

TOPSpro Enterprise for California – Maximizing Payment Points

1. Install and access TE
2. Manage Your Enrollment
 - a. ACTIVITY: Reports > Federal Reports > NRS Persister
3. Support Your Teachers!
 - a. ACTIVITY: Update Records > Manual Data Entry / Scanning / Importing
4. Run Payment Points, Run!
 - a. ACTIVITY: Reports > State Reports > California > Payment Points/Data Integrity Reports
5. Your Friend ☺ the DIR
 - a. ACTIVITY: Reports > Data Management > NRS Data Integrity / Detail Reports
6. Graduate Celebration!
 - a. ACTIVITY: GED/HiSET/TASC > Manual Data Entry / Scanning / Importing
7. Your Friend ☺ the Registrar
 - a. ACTIVITY: Records > Students > Records > Results
8. Catch Those Duplicates!
 - a. ACTIVITY: Reports > Data Management > Duplicate Students Report
 - b. ACTIVITY: Records > Students > Demographics > More > Miscellaneous > Merge Wizard
9. El Civics Anyone?
 - a. ACTIVITY: Organization > Classes > Class Instances / Special Programs
 - b. ACTIVITY: Reports > State Reports > California > EL Civics AA Detail/Summary Reports
10. Attend to Attendance!
 - a. ACTIVITY: Reports > Demographics > Instructional Hours Report
11. Cruise Your Tests Lister
 - a. ACTIVITY: Records > Tests > Check Questionable / Suspicious Test Results
 - i. Compare: Accurate & Conservative Estimate Scores with Raw Scores & Assessment Duration
12. Retested is a Good Thing!
 - a. ACTIVITY: Records > Tests > Conservative Estimate = Yes
 - i. Did student retest? If yes, ✓ Retested on Record w/Conservative Score
13. Your Federal Report Card
 - a. ACTIVITY: Reports > Federal Reports > NRS Tables 1-11
14. In compliance with Confidential FERPA-Protected Information (Family Educational Rights and Privacy Act)
 - a. Disconnect and Exit TE

Summer Institute Presentations at <https://www.casas.org/training-and-support/SI/presentations>
Follow us on Twitter twitter.com/CASASsystem use hashtag #casassi2019 to tweet updates, photos, and stories.
Keep in touch with Facebook facebook.com/CASASsystem use hashtag #casassi2019 to share photos and stories.
Visit the CASAS YouTube Channel <http://www.youtube.com/user/CASASAssessment>