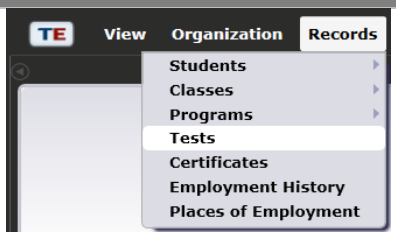
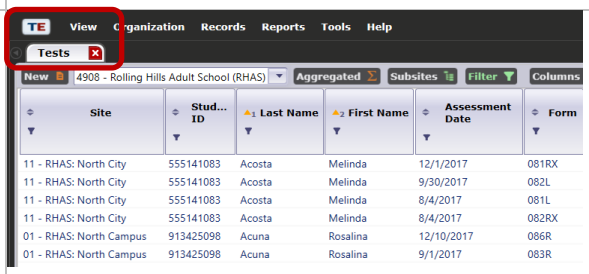
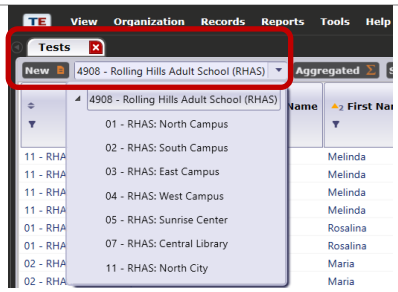
Exporting WIOA 3rd Party Data

The most common data file exported from TOPSpro Enterprise (TE) is **Test** data. The process for exporting data from TE is the same for each of the following data files.

1. Personnel and User Data (PERS)
2. Class Data (CLS)
3. Demographic Data (DEM)
4. Student Program Status (SPS)
5. Entry Data (ENTR)
6. Student Class Status (SCS)
7. Attendance Data (ATT)
8. Test Data (TEST)
9. Update Data (UPDT)
10. High School Exam Results (HSE)

Steps to Export Test Data

Step	Screen	Description
1.		• From the Menu bar, • Click Tests.
2.		• A tabbed page opens to the list of **Test Records** in the current program year. • To filter the list and select a specific time interval, ○ Click the **Filter** button from the **Toolbar** at the top of the list.

3.		• To select a specific **Site**,
		  ○ Click the **Container** field down-arrow.
		• From the drop-down list,
		  ○ Select the **Site**.

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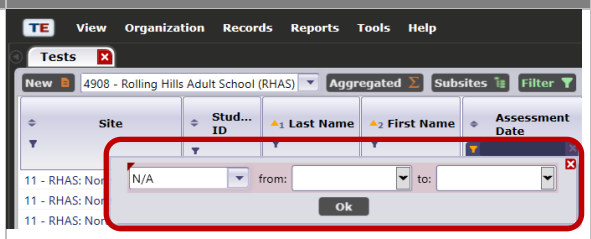
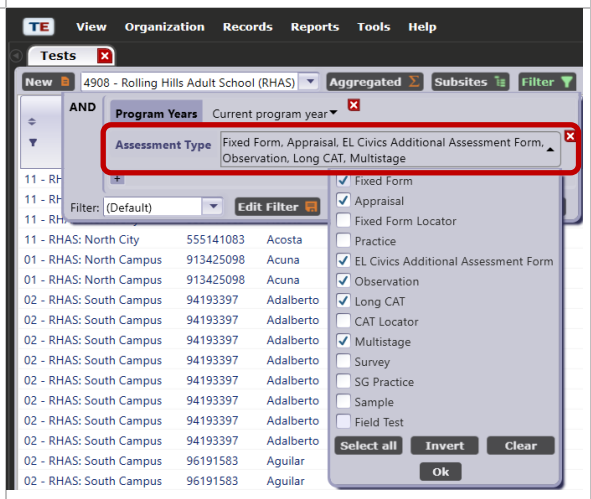
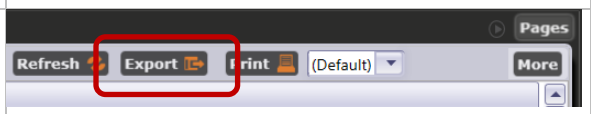
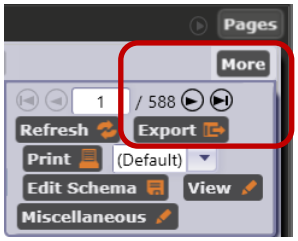
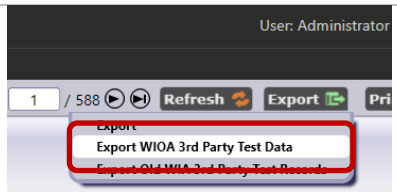
Step	Screen	Description
4.		• To specify a **Date** range, o Click the **Assessment Date** column filter. • From the drop-down fields, o Select the **Date** range.
5.		• For specific **Assessment Type**, o Click the **Filter** button from the **Toolbar** at the top of the list. • From the **Filter**, o Click the **Assessment Type** down arrow. • From the drop-down list, o Check any other **Type**, if needed.
6.	 	• When the list is populated, o Click **Export** from the **Toolbar** at top right. • If the **Export** button is not available on the **Toolbar**, o Click **More** at top right. • From the drop-down menu of **'more'** buttons, o Click **Export**.
7.		• From the **Export** drop-down menu, o Select **Export WIOA 3rd Party Test Data**.

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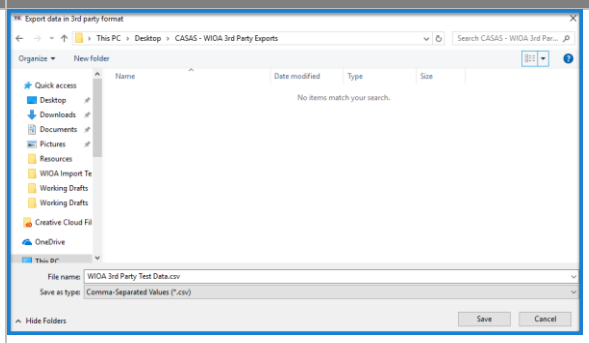
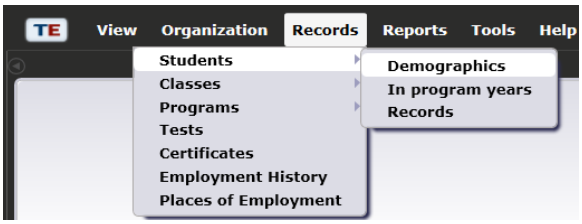
Step	Screen	Description

8.		• A popup window opens to save the **Export** file to a location on the local machine.
		  ○ **Export** files are named with the type of files exported and may be changed if needed.
		  ○ Files exported in a *.csv file format that cannot be changed.
		• Click **Save.**

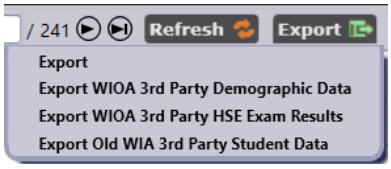
9.		• Exporting begins, and the process ends with a message when it is complete. • Click **OK**.

Demographic Data



To make data matching easier when exporting from TE for use in a 3rd party system, TE allows the end user to specify which of the following student identifiers to export as the field titled **Student ID** in those formats that contain student-related data:

- TOPSpro Enterprise Student ID
- Social Security Number
- State-generated ID
- GED ID
- HiSET ID
- TASC ID
- NEDP ID



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Export File Locations in TE

1. **Personnel and User Data (PERS)**
    - Go to Organization – Personnel – Registration
2. **Class Data (CLS)**
    - Go to Organization – Classes – Instances
3. **Demographic Data (DEM)**
    - Go to Records – Students – Demographics
4. **Student Program Status (SPS)**
    - Go to Records – Programs – Enrollments
5. **Entry Data (ENTR)**
    - Go to Records – Students – Records
6. **Student Class Status (SCS)**
    - Go to Records – Classes - Enrollments
7. **Attendance Data (ATT)**
    - Go to Records – Classes – Records
8. **Test Data (TEST)**
    - Go to Records – Tests
9. **Update Data (UPDT)**
    - Go to Records – Students – Records
10. **High School Exam Results (HSE)**
    - Go to Records > Students > Records

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