Tracking of Programs and Students Handbook

TOPSpro® enterprise

for
Connecticut Adult Reporting System (CARS) Users

July 2019

Tracking of Programs and Students (TOPSpro Enterprise Online) Handbook for Connecticut Adult Reporting System (CARS) Users

Section I: Introduction

[TOPSpro Enterprise (TE) Online](#) is an Internet-delivered Data Management System that:

- Is developed and updated by CASAS and accessed via URL login

- Is designed to support classroom and learner management as well as provide accountability functions, including NRS reports.

- Shares a database with *eTests (ET) Online*, an internet-delivered assessment tool that may be used to provide immediate test-scoring and recording, and student test summary results (i.e., Personal Score Report).

- Accepts data imports from *eTests Desktop* (locally installed application).

- Facilitates scanning of paper-and-pencil assessment results into the database to track learner progress and inform instruction.

- Allows instructors to access learner reports anywhere over a secure Internet connection.

Purchase of *eTests Online* administrations (aka WTUs or web test units) affords online delivery of most CASAS test series / forms and allows data sharing across locations.

Enhanced access to the *TE Online* database (**eligibility determined by CSDE**) provides additional reporting capabilities, such as class performance reports to assist classroom instructors organize and deliver instruction more efficiently.

Statewide Policies Relative to TE Online use

- The Bureau encourages the use of *TE Online* by Connecticut programs to reduce data entry efforts and obtain assessment reports that inform instruction.

- For now, the Bureau provides access to *TE Online* and scannable Test Record answer sheets (TRUS-016) to Connecticut *TE Online* users at no-cost. To request Test Record sheets, please email CASAS Technology Support at techsupport@casas.org.

Connecticut State Department of Education, January 2018

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- The use of *TE Online* for appraisal testing is currently not supported.

- Technical questions regarding *TE Online* should be directed to the CASAS Technology Support Team at techsupport@casas.org. This email address alerts several members of the team to ensure you receive a timely response. Team members are also available 6:00 am – 5:00 pm (Pacific), M – F, at 1-800-255-1036, option 2.

Install and Prepare TE Online:

Existing Visual TOPSpro Production (VTP) Desktop Users Only

Before implementing *TE Online*, please back up your data folder. If you have used the default directory, then *C:\Program Files\Casas\Visual TOPSpro - Production\Data* contains all the records that you have entered into TOPSpro. It is highly recommended that you copy your data folder to a safe place now. **Contact CASAS Online Program Manager, Richard Ackermann, for further direction (techsupport@casas.org).**

How to install TOPSpro Enterprise Online – TE Client
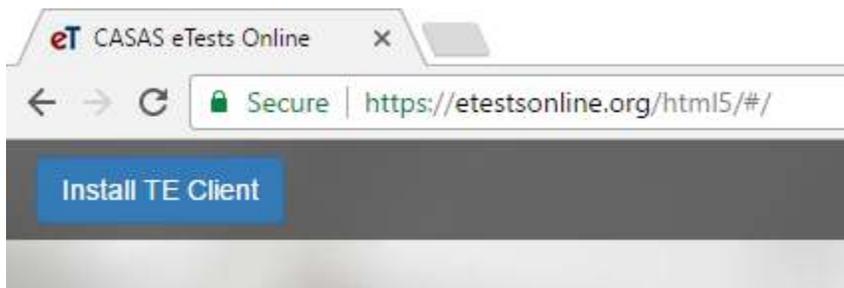
- Launch your web browser

- Go to https://etestsonline.org/html5

- Click **Install TE Client** button at upper-left of browser window

- A TE shortcut icon will be automatically placed on the desktop of your local machine

- TE will automatically open when installation is complete

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Login to TE Online

- Select Server *eTests Online*

- Enter Agency ID

- Enter User Name

- Enter Password

- Click Connect

> **IMPORTANT:** For the *TE Online*-CARS bridge to work, the agency number in *TE Online* must be filled in with your three-digit town/agency code specified in CARS.

> **Note:** If you are presented with *The supplied user credentials are invalid*, this means you do not have an online user account to access *TE Online*. Contact your local program data manager and request a user account.

Purchase and Set up Scanner

> *TE Online* is compatible with scanners listed here: https://www.casas.org/product-overviews/software/topspro-enterprise

> To set up the scanner in *TE Online*, select Tools > Scanning Wizard and select appropriate Hardware Control settings to work with the scanner at your program.

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Section II: The CARS-TE Online Data Exchange Process

The process of exchanging data with *TE Online* involves exporting student and course section information from CARS to *TE Online*, creating customized answer sheets, scanning answer sheets and automatically scoring the tests in *TE Online*, and then importing test results from *TE Online* into CARS. This process is cumulative and may be repeated several times as new students come into the program.

1. Enter Data Early

- Enter Students (Demographics, Appraisal Scores, Entry Status and Reasons for Enrollment)

- Enroll students in classes.

2. Select TOPS Exchange from the CARS Menu
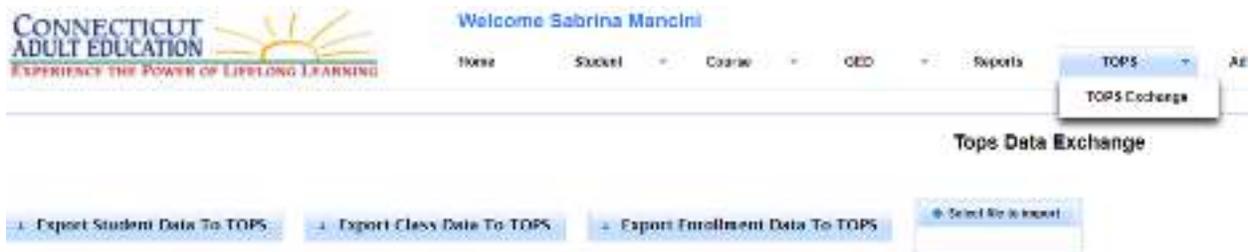
From the CARS menu select **TOPS** > **TOPS Exchange**

3. Export Student Demographics from CARS

Click "Export Student Data To TOPS"

Then, click **Export Student Data To TOPS (DEM.csv). It will automatically download in the lower left corner.** Do not open the file. Right click on the file and select "show in folder" to see where the download has been saved. You may choose to save the CSV file to another desired location. *TE Online* **requires that the import file have a CSV Extension.**

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4. Export Course and Section Data from CARS

Click "Export Class Data To TOPS"

Then, click **Export Class Data To TOPS (CLS.csv).** Do not open the file. Right click on the file and select "show in folder" to see where the download has been saved. You may choose to save the CSV file to another desired location. *TE Online* **requires that the import file have a CSV Extension.**

5. Export Enrollment Data from CARS

Click "Export Enrollment Data To TOPS"

Then, click **Export Enrollment Data To TOPS (SCS.csv).** Do not open the file. Right click on the file and select "show in folder" to see where the download has been saved. You may choose to save the CSV file to another desired location. *TE Online* **requires that the import file have a CSV Extension.**

6. Import CARS Student Data into TE Online

- Login to *TE Online*
- Select Tools > 3rd Party Import Wizard
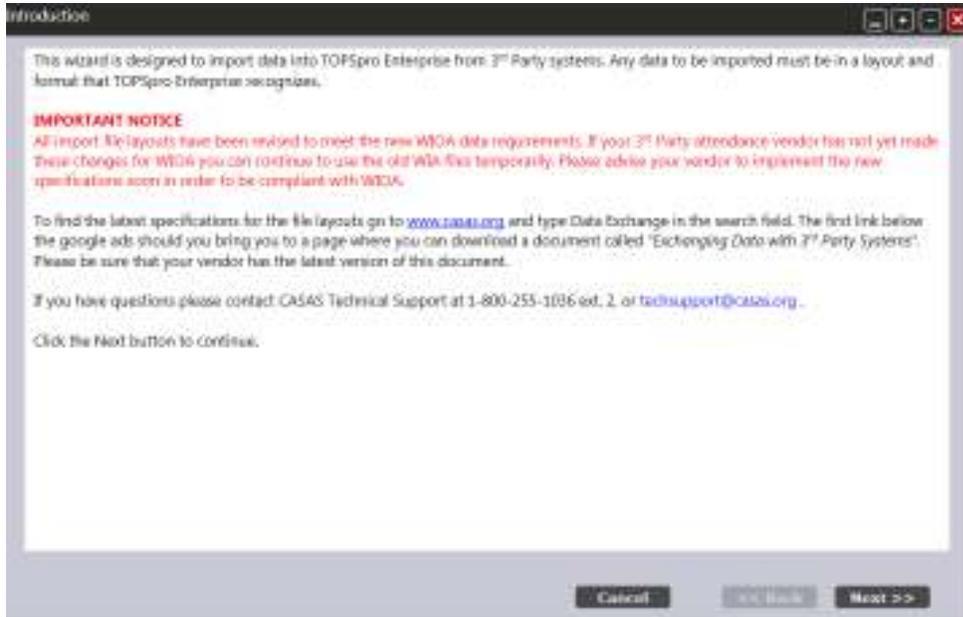
- Click Next, and then Next for New import session

- Click Next for New import session

- Select WIOA Import Formats

- Select Demographic Data from a 3rd Party System (DEM)
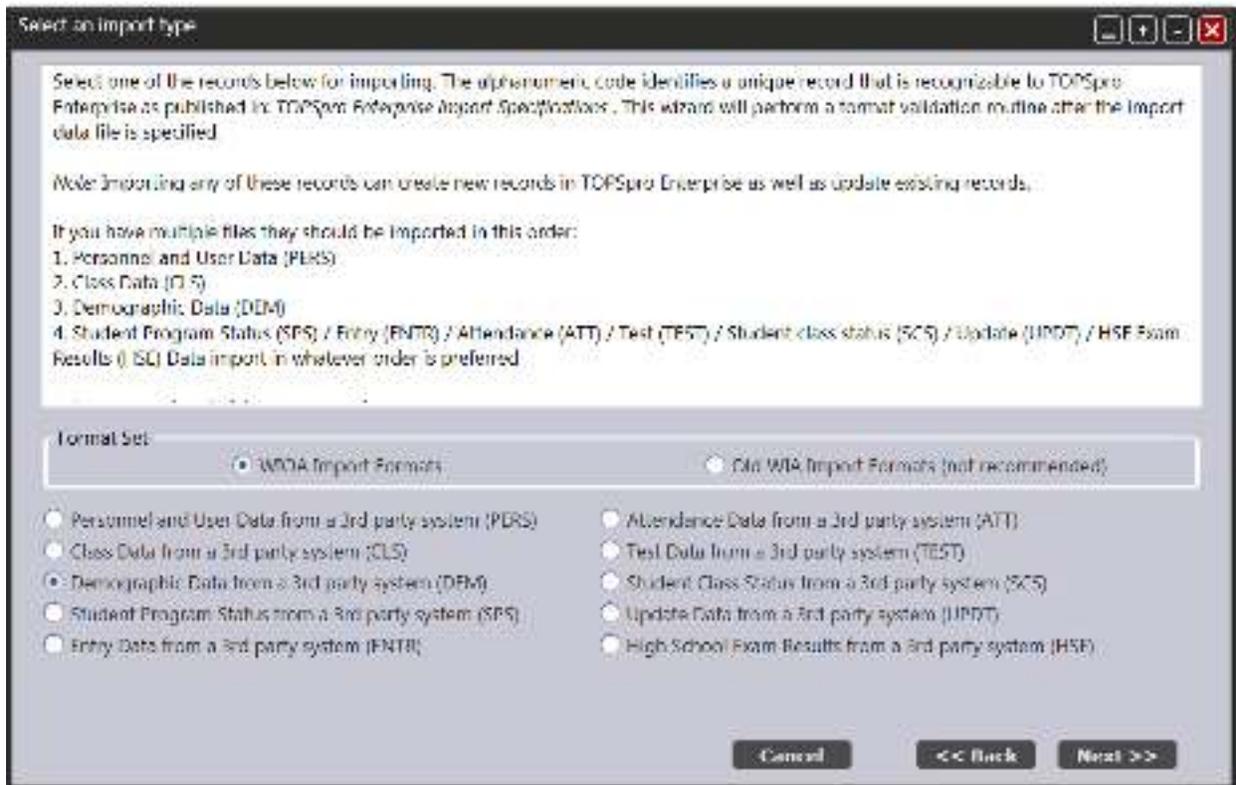
- Click Next

- Click Browse to locate and select the CARS import data file (change directories as necessary)

- Select the Dem.csv file containing CARS students created in Step 3 (above)

- Click OK (or Open)

- Click Next, and then Next again to process the import data

- Edit Records: Use the data grid to select one or more records to edit if needed. Yellow records are cautionary while red records are invalid and must be fixed or they will not be imported. Follow on-screen directions to edit records.

- Click Next to proceed, and then Next again to complete the import process

- Click Finish

7. Import CARS Courses and Sections into TE:

- Login to *TE Online*

- Select Tools > 3rd Party Import Wizard

- Click Next, and then Next for New import session

- Select WIOA Import Formats

- Select Class records from a 3rd Party System (CLS)
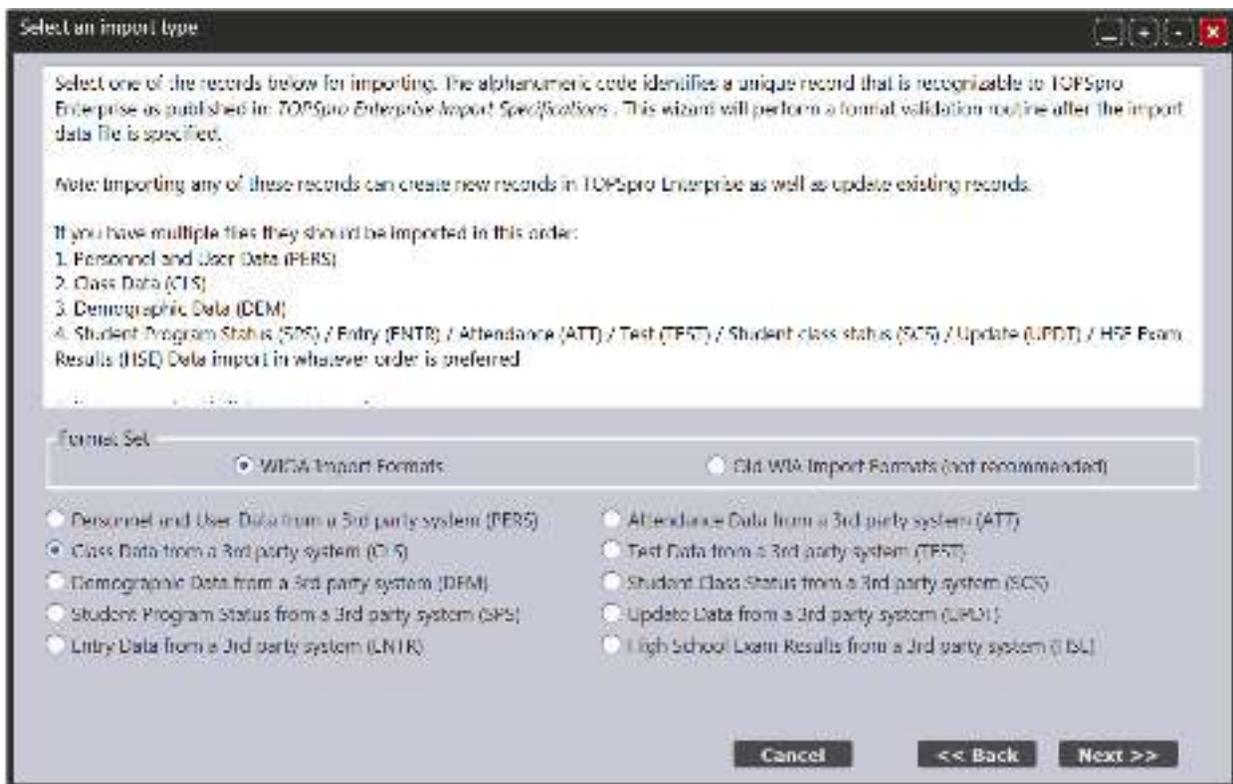
- Click Next

- Click Browse to locate and select the CARS import data file (change directories as necessary)

- Select the CLS.csv file containing CARS courses and sections created in Step 4 (above)

- Click OK (or Open)

- Click Next, then Next, and then Next again to process the import data

- Edit Records: Use the data grid to select one or more records to edit if needed. Yellow records are cautionary while red records are invalid and must be fixed or they will not be imported. Follow on-screen directions to edit records.

- Click Next to proceed, and then Next again to complete the import process

- Click Finish

8. Import CARS Enrollment into TE:

- Login to *TE Online*

- Select Tools > 3rd Party Import Wizard

- Click Next, and then Next for New import session

- Select WIOA Import Formats

- Select Class records from a 3rd Party System (SCS)

- Click Next

- Click Browse to locate and select the CARS import data file (change directories as necessary)

- Select the SCS.csv file containing CARS courses and sections created in Step 4 (above)

- Click OK (or Open)

- Click Next, then Next, and then Next again to process the import data

- Edit Records: Use the data grid to select one or more records to edit if needed. Yellow records are cautionary while red records are invalid and must be fixed or they will not be imported. Follow on-screen directions to edit records.

- Click Next to proceed, and then Next again to complete the import process

- Click Finish

9. Pre-Printing Answer Sheets (see TOPS test record attached)   ** Release date of approximately January 2018**

This step provides programs the option of pre-bubbling select fields in the TOPSpro Test Record (student answer sheet) prior to the student taking the test. Sample fields that can be bubbled in through a laser printer include the TOPS ID#, the Class Number assigned by TOPS for CARS Course-sections, the test form number and test date.

This pre-bubbling function is available through CARS; select Misc > TOPS Print. Click on the Print Test Form to get a bubbled print out of the data columns on the TOPS Test Record. Utilize this to set the horizontal and vertical offsets for your printer. To print the customized TOPS Test Record for one or more students, select the Course, the Section, and the student(s) or click Select All Students, and then click Print Selected Forms. **Note:** The TOPS Test Record will not indicate the CARS Course-section name.

TOPS users utilize different strategies to minimize the wastage of these forms:

- Pre-bubble select fields like TOPS ID and CLASS NUMBER but not the test form and test date since those are prone to change;
- Have teachers indicate students with regular attendance and pre-bubble the test record only for those students;
- Not pre-bubble post-tests because the over-usage of paper results in paper jams and because the answer sheets need to be in the same order as in CARS.

Connecticut State Department of Education, January 2018

10. Repair Scanned Data

- Select one or more records to edit.
- To edit an individual record, click on any row and then click Edit Records button. To edit multiple records, select them with Ctrl-Click and/or Shift-Click using mouse. Once you've selected records, click Edit Records button.
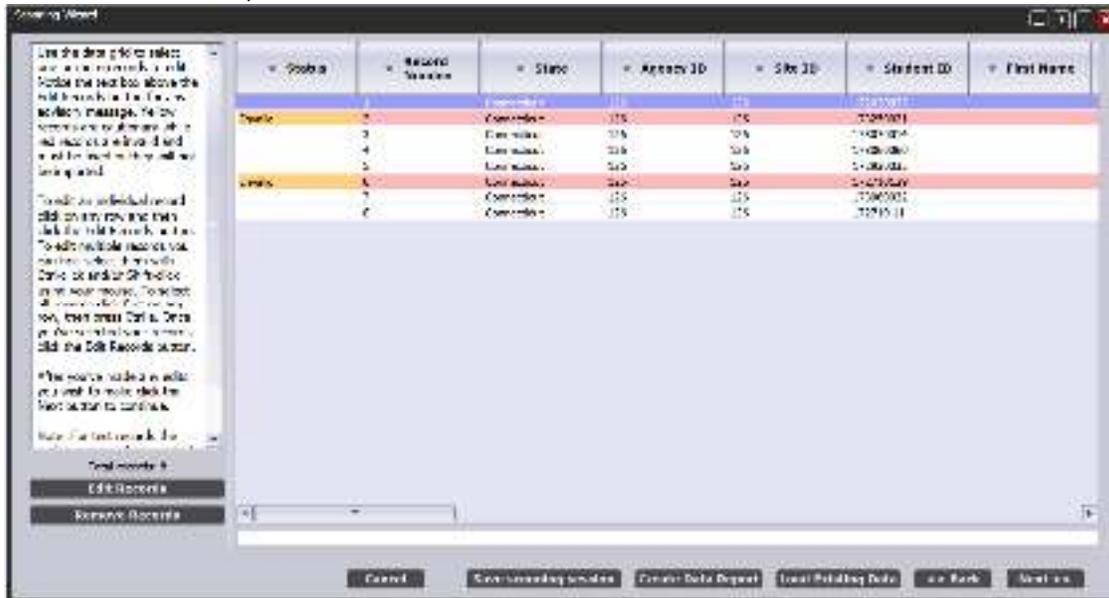
- After you have made the edits, click the Next button.
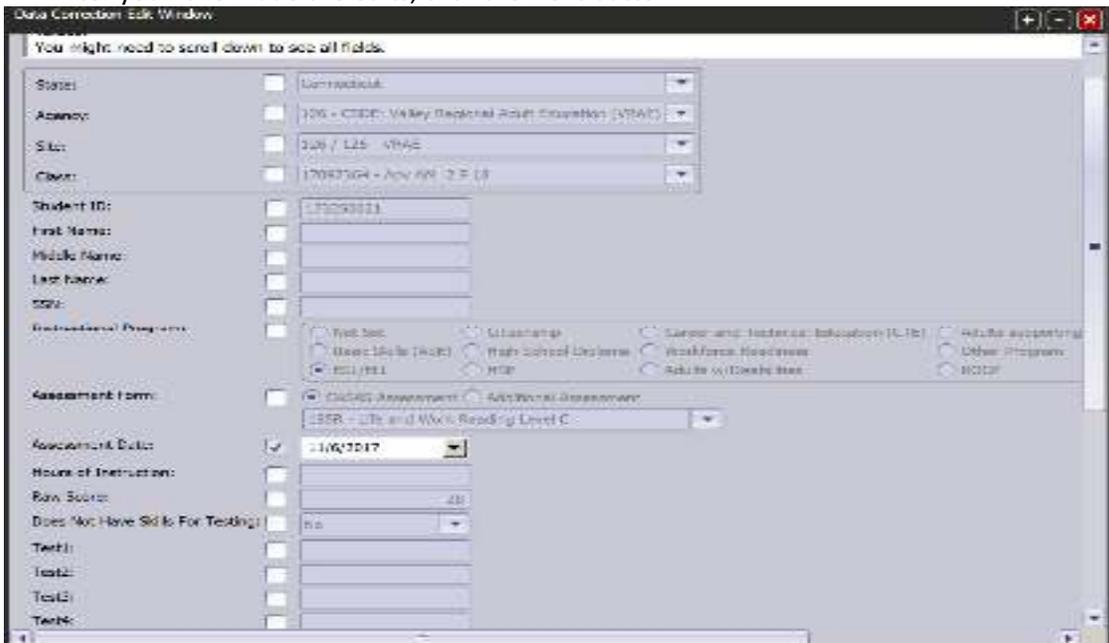
11. Export Test Data from TE Online

To export test data from *TE Online*, first login, and then

- Export all tests at once
  OR
- Export tests from one class at a time

To export all tests:

- Choose Records > Tests

1. **Note:**
   - o Date range default is set to the current program year, but may be filtered for a specified date range
   - o Site is default to "All" sites, but may also be filtered for a specific site or selected group of sites
- Click the Export button from the toolbar at top of the list of test records
- Select Export WIOA 3rd Party Test Records
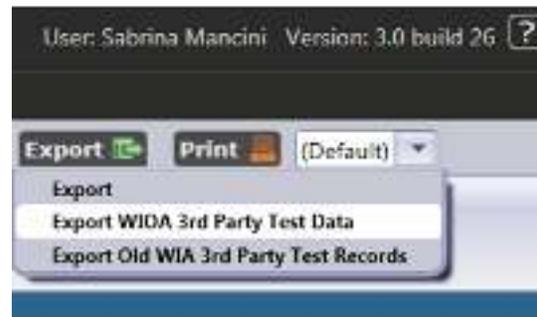
- Navigate to the "Exchange" folder on your C drive or the folder you have designated for *TE Online* -CARS data exchange.
- Edit default File Name "WIOA 3rd Party Test Data" title if necessary
- Click Save
- Click OK when the export operation was successfully completed

- The Test Records export file will be saved in the specified directory with the default File Name of as "WIOA 3rd Party Test Data.csv" unless edited before saving.

How to Batch Edit Class IDs:

- Choose Organization > Instances

- Then double click on a class.

- Select **Tests** from the left navigation
- Using your mouse, right-click next to the Conservative Estimate.
- A list will populate, click on **Show Class ID**

- Highlight with Ctrl-Click and/or Shift-Click using mouse all the students that you would like to Edit their Class ID
- Click on **Batch Edit**

- Click on **Class**
-

- Type the series of numbers that you find under the **Class Description** on the drop-down box next to **Class** to ease your search.
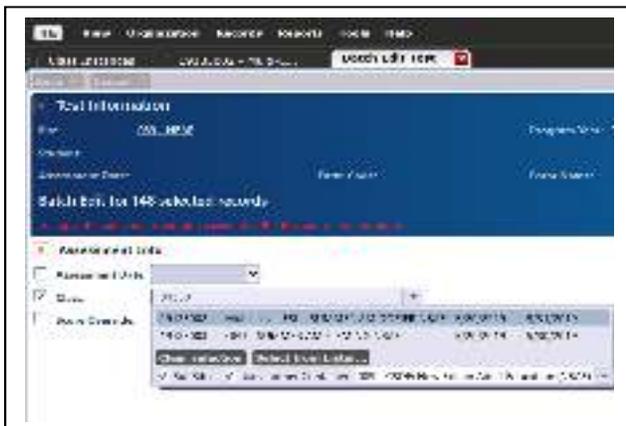
- Select the correct class
- Click **Save** on the menu on top of Test Information

-
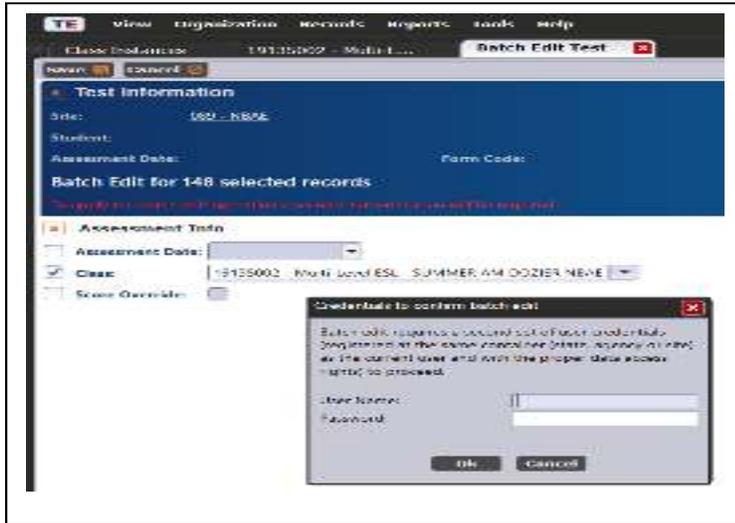
- A second authorized user with the proper data access in TOPSpro needs to enter their credentials.

- Do not close the browser
- Click **OK** when the window "All records have been successfully saved" appears
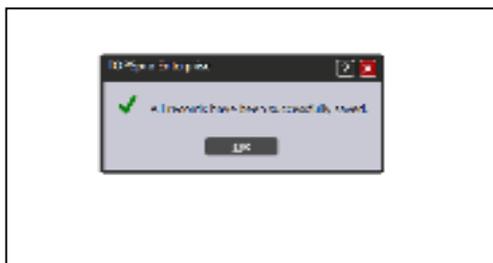
To export tests from one class at a time:

- Highlight all the records you would like to export
- Click on **More** button from the toolbar on the right side of the list of test records.
- Click on **Export**

- Select **Export WIOA 3rd Party Test Records**
-
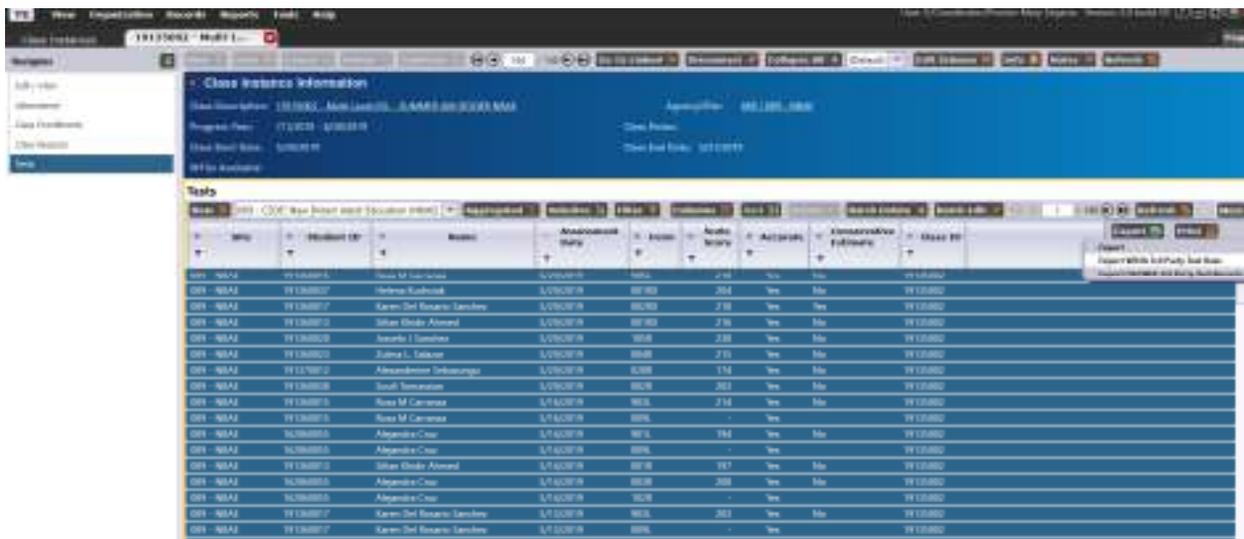
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- Navigate to the "Exchange" folder on your C drive or the folder you have designated for *TE Online* -CARS data exchange.
- Edit default File Name "WIOA 3rd Party Test Data" title to the same name as the class
- Click Save
- Click OK when the export operation was successfully completed
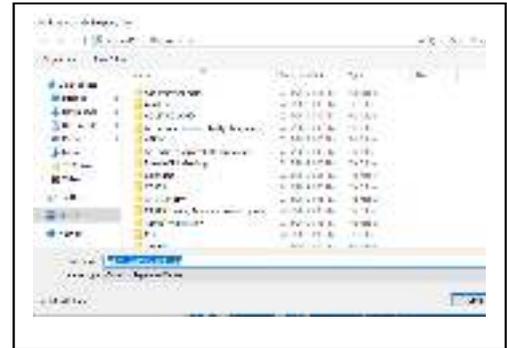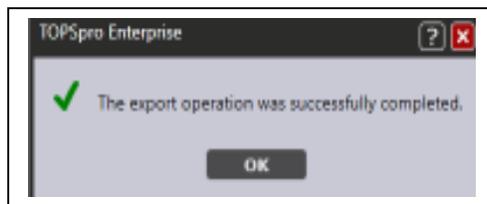
12. Import Test Data into CARS

To import test data from *TE Online*, first launch CARS, and then

- Select TOPS > TOPS Exchange

- Click Browse and select the file that you exported from TOPS and press the OPEN button. *(This file will have the default file name "WIOA 3rd Party Test Data.csv" unless it was edited before saving.)*
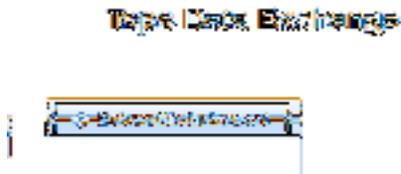

- Click the "**Import Test Data From TOPS**"

    Note: If you receive an error message while importing, check the log file in designated folder. It will have the same filename as referenced above, but with LOG as the extension. Double click on it to launch WordPad then print the log for reference.

Connecticut State Department of Education, January 2018

CARS-TOPSpro Data Exchange Overview

```
CARS

2.  Export Student and Class Data from
    CARS through TOPS > TE Exchange

        CSV File of
        Students (DEM)

        CSV File of
        Classes (CLS)

        CSV File of
        Enroll (SCS)

3.  Login to TE &
    Import
    Student, Class,
    and
    Enrollment
    Data

1.  Pre-print answer sheets
    (optional). Students take

6.  Launch
    CARS and
    Import
    Test Data

        Scanner

4.  Answer sheets
    scanned into
    and
    automatically
    scored by TE.

        TOPS

        CSV File of
        Test Data

5.  Export Test Data from TE into CSV file
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