

# 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 3<sup>rd</sup> Party Test Data**.

Step		Screen	Description
1.		Organization     Records       Students     >       Classes     >       Programs     >       Tests        Certificates     Employment History       Places of Employment	<ul> <li>From the Menu bar,</li> <li>Click Tests.</li> </ul>
2.	View         vanization         Reco           Tests         2           New         4908 - Rolling Hills Adult Schoo           •         Site         •         Site           •         Site         •         Site         •           •         Site         •         Site         •         Site           •         Site         •         Site         •         Site         •         Site           •         Site         Site         Site         Site         Site         Site         Site         Site         Site	rds Reports Tools Help I(RHAS) V Aggregated S Subsites F Filter Acosta Melinda 12/1/2017 Acosta Melinda 9/30/2017 Acosta Melinda 8/4/2017 Acosta Melinda 8/4/2017 Acosta Melinda 8/4/2017 Acosta Melinda 9/1/2017	<ul> <li>A tabbed page opens the list of Test Records in the current program year.</li> <li>To filter the list and select a specific time interval,</li> <li>Click the Filter button from the Toolbar at the top of the list.</li> </ul>
3.	View         Or           Tests         R           New         4908 - Roll           0         4908 - Roll           0         4908 - Roll           11 - RHA         03 -           11 - RHA         03 -           11 - RHA         04 -           01 - RHA         03 -           01 - RHA         04 -           01 - RHA         05 -           01 - RHA         07 -           02 - RHA         11 -	ganization Records Reports Tools Help ing Hills Adult School (RHAS) ▼ Aggregated ≥ € folling Hills Adult School (RHAS) RHAS: North Campus RHAS: South Campus RHAS: South Campus RHAS: Central Library RHAS: North City Maina	<ul> <li>To select a specific Site, <ul> <li>Click the Container field downarrow.</li> </ul> </li> <li>From the drop-down list, <ul> <li>Select the Site.</li> </ul> </li> </ul>

# Data Exchange



Step	Screen	Description
4.	TE View Organization Records Reports Tools Help	• To specify a <b>Date</b> range,
	New     4908 - Rolling Hills Adult School (RHAS)     Aggregated     Subsites     Filter       •     Site     •     Stud     41 Last Name     42 First Name     •       •     Site     •     Stud     41 Last Name     42 First Name     •	<ul> <li>Click the Assessment Date column filter.</li> </ul>
	11 - RHAS: No: N/A v from: v to: v 11 - RHAS: No: Ok 11 - RHAS: No:	• From the drop-down fields,
		• Select the <b>Date</b> range.
5.	TE       View       Organization       Records       Reports       Tools       Help         Tests       N         New       4908 - Rolling Hills       Adult       School (RHAS)       Aggregated       Subsites       Filter       Tester         AND       Program Years       Current program year       X	<ul> <li>For specific Assessment Type,</li> <li>Click the Filter button from the</li> </ul>
	Assessment Type Fixed Form, Appraisal, EL Clivics Additional Assessment Form, Observation, Long CAT, Multistage	<b>Toolbar</b> at the top of the list.
	11 - RF 11 - RF Filter: [Default] ▼ Edit Filter ■ 11 - RH Filter: [Default] ▼ Edit Filter ■ Fixed Form Filter ■ Fixed Form	• From the <b>Filter</b> ,
	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         DE Civics Additional Assessment Form           02 - RHAS: South Campus         94193397         Adalberto         V         Long CAT           02 - RHAS: South Campus         94193397         Adalberto         Cost Locatore	<ul> <li>Click the Assessment Type down arrow.</li> </ul>
	02 - RHAS: South Campus 94193397 Adalberto Vintutistage 02 - RHAS: South Campus 94193397 Adalberto Survey 03 - RHAS: South Campus 94193397 Adalberto Survey	• From the drop-down list,
	02     RHAS: South Campus     94193397     Adalberto       02     RHAS: South Campus     96191583     Aguilar       02     RHAS: South Campus     96191583     Aguilar	<ul> <li>Check any other <b>Type</b>, if needed.</li> </ul>
6.	Pages  Refresh  Export  I  T  T  More	• When the list is populated,
	Pages	<ul> <li>Click Export from the Toolbar at the top right.</li> </ul>
	More 1 / 588 $\odot$ $\odot$ Refresh $\bigotimes$ Export $\square$	• If the <b>Export</b> button is not available on the <b>Toolbar</b> ,
	Print 🧧 (Default) 🔻 Edit Schema 🧮 View 🖌	• Click <b>More</b> at the top right.
	Miscellaneous 🖊	• From the drop-down menu of <b>'more'</b> buttons,
		<ul> <li>Click Export.</li> </ul>
7.	User: Administrator	• From the <b>Export</b> drop-down menu,
	1 / 588 🕞 🕞 Refresh 🍣 Export 💽 Pri Export Export WIOA 3rd Party Test Data Export Old WIA 2rd Party Test Data	<ul> <li>Select Export WIOA 3rd Party Test Data.</li> </ul>



Step	Screen	Description	
8.	No Expert date is hid party format     X       + - + + + + + + + + + + + + + + + + + +	<ul> <li>A popup window opens to save the Export file to a location on the local machine.</li> <li>Export files are named with the type of files exported, which may be changed if needed.</li> <li>Files export in a *.csv file format that cannot be changed.</li> <li>Click Save.</li> </ul>	
9.	Exporting ? X Cance Cance TOPSpro Enterprise ? X The export operation was successfully completed.	<ul> <li>Exporting begins, and the process ends with a message when it is complete.</li> <li>Click OK.</li> </ul>	

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

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



## 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