

# ADULT EDUCATION & LITERACY Data Specialist Handbook

2019



IOWA  
**WORKFORCE**  
DEVELOPMENT

*Note: On July 1, 2023, Iowa's Adult Education and Literacy Programs began transitioning to Iowa Workforce Development as part of a consolidation of programs primarily focused on workforce development and employment. Iowans can expect the same quality services from these programs, in addition to greater access to overall job services. The following content was originally prepared by the Department of Education, but these documents will continue to be updated as the transition continues.*

**ADULT EDUCATION AND LITERACY**  
**DATA SPECIALIST HANDBOOK**  
**PROGRAM YEAR 2021**

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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.

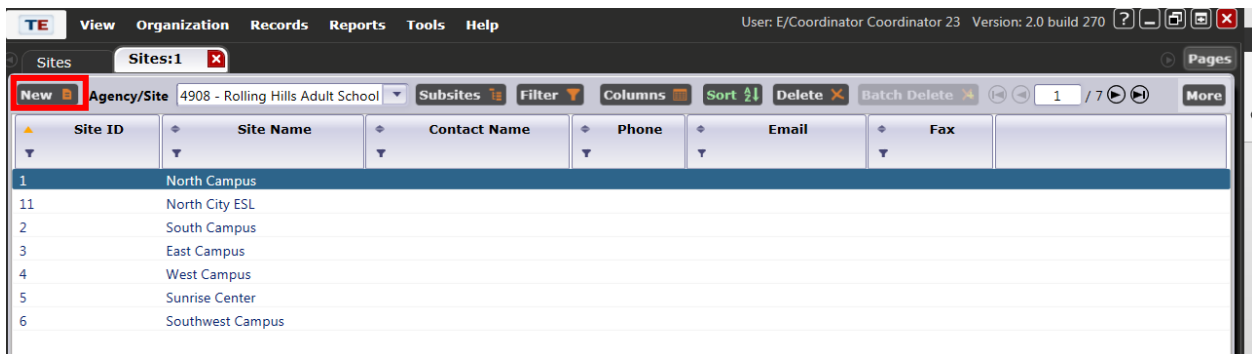
## Setup

### 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 browser window title is 'TE' and the user is 'E/Coordinator Coordinator 23'. The application version is '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 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)'). This section is highlighted with a red box.
- 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.

The 'Save' button in the top navigation bar is highlighted with a red box.

## Adding Class Definitions

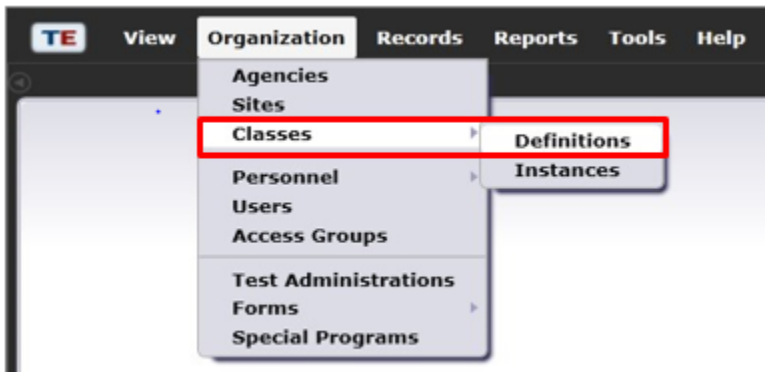
Adapted from "Adding Class Definitions." *Classes*. CASAS, 2013. Web. January 2015.

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

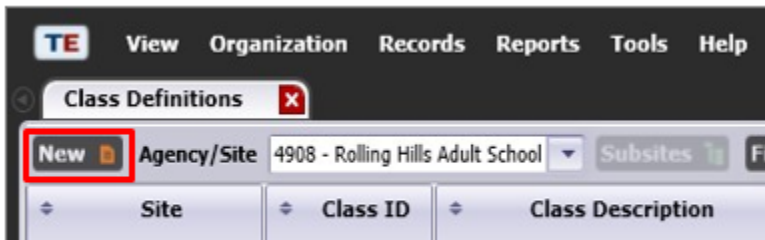
Each class has a **Definition** and an **Instance** within the program year. Class Definitions can be carried over from year to year. You may need to add or remove as necessary. [Adding Class Instances](#) should be done each program year.

**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.

**Select Site**

Site: 4908 - Rolling Hills Adult School

- 4908 - Rolling Hills Adult School
  - 1 - North Campus
  - 11 - North City ESL
  - 2 - South Campus
  - 3 - East Campus
  - 4 - West Campus
  - 5 - Center for Adults with Disabilities
  - 6 - Southwest Campus

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.

**Class Definition**

Class ID:  Extended ID:

Course Code:

Class Description:

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.

**Class Definition**

Class ID:  Extended ID:

Course Code:

Class Description:



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 a home icon and an edit icon. It contains 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.

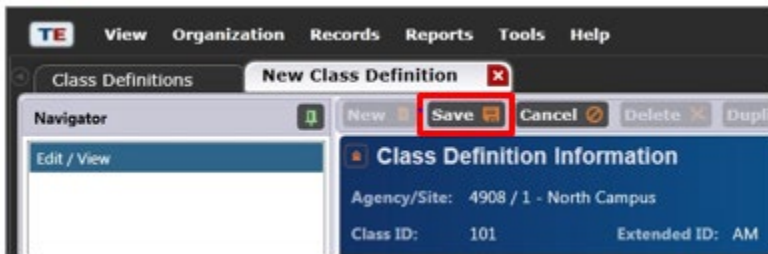
a. **For example:**

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



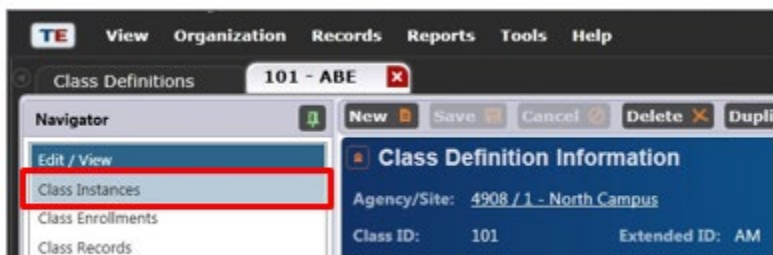
The screenshot shows the same "Class Definition" form as in step 6. In this instance, the "Extended ID:" field is highlighted with a red rectangular border.

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

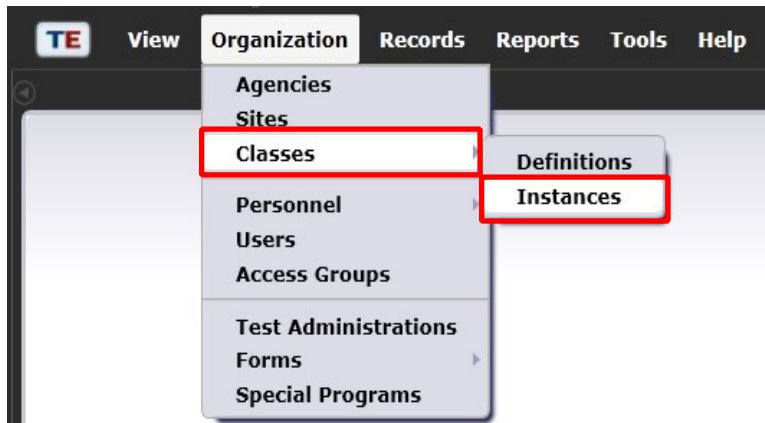
Adapted from "Adding Class Instances." *Classes*. CASAS, 2013. Web. January 2015.

<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' (4908 - Rolling Hills Adult School), 'Program year' (4908 - Rolling Hills Adult School), and 'Class Definition' (11 - North City ESL, highlighted with a red box). The 'Class Instance' section has 'Class Start Date' and 'Instructional Programs' (N/A selected). A dropdown menu is open for 'Class Definition', listing options 1 through 6.

4) Select the **Program year**.

The screenshot shows the 'Select Class Definition' form. The 'Class Definition' section has three fields: 'Site' (1 - North Campus), 'Program year' (7/1/2012 - 6/30/2013 (Current), highlighted with a red box), and 'Class Definition' (7/1/2010 - 6/30/2011, 7/1/2011 - 6/30/2012, 7/1/2012 - 6/30/2013 (Current)). The 'Class Instance' section is partially visible.

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' (1 - North Campus), 'Program year' (7/1/2012 - 6/30/2013 (Current)), and 'Class Definition' (1001 ABE Intermediate, highlighted with a red box). The 'Class Instance' section has 'Class Start Date' (7/1/2012) and a list of class instances: 1001 ABE Intermediate, 1002 ABE - CEC, and 101 AM ABE.

*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 Sk  
 ESL  
 ESL/Citiz  
 Citizensh

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...

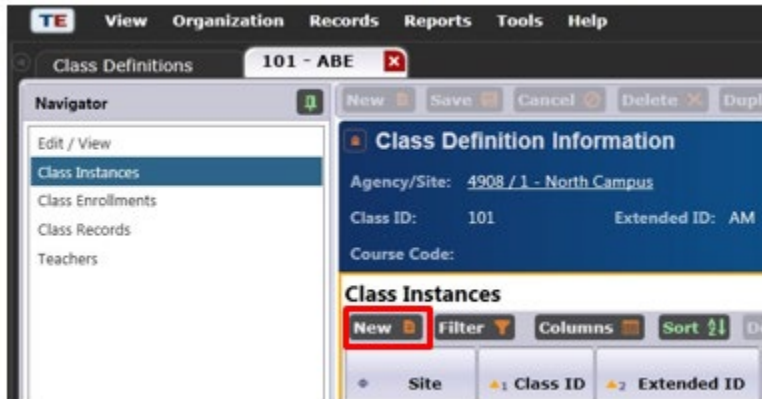
*Filter lister by column. Click Pick to select the Class.*

Pick Cancel Pick New Agency/Site 1 - North Campus

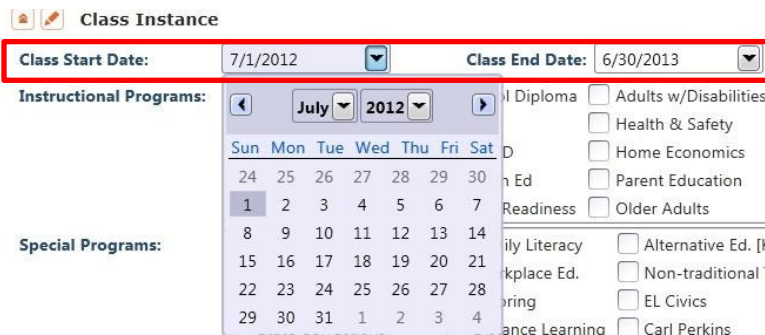
Site	Class ID	Class Description	Extended ID
1 - North Campus	1	ABE	
1 - North Campus	3	GED	
1 - North Campus	424	ESL morning	
1 - North Campus	210	Concurrent - afternoon	
1 - North Campus	432	ESL high	
1 - North Campus	12345	ESL - proxy	
1 - North Campus	1001	ABE Intermediate	
1 - North Campus	1115	ESL - 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.

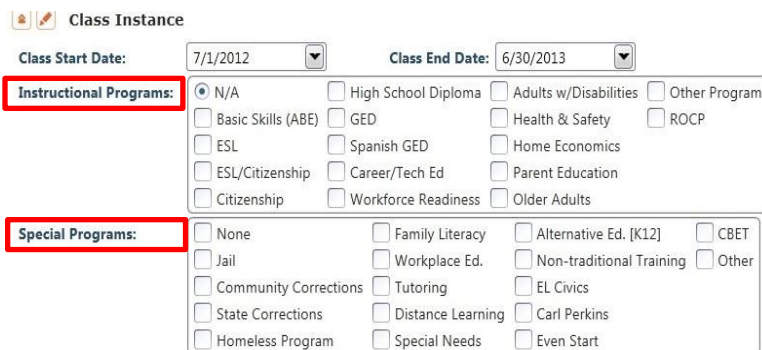
- 7) If continuing from Adding **Class Definition**, select **Class Instances** from the **Navigator** bar.
- 8) Click **New**.



- 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 two sections for setting options. The top section, labeled 'Instructional Setting', has a red box around the label and contains radio buttons for: N/A (selected), Learning Center/Lab, Tutorial Only, Tutorial plus Learning Lab, Classroom, Classroom plus Distance Learning, and Distance Learning only. The bottom section, labeled 'Physical Setting', also has a red box around the label and contains radio buttons for: 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 three input fields. The first is 'Start Time:' with a red box around the label. The second is a radio button group with options: N/A (selected), Morning, Afternoon, and Evening (after 5pm). The third is 'Days per Week:' followed by an empty text box. Below it is 'Hours per Week:' followed by an empty text 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 dropdown menu with options: 'Connected to Internet', 'Not connected to Internet', and 'N/A'. Below the menu are two dropdown menus: 'Computers used in class: N/A' and 'Computers used in lab: N/A', both with red boxes around their labels and values.

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

The screenshot shows a dialog box 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.*

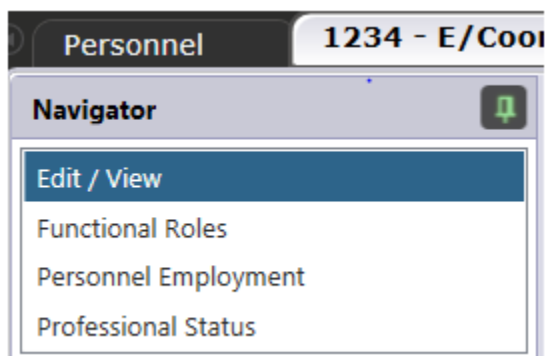
*Note: Corrections needs to be added the same as any other personnel.*

### 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.



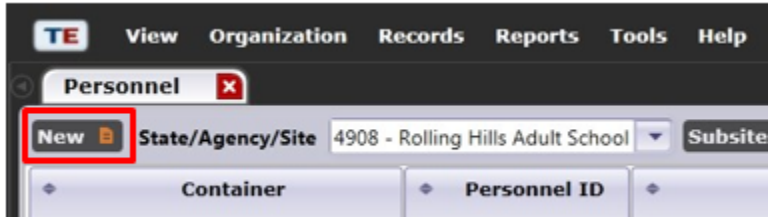


## Add Personnel Registrations

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.

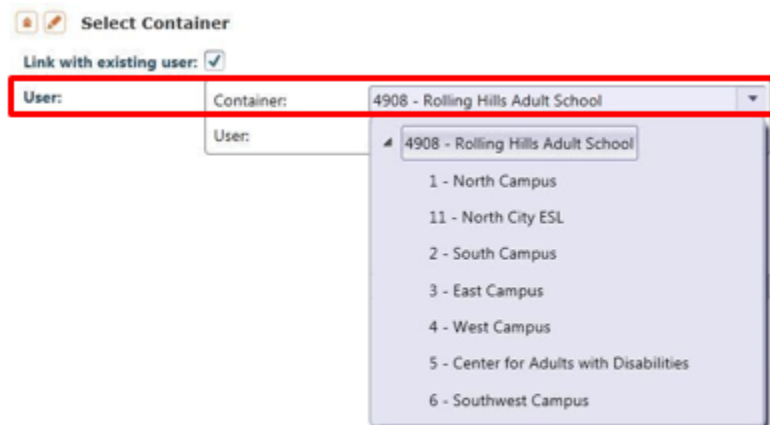


- 3) If a user account exists for the personnel member, check **Link with existing user**.



- 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.

Select Container

Link with existing user:

User: Container: 4908 - Rolling Hills Adult School

User: bsmith@rhas.org Bob Smith  
jsmith@rhas.org John Smith  
msmith@rhas.org Mary Smith  
ssmith@rhas.org Sue Smith

Clear selection Select from Lister...

*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.

Pick Cancel Pick New Filter Columns Sort Del

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

Personnel Identification

User Account: msmith@rhas.org

Personnel ID:

Title: Last Name: Smith Middle Name: First Name: Mary

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

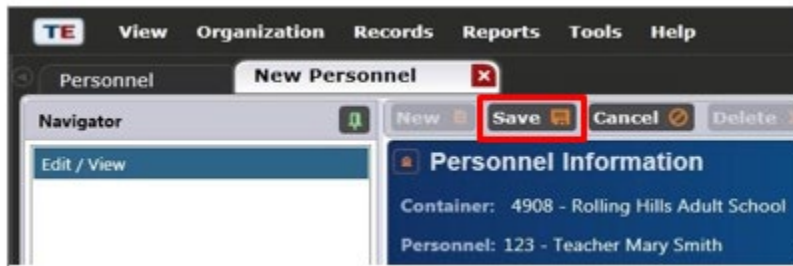
Personnel Identification

User Account:

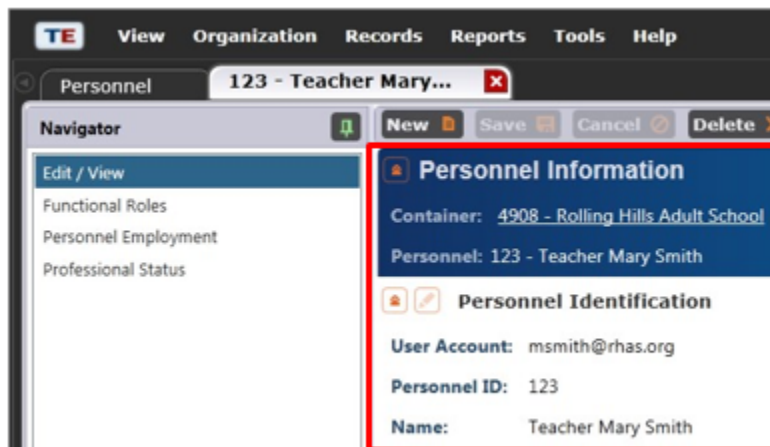
Personnel ID:

Title: Last Name: Middle Name: First Name:

7) Click **Save**.



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

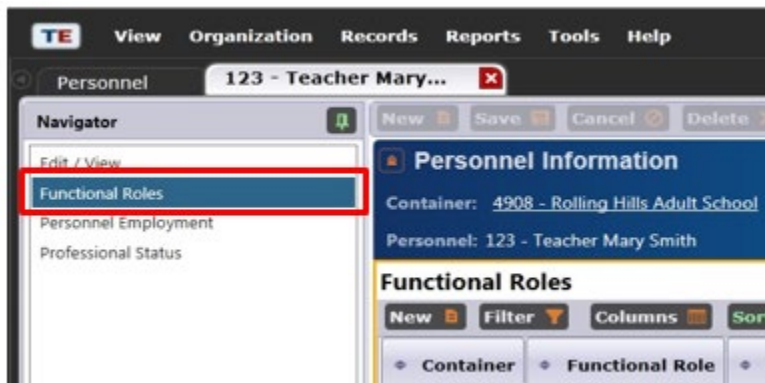


## Add Functional Roles

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

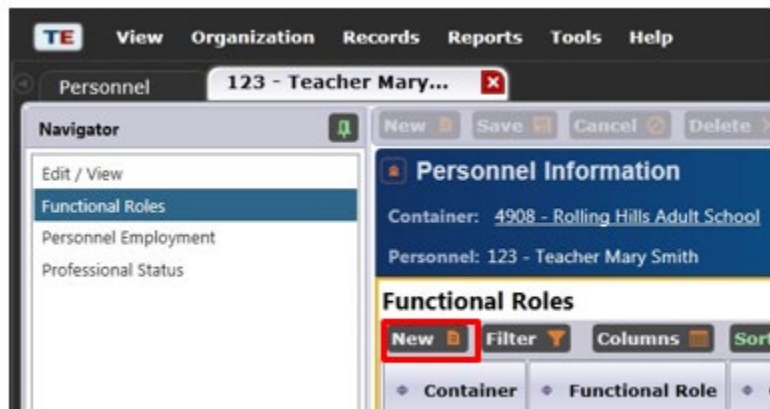
<https://www.casas.org/docs/te-help-documentation/adding-personnel-records.pdf?sfvrsn=12?Status=Master>

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:**

1/22/2013 ▼

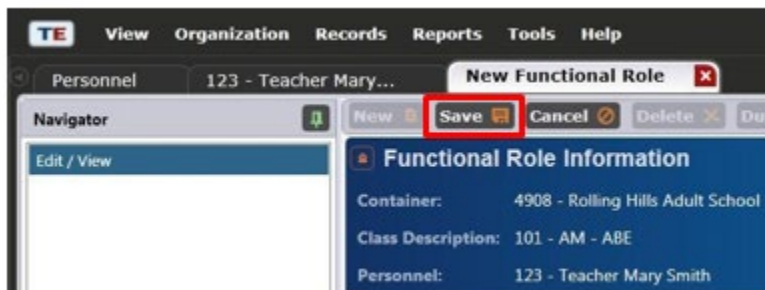
**End Date:**

▼

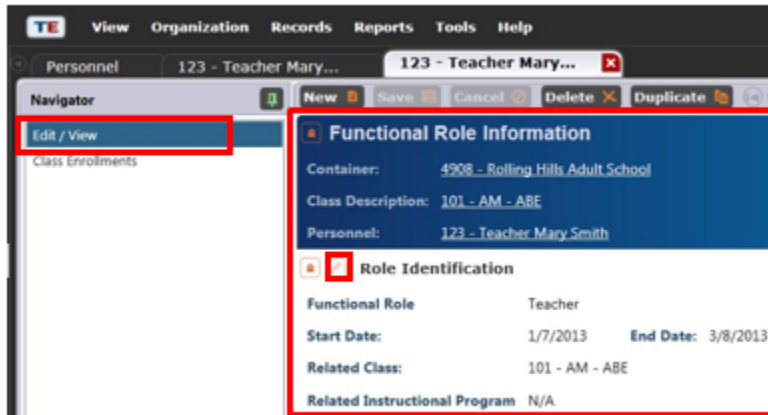
**Role is Related to Instructional Program:**

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

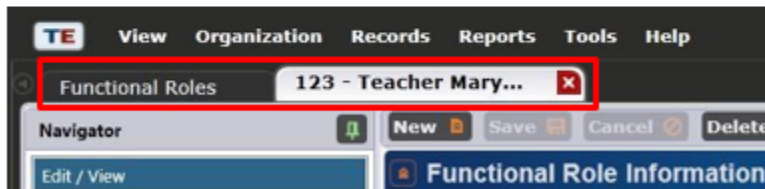
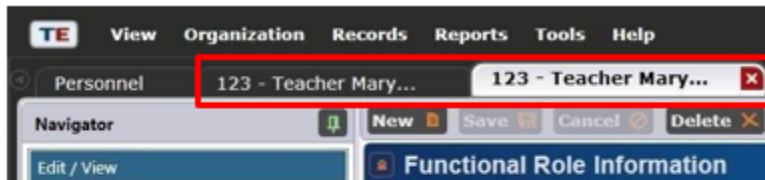
- 3) Click **Save**.



- 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.

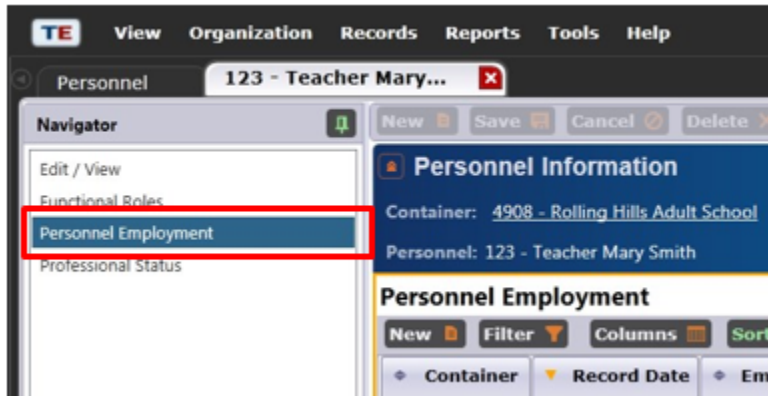


## Add Personnel Employment

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

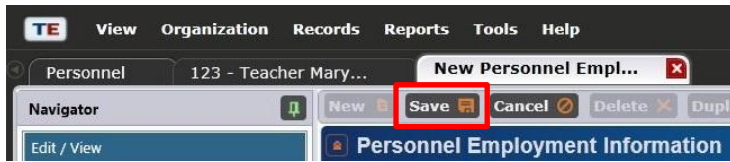
Full-time

Part-time

Unpaid volunteer



3) Click **Save**.

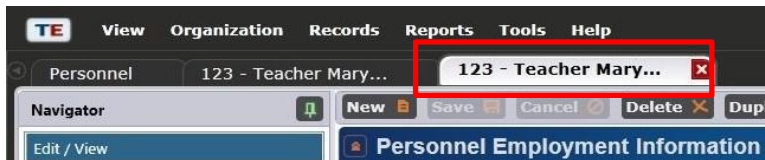


4) Review Saved Personnel Information.

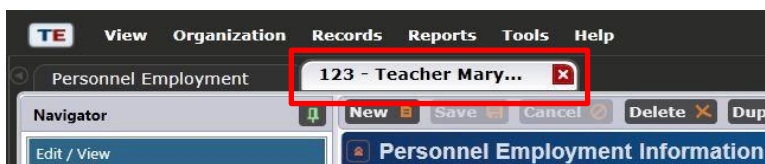
5) Click **Edit** mode to edit saved information.



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



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



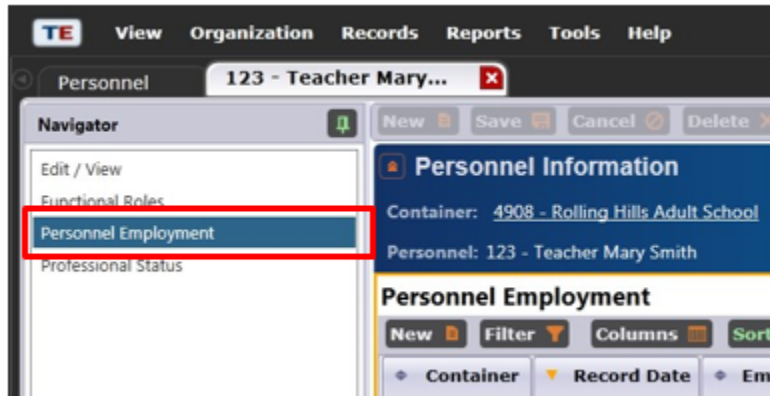
*Note: Continue to [Adding Professional Status](#).*

## Add Professional Status

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

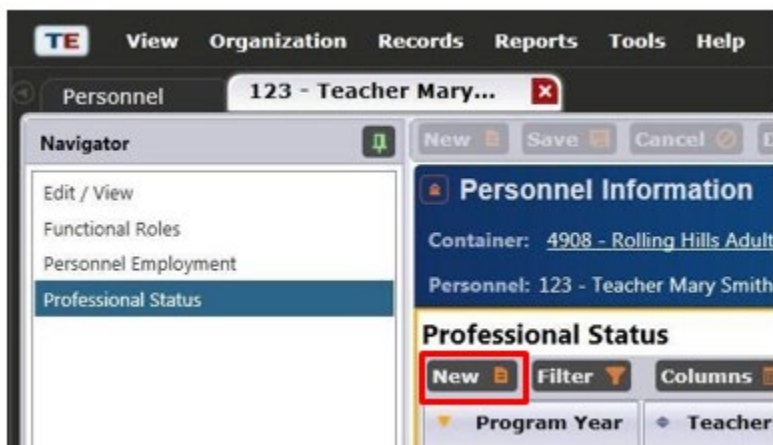
<https://www.casas.org/docs/te-help-documentation/adding-personnel-records.pdf?sfvrsn=12?Status=Master>

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.

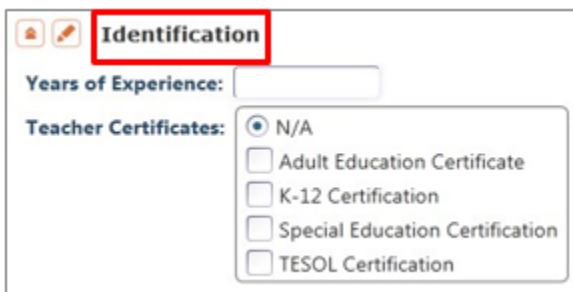


- 2) Select a **Program Year** to record the personnel member's professional status.



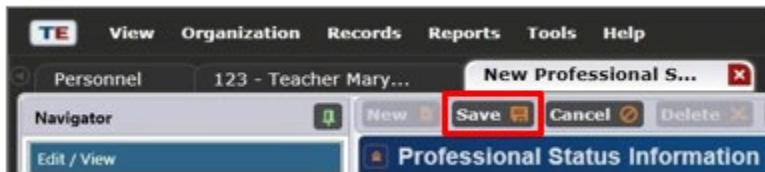
The screenshot shows a dropdown menu titled "Select Program Year" with a red border. The menu is open, displaying a list of program year ranges: "7/1/2012 - 6/30/2013" (selected), "7/1/2010 - 6/30/2011", "7/1/2011 - 6/30/2012", and "7/1/2012 - 6/30/2013".

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



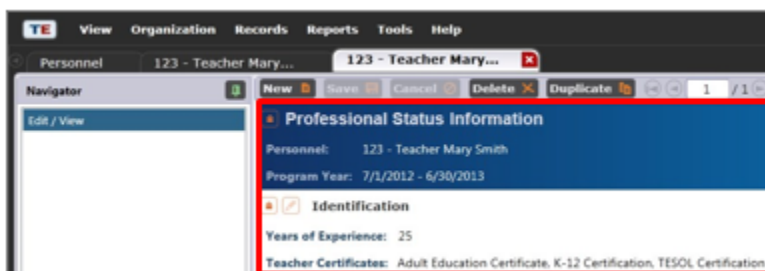
The screenshot shows the "Identification" form with a red border. It includes a "Years of Experience" text input field and a "Teacher Certificates" section with radio buttons for "N/A", "Adult Education Certificate", "K-12 Certification", "Special Education Certification", and "TESOL Certification".

- 4) Click **Save**.



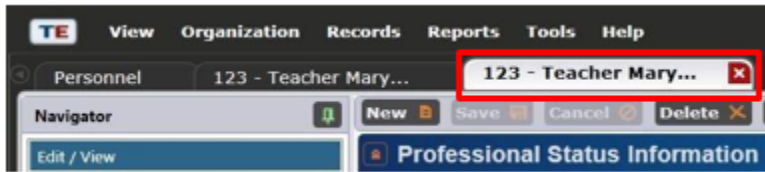
The screenshot shows the software interface with the "Save" button highlighted in a red box. The interface includes a menu bar (View, Organization, Records, Reports, Tools, Help) and a toolbar with buttons for "New", "Save", "Cancel", and "Delete".

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



The screenshot shows the software interface with the "Professional Status Information" record highlighted in a red box. The record displays the following information: "Personnel: 123 - Teacher Mary Smith", "Program Year: 7/1/2012 - 6/30/2013", "Identification", "Years of Experience: 25", and "Teacher Certificates: Adult Education Certificate, K-12 Certification, TESOL Certification".

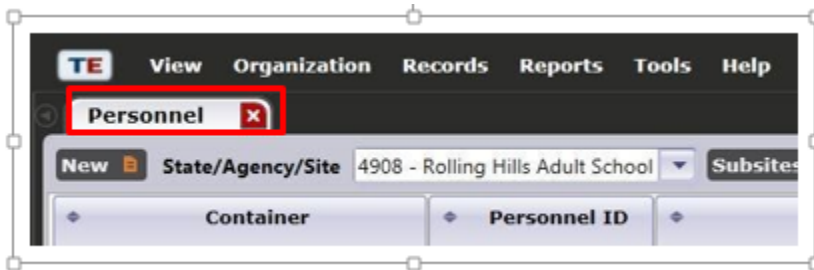
- 7) Click X to close the personnel member's Professional Status Tab.



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



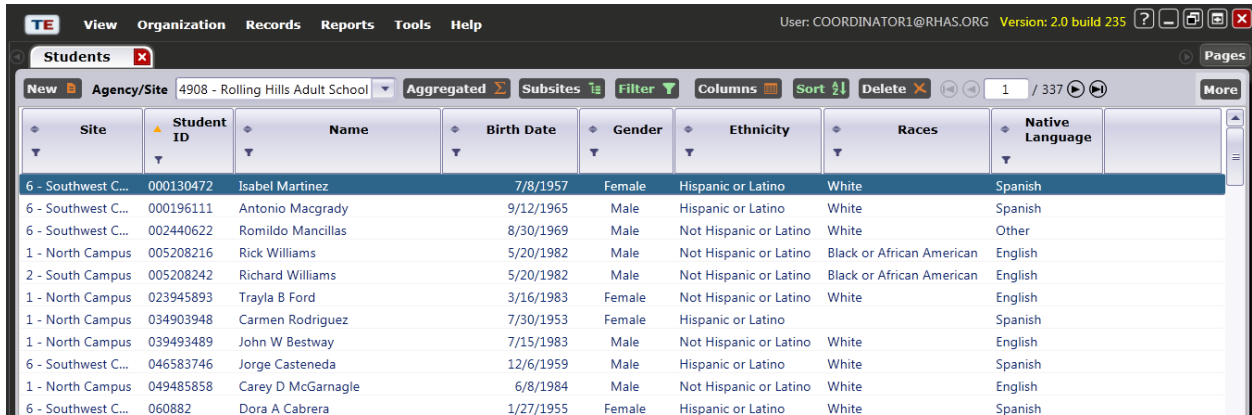
- 9) Click X to close the Personnel Record Tab. This concludes the setup of a Personnel Record.



## Students

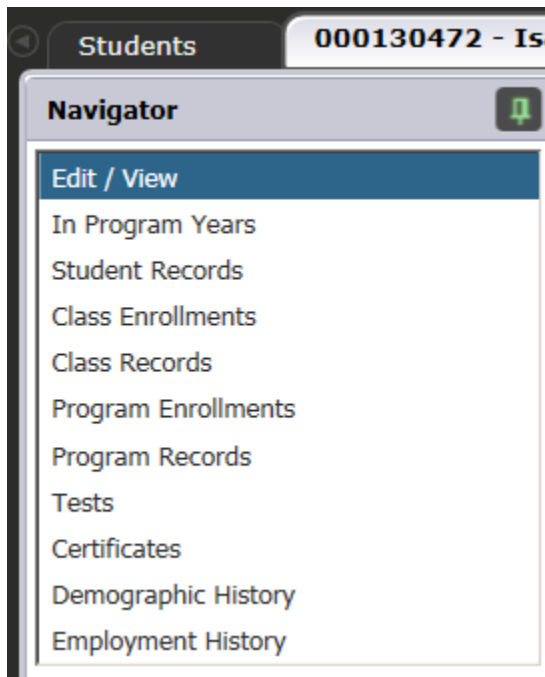
### Select Student and use the Student Navigator

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



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:

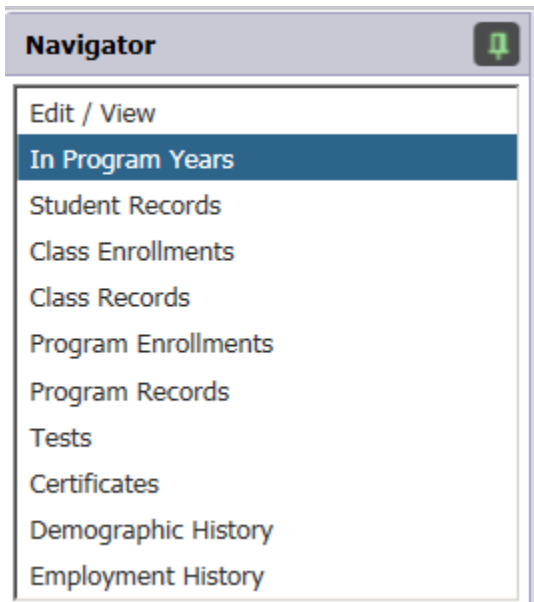
- Student Information:** Agency/Site: 4908 / 1 - North Campus; Student: 1234; Birth Date: 2/12/1984; Gender: Female.
- Select Site:** Site: 1 - North Campus (dropdown).
- Identification:** Student ID: 1234; Is Fake: No (dropdown); Title: (empty); First Name: Thi; Middle Name: (empty); Last Name: Nahn; 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).
- 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>

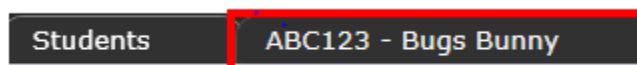
This indicates that the student is participating this program year.



- 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.

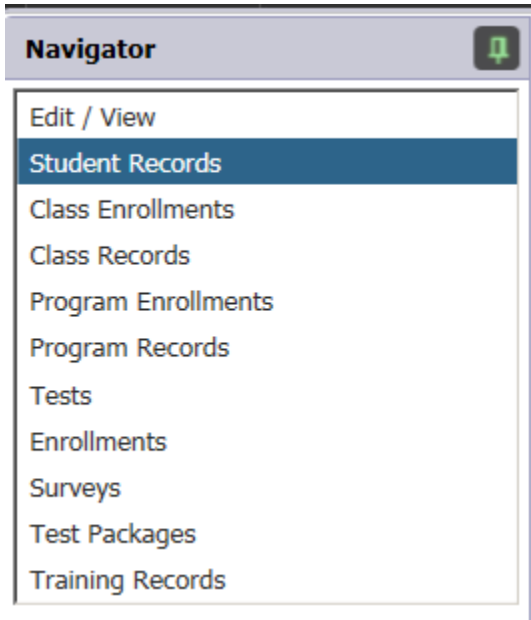
## Student Records

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 CASAS software 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 is titled 'Student Information' and shows details for Agency/Site: 4908 / 1 - North Campus, Student: 54321 / Belle Bunny, Birth Date, and Gender: Female. Below this is the 'Class Enrollments' section, which includes a toolbar with 'New', 'Filter', 'Columns', 'Sort', 'Delete', 'Batch Delete', 'No Items', 'Refresh', 'Export', and 'More'. The table below the toolbar has columns for 'Program Year', 'Class ID', 'Class Name', 'Class status', 'Date Entered Class', and 'Date Exited Class'. The table is currently empty.

- 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 a web application interface for 'New Class Enrollment'. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The user is identified as 'COORDI'. The main content area 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 main form is a section titled 'Select Student in Program Year' with 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

At the bottom is a 'Status in Class' section with the following fields:

- Date Entered Class: [dropdown]
- Date Exited Class: [dropdown]
- 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.

**Program Enrollment Information**

Site: 1 - North Campus Program Year: 7/1/2014 - 6/30/2015

Instructional Program:

Student: 54321 / Belle Bunny Date Entered Program:

Date Exited Program:

**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

**Status in program**

Instructional Program:

Basic Skills (ABE)  HSE  Home Economics

ESL  Career/Tech Ed  Parent Education

ESL/Citizenship  Workforce Readiness  Older Adults

Citizenship  Adults w/Disabilities  Other Program

High School Diploma  Health & Safety  ROCP

Date Entered Program:  Date Exited Program:

Program Status:

N/A

Retained in program

Left Program

No show or did not attend at least 12 hours

Exit Reason:

N/A  Lack of child care

Changed class or program  Family problems

Completed Program  Own health problems

Met Goal  Lack of interest

End of program year  Public safety

Got a job  Administratively separated

Moved  Unknown reason

Schedule conflict  Other known reason

Lack of transportation

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

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

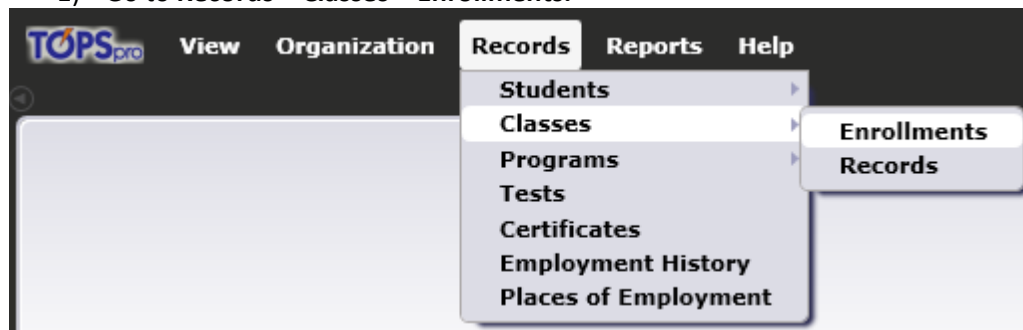
5) Click **Save**. Click the red X to close the New Program Enrollment tab and return to the Student Information tab.

### 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.

The screenshot shows the TE system interface. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The main content area is titled 'Class Enrollment Information' and displays details for a student: 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: (blank), Student: 561677132 / Susie Gallegos, Date Entered Class: 7/1/2016, and Date Exited Class: 12/30/2016. Below this information is an 'Attendance' section with a table for the date 12/30/2016. The table has five rows: Daily Attendance, Student Observation, Student Test, Student Update, and Student Update (Cumulated). The 'Student Update (Cumulated)' row shows a value of 45:00.

	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.

The screenshot shows the TE system interface with the 'Attendance' section expanded. The 'Add' button is visible next to the date 2/13/2017. The table below has five rows: Daily Attendance, Student Observation, Student Test, Student Update, and Student Update (Cumulated). Each row has two columns for instructional hours, labeled 'HH' and 'MM'.

	2/13/2017	HH	MM
Daily Attendance			
Student Observation			
Student Test			
Student Update			
Student Update (Cumulated)			

- 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.

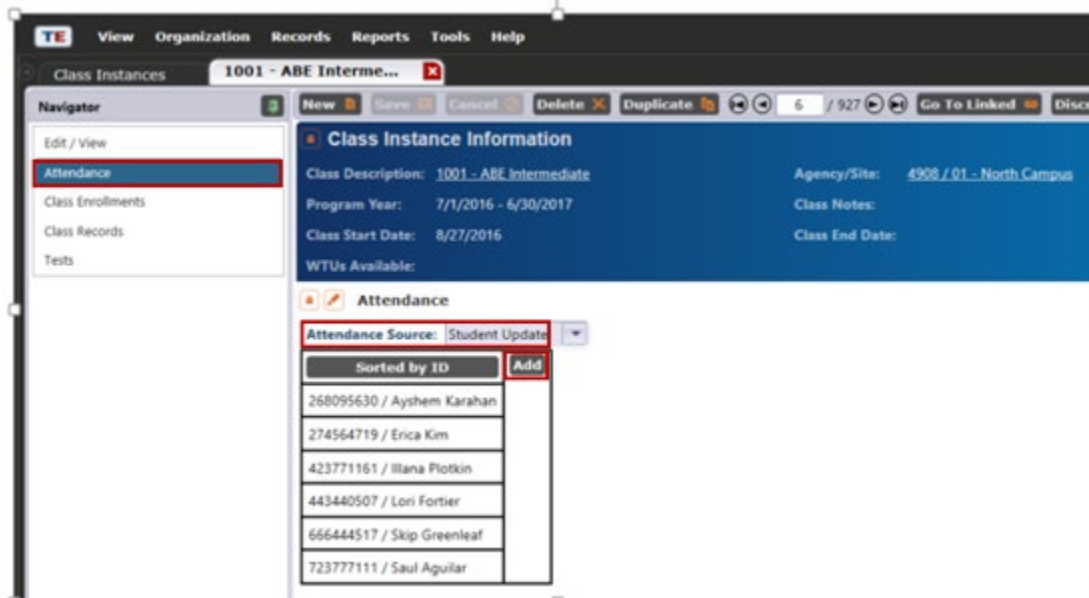
<https://www.casas.org/docs/default-source/te-help-documentation/how-to-add-instructional-hoursE0606C37ED64.pdf?sfvrsn=6?Status=Master>

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:** Highest Degree or Diploma:

Unknown

School Outside US

None

HSE Certificate

High School Diploma

Technical/Certificate

Some college, no degree

Earned Outside US

A. A./A.S. Degree

4 yr. College Graduate

Graduate Studies

Other Diploma/Degree

**CAHSEE Scores:**

Date Score Passed

**Add Score**

**GED 2014 Scores:**

**GED 2002 Scores:**

Subsection Date Score Passed

**Add Score**

Subsection Date Score Passed

**Add Score**

**HiSET Scores:**

Subsection Date Score Passed

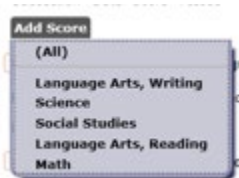
**Add Score**

**TASC Scores:**

Subsection Date Score Passed

**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**

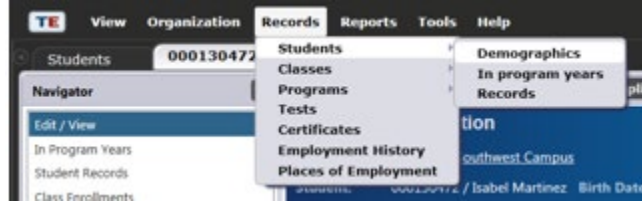
7) Click Save.



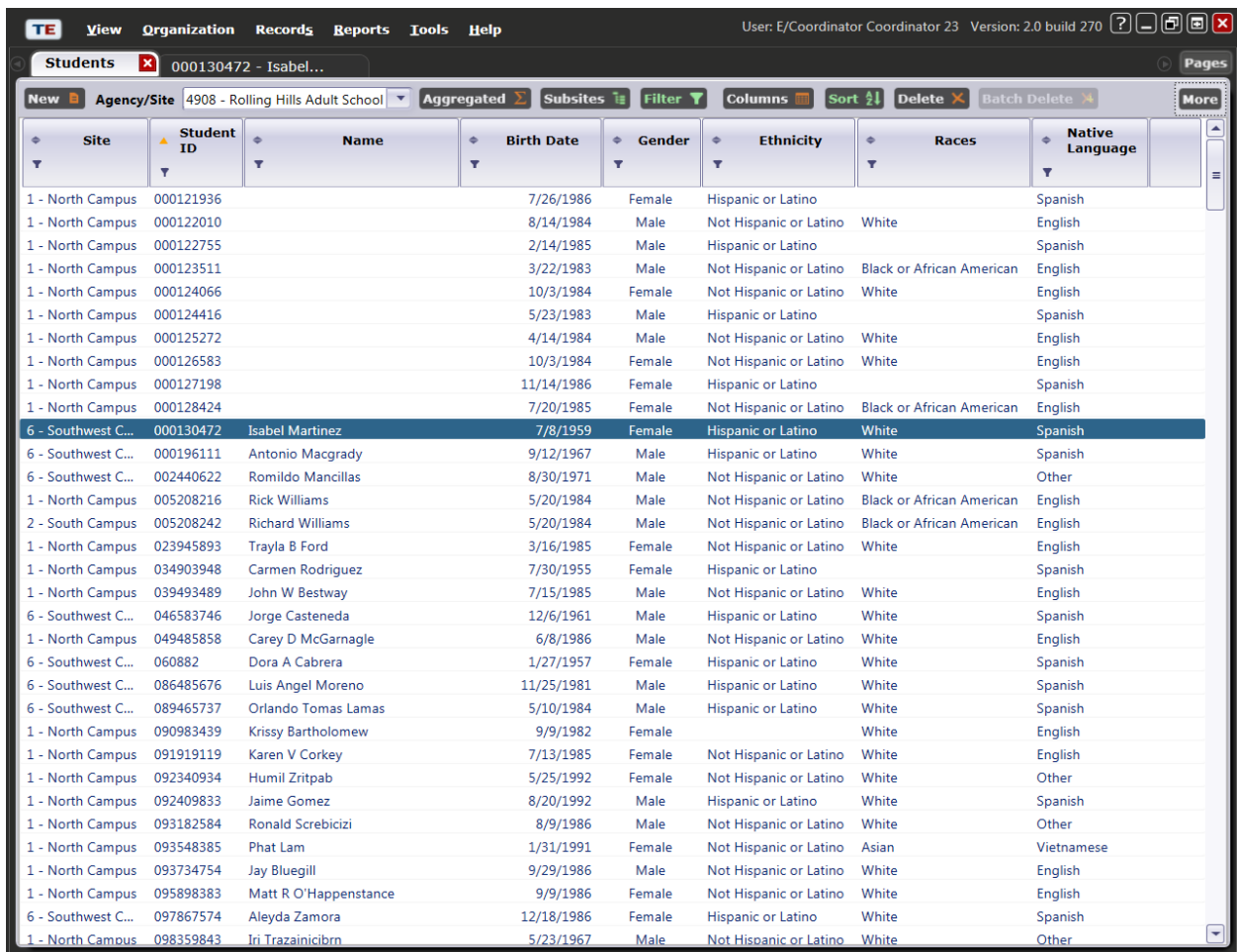
## TABE Scores

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 TE system interface. At the top, there are menu options: View, Organization, Records, Reports, Tools, Help. Below the menu is a breadcrumb trail: Demographics > 005208216 - Rick W... The Navigator on the left lists several categories, with 'Tests' highlighted in a red box. The main content area is titled 'Student Information' and displays the following data:

- Agency/Site: 4908 / 01 - North Campus
- Student: 005208216 / Rick Williams
- Birth Date: 5/20/1986
- Gender: M

Below this is a section for 'Identification' with the following fields:

- 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

There is also an 'Education' section partially visible at the bottom.

- 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 'New Test' screen in the TE system. The Navigator on the left is visible. The main content area is titled 'Test Information' and displays the following data:

- Site: 01 - North Campus
- Program Year: 7/1/2016 - 6/30/2017
- Student: 005208216 / Rick Williams
- Assessment Date: (empty)
- Form Code: (empty)
- Form Name: (empty)

Below this is a section for 'Select Student in Program Year' with the following fields:

- 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)

Below this is a section for 'Assessment Info' with the following fields:

- 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:

Below this is a section for 'Assessment Items' with the following field:

- Item Responses: Not Available

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

The screenshot shows the 'New Test' form in a web application. The form is titled 'Test Information' and contains the following fields and options:

- Site:** 1 - North Campus
- Program Year:** 7/1/2014 - 6/30/2015 (Current)
- Student:** 005208216 Rick Williams / 1 - North Campus
- Assessment Date:** 001 ESL - Intermediate Low 7/22/2014 -
- Form Code:** 002 ESL - Intermediate High 7/23/2014 -
- Form Name:** 003 ESL - Intermediate High 7/20/2014 -
- Assessment Type:**
  - Fixed Form
  - Appraisal
  - Fixed Form Local
  - Practice
- Form:** No selection
- Class:** 1 - ABE
- Score Override:** Raw Score: Scale Score:
- Accurate:**  Passed:  Retested:
- Assessment Items:** Item Responses: Not Available

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

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

- 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:** No selection

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:**

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

Students 005208216 - Rick W... 005208216 - Rick W... X

Navigator Edit / View Certificates

**Test Information**

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

**Assessment Info**

**Assessment Date:** 8/4/2014  
**Assessment Type:** Fixed Form

**Form:** 709R - TABE Reading Form 9  
**Class:** 1 - ABE

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

**Accurate:**  **Passed:**  **Retested:**

**Assessment Items**

**Item Responses:** Not Available

**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 with a browser window titled 'Students' and a tab titled '005208216 - Rick W...'. The tab has a red 'X' icon on its right side, indicating it can be closed. The application interface includes a 'Navigator' on the left with 'Edit / View' and 'Certificates' options. The main content area is titled 'Test Information' and contains the following fields:

- 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 these fields are two sections:

- Assessment Info:** Includes 'Assessment Date' (8/4/2014) and 'Assessment Type' (Fixed Form).
- Assessment Items:** Includes 'Form' (709R - TABE Reading Form 9), 'Class' (1 - ABE), 'Score Override' (checked), 'Raw Score' (input field), 'Scale Score' (579), 'Accurate' (checked), 'Passed' (checked), and 'Retested' (unchecked).

The 'Item Responses' section shows 'Not Available'.

## 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.

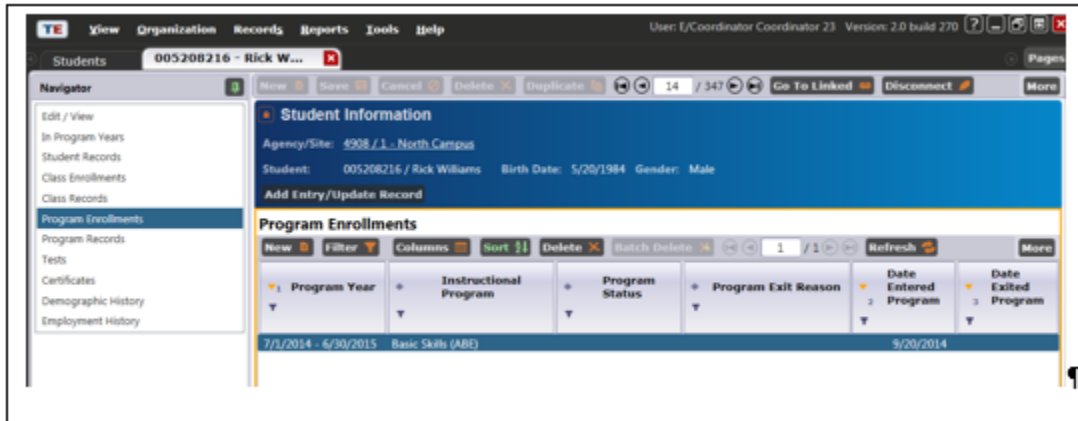
- 1) Go to **Records-Students-Demographics.**



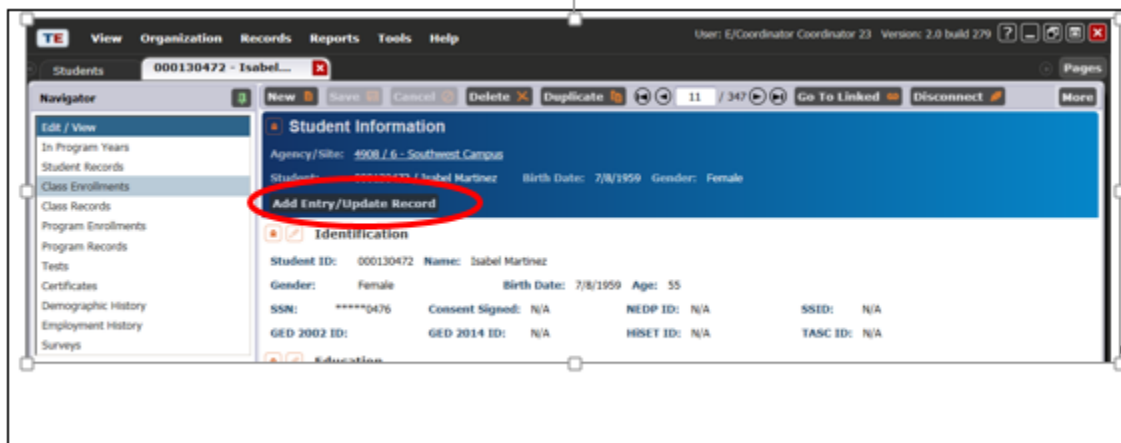
- 2) Select the student from the lister.

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

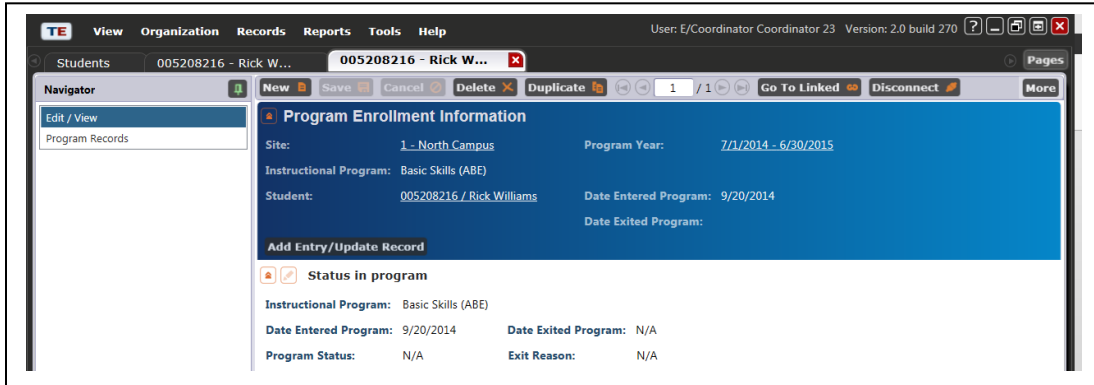
## Select Program Enrollment.



*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.*



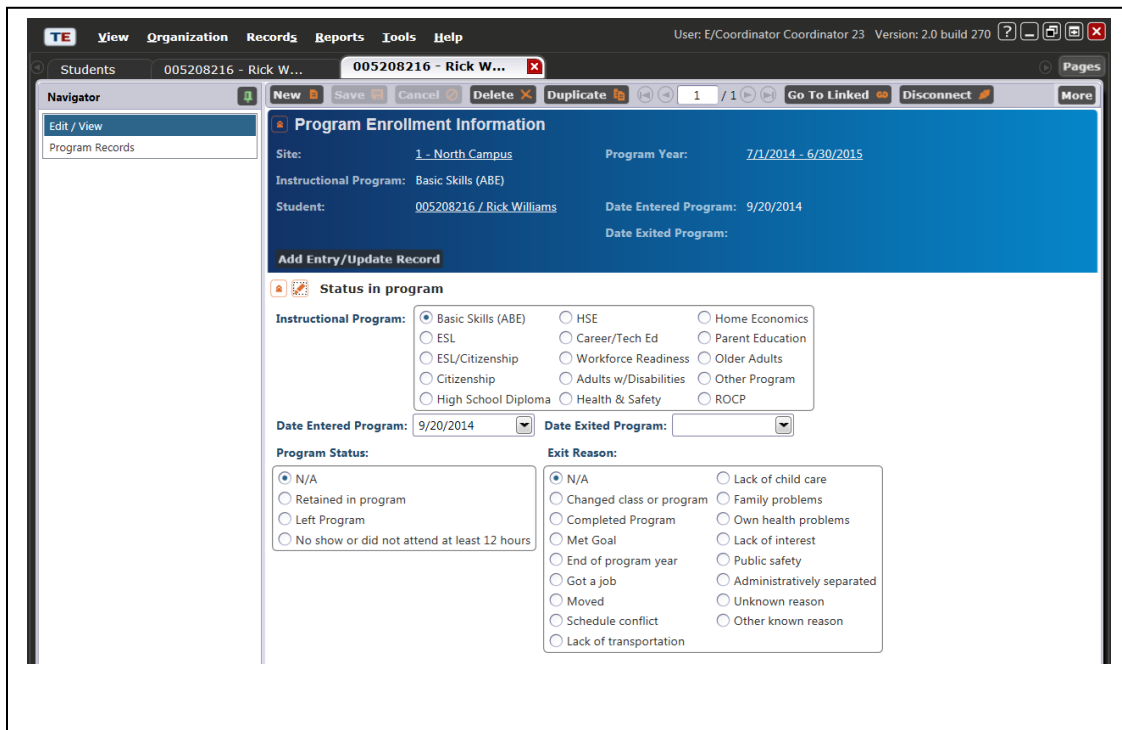
- 3) Double click on the **Program Enrollment** to open the Program Enrollment Information.
- 4) Click on the Edit mode to update.



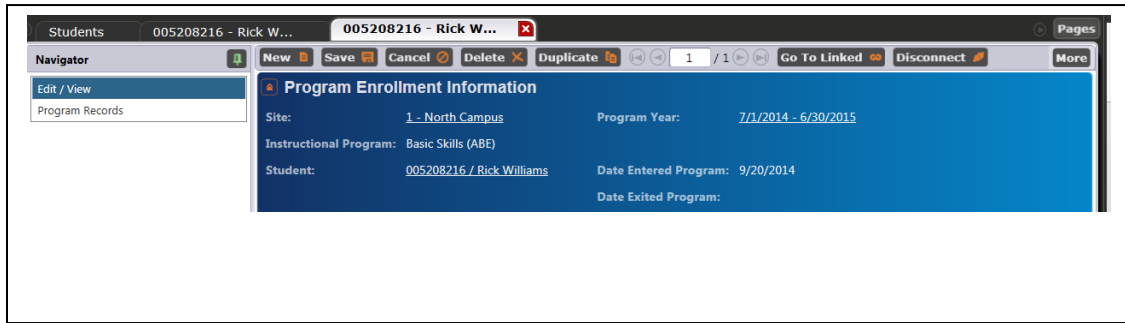
5) Update Program Enrollment Information.

a. Retained in Program

-Select if students absent for more than 90 days but have planned services



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.

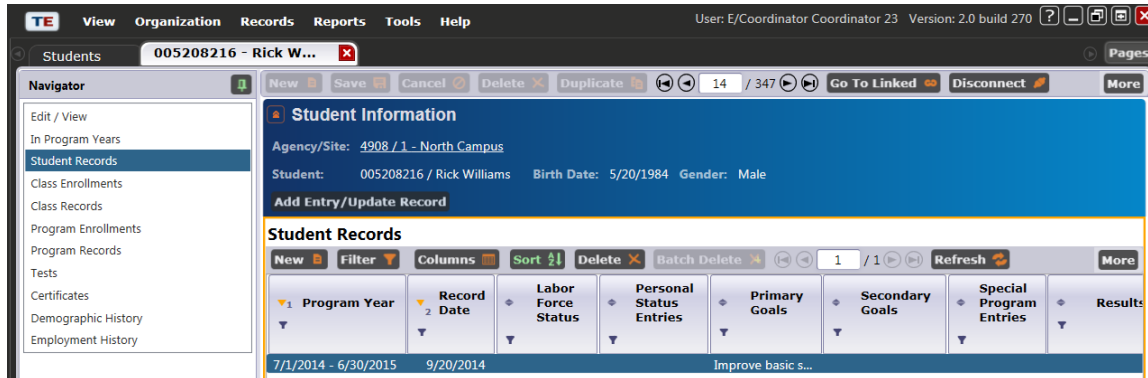
TE View Organization Records Reports Tools Help User: E/Coordinator Coordinator 23 Version: 2.0 build 270


Students 000130472 - Isabel...

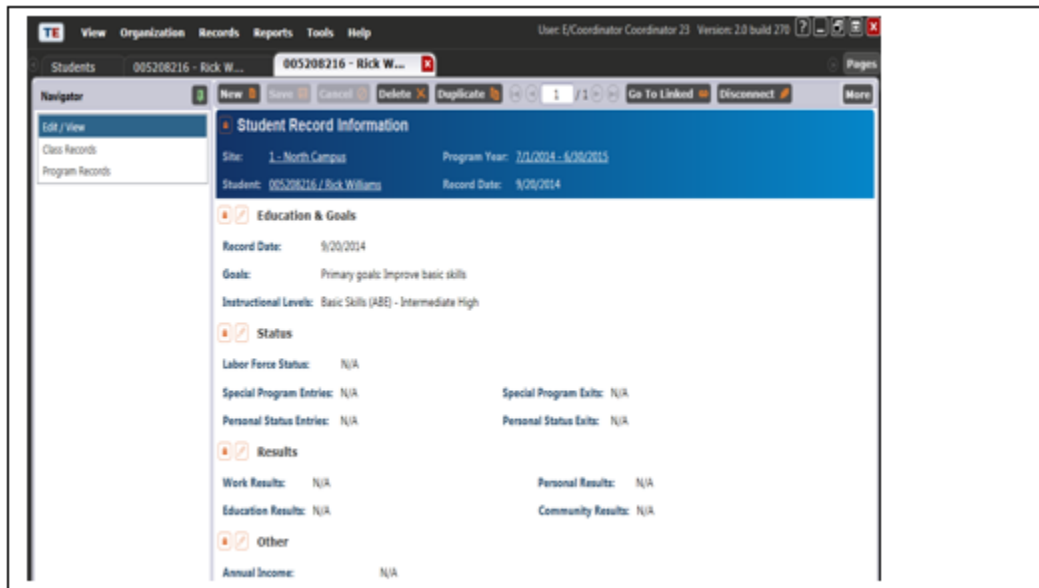
Agency/Site: 4908 - Rolling Hills Adult School Aggregated Subsites Filter Columns Sort Delete Batch Delete More

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
6 - Southwest C...	000196111	Antonio Macgrady	9/12/1967	Male	Hispanic or Latino	White	Spanish
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6 - Southwest C...	086485676	Luis Angel Moreno	11/25/1981	Male	Hispanic or Latino	White	Spanish
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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.


TE View Organization Records Reports Tools Help

Users: 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

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.*

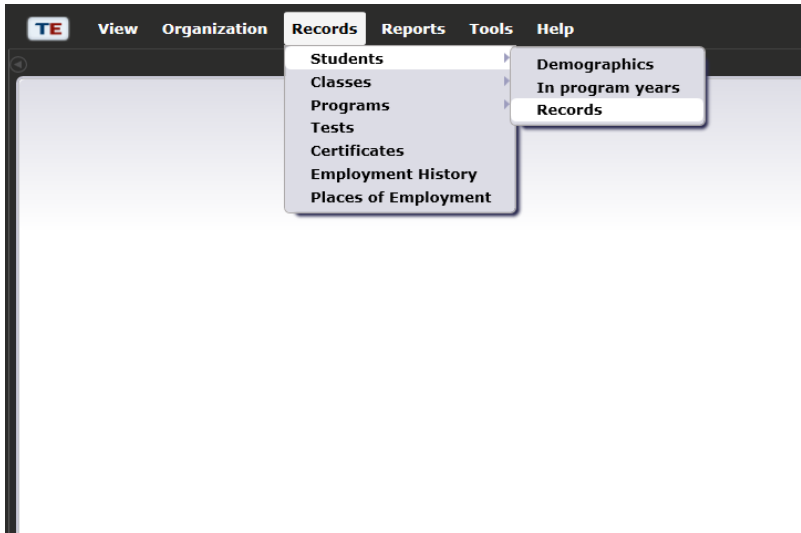
**Education Results:**

<input type="checkbox"/> Passed GED 2002	<input type="checkbox"/> Compl
<input type="checkbox"/> Passed GED 2014	<input type="checkbox"/> Master
<input type="checkbox"/> Passed HiSET	<input type="checkbox"/> Earned
<input type="checkbox"/> Passed TASC	<input type="checkbox"/> Educat
<input type="checkbox"/> Earned High School diploma	<input type="checkbox"/> Skills p
<input type="checkbox"/> Returned to K-12	<input type="checkbox"/> Secon
<input type="checkbox"/> Gained computer/tech skills	<input type="checkbox"/> PostSe

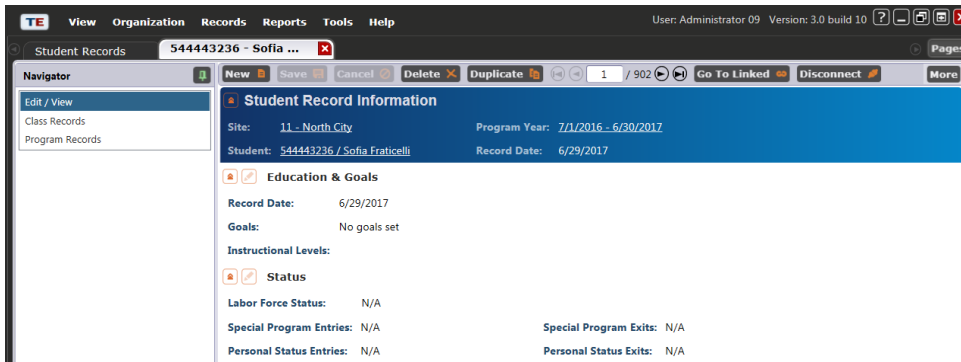
- d. Community
- 7) **Save**.


## 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 54443236 - Sofia ...

Student: 54443236 / 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**.

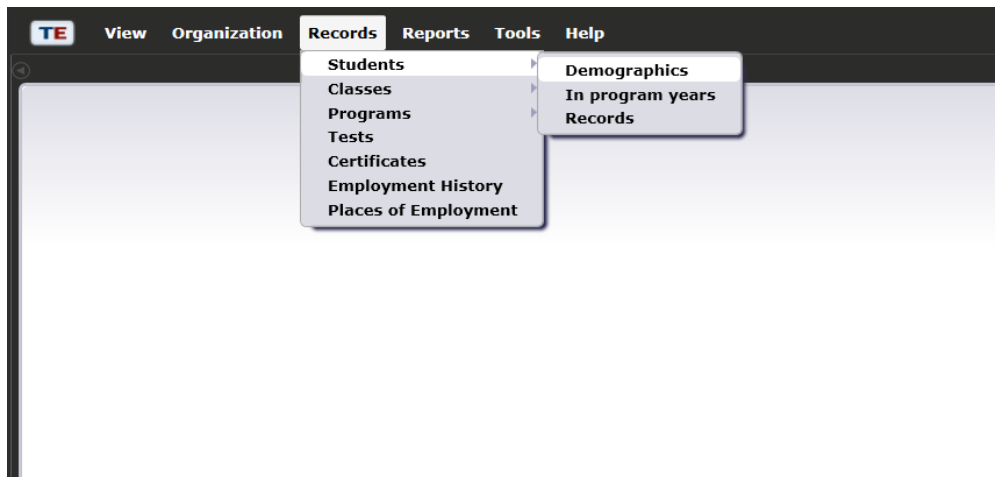
The screenshot shows a 'Status' form with the following sections:

- 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**.

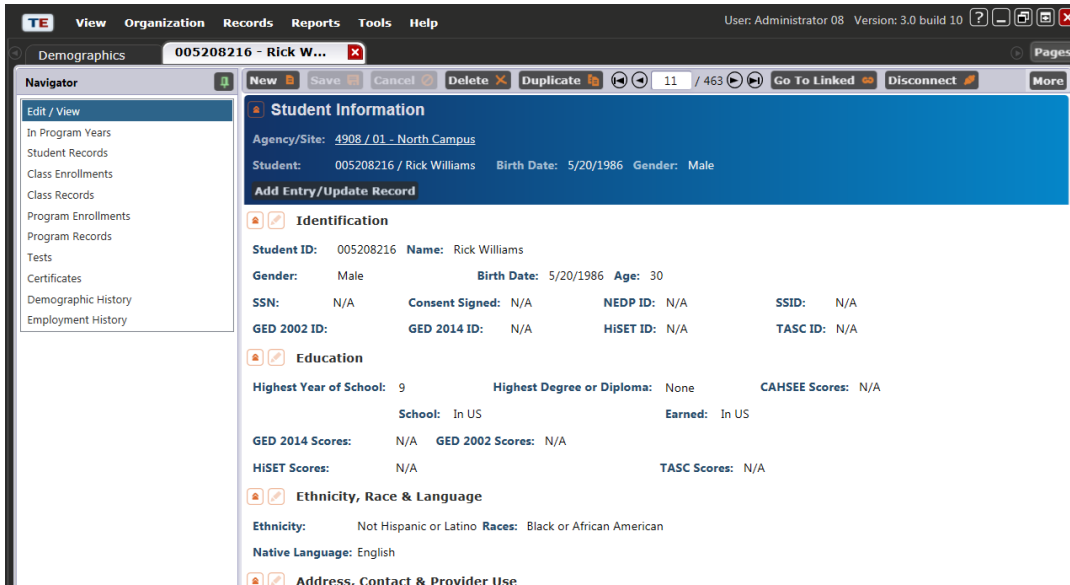
### Update Training Services

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

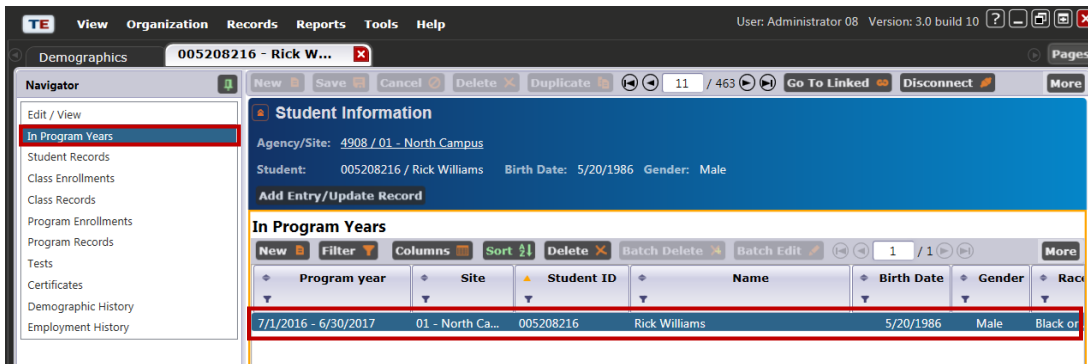





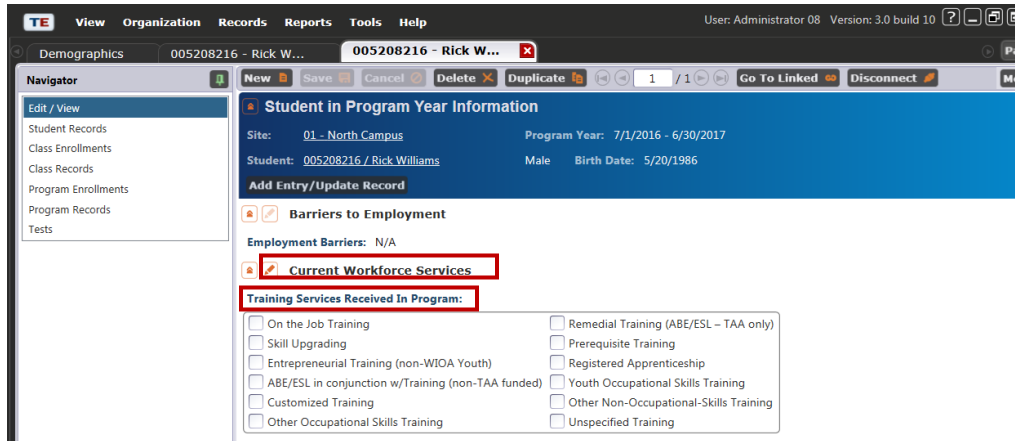
- 2) Select a student (e.g. Rick Williams). Once a specific student is selected, the information (e.g. Identification, Education, Ethnicity etc.) of that student should show up.



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



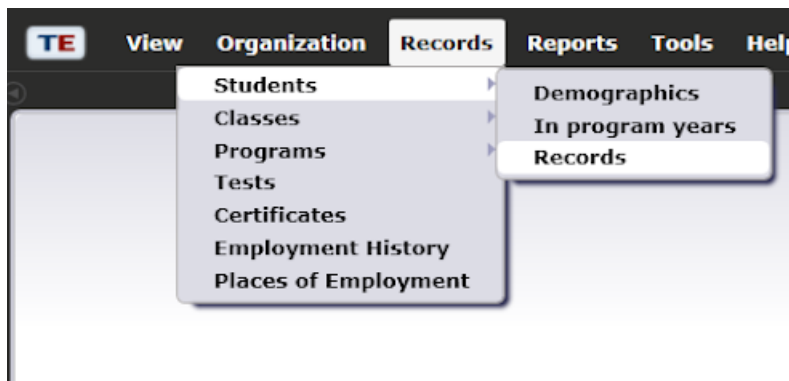
- 4) Three options should show up (i.e. **Barriers to Employment**, **Current Workforce Services** and **Previous Workforce Services**). Click the pencil icon  next to the **Current Workforce Services**. Four boxes (**Training Services Received in Program**, **Vocational Rehabilitation Services Received 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**.

### Mark IET

Please go to **Records->Students->Records**. Find the student of interest, then click on that student.



Edit **Status**. Under **Special Program Entries**, check **Integrated Education & Training**.

Records Reports Tools Help User: Administrator 08 Version: 3.0 build 25

1107 - Luis P...

New Save Cancel Delete Duplicate 19 / 904 Go To Linked Disconnect

### Student Record Information

Site: 02 - RHAS: South Campus Program Year: 7/1/2017 - 6/30/2018  
 Student: 599661107 / Luis Perez Record Date: 6/12/2018

#### Education & Goals

Record Date: 6/12/2018  
 Goals: No goals set  
 Instructional Levels: ESL - Advanced

#### Status

Labor Force Status:

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

#### Special Program Entries:

<input type="checkbox"/> None	<input type="checkbox"/> State Corrections	<input type="checkbox"/> Distance Learning	<input type="checkbox"/> Carl Perkins
<input type="checkbox"/> EL Civics (IELCE)	<input type="checkbox"/> Homeless Program	<input type="checkbox"/> Special Needs	<input type="checkbox"/> Even Start
<input type="checkbox"/> Jail	<input type="checkbox"/> Family Literacy	<input type="checkbox"/> Alternative Ed. [K12]	<input type="checkbox"/> CBET
<input type="checkbox"/> Community Corrections	<input type="checkbox"/> Workplace Ed.	<input type="checkbox"/> Non-traditional Training	<input checked="" type="checkbox"/> Integrated Education & Training
	<input type="checkbox"/> Tutoring	<input type="checkbox"/> Older Adults	<input type="checkbox"/> Other

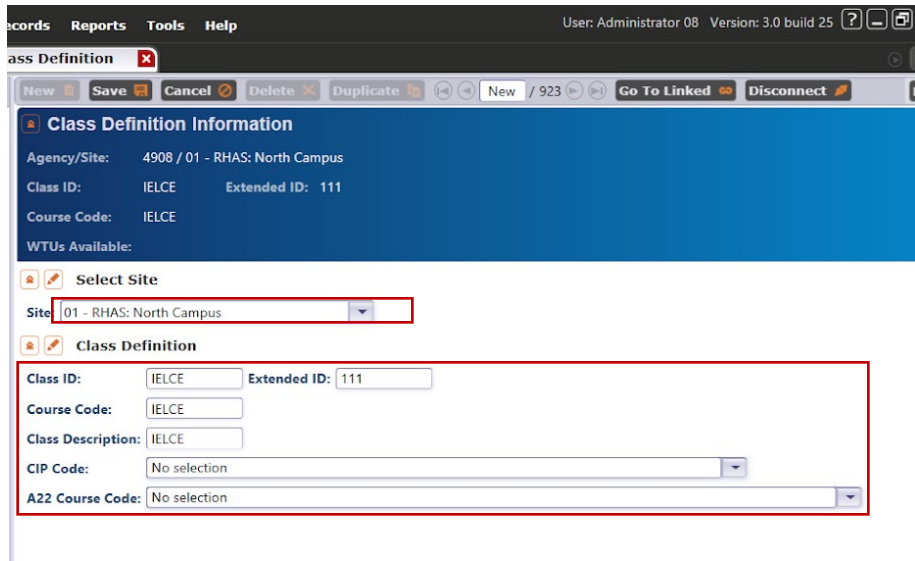
## Mark IELCE

*Note: we can only mark IELCE at class level, so we need create a class first, then enroll IELCE participants in that class).*

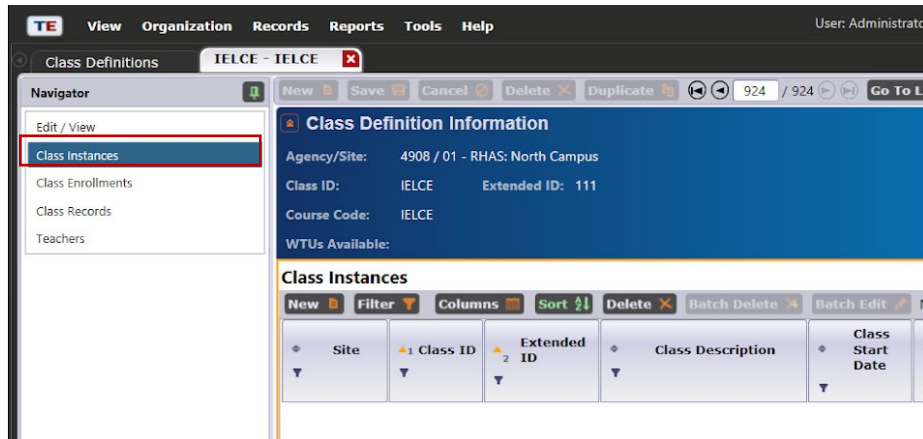
Please go to **Organization-> Classes->Definitions** to create a new class.



While creating new class definition, you need choose a site for that class. Type in Class ID and other relevant information.



After filling in Class Definition Information, please continue create **Class Instances** for that class.



When creating Class Instance, Please check **ESL/ELL** under **Instructional Programs** and select **243 Integrated EI Civics Education (IELCE)** under **Focus Area**. Then **Save**.

Records Reports Tools Help User: Administrator 08 Version: 3.0 build 25

IELCE IELCE - IELCE:2

New Save Cancel Delete Duplicate 1 / 1 Go To Linked Disconnect More

### Class Instance Information

Class Description: IELCE - 111 - IELCE Agency/Site: 4908 / 01 - RHAS: North Campus  
 Program Year: 7/1/2017 - 6/30/2018 Class Notes:  
 Class Start Date: 7/1/2017 Class End Date: 6/30/2018  
 WTUs Available:

**Class Instance**

Class Start Date: 7/1/2017 Class End Date: 6/30/2018

**Instructional Programs:**

N/A  High School Diploma  Adults w/Disabilities  Pre-Appre  
 Basic Skills (ABE)  HSE  Adults supporting K12 student success  
 ESL/ELL  Career and Technical Education (CTE)  Other Program  
 Citizenship  Workforce Readiness  ROCP

**Special Programs:**

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

**Transition Focuses:**

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

**Focus Area:** 243 Integrated EL Civics Education (IELCE)

**Class Notes:**

**CBES Code:**

Once the class is created, please **enroll students** who are eligible IELCE participants in that class.

TE View Organization Records Reports Tools Help User: Administrator 08 Version: 3.0 build 25

Class Definitions IELCE - IELCE IELCE - IELCE:2 New Class Enrollment

New Save Cancel Delete Duplicate 1 / 1 Go To Linked Disconnect More

### Class Instance Information

Class Description: IELCE - 111 - IELCE Agency/Site: 4908 / 01 - RHAS: North Campus  
 Program Year: 7/1/2017 - 6/30/2018 Class Notes:  
 Class Start Date: 7/1/2017 Class End Date: 6/30/2018  
 WTUs Available:

**Class Enrollments**

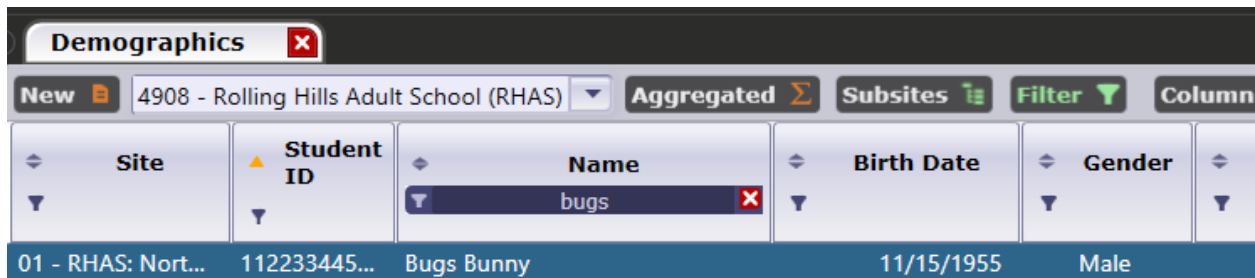
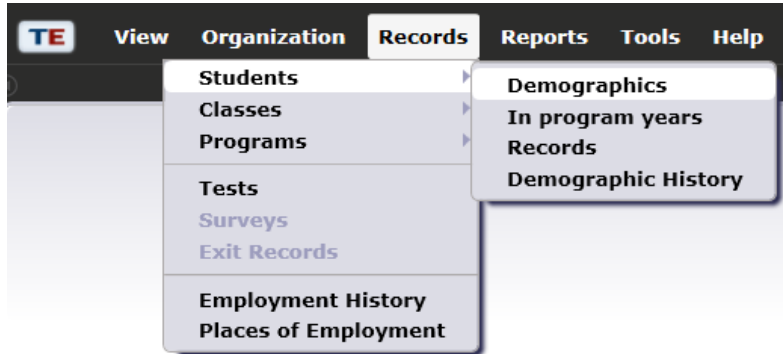
New 01 - RHAS: North Campus Aggregated Subsites Filter Columns Sort Delete More

Site	Student ID	Name	Class ID	Class Name	Class status

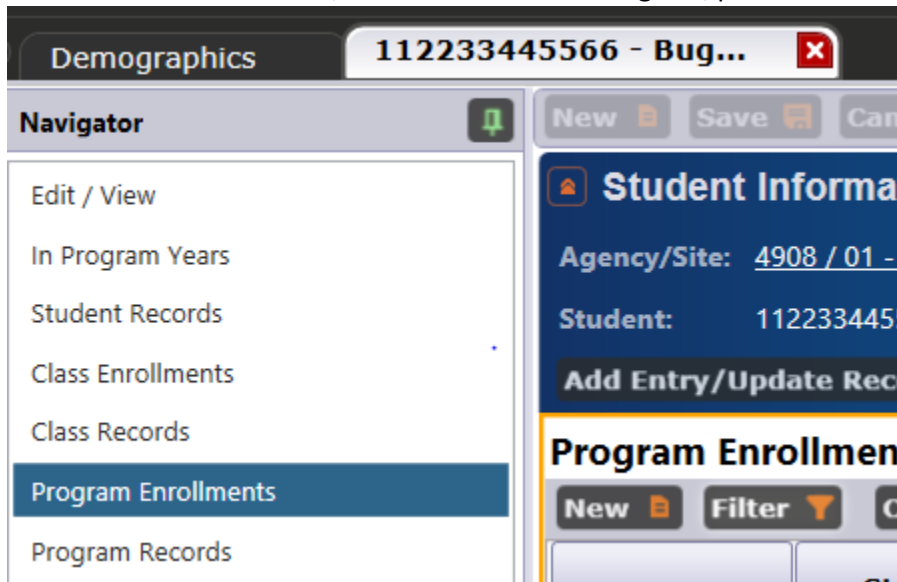
### Mark Retained in Program

For students left program for more than 90 days but with planned services, "retained in program" should be marked to keep the student in the same PoP. Specific steps are as follows:

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



- 2) Find the student of interest, double click. Under **Navigator**, please click **Program Enrollments**.



- 3) There are two scenarios:

- a) The last activity of a student is close to the end of this program year, but we know the student will come back in next program year. To keep this student in the same PoP, we need **enroll this student in the new program year**. Then, under Program Status, check **“Retained in program”**.

**Select Student in Program Year**

Student: Site: 01 - RHAS: North Campus  
 Program Year: 7/1/2018 - 6/30/2019 (Current)  
 Student: 112233445566 Bugs Bunny / 01 - RHAS: North Campus

**Status in program**

**Instructional Program:**

Basic Skills (ABE)     Career and Technical Education (CTE)     ROCP  
 ESL/ELL     Workforce Readiness     Pre-Apprenticeship  
 Citizenship     Adults w/Disabilities  
 High School Diploma     Adults supporting K12 student success  
 HSE     Other Program

**Date Entered Program:** 7/1/2018    **Date Exited Program:**

**Program Status:**

N/A  
 Retained in program  
 Left Program  
 No show or did not attend at least 12 hours

**Exit Reason:**

N/A     Lack of child care     Deceased  
 Changed class or program     Family problems     Long term  
 Completed Program     Own health problems     Unknown  
 Met Goal     Lack of interest     Other know  
 End of program year     Public safety

- b) For students left program for more than 90 days but will come back in the same program year, there is no need to create a new program enrollment for this student. We can just edit the existing one by selecting **“Retained in Program”** as shown above.

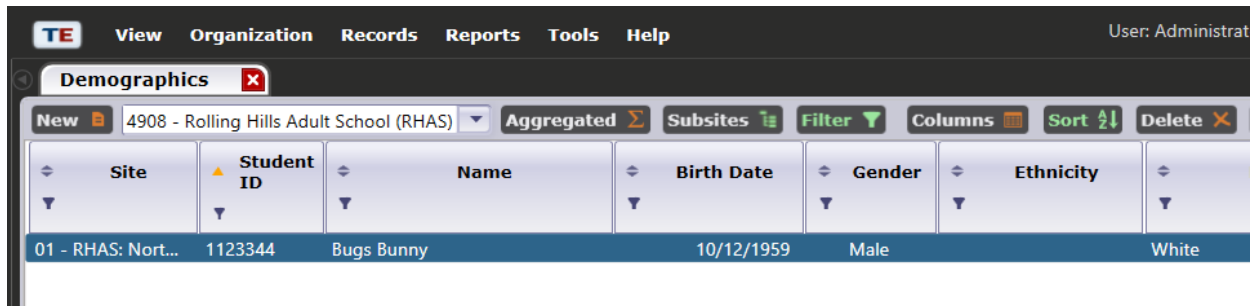
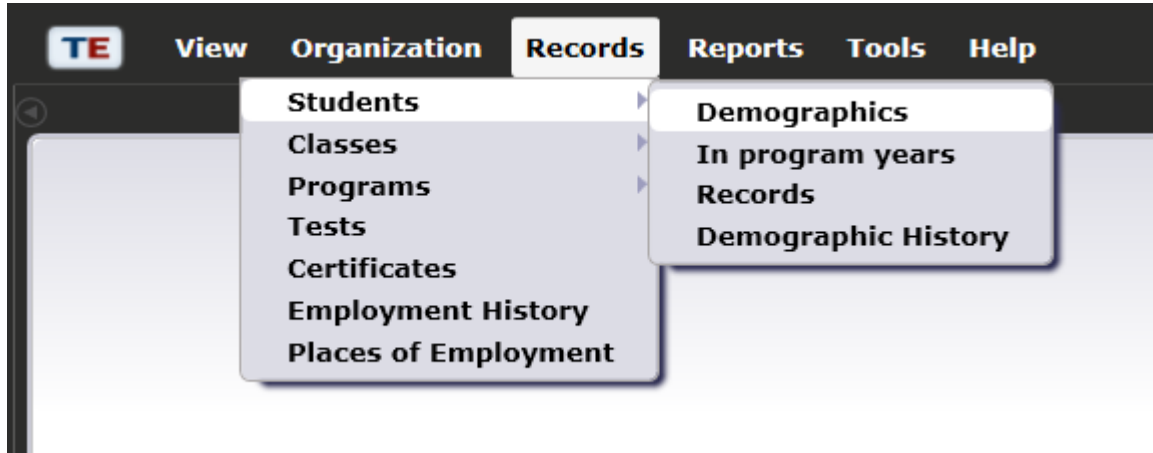
**Program Enrollments**

New Filter Columns Sort Delete Batch Delete Batch Edit 1 / 1 More

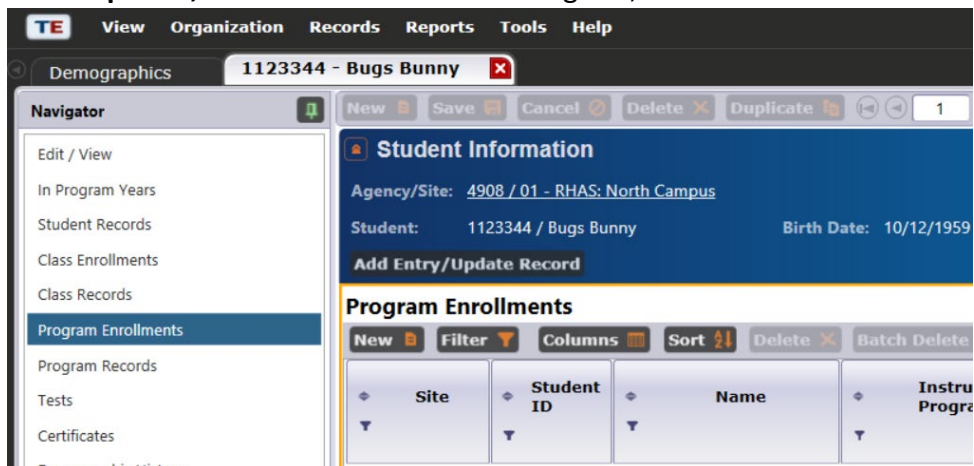
Site	Student ID	Name	Instructional Program	Program Status	Date Entered Program
01 - RHAS: Nor...	332211	Donald Duck	Basic Skills (ABE)	Retained in program	7/1/2018

**Mark HSE Option 2**

1. Go to **Records->Students->Demographics**. Find the student of interest.



2. Double click the student. Under **Navigator**, double click **Program Enrollments**. Click **New** to enroll the student in the program year. For Instructional Program, please **select High School Diploma**, select the Date Entered Program, and save.









5. For **Instructional Levels**, please select **ABE/ASE->ASE-ASE Low**. Also select a **Record Data**

The screenshot shows a form with several sections. At the top, there are checkboxes for 'Primary', 'Enter college or training', 'Primary', and 'No'. Below this is the 'Instructional Levels' section, which has a dropdown menu currently set to 'ABE/ASE'. A red box highlights this dropdown. Below it is the 'Status' section with a house icon and a pencil icon. The 'Labor Force Status' section has a dropdown menu with the following options: 'Basic Skills (ABE) - Beginning Literacy', 'Basic Skills (ABE) - Beginning', 'Basic Skills (ABE) - Intermediate Low', 'Basic Skills (ABE) - Intermediate High', 'ASE - ASE Low', 'ASE - ASE High', and 'ASE - Completed ASE High'. The 'ASE - ASE Low' option is highlighted. Below this is the 'Special Program En...' section with checkboxes for 'State Corrections' and 'Dist'.

6. Once the student completes enough Carnegie Units, create a new student record. For **instructional levels**, select **ABE/ASE, ASE-ASE High**. **NOTE: the Record Data for entering ASE-ASE High should be later than the record data for entering ASE ASE-Low.**

The screenshot shows a form with several sections. At the top is the 'Record Date' section with a dropdown menu set to '9/11/2018'. Below this is the 'Goals' section, which has a radio button selected for 'N/A'. There are two columns of checkboxes, each with a 'Primary' label. The first column includes: 'Improve basic skills', 'Improve English skills', 'H.S. Dipl./HSE', 'Get a Job', 'Retain Job', 'Get a better job', and 'Enter college or training'. The second column includes: 'Work-based proje...', 'Family Goal', 'U.S. Citizenship', 'Military', 'Personal Goal', 'Enter short-term t...', 'Get off TANF or ot', and 'None'. Below the 'Goals' section is the 'Instructional Levels' section, which has a dropdown menu set to 'ABE/ASE' and a sub-dropdown menu set to 'ASE - ASE High'.

7. Create a new student record. Under **Other**, please enter **High School Credits Earned**.



**Other**

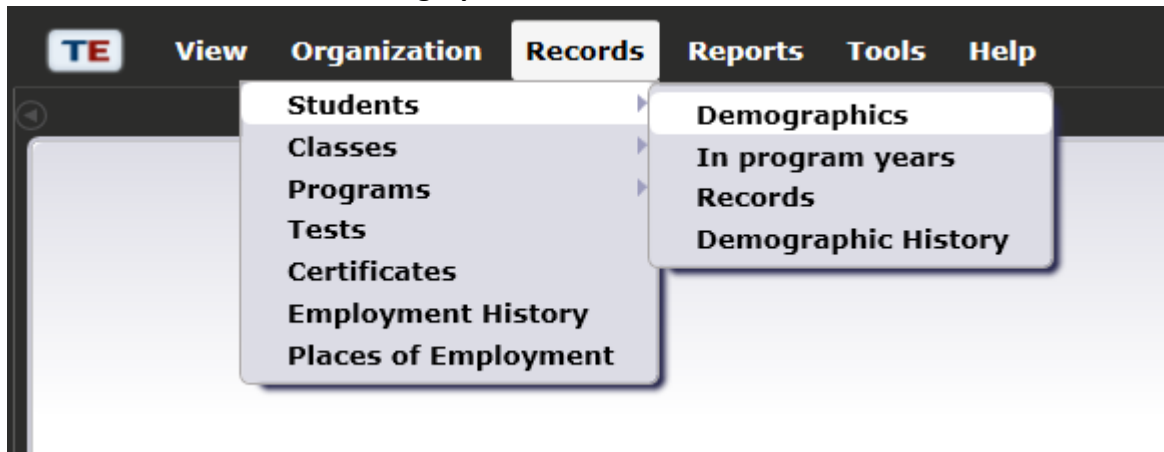
**Annual Income Threshold:**
 N/A  
 Single person and income below the federal poverty  
 Married and combined income below the federal poverty

**Work Hours Per Week:** 
**Hourly Wage:**

**High School Credits Earned:** 
**Instructional Intensity:**

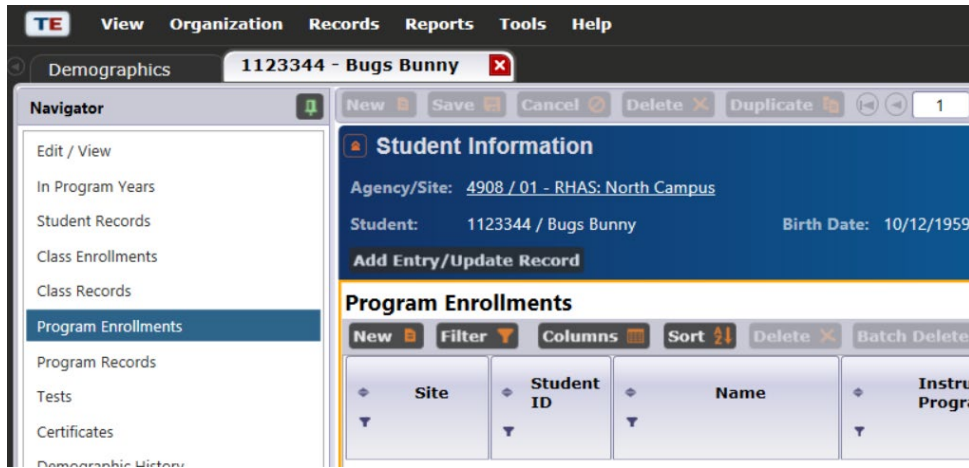
**Mark HSE Option 4**

1. Go to **Records->Students->Demographics**. Find the student of interest.



Site	Student ID	Name	Birth Date	Gender
01 - RHAS: Nort...	1231234	Bugs Bunny	10/12/1959	Male
01 - RHAS: Nort...	22334455	Chip Dale	10/8/1962	Female

2. Double click the student. Under **Navigator**, double click **Program Enrollments**. Click **New** to enroll the student in the program year. Please enroll the student in **ESL/ELL program**.



**Status in program**

**Instructional Program:**

<input type="radio"/> Basic Skills (ABE)	<input type="radio"/> Career and Technical
<input checked="" type="radio"/> ESL/ELL	<input type="radio"/> Workforce Readiness
<input type="radio"/> Citizenship	<input type="radio"/> Adults w/Disabilities
<input type="radio"/> High School Diploma	<input type="radio"/> Adults supporting K1
<input type="radio"/> HSE	<input type="radio"/> Other Program

- Once the student completes a civic class, create a new **Student Record** for this student. For the new student record, under **Results, Education Results**, please check **Earned High School diploma**.

Records Reports Tools Help User: Admin

- Chip Dale **New Student Record**

New Save Cancel Delete Duplicate New / 2 Go To

**Results**

**Work Results:**

<input type="checkbox"/> Got a job	<input type="checkbox"/> Training milestone
<input type="checkbox"/> Increased wages	<input type="checkbox"/> Entered apprenticeship
<input type="checkbox"/> Retained job	<input type="checkbox"/> Entered military
<input type="checkbox"/> Got a better job	<input type="checkbox"/> Acquired workforce readiness skills
<input type="checkbox"/> Met work-based project goal	<input type="checkbox"/> Reduced public assistance
<input type="checkbox"/> Entered job training	<input type="checkbox"/> Other work outcome
<input type="checkbox"/> Entered training program	

**Personal Results:**

<input type="checkbox"/> Increased involvement
<input type="checkbox"/> Increased involvement
<input type="checkbox"/> Met other family goal
<input type="checkbox"/> Met personal goal
<input type="checkbox"/> Other personal/family

**Education Results:**

<input type="checkbox"/> Passed GED 2002	<input type="checkbox"/> Completed course	<input type="checkbox"/> Enrolled in second
<input type="checkbox"/> Passed GED 2014	<input type="checkbox"/> Mastered course competencies	<input type="checkbox"/> Entered college
<input type="checkbox"/> Passed HiSET	<input type="checkbox"/> Earned certificate	<input type="checkbox"/> Transitioned to cre
<input type="checkbox"/> Passed TASC	<input type="checkbox"/> Educational achievement	<input type="checkbox"/> Transitioned to cre
<input checked="" type="checkbox"/> Earned High School diploma	<input type="checkbox"/> Skills progression	<input type="checkbox"/> Attained credential
<input type="checkbox"/> Returned to K-12	<input type="checkbox"/> Secondary transcript or report card	<input type="checkbox"/> Attained A.A. or A.S
<input type="checkbox"/> Gained computer/tech skills	<input type="checkbox"/> PostSecondary transcript or report card	<input type="checkbox"/> Attained B.A. or B.S

### Exit Reason

The program should mark exit reasons for students if they are Active in duty in armed services, Incarcerated, or Deceased.

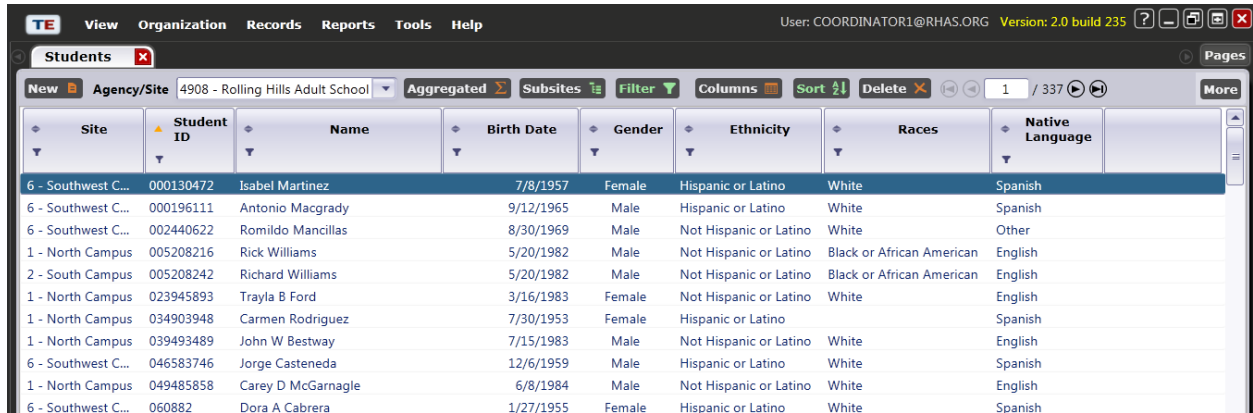
1. Go to **Records->Students->Demographics**. Find the student of interest.
2. Double click the student. Under **Navigator**, double click **Program Enrollments**. Click **New**. Choose an exit reason (one of the three mentioned above).

### Exit Reason:

<input checked="" type="radio"/> N/A	<input type="radio"/> Lack of child care	<input type="radio"/> Deceased
<input type="radio"/> Changed class or program	<input type="radio"/> Family problems	<input type="radio"/> Long term medical treatment
<input type="radio"/> Completed Program	<input type="radio"/> Own health problems	<input type="radio"/> Unknown reason
<input type="radio"/> Met Goal	<input type="radio"/> Lack of interest	<input type="radio"/> Other known reason
<input type="radio"/> End of program year	<input type="radio"/> Public safety	
<input type="radio"/> Got a job	<input type="radio"/> Administratively separated	
<input type="radio"/> Moved	<input type="radio"/> Released from Incarceration	
<input type="radio"/> Schedule conflict	<input type="radio"/> Active duty in armed services	
<input type="radio"/> Lack of transportation	<input type="radio"/> Incarcerated	

## Mark COVID-19

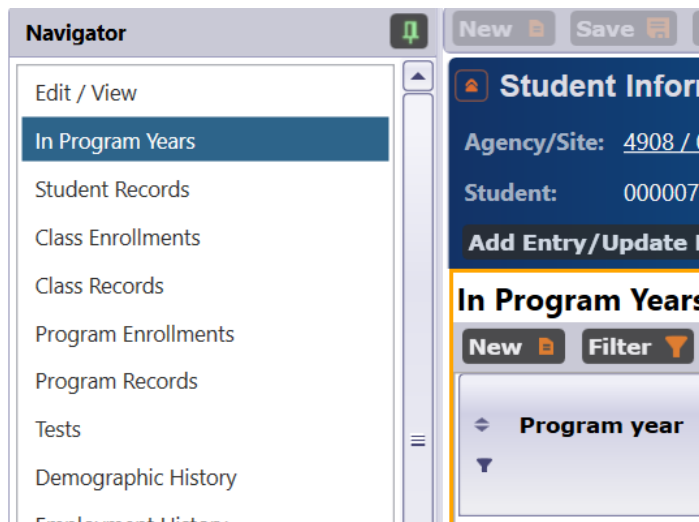
- 1) From the top menu, select **Records-Students-Demographics**.



The screenshot shows the TE system interface with the 'Students' tab selected. The table displays student information including Site, Student ID, Name, Birth Date, Gender, Ethnicity, Races, and Native Language. The first row is highlighted in blue.

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 **In Program Years**, then click **New** to create a in program years record.



The screenshot shows the 'Student Information' tab in the TE system. On the left, the 'Navigator' menu is open, with 'In Program Years' selected. The main content area shows the 'In Program Years' section with a 'New' button and a 'Filter' button. Below these buttons is a 'Program year' dropdown menu.

- 3) Under Force Majeure, check COVID-19.

### **Force Majeure**

Unable to Test Due to Force Majeure:

N/A  
 COVID-19

## 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 1-7	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 1-7	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 1-7.
*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.
*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.
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 1-7
- 2) On the Report Setup Navigator, select Class Definitions.

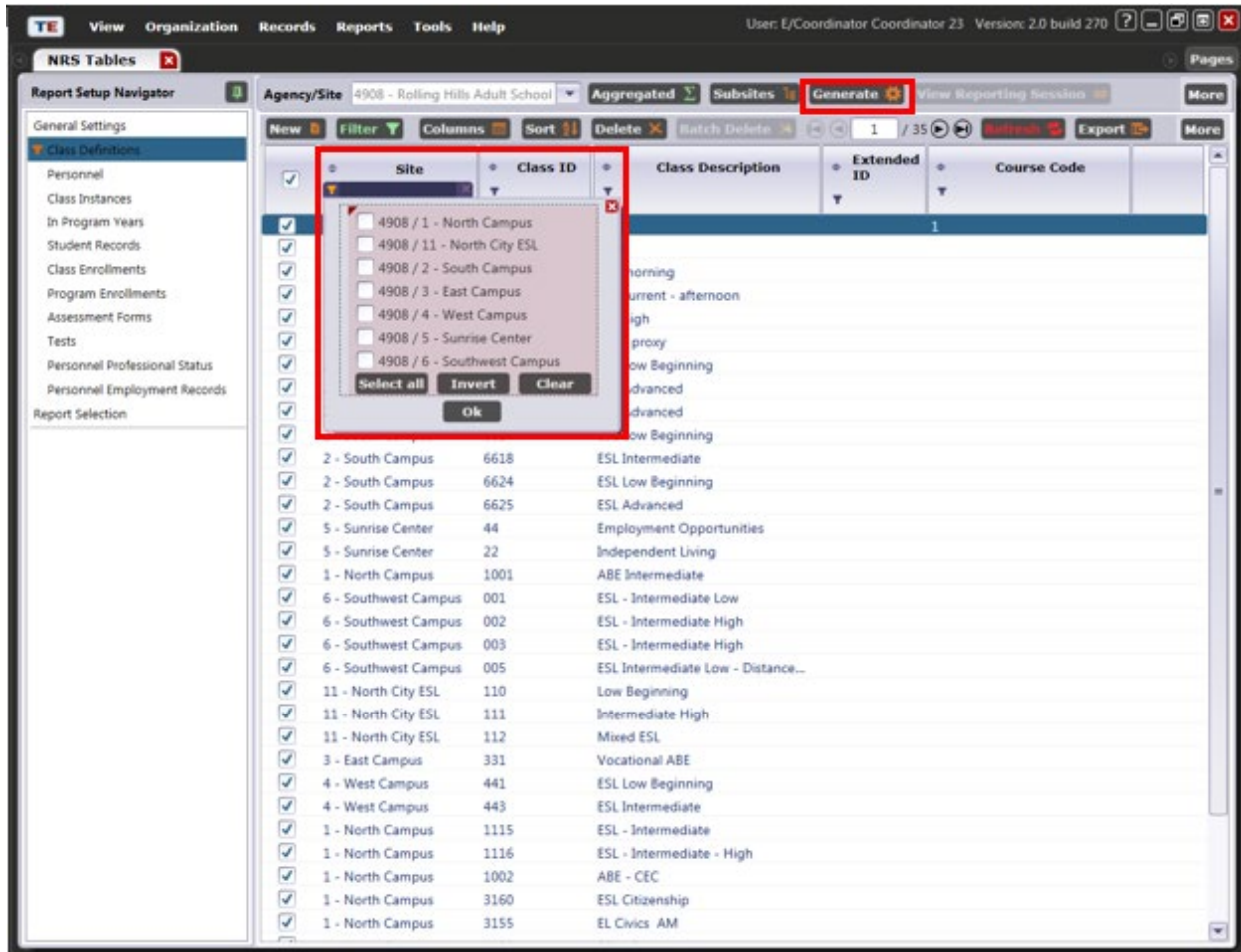
<input checked="" type="checkbox"/>	Site	Class ID	Class Description	Extended ID	Course Code
<input checked="" type="checkbox"/>	1 - North Campus	1	ABE	1	
<input checked="" type="checkbox"/>	1 - North Campus	3	GED		
<input checked="" type="checkbox"/>	1 - North Campus	424	ESL morning		
<input checked="" 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 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.

## Appendices

### Contacts

CASAS

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

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

Iowa Workforce Development

<https://www.iowaworkforcedevelopment.gov/adult-education-and-literacy>

[adulthoodeducation@iwd.iowa.gov](mailto:adulthoodeducation@iwd.iowa.gov)

[TOPSpro Enterprise Guide](#)

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

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

[CASAS](#)

[TABE](#)

[McGraw-Hill TABE 11&12](#)

[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

