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PRE-REGISTERED TECHNOLOGY LAB SCHEDULE

Time	TUESDAY, June 23			
9:00 am – 10:30 am	A1: TE Basics – Quick Start	A2: TE Data Mgmt. – Tracking and Monitoring Test Results	A3: TE for Teachers – Class Mgmt. & Reports	A4: eT for Coordinators - Testing Mgmt.
10:45 am – 12:15 pm	B1: TE Basics – Setting Up Classes	B2: TE for CA – Using NRS DIR	B3: TE for Teachers - Student Performance Reports	B4: eT for Proctors - Administering Tests
1:45 pm – 3:15 pm	C1: TE Data Mgmt. – Importing, Exporting, Scanning Data	C2: TE Innovations 2020-21	C3: Assessing Listening Skills	C4: eT – Following an Intake Process
3:30 pm – 5:00 pm	D1: TE Data Mgmt. – Batching & Merging Records	D2: TE Data Mgmt. – Tracking and Monitoring Test Results	D3: TE for CA – EL Civics	D4: eT for Proctors – Managing Test Interruptions
Time	WEDNESDAY, June 24			
10:30 am – 12:00 pm	E1: TE Basics – Quick Start	E2: TE Innovations 2020-21	E3: WSCS Technology Training	E4: eT for Coordinators - Testing Mgmt.
1:30 pm – 3:00 pm	F1: TE Data Mgmt. – Importing, Exporting, Scanning Data	F2: TE for Admins – Your Agency Data	F3: TE for Teachers – Class Mgmt. & Reports	F4: eT for Proctors - Administering Tests
3:15 pm – 4:45 pm	G1: TE for CA – EL Civics	G2: TE Data Mgmt. – Staying on Target with Data Integrity	G3: TE for Teachers - Student Performance Reports	G4: eT – Following an Intake Process
Time	THURSDAY, June 25			
9:30 am – 11:00 am	H1: TE Basics – Quick Start	H2: TE for CA – CA WIOA, Title II: AEFLA Reports	H3: TE Innovations 2020-21	H4: eT for Proctors - Administering Tests
11:15 am – 12:45 pm	I1: TE Basics – Setting Up Classes	I2: TE for NRS Federal Reporting	I3: TE for CA – Using CAEP DIR	I4: TE for Teachers – Class Mgmt. & Reports
1:00 pm – 2:30 pm	J1: TE Data Mgmt. – Batching & Merging Records	J2 - TE for CA – CAEP Reports	J3: QuickSearch - Curriculum Resource	J4: TE for Teachers - Student Reports

TECHNOLOGY LABS BY CATEGORY AND SKILL LEVEL

Sessions by Category	Sessions by Skill Level		
	Beginning	Intermediate	Advanced
TOPSpro Enterprise Basics			
Quick Start	✓		
Setting Up Classes	✓	✓	
TOPSpro Enterprise Data Management			
Tracking and Monitoring Test Results		✓	
Staying on Target with Data Integrity		✓	
Importing, Exporting & Scanning Data		✓	
Batching & Merging Records		✓	
TOPSpro Enterprise Innovations			
TE Innovations 2020-21		✓	✓
TOPSpro Enterprise for Administrators			
Your Agency Data	✓	✓	
National Reporting System			
NRS Federal Reporting		✓	
TOPSpro Enterprise for California			
Using the NRS DIR		✓	
Managing EL Civics in TOPSpro Enterprise		✓	✓
WIOA, Title II: AEFLA Reports		✓	
Using CAEP Data Integrity Report		✓	
California Adult Education Program (CAEP) Reports		✓	
TOPSpro Enterprise for Teachers			
Class Management & Reports	✓	✓	
Student Performance Reports	✓	✓	
Curriculum Resources			
QuickSearch	✓	✓	✓
Business & Industry			
WSCS Technology Training	✓	✓	✓
CASAS eTests			
Coordinators – Testing Management	✓	✓	
Proctors – Administering Tests	✓		
Proctors – Managing Test Interruptions	✓	✓	
Following an Intake Process	✓	✓	✓
Assessing Listening Skills	✓	✓	✓

TECHNOLOGY LABS WORKSHOP IDS

Workshop Title

A1 LAB: TOPSpro Enterprise Basics – Quick Start
A2 LAB: TOPSpro Enterprise Data Management – Tracking and Monitoring Test Results
A3 LAB: TOPSpro Enterprise for Teachers – Class Management & Reports
A4 LAB: CASAS eTests for Coordinators – Testing Management
B1 LAB: TOPS Enterprise Basics - Setting Up Classes
B2 LAB: TOPSpro Enterprise for California – Using the NRS DIR
B3 LAB: TOPSpro Enterprise for Teachers – Student Performance Reports
B4 LAB: CASAS eTests for Proctors – Administering Tests
C1 LAB: TOPSpro Enterprise Data Management – Importing, Exporting & Scanning Data
C2 LAB: TOPSpro Enterprise Innovations 2020-21
C3 LAB: Assessing Listening Skills
C4 LAB: CASAS eTests – Following an Intake Process
D1 LAB: TOPSpro Enterprise Data Management – Batching & Merging Records
D2 LAB: TOPSpro Enterprise Data Management – Tracking and Monitoring Test Results
D3 LAB: Managing EL Civics in TOPSpro Enterprise
D4 LAB: CASAS eTests for Proctors – Managing Test Interruptions
E1 LAB: TOPSpro Enterprise Basics – Quick Start
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E3 LAB: Workforce Skills Certification System (WSCS) Technology Training
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F1 LAB: TOPSpro Enterprise Data Management – Importing, Exporting & Scanning Data
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G2 LAB: TOPSpro Enterprise Data Management – Staying on Target with Data Integrity
G3 LAB: TOPSpro Enterprise for Teachers – Student Performance Reports
G4 LAB: CASAS eTests – Following an Intake Process
H1 LAB: TOPSpro Enterprise Basics – Quick Start
H2 LAB: TOPSpro Enterprise for California – WIOA, Title II: AEFLA Reports
H3 LAB: TOPSpro Enterprise Innovations 2020-21
H4 LAB: CASAS eTests for Proctors – Administering Tests
I1 LAB: TOPSpro Enterprise Basics – Setting Up Classes
I2 LAB: TOPSpro Enterprise for NRS Federal Reporting
I3 LAB: TOPSpro Enterprise for California – Using CAEP Data Integrity Report
I4 LAB: TOPSpro Enterprise for Teachers – Class Management & Reports

Workshop Title

J1 LAB: TOPSpro Enterprise Data Management – Batching & Merging Records

J2 LAB: TOPSpro Enterprise for California Adult Education Program (CAEP) Reports

J3 LAB: QuickSearch - Your Curriculum Resource

J4 LAB: TOPSpro Enterprise for Teachers – Student Performance Reports

A1 LAB: TOPSPRO ENTERPRISE BASICS – QUICK START

Pre-registration required. Lab fee required. This session is appropriate for beginning users.

This session is an introduction to TOPSpro Enterprise. Learn how to get started using this powerful database system with hands on practice in the application. Topics include:

- Installing the application and logging in
- Navigating menus
- Exploring how records are organized
- Adding essential records such as sites, users, students and tests

A2 LAB: TOPSPRO ENTERPRISE DATA MANAGEMENT – TRACKING AND MONITORING TEST RESULTS

Pre-registration required. Lab fee required. This session is appropriate for intermediate users.

This session gives database managers the skills and tools to effectively manage program testing. Learn how to locate, identify, and solve mismatched test pairs, missing test results, and alias records. Topics include:

- Reviewing testing guidelines
- Tracking pre- and post-test pairs
- Identifying test scores outside accurate range
- Customizing lists of student and test records
- Finding missing test results

A3 LAB: TOPSPRO ENTERPRISE FOR TEACHERS – CLASS MANAGEMENT & REPORTS

Pre-registration required. Lab fee required. This session is appropriate for beginning and intermediate users.

Learn how to use TOPSpro Enterprise to access and manage your own class information. Generate your own class reports to track and monitor student progress. Topics include:

- Accessing your class
- Enrolling students and recording attendance
- Viewing test results
- Updating student information
- Generating and saving class reports
- Adding a shortcut to your favorite reports

A4 LAB: CASAS eTESTS FOR COORDINATORS – TESTING MANAGEMENT

Pre-registration required. Lab fee required. This session is appropriate for beginning and intermediate users.

Certified eTests coordinators are responsible for managing online testing to ensure standardized testing procedures are following for optimal testing outcomes. Participants will complete activities needed to prepare each testing location for web-based testing. Topics include:

- Signing in to the eTests Management Console
- Following the Going Live! Checklist
- Coordinating testing station registration
- Standardizing testing session templates
- Customizing and replicating testing sessions

B1 LAB: TOPSPRO ENTERPRISE BASICS – SETTING UP CLASSES

Pre-registration required. Lab fee required. This session is appropriate for beginning and intermediate users.

The class feature with Enhanced TOPSpro Enterprise is a critical component for tracking and reporting program outcomes. Learn about the benefits and how to implement classes with activities that include the following topics:

- Overview of class structure
- Defining classes and adding class instances based on your academic schedule
- Importing class data from your registration system
- Assigning teachers to classes
- Proxying vs. replicating classes

B2 LAB: TOPSPRO ENTERPRISE FOR CALIFORNIA – USING THE NRS DIR

Pre-registration required. Lab fee required. This training is appropriate for administrators and data managers who submit reports to meet California WIOA, Title II: AEFLA requirements. Participants should come with a basic understanding of TOPSpro Enterprise federal reporting in California.

This lab focuses on the National Reporting Service (NRS) Data Integrity Report (DIR) for California WIOA, Title II: AEFLA agencies. Topics include:

- Using the NRS Data Integrity Report (DIR) to address quarterly data issues
- Using the NRS Data Integrity Detail Report to identify missing data
- Defining Periods of Participation (PoP) and how this affects the NRS DIR and accounts for many of the differences across DIRs
- Staying on track and managing DIR item targets
- Overview of differences between the Payment Point Data Integrity Report (DIR) and NRS DIR

B3 LAB: TOPSPRO ENTERPRISE FOR TEACHERS – STUDENT PERFORMANCE REPORTS

Pre-registration required. Lab fee required. This session is appropriate for beginning and intermediate users.

Basic and Enhanced TOPSpro Enterprise benefits teachers with access to individual student performance reports. Identify the skills an individual student needs most to progress to the next level. Topics include:

- How to access TOPSpro Enterprise
- Introduction to the Report Generator
- Generating and saving student reports
- Adding a shortcut to your favorite reports

B4 LAB: CASAS eTESTS FOR PROCTORS – ADMINISTERING TESTS

Pre-registration required. Lab fee required. This session is appropriate for beginning users.

Certified eTests proctors serve an important role to ensure that testing occurs fairly and uniformly. Following standardized test delivery procedures will ensure the most reliable test results. Participants will role-play activities to simulate a variety of testing scenarios. Topics include:

- Signing in to the eTests Management Console
- Starting and managing testing sessions
- Preparing testing stations
- Registering students
- Using practice sessions
- Stopping testing sessions
- Retrieving test results

C1 LAB: TOPSPRO ENTERPRISE DATA MANAGEMENT – IMPORTING, EXPORTING & SCANNING DATA

Pre-registration required. Lab fee required. This session is appropriate for intermediate users.

Eliminate manual data entry with TOPSpro Enterprise import, export, and scanning features. Participants will be equipped with the tools they need to streamline data management and reporting needs. Programs will benefit from adding multiple records with these time saving tools. Topics include:

- Exporting test data from TOPSpro Enterprise
- Importing data to TOPSpro Enterprise from other sources
- Bringing in data using WIOA import templates
- Scanning paper records in TOPSpro Enterprise
- Overriding and editing imported and scanned data

C2 LAB: TOPSPRO ENTERPRISE INNOVATIONS 2020-21

Pre-registration required. Lab fee required. This session is appropriate for intermediate and advanced users.

This lab focuses on new features in TOPSpro Enterprise released in 2020 that will be useful in the 2020-21 program year to enhance your agency's productivity. In this interactive hands-on lab session participants learn about new TOPSpro Enterprise innovations.

- Complete interactive exercises that highlight new features in TOPSpro Enterprise
- Record mobile attendance using TOPSpro Enterprise Classmate
- Specify attendance hours for distance learning at the class and student level
- Upload student documentation, such as high school transcripts and a Social Security number consent form using the TOPSpro Enterprise documents lister
- Use new tools for sharing data with other agencies

C3 LAB: ASSESSING LISTENING SKILLS

Pre-registration required. Lab fee required. This session is appropriate for all users.

Assessing listening is a vital component to identify the listening skills that your English language students as you prepare them to function successfully in today's society. Take the opportunity to learn about CASAS listening assessments in this lab setting. Explore strategies for effective listening instruction and enriching student learning. Topics include:

- Assessing listening using CASAS eTests
- Listening practice – CASAS eTests Sampler
- Listening item types at each instructional level
- Listening test benefits and features
- Listening Content Standards
- Preview the new Listening GOALS assessments

C4 LAB: CASAS eTESTS – FOLLOWING AN INTAKE PROCESS

Pre-registration required. Lab fee required. This training is appropriate for all users.

The intake and orientation process is a vital component to welcoming students to your program and determining their needs, goals, skill levels, and education and work backgrounds. An effective intake and orientation process ensures accurate program placement and optimal learning outcomes. This step-by-step guided session shows how to structure the intake process using CASAS eTests. Participant activities include:

- Intake screening overview
- Pre-screening observations
- Oral, writing & reading screening
- Registration & practice
- Test accommodations

D1 LAB: TOPSPRO ENTERPRISE DATA MANAGEMENT – BATCHING & MERGING RECORDS

Pre-registration required. Lab fee required. This session is appropriate for intermediate users.

Save time managing data with TOPSpro Enterprise batch/insert and merge wizards. Learn how to edit information and insert multiple records in batches. Using the Merge Wizard will combine duplicate records of the same student to capture critical data elements such as paired test data, instructional hours, and documented learning gains. Topics include:

- Batch editing class program and test records
- Batch inserting program and class enrollment records
- Identifying duplicate student records
- Generating the Duplicate Students report
- Using the merge wizard

D2 LAB: TOPSPRO ENTERPRISE DATA MANAGEMENT – TRACKING AND MONITORING TEST RESULTS

Pre-registration required. Lab fee required. This session is appropriate for intermediate users.

This session gives database managers the skills and tools to effectively manage program testing. Learn how to locate, identify, and solve mismatched test pairs, missing test results, and alias records. Topics include:

- Reviewing testing guidelines
- Tracking pre- and post-test pairs
- Identifying test scores outside accurate range
- Customizing lists of student and test records
- Finding missing test results

D3 LAB: MANAGING EL CIVICS IN TOPSPRO ENTERPRISE

Pre-registration required. Lab fee required. This training is appropriate for intermediate and advanced users.

This lab focuses on required reporting for California WIOA, Title II: AEFLA agencies. However, these features may be beneficial to TOPSpro Enterprise users from all states. This session focuses on designating classes for EL Civics and generating reports that display EL Civics-related results. Topics for this session:

- Designating classes for EL Civics focus areas – Civic Participation, Citizenship Preparation, Integrated EL Civics (IELCE)
- Marking special programs – Integrated Education and Training (IET) at class and student levels
- Generating TOPSpro Enterprise reports specifically for EL Civics programs
- Using your TOPSpro Enterprise lists to find students enrolled in EL Civics classes and special programs

D4 LAB: CASAS eTESTS FOR PROCTORS – MANAGING TEST INTERRUPTIONS

Pre-registration required. Lab fee required. This session is appropriate for beginning and intermediate users.

In certain circumstances, a proctor may need to interrupt a test in progress. If the issue could compromise test integrity or security, proctors need to know how to handle the interruption. Proctors should follow their local assessment policy to recognize circumstances that allow for interruption. Topics include:

- Planned vs. unexpected interruptions
- Scoring the test
- Aborting the test
- Suspending the test
- Pausing the test
- Reporting a testing irregularity

E1 LAB: TOPSPRO ENTERPRISE BASICS – QUICK START

Pre-registration required. Lab fee required. This session is appropriate for beginning users.

This session is an introduction to TOPSpro Enterprise. Learn how to get started using this powerful database system with hands on practice in the application. Topics include:

- Installing the application and logging in
- Navigating menus
- Exploring how records are organized
- Adding essential records such as sites, users, students and tests

E2 LAB: TOPSPRO ENTERPRISE INNOVATIONS 2020-21

Pre-registration required. Lab fee required. This session is appropriate for intermediate and advanced users.

This lab focuses on new features in TOPSpro Enterprise released in 2020 that will be useful in the 2020-21 program year to enhance your agency's productivity. In this interactive hands-on lab session participants learn about new TOPSpro Enterprise innovations.

- Complete interactive exercises that highlight new features in TOPSpro Enterprise
- Record mobile attendance using TOPSpro Enterprise Classmate
- Specify attendance hours for distance learning at the class and student level
- Upload student documentation, such as high school transcripts and a Social Security number consent form using the TOPSpro Enterprise documents lister
- Use new tools for sharing data with other agencies

E3 LAB: WORKFORCE SKILLS CERTIFICATION SYSTEM (WSCS) TECHNOLOGY TRAINING

Pre-registration required. Lab fee required. This session is appropriate for both current and prospective WSCS Users.

Note: Completion of CASAS Implementation for WSCS required for implementation.

The WSCS uses TOPSpro Enterprise, CASAS eTests, and Learning Resources, Inc. (LRI) applications. Understanding how technology supports the WSCS will enable participants to implement this specialized system with ease and confidence.

Participants will experience using each application to measure foundational reading and math, critical thinking, problem solving, and soft skills – personal qualities and customer care. Participants will also learn how to generate several instructional and certification documents, including:

- Soft Skills Discussion Guide
- Workforce Skills Profile
- WSCS Certificate

E4 LAB: CASAS eTESTS FOR COORDINATORS – TESTING MANAGEMENT

Pre-registration required. Lab fee required. This session is appropriate for beginning and intermediate users.

Certified eTests coordinators are responsible for managing online testing to ensure standardized testing procedures are following for optimal testing outcomes. Participants will complete activities needed to prepare each testing location for web-based testing. Topics include:

- Signing in to the eTests Management Console
- Following the Going Live! Checklist
- Coordinating testing station registration
- Standardizing testing session templates
- Customizing and replicating testing sessions

F1 LAB: TOPSPRO ENTERPRISE DATA MANAGEMENT – IMPORTING, EXPORTING & SCANNING DATA

Pre-registration required. Lab fee required. This session is appropriate for intermediate users.

Eliminate manual data entry with TOPSpro Enterprise import, export, and scanning features. Participants will be equipped with the tools they need to streamline data management and reporting needs. Programs will benefit from adding multiple records with these time saving tools. Topics include:

- Exporting test data from TOPSpro Enterprise
- Importing data to TOPSpro Enterprise from other sources
- Bringing in data using WIOA import templates
- Scanning paper records in TOPSpro Enterprise
- Overriding and editing imported and scanned data

F2 LAB: TOPSPRO ENTERPRISE FOR ADMINISTRATORS – YOUR AGENCY DATA

Pre-registration required. Lab fee required. This session is appropriate for beginning and intermediate users.

TOPSpro Enterprise gives administrators instant access to monitor agency-wide data collection and program outcomes. This session walks administrators through steps to review the organizational structure of their account, identify critical elements for state and federal reporting, and use reports to market and promote programs. Topics include:

- Navigating your agency information
- Filtering data to review target population
- Generating and customizing administrative reports
- Administrative Reports to Monitor Data Integrity
- Administrative Reports to Monitor eTests Administrations
- Your Local Assessment Policy

F3 LAB: TOPSPRO ENTERPRISE FOR TEACHERS – CLASS MANAGEMENT & REPORTS

Pre-registration required. Lab fee required. This session is appropriate for beginning and intermediate users.

Learn how to use TOPSpro Enterprise to access and manage your own class information. Generate your own class reports to track and monitor student progress. Topics include:

- Accessing your class
- Enrolling students and recording attendance
- Viewing test results
- Updating student information
- Generating and saving class reports
- Adding a shortcut to your favorite reports

F4 LAB: CASAS eTESTS FOR PROCTORS – ADMINISTERING TESTS

Pre-registration required. Lab fee required. This session is appropriate for beginning users.

Certified eTests proctors serve an important role to ensure that testing occurs fairly and uniformly. Following standardized test delivery procedures will ensure the most reliable test results. Participants will role-play activities to simulate a variety of testing scenarios. Topics include:

- Signing in to the eTests Management Console
- Starting and managing testing sessions
- Preparing testing stations
- Registering students
- Using practice sessions
- Stopping testing sessions
- Retrieving test results

G1 LAB: MANAGING EL CIVICS IN TOPSPRO ENTERPRISE

Pre-registration required. Lab fee required. This training is appropriate for intermediate and advanced users.

This lab focuses on required reporting for California WIOA, Title II: AEFLA agencies. However, these features may be beneficial to TOPSpro Enterprise users from all states. This session focuses on designating classes for EL Civics and generating reports that display EL Civics-related results. Topics for this session:

- Designating classes for EL Civics focus areas – Civic Participation, Citizenship Preparation, Integrated EL Civics (IELCE)
- Marking special programs – Integrated Education and Training (IET) at class and student levels
- Generating TOPSpro Enterprise reports specifically for EL Civics programs
- Using your TOPSpro Enterprise lists to find students enrolled in EL Civics classes and special programs

G2 LAB: TOPSPRO ENTERPRISE DATA MANAGEMENT – STAYING ON TARGET WITH DATA INTEGRITY

Pre-registration required. Lab fee required. This session is appropriate for advanced users.

The Data Integrity Report (DIR) gives summary information about your agency’s data and also highlights important data elements for accountability. The three DIRs in TOPSpro Enterprise cover different areas of state and federal accountability. Topics for this session:

- Identifying the NRS Data Integrity Report, Payment Points DIR, and CAEP DIR — distinguishing the basic differences between the three and determining when to use each DIR
- Using the NRS Data Integrity Report to address data issues
- Using the NRS Data Integrity Detail Report to identify missing data
- Defining Periods of Participation (PoP) and how this affects the NRS DIR and accounts for the differences across DIRs

G3 LAB: TOPSPRO ENTERPRISE FOR TEACHERS – STUDENT PERFORMANCE REPORTS

Pre-registration required. Lab fee required. This session is appropriate for beginning and intermediate users.

Basic and Enhanced TOPSpro Enterprise benefits teachers with access to individual student performance reports. Identify the skills an individual student needs most to progress to the next level. Topics include:

- How to access TOPSpro Enterprise
- Introduction to the Report Generator
- Generating and saving student reports
- Adding a shortcut to your favorite reports

G4 LAB: CASAS eTESTS – FOLLOWING AN INTAKE PROCESS

Pre-registration required. Lab fee required. This training is appropriate for all users.

The intake and orientation process is a vital component to welcoming students to your program and determining their needs, goals, skill levels, and education and work backgrounds. An effective intake and orientation process ensures accurate program placement and optimal learning outcomes. This step-by-step guided session shows how to structure the intake process using CASAS eTests. Participant activities include:

- Intake screening overview
- Pre-screening observations
- Oral, writing & reading screening
- Registration & practice
- Test accommodations

H1 LAB: TOPSPRO ENTERPRISE BASICS – QUICK START

Pre-registration required. Lab fee required. This session is appropriate for beginning users.

This session is an introduction to TOPSpro Enterprise. Learn how to get started using this powerful database system with hands on practice in the application. Topics include:

- Installing the application and logging in
- Navigating menus
- Exploring how records are organized
- Adding essential records such as sites, users, students and tests

H2 LAB: TOPSPRO ENTERPRISE FOR CALIFORNIA – WIOA, TITLE II: AEFLA REPORTS

Pre-registration required. Lab fee required. This training is appropriate for administrators and data managers who submit reports to meet California WIOA, Title II: AEFLA requirements. Participants should come with a basic understanding of TOPSpro Enterprise federal reporting in California.

TOPSpro Enterprise offers several reports that California WIOA, Title II: AEFLA programs use to report accountability outcomes. This lab focuses on generating and interpreting these TOPSpro Enterprise reports:

- California Payment Points
- Payment Points Summary Audit, Monitor, and Data Flags
- Student Gains and EL Civics Reports
- Using listers and reports for the California Employment and Earnings Survey
- Overview of differences between the Payment Point Data Integrity Report (DIR) and NRS DIR

H3 LAB: TOPSPRO ENTERPRISE INNOVATIONS 2020-21

Pre-registration required. Lab fee required. This session is appropriate for intermediate and advanced users.

This lab focuses on new features in TOPSpro Enterprise released in 2020 that will be useful in the 2020-21 program year to enhance your agency's productivity. In this interactive hands-on lab session participants learn about new TOPSpro Enterprise innovations.

- Complete interactive exercises that highlight new features in TOPSpro Enterprise
- Record mobile attendance using TOPSpro Enterprise Classmate
- Specify attendance hours for distance learning at the class and student level
- Upload student documentation, such as high school transcripts and a Social Security number consent form using the TOPSpro Enterprise documents lister
- Use new tools for sharing data with other agencies

H4 LAB: CASAS eTESTS FOR PROCTORS – ADMINISTERING TESTS

Pre-registration required. Lab fee required. This session is appropriate for beginning users.

Certified eTests proctors serve an important role to ensure that testing occurs fairly and uniformly. Following standardized test delivery procedures will ensure the most reliable test results. Participants will role-play activities to simulate a variety of testing scenarios. Topics include:

- Signing in to the eTests Management Console
- Starting and managing testing sessions
- Preparing testing stations
- Registering students
- Using practice sessions
- Stopping testing sessions
- Retrieving test results

I1 LAB: TOPSPRO ENTERPRISE BASICS – SETTING UP CLASSES

Pre-registration required. Lab fee required. This session is appropriate for beginning and intermediate users.

The class feature with Enhanced TOPSpro Enterprise is a critical component for tracking and reporting program outcomes. Learn about the benefits and how to implement classes with activities that include the following topics:

- Overview of class structure
- Defining classes and adding class instances based on your academic schedule
- Importing class data from your registration system
- Assigning teachers to classes
- Proxying vs. replicating classes

I2 LAB: TOPSPRO ENTERPRISE FOR NRS FEDERAL REPORTING

Pre-registration required. Lab fee required. Participants should come with a basic understanding of TOPSpro Enterprise federal-level reporting.

TOPSpro Enterprise offers several reports that WIOA, Title II agencies use nationwide to meet National Reporting System (NRS) requirements. This session is for all TOPSpro Enterprise users but is especially useful for states outside California that focus on the NRS. Included in this session is an overview of how Periods of Participation (PoPs) apply to NRS federal reporting. This lab focuses on generating and interpreting these TOPSpro Enterprise reports:

- NRS Federal Tables – with focus on Tables 3, 4, 4A, 4B, and 5
- Persister Report
- NRS Data Integrity Report (DIR)
- NRS Summary Audit, Monitor, and Periods of Participation reports

I3 LAB: TOPSPRO ENTERPRISE FOR CALIFORNIA – USING CAEP DATA INTEGRITY REPORT

Pre-registration required. Lab fee required. This training is appropriate for administrators and data managers who submit reports to meet California WIOA, Title II: AEFLA requirements. Participants should come with a basic understanding of using TOPSpro Enterprise for federal reporting in California.

This lab focuses on the California Adult Education Program (CAEP) Data Integrity Report (DIR) for CAEP agencies. Topics for this session:

- Using the CAEP DIR to address quarterly data issues
- Identifying how the CAEP DIR relates to other CAEP tables and summary report
- Using the TOPSpro Enterprise drill-down and right-click features to generate the CAEP DIR for selected populations
- Staying on track and managing DIR item targets

I4 LAB: TOPSPRO ENTERPRISE FOR TEACHERS – CLASS MANAGEMENT & REPORTS

Pre-registration required. Lab fee required. This session is appropriate for beginning and intermediate users.

Learn how to use TOPSpro Enterprise to access and manage your own class information. Generate your own class reports to track and monitor student progress. Topics include:

- Accessing your class
- Enrolling students and recording attendance
- Viewing test results
- Updating student information
- Generating and saving class reports
- Adding a shortcut to your favorite reports

J1 LAB: TOPSPRO ENTERPRISE DATA MANAGEMENT – BATCHING & MERGING RECORDS

Pre-registration required. Lab fee required. This session is appropriate for intermediate users.

Save time managing data with TOPSpro Enterprise batch/insert and merge wizards. Learn how to edit information and insert multiple records in batches. Using the Merge Wizard will combine duplicate records of the same student to capture critical data elements such as paired test data, instructional hours, and documented learning gains. Topics include:

- Batch editing class program and test records
- Batch inserting program and class enrollment records
- Identifying duplicate student records
- Generating the Duplicate Students report
- Using the merge wizard

J2 LAB: TOPSPRO ENTERPRISE FOR CALIFORNIA ADULT EDUCATION PROGRAM (CAEP) REPORTS

Pre-registration required. Lab fee required. Participants should come with a basic understanding of TOPSpro Enterprise state-level reporting.

TOPSpro Enterprise offers several reports that CAEP agencies use to report accountability outcomes. This lab focuses on generating and interpreting these TOPSpro Enterprise reports:

- CAEP Summary
- CAEP Data Integrity Report (DIR)
- CAEP Outcomes Summary and Services Summary
- CAEP Program Hours

J3 LAB: QUICKSEARCH – YOUR CURRICULUM RESOURCE

Pre-registration required. Lab fee required. This session is appropriate for all users.

QuickSearch is a database of instructional material titles coded to CASAS assessments. This complimentary resource provides an essential link between assessment and instruction in the CASAS system. Take this opportunity in a lab setting to become familiar with QuickSearch for curriculum development, targeting instruction based on assessment results, and filling in gaps in your existing curriculum. Topics include:

- Accessing QuickSearch
- Exploring resources by content standards and competencies
- Searching for resources by publishers and titles
- Filtering by program, level and skill

J4 LAB: TOPSPRO ENTERPRISE FOR TEACHERS – STUDENT PERFORMANCE REPORTS

Pre-registration required. Lab fee required. This session is appropriate for beginning and intermediate users.

Basic and Enhanced TOPSpro Enterprise benefits teachers with access to individual student performance reports. Identify the skills an individual student needs most to progress to the next level. Topics include:

- How to access TOPSpro Enterprise
- Introduction to the Report Generator
- Generating and saving student reports
- Adding a shortcut to your favorite reports