



**EL CIVICS  
CONFERENCE  
2020-21**

# Using TE's 3<sup>rd</sup> Party Import Wizard to Upload EL Civics Results

Presented by  
Gilbert L. Leos  
[glleos@pasadena.edu](mailto:glleos@pasadena.edu)



EL CIVICS  
CONFERENCE  
2020-21

# Content

- Part 1: Why Upload EL Civics Results Using the TE 3<sup>rd</sup> Party Import Wizard
- Part 2: Software Used
- Part 3: Requirements
- Part 4: The CSV File
- Part 5: Preparing to Import
- Part 6: Import the CSV File



**EL CIVICS  
CONFERENCE  
2020-21**

# Why Upload EL Civics Results Using the TE 3<sup>rd</sup> Party Import Wizard



EL CIVICS  
CONFERENCE  
2020-21

## Why Use TE 3<sup>rd</sup> Party Import Wizard

- It's a time saver
  - EL Civics results can be populated in bulk rather than entering the data into individual records.
- It protects your hands, wrists, and arms from unnecessary additional mouse movements and clicks.



**EL CIVICS  
CONFERENCE  
2020-21**

# Software Used



EL CIVICS  
CONFERENCE  
2020-21

# Software Used

- **Database**

- **TOPSpro Enterprise**

- <https://www.casas.org/docs/default-source/topspro-training/steps-to-install-topsprom-enterprise-client.pdf>

- **Spreadsheet**

- **Microsoft Excel**

- **Text editor**

- **Notepad**



# Requirements

1. COAPPs Registered on TE
2. Access to TE's 3rd Party Import Wizard
3. The Vendor Code
4. Access to upload a Test Data (TEST) CSV file



# COAAPs Registered on TE

- An error will occur when attempting to upload EL Civics results to TE if COAAPs are not registered.
- The person managing TE at the agency can register selected COAAPs.
  - [https://www.casas.org/docs/default-source/te-help-documentation/how-to-download-coapps-to-te-online.pdf?sfvrsn=34fdbf08\\_10?Status=Master](https://www.casas.org/docs/default-source/te-help-documentation/how-to-download-coapps-to-te-online.pdf?sfvrsn=34fdbf08_10?Status=Master)



EL CIVICS  
CONFERENCE  
2020-21

## Access to TE's 3rd Party Import Wizard

- If the **3rd Party Import Wizard** is grayed out, you do not have access to upload your EL Civics results to TE.
  - **Menu: Tools > 3rd Party Import Wizard**
- The person managing TE at the agency can grant you access to the **3rd Party Import Wizard** to your TE account.



EL CIVICS  
CONFERENCE  
2020-21

# The Vendor Code

- Is a 4-character alphanumeric code supplied by CASAS to an agency.
  - *e.g.*, Y3CA, KRV7...
- Lack of the Vendor Code or use of the wrong code will prevent data from being uploaded to TE.



## The Vendor Code (Cont'd)

- If you upload other CSV files to TE, the Vendor Code will be first value in the first field of those files.
- If you are unable to locate the Vendor Code, please contact CASAS Tech Support for additional help.
  - Email: [techsupport@casas.org](mailto:techsupport@casas.org)
  - Phone: (800) 255-1036, Option 2
    - Monday - Friday, 6 a.m. to 5 p.m. PT



## Access to Upload a Test Data (TEST) CSV File

- Will not be able to upload EL Civics results to TE.
- CASAS Tech Support grants the agency this ability.
  - A sample file may be required before access is given to an agency.



## Access to Upload a Test Data (TEST) CSV File (Cont'd)

- Note:
  - Just because you can upload other CSV files to TE does not mean you can upload a TEST CSV file.
  - Each CSV file type uploaded to TE requires its own permission.
  - Always double-check with CASAS Tech Support!



EL CIVICS  
CONFERENCE  
2020-21

# Requirements

1. COAAPs registered on TE
2. Access to TE's 3<sup>rd</sup> Party Import Wizard
3. The Vendor Code
4. Access to upload a Test Data (TEST) CSV file



# The CSV File

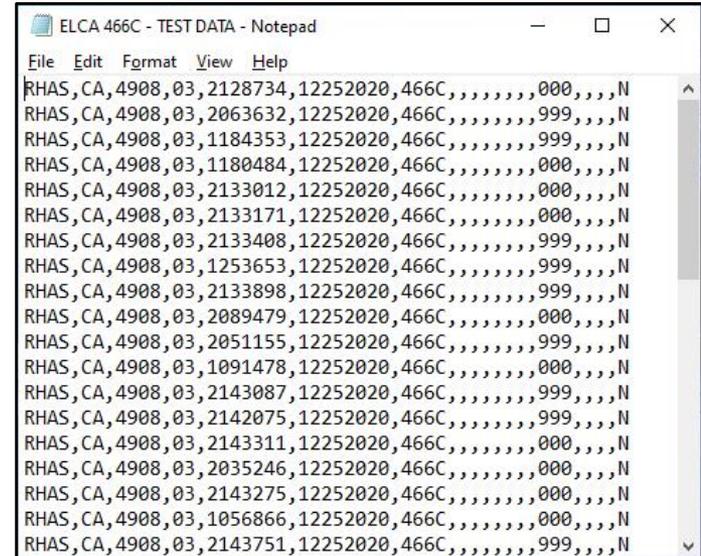
1. Definition
2. Software to View & Edit CSVs
3. Test Data (TEST) CSV File



EL CIVICS  
CONFERENCE  
2020-21

# Definition

- **CSV** stands for **Comma-Separated Values**
- Is a plain text file with values of fields separated by comma
  - Each line in the file is a different record
- Is saved with the extension **.csv**
- Is **NOT** a Microsoft Excel file or a spreadsheet!



```

ELCA 466C - TEST DATA - Notepad
File Edit Format View Help
RHAS,CA,4908,03,2128734,12252020,466C,,,,,,000,,,N
RHAS,CA,4908,03,2063632,12252020,466C,,,,,,999,,,N
RHAS,CA,4908,03,1184353,12252020,466C,,,,,,999,,,N
RHAS,CA,4908,03,1180484,12252020,466C,,,,,,000,,,N
RHAS,CA,4908,03,2133012,12252020,466C,,,,,,000,,,N
RHAS,CA,4908,03,2133171,12252020,466C,,,,,,000,,,N
RHAS,CA,4908,03,2133408,12252020,466C,,,,,,999,,,N
RHAS,CA,4908,03,1253653,12252020,466C,,,,,,999,,,N
RHAS,CA,4908,03,2133898,12252020,466C,,,,,,999,,,N
RHAS,CA,4908,03,2089479,12252020,466C,,,,,,000,,,N
RHAS,CA,4908,03,2051155,12252020,466C,,,,,,999,,,N
RHAS,CA,4908,03,1091478,12252020,466C,,,,,,000,,,N
RHAS,CA,4908,03,2143087,12252020,466C,,,,,,999,,,N
RHAS,CA,4908,03,2142075,12252020,466C,,,,,,999,,,N
RHAS,CA,4908,03,2143311,12252020,466C,,,,,,000,,,N
RHAS,CA,4908,03,2035246,12252020,466C,,,,,,000,,,N
RHAS,CA,4908,03,2143275,12252020,466C,,,,,,000,,,N
RHAS,CA,4908,03,1056866,12252020,466C,,,,,,000,,,N
RHAS,CA,4908,03,2143751,12252020,466C,,,,,,999,,,N
    
```



## Software to View & Edit CSVs

- **Text editor: Notepad**

- Can view, edit, and save the file as is

- **Spreadsheet: Microsoft Excel**

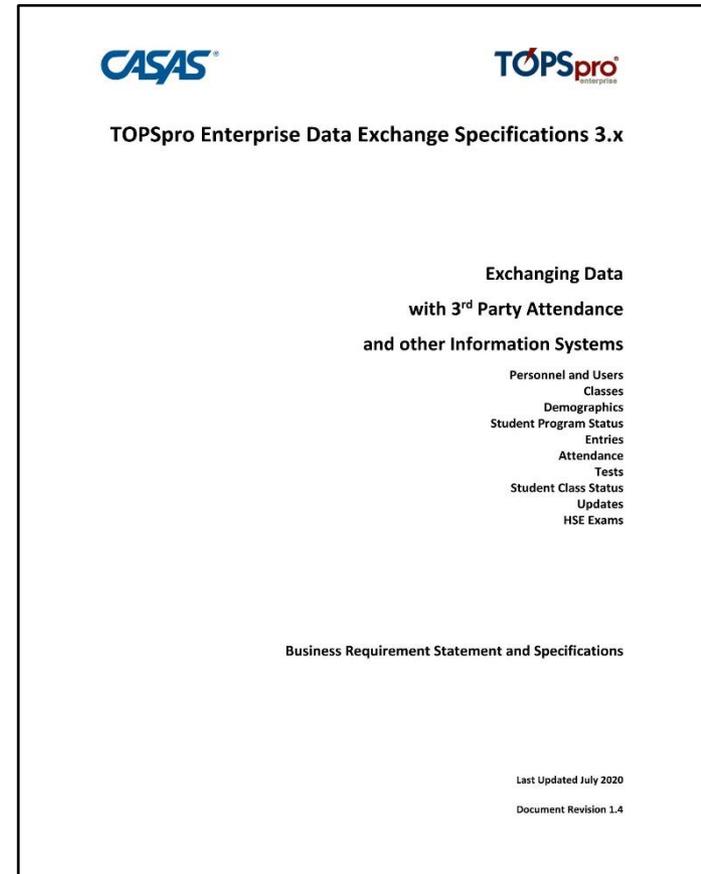
- Can view, edit, and save CSV files
  - Saves field values without double quotation marks
- Will change data values on opening the file to match Excel's default cell setting
  - Preceding zeros are lost
  - Numeric-like values treated as numbers and not as text



EL CIVICS  
CONFERENCE  
2020-21

# Test Data (TEST) CSV File

- TOPSpro Enterprise Data Exchange Specifications 3.x: Exchanging Data with 3<sup>rd</sup> Party Attendance and other Information Systems (Version 1.4, July 2020)
  - <https://www.casas.org/docs/default-source/te-help-documentation/topspro-enterprise-data-exchange-specifications.pdf>





EL CIVICS  
CONFERENCE  
2020-21

# Test Data (TEST) CSV File (Cont'd)

- Pages 20-21
- Contains 19 unique fields
  - 7 required fields
  - 2 needed fields




7 – Test Data (TEST)

#	Field Name	Reqd.	Max Length	Comments	Accepted Codes
1	Vendor Code	Y	4	Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import	
2	State Code	Y	2	Use standard U.S. Postal State abbreviations – e.g. CA for California	
3	Agency ID	Y	15	Agency ID as recorded in TE Alphanumeric field	
4	Site ID	Y	15	Site ID as recorded in TE Alphanumeric field	
5	Student ID	Y	15	Student ID as recorded in TE Alphanumeric field	
6	Assessment Date	Y	8	Assessment Date	Date format required is MMDDYYYY – e.g. "07012016" for July 1 <sup>st</sup> , 2016
7	Assessment Form Code	Y	5	Assessment form code pertaining to the test record – e.g. "031R" or "032M"	One of the official assessment form codes: <b>031R</b> - Life Skills Reading Level A <b>032M</b> - Life Skills Math Level A etc.
8	Class ID		21	Class ID as recorded in TE Alphanumeric field	
9	Extended Class ID		15	Extended Class ID as recorded in TE Alphanumeric field	
10	Raw Score		2	Raw score of the test Numeric field	
11	Scale Score		3	Scale score of the tests (required especially for non-CASAS assessment forms) Numeric field	
12	Is Accurate		1	Flag indicating if the test result is accurate	Y – Yes or T – True N – No or F – False
13	Student Does not Have Skills For Testing		1	Flag indicating if the student does not have the skills to be tested	Y – Yes or T – True N – No or F – False
14	Is Score Override		1	Flag indicating if the scale score is an override	Y – Yes or T – True N – No or F – False
15	Test1		3	Flag indicating if the test was passed. Used for pass/fail-only tests like COA&P; alternatively, available for provider use.	Only values composed from digits are accepted, in the range 0 to 999. For Additional Assessments: <b>000</b> – Failed <b>999</b> – Passed
16	Test2		3	A field dedicated to provider use	Only values composed from digits are accepted, in the range 0 to 999.

© 2020 CASAS. All rights reserved. [Return to Table of Contents](#) Page 20 | 31



# Test Data (TEST) CSV File (Cont'd)

- Required fields
  - 1 - Vendor Code
    - 4-character alphanumeric field
  - 2 - State Code
    - Uses standard U.S. Postal State abbreviation
      - e.g., **CA** for **California**

**7 – Test Data (TEST)**

#	Field Name	Reqd.	Max Length	Comments	Accepted Codes
1	Vendor Code	Y	4	Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import	
2	State Code	Y	2	Use standard U.S. Postal State abbreviations – e.g. CA for California	
3	Agency ID	Y	15	Agency ID as recorded in TE Alphanumeric field	
4	Site ID	Y	15	Site ID as recorded in TE Alphanumeric field	
5	Student ID	Y	15	Student ID as recorded in TE Alphanumeric field	
6	Assessment Date	Y	8	Assessment Date	Date format required is MMDYYYY – e.g. "07012016" for July 1 <sup>st</sup> , 2016
7	Assessment Form Code	Y	5	Assessment form code pertaining to the test record – e.g. "031R" or "032M"	One of the official assessment form codes: <b>031R</b> - Life Skills Reading Level A <b>032M</b> - Life Skills Math Level A etc.
8	Class ID		21	Class ID as recorded in TE Alphanumeric field	
9	Extended Class ID		15	Extended Class ID as recorded in TE Alphanumeric field	
10	Raw Score		2	Raw score of the test Numeric field	
11	Scale Score		3	Scale score of the tests (required especially for non-CASAS assessment forms) Numeric field	
12	Is Accurate		1	Flag indicating if the test result is accurate	Y – Yes or T – True N – No or F – False
13	Student Does not Have Skills For Testing		1	Flag indicating if the student does not have the skills to be tested	Y – Yes or T – True N – No or F – False
14	Is Score Override		1	Flag indicating if the scale score is an override	Y – Yes or T – True N – No or F – False
15	Test1		3	Flag indicating if the test was passed. Used for pass/fail-only tests like COAAPs. Alternatively, available for provider use.	Only values composed from digits are accepted, in the range 0 to 999. For Additional Assessments: 000 – Failed 999 – Passed
16	Test2		3	A field dedicated to provider use	Only values composed from digits are accepted, in the range 0 to 999.

© 2020 CASAS. All rights reserved.
[Return to Table of Contents](#)
Page 20 | 31



# Test Data (TEST) CSV File (Cont'd)

- 3 - Agency ID
  - Agency ID as recorded in TE
    - Alphanumeric field
- 4 - Site ID
  - Site ID as recorded in TE
    - Alphanumeric field
- 5 - Student ID
  - Student ID as recorded in TE
    - Alphanumeric field

7 – Test Data (TEST)

#	Field Name	Reqd.	Max Length	Comments	Accepted Codes
1	Vendor Code	Y	4	Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import	
2	State Code	Y	2	Use standard U.S. Postal State abbreviations – e.g. CA for California	
3	Agency ID	Y	15	Agency ID as recorded in TE Alphanumeric field	
4	Site ID	Y	15	Site ID as recorded in TE Alphanumeric field	
5	Student ID	Y	15	Student ID as recorded in TE Alphanumeric field	
6	Assessment Date	Y	8	Assessment Date	Date format required is MMDDYYYY – e.g. "07012016" for July 1 <sup>st</sup> , 2016
7	Assessment Form Code	Y	5	Assessment form code pertaining to the test record – e.g. "031R" or "032M"	One of the official assessment form codes: <b>031R</b> - Life Skills Reading Level A <b>032M</b> - Life Skills Math Level A etc.
8	Class ID		21	Class ID as recorded in TE Alphanumeric field	
9	Extended Class ID		15	Extended Class ID as recorded in TE Alphanumeric field	
10	Raw Score		2	Raw score of the test Numeric field	
11	Scale Score		3	Scale score of the tests (required especially for non-CASAS assessment forms) Numeric field	
12	Is Accurate		1	Flag indicating if the test result is accurate	Y – Yes or T – True N – No or F – False
13	Student Does not Have Skills For Testing		1	Flag indicating if the student does not have the skills to be tested	Y – Yes or T – True N – No or F – False
14	Is Score Override		1	Flag indicating if the scale score is an override	Y – Yes or T – True N – No or F – False
15	Test1		3	Flag indicating if the test was passed. Used for pass/fail-only tests like COA&P; alternatively, available for provider use.	Only values composed from digits are accepted, in the range 0 to 999. For Additional Assessments: 000 – Failed 999 – Passed
16	Test2		3	A field dedicated to provider use	Only values composed from digits are accepted, in the range 0 to 999.

© 2020 CASAS. All rights reserved. [Return to Table of Contents](#) Page 20 | 31



# Test Data (TEST) CSV File (Cont'd)

- 6 - Assessment Date
  - Assessment date formatted to 8 digits
    - **07012016** for **July 1, 2016**
  
- 7 – Assessment Form Code
  - Assessment form code pertaining to the test record
    - e.g., **467C** for EL Civics **COAAP 46.7**
    - **C** is for **Civics**

**7 – Test Data (TEST)**

#	Field Name	Reqd.	Max Length	Comments	Accepted Codes
1	Vendor Code	Y	4	Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import	
2	State Code	Y	2	Use standard U.S. Postal State abbreviations – e.g. CA for California	
3	Agency ID	Y	15	Agency ID as recorded in TE Alphanumeric field	
4	Site ID	Y	15	Site ID as recorded in TE Alphanumeric field	
5	Student ID	Y	15	Student ID as recorded in TE Alphanumeric field	
6	Assessment Date	Y	8	Assessment Date	Date format required is MMDYYYY – e.g. "07012016" for July 1 <sup>st</sup> , 2016
7	Assessment Form Code	Y	5	Assessment form code pertaining to the test record – e.g. "031R" or "032M"	One of the official assessment form codes: <b>031R</b> - Life Skills Reading Level A <b>032M</b> - Life Skills Math Level A etc.
8	Class ID		21	Class ID as recorded in TE Alphanumeric field	
9	Extended Class ID		15	Extended Class ID as recorded in TE Alphanumeric field	
10	Raw Score		2	Raw score of the test Numeric field	
11	Scale Score		3	Scale score of the tests (required especially for non-CASAS assessment forms) Numeric field	
12	Is Accurate		1	Flag indicating if the test result is accurate	Y – Yes or T – True N – No or F – False
13	Student Does not Have Skills For Testing		1	Flag indicating if the student does not have the skills to be tested	Y – Yes or T – True N – No or F – False
14	Is Score Override		1	Flag indicating if the scale score is an override	Y – Yes or T – True N – No or F – False
15	Test1		3	Flag indicating if the test was passed. Used for pass/fail-only tests like COAAPs. Alternatively, available for provider use.	Only values composed from digits are accepted, in the range 0 to 999. For Additional Assessments: <b>000</b> – Failed <b>999</b> – Passed
16	Test2		3	A field dedicated to provider use	Only values composed from digits are accepted, in the range 0 to 999.

© 2020 CASAS. All rights reserved. [Return to Table of Contents](#) Page 20 | 31



# Test Data (TEST) CSV File (Cont'd)

- Needed fields
  - 15 - Test1
    - Used for pass/fail-only tests like COAAPs
  - Accepted values
    - **000** for **Failed**
    - **999** for **Passed**




7 – Test Data (TEST)

#	Field Name	Reqd.	Max Length	Comments	Accepted Codes
1	Vendor Code	Y	4	Alphanumeric vendor code supplied by CASAS; unrecognized codes or empty values will prevent the data import	
2	State Code	Y	2	Use standard U.S. Postal State abbreviations – e.g. CA for California	
3	Agency ID	Y	15	Agency ID as recorded in TE Alphanumeric field	
4	Site ID	Y	15	Site ID as recorded in TE Alphanumeric field	
5	Student ID	Y	15	Student ID as recorded in TE Alphanumeric field	
6	Assessment Date	Y	8	Assessment Date	Date format required is MMDDYYYY – e.g. "07012016" for July 1 <sup>st</sup> , 2016
7	Assessment Form Code	Y	5	Assessment form code pertaining to the test record – e.g. "031R" or "032M"	One of the official assessment form codes: <b>031R</b> - Life Skills Reading Level A <b>032M</b> - Life Skills Math Level A etc.
8	Class ID		21	Class ID as recorded in TE Alphanumeric field	
9	Extended Class ID		15	Extended Class ID as recorded in TE Alphanumeric field	
10	Raw Score		2	Raw score of the test Numeric field	
11	Scale Score		3	Scale score of the tests (required especially for non-CASAS assessment forms) Numeric field	
12	Is Accurate		1	Flag indicating if the test result is accurate	Y – Yes or T – True N – No or F – False
13	Student Does not Have Skills For Testing		1	Flag indicating if the student does not have the skills to be tested	Y – Yes or T – True N – No or F – False
14	Is Score Override		1	Flag indicating if the scale score is an override	Y – Yes or T – True N – No or F – False
15	Test1		3	Flag indicating if the test was passed. Used for pass/fail-only tests like COAAPs. Alternatively, available for provider use.	Only values composed from digits are accepted, in the range 0 to 999. For Additional Assessments: <b>000</b> – Failed <b>999</b> – Passed
16	Test2		3	A field dedicated to provider use	Only values composed from digits are accepted, in the range 0 to 999.

© 2020 CASAS. All rights reserved. [Return to Table of Contents](#) Page 20 | 31



# Test Data (TEST) CSV File

- 19 - Conservative Estimate
  - Used to ensure 19 fields are present in the CSV file
  - Value use is “N”
  - Only used by the export routine, value is discarded at import




17	Test3		3	A field dedicated to provider use	<a href="#">Only values composed from digits are accepted, in the range 0 to 999.</a>
18	Test4		3	A field dedicated to provider use	<a href="#">Only values composed from digits are accepted, in the range 0 to 999.</a>
19	Conservative Estimate		1	Flag indicating if the scale score is a conservative estimate. Only used by the export routine, value is discarded at import.	Y – Yes or T – True N – No or F – False

One record sample:

```
"UVCD:"CA","4098","1010","10003","08022016","0138","101","01","20","210","Y","N","Y","123","234","345","456"
```

© 2020 CASAS. All rights reserved.
[Return to Table of Contents](#)
Page 21 | 31



EL CIVICS  
CONFERENCE  
2020-21

# Preparing to Import

1. From Scratch
2. From the Template
3. Populating the Excel File



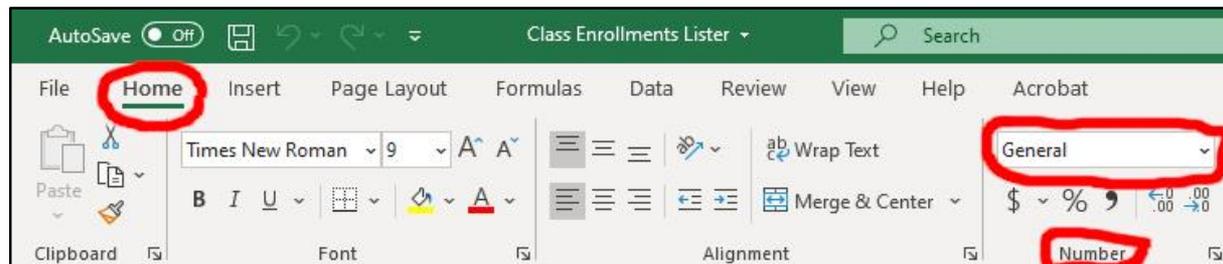
# From Scratch

- Open a blank worksheet in Microsoft Excel
- Insert number 1-19 in each cell of the first row
  - Cell **A1** is **1**, **B1** is **2**, **C1** is **3**, *etc.*
- Write each corresponding field name in each cell of row 2
  - Cell **A2** is **Vendor Code**, **B2** is **State Code**, **C2** is **Agency ID**, *etc.*



## From Scratch (Cont'd)

- Highlight and select all cells in the worksheet
- Change the cell type from **General** to **Text**
  - From the Excel ribbon:
    - Home > Number > **General** to **Text**



- Save the worksheet as an Excel file (.xls/.xlsx)



# From the Template

- Make a copy of the **ELCA 000C – Template.xlsx** file
  - Rename 000C to the COAAP form code for the selected COAAP
    - e.g., **COAAP 17.2** will be **172C**
- Open the newly copied file in Excel
  - The first two rows should be populated with the field sequence and names.
  - All other rows should be empty.



**EL CIVICS  
CONFERENCE  
2020-21**

# From the Template (Cont'd)

The screenshot shows the Microsoft Excel interface with the following details:

- Title Bar:** ELCA 000C - Template
- Formulas Bar:** A1, = 1
- Worksheet Grid:** Columns A through M, Rows 1 through 22. Row 1 contains headers: Vendor Code, State Code, Agency ID, Site ID, Student ID, Assessment Date, Assessment Form Code, Class ID, Extended Class ID, Raw Score, Scale Score, Is Accurate, Student Does not Have Skills For Testing, Is Score.
- Bottom Bar:** 000C, 100% zoom



## Populating the Excel File

- For the 3<sup>rd</sup> row, type in the values for:
  - Required fields 1-4 and 6-7
  - Needed field 19
- Copy and paste those repetitive values for as many rows that you need.
- Enter in each row the Student ID and Test1 values for each student
  - If you have these two pieces of information on another spreadsheet, you may copy and pasted those columns to the corresponding columns in this worksheet.



**EL CIVICS  
CONFERENCE  
2020-21**

# Populating the Excel File (Cont'd)

AutoSave Off ELCA 466C - TEST DATA - Excel Search Gilbert L. Leos

File Home Insert Page Layout Formulas Data Review View Help Acrobat Share Comments

Clipboard Font Alignment Number Styles Cells Editing Analysis Sensitivity

1	2	3	4	5	6	7	15	16	17	18	19	
2	Vendor Code	State Code	Agency ID	Site ID	Student ID	Assessment Date	Assessment Form Code	Test1	Test2	Test3	Test4	Conservative Estimate
3	RHAS	CA	4908	03	2128734	12252020	466C	000				N
4	RHAS	CA	4908	03	2063632	12252020	466C	999				N
5	RHAS	CA	4908	03	1184353	12252020	466C	999				N
6	RHAS	CA	4908	03	1180484	12252020	466C	000				N
7	RHAS	CA	4908	03	2133012	12252020	466C	000				N
8	RHAS	CA	4908	03	2133171	12252020	466C	000				N
9	RHAS	CA	4908	03	2133408	12252020	466C	999				N
10	RHAS	CA	4908	03	1253653	12252020	466C	999				N
11	RHAS	CA	4908	03	2133898	12252020	466C	999				N
12	RHAS	CA	4908	03	2089479	12252020	466C	000				N
13	RHAS	CA	4908	03	2051155	12252020	466C	999				N
14	RHAS	CA	4908	03	1091478	12252020	466C	000				N
15	RHAS	CA	4908	03	2143087	12252020	466C	999				N
16	RHAS	CA	4908	03	2142075	12252020	466C	999				N
17	RHAS	CA	4908	03	2143311	12252020	466C	000				N
18	RHAS	CA	4908	03	2035246	12252020	466C	000				N
19	RHAS	CA	4908	03	2143275	12252020	466C	000				N
20	RHAS	CA	4908	03	1056866	12252020	466C	000				N
21	RHAS	CA	4908	03	2143751	12252020	466C	999				N
22	RHAS	CA	4908	03	2124419	12252020	466C	999				N
23	RHAS	CA	4908	02	2063632	12252020	466C	000				N

466C



## Populating the Excel File (Cont'd)

- Save the Excel file (.xls/.xlsx)
- Delete the first two rows
  - Field sequence and field names
- Save the Excel file as a CSV file
  - File > Save As > **CSV (Comma delimited) (\*.csv)**
  - Click on Save



EL CIVICS  
CONFERENCE  
2020-21

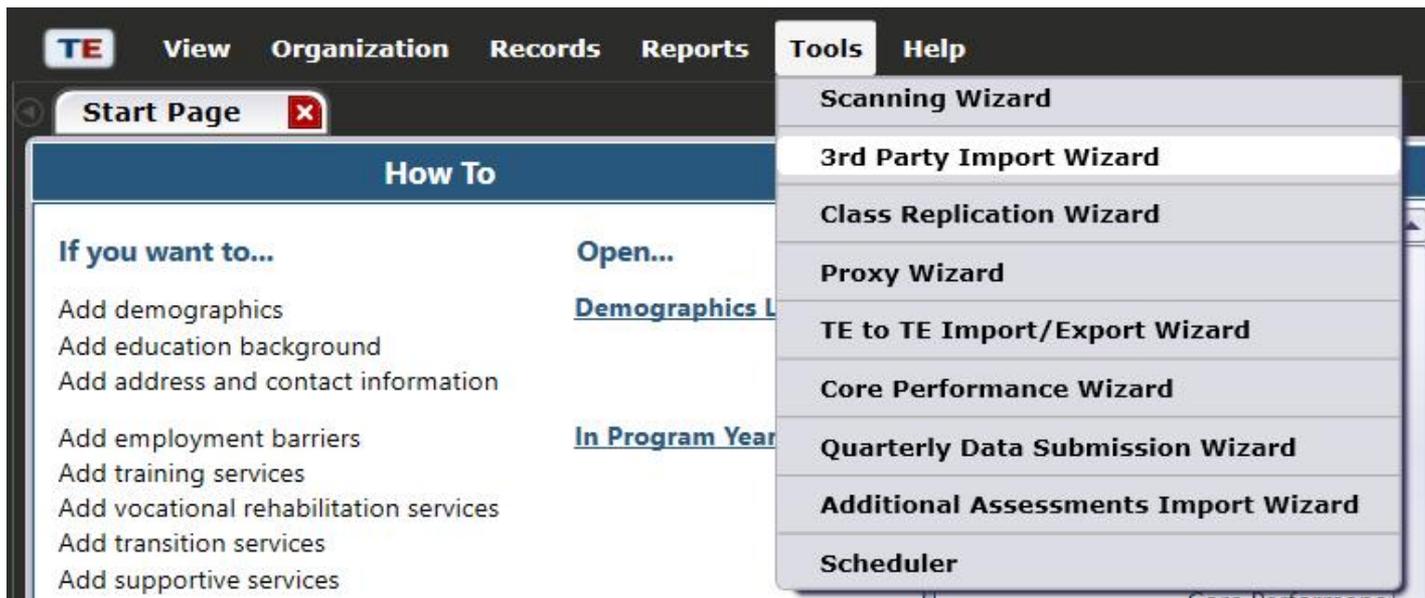
# Import the CSV File

## 1. TE's 3<sup>rd</sup> Party Import Wizard



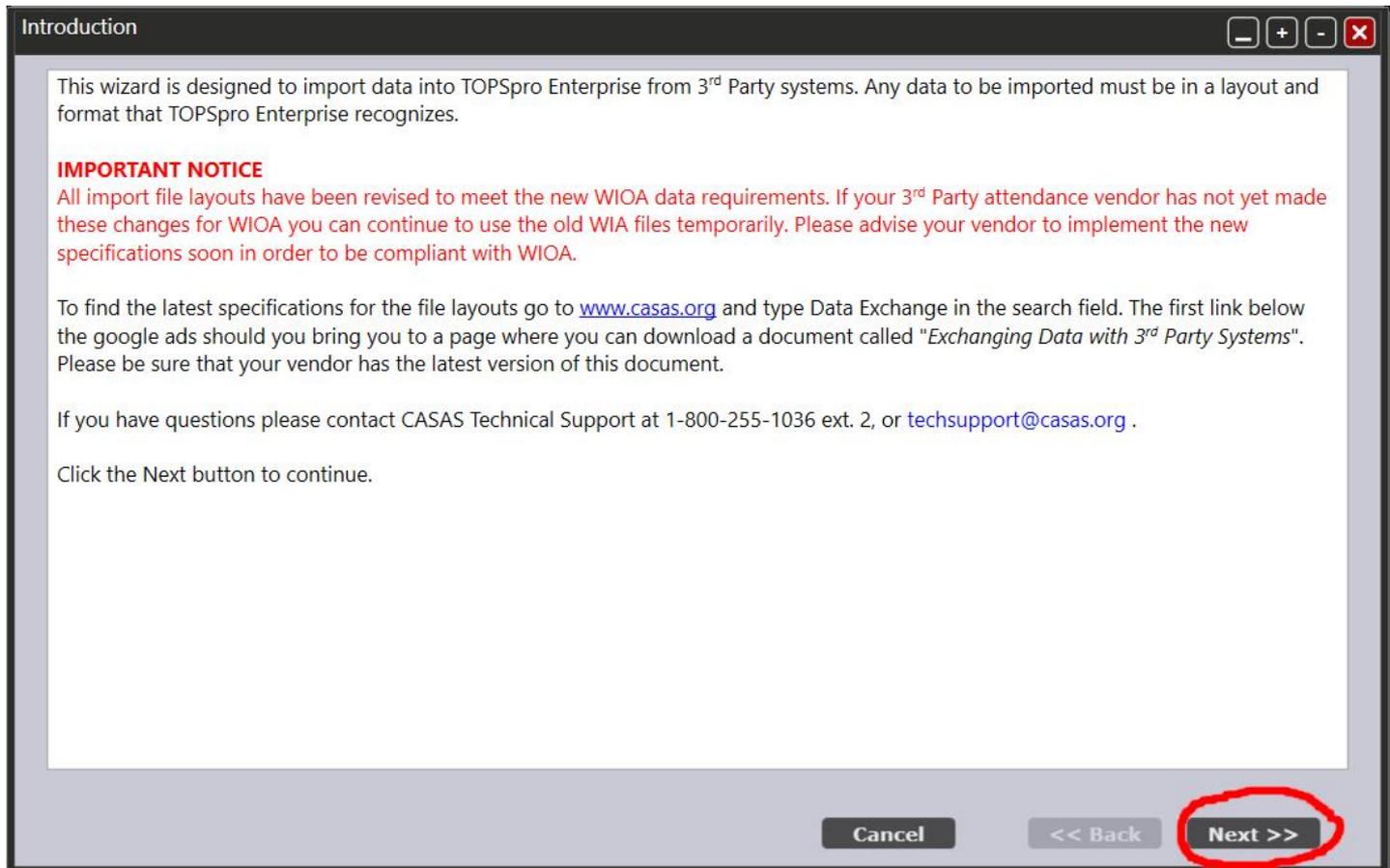
EL CIVICS  
CONFERENCE  
2020-21

# TE's 3<sup>rd</sup> Party Import Wizard





# TE's 3<sup>rd</sup> Party Import Wizard (Cont'd)



Introduction

This wizard is designed to import data into TOPSpro Enterprise from 3<sup>rd</sup> Party systems. Any data to be imported must be in a layout and format that TOPSpro Enterprise recognizes.

**IMPORTANT NOTICE**  
All import file layouts have been revised to meet the new WIOA data requirements. If your 3<sup>rd</sup> Party attendance vendor has not yet made these changes for WIOA you can continue to use the old WIA files temporarily. Please advise your vendor to implement the new specifications soon in order to be compliant with WIOA.

To find the latest specifications for the file layouts go to [www.casas.org](http://www.casas.org) and type Data Exchange in the search field. The first link below the google ads should you bring you to a page where you can download a document called "Exchanging Data with 3<sup>rd</sup> Party Systems". Please be sure that your vendor has the latest version of this document.

If you have questions please contact CASAS Technical Support at 1-800-255-1036 ext. 2, or [techsupport@casas.org](mailto:techsupport@casas.org) .

Click the Next button to continue.

Cancel   << Back   **Next >>**



## TE's 3<sup>rd</sup> Party Import Wizard (Cont'd)

New import session?

In this screen you can choose to run a new import session or return to a previous session to continue with data correction or with the import operation itself.

New import session

Process previous import session

Cancel << Back **Next >>**



# TE's 3<sup>rd</sup> Party Import Wizard (Cont'd)

Select an import type

Select one of the records below for importing. The alphanumeric code identifies a unique record that is recognizable to TOPSpro Enterprise as published in: *TOPSpro Enterprise Import Specifications* . This wizard will perform a format validation routine after the import data file is specified.

*Note:* Importing any of these records can create new records in TOPSpro Enterprise as well as update existing records.

If you have multiple files they should be imported in this order:

1. Personnel and User Data (PERS)
2. Class Data (CLS)
3. Demographic Data (DEM)
4. Student Program Status (SPS) / Entry (ENTR) / Student class status (SCS) / Attendance (ATT) / Test (TEST) / Update (UPDT) / HSE Exam Results (HSE) Data import in whatever order is preferred

Format Set

WIOA Import Formats  Old WIA Import Formats (not recommended)

Personnel and User Data from a 3rd party system (PERS)       Student Class Status from a 3rd party system (SCS)  
 Class Data from a 3rd party system (CLS)                       Attendance Data from a 3rd party system (ATT)  
 Demographic Data from a 3rd party system (DEM)               Test Data from a 3rd party system (TEST)  
 Student Program Status from a 3rd party system (SPS)       Update Data from a 3rd party system (UPDT)  
 Entry Data from a 3rd party system (ENTR)                       High School Exam Results from a 3rd party system (HSE)



# TE's 3<sup>rd</sup> Party Import Wizard (Cont'd)

Select import file - 3rd Party Test Data

Enter the name of your CSV import file. Or, click the Browse button to navigate to your file.

Note that starting July 1st, 2016, the DBF and SDF file formats are no longer supported, and the CSV file format is the only one accepted.

Click the Next button to continue.

Filename - 3rd Party Test Data  
\\ELCA 466C - TEST DATA.csv

Browse...

Cancel << Back Next >>



## TE's 3<sup>rd</sup> Party Import Wizard (Cont'd)

Ready to process raw data - 3rd Party Test Data

The wizard is now ready to process the import data from the specified file.

Import file name: \ELCA 466C - TEST DATA.csv.

Note: Certain fields must be complete for TOPSpro Enterprise to accept the import dataset. The auto-populate checkbox(s) below are provided in case you do not want to manually enter missing information for critical fields.

Check "When missing auto-populate required class names with ID values " if you would like missing class names to be derived from their identification codes. These values can be manually edited in TOPSpro Enterprise later.

Check "Allow records with dates outside the current PY to be created" to enable the creation of date-bound records outside the current program year.

Check "Automatically adjust class and/or program activity ranges" to allow the application to extend the activity ranges for class instances, and class and/or program enrollments when a student class or program record has a date outside the registered range.

When missing auto-populate required class names with ID values (recommended)

Allow records with dates outside the current PY to be created (not recommended)

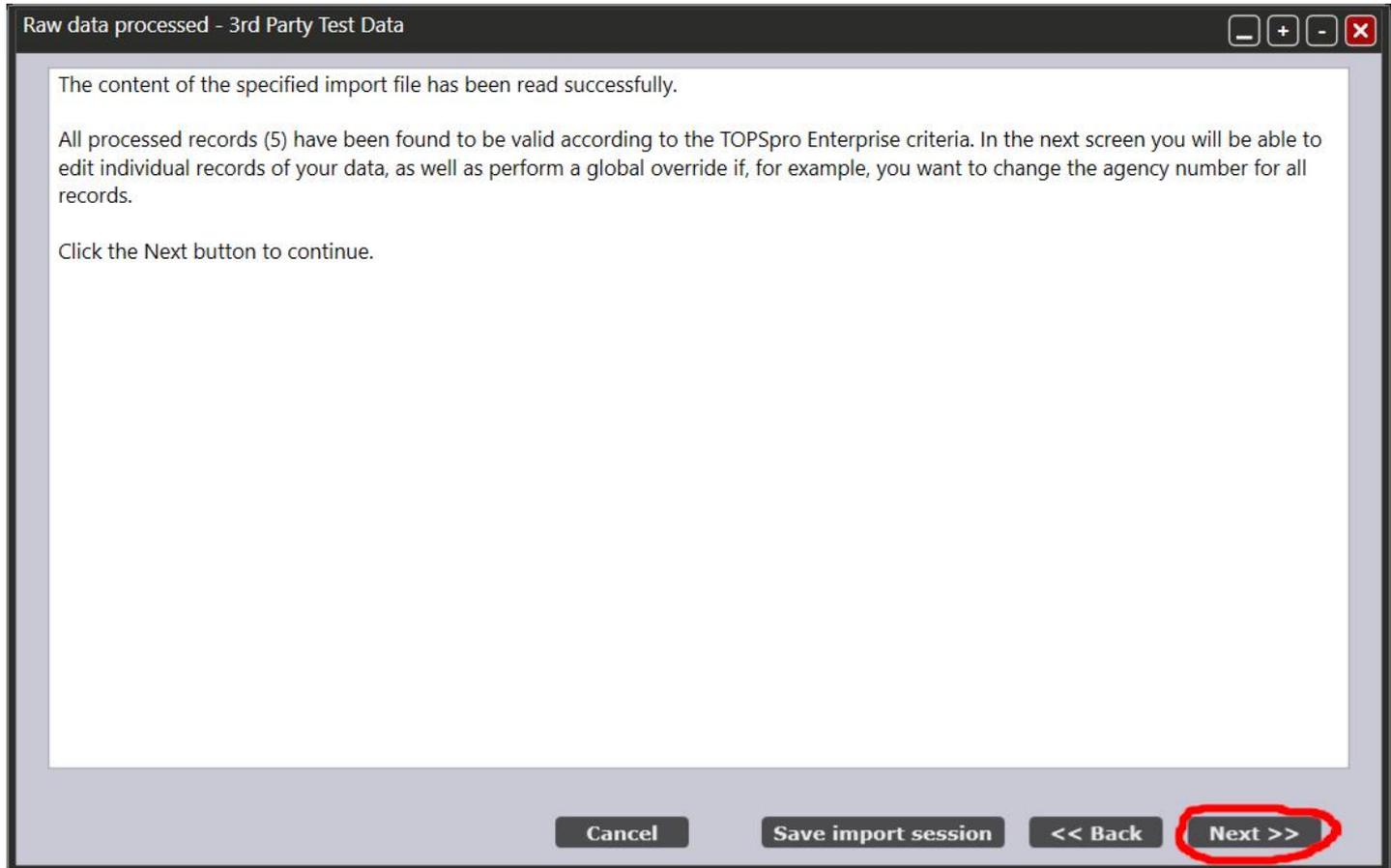
Automatically adjust class and/or program activity ranges (recommended)

Cancel << Back **Next >>**



**EL CIVICS  
CONFERENCE  
2020-21**

## TE's 3<sup>rd</sup> Party Import Wizard (Cont'd)





**EL CIVICS  
CONFERENCE  
2020-21**

# TE's 3<sup>rd</sup> Party Import Wizard (Cont'd)

Edit Records - 3rd Party Test Data

Use the data grid to select one or more records to edit. Notice the text box above the Edit Records button for any advisory message. Yellow records are cautionary while red records are invalid and must be fixed or they will not be imported.

To edit an individual record click on any row and then click the Edit Records button. To edit multiple records you can first select them with Ctrl-click and/or Shift-click using your mouse. To select all records click first on any row, then press Ctrl-a. Once you've selected your records, click the Edit Records button.

Total records: 5

**Edit Records**

**Remove Records**

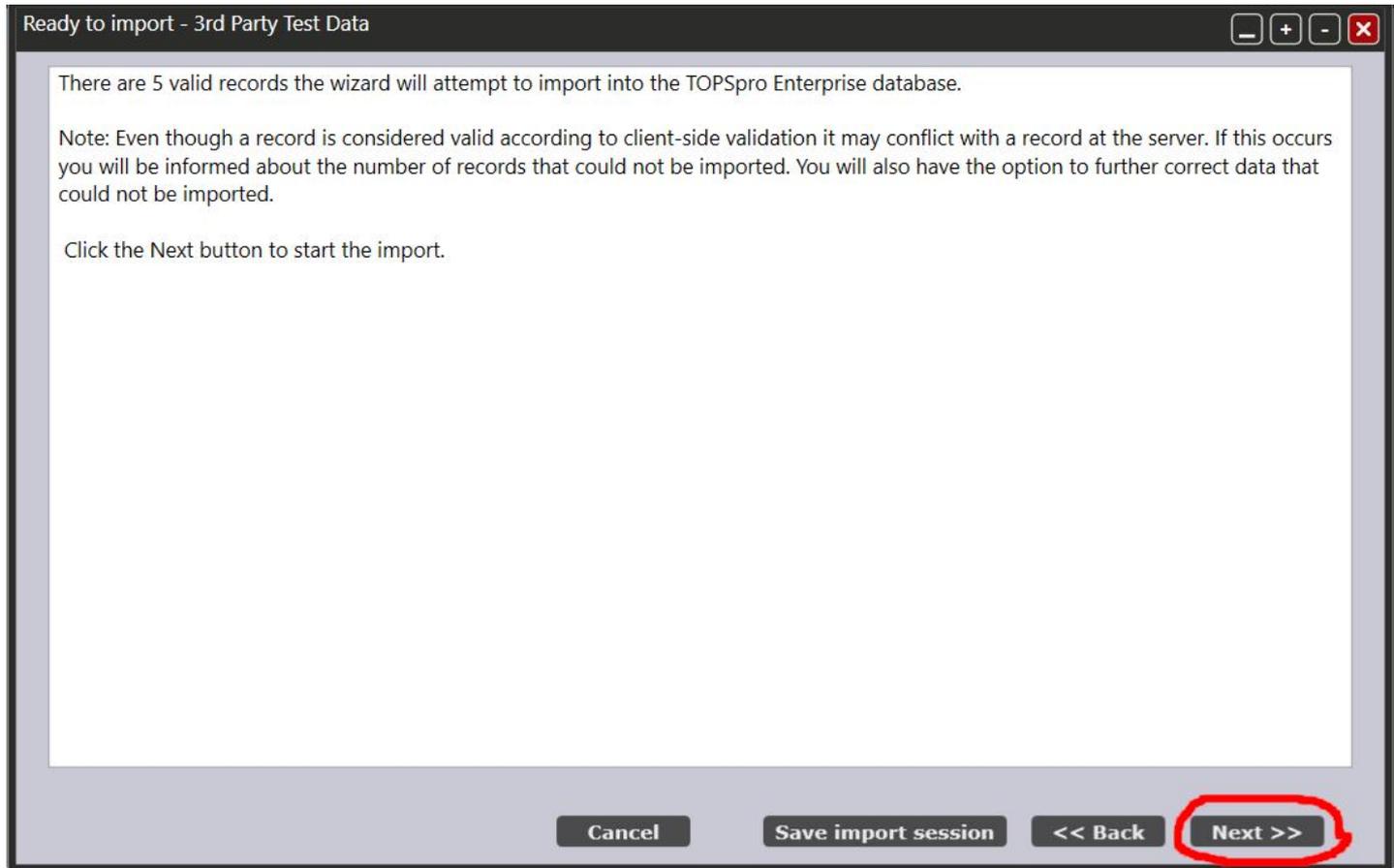
Assessment Form	Raw Score	Assessment Date	Scale Score	Is Accurate	Does Not Have Skills For Testing	Is Score Override	Test1
466C		12/25/2020					999
466C		12/25/2020					000
466C		12/25/2020					999
466C		12/25/2020					000
466C		12/25/2020					000

Cancel Save import session Create Data Report << Back **Next >>**



**EL CIVICS  
CONFERENCE  
2020-21**

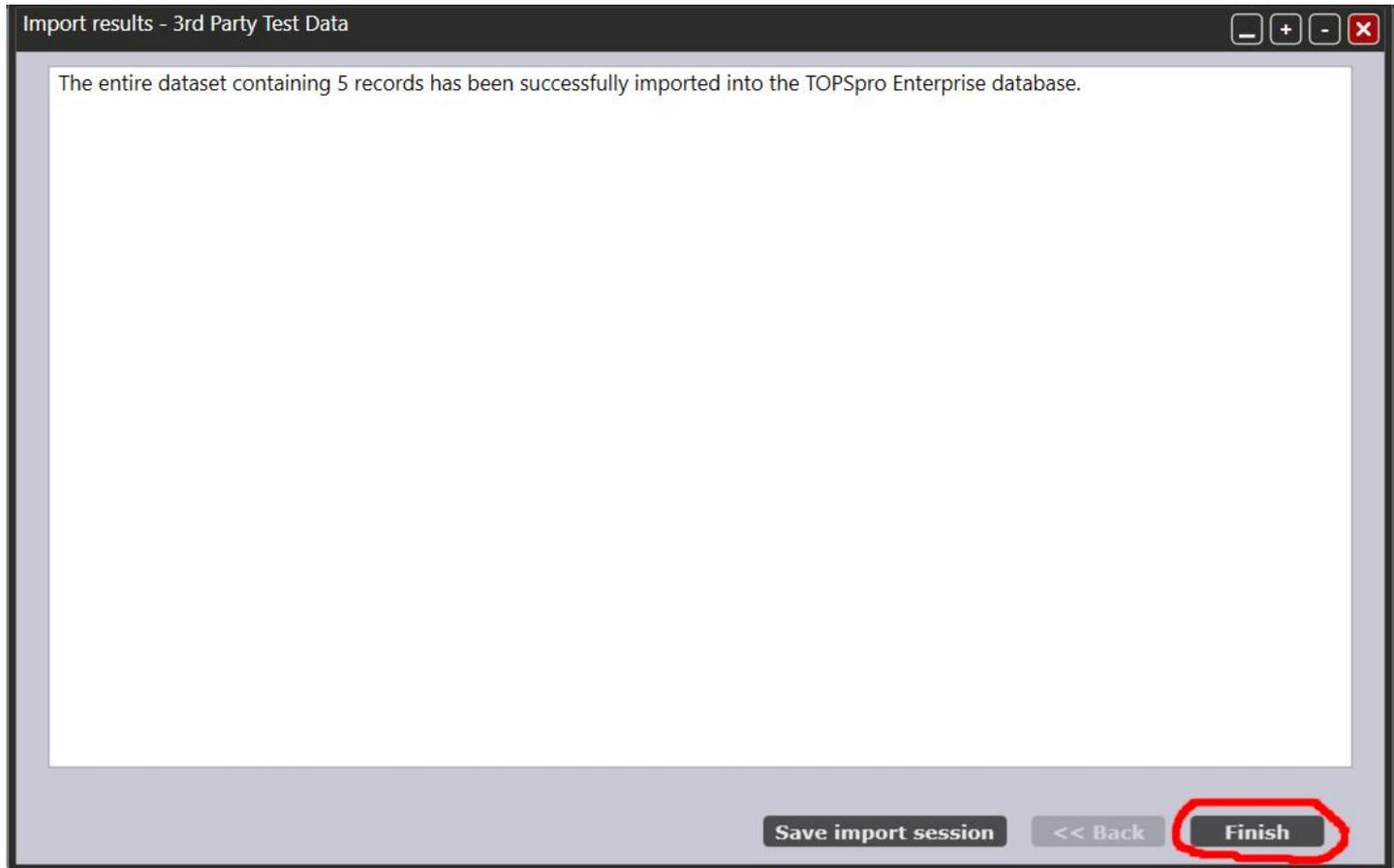
## TE's 3<sup>rd</sup> Party Import Wizard (Cont'd)





EL CIVICS  
CONFERENCE  
2020-21

## TE's 3<sup>rd</sup> Party Import Wizard (Cont'd)





EL CIVICS  
CONFERENCE  
2020-21

## Final Note

- Freeze your data by storing the Excel file and the CSV file in specific folder for each program year.
  - You may want to use subfolders with the COAAP form code as the name for that program year.
    - e.g., ...**\Documents\EL Civics\2020-21\466C**



**EL CIVICS  
CONFERENCE  
2020-21**

# Thank you for attending!

Presented by: Gilbert L. Leos

Agency: Pasadena City College

Email: [glleos@pasadena.edu](mailto:glleos@pasadena.edu)

Phone: (626) 585-3001

*Be CASAS Connected*

Use #CASAScommunity and #AdultEdu to connect.



Visit the **EL Civics Conference 2020-21 playlist**

<https://tinyurl.com/y3kcaf39> at the CASAS YouTube Channel



[Facebook.com/CASASsystem](https://www.facebook.com/CASASsystem)



[@CASASsystem](https://twitter.com/CASASsystem)

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

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

1-800-255-1036