

Downloading COAAPs to TOPSpro Enterprise®

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

TE	View	Organization	Records	Reports	Tools Help
					Scanning Wizard
					3rd Party Import Wizard
					Class Replication Wizard
					Proxy Wizard
					TE to TE Import/Export Wizard
					Core Performance Wizard
					Quarterly Data Submission Wizard
					Additional Assessments Import Wizard
					Scheduler

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

Int	roduction
L	This wizard is designed to import approved Additional Assessments provided as a file or downloaded from the CASAS Web site. To complete this wizard you will need the same credentials that were used to register your AAPs on the CASAS Web site.
L	If you are using TOPSpro Enterprise Desktop you will need an Internet connection in order to download your approved AAPs. If you do not have an Internet connection contact CASAS Tech Support to obtain a file that you can upload.
L	Please choose the appropriate option below and then click Next.
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L	Retrieve approved Additional Assessments from CASAS Web site (use Internet) Import approved Additional Assessments from file obtained from CASAS (contact Tech Support)
L	Cancel << Back Next >>



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



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

be imported.									
Click Next for the Summary page.						_			
Agency	Objective	Form	Approved	Approval Date	Program Year	Vali			
4908 - Rolling Hills Adult School	46	466C	\checkmark			-			
4908 - Rolling Hills Adult School	16	160CX	\checkmark			~			
4908 - Rolling Hills Adult School	10	104C	\checkmark			-			
4908 - Rolling Hills Adult School	3	032C	\checkmark			-			
4908 - Rolling Hills Adult School	70	701C	\checkmark			-			
4908 - Rolling Hills Adult School	54	541C	<			-			



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5) Click Finish.



6) Click Exit.

