

*WIA I/EL CIVICS  
NETWORK MEETING*

September 2008

# 2008-09 WIA II Network Meeting Topics

---

- CASAS ESL Teacher's Handbook for WIA II Accountability:
  - provides an overview of CASAS, the testing process, and the WIA Title II requirements for California agencies
- What would you like to discuss?

# Update New Personnel

---

- Update WIA II Contact Information
  - Include name, phone #, email and title eg. Primary WIA II contact, Primary EL Civics contact or district administrator
  - Email to:
    - Rich Berry at CDE, [rberry@cde.ca.gov](mailto:rberry@cde.ca.gov)
    - Rebeca Mellado at CASAS, [rmellado@casas.org](mailto:rmellado@casas.org)
    - Your WIA II/EL Civics Program Specialist

# CASAS Regional Trainings

---

- Requirements:
- Each year for all WIA Title II Agencies:
- At least 1 person from each WIA Title II agency must attend CASAS Basic Assessment Implementation Training and Accountability Training, either in person at a Regional training or online at a Web-based session.

# Regional Training Locations

---

**Sep 9-10**

**Hanford Adult School**

905 North Campus Drive  
Hanford, CA 93230

**Sep 11-12**

**Sacramento County Office of Ed.**

10474 Mather Boulevard  
Mather, CA 95655

**Oct 23-24**

**Burbank Adult School\*\***

3811 W. Allan Avenue  
Burbank, CA 91505

**\*\* Day 2 sessions at these sites will include ½ day TOPSpro Basics (8:30 a.m. to 12:00 p.m.) and ½ day TOPSpro Special Topics (1:00 p.m. to 3:30 p.m.).**

# Sample Implementation Web-Based Workshops

---

- CASAS Implementation: Advanced Assessment Training for Experienced Users  
*(New format)*
- Using CASAS Appraisals
- Using CASAS Test Results to Develop Effective Reading Lesson Plans
- CASAS eTests

*\*Complete schedule at [www.casas.org](http://www.casas.org)*

# EL Civics Web-Based Workshops

---

- EL Civics Program Basics (For both Civic Participation and Citizenship Preparation focus areas)
- EL Civics Additional Assessments (For Civic Participation)
- EL Civics Oral Assessments
- EL Civics Written Assessments (*New for 08-09*)
- Citizenship Interview Test

*\*Complete schedule at [www.casas.org](http://www.casas.org)*

# New for 2008-09

---

- CASAS eTests Open to all Agencies
- Listening and Appraisal Tests
- Revalidated CASAS Competencies
- Quick Search Online
- CASAS Handbook for ESL Teachers: Focus on WIA II Accountability Requirements
- Updated CASAS Forums
- 2008-09 Administration Manual available for download



# CASAS eTests

---

- For information contact Carol Farrell at [cfarrell@casas.org](mailto:cfarrell@casas.org)

# Appraisals

The appraisal is not a pretest, but a tool to determine the correct pretest.

- determine readiness for a program (ESL, Civic Participation, Citizenship Preparation, VESL, etc.) and instructional level for the student
- identify the correct CASAS pretest level



# The Life and Work Series

---

- Appraisal and progress tests in life skills and workplace contexts
- Levels A through D
- Appropriate for ABE and ESL/ELL students
- Life and Work Reading will replace Life Skills Reading in 2009.
- Agencies should begin the transition to Life and Work Listening from Life Skills Listening and ECS Listening.



# CASAS Competency Revalidation

---

- 2008 Revalidation of CASAS Competencies
  - Critical skills for success in the workplace, community, and family
  - Reflects life and work skills for youth and adults in today's society
  - Addresses the increased role of technology in the 21st century
- Competency areas expanded or added:
  - Education
  - Health and medical information
  - Financial literacy
  - Media literacy
  - Technology
- Additional coding of test items in TOPSpro and test administration manuals in early 2009



A Database of Instructional Materials for  
Youth and Adult Education and Training Programs

Quick Search by...

- Titles
- Competencies
- Program, Level, & Skill
- Publishers
- Tests

Get more information...

- Quick Search Manual
- Reports & Other Tools
- Exit



# QuickSearch Online!

- Quick, easy online access to database of more than 2,300 instructional materials
- Includes print, audio, video, and software materials
- Identifies effective instructional materials and aligns materials to CASAS Competencies
- Search by
  - Title
  - Competency
  - Program, Level, and Skill
  - Publisher
  - CASAS Test



# QuickSearch by Competencies



A Database of Instructional Materials for Youth and Adult Educational and Training Programs

## Quick Search by

- [Titles](#)
- [Competencies](#)
- [Program, Level, & Skill](#)
- [Publishers](#)
- [Tests](#)
- Get more information**
- [Quick Search Tutorial](#)
- [Reports & Other Tools](#)
- [Exit](#)



© 2008 CASAS — Comprehensive Adult Student Assessment Systems. All Rights Reserved.

[Contact us](#) | [Feedback](#)

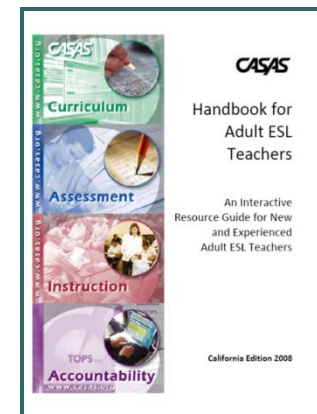
## Selected Competencies

4.1.2 Follow procedures for applying for a job, including interpreting and completing job applications, resumes, and letters of application

Matches	Title	Publisher	Level
1	<a href="#">A Conversation Book - English in Everyday Life. Book 1 New Edition</a>	LONGMAN ESL/PEARSON ADULT	A
1	<a href="#">Downtown. Four. English for Work and Life.</a>	HEINLE/THOMSON	C
1	<a href="#">Downtown. One. English for Work and Life</a>	HEINLE/THOMSON	A
1	<a href="#">Downtown.Three. English for Work and Home</a>	HEINLE/THOMSON	B
1	<a href="#">Foundations Activity Workbook</a>	LONGMAN ESL/PEARSON ADULT	Pre - A/A
1	<a href="#">Foundations. Second Edition</a>	LONGMAN ESL/PEARSON ADULT	Pre - A/A
1	<a href="#">Grammar in Context. Basic.</a>	HEINLE/THOMSON	A
1	<a href="#">New Land. New Language</a>	NEW READERS PRESS	C/B
1	<a href="#">Picture This! Learning English through Pictures. Book One.</a>	LONGMAN ESL/PEARSON ADULT	A
1	<a href="#">Picture This! Learning English through Pictures. Book Two.</a>	LONGMAN ESL/PEARSON ADULT	A
1	<a href="#">WORKmatters: Complete Work-to-School Curriculum</a>	MCGRAW- HILL/CONTEMPORARY	E

# CASAS Handbook for ESL Teachers: Focus on WIA II Accountability

- Assists sites with training of new and experienced teachers
- Provides a resource and reference for experienced teachers
  - interactive activities for teachers to add site-specific information
  - examples of CASAS documents and reports
  - Everything you need for staff development is available for download:
    - Handbook
    - PowerPoint Presentation
    - Presentation Notes
    - Needs Assessment
    - Warm-Up Activities and Directions





# CASAS Handbook for ESL Teachers: Focus on WIA II Accountability

The screenshot shows the CASAS website in Internet Explorer. The browser address bar displays <https://www.casas.org/home/index.cfm?fuseaction=home.login>. The website header includes the CASAS logo, a search bar, and navigation links: Home, Contact, Downloads, Forum, Jobs, and Sitemap. A user is logged in as 'Patty' with links for 'View preferences' and 'Logout'. The main content area contains the following text:

If you are already a registered user, please login below.  
If you do not have a username and password [click here to register](#).

[Forgot your username and/or password?](#)

Please enter your username and password.  
Username:   
Password:

The left sidebar menu includes: About CASAS, Products and Services, Training and Implementation, Research and Reports, Workforce Skills Certification, National External Diploma Program, Virtual Communities, **California Accountability** (highlighted with a green circle), and National Consortium/Certified Trainer.

A text box on the right contains the text: "You must sign in to the California Accountability webpage to access the Handbook." Two arrows point from this box to the login form fields.

# CASAS Handbook for ESL Teachers: Focus on WIA II Accountability

CASAS - California Accountability - Internet Explorer provided by Dell  
https://www.casas.org/elc/index.cfm?fuseaction=ca.home

File Edit View Favorites Tools Help  
Google Go Bookmarks 289 blocked Check AutoLink AutoFill Send to Settings

Windows Live Hotmail CASAS Intranet CASAS - California Acc...

## California Accountability

Welcome to the California Accountability Virtual Community! This area provides a resource library for California adult education providers.

Change font size: A- A+

- Latest News**
  - Try QuickSearch Online now!
  - Online Registration for Meetings and Trainings in California
  - CASAS Connection Newsletter Now Available for Online Viewing!
  - Life and Work Listening Series Now Available! Form 80 Appraisal Ready!
  - CASAS Resource Catalog 2008
- EL Civics**
  - Introduction
  - Information on EL Civics
  - 2007-08 Admin Manual for California
- TOPSpro**
  - Using TOPSpro Reports
- Contact CASAS**
  - 2007-08 EL Civics Ordering Guide
- CALIFORNIA ADULT SCHOOLS**
  - Introduction
  - 2007-08 Admin Manual for California
- TOPSpro**
- WIA 225/231 AND EL CIVICS**
  - Introduction
  - 2007-08 Admin Manual for California
  - Data Collection Guidelines**
    - 2007-08 EOY Cover Letter from CDE
    - 2007-08 EOY Encl 1 - Data Submission Instructions
    - 2007-08 EOY Encl 2 - Certification Letter
    - 2007-08 EOY Encl 3 - Submitting Complete Data
    - CDE Beg of Year Letter 07-08
    - BOY 07-08 Encl 1: CDE Directory
    - BOY 07-08 Encl 2: PS Directory
    - BOY 07-08 Encl 3: Data Due Dates
    - 2007-08 CDE CA Accountability ppt
    - 2007-08 CA Accountability ppt
    - 2007-08 Qtrly Data Submission Inst.
    - Instructions for Federal Table 4
    - CA Core Performance Survey Overview
    - Online Surveys
  - Training**
    - CASAS Online Workshop Registrations
    - Fall 2008 Training Document
    - CASAS Handbook for Adult ESL Teachers, CA Edition 2008
  - Networking**
    - Concortium Focus Group Meetings

Error on page. Internet | Protected Mode: On 100%

# CASAS Handbook for ESL Teachers: Focus on WIA II Accountability

The screenshot shows the CASAS website homepage in Internet Explorer. The browser's address bar displays the URL: <https://www.casas.org/home/index.cfm?fuseaction=home.showContent&MapID=2512>. The website features a navigation menu with links for Home, Contact, Downloads, Forums, Jobs, and Sitemap. A search bar is located below the navigation menu, with a 'Go' button and the text 'Powered by Google'. The main content area has a heading 'CASAS Handbook for Adult ESL Teachers and Training Materials' and contains the following text:

The *CASAS Handbook for Adult ESL Teachers, California Edition* is now available! This 48-page training and resource guide provides an overview of CASAS, the testing process, and the WIA Title II requirements for California agencies. The handbook provides teachers with information on how to use the CASAS system to help fulfill state-mandated requirements and assists in improving programs by giving teachers the tools they need to help students achieve their goals.

The *CASAS Handbook for Adult ESL Teachers, California Edition* is an interactive tool. Teachers will locate and document site-specific information, such as from whom to get TOPSpro reports, when paperwork is due, and contact information for key staff. Teachers also can complete practice activities on using student and class reports to target instruction.

Training and support documents will help you implement this handbook at your agency. Click the links below to access the handbook and the support documents.

- [CASAS Handbook for Adult ESL Teachers, California Edition](#)
- [PowerPoint Presentation for staff training with presentation script in the notes section](#)
- [Suggested Presentation Logistics and List of Handouts](#)
- [Needs Assessment](#)
- [Warm-Up Activity Directions](#)
- [Warm-Up Activity Materials](#)

At the bottom of the page, there are links for [Contact Us](#) and [Feedback](#). The browser's status bar at the bottom indicates 'Internet | Protected Mode: On' and a zoom level of 100%.

[Home](#)[Contact](#)[Downloads](#)[Forums](#)[Jobs](#)[Sitemap](#)

Search

Go

Powered by Google

CASAS logo

[Download CASAS Catalog](#)[Download CASAS Order Form](#)[About CASAS](#)[Products and Services](#)[Training and Implementation](#)[Research and Reports](#)[Workforce Skills Certification](#)[National External Diploma Program](#)[Virtual Communities](#)[\\* TOPSpro](#)[\\* California Accountability](#)[National Consortium/Certified Trainer](#)

Our mission: Helping people improve basic skills for education and workplace success.

CASAS, a nonprofit organization, partners with a national consortium of state and local agencies to provide valid competency and stan assessment systems, research services, and professional development. CASAS also provides alternative high school credentialing optic National External Diploma Program.

## What's New

### 2008-09 Administration Manual for California

The 2008-09 Administration Manual for California is now complete and available for download.

[Learn more](#)

### Try QuickSearch Online now!

QuickSearch Online is an easy-to-use database of 2,300+ instructional material titles coded to skill levels, CASAS Competencies, and skill areas.

[Learn more](#)

### 2007-08 Promising Practices and EL Civics Making a Difference Awards

Congratulations to the 2007-08 award recipients! These California WIA II programs have implemented innovative and effective programs to better serve their student

[Learn more](#)

# CASAS Forums



## CASAS Forums

<a href="#">Home</a>	CASAS Main																								
<a href="#">CASAS Main</a>																									
<a href="#">TOPSpro</a>	<a href="#">Create new thread</a>   <a href="#">Search this forum</a>																								
<a href="#">California</a>	<table><thead><tr><th>New</th><th>Topic</th><th>Started By</th><th>Replies</th></tr></thead><tbody><tr><td></td><td><a href="#">update records</a> <a href="#">edit topic</a>   <a href="#">move</a>   <a href="#">delete</a></td><td>Sandra Vega</td><td>1</td></tr><tr><td></td><td><a href="#">Exporting to Excel</a> <a href="#">edit topic</a>   <a href="#">move</a>   <a href="#">delete</a></td><td>Karen Mlyniec</td><td>3</td></tr><tr><td></td><td><a href="#">EL Civics Web Pages (Obj 28, 30, 33)</a> <a href="#">edit topic</a>   <a href="#">move</a>   <a href="#">delete</a></td><td>Fernanda Carrera</td><td>0</td></tr><tr><td></td><td><a href="#">Printer recommendations</a> <a href="#">edit topic</a>   <a href="#">move</a>   <a href="#">delete</a></td><td>Bill Dendle</td><td>3</td></tr><tr><td></td><td><a href="#">Race in TOPS</a> <a href="#">edit topic</a>   <a href="#">move</a>   <a href="#">delete</a></td><td>Laurel Rynd</td><td>1</td></tr></tbody></table>	New	Topic	Started By	Replies		<a href="#">update records</a> <a href="#">edit topic</a>   <a href="#">move</a>   <a href="#">delete</a>	Sandra Vega	1		<a href="#">Exporting to Excel</a> <a href="#">edit topic</a>   <a href="#">move</a>   <a href="#">delete</a>	Karen Mlyniec	3		<a href="#">EL Civics Web Pages (Obj 28, 30, 33)</a> <a href="#">edit topic</a>   <a href="#">move</a>   <a href="#">delete</a>	Fernanda Carrera	0		<a href="#">Printer recommendations</a> <a href="#">edit topic</a>   <a href="#">move</a>   <a href="#">delete</a>	Bill Dendle	3		<a href="#">Race in TOPS</a> <a href="#">edit topic</a>   <a href="#">move</a>   <a href="#">delete</a>	Laurel Rynd	1
New	Topic	Started By	Replies																						
	<a href="#">update records</a> <a href="#">edit topic</a>   <a href="#">move</a>   <a href="#">delete</a>	Sandra Vega	1																						
	<a href="#">Exporting to Excel</a> <a href="#">edit topic</a>   <a href="#">move</a>   <a href="#">delete</a>	Karen Mlyniec	3																						
	<a href="#">EL Civics Web Pages (Obj 28, 30, 33)</a> <a href="#">edit topic</a>   <a href="#">move</a>   <a href="#">delete</a>	Fernanda Carrera	0																						
	<a href="#">Printer recommendations</a> <a href="#">edit topic</a>   <a href="#">move</a>   <a href="#">delete</a>	Bill Dendle	3																						
	<a href="#">Race in TOPS</a> <a href="#">edit topic</a>   <a href="#">move</a>   <a href="#">delete</a>	Laurel Rynd	1																						
<a href="#">CASAS eTests</a>																									

- Updated for ease of use
- Promoting the idea of agencies creating dialogues, sharing ideas, problem-solving

CASAS Forums provide a place where members can engage in discussions and share ideas with fellow community members and CASAS staff.

The screenshot shows a web browser window with the address bar displaying 'CASAS Forums'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The browser's toolbar shows various icons for search, navigation, and utility. The forum page has a left sidebar with navigation links: 'Home', 'CASAS Main', 'TOPSpro', 'California', and 'CASAS eTests'. The main content area is titled 'CASAS Main » Exporting to Excel' and includes a 'Subscribe' link. The forum thread consists of four posts:

- 1. By Karen Mlyniec on Jun 17, 2008 10:04 AM** [Link to this post](#) | [Reply to this post](#)

I would like to export student ID numbers along with the corresponding names (in numerical order) to excel. How do I go about doing this?  
[edit](#) | [delete](#)
- 2. By Jay Wright on Jun 18, 2008 10:47 AM** [Link to this post](#) | [Reply to this post](#)

Hello Karen,  
Probably the best way to accomplish this is to generate a Class Roster report. 1) Go to Reports - Data & Class Management - Roster. 2) In the Setup window, click the Options tab. 3) Under Student Print Option, ensure that "Print both: ID and Name" is selected to display the report numerically by student ID. 4) Under Report Output, select "XLS file" to create the Excel spreadsheet. 5) Click Preview. 6) Save the Excel file. 7) The resulting spreadsheet will contain a list of your students, in numerical order by student ID, along with other information about each student. If you wish to only view ID and name, you can delete the columns you do not need.  
Thanks  
Jay Wright  
[edit](#) | [delete](#)
- 3. By Carlos Rodriguez on Jun 21, 2008 12:50 AM** [Link to this post](#) | [Reply to this post](#)

**Export to Excel from the QueryMaker**

---

I created my own query with the help with the querymaker, when I choose to save the results using a XLS worksheet, the data saved is just the description of the actual DBF and not the results of said query. I have tried other file formats and they all have the same result.  
[edit](#) | [delete](#)
- 4. By Kevin Locke on Jun 24, 2008 7:30 AM** [Link to this post](#) | [Reply to this post](#)

**Query Maker Output**

---

Saving Query Maker results to a spreadsheet and saving the results as a DBF file are two different and unique output options. Query Maker does save the Query output to Excel and it is the most commonly used output choice used by our clients. Please contact tech support and they will assist you to generate the worksheet. Please post TOPSpro items in the TOPSpro forum.  
[edit](#) | [delete](#)

At the bottom of the page, there are links for [Manage My Subscriptions](#), [Contact Us](#), [Feedback](#), and [CASAS Homepage](#).

# 2008-09 Administration Manual

---

- 2008-09 Administration Manual for California available for download at:
  - [www.casas.org](http://www.casas.org) > California Accountability > 2008-09 Admin Manual for California

# Promising Practice Awards

---

- **Bassett Adult School:** Student Crises Intervention Program
- **English Center for International Women:** Outstanding WIA II Program Management and Student Outcomes
- **Los Angeles Unified School District, Adult Education:** Classrooms without Walls
- **Merced Adult School:** Bi-Annual Career Week: Building Relationships and Workforce Preparedness
- **North Orange County Community College District:** CASAS eTests Pilot Program
- **Redlands Adult School:** Managing Purposeful Change Using CASAS eTests
- **Torrance Adult School:** TOPSpro Network Meetings
- **Volunteer Center of Santa Cruz:** Workplace Literacy



# Making A Difference Awards

---

- **Harbor House:** U.S. History and Cultures Class
- **New Haven Adult School:** Windows into Culture
- **San Diego Community College District, Continuing Education Division:** Immigrant Rights Program
- **Ventura Adult and Community Education:** Channel Islands Restoration Project

# Report Back on Highlights of Institute

---



# EL Civics COAAP Selection Process for 2008-09

---

- On or after July 1, 2008 select your agency's 2008-09 COAAPS
- The opening screen will show you what your agency selected in 07-08.
  - 08-09 Pre-approved COAAPS and Option 2 and 3 will be available to select.
  - Be sure to select Option 2 and 3 COAAPS you have previously used, even if you are unsure if you will use them. Selecting them will keep them available to you.

# EL Civics COAAP Selection Process for 2008-09 (con't)

---

- Once you have made your selections, go to check out
- If you do not go to check out, the system will allow you to “start a new process” and undo the work you have done.
- Once you have gone to check out, a link on the “review my selections” and “my current selections” pages will allow you to access the list of COAAPs your agency selected last year (if you wish to view them).

# EL Civics COAAP Selection Dates for 2008-09 Program Year

---

- July 1, 2008 – Begin selecting COAAPS for 08-09
- Oct. 31, 2008 – Deadline to select first COAAP
- Jan. 31, 2009 – Deadline to submit Option 3 (new) COAAPs
- April 30, 2009 – Last date to add, edit or delete Option 1 and 2 COAAPS

# EL Civics Website

---

- Contents
  - Guidelines on Programs
  - Links to Resources
  - Information on Training and Technical Assistance
  - FAQ
  - Contact Info for CDE Regional Consultants and Program Specialists
- Updated yearly. Current as of 7-1-08
- New link to Pre-Approved Additional Assessment Plan List

# Meeting Information for 2008-09

---

- Topics
- Dates
- Locations
- Refreshments