

TOPSpro Enterprise for Administrators – Program Monitoring

1. Install and Open TE Online
2. **ACTIVITY: Navigate Your Online Account**
(Organization > Agency > Navigator)
 - a. Agency Information / Identification / Main Point of Contact
 - b. Sites
 - c. Test Administrations
 - d. Program Years
 - e. Data Manager / Users
 - f. Access Groups
 - g. Classes
 - h. Demographics
 - i. Personnel
 - j. Testing Session Templates / Testing Sessions
 - k. Testing Stations
3. **Administrative Reports to Monitor Outcomes**
 - a. ACTIVITY: Reports > Demographics > Demographic Summary
 - b. ACTIVITY: Reports > Program Outcomes > Enrollment (Entry) Summary
 - c. ACTIVITY: Reports > Program Outcomes > Enrollment (Update) Summary
 - d. ACTIVITY: Reports > Test Results > Learning Gains > Learning Gains Summary
4. **Administrative Reports to Monitor Data Integrity**
 - a. ACTIVITY: Report > Data Management > NRS Data Integrity
5. **Administrative Reports to Monitor eTests Administrations**
 - a. ACTIVITY: Reports > CASAS eTests > Test Administrations
 - b. ACTIVITY: Reports > CASAS eTests > WTU Balance
6. **Local Assessment Policy**
7. In compliance with Confidential FERPA-Protected Information (Family Educational Rights and Privacy Act):
 - a. Disconnect and Exit TE

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