

## TOPSpro Enterprise Data Management – Batch Edit/Insert

1. Install and Open TE Online
2. Batch Edit
  - a. ACTIVITY: Edit class records to designate the Instructional Program
  - b. ACTIVITY: Edit test records to assign a class
3. Batch Insert
  - a. ACTIVITY: Insert program enrollments from test records
  - b. ACTIVITY: Insert class enrollments from test records
  - c. ACTIVITY: Insert program year record from demographics
4. Batch Delete
  - a. ACTIVITY: Delete a batch of enrollments in the wrong class
  - b. ACTIVITY: Delete a batch of imported records
5. In compliance with Confidential FERPA-Protected Information (Family Educational Rights and Privacy Act):
  - a. Disconnect and Exit TE

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