from "How to Manually Enter a New Student in TE." CASAS, 2013. Web. January 2015.  
<https://www.casas.org/docs/default-source/te-help-documentation/how-to-manually-enter-a-new-student.pdf?sfvrsn=10?Status=Master>

Refer to the [Data Dictionary](#) and General Instructions on the Entry Record for guidelines on specific options and required fields.

- 1) In TE, go to **Records – Students – Demographics**.
- 2) Click **New**.
- 3) Complete the Site, Name and demographic information on the student and click **Save**. Once you save the record, the Student Information appears with the Student Navigator bar on the left. Required fields include Site, Student ID, First Name, Last Name, and Gender.

*Note: The student ID **should NOT** be the social security number. The social security number has its own field. The consent field needs to be completed. If temporarily used, change within two week timeframe.*

The screenshot displays the 'New Student' form in the TE system. The top navigation bar includes 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The user is identified as 'COORDINATOR1@RHAS.ORG' and the version is '2.0 build 235'. The form is titled 'New Student' and has a close button. Below the title bar, there are action buttons: 'New', 'Save', 'Cancel', 'Delete', 'Duplicate', 'No Items', 'Go To Linked', 'Disconnect', and 'Section List'. The main form area is divided into several sections:

- Student Information:** Agency/Site: 4908 / 1 - North Campus; Student: 1234; Birth Date: 2/12/1984; Gender: Female.
- Select Site:** Site: 1 - North Campus (dropdown).
- Identification:** Student ID: 1234; Is Fake: No (dropdown); Title: (empty); First Name: Thi; Middle Name: (empty); Last Name: Nahn; Gender: Female (dropdown); Birth Date: 2/12/1984 (dropdown); SSN: (empty); Consent: Unknown (dropdown); NEDP ID: (empty); GED ID: (empty); CSIS ID: (empty).
- Education:** Highest Year of School: 12 (dropdown); Highest Degree or Diploma: High School Diploma (selected); GED Scores: (empty checkboxes for Language Arts, Writing, Science, Social Studies, Language Arts, Reading, Math).
- Cahsee Scores:** CAHSEE Language Arts (checkbox); CAHSEE Math (checkbox).
- Ethnicity, Race & Language:** Ethnicity: Not Hispanic or Latino (selected); Native Language: Vietnamese (selected).

*Note: If the student information tab is left open you can navigate between the different options on the Navigator bar (In Program Year, Student Records, Class Enrollment, Program Enrollment and Tests) on the left. This cuts down considerably on time and makes it easier to remember to do all of the steps.*

### In Program Years

Adapted from "How to Manually Enter a New Student in TE." CASAS, 2013. Web. January 2015.  
<https://www.casas.org/docs/default-source/te-help-documentation/how-to-manually-enter-a-new-student.pdf?sfvrsn=10?Status=Master>

This indicates that the student is participating this program year.



- 1) With the Student Information tab open, select **In Program Years** from the Navigator or go to **Records – Students – In Program Years**. Click **New**.

*Note: If you did not use the Navigator, select the student from the drop-down menu. If you don't see the student's name on the list in the screen, you can click **Select from Lister** and that will open the list of all students at your agency.*

- 2) The key field to complete here is the Program Year. Complete any other information you have for the student on this screen, then click **Save**.
- 3) Click the X to close the New Student in Program Years and/or return to the Student information tab.



## Barriers to Employment

Enter Barriers to Employment under In Program Year information.

- 1) With the Student Information tab open, select **In Program Years** from the Navigator or go to **Records – Students – In Program Years**.
- 2) Select the student in the In Program Years section.
- 3) Select the pencil icon next to Barriers to Employment.

 **Barriers to Employment**

**Employment Barriers:**

<input type="checkbox"/> Cultural Barriers	<input type="checkbox"/> Long-term Unemployed
<input type="checkbox"/> Disabled	<input type="checkbox"/> Low income
<input type="checkbox"/> Displaced Homemaker	<input type="checkbox"/> Low Levels of Literacy
<input type="checkbox"/> English Language Learner	<input type="checkbox"/> Migrant & Seasonal Farmworker
<input type="checkbox"/> Ex-Offender	<input type="checkbox"/> Seasonal Farmworker
<input type="checkbox"/> Foster Care Youth	<input type="checkbox"/> Single Parent
<input type="checkbox"/> Homeless	<input type="checkbox"/> No TANF in 2 Years or Less

- 4) Check all that apply and then click the Save button.

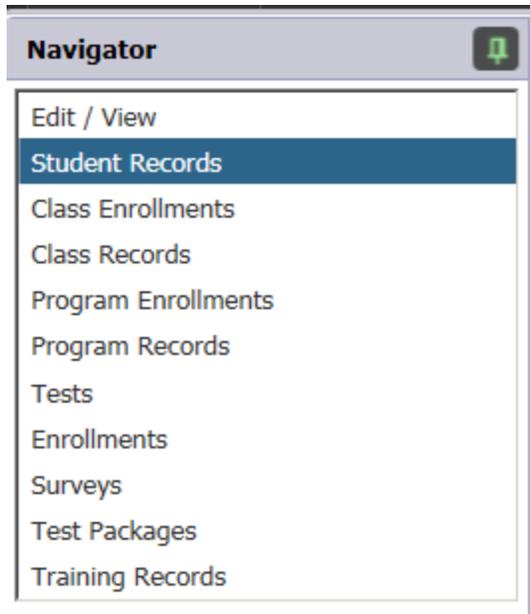
## Student Records

Adapted from "How to Manually Enter a New Student in TE." CASAS, 2013. Web. January 2015.  
<https://www.casas.org/docs/default-source/te-help-documentation/how-to-manually-enter-a-new-student.pdf?sfvrsn=10?Status=Master>

Indicates Student Entry Record and Update records.

- 1) With the Student Information tab open, select In Student Records from the Navigator. Click **New**.

*Note: You may also go to Records – Students – Records and select the student.*



- 2) The Site, Program Year and Student are already selected. The first record in a program year is the Entry record. The required field is the Record Date. Refer to the [Data Dictionary](#) for field descriptions. Complete the following fields:

**Education & Goals:**

Record Date  
Goals  
Instructional Level

**Status:**

Labor Force Status  
[Special Program Entries](#)

TE View Organization Records Reports Tools Help User: E/Coordinator Coordinator 23 Version: 2.0 build 279

Students 54321 - Belle Bunny **New Student Record** Pages

Navigator Edit / View

**Student Record Information**

Site: 1 - North Campus Program Year: 7/1/2014 - 6/30/2015  
 Student: 54321 / Belle Bunny Record Date:

**Select Student in Program Year**

Student: Site: 1 - North Campus  
 Program Year: 7/1/2014 - 6/30/2015 (Current)  
 Student: 54321 Belle Bunny / 1 - North Campus

**Education & Goals**

The record date must be set.  
 Record Date:

**Goals:**

N/A  Primary  Retain Job  Primary  Military  
 Primary  Improve basic skills  Primary  Enter college or training  Primary  Personal Goal  
 Primary  Improve English skills  Primary  Work-based project  Primary  None  
 Primary  H.S. Dipl./HSE  Primary  Family Goal  Primary  Other Attainable Goal  
 Primary  Get a Job  Primary  U.S. Citizenship

**Instructional Levels:**  ESL  ABE/ASE

**Status**

**Labor Force Status:**  N/A  Employed  Unemployed  Not employed/not seeking work  Retired

**Special Program Entries:**  N/A  Homeless Program  Special Needs  Even Start  
 None  Family Literacy  Alternative Ed. [K12]  CBET  
 Jail  Workplace Ed.  Non-traditional Training  Other  
 Community Corrections  Tutoring  EL Civics  
 State Corrections  Distance Learning  Carl Perkins

**Special Program Exits:**  N/A  Homeless Program  Special Needs  Even Start  
 None  Family Literacy  Alternative Ed. [K12]  CBET  
 Jail  Workplace Ed.  Non-traditional Training  Other  
 Community Corrections  Tutoring  EL Civics

- 3) Once the above sections are completed, click **Save**. The **Navigator** will reflect **Edit/View**, Class Records and Program Records.
- 4) Click the Red X on the Tab to close this tab and return to the student record.

## Class Enrollments

Adapted from "How to Manually Enter a New Student in TE." CASAS, 2013. Web. January 2015.  
<https://www.casas.org/docs/default-source/te-help-documentation/how-to-manually-enter-a-new-student.pdf?sfvrsn=10?Status=Master>

Indicates Student Class Enrollments.

- 1) Select **Class Enrollments** from the **Navigator**.

*Note: You may also go to Records – Classes – Enrollments. Select the student.*



The screenshot displays the TE system interface. On the left is a 'Navigator' menu with options like 'Edit / View', 'In Program Years', 'Student Records', 'Class Enrollments' (highlighted), 'Class Records', 'Program Enrollments', 'Program Records', 'Tests', 'Certificates', 'Demographic History', 'Employment History', and 'Surveys'. The main area shows 'Student Information' for Agency/Site 4908 / 1 - North Campus, Student 54321 / Belle Bunny, Birth Date, and Gender: Female. Below this is the 'Class Enrollments' section with a toolbar containing 'New', 'Filter', 'Columns', 'Sort', 'Delete', 'Batch Delete', 'No Items', 'Refresh', 'Export', and 'More'. A table header is visible with columns: 'Program Year', 'Class ID', 'Class Name', 'Class status', 'Date Entered Class', and 'Date Exited Class'. The table currently shows 'No Items'.

- 2) Click **New**.

*Note: If you did not use the Navigator, use the drop-down menus to choose the program year, student.*

The screenshot shows the 'New Class Enrollment' form in the TE system. The form is titled 'Class Enrollment Information' and contains the following fields:

- Site: 4908 - Rolling Hills Adult School
- Program Year:
- Class Description:
- Class Start Date:
- Class End Date:
- Student:
- Date Entered Class:
- Date Exited Class:

Below the 'Class Enrollment Information' section is the 'Select Student in Program Year' section, which includes the following fields:

- Student: Site: 4908 - Rolling Hills Adult School
- Program year: 7/1/2012 - 6/30/2013
- Student: No selection
- Class Instance: No selection

Below the 'Select Student in Program Year' section is the 'Status in Class' section, which includes the following fields:

- Date Entered Class:
- Date Exited Class:
- Class Status:  N/A  Active  Completed  Inactive

- 3) Enter the **Date Entered Class**. Use the drop down to select a class instance.

*Note: Optional - Mark Active for Class Status. This helps when filtering reports such as Competency reports to identify current active students. This is not required and requires the field to be kept up to date if used, but may be helpful. For example, class reports can be used as a roster if class status is kept up to date. Date Exited Class may also be useful when filtering records. Again, it must be kept up to date to be useful, but is not required.*

- 4) Click **Save**.
- 5) Click the red X on the tab to close the tab and return to the Student Information tab. Your student now has a complete record – demographics, program and class enrollment.

## Program Enrollment

Adapted from "How to Manually Enter a New Student in TE." CASAS, 2013. Web. January 2015.  
<https://www.casas.org/docs/default-source/te-help-documentation/how-to-manually-enter-a-new-student.pdf?sfvrsn=10?Status=Master>

Indicates information about the instructional program the student is enrolled in. Students are required to have a Program Enrollment assigned based on the test score level (ESL, ABE, or HSE). **Per current Iowa policy, a student should be enrolled in only one instructional program.**

*Note: When more than one instructional program enrollment is used per program year, the system looks at the enrollments from low to high an order of ESL, ABE, and HSE. This is the program of record and used for federal reports.*

- 1) Select **Program Enrollments** from the **Navigator**.

The screenshot displays the TE system interface. On the left is the **Navigator** menu with options like 'Edit / View', 'In Program Years', 'Student Records', 'Class Enrollments', 'Class Records', 'Program Enrollments' (highlighted), 'Program Records', 'Tests', 'Certificates', 'Demographic History', 'Employment History', and 'Surveys'. The main area shows **Student Information** for Agency/Site: 4908 / 1 - North Campus, Student: 54321 / Belle Bunny, Birth Date, and Gender: Female. Below this is the **Program Enrollments** table with columns: Program Year, Instructional Program, Program Status, Program Exit Reason, Date Entered Program, and Date Exited Program. The table currently shows 'No Items'.

2) Click **New**. The Program Enrollment Information screen opens in Edit mode.

3) Select one of the **Instructional programs** (ESL, ABE, High School Diploma or HSE).

4) Enter the **Date Entered Program**.

5) Click **Save**. Click the red X to close the New Program Enrollment tab and return to the Student Information tab.

### Enter Instructional Hours per Student

Adapted from "How to Manually Add Student Records." CASAS, 2013. Web. January 2015.

<https://www.casas.org/docs/default-source/te-help-documentation/how-to-manually-add-hours-to-student-record197501FDD129.pdf?sfvrsn=6?Status=Master>

1) Go to **Records – Classes – Enrollments**.



- 2) Select one student record from the lister and double-click it to open the details page.
- 3) Select **Attendance** from the Navigator panel.

Class Enrollments 561677132 - Susie ...

Navigator: Edit / View, Attendance, Class Records

Class Enrollment Information:

- Site: 01 - North Campus
- Program Year: 7/1/2016 - 6/30/2017
- Class Description: 1 - Low Intermediate ABE
- Class Start Date: 7/1/2016
- Class End Date:
- Student: 561677132 / Susie Gallegos
- Date Entered Class: 7/1/2016
- Date Exited Class: 12/30/2016

Add Entry/Update Record

Attendance

	12/30/2016
Daily Attendance	
Student Observation	
Student Test	
Student Update	
Student Update (Cumulated)	45:00

- 4) Click the pencil icon  next to **Attendance**.
- 5) Click the **Add** button. The instructional hours field will now appear for each of the five categories.

Class Enrollments 561677132 - Susie ...

Navigator: Edit / View, Attendance, Class Records

Class Enrollment Information:

- Site: 01 - North Campus
- Program Year: 7/1/2016 - 6/30/2017
- Class Description: 1 - Low Intermediate ABE
- Class Start Date: 7/1/2016
- Class End Date:
- Student: 561677132 / Susie Gallegos
- Date Entered Class: 7/1/2016
- Date Exited Class: 12/30/2016

Attendance

	2/13/2017	<input type="checkbox"/>	Add
Daily Attendance	HH	:	MM
Student Observation	HH	:	MM
Student Test	HH	:	MM
Student Update	HH	:	MM
Student Update (Cumulated)	HH	:	MM

- 6) Add the correct number of hours and click **Save**. Leave blank if they do not attend. Do not enter zero hours.

## Enter Instructional Hours per Class

Adapted from "Adding Instructional Hours." *Classes*. CASAS, 2013. Web. January 2015.

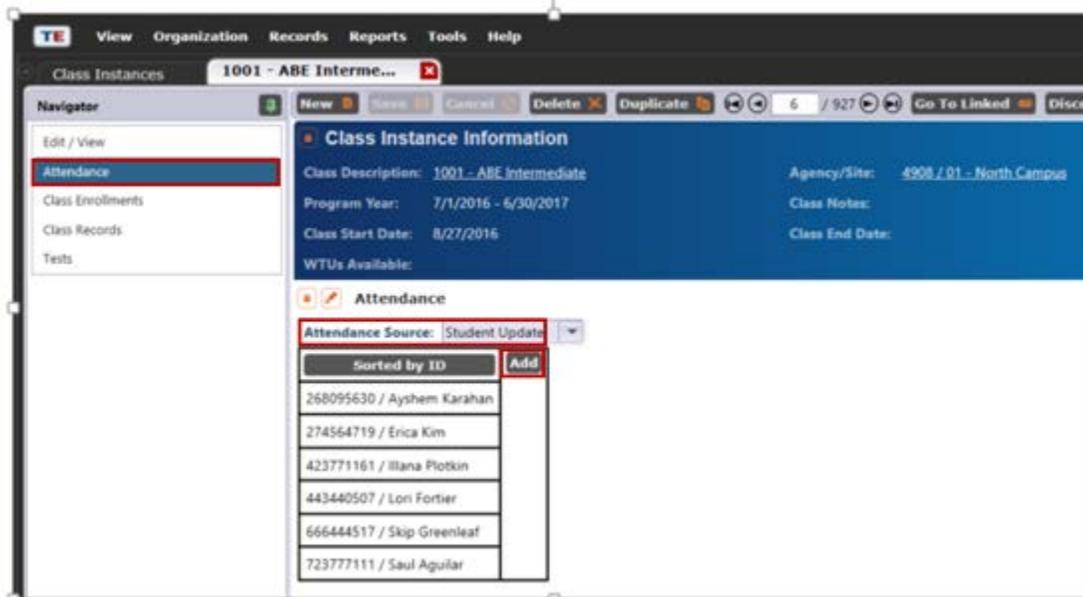
<https://www.casas.org/docs/default-source/te-help-documentation/how-to-add-instructional-hoursE0606C37ED64.pdf?sfvrsn=6?Status=Master>

Instructional hours are important for indicating the intensity of instruction.

- 1) Go to **Organization – Classes – Instances**.



- 2) Select a class that has at least one student enrolled. Double-click that record to open the details page.
- 3) Click **Attendance** in the Navigator panel.
- 4) Click the pencil icon  next to **Attendance** to modify the record information.
- 5) Change the **Attendance Source** to **Student Update**.



**Important! Note:** Make sure Student Update is selected. Otherwise, multiple class hours may not accumulate.

- 6) Click the **Add** button, and then enter the **Instructional Hours** into the new fields. Leave blank if they do not attend. Do not enter zero hours.
- 7) Click **Save**. The screen refreshes and the Participation Source is set back to Daily Attendance. Change the Participation source to Student Update to see the Student Update hours that you just entered.
- 8) **Note:** There is more than one way to perform most functions.

*Another Option:*

*Go to **Organization – Classes –Instances**.*

*Select corresponding class.*

*Select class enrollments on the navigator bar.*

*Select the first student for which there are hours. (Filter the enrollment list for no exit date to display only active students.)*

*Select **Attendance** on navigator bar.*

*Click the edit button.*

*Select add. Add the date and hours under “Student Update.”*

*Save.*

*Select the right arrow at the top of the screen to go to the next student.*

*Save. Repeat for each student in the class.*

## Enter Test Information

This section includes information on how to manually enter the High School Equivalency test records and other assessments. The High School Equivalency is categorized under the Student Demographics. The Adult Education and Literacy assessments are a subsection under Tests. While most are entered automatically, there may be situations where a test record would need to be entered manually. Refer to the [Data Dictionary](#) and Test Record for guidelines on specific options and required fields.

### HiSET Scores

HiSET scores should be entered monthly at a minimum. These need to be entered because they contribute to one of the NRS Core Outcome Measures of receiving a secondary school or High School Equivalency diploma.

- 1) Go to **Records-Students-Demographics**



- 2) Select the student from the lister.

TE View Organization Records Reports Tools Help User: E/Coordinator Coordinator 23 Version: 2.0 build 270

Students 000130472 - Isabel...

Agency/Site: 4908 - Rolling Hills Adult School Aggregated Subsites Filter Columns Sort Delete Batch Delete More

Site	Student ID	Name	Birth Date	Gender	Ethnicity	Races	Native Language
1 - North Campus	000121936		7/26/1986	Female	Hispanic or Latino		Spanish
1 - North Campus	000122010		8/14/1984	Male	Not Hispanic or Latino	White	English
1 - North Campus	000122755		2/14/1985	Male	Hispanic or Latino		Spanish
1 - North Campus	000123511		3/22/1983	Male	Not Hispanic or Latino	Black or African American	English
1 - North Campus	000124066		10/3/1984	Female	Not Hispanic or Latino	White	English
1 - North Campus	000124416		5/23/1983	Male	Hispanic or Latino		Spanish
1 - North Campus	000125272		4/14/1984	Male	Not Hispanic or Latino	White	English
1 - North Campus	000126583		10/3/1984	Female	Not Hispanic or Latino	White	English
1 - North Campus	000127198		11/14/1986	Female	Hispanic or Latino		Spanish
1 - North Campus	000128424		7/20/1985	Female	Not Hispanic or Latino	Black or African American	English
6 - Southwest C...	000130472	Isabel Martinez	7/8/1959	Female	Hispanic or Latino	White	Spanish
6 - Southwest C...	000196111	Antonio Macgrady	9/12/1967	Male	Hispanic or Latino	White	Spanish
6 - Southwest C...	002440622	Romildo Mancillas	8/30/1971	Male	Not Hispanic or Latino	White	Other
1 - North Campus	005208216	Rick Williams	5/20/1984	Male	Not Hispanic or Latino	Black or African American	English
2 - South Campus	005208242	Richard Williams	5/20/1984	Male	Not Hispanic or Latino	Black or African American	English
1 - North Campus	023945893	Trayla B Ford	3/16/1985	Female	Not Hispanic or Latino	White	English
1 - North Campus	034903948	Carmen Rodriguez	7/30/1955	Female	Hispanic or Latino		Spanish
1 - North Campus	039493489	John W Bestway	7/15/1985	Male	Not Hispanic or Latino	White	English
6 - Southwest C...	046583746	Jorge Casteneda	12/6/1961	Male	Hispanic or Latino	White	Spanish
1 - North Campus	049485858	Carey D McGarnagle	6/8/1986	Male	Not Hispanic or Latino	White	English
6 - Southwest C...	060882	Dora A Cabrera	1/27/1957	Female	Hispanic or Latino	White	Spanish
6 - Southwest C...	086485676	Luis Angel Moreno	11/25/1981	Male	Hispanic or Latino	White	Spanish
6 - Southwest C...	089465737	Orlando Tomas Lamas	5/10/1984	Male	Hispanic or Latino	White	Spanish
1 - North Campus	090983439	Krissy Bartholomew	9/9/1982	Female		White	English
1 - North Campus	091919119	Karen V Corkey	7/13/1985	Female	Not Hispanic or Latino	White	English
1 - North Campus	092340934	Humil Zritpab	5/25/1992	Female	Not Hispanic or Latino	White	Other
1 - North Campus	092409833	Jaime Gomez	8/20/1992	Male	Hispanic or Latino	White	Spanish
1 - North Campus	093182584	Ronald Screbicizi	8/9/1986	Male	Not Hispanic or Latino	White	Other
1 - North Campus	093548385	Phat Lam	1/31/1991	Female	Not Hispanic or Latino	Asian	Vietnamese
1 - North Campus	093734754	Jay Bluegill	9/29/1986	Male	Not Hispanic or Latino	White	English
1 - North Campus	095898383	Matt R O'Happenstance	9/9/1986	Female	Not Hispanic or Latino	White	English
6 - Southwest C...	097867574	Aleyda Zamora	12/18/1986	Female	Hispanic or Latino	White	Spanish
1 - North Campus	098359843	Iri Trazainicbrn	5/23/1967	Male	Not Hispanic or Latino	White	Other

3) On the Student Information, click the pencil icon  next to **Education** to update the HiSET scores.

New Save Cancel Delete Duplicate 11 / 348 Go To Linked

### Student Information

Agency/Site: [4908 / 6 - Southwest Campus](#)  
 Student: 000130472 / Isabel Martinez Birth Date: 7/8/1959 Gender: Female

### Identification

**Student ID:** 000130472 **Name:** Isabel Martinez  
**Gender:** Female **Birth Date:** 7/8/1959 **Age:** 55  
**SSN:** \*\*\*\*\*0476 **Consent Signed:** N/A **NEDP ID:** N/A **SSID:** N/A  
**GED 2002 ID:** **GED 2014 ID:** N/A **HiSET ID:** N/A **TASC ID:** N/A

### Education

**Highest Year of School:** 6 **Highest Degree or Diploma:** None **CAHSEE Scores:** N/A  
**School:** N/A **Earned:** N/A  
**GED 2014 Scores:** N/A **GED 2002 Scores:** N/A  
**HiSET Scores:** **TASC Scores:** N/A

Note: There is more than one way to perform most functions. The Navigator bar or the Add/Entry update button can be used to update student records. The Navigator bar has smaller screens broken into sections while the Add/Entry Update Record combines sections into one screen.

The screenshot shows the software interface with a 'Navigator' sidebar on the left and a main content area. The 'Add Entry/Update Record' button in the Navigator is circled in red. The main content area displays the 'Student Information' and 'Identification' sections, matching the data shown in the previous blocks.

4) The Edit section of Education will open. Click Add score.

  **Education**

**Highest Year of School:**   Unknown  School Outside US

**Highest Degree or Diploma:**

- None
- HSE Certificate
- High School Diploma
- Technical/Certificate
- Some college, no degree
- A. A./A.S. Degree
- 4 yr. College Graduate
- Graduate Studies
- Other Diploma/Degree
- Earned Outside US

**CAHSEE Scores:**

Date	Score	Passed
		<input type="checkbox"/>

**Add Score**

**GED 2014 Scores:**

Subsection	Date	Score	Passed
			<input type="checkbox"/>

**Add Score**

**GED 2002 Scores:**

Subsection	Date	Score	Passed
			<input type="checkbox"/>

**Add Score**

**HiSET Scores:**

Subsection	Date	Score	Passed
			<input type="checkbox"/>

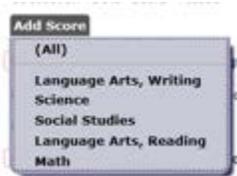
**Add Score**

**TASC Scores:**

Subsection	Date	Score	Passed
			<input type="checkbox"/>

**Add Score**

5) Select a subsection.



6) Enter the test date and score (optional). If score is not entered, you must check passed or uncheck for not passed.

*Note: When you enter the score, TE will determine whether or not the score is a passing result. Otherwise, you may manually check or uncheck passed without a score, however, you **cannot leave blank**.*

**Examples:**

- Blank with check box filled in as blue
- Unchecked check box
- Checked check box with check mark in box

**HiSET Scores:**

Subsection	Date	Score	Passed
Language Arts, Writing	9/5/2014	<input type="text"/>	<input type="checkbox"/>

**Add Score**

7) Click Save.

The screenshot shows a software interface with a toolbar at the top containing buttons for 'New', 'Save', 'Cancel', 'Delete', 'Duplicate', 'Go To Linked', and 'Disconnect'. The 'Save' button is highlighted with a red box. Below the toolbar is a blue panel titled 'Student Information' containing the following text: 'Agency/Site: 4908 / 6 - Southwest Campus', 'Student: 000130472 / Isabel Martinez', 'Birth Date: 7/8/1959', and 'Gender: Female'.

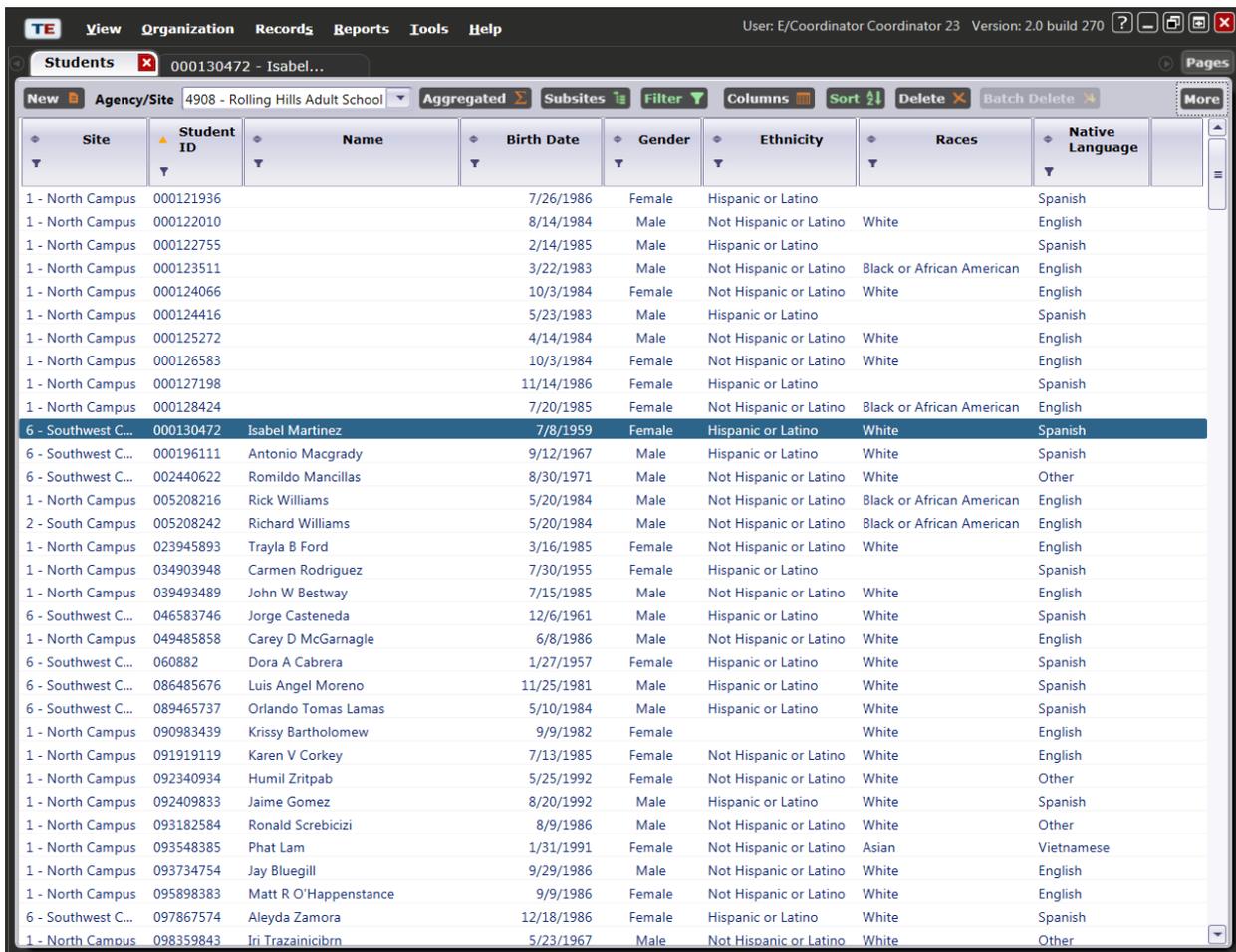
## TABE Scores

While the CASAS scores are automatically entered from eTESTS, other approved assessments can be used and manually entered. Refer to the [Assessment policy](#) for approved assessment and guidelines.

### 1) Go to **Records-Students-Demographics**



### 2) Select the student from the lister.

A screenshot of the TE system interface showing a list of students. The table has columns for Site, Student ID, Name, Birth Date, Gender, Ethnicity, Races, and Native Language. The student 'Isabel Martinez' is highlighted in blue.

Site	Student ID	Name	Birth Date	Gender	Ethnicity	Races	Native Language
1 - North Campus	000121936		7/26/1986	Female	Hispanic or Latino		Spanish
1 - North Campus	000122010		8/14/1984	Male	Not Hispanic or Latino	White	English
1 - North Campus	000122755		2/14/1985	Male	Hispanic or Latino		Spanish
1 - North Campus	000123511		3/22/1983	Male	Not Hispanic or Latino	Black or African American	English
1 - North Campus	000124066		10/3/1984	Female	Not Hispanic or Latino	White	English
1 - North Campus	000124416		5/23/1983	Male	Hispanic or Latino		Spanish
1 - North Campus	000125272		4/14/1984	Male	Not Hispanic or Latino	White	English
1 - North Campus	000126583		10/3/1984	Female	Not Hispanic or Latino	White	English
1 - North Campus	000127198		11/14/1986	Female	Hispanic or Latino		Spanish
1 - North Campus	000128424		7/20/1985	Female	Not Hispanic or Latino	Black or African American	English
6 - Southwest C...	000130472	Isabel Martinez	7/8/1959	Female	Hispanic or Latino	White	Spanish
6 - Southwest C...	000196111	Antonio Macgrady	9/12/1967	Male	Hispanic or Latino	White	Spanish
6 - Southwest C...	002440622	Romildo Mancillas	8/30/1971	Male	Not Hispanic or Latino	White	Other
1 - North Campus	005208216	Rick Williams	5/20/1984	Male	Not Hispanic or Latino	Black or African American	English
2 - South Campus	005208242	Richard Williams	5/20/1984	Male	Not Hispanic or Latino	Black or African American	English
1 - North Campus	023945893	Trayla B Ford	3/16/1985	Female	Not Hispanic or Latino	White	English
1 - North Campus	034903948	Carmen Rodriguez	7/30/1955	Female	Hispanic or Latino		Spanish
1 - North Campus	039493489	John W Bestway	7/15/1985	Male	Not Hispanic or Latino	White	English
6 - Southwest C...	046583746	Jorge Casteneda	12/6/1961	Male	Hispanic or Latino	White	Spanish
1 - North Campus	049485858	Carey D McGarnagle	6/8/1986	Male	Not Hispanic or Latino	White	English
6 - Southwest C...	060882	Dora A Cabrera	1/27/1957	Female	Hispanic or Latino	White	Spanish
6 - Southwest C...	086485676	Luis Angel Moreno	11/25/1981	Male	Hispanic or Latino	White	Spanish
6 - Southwest C...	089465737	Orlando Tomas Lamas	5/10/1984	Male	Hispanic or Latino	White	Spanish
1 - North Campus	090983439	Krissy Bartholomew	9/9/1982	Female		White	English
1 - North Campus	091919119	Karen V Corkey	7/13/1985	Female	Not Hispanic or Latino	White	English
1 - North Campus	092340934	Humil Zritpab	5/25/1992	Female	Not Hispanic or Latino	White	Other
1 - North Campus	092409833	Jaime Gomez	8/20/1992	Male	Hispanic or Latino	White	Spanish
1 - North Campus	093182584	Ronald Screbicizi	8/9/1986	Male	Not Hispanic or Latino	White	Other
1 - North Campus	093548385	Phat Lam	1/31/1991	Female	Not Hispanic or Latino	Asian	Vietnamese
1 - North Campus	093734754	Jay Bluegill	9/29/1986	Male	Not Hispanic or Latino	White	English
1 - North Campus	095898383	Matt R O'Happenstance	9/9/1986	Female	Not Hispanic or Latino	White	English
6 - Southwest C...	097867574	Aleyda Zamora	12/18/1986	Female	Hispanic or Latino	White	Spanish
1 - North Campus	098359843	Iri Trazainicbrn	5/23/1967	Male	Not Hispanic or Latino	White	Other

- 3) On the Student Information screen, from the Navigator, select **Tests**.

The screenshot shows the TTE Student Information screen for student 005208216 - Rick Williams. The Navigator on the left lists various record types, with 'Tests' highlighted in a red box. The main content area displays the following information:

- Student Information:** Agency/Site: 4908 / 01 - North Campus; Student: 005208216 / Rick Williams; Birth Date: 5/20/1986; Gender: M
- Identification:** Student ID: 005208216; Name: Rick Williams; Gender: Male; Birth Date: 5/20/1986; Age: 30; SSN: N/A; Consent Signed: N/A; NEDP ID: N/A; GED 2002 ID: N/A; GED 2014 ID: N/A; HISET ID: N/A
- Education:** (Section header visible)

- 4) Then click **New**. A new tab opens with Test Information. Complete the **Select Student in Program Year Information**. Select a **Class Instance** and **Assessment Date**.

The screenshot shows the TTE New Test screen. The 'Test Information' section is visible, and the 'Select Student in Program Year' section is expanded. The 'Assessment Info' section contains the following information:

- Test Information:** Site: 01 - North Campus; Program Year: 7/1/2016 - 6/30/2017; Student: 005208216 / Rick Williams
- Select Student in Program Year:** Site: 01 - North Campus; Program Year: 7/1/2016 - 6/30/2017 (Current); Student: 005208216 Rick Williams / 01 - North Campus; Class Instance: No selection; Assessment Date: (empty)
- Assessment Info:**
  - Assessment Date: (empty)
  - Assessment Type:
    - Fixed Form
    - EL Civics Additional Assessment Form
    - Multistage
    - Field Test
    - Appraisal
    - Observation
    - Survey
    - Fixed Form Locator
    - Long CAT
    - SG Practice
    - Practice
    - CAT Locator
    - Sample
  - Form: No selection
  - Class: (empty)
  - Score Override:  Raw Score: (empty) Scale Score: (empty)
  - Accurate:  Passed:  Retested:
- Assessment Items:** Item Responses: Not Available

- 5) Select an option from **Class Instance**.

The screenshot shows the 'New Test' form with the following fields and values:

- Test Information:** Site: 1 - North Campus, Program Year: 7/1/2014 - 6/30/2015, Student: 005208216 / Rick Williams
- Select Student in Program Year:** Site: 1 - North Campus, Program Year: 7/1/2014 - 6/30/2015 (Current), Student: 005208216 Rick Williams / 1 - North Campus, Class Instance: (dropdown menu open)
- Assessment Info:** Assessment Date: 7/22/2014, Assessment Type:  Fixed Form,  Appraisal,  Fixed Form Local,  Practice
- Form:** No selection
- Class:** 1 - ABE
- Score Override:** Raw Score: (empty), Scale Score: (empty)
- Accurate:** Passed: , Retested:
- Assessment Items:** Item Responses: Not Available

- 6) Enter an **Assessment Date**.

The close-up shows the 'Select Student in Program Year' section with the following values:

- Student:** Site: 1 - North Campus, Program Year: 7/1/2014 - 6/30/2015 (Current), Student: 005208216 Rick Williams / 1 - North Campus, Class Instance: 1 - ABE, Assessment Date: 8/4/2014

- 7) Check **Fixed Form** for **Assessment Type**
- 8) Select **Form**. Click Select from Lister to choose from a list or click on the down arrow and type in the beginning of the name of the form to apply an automatic filter.

**Assessment Info**

**Assessment Date:** 8/4/2014

**Assessment Type:**  Fixed Form  EL Civics Additional Assessment Form  Multistage  
 Appraisal  Observation  Survey  
 Fixed Form Locator  Long CAT  
 Practice  CAT Locator

**Form:**

- 9) The Score Override is checked by default and the Raw Score is grey. Enter the Scaled Score for the corresponding test.

**Score Override:**  **Raw Score:**  **Scale Score:**

*Note: Refer to the TABE Test Administration Manual for instructions on how to combine the computation and applied math scores. Then use the TABE Norms book charts to convert the number correct to a scaled score. Refer to the [Scoring TABE Subtest Assessments](#).*

- 10) Click **Save** on the Test Information tab to save the results.

**Pretest Note:** Once the student has at least 12 hours of instruction, a corresponding Educational Functional level will be assigned if this is a pretest.

**Posttest Note:** The same procedure would be followed to enter posttest information after the required and/or targeted hours of instruction have been met.

11) Close the Test Information tab by clicking on the red x on the tab.

The screenshot shows a web application interface. At the top, there are browser tabs: 'Students', '005208216 - Rick W...', and '005208216 - Rick W...' with a red 'X' icon next to it. Below the tabs is a toolbar with buttons: 'New', 'Save', 'Cancel', 'Delete', 'Duplicate', 'Go To Linked', and 'Disconnect'. On the left is a 'Navigator' panel with 'Edit / View' and 'Certificates' options. The main content area is titled 'Test Information' and contains the following data:

- Site: 1 - North Campus
- Program Year: 7/1/2014 - 6/30/2015
- Student: 005208216 / Rick Williams
- Assessment Date: 8/4/2014
- Form Code: 709R
- Form Name: TABE Reading Form 9

Below the 'Test Information' section are two sub-sections:

- Assessment Info**:
  - Assessment Date: 8/4/2014 (dropdown)
  - Assessment Type: Fixed Form
  - Form: 709R - TABE Reading Form 9
  - Class: 1 - ABE (dropdown)
  - Score Override:  Raw Score: [input] Scale Score: 579
  - Accurate:  Passed:  Retested:
- Assessment Items**:
  - Item Responses: Not Available

### Proxy CASAS Assessment Scores

At the beginning of the program year, your program may choose to proxy test records from the previous year. This is allowed for assessments taken from May 12 – June 30. The wizard will create copies of records from the previous program year and create new records for the current program year with a date of July 1.

On the Tools menu, select Proxy Wizard to open this feature. The Proxy Wizard will open. Follow the instructions on the screen. For further instruction, refer to CASAS documentation <https://www.casas.org/docs/te-help-documentation/using-the-proxy-wizard.pdf>.

## Student Update Records

Adapted from "How to Manually Enter Entry and Update Records." CASAS, 2013. Web. January 2015.

<https://www.casas.org/docs/default-source/te-help-documentation/how-to-manually-enter-entry-and-update-records.pdf?sfvrsn=12?Status=Master>

Refer to the [Data Dictionary](#) and General Instructions on the Update Record for guidelines on specific options and required fields. This needs to be done when there is a change in the student's Status.

- 1) Go to Records-Students-Demographics.

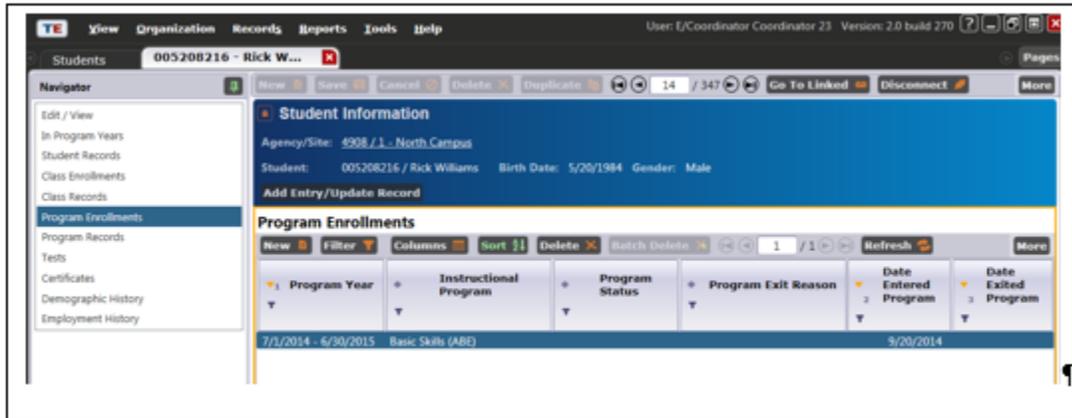


- 2) Select the student from the lister.

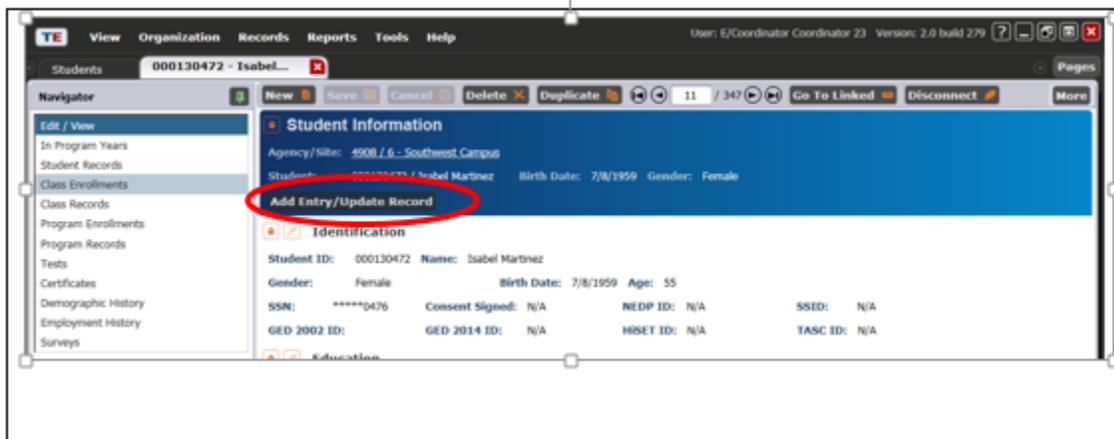
A screenshot of the CASAS software interface showing a list of student records. The table has columns for Site, Student ID, Name, Birth Date, Gender, Ethnicity, Races, and Native Language. The student Isabel Martinez is highlighted in the list.

Site	Student ID	Name	Birth Date	Gender	Ethnicity	Races	Native Language
1 - North Campus	000121936		7/26/1986	Female	Hispanic or Latino		Spanish
1 - North Campus	000122010		8/14/1984	Male	Not Hispanic or Latino	White	English
1 - North Campus	000122755		2/14/1985	Male	Hispanic or Latino		Spanish
1 - North Campus	000123511		3/22/1983	Male	Not Hispanic or Latino	Black or African American	English
1 - North Campus	000124066		10/3/1984	Female	Not Hispanic or Latino	White	English
1 - North Campus	000124416		5/23/1983	Male	Hispanic or Latino		Spanish
1 - North Campus	000125272		4/14/1984	Male	Not Hispanic or Latino	White	English
1 - North Campus	000126583		10/3/1984	Female	Not Hispanic or Latino	White	English
1 - North Campus	000127198		11/14/1986	Female	Hispanic or Latino		Spanish
1 - North Campus	000128424		7/20/1985	Female	Not Hispanic or Latino	Black or African American	English
6 - Southwest C...	000130472	Isabel Martinez	7/8/1959	Female	Hispanic or Latino	White	Spanish
6 - Southwest C...	000196111	Antonio Macgrady	9/12/1967	Male	Hispanic or Latino	White	Spanish
6 - Southwest C...	002440622	Romildo Mancillas	8/30/1971	Male	Not Hispanic or Latino	White	Other
1 - North Campus	005208216	Rick Williams	5/20/1984	Male	Not Hispanic or Latino	Black or African American	English
2 - South Campus	005208242	Richard Williams	5/20/1984	Male	Not Hispanic or Latino	Black or African American	English
1 - North Campus	023945893	Trayla B Ford	3/16/1985	Female	Not Hispanic or Latino	White	English
1 - North Campus	034903948	Carmen Rodriguez	7/30/1955	Female	Hispanic or Latino		Spanish
1 - North Campus	039493489	John W Bestway	7/15/1985	Male	Not Hispanic or Latino	White	English
6 - Southwest C...	046583746	Jorge Casteneda	12/6/1961	Male	Hispanic or Latino	White	Spanish
1 - North Campus	049485858	Carey D McGarnagle	6/8/1986	Male	Not Hispanic or Latino	White	English
6 - Southwest C...	060882	Dora A Cabrera	1/27/1957	Female	Hispanic or Latino	White	Spanish
6 - Southwest C...	086485676	Luis Angel Moreno	11/25/1981	Male	Hispanic or Latino	White	Spanish
6 - Southwest C...	089465737	Orlando Tomas Lamas	5/10/1984	Male	Hispanic or Latino	White	Spanish
1 - North Campus	090983439	Krissy Bartholomew	9/9/1982	Female		White	English
1 - North Campus	091919119	Karen V Corkey	7/13/1985	Female	Not Hispanic or Latino	White	English
1 - North Campus	092340934	Humil Zritpab	5/25/1992	Female	Not Hispanic or Latino	White	Other
1 - North Campus	092409833	Jaime Gomez	8/20/1992	Male	Hispanic or Latino	White	Spanish
1 - North Campus	093182584	Ronald Screbicizi	8/9/1986	Male	Not Hispanic or Latino	White	Other
1 - North Campus	093548385	Phat Lam	1/31/1991	Female	Not Hispanic or Latino	Asian	Vietnamese
1 - North Campus	093734754	Jay Bluegill	9/29/1986	Male	Not Hispanic or Latino	White	English
1 - North Campus	095898383	Matt R O'Happenstance	9/9/1986	Female	Not Hispanic or Latino	White	English
6 - Southwest C...	097867574	Aleyda Zamora	12/18/1986	Female	Hispanic or Latino	White	Spanish
1 - North Campus	098359843	Iri Trazaicibrn	5/23/1967	Male	Not Hispanic or Latino	White	Other

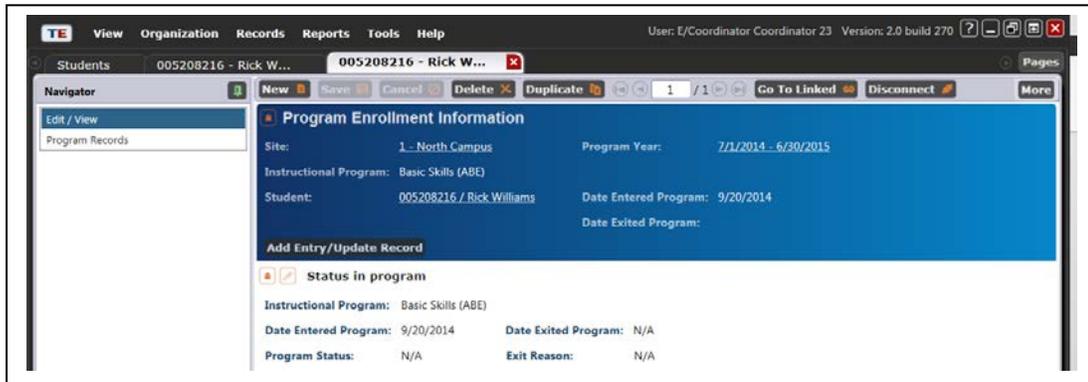
Select **Program Enrollment**.



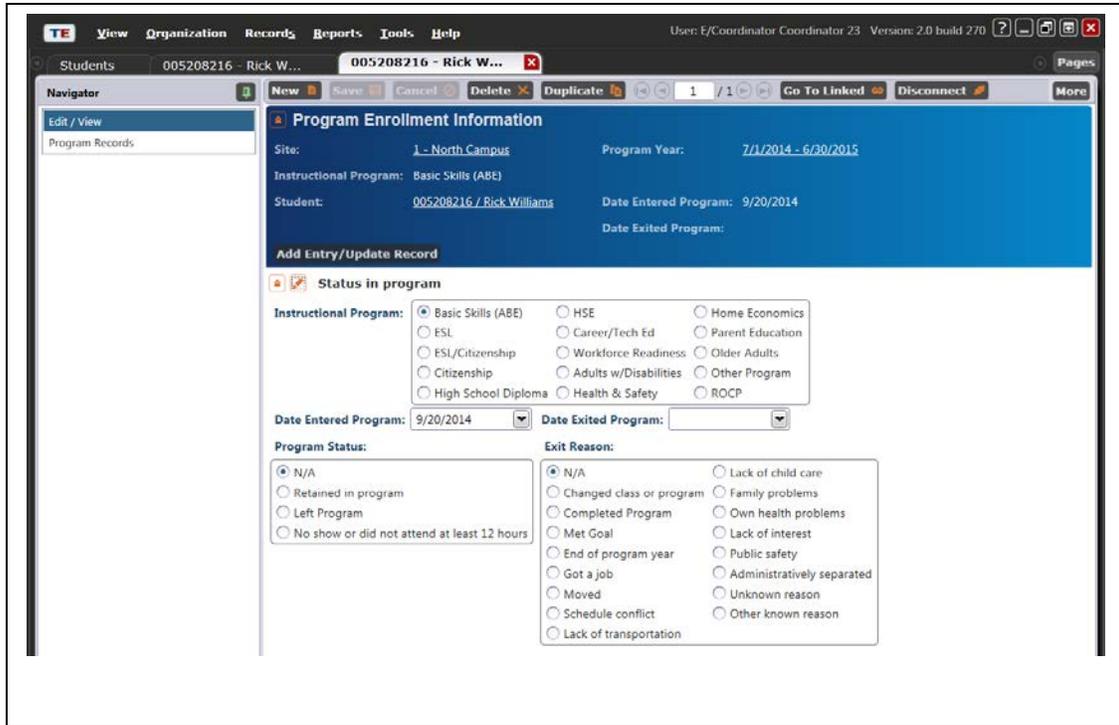
*Note: There is more than one way to perform most functions. The Navigator bar or the Add/Entry update button can be used to update student records. The Navigator bar has smaller screens broken into sections while the Add/Entry Update Record combines sections into one screen.*



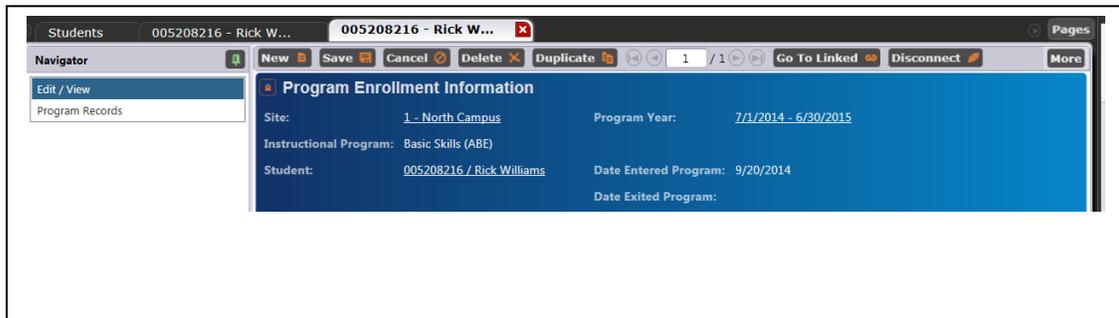
- 3) Double click on the **Program Enrollment** to open the Program Enrollment Information.
- 4) Click on the Edit mode to update.



- 5) Update Program Enrollment Information.
  - a. Retained in Program
    - i. Select if it is at the end of the program year and the student will continue.
  - b. Left Program
    - i. Date Exited Program: Last class date attended.
    - ii. Program Status: Select if after 90 days the student has not attended.
    - iii. Exit Reason: Select an option if known.
  - c. No show or did not attend at least 12 hours
    - i. Date Exited Program: Last class date attended.
    - ii. Program Status: Select if did not stay for 12 hours of instruction.



6) Click **Save**.



7) Close the Program Enrollment tab and return to the Student Information tab.

## Special Programs

Adapted from "How to Manually Enter Entry and Update Records." CASAS, 2013. Web. January 2015.

<https://www.casas.org/docs/default-source/te-help-documentation/how-to-manually-enter-entry-and-update-records.pdf?sfvrsn=12?Status=Master>

Refer to the [Data Dictionary](#) and General Instructions on the Entry Record for guidelines on specific options and required fields. Special Programs should be updated on the Student Information Record. Go to the Navigator and Select Program Enrollments. This can be done on the Entry record and updated during the program year.

- 1) Go to **Records-Students-Demographics.**



- 2) Select the student from the lister.

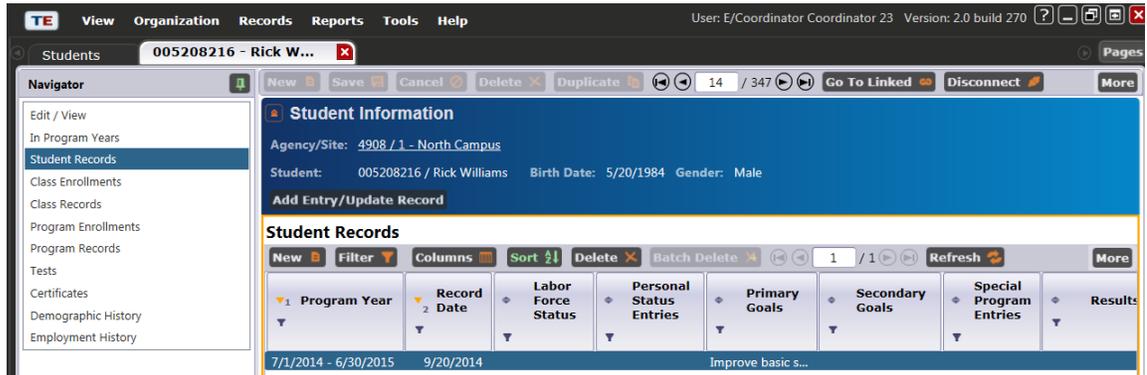
TE View Organization Records Reports Tools Help User: E/Coordinator Coordinator 23 Version: 2.0 build 270

Students 000130472 - Isabel...

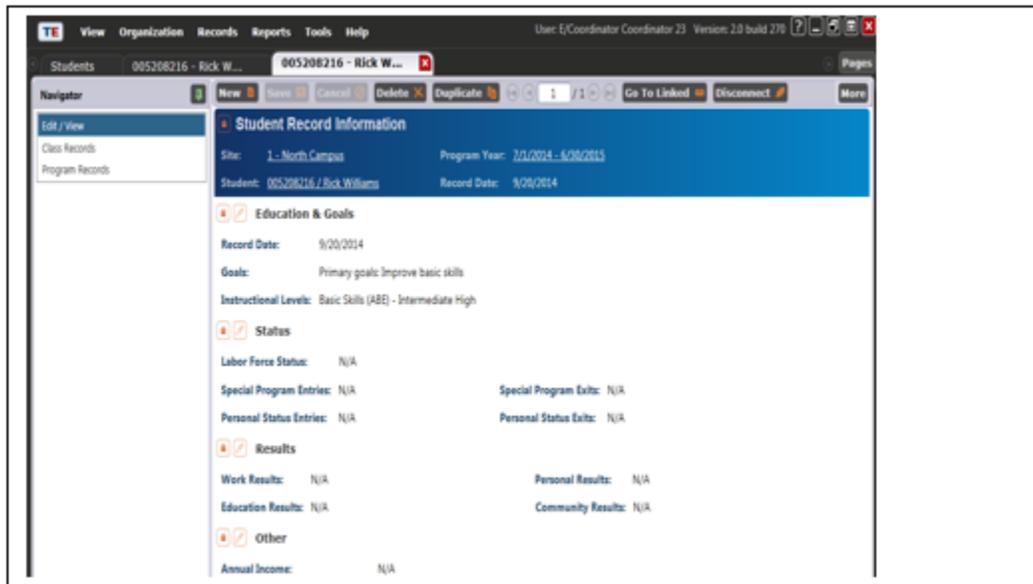
Agency/Site: 4908 - Rolling Hills Adult School Aggregated Subsites Filter Columns Sort Delete Batch Delete More

Site	Student ID	Name	Birth Date	Gender	Ethnicity	Races	Native Language
1 - North Campus	000121936		7/26/1986	Female	Hispanic or Latino		Spanish
1 - North Campus	000122010		8/14/1984	Male	Not Hispanic or Latino	White	English
1 - North Campus	000122755		2/14/1985	Male	Hispanic or Latino		Spanish
1 - North Campus	000123511		3/22/1983	Male	Not Hispanic or Latino	Black or African American	English
1 - North Campus	000124066		10/3/1984	Female	Not Hispanic or Latino	White	English
1 - North Campus	000124416		5/23/1983	Male	Hispanic or Latino		Spanish
1 - North Campus	000125272		4/14/1984	Male	Not Hispanic or Latino	White	English
1 - North Campus	000126583		10/3/1984	Female	Not Hispanic or Latino	White	English
1 - North Campus	000127198		11/14/1986	Female	Hispanic or Latino		Spanish
1 - North Campus	000128424		7/20/1985	Female	Not Hispanic or Latino	Black or African American	English
6 - Southwest C...	000130472	Isabel Martinez	7/8/1959	Female	Hispanic or Latino	White	Spanish
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1 - North Campus	023945893	Trayla B Ford	3/16/1985	Female	Not Hispanic or Latino	White	English
1 - North Campus	034903948	Carmen Rodriguez	7/30/1955	Female	Hispanic or Latino		Spanish
1 - North Campus	039493489	John W Bestway	7/15/1985	Male	Not Hispanic or Latino	White	English
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6 - Southwest C...	086485676	Luis Angel Moreno	11/25/1981	Male	Hispanic or Latino	White	Spanish
6 - Southwest C...	089465737	Orlando Tomas Lamas	5/10/1984	Male	Hispanic or Latino	White	Spanish
1 - North Campus	090983439	Krissy Bartholomew	9/9/1982	Female		White	English
1 - North Campus	091919119	Karen V Corkey	7/13/1985	Female	Not Hispanic or Latino	White	English
1 - North Campus	092340934	Humil Zritpab	5/25/1992	Female	Not Hispanic or Latino	White	Other
1 - North Campus	092409833	Jaime Gomez	8/20/1992	Male	Hispanic or Latino	White	Spanish
1 - North Campus	093182584	Ronald Screbicizi	8/9/1986	Male	Not Hispanic or Latino	White	Other
1 - North Campus	093548385	Phat Lam	1/31/1991	Female	Not Hispanic or Latino	Asian	Vietnamese
1 - North Campus	093734754	Jay Bluegill	9/29/1986	Male	Not Hispanic or Latino	White	English
1 - North Campus	095898383	Matt R O'Happenstance	9/9/1986	Female	Not Hispanic or Latino	White	English
6 - Southwest C...	097867574	Aleyda Zamora	12/18/1986	Female	Hispanic or Latino	White	Spanish
1 - North Campus	098359843	Iri Trazainicbrn	5/23/1967	Male	Not Hispanic or Latino	White	Other

- 3) The Student Information tab appears. Select Student Records from the Navigator. Double click on the first record for the program year. It is NOT necessary to add a new record.



- 4) The Student Record Information tab appears. Click on the pencil icon  next to Status and update the Special Program Entries.



- 5) Check the Special Programs that apply. Click **Save**.

**Note:** Key programs we want to identify include but are not limited to State Corrections, Distance Learning, Special Needs, CBET (STAR), and PACE.

**Special Program Entries:**

<input checked="" type="radio"/> N/A	<input type="checkbox"/> Homeless Program	<input type="checkbox"/> Special Needs	<input type="checkbox"/> Even Start
<input type="checkbox"/> None	<input type="checkbox"/> Family Literacy	<input type="checkbox"/> Alternative Ed. [K12]	<input type="checkbox"/> CBET
<input type="checkbox"/> Jail	<input type="checkbox"/> Workplace Ed.	<input type="checkbox"/> Non-traditional Training	<input type="checkbox"/> Other
<input type="checkbox"/> Community Corrections	<input type="checkbox"/> Tutoring	<input type="checkbox"/> EL Civics	
<input type="checkbox"/> State Corrections	<input type="checkbox"/> Distance Learning	<input type="checkbox"/> Carl Perkins	

## Student Results

Enter Student Results under Student Information.

- 1) Go to **Records-Students-Demographics**.



- 2) Select the student from the lister.

Site	Student ID	Name	Birth Date	Gender	Ethnicity	Races	Native Language
1 - North Campus	000121936		7/26/1986	Female	Hispanic or Latino		Spanish
1 - North Campus	000122010		8/14/1984	Male	Not Hispanic or Latino	White	English
1 - North Campus	000122755		2/14/1985	Male	Hispanic or Latino		Spanish
1 - North Campus	000123511		3/22/1983	Male	Not Hispanic or Latino	Black or African American	English
1 - North Campus	000124066		10/3/1984	Female	Not Hispanic or Latino	White	English
1 - North Campus	000124416		5/23/1983	Male	Hispanic or Latino		Spanish
1 - North Campus	000125272		4/14/1984	Male	Not Hispanic or Latino	White	English
1 - North Campus	000126583		10/3/1984	Female	Not Hispanic or Latino	White	English
1 - North Campus	000127198		11/14/1986	Female	Hispanic or Latino		Spanish
1 - North Campus	000128424		7/20/1985	Female	Not Hispanic or Latino	Black or African American	English
6 - Southwest C...	000130472	Isabel Martínez	7/8/1959	Female	Hispanic or Latino	White	Spanish
6 - Southwest C...	000196111	Antonio Macgrady	9/12/1967	Male	Hispanic or Latino	White	Spanish
6 - Southwest C...	002440622	Romildo Mancillas	8/30/1971	Male	Not Hispanic or Latino	White	Other
1 - North Campus	005208216	Rick Williams	5/20/1984	Male	Not Hispanic or Latino	Black or African American	English
2 - South Campus	005208242	Richard Williams	5/20/1984	Male	Not Hispanic or Latino	Black or African American	English
1 - North Campus	023945893	Trayla B Ford	3/16/1985	Female	Not Hispanic or Latino	White	English
1 - North Campus	034903948	Carmen Rodriguez	7/30/1955	Female	Hispanic or Latino		Spanish
1 - North Campus	039493489	John W Bestway	7/15/1985	Male	Not Hispanic or Latino	White	English
6 - Southwest C...	046583746	Jorge Casteneda	12/6/1961	Male	Hispanic or Latino	White	Spanish
1 - North Campus	049485858	Carey D McGarnagle	6/8/1986	Male	Not Hispanic or Latino	White	English
6 - Southwest C...	060882	Dora A Cabrera	1/27/1957	Female	Hispanic or Latino	White	Spanish
6 - Southwest C...	086485676	Luis Angel Moreno	11/25/1981	Male	Hispanic or Latino	White	Spanish
6 - Southwest C...	089465737	Orlando Tomas Lamas	5/10/1984	Male	Hispanic or Latino	White	Spanish
1 - North Campus	090983439	Krissy Bartholomew	9/9/1982	Female		White	English
1 - North Campus	091919119	Karen V Corkey	7/13/1985	Female	Not Hispanic or Latino	White	English
1 - North Campus	092340934	Humil Zritpab	5/25/1992	Female	Not Hispanic or Latino	White	Other
1 - North Campus	092409833	Jaime Gomez	8/20/1992	Male	Hispanic or Latino	White	Spanish
1 - North Campus	093182584	Ronald Screbicizi	8/9/1986	Male	Not Hispanic or Latino	White	Other
1 - North Campus	093548385	Phat Lam	1/31/1991	Female	Not Hispanic or Latino	Asian	Vietnamese
1 - North Campus	093734754	Jay Bluegill	9/29/1986	Male	Not Hispanic or Latino	White	English
1 - North Campus	095898383	Matt R O'Happenstance	9/9/1986	Female	Not Hispanic or Latino	White	English
6 - Southwest C...	097867574	Aleyda Zamora	12/18/1986	Female	Hispanic or Latino	White	Spanish
1 - North Campus	098359843	Iri Trazainicbrn	5/23/1967	Male	Not Hispanic or Latino	White	Other

- 3) Select **Student Records**.
- 4) Double click to select the existing record.
- 5) Click the pencil icon  next to **Results**.
- 6) Update
  - a. Work
  - b. Personal
  - c. Education

*Note: Be sure to indicate when all five sub-sections of the HiSET have been passed. **This is required.** Other result indicators are optional.*

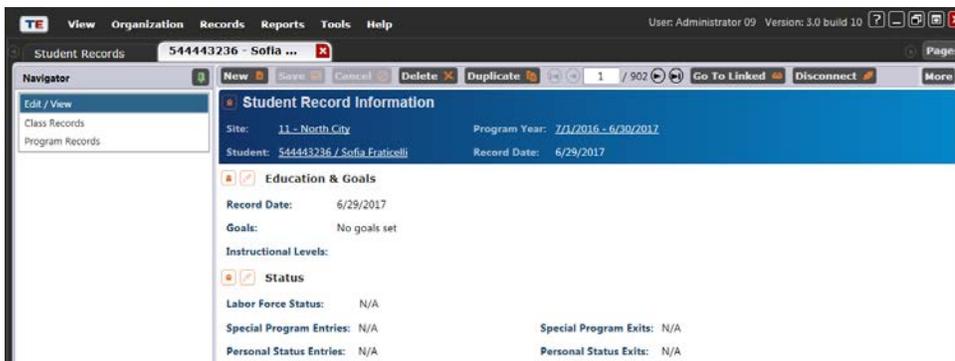
- d. Community
- 7) **Save.**

## Update Career Services Received

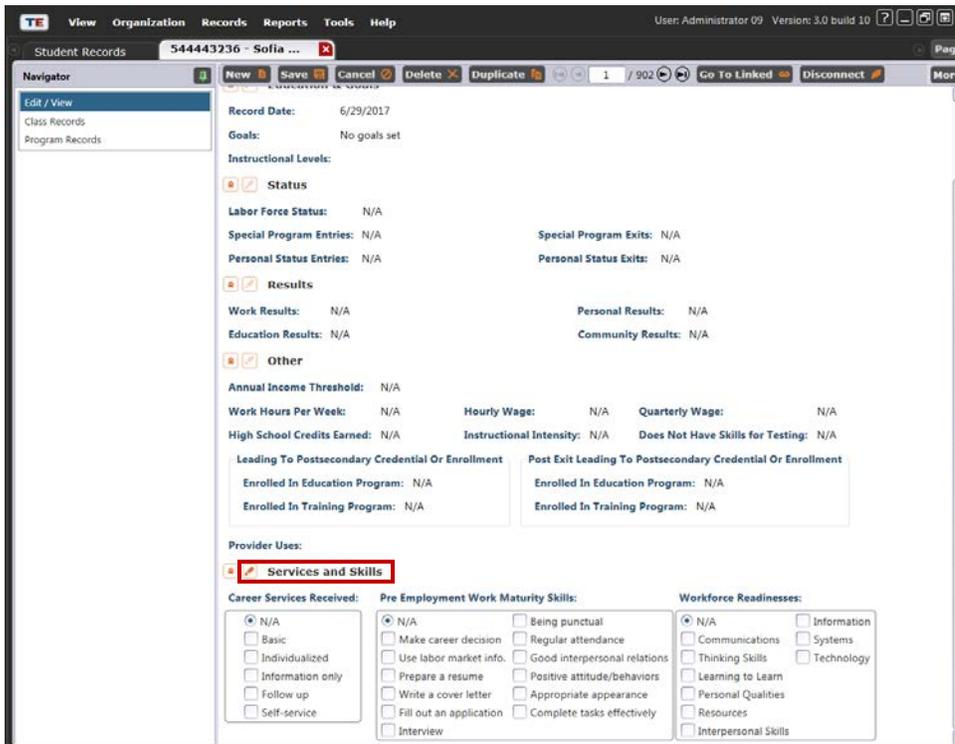
- 1) From the **Records** menu, select **Students->Records**. A list of students should appear.



- 2) Select a student (e.g. Sofia Fraticelli). Once a specific student is selected, the **Student Record Information** of that student should show up.



- 3) Click the pencil icon  next to the **Services and Skills**. Three boxes (i.e. **Career Services Received**, **Pre-Employment Work Maturity Skills**, and **Workforce Readiness**) should appear.



- 4) Check **Individualized** in the box of **Career Services Received**.

**Provider Uses:**

 **Services and Skills**

**Career Services Received:**

- N/A
- Basic
- Individualized**
- Information only
- Follow up
- Self-service

**Pre Employment Work Maturity Skills:**

- N/A
- Make career decision
- Use labor market info.
- Prepare a resume
- Write a cover letter
- Fill out an application
- Interview
- Being punctual
- Regular attendance
- Good interpersonal relations
- Positive attitude/behaviors
- Appropriate appearance
- Complete tasks effectively

**Workforce Readinesses:**

- N/A
- Information
- Communications
- Systems
- Thinking Skills
- Technology
- Learning to Learn
- Personal Qualities
- Resources
- Interpersonal Skills

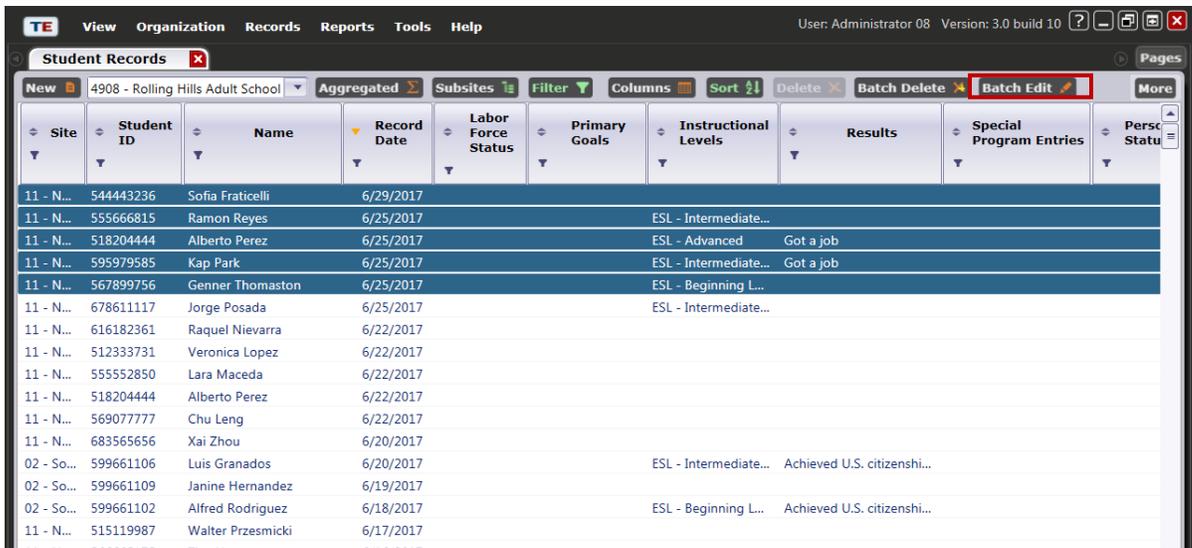
- 5) Click **Save**.

## Batch editing Career Services Received.

- 1) From the **Records** menu, select **Students->Records**. A list of students should appear.

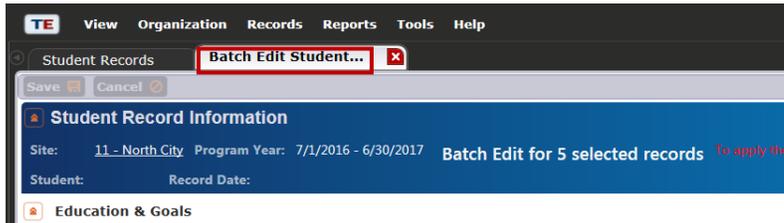


- 2) Select the students of interest (e.g. the top five students on the list). You can do this by Pressing and holding SHIFT or CTRL while clicking on the student. Once students of interest are selected, the **Batch Edit** option is activated.

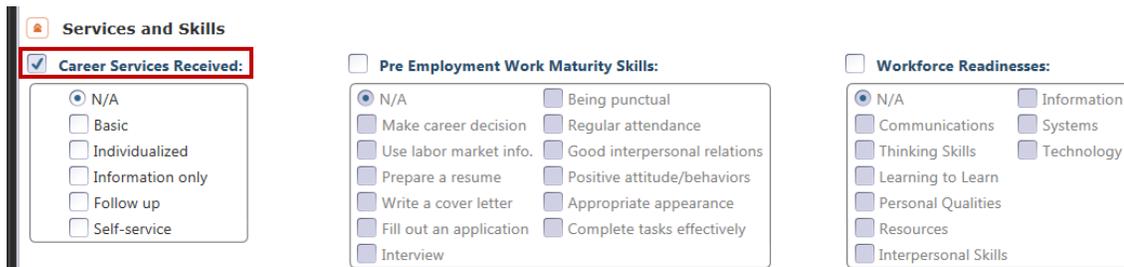
A screenshot of the TE software interface showing a list of student records. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The 'Records' menu is open, showing options: 'Students', 'Classes', 'Programs', 'Tests', 'Certificates', 'Employment History', and 'Places of Employment'. A sub-menu is open under 'Students', showing 'Demographics', 'In program years', and 'Records', with 'Records' highlighted. The main window displays a table of student records with columns: Site, Student ID, Name, Record Date, Labor Force Status, Primary Goals, Instructional Levels, Results, and Special Program Entries. The 'Batch Edit' button is highlighted in red.

Site	Student ID	Name	Record Date	Labor Force Status	Primary Goals	Instructional Levels	Results	Special Program Entries	Personnel Status
11 - N...	544443236	Sofia Fraticelli	6/29/2017						
11 - N...	555666815	Ramon Reyes	6/25/2017			ESL - Intermediate...			
11 - N...	518204444	Alberto Perez	6/25/2017			ESL - Advanced	Got a job		
11 - N...	595979585	Kap Park	6/25/2017			ESL - Intermediate...	Got a job		
11 - N...	567899756	Genner Thomaston	6/25/2017			ESL - Beginning L...			
11 - N...	678611117	Jorge Posada	6/25/2017			ESL - Intermediate...			
11 - N...	616182361	Raquel Nievarra	6/22/2017						
11 - N...	512333731	Veronica Lopez	6/22/2017						
11 - N...	555552850	Lara Maceda	6/22/2017						
11 - N...	518204444	Alberto Perez	6/22/2017						
11 - N...	569077777	Chu Leng	6/22/2017						
11 - N...	683565656	Xai Zhou	6/20/2017						
02 - So...	599661106	Luis Granados	6/20/2017			ESL - Intermediate...	Achieved U.S. citizenshi...		
02 - So...	599661109	Janine Hernandez	6/19/2017						
02 - So...	599661102	Alfred Rodriguez	6/18/2017			ESL - Beginning L...	Achieved U.S. citizenshi...		
11 - N...	515119987	Walter Przesmicki	6/17/2017						
11 - N...	566661175	Tracy Y...	6/16/2017						

- 3) Click **Batch Edit** (as shown in the figure above), then you are in the Batch Edit window.



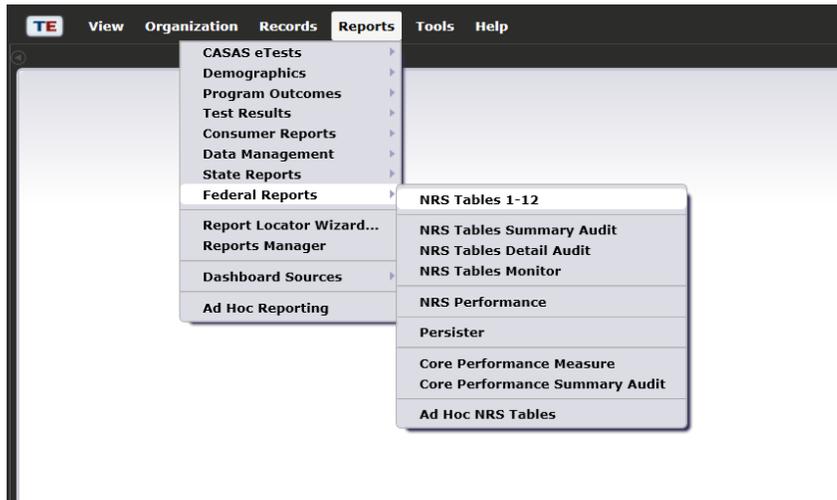
- 4) To batch edit **Career Services Received**, scroll down the window and locate to the **Services and Skills** section. Check the box next to **Career Services Received**. Then check one or more options that are applicable to the students selected.



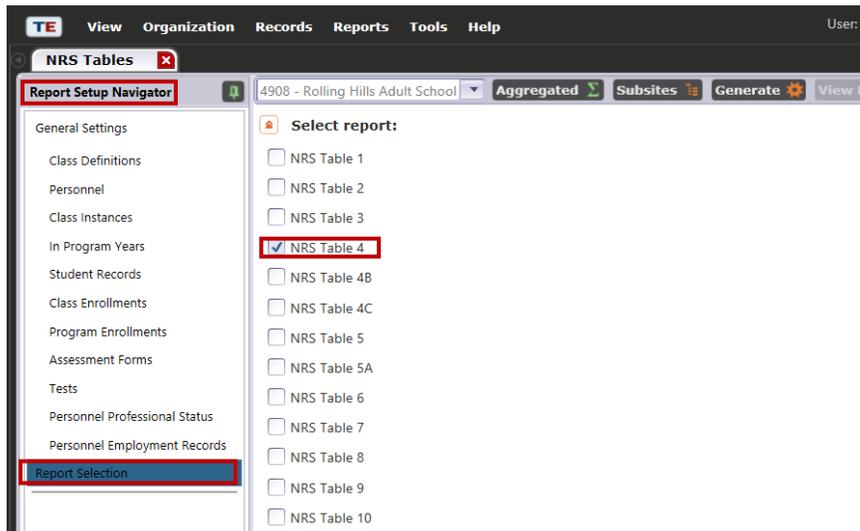
- 5) Click **Save**.

**Batch editing Career Services Received in Table 4.**

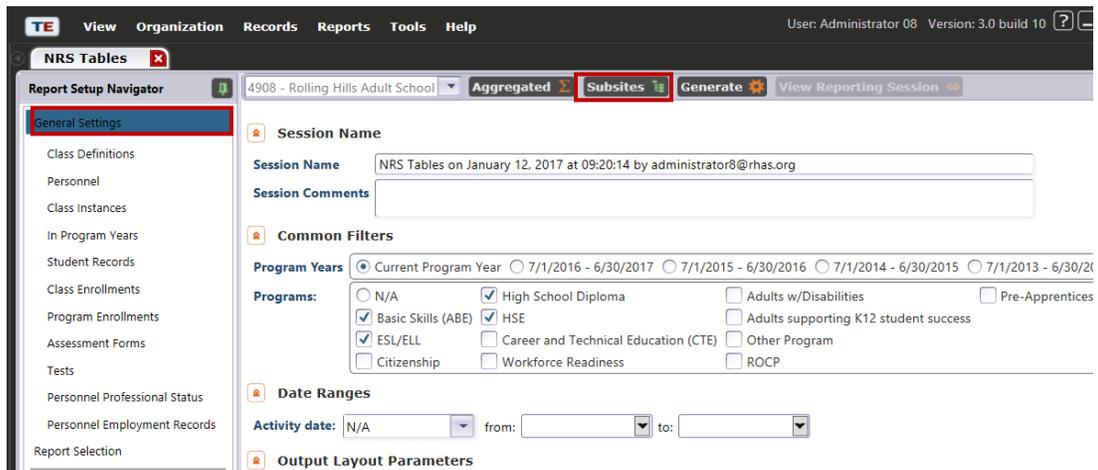
- 1) From the **Reports** menu, select **Federal Reports->NRS Tables 1-12**.



- 2) Select **Report Selection** from the **Report Setup Navigator**, check **NRS Table 4**.



- 3) Click **General Settings** from the **Report Setup Navigator**. Then Click **Subsites** on the top of the menu.



- 4) Click **Generate** after you activate **Subsites** option ( as shown above). Then the Table 4 report should appear.

**CASAS**  
01/12/2017 07:31:56  
Table 4  
Educational Gains and Attendance by Educational Functioning Level  
All Student Entry Dates  
Page 1 of 1 r14

Agency: 4908 - Rolling Hills Adult School Program Year: 2016-2017

Entering Educational Functioning Level (A)	Total Number Enrolled (B)	Total Attendance Hours (C)	Number Completed Level (D)	Number who Completed a Level and Advanced One or More Levels (E)	Number Separated Before Completed (F)	Number Remaining within Level (G)	Percentage Completing Level (H)
ABE Beginning Literacy	5	355	2	0	1	2	40.00
ABE Beginning Basic	2	70	1	1	0	1	50.00
ABE Intermediate Low	5	220	1	1	0	4	20.00
ABE Intermediate High	7	323	0	0	4	3	0.00
ASE Low	1	75	0	0	0	1	0.00
ASE High	2	205	1	N/A	1	0	50.00
ESL Beginning Literacy	6	362	3	1	1	2	50.00
ESL Low Beginning	8	648	6	3	1	1	75.00
ESL High Beginning	36	2,986	20	9	8	8	55.56
ESL Low Intermediate	22	1,805	15	9	3	4	68.18
ESL High Intermediate	19	2,158	6	3	2	11	31.58
ESL Advanced	12	839	6	N/A	1	5	50.00
<b>Total</b>	<b>125</b>	<b>10,046</b>	<b>61</b>	<b>27</b>	<b>22</b>	<b>42</b>	<b>48.80</b>

OMB Number 1630-0027, Expires 08/31/2014.

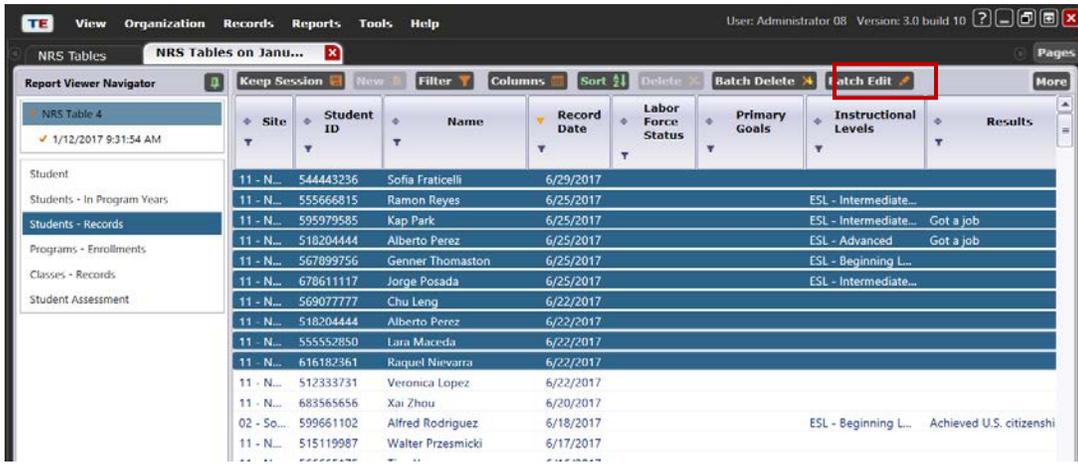
- 5) On the **Report Viewer Navigator**, select **Students-Records**. Then a list of student records should appear.

**Report Viewer Navigator**

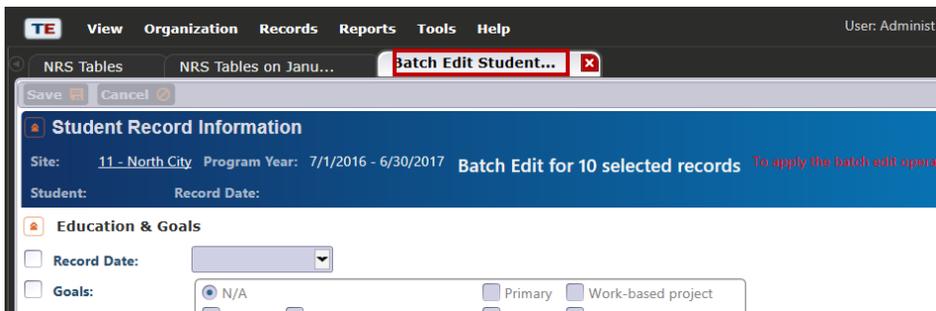
- Student
- Students - In Program Years
- Students - Records**
- Programs - Enrollments
- Classes - Records
- Student Assessment

Site	Student ID	Name	Record Date	Labor Force Status	Primary Goals	Instructional Levels	Results
11 - N...	544443236	Sofia Fraticelli	6/29/2017				
11 - N...	555666815	Ramon Reyes	6/25/2017			ESL - Intermediate...	
11 - N...	595979585	Kap Park	6/25/2017			ESL - Intermediate...	Got a job
11 - N...	518204444	Alberto Perez	6/25/2017			ESL - Advanced	Got a job
11 - N...	567899756	Genner Thomaston	6/25/2017			ESL - Beginning L...	
11 - N...	678611117	Jorge Posada	6/25/2017			ESL - Intermediate...	
11 - N...	569077777	Chu Leng	6/22/2017				
11 - N...	518204444	Alberto Perez	6/22/2017				
11 - N...	555552850	Lara Maceda	6/22/2017				
11 - N...	616182361	Raquel Nievarra	6/22/2017				
11 - N...	512333731	Veronica Lopez	6/22/2017				
11 - N...	683565656	Xai Zhou	6/20/2017				
02 - So...	599661102	Alfred Rodriguez	6/18/2017			ESL - Beginning L...	Achieved U.S. citizenshi
11 - N...	515119987	Walter Przesmicki	6/17/2017				
11 - N...	566665175	Tiao Yang	6/16/2017				
02 - So...	156236566	Nicolai Tsakalides	6/10/2017			ESL - Advanced	Entered training progra
02 - So...	258456852	Mianda Bol	6/8/2017			ESL - Beginning L...	Increased involvement i
02 - So...	599661102	Alfred Rodriguez	6/7/2017				
11 - N...	678611117	Jorge Posada	6/7/2017				

- 6) Select the students of interest (e.g. the top ten students on the list). You can do this by Pressing and holding SHIFT or CTRL while clicking on the student. Once students of interest are selected, the **Batch Edit** option is activated.



- 7) Click **Batch Edit** (as shown in the figure above), then you are in the Batch Edit window.



- 8) To batch edit **Career Services Received**, scroll down the window and locate to the **Services and Skills** section. Check the box next to **Career Services Received**. Then check one or more options that are applicable to the students selected.



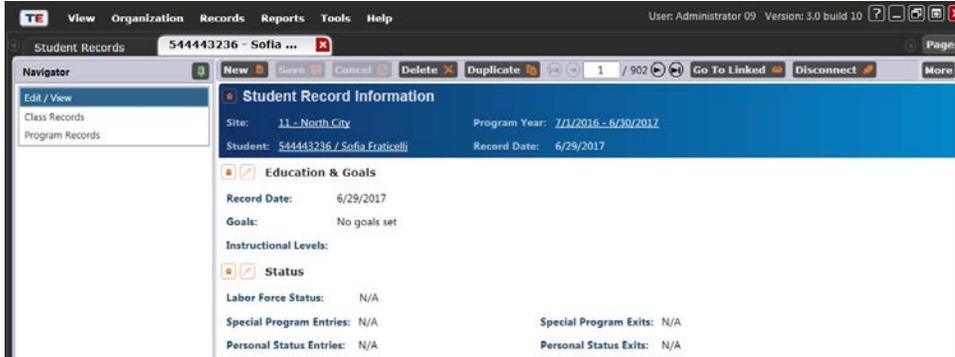
- 9) Click **Save**.

## Update Co-enrolled

- 1) From the **Records** menu, select **Students->Records**. A list of students should appear.



- 2) Select a student (e.g. Sofia Fraticelli). Once a specific student is selected, the **Student Record Information** of that student should show up.



- 3) Click the pencil icon  next to the **Status**. Five boxes (i.e. **Labor Force Status**, **Special Program Entries**, **Special Program Exits**, **Personal Status Entries**, and **Personal Status Exits**) should appear.

TE View Organization Records Reports Tools Help User: Administrator 09 Version: 3.0 build 10

Student Records Student Records:1 544443236 - Sofia ...

Student: 544443236 / Sofia Fraticelli Record Date: 6/29/2017

**Education & Goals**

Record Date: 6/29/2017

Goals: No goals set

Instructional Levels:

**Status**

Labor Force Status:

- N/A
- Unemployed
- Employed
- Employed, with notice
- Not in labor force

Special Program Entries:

- N/A
- None
- EL Civics (ELCE)
- Jail
- Community Corrections
- State Corrections
- Homeless Program
- Family Literacy
- Workplace Ed.
- Tutoring
- Distance Learning
- Special Needs
- Alternative Ed. [K12]
- Non-traditional Training
- Older Adults
- Carl Perkins
- Even Start
- CBET
- Other

Special Program Exits:

- N/A
- None
- EL Civics (ELCE)
- Jail
- Community Corrections
- State Corrections
- Homeless Program
- Family Literacy
- Workplace Ed.
- Tutoring
- Distance Learning
- Special Needs
- Alternative Ed. [K12]
- Non-traditional Training
- Older Adults
- Carl Perkins
- Even Start
- CBET
- Other

Personal Status Entries:

- WIOA, Title I
- WIOA, Title III
- WIOA, Title IV
- TANF
- Other public assistance
- Enrolled in high school / K12
- Dislocated worker
- Veteran
- Physically disabled
- Learning disabled
- Other

Personal Status Exits:

- Off TANF
- Off Other Public Assistance
- Exit High School/K12
- No longer Dislocated Worker

4) Check any program in the box of **Personal Status Entries**.

**Status**

**Labor Force Status:**

- N/A
- Unemployed
- Employed
- Employed, with notice
- Not in labor force

**Special Program Entries:**

- N/A
- None
- EL Civics (ELCE)
- Jail
- Community Corrections
- State Corrections
- Homeless Program
- Family Literacy
- Workplace Ed.
- Tutoring
- Distance Learning
- Special Needs
- Alternative Ed. [K12]
- Non-traditional Training
- Older Adults
- Carl Perkins
- Even Start
- CBET
- Other

**Special Program Exits:**

- N/A
- None
- EL Civics (ELCE)
- Jail
- Community Corrections
- State Corrections
- Homeless Program
- Family Literacy
- Workplace Ed.
- Tutoring
- Distance Learning
- Special Needs
- Alternative Ed. [K12]
- Non-traditional Training
- Older Adults
- Carl Perkins
- Even Start
- CBET
- Other

**Personal Status Entries:**

- WIOA, Title I
- WIOA, Title III
- WIOA, Title IV
- TANF
- Other public assistance
- Enrolled in high school / K12
- Dislocated worker
- Veteran
- Physically disabled
- Learning disabled
- Other

**Personal Status Exits:**

- Off TANF
- Off Other Public Assistance
- Exit High School/K12
- No longer Dislocated Worker

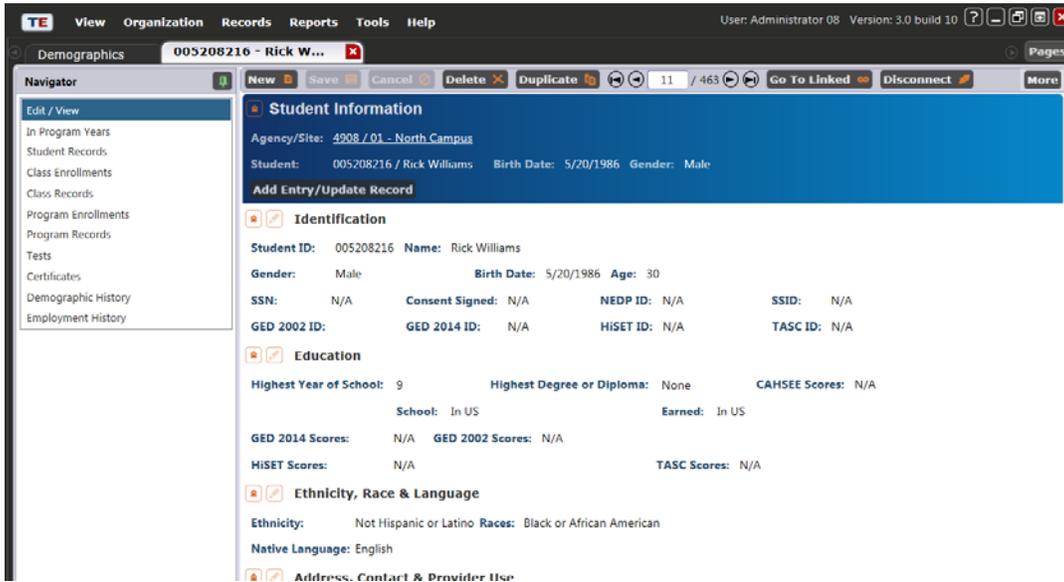
5) Click **Save**.

### Update Training Services

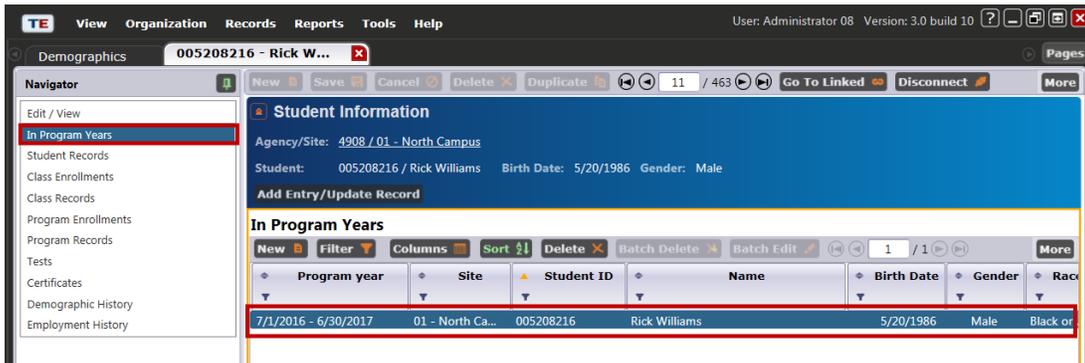
1) From the **Records** menu, select **Students->Demographics**. A list of students should appear.



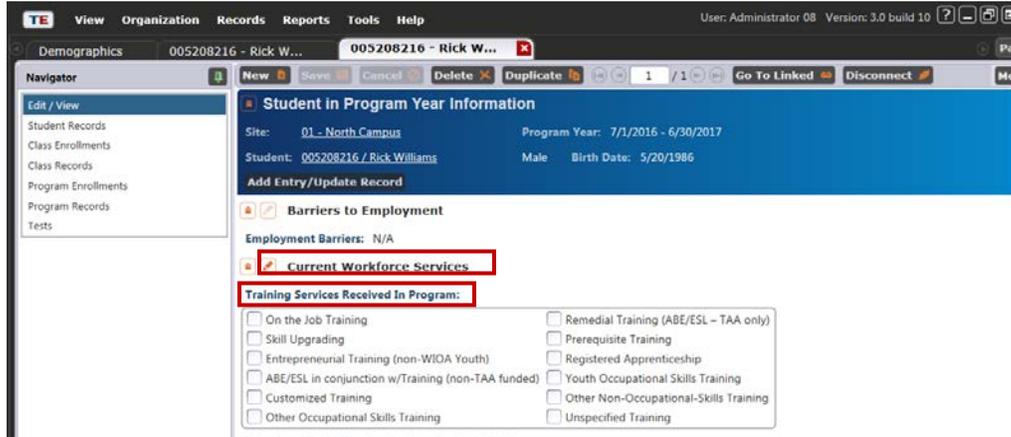
- 2) Select a student (e.g. Rick Williams). Once a specific student is selected, the information (e.g. **Identification, Education, Ethnicity etc.**) of that student should show up.



- 3) Select **In Program Years** from the **Navigator**, and the program year information of the selected student should appear. Double click the student.



- 4) Three options should show up (i.e. **Barriers to Employment**, **Current Workforce Services** and **Previous Workforce Services**). Click the pencil icon  next to the **Current Workforce Services**. Four boxes (**Training Services Received in Program**, **Vocational Rehabilitation Services Received In Program**, **Transition Services Received In Program**, and **Supportive Services Received In Program**) should appear. Under the box of **Training Services Received in Program**, please check one or more programs that are applicable to the student.



- 5) Click **Save**.

## Reports

The following is a list of fundamental reports that can be used in TOPSpro Enterprise® to monitor and improve programs. CASAS provides many reports and this is not a comprehensive list.

Report	Menu Options	Description
*Table 4	Reports- Federal Reports- NRS Tables 1-12	Identify the number of students qualified for federal reporting, attendance hours, number completed a level, and number remaining in level.
*Table 4B	Reports- Federal Reports- NRS Tables 1-12	Identify the number pre- and post-tested, attendance hours, number completed a level and number remaining in level.
Federal Reports	Reports- Federal Reports	Reports generated for federal reporting including NRS tables 1-12.
*Data Integrity	Reports-Data Management- Data Integrity	Identify potential issues with critical data elements including missing data.
NRS Tables Summary Audit	Reports-Federal Reports- NRS Tables Summary Audit	Summary of students in federal tables and those that have dropped off.

Report	Menu Options	Description
*NRS Tables Monitor	Reports-Federal Reports-NRS Tables Monitor	Identifies students on federal tables includes <b>total</b> instructional hours, pre and post-tests. Sort alphabetically recommended.
NRS Performance	Reports-Federal Reports-NRS Performance	Summarized report of educational functional levels, state goals, and Table 4 & 4B completion rates.
Persister	Reports- Federal Reports-Persister	Summarizes students' progress including post-test rate (percentage of persister), attendance, and completion rates by educational functional level.
Instructional Hours	Reports-Demographics-Instructional Hours	Detail list of students includes hours per class by class. Sort alphabetically recommended.
Next Assigned Test	Reports-CASAS eTESTS-Next Assigned Test	Shows next assigned test and form for each modality.
*Competency Performance Summary	Reports-Test Results-Competency Performance-Summary	Summarizes student responses to each test and groups by test item, overall competency, competency area, or task area.
WTU (Web Test Units) Balance	Reports-CASAS eTESTS-WTU Balance	Provides a summary of WTUs purchased, used, and remaining.

\*Key reports

## Frequently Asked Questions

*Trouble assigning data access rights to new proctors. Error message indicates "cannot assign rights that I do not possess myself."*

If the coordinator is in the ET Coordinator or ET Coordinator/Proctor access group, then he or she has access to generate basic reports and can list/view records. If the coordinator is in one of the CASAS Controlled 'ET' Access Groups, then please use the Clear All Rights button on the individual account to restore the account to its original settings so that the user will inherit the appropriate eTESTS rights along with basic access to menus and data assigned to the 'ET' group according to Appendix N in the [CASAS eTESTS Online Guide](#).

*Are instructional hours tracked over program years?*

No.

*Can a student be enrolled in more than one instructional program?*

Previously, Iowa policy stated to indicate only one instructional program. Multiple programs are now allowed. One of the following should be marked – ESL, ABE, High School Diploma or HSE. Additional instructional programs can be marked when applicable. When multiple programs are selected, the system selects the instructional program from low to high in order (ESL, ABE, and HSE).

#### *What does a diamond score mean?*

A diamond score is still valid for federal reporting. A diamond is an indicator a specific test may be too easy for the student. If there were a lot of those, then there might be a need to check on testing practices. Retesting is not required.

On the Data Integrity Report item #21 – Learners with a pretest in the conservative estimate range indicates the number with a diamond score.

#### *Why aren't my teachers showing in Table 7?*

For Personnel to appear in Table 7, all four Personnel sections need to be added. Each personnel record includes a [Registration](#), [Functional Role](#), [Employment Record](#), and [Professional Status](#) information. The Personnel Employment record needs completed for each program year.

## Topics Specific to Corrections

### Add as [Special Programs](#)

Students in state corrections should have their entry record marked as State Corrections under Special Program Entries.

### Filtering Federal Tables by site

Adapted from "Use the Navigator Bar to Refine your Reports." CASAS, 2013. Web. January 2015.

<http://www.casas.org/docs/default-source/te-help-documentation/using-the-navigator-bar-to-refine-your-reports.pdf?sfvrsn=4?Status=Master>

- 1) Go to Reports- Federal Reports-NRS Tables 1-12
- 2) On the Report Setup Navigator, select Class Definitions.

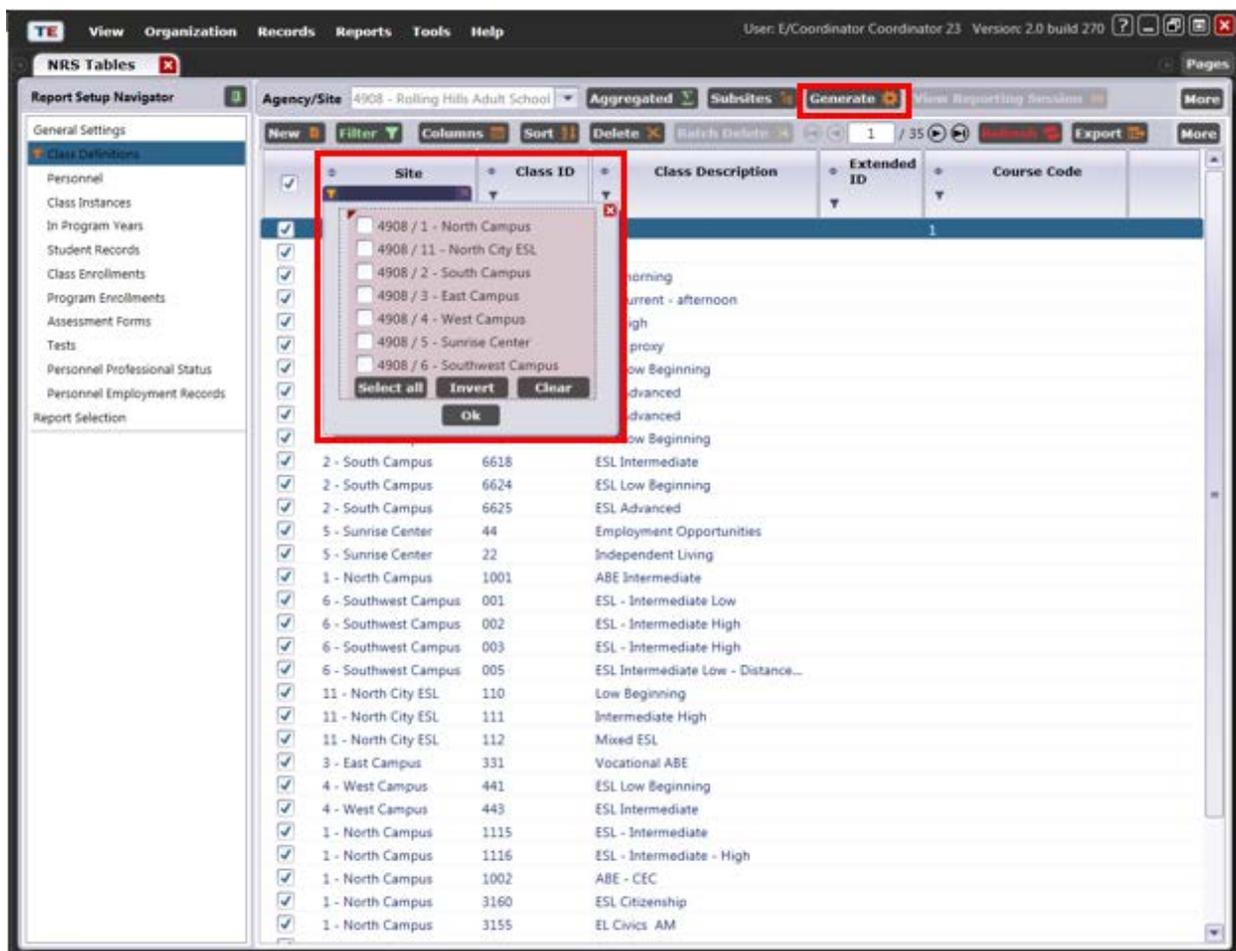
<input checked="" type="checkbox"/>	Site	Class ID	Class Description	Extended ID	Course Code
<input checked="" type="checkbox"/>	1 - North Campus	1	ABE	1	
<input checked="" type="checkbox"/>	1 - North Campus	3	GED		
<input checked="" type="checkbox"/>	1 - North Campus	424	ESL morning		
<input checked="" type="checkbox"/>	1 - North Campus	210	Concurrent - afternoon		
<input checked="" type="checkbox"/>	1 - North Campus	432	ESL high		
<input checked="" type="checkbox"/>	1 - North Campus	12345	ESL - proxy		
<input checked="" type="checkbox"/>	2 - South Campus	6611	ESL Low Beginning		
<input checked="" type="checkbox"/>	2 - South Campus	6619	ESL Advanced		
<input checked="" type="checkbox"/>	2 - South Campus	6613	ESL Advanced		

- 3) Click on the Site column heading to sort by Site number.
- 4) To filter by Site,
  - a. Uncheck the checkbox left of the first column, Site. Then, check the class definitions and sites you want to include. Then click the Generate button.

<input checked="" type="checkbox"/>	Site	Class ID	Class Description	Extended ID	Course Code
<input checked="" type="checkbox"/>	1 - North Campus	1	ABE	1	
<input checked="" type="checkbox"/>	1 - North Campus	3	GED		
<input checked="" type="checkbox"/>	1 - North Campus	424	ESL morning		
<input checked="" type="checkbox"/>	1 - North Campus	210	Concurrent - afternoon		
<input checked="" type="checkbox"/>	1 - North Campus	432	ESL high		
<input checked="" type="checkbox"/>	1 - North Campus	12345	ESL - proxy		
<input checked="" type="checkbox"/>	2 - South Campus	6611	ESL Low Beginning		

OR

- b. Click the Filter button. Select a site by clicking on a check box. Then press OK. Then Generate.



- 5) The report will generate based on the filter criteria. This method can be applied to any of the NRS tables.

### Outcomes for Adults in Correctional Education Programs

This refers to the NRS table 10 and would include the number of participants in correctional education programs as indicated in [Special Programs](#). This population would include those that have the Special Program - State Corrections indicated on their Entry record.

### Scoring TABE Subtest Assessments

Adapted from "Assessment Policies for Using the TABE 9/10 Test." Massachusetts Department of Elementary and Secondary Education, Adult and Community Learning Services, 2012. Web. January 2015.

<http://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=9&cad=rja&uact=8&ved=0CD0QFjAI&url=http%3A%2F%2Fwww.doe.mass.edu%2Facts%2Fassessment%2Ftabepolicy.docx&ei=JxlTVJQPQldWuyATGtYHAAQ&usg=AFQjCNGdbp3oXwZKMsoAaAIPAP5Co0rh8A&bvm=bv.75097201,d.aWw>

Steps for obtaining total math score. It is a combination of the Applied Math and Math Computation tests. The TABE Norms Book is required.

- 1) Total the number of correct responses from the test answer sheet. Any test item that has more than one answer marked, with no answer crossed out, may not be counted.

*Note: You can use the following Minnesota table links to find the Scaled Score for Reading.*

Adapted from "TABE." Minnesota Adult Basic Education Assessment Training, 2014. Web. January 2015.

<http://www.mnabeassessment.com/#!/tabe/c902>

[TABE 9 Reading](#)

[TABE 10 Reading](#)

*Use the Norms book to find the Scaled Score for Math.*

- 2) Using the TABE Norms Book for Forms 9/10, locate the appropriate table for the test form (either 9 or 10) and level (either E, M, D, or A) and Subtest (either Reading or Language; how to obtain the Total Math Score is described below.) Match the student's total number of correct answers with the corresponding number in the NC (Number Correct) column in the Norms Book. The column marked SS to its right indicates the scale score for that number correct. Scale scores are the number to record in SMARTT to report learners' educational gain. The column marked GE indicates the grade level equivalent for that score.
- 3) Math Computation and Applied Math have separate number-correct (NC) scores, which must be combined into a single scale score. First, locate the appropriate level (E, M, D, A) and form (9 or 10) in the Norms Book and locate the set of tables used to determine the Total Math Scale Scores:

Test Level	Form 9 Table to Use	Form 10 Table to Use
E	Table 11	Table 78
M	Table 19	Table 86
D	Table 27	Table 94
A	Table 35	Table 102

Then, to obtain an examinee's Total Math score using the appropriate table, follow the directions on page 7 of the Norms Book:

- Find the examinee's number-correct score for the Applied Math subtest in the first column. Notice the row in which the score falls.
- Next find the number-correct for the Math Computation subtest in the top row. Notice the column in which this score falls.
- Follow this column down until it intersects the row containing the examinee's score on the Applied Math subtest. The numbers at this intersection are the scale score and grade equivalent for Total Math. For example, in Form 10, Level A, an Applied Math NC score of 34 And Math Computation NC score of 8 yields a Total Math scale score of 521.

## Appendices

### Contacts

CASAS

[www.casas.org](http://www.casas.org)

[techsupport@casas.org](mailto:techsupport@casas.org)

Iowa Department of Education Adult Literacy

<https://www.educateiowa.gov/adult-career-community-college/adult-education-and-literacy>

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Area 2	NIACC	Heather McCleary <a href="mailto:mcclehea@niacc.edu">mcclehea@niacc.edu</a> or <a href="mailto:Heather.McCleary@niacc.edu">Heather.McCleary@niacc.edu</a>	NIACC 500 College Drive Mason City, IA 50401	641-422-4278
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Area 6	Iowa Valley	Patty Mendoza <a href="mailto:patty.mendoza@iavalley.edu">patty.mendoza@iavalley.edu</a>	Iowa Valley Community College 206 East Church Street Marshalltown, IA 50158	641-844-5651
Area 7	Hawkeye	Allison Pritchard <a href="mailto:Allison.pritchard@hawkeyecollege.edu">Allison.pritchard@hawkeyecollege.edu</a>	Hawkeye Community College Metro Center 844 West 4th Street Waterloo, IA 50702	319-234-5745
Area 9	Eastern	Jen Schueller <a href="mailto:jschueller@eicc.edu">jschueller@eicc.edu</a>	EICC/West Davenport Center 2950 N. Fairmount St. Davenport, IA 52804	563-328-7685

Area 10	Kirkwood		Kirkwood Community College Kirkwood Center for Lifelong Learning 6301 Kirkwood Blvd SW Cedar Rapids, IA 52404	
Area 11	DMACC	Jessica Edmundson <a href="mailto:jbedmundson@dmacc.edu">jbedmundson@dmacc.edu</a>  Eric Sundermeyer <a href="mailto:esundermeyer@dmacc.edu">esundermeyer@dmacc.edu</a>	DMACC Southridge  1111 E Army Post Road Des Moines, IA 50315	(515)287-8721 (515)287-8731
Area 12	WITCC	<a href="mailto:Laura.Farr@witcc.edu">Laura.Farr@witcc.edu</a> (ESL)  <a href="mailto:Susanna.Lee@witcc.edu">Susanna.Lee@witcc.edu</a> <a href="mailto:Nancy.Davis@witcc.edu">Nancy.Davis@witcc.edu</a> <a href="mailto:Francys.Chavez@witcc.edu">Francys.Chavez@witcc.edu</a> <a href="mailto:Lily.Castro@witcc.edu">Lily.Castro@witcc.edu</a>	WITCC P.O. Box 5199 4647 Stone Avenue Sioux City, IA 51102-5199	712-274-6420 ext. 1269 ext.2653 ext. 1902 ext. 1418 ext.1492
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Area 14	Southwestern	Darla Helm <a href="mailto:dhelm@swcciowa.edu">dhelm@swcciowa.edu</a>	Southwestern Community College 501 W. Townline Street Creston, IA 50801	641-782-1497
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Area 16	Southeastern	Brenda Kempker <a href="mailto:bkempker@scciowa.edu">bkempker@scciowa.edu</a>	Southeastern Community College 200 North Main St. Mount Pleasant, IA 52641	319-208-5314 866-722-4692 ext. 5314

## Resource Links

[Iowa Assessment Policy](#)

[Guide to Administering TABE](#)

[TOPSpro Enterprise Guide](#)

[Iowa Adult Education and Literacy Data Dictionary](#)

[Iowa Adult Education and Literacy Coordinator Handbook](#)

[Instructor Handbook](#)

[CASAS](#)

[TABE](#)

[McGraw-Hill TABE 9&10](#)

[Minnesota TABE Resources](#)

[CASAS and TABE Comparison](#)

[TABE Professional Development](#)

## **Commonly Used Acronyms**

ABE Adult Basic Education

ADA Americans with Disabilities Act

ADD Attention Deficit Disorder

ADHD Attention Deficit Hyperactivity Disorder

AEL Adult Education and Literacy

ANI Adult Numeracy Instruction

CAELA Center for Adult English Language Acquisition

CAI Computer Assisted Instruction

CASAS Comprehensive Adult Student Assessment

System (AEL and ESL Standardized Tests)

CBE Competency Based Education

CBT Computer-Based Testing

CCR College and Career Readiness

CCRS College and Career Readiness Standards

CCSS Common Core State Standards

CBO Community Based Organization

CIMS Continuous Improvement Monitoring System

COABE Commission on Adult Basic Education (national professional organization)

CoP Communities of Practice

CTE Career and Technical Education

DE Iowa Department of Education

DE Distance Education

DOK Depth of Knowledge

DMR Desktop Monitoring Report

DRS Division of Vocational Rehabilitation

Services

EFL Educational Functioning Level (federal NRS)  
ELA English Language Arts  
ELL English Language Learner  
EL/Civics English Literacy and Civics Education  
ESL English as a Second Language  
ESOL English for Speakers of Other Languages  
ETS Educational Testing Service  
GED GEDTS High School Equivalency Test  
HiSET ETS high School Equivalency Assessment  
HSED High School Equivalency Diploma  
IDEA Individuals with Disabilities Education Act (federal legislation)  
IET Integrated Education and Training  
KeyTrain WorkKeys preparation software  
L&W Life and Work (CASAS test)  
LEA Local Educational Agency  
LD Learning Disability  
LINCS Literacy Information Communication  
System (national online resources for Adult Education)  
LEP Limited English Proficient  
ME Managed Enrollment  
MIS Management Information Service  
MLP My Learning Plan  
NALS National Adult Literacy Survey  
NCAL National Center on Adult Literacy  
NCSALL National Center for the Study of Adult  
Learning and Literacy  
NRS National Reporting System

OPT Official Practice Test

OCTAE Office of Career, Technical, and Adult Education

PD Professional Development

PIACC Program for the International Assessment of Adult Competencies

PLP Professional Learning Plan

PV Pearson-Vue testing and products

ProLiteracy Non-profit International Literacy Organization

RWDB Regional Workforce Development Board

STAR Student Achievement in Reading

TA Technical Assistance

TANF Temporary Assistance for Needy Families (welfare program)

TE Tops Enterprise

TESOL Teachers of English for Speakers of Other Languages (professional organization)

WIOA Workforce Innovation and Opportunity Act

WIN Career readiness courseware

WorkKeys Standardized job skills assessment

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**BUREAU OF ADULT CAREER AND COMMUNITY COLLEGE EDUCATION**



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[www.educateiowa.gov/ccpublications](http://www.educateiowa.gov/ccpublications)

The Division of Community Colleges and Workforce Preparation within the Iowa Department of Education administers a variety of diverse programs that enhance Iowa's educational system and help to prepare a skilled and knowledgeable workforce. Divided between two bureaus — the Bureau of Community Colleges and the Bureau of Career and Technical Education — the division is committed to providing and supporting opportunities for lifelong learning. In addition to working with Iowa's 15 public community colleges on state accreditation, program approval, equity review, and data reporting, guidance is also provided in the areas of career and technical education, workforce training and economic development, adult education and literacy, military education, the state mandated OWI education program, the GAP Tuition and PACE programs, Senior Year Plus, the National Crosswalk Service Center, and the Statewide Intermediary Network program.