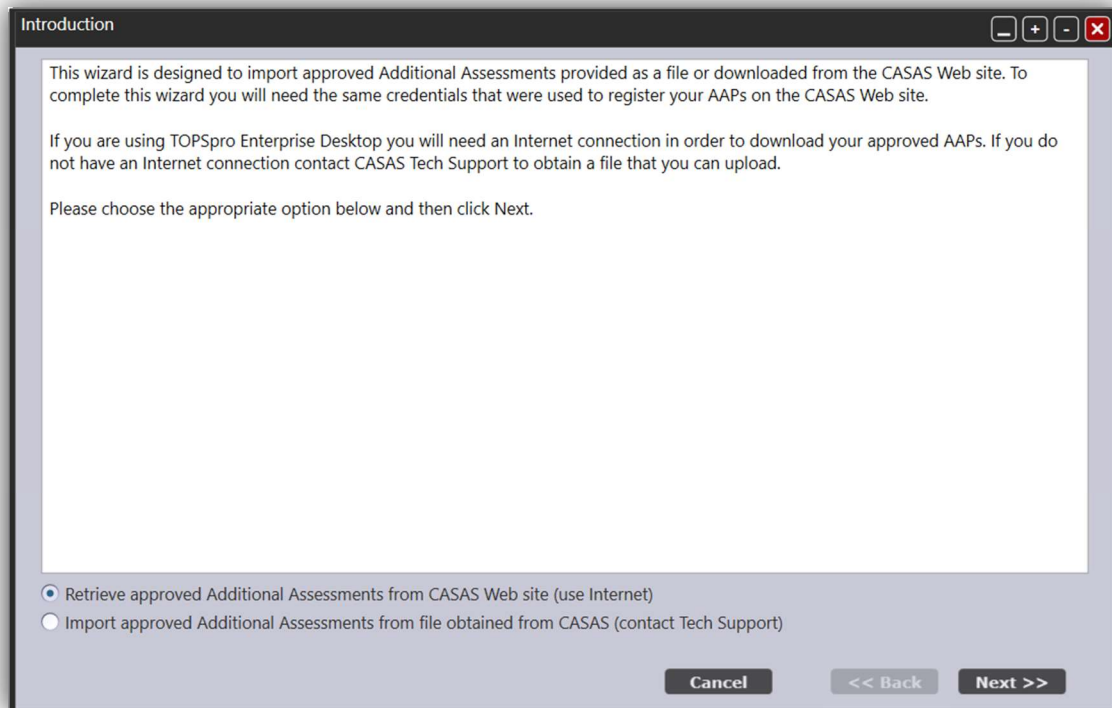


Downloading COAAPs to TOPSpro Enterprise®

- 1) In TOPSpro Enterprise®, go to **Tools > Additional Assessments Import Wizard**.



- 2) Select “Retrieve approved Additional Assessments from CASAS Web site (use Internet)” then click **Next**.



3) Select your Agency and Program Year, then click **Next**.

Connect to the website

Select agency and program year.

TOPSpro Enterprise will start to retrieve the list of approved Additional Assessments for your agency from the CASAS Web site.

Click Next after you fill in the required fields.

Select Agency: 4908 - Rolling Hills Adult School (RHAS)

Select Program Year: 7/1/2020 - 6/30/2021

Buttons: Cancel, << Back, Next >>

4) Review your approved Additional Assessments, then click **Next**.

Review Additional Assessments list

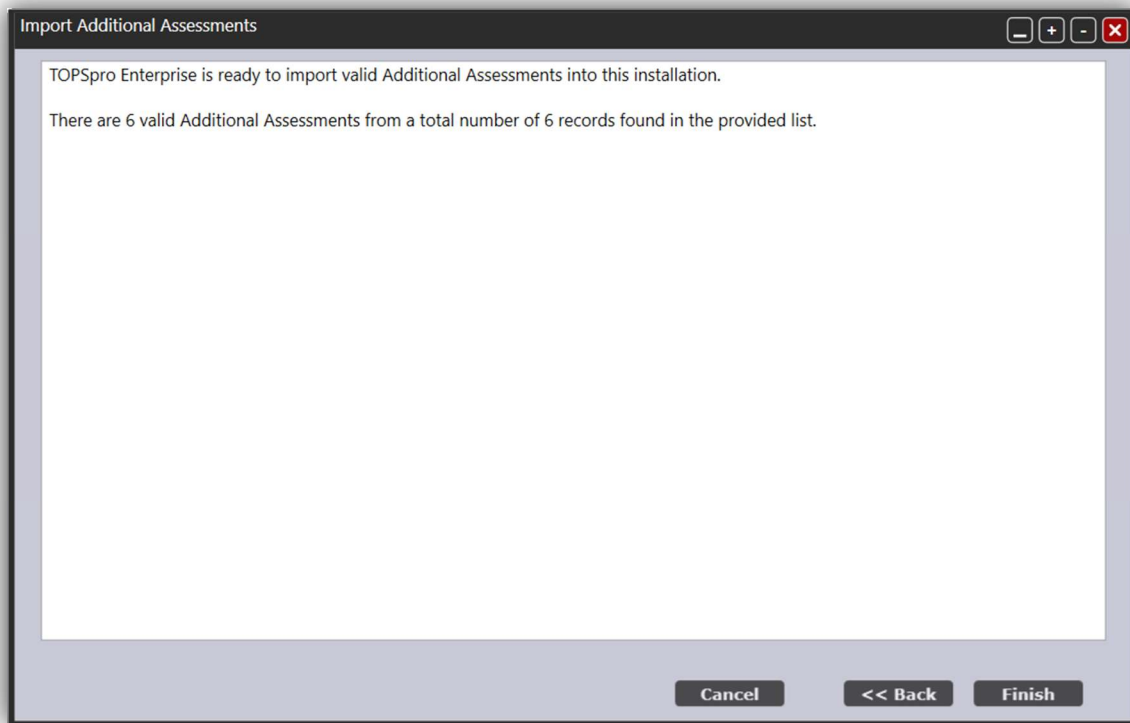
This is the list of approved Additional Assessments corresponding to your agency and the selected program year.

An assessment is valid if the provided Agency ID matches a corresponding ID in your installation. Only valid Additional Assessments will be imported.

Click Next for the Summary page.

Agency	Objective	Form	Approved	Approval Date	Program Year	Valid
4908 - Rolling Hills Adult School	46	466C	✓	1/11/2021	2020-2021	✓
4908 - Rolling Hills Adult School	16	160CX	✓	12/10/2020	2020-2021	✓
4908 - Rolling Hills Adult School	10	104C	✓	11/23/2020	2020-2021	✓
4908 - Rolling Hills Adult School	3	032C	✓	11/23/2020	2020-2021	✓
4908 - Rolling Hills Adult School	70	701C	✓	11/23/2020	2020-2021	✓
4908 - Rolling Hills Adult School	54	541C	✓	11/23/2020	2020-2021	✓

Buttons: Cancel, << Back, Next >>

5) Click **Finish**.6) Click **Exit**.