

TOPSpro Enterprise Basics – Quick Start!

1. Install and Open TE Online
2. Navigating TE
 - a. ACTIVITY: Explore Menus and Submenus
3. Finding Information
 - a. Understanding the Relationship of Records in TE
 - b. ACTIVITY: Customizing Lists of Records
 - c. ACTIVITY: Using the Navigator
 - d. ACTIVITY: Editing Student Information
4. Adding Records Manually
 - a. ACTIVITY: Steps to Add Sites
 - b. ACTIVITY: Steps to Add and Manage Users
 - i. Defining Group Access Rights
 - c. ACTIVITY: Steps to Add Student Records
 - d. ACTIVITY: Steps to Add Test Records
5. In compliance with Confidential FERPA-Protected Information (Family Educational Rights and Privacy Act):
 - a. Disconnect and Exit TE

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