

Exporting WIOA 3rd Party Data

The process for exporting data from TOPSpro Enterprise (TE) is essentially the same for each of the following types of 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

Exporting **Test Data** is the most common type of data exported from TE. The following steps demonstrate how to export **WIOA 3rd Party Test Data**.

Step			Scree	n				Description
1.	ViewOrganizationRecordsStudentsClassesProgramsTestsCertificatesEmployment HistoryPlaces of Employment						•	From the Menu bar, o Click Tests .
2.	TE View Crganize Tests S New 4908 - Rolling Hil Site V 11 - RHAS: North City 11 - RHAS: North City 11 - RHAS: North City 01 - RHAS: North Carpus 01 - RHAS: North Campus			<u> </u>	sites 12 Filter ▼ Assessment ▼ 12/1/2017 9/30/2017 8/4/2017 12/10/2017 9/1/2017	Columns ♥ Form ▼ 081RX 082L 081R 082R 082R	•	 A tabbed page opens 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.	• Tes	ts 2 4908 - Rollin 4908 - Rollin 01 - Ri 02 - Ri 02 - Ri 03 - Ri 04 - Ri 04 - Ri 04 - Ri 05 - Ri 07 - Ri 07 - Ri 11 - Ri	nization Reco g Hills Adult Schoo ling Hills Adult Scho IAS: North Campus IAS: South Campus IAS: West Campus IAS: Sunrise Cente IAS: Central Library IAS: North City	s s	pregated ∑		•	 To select a specific Site, Click the Container field down-arrow. From the drop-down list, Select the Site.

Data Exchange



Step	Screen	Description
4.	TE View Organization Records Reports Tools Help	• To specify a Date range,
	New 4908 - Rolling Hills Adult School (RHAS) Aggregated Subsites Filter * Site * Stud A1 Last Name A2 First Name * * Site * Y * Date	 Click the Assessment Date column filter.
	11 - RHA5: Nor 11 - RHA5: Nor 11 - RHA5: Nor 0k 0k	• From the drop-down fields,
		• Select the Date range.
5.	TE View Organization Records Reports Tools Help Tests R New 4908 - Rolling Hills Adult School (RHAS) Aggregated Subsites Filter AND Program Years Current program year X	 For specific Assessment Type, Click the Filter button from the
	Assessment Type Fixed Form. Appraisal, EL Civics Additional Assessment Form.	Toolbar at the top of the list.
	11 - RH 11 - RH H	• From the Filter ,
	11 - RHAS: North City 555141083 Acosta Practice 01 - RHAS: North Campus 913425098 Acuna V EL Civics Additional Assessment Form 01 - RHAS: North Campus 913425098 Acuna V EL Civics Additional Assessment Form 02 - RHAS: South Campus 94193397 Adalberto V Long CAT O Long CAT 02 - RHAS: South Campus 94193397 Adalberto CAT Locator CAT Locator	 Click the Assessment Type down arrow.
	02 - RHAS: South Campus 94193397 Adalberto V Multistage 02 - RHAS: South Campus 94193397 Adalberto Survey 02 - RHAS: South Campus 94193397 Adalberto Survey	• From the drop-down list,
	02 - RHAS: South Campus 94193397 Adalberto Sample 02 - RHAS: South Campus 94193397 Adalberto Field Test 02 - RHAS: South Campus 94193397 Adalberto Field Test 02 - RHAS: South Campus 96191583 Aguilar Ok 02 - RHAS: South Campus 96191583 Aguilar Ok	 Check any other Type, if needed.
6.	Pages Refresh Export I rint (Default) More	• When the list is populated,
	Pages	 Click Export from the Toolbar at the top right.
	More More 1 / 588 \odot \odot Refresh $\stackrel{<}{>}$ Export $\stackrel{<}{\square}$	• If the Export button is not available on the Toolbar ,
	Print Refault)	• Click More at the top right.
	Miscellaneous 🖉	• From the drop-down menu of 'more' buttons,
		 Click Export.
7.	User: Administrator	 From the Export drop-down menu, Select Export WIOA 3rd Party Test
	Export WIOA 3rd Party Test Data	Data.



Step	Screen	Description
8.	W Expert date in hij perfy formet X € → → ↑ → ↑ This PC - Deletop + CASSS - WOAl hid Party Expens v 0 Search CASSS - WOAl hid Party Expens Organize + New folder → Ook access → Ook	• A popup window opens to save the Export file to a location on the local machine.
	Conservations # Conservations # Processes Processes Processes Vool Inspect Te Voolsing Danta Voolsing Danta Voolsing Danta Construct Cool Fill Construct Cool Fill Construct Fill	• Export files are named with the type of files exported, which may be changed if needed.
	The new V File new WIOA.3He Party Test Data.cov See as type Cemma-Separated Wakes (* co) V A Hade Folders Save Cancel	 Files export in a *.csv file format that cannot be changed.
		Click Save.
9.	Exporting Cancel	• Exporting begins, and the process ends with a message when it is complete.
	TOPSpro Enterprise	o Click OK .

Note! Before exporting, specify the **Default Student Identifier for 3rd-Party Exports** to ensure data matching with an external data system.

Step	Screen	Description
1.	View Organ Lock Connect Disconnect Change Password Options Exit	 From the Menu Bar at the top, Click the TE icon. Select Options.
2.	Options General On Start Edit / View Listers Reports Imports Exports Default Student Identifier for 3rd Party Exports Student ID Social Security Number Stare ID Social Security Number Social Securi	 From the Options popup window, Click the Exports tab. Click the down arrow in the Default Student Identifier field. Select your Student Identifier. Click OK.



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