



Online System

ACTIVITY PACKET

TOPSpro Enterprise
Batch Edit/Insert

CASAS Technology Support Team

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Session Description

TOPSpro Enterprise (TE) Online offers the capability of selecting a group of records to edit assessment or student information, and to add program or class records in batches. These timesaving features assist you with managing your data efficiently by maximizing your efforts! For example, you can identify and enroll groups of students in an instructional class level based on test results. This hands-on lab will allow you to practice both batch edit and batch insert functions with fictional records.

This session is appropriate for those involved with managing data for their TOPSpro Enterprise Online account.

Install and Open TE Online

For Windows machines,

To access TOPSpro Enterprise Online (TE) for the first time, launch the web browser and enter the URL for the CASAS Online System your program uses.*



Server	Use any modern web browser
*Global	https://etestsonline.org/html5/#/
*California	https://ca.etestsonline.org/html5/#/
*LARAEC	https://laraec.etestsonline.org/html5/#/
*Miami Dade	https://etestsonline.org/MiamiDade/html5/#/
*Washington	https://etestsonline.org/Washington/html5/#/

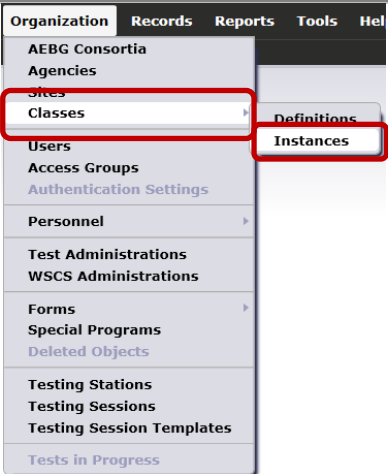
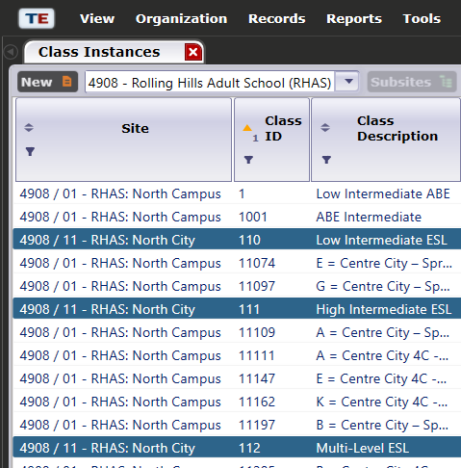
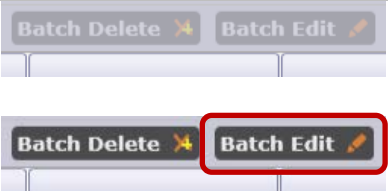
❖ For Training, go to [Rolling Hills Simulation](https://etestsonline.org/rollinghills/html5/#/) – <https://etestsonline.org/rollinghills/html5/#/>

Step	Screen	Description
1.		<ul style="list-style-type: none"> Access TE in one of three ways, from the – <ol style="list-style-type: none"> Web browser <ul style="list-style-type: none"> Click Install TE Client if first access on local machine. Taskbar icon Desktop icon
2.		<ul style="list-style-type: none"> Click the Server field down-arrow and from the drop-down menu, <ul style="list-style-type: none"> Select the Server for your online account.* Enter your Agency ID. Enter your User name. Enter your Password. Click Connect.

Batch Edit

Batch Edit is a feature in TE to change the same information for multiple records at the same time. This feature is available in most TE lists. The type of information you may edit changes depending on the list of records. For example, use Batch Edit to designate the instructional program of a group of classes or update the status of a group of students enrolled in a class. Using Batch Edit requires authentication by a second user with credentials and proper data access rights to confirm the edit.

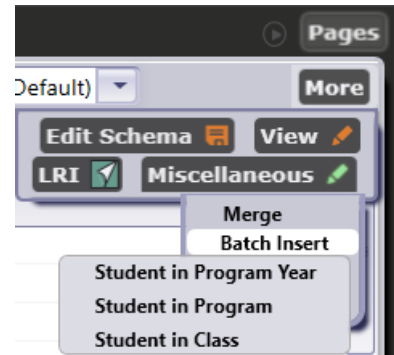
Activity: Edit class records to designate the Instructional Program

Step	Screen	Description
1.		<ul style="list-style-type: none"> From the Menu Bar at top, <ul style="list-style-type: none"> Click Organization. Click Classes. <ul style="list-style-type: none"> Select Instances.
2.		<ul style="list-style-type: none"> A tabbed page opens to display a list of Class records in the current program year. To select multiple Class records, <ul style="list-style-type: none"> Press and hold the Ctrl key on your keyboard, and then Use your mouse to click and select records.
3.		<ul style="list-style-type: none"> Batch Edit is available from the Toolbar at top of the tabbed page and only becomes active after selecting multiple records. <ul style="list-style-type: none"> Click Batch Edit.

Step	Screen	Description
4.		<ul style="list-style-type: none"> • A new tabbed page opens with the type of information you may edit. <ul style="list-style-type: none"> ◦ Check Instructional Programs to activate the data field. • To designate the instructional program for all selected classes, <ul style="list-style-type: none"> ◦ Check a Program.
5.		<ul style="list-style-type: none"> • Second user must confirm the edit. <ul style="list-style-type: none"> ◦ Enter User Name. ◦ Enter Password. • To confirm the edit, <ul style="list-style-type: none"> ◦ Click Ok
6.		<ul style="list-style-type: none"> • A confirmation message displays after records are saved with the edit. <ul style="list-style-type: none"> ◦ Click OK.
7.		<ul style="list-style-type: none"> • The system automatically returns to the Class Instances lister. • Use Column filters to confirm the update information.
8.		<ul style="list-style-type: none"> • To close the Class Instances lister, <ul style="list-style-type: none"> ◦ Click the Red X Box at top on the Class Instances tab.

Batch Insert

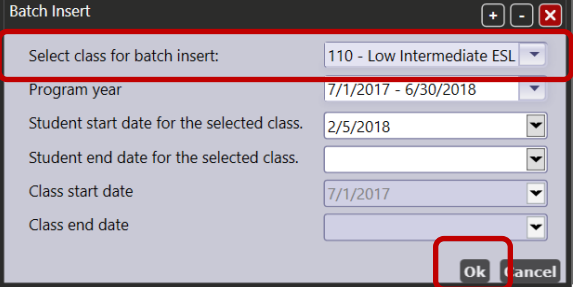
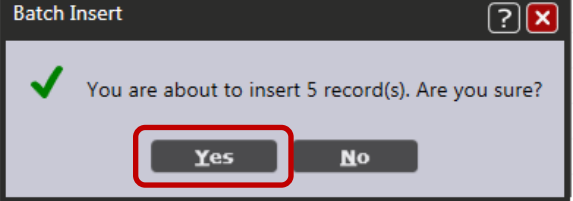
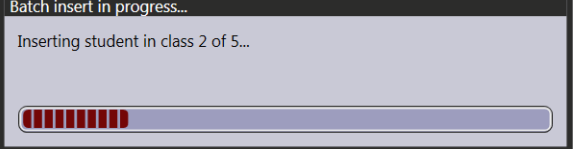
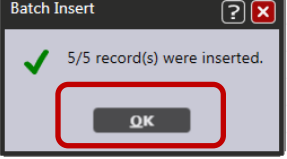

The Batch Insert feature is only available from the Demographics and Tests listers. The type of records you may insert with this feature are the same from either list of records. For example, filter for students whose test scores are within an educational functioning level and use Batch Insert to enroll the group of students in a class at that level. Batch Insert does not require authentication by a second user.


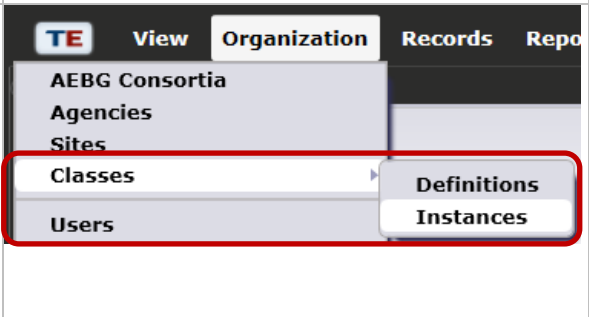
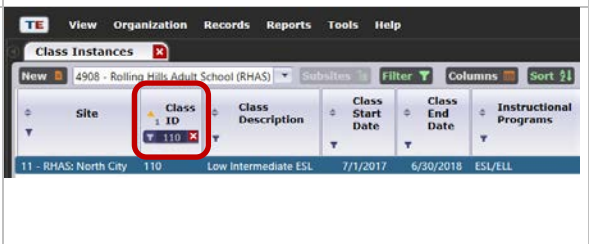
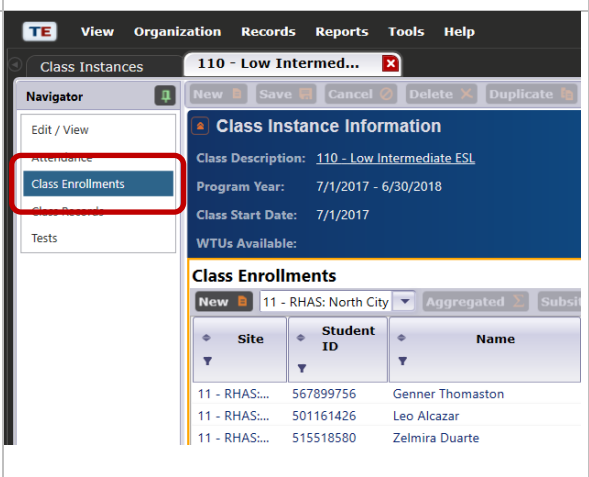
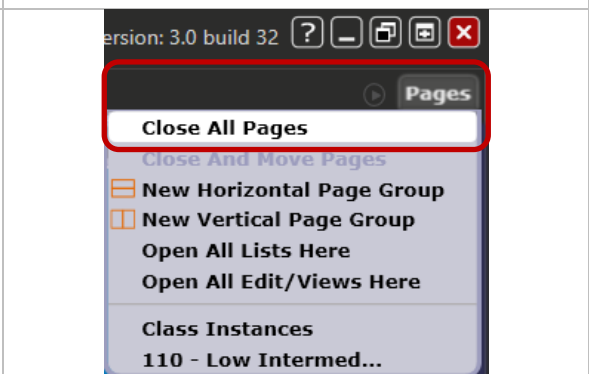


Activity: Insert class enrollment records

Step	Screen	Description
1.		<ul style="list-style-type: none"> From the Menu bar, <ul style="list-style-type: none"> Click Tests.
2.		<ul style="list-style-type: none"> The list of Test records opens on a tabbed page. Batch Insert will become active after selecting records.
3.		<ul style="list-style-type: none"> From the Toolbar at top of the Tests lister, <ul style="list-style-type: none"> Click More at far right. From the drop-down menu of 'more' buttons, <ol style="list-style-type: none"> Click Miscellaneous. From the drop-down menu of miscellaneous features, <ol style="list-style-type: none"> Click Batch Insert. From the drop-down menu of the type of records you may insert, <ol style="list-style-type: none"> Click Student in Class.

Note! **Batch Insert** is *only* available after selecting multiple records.

Step	Screen	Description
4.	 <p><i>Note!</i> You have the option to specify the enrollment date otherwise, the Student Start Date auto-populates with the current date.</p>	<ul style="list-style-type: none"> • The Batch Insert window opens with data fields required for Class Enrollment. • From the Class field down-arrow, <ul style="list-style-type: none"> ○ Select the Class to insert enrollment records for selected students. • Class Start/End Dates auto-populate after selecting the class. <ul style="list-style-type: none"> ○ Click OK
5.		<ul style="list-style-type: none"> • The Batch Insert function will ask for confirmation before inserting new records. <ul style="list-style-type: none"> ○ Click Yes to confirm. • A second user is <i>not</i> required to Batch Insert records.
6.		<ul style="list-style-type: none"> • Batch Insert begins after confirmation. <ul style="list-style-type: none"> ○ Wait for the process to complete.
7.		<ul style="list-style-type: none"> • A confirmation message displays after inserting and saving Class Enrollment records. <ul style="list-style-type: none"> ○ Click OK
8.		<ul style="list-style-type: none"> • To verify inserting Class Enrollment records for the selected students. <ul style="list-style-type: none"> ○ Click Records from the Menu bar. <ul style="list-style-type: none"> ▪ Click Classes. ▪ Click Enrollments.

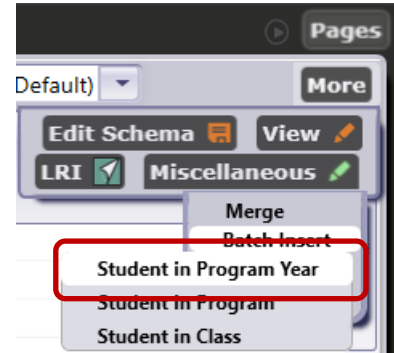
Step	Screen	Description
9.		<ul style="list-style-type: none"> Use the Filter Icon in the Class ID column to filter the list of enrollment records by the Class ID used to insert records. New Class Enrollment records should now be listed.
10.		<ul style="list-style-type: none"> To verify inserting Class Enrollments from the Class Instance record, <ul style="list-style-type: none"> Click Organization from the Menu bar. <ul style="list-style-type: none"> Click Classes. Click Instances.
11.		<ul style="list-style-type: none"> Use the Filter Icon in the Class ID column to filter for the class where enrollments were inserted. <ul style="list-style-type: none"> Double-Click to open the Class Instance record.
12.		<ul style="list-style-type: none"> From the Navigator at left, <ul style="list-style-type: none"> Click Class Enrollments. You should also see the new Class Enrollment records for the selected students.
13.		<ul style="list-style-type: none"> To close all tabbed pages open on your screen, <ul style="list-style-type: none"> Click Pages at top right. From the drop-down menu, <ul style="list-style-type: none"> Click Close All Pages.

Additional Batch Insert Options

- For **In Program Years** records, use

Batch Insert > **Student in Program Year**

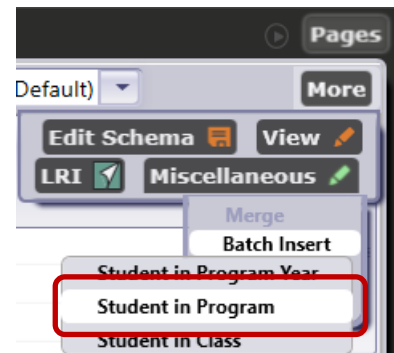
A dialog box titled "Batch Insert" with a close button (X) and window controls (+, -). It contains a label "Select program year for batch insert:" followed by a dropdown menu showing "7/1/2018 - 6/30/2019". At the bottom are "Ok" and "Cancel" buttons.



- For **Program Enrollment** records, use

Batch Insert > **Student in Program**

A dialog box titled "Batch Insert" with a close button (X) and window controls (+, -). It contains four fields: "Select instructional program for batch insert:" (empty dropdown), "Program year" (dropdown showing "7/1/2018 - 6/30/2019"), "Start date for the selected program." (dropdown showing "7/1/2018"), and "End date for the selected program." (empty dropdown). At the bottom are "Ok" and "Cancel" buttons.



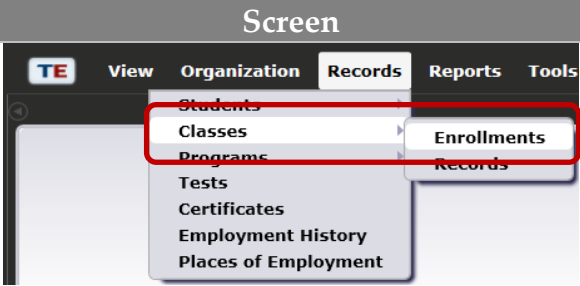
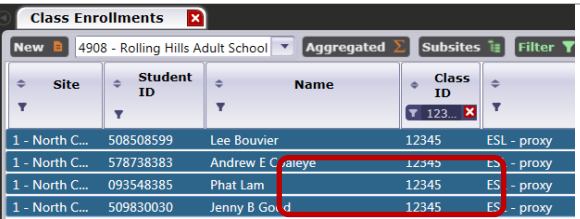
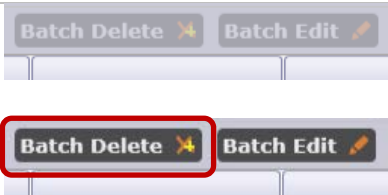
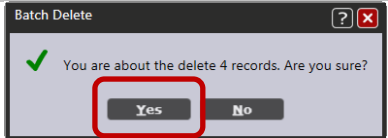


Batch Delete

CASAS discourages deleting records that may represent historical data. To safeguard against accidental deletions, which are irreversible, CASAS implemented the requirement for a second user with credentials and proper data access rights to confirm the batch deletion to proceed. The Batch Delete feature will allow you to remove multiple records permanently. This feature is available in all lists but is not enabled for certain types of records.

- When is it appropriate to batch delete records?

Activity: Delete a batch of enrollments in the wrong class.

Step	Screen	Description
1.		<ul style="list-style-type: none"> • From the Menu bar, <ul style="list-style-type: none"> ○ Click Records. • From the drop-down menu, <ul style="list-style-type: none"> ○ Click Classes. ○ Click Enrollments.
2.		<ul style="list-style-type: none"> • A tabbed page opens to the list of Class Enrollment records. • To select multiple records, <ul style="list-style-type: none"> ○ Press and hold the Ctrl key on your keyboard, and then ○ Use your mouse to click and select records.
3.		<ul style="list-style-type: none"> • Batch Delete is available from the Toolbar and only becomes active after selecting multiple records. <ul style="list-style-type: none"> ○ Click Batch Delete.
4.		<ul style="list-style-type: none"> • The first user who initiates Batch Delete must confirm the intent to delete. <ul style="list-style-type: none"> ○ Click Yes to confirm.

Step	Screen	Description
5.		<ul style="list-style-type: none"> • The second user must confirm the permanent deletion of records. <ul style="list-style-type: none"> ○ Enter User Name. ○ Enter Password. • To confirm the deletion, <ul style="list-style-type: none"> ○ Click Ok
6.		<ul style="list-style-type: none"> • Batch Delete begins after the second confirmation. <ul style="list-style-type: none"> ○ Wait for the process to complete.
7.		<ul style="list-style-type: none"> • A confirmation message displays after records are deleted. <ul style="list-style-type: none"> ○ Click OK.
8.		<ul style="list-style-type: none"> • To close the Class Enrollment lister, <ul style="list-style-type: none"> ○ Click the Red X Box at top on the Class Enrollment tab.

CASAS Contact Information

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CASAS Technology Support Team: techsupport@casas.org

Training Support

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- [TOPSpro Enterprise Help](#)

Enroll in a complimentary workshop at: [CASAS Training Registration](#).

Technical Support

The **CASAS Technology Support Team** is available to provide technical assistance for successful online implementation and uninterrupted test delivery.

- 7:00 am – 5:00 pm (Pacific Time)
- Monday – Friday
- techsupport@casas.org
- (858) 292-2900 or toll free (800) 255-1036, option 2

Thank you for attending!

