

## TOPSpro Enterprise for Teachers – Access Classes Online

1. Install and Open TE Online
2. Steps to Access Your Class in TE
3. Steps to Enroll Students in Your Class
4. Steps to Record Attendance
5. Steps to Record Entry/Update Information
6. Steps to Generate Reports by Class
  - a. Student Test Summary (STS)
  - b. Competency Performance Summary (CPS)
7. Reports Manager
8. My Reports
9. Report Locator Wizard
10. In compliance with Confidential FERPA-Protected Information (Family Educational Rights and Privacy Act):
  - a. Disconnect and Exit TE

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