

## TE Glossary

**3<sup>rd</sup> Party Import Wizard** Go to Tools – 3<sup>rd</sup> Party Import Wizard. This feature enables you to bring in files from third party systems into your TE database so that you can include this data for reporting in TE.

**3rd party system** TE term for any external software tracking system agencies used in conjunction with TE, such as attendance or registration software. These programs frequently incorporate many data elements that can be shared with TE to enable easy import/export of data elements between systems.

**Access Groups** Go to Organization - Access Groups. A set of Users with identical access rights. For example, an agency may create an access group for teachers, and assign each one read-only access. Instead of assigning all these rights individually for each person, you could simply assign an access group for the teachers.

**Ad Hoc Reporting** Feature in TE reports menu (Reports – Ad Hoc Reporting) that enables the user to select specific demographics fields, and generate colorful reports with charts and graphs that display those preferred selections.

**Additional Assessment Import Wizard** Go to Tools – Additional Assessments Import Wizard. Use this feature to import approved EL Civics Civic Objectives and Additional Assessment Plans (COAAP's) from the CASAS Website to TE.

**AEFLA** AEFLA (Adult Education and Family Literacy Act ) was enacted as Title II of the Workforce Investment Act (WIA) of 1998, and is the principal source of federal support for adult basic and literacy education programs for adults who lack basic skills, a high school diploma, or proficiency in English.

**Agencies** The organizational unit at the top of the TOPSpro Enterprise reporting hierarchy – usually the reporting entity to the state or federal government, and represented with a four digit ID.

**Aggregated Button** Option on several TE listers and reports that governs how TE assigns students enrolled in more than one site. If this button is selected, then TE displays only one listing for each student and assigns the person to a single site, rather than displaying duplicate listings for that student for all assigned sites.

**Appraisal** Short test that provides a quick, general indicator of a student's level of performance, and is used to determine program eligibility or level placement within a program.

**Assessment Forms** - The Assessment Forms lister maintains a list of all CASAS tests available in the TOPSpro Enterprise database

**Assessment Type** Identifies the modality or other type of test, e.g., Listening, Reading, Math, Additional Assessment

**Batch Delete** Feature in listers that deletes multiple records at once. Requires two staff members to complete.

**CAHSEE** California High School Exit Examination. This test is required for all California students to earn their high school diploma. Effective 2013, WIA II students earn a payment point whenever they pass this test.

**California Core Performance Wizard** Go to Tools – California Performance Wizard. Run this feature quarterly to generate a list of students for the core performance follow-up survey.

**CASAS eTests** Computer-based application of CASAS testing

**CBEDS Code** California Basic Educational Data Systems number. This ID is assigned to California K-12 students for demographics data collection.

**CDS/Vendor Code** The CDS (County-District-School) code system is a 14-digit code that is the official, unique identification of a school within California. The first two digits identify the county, the next five digits identify the school district, and the last seven digits identify the school. This number provides the California Department of Education (CDE), the Department of Finance, and postsecondary institutions with a basis for tracking schools.

**Certificates** The Certificates lister maintains a list of students who have earned a certificate using the CASAS Workforce Skill Certification System (WSCS).

**Child Record** - A record in TE that has been created from the precursor (Parent) record through a data generation method such as manual input, scanning, importing, or CASAS eTests. The parent record in TE is the Student Demographics record, and specifically relates to the Student ID. All other records related with that Student ID are considered to be child records.

**Class Definitions** Go to Organization – Classes – Class Definitions. TE record that includes basic information about a class -- Class ID and class description.

**Class Description** Field in the TE Class Definition record to indicate title of the class as designated by the agency.

**Class Enrollments** Go to Organization – Class Enrollments. The Class Enrollments lister maintains a non-duplicated list of students by class with their class status, start date and end date.

**Class Instances** Go to Organization – Classes – Class Instances. Record in TE that includes more detailed information about the class, such as instructional program, class setting, start date, and end date. Class instances are defined by a time period determined by the agency (such as fiscal year, quarter, or semester.)

**Class Notes** Field in Class Instance record that enables informal data collection about a class that is not included in a specified TE field.

**Class Records** Go to Records – Classes – Records. TE lister that maintains a duplicated list of students by class. TE creates a newly dated Class Record whenever any data related to class participation, such as hours of instruction or skill level, is entered.

**Class Replication Wizard** Go to Tools – Class Replication Wizard. Select this feature to duplicate existing classes for continued use in a new program year.

**Close all Pages** Selection under the Pages tab in the upper right corner of the TE screen. Select this option to close all tabs currently open in TE.

**Close and Move Pages** Selection under the Pages tab in the upper right corner of the TE screen. This option only applies when viewing a “split screen” (horizontal page group or vertical page group.) Selecting this moves the data you are viewing on the half of the split screen you are closing to the side of the screen that remains open.

**COAAP** Civic Objective Additional Assessment Plans. These are assessments created by agencies and used to document learner outcomes for California EL Civics – Civic Participation.

**Columns** Button available included in all TE listers that allows users to specify which columns will display.

**Competency Performance** Submenu in TE reports that includes the reports based on CASAS competencies, that show test results by test form and competency number.

**Concurrent Enrollment** Personal Status option used to indicate when a student is simultaneously enrolled in both an adult education program and in a K-12 school. Students in this category are excluded from AEFLA/WIA II federal reporting.

**Consumer Reports** Submenu in TE reports that includes reports for consumers, who are the students that completed at least one POWER observation.

**Consumer skills profile** Go to Reports – Consumer Reports – Consumer Skills Profile. This report displays results of all completed POWER assessments by student.

**Container** General term used to refer to records that collect a number of student level records, and are not part of the student record itself. Examples include Agency, Site, and Class records.

**Content Standards** Submenu in TE reports that includes the reports based on CASAS content standards, that display test results by test form and content standard.

**Core Performance Measure** Go to Reports – Federal Reports – Core Performance Measure. This report displays students who meet the detailed criteria each quarter for the four NRS core performance follow-up cohorts (Enter Employment, Retain Employment, Obtain Secondary, Enter Post-Secondary).

**Core Performance Summary Audit** Go to Reports – Federal Reports – Core Performance Summary Audit. This report lists the federal drop reasons that exclude students from NRS core performance reporting, and displays the number of students who were dropped for each reason.

**CTU** Computer Test Units. Term used to record a single test administration in the local desktop version of CASAS eTests.

**Dashboard Indicator** Provides at-a-glance views of key performance indicators relevant to a particular objective or process. Users can display dashboard indicators in TE by going to View – Dashboard.

**Dashboard Sources** Submenu in TE reports that includes the dashboard indicators available for display in TE.

**Data Access Rights** Key component of a User or Access Group record. Data Access Rights is where users can assign multiple levels of access across different TE features for each user.

**Data Integrity Detail** Go to Reports –Data Management – Data Integrity Detail. This report displays selected items from the Data Integrity Report (DIR) and provides a detailed class and student level views that specify which students are missing each DIR item.

**Data Integrity** Go to Reports – Data Management – Data Integrity. The Data Integrity Report (DIR) displays 22 items that are important for state and federal reporting, with data elements that address pre- and post-testing, federal tables, and core performance issues.

**Data Management** Submenu in TE reports that includes reports that help agencies organize and oversee their database. Some reports in this menu help manage data for state and federal reporting, and some assist with basic data inventory.

**Date Ranges** Filter included in all TE reports and several TE wizards, that enables users to specify detailed date ranges.

**Days per Week** Field in the Class Instance record where users specify which days classes are scheduled each week.

**Default** Setting that TE software assumes for applications in the absence of user specification. Many default settings are found in the TE Options window (TE – Options.)

**Demographic Summary** Go to Reports – Demographics – Demographic Summary. This report includes each of the demographics fields on the Entry Record answer sheet, and indicates the item count and percentages for each field, with special options to display data in a chart or graph.

**Demographic Detail** Go to Reports – Demographics – Demographic Detail. This report provides student level data about agency demographics, with a separate page for each student listing each person’s demographics information.

**Demographics** Submenu in TE reports that includes reports that display agency and student level demographics data, such as gender, race, and date of birth.

**Design Mode** TE has three different views available when reviewing individual records – View Mode, Edit Mode, and Design Mode. Design Mode enables users to specify which fields in a record are included when viewing that record in TE.

**Disconnect** Go to TE – Disconnect. Select this command to logoff from your TE installation.

**Distance Learning** Special program that features instruction outside the traditional classroom and includes use of instructional technology such as television, video, Internet, telephone, or similar technology. In TE, Distance Learning appears as one of the Special Programs in a Student Record (Records – Students – Records) and can also be recorded in a Class Instance record.

**Drop Reasons** Issues in student level data, such as missing gender or less than 12 hours of instruction, that prevent a student from qualifying for state and federal reporting.

**Edit Mode** TE has three different views available when reviewing individual records – View Mode, Edit Mode, and Design Mode. Edit Mode enables users to make simple correction to each field in the record.

**Edit/View** Usually the top selection on the Navigator bar in the TE report setup window. This selection opens a dialog box so that users can edit or review existing information.

**EL Civics** English Literacy and Civics. Refers to a federally funded grant for ESL programs, that helps students obtain U.S. Citizenship and increase community integration skills.

**Employment Records** Go to Records – Employment History. This record includes detailed information about a student’s employment. Agencies may use this information for any student, although many of the fields in the Employment Record

**Enrollment (Entry) Summary** Go to Reports – Program Outcomes – Enrollment (Entry) Summary. This report includes each of the programmatic fields (10-20) on the Entry Record answer sheet, and indicates the item count and percentages for each field, with special options to display data in a chart or graph.

**Enrollment (Update) Summary** Go to Reports – Program Outcomes – Enrollment (Update) Summary. This report includes each of the fields on the Update Record answer sheet, and indicates the item count and percentages for each field, with special options to display the data in a chart or graph.

**Estimated Total Hours per Class/Term** Field in TE Class Instance Record to indicate the total number of class hours in a given semester or term.

**Extended Class ID** Optional extension to the regular Class ID. If you re-use a class number for multiple classes in any given year or across years and you do not want to remove or replace the older number that represents a previous class, the Extended Class ID allows you do that, with an Extended Class suffix that makes each class a unique class.

**eTests Administrations** Go to Organization – Test Administrations. This TE lister tracks use of eTests Web Tests Units (WTU’s) for a particular agency.

**Export** Option available in most TE listers and reports that allows users to save a generated lister or report in alternative file formats, such as Word, Excel, Adobe PDF, or Rich Text Format.

**Extended ID** Extension to a Class ID number, usually imported from third party attendance systems, that specifies or differentiates that class from other similar class listings. Usually Extended ID relates to a particular class topic, meeting time, or term.

**Federal Reports** Submenu in TE reports that includes reports used for National Reporting System (NRS) federal reporting.

**Filter** Option available in TE listers that allows users to specify fields in that lister and define parameters so that the lister only displays information within those limits, such as generating the Student Demographics lister to display only Female students from the ages of 33 to 43.

**Fixed Form** Term in the TE Test Record to denote assessment forms used to measure standard pre-/post-test progress testing.

**Focus Area** Field in TE Class Instance Record that designates the class as an English Literacy and Civics (EL Civics) class, and specifies either Civic Participation or Citizenship Preparation.

**Form** Column in several TE listers that refers to the specific CASAS test form number.

**Form Level** Column in Assessment Forms lister that refers to the difficulty level of a particular CASAS test form.

**Form Name** Column in Assessment Forms lister that refers to the title of a particular CASAS test form.

**Forms** Submenu under Organization menu that includes listers that display information about particular assessment forms.

**Functional Roles** Go to Organization – Personnel – Functional Roles. Indicates the specific job assignment for an agency staff person.

**Funding Sources** Field in TE Agency Record to specify which areas of the federal WIA Title II grant the agency receives from the California Department of Education.

**Generate** Button in TE report setup window to create a selected report.

**Go to Linked** Button that enables navigation to related selections in other open tabs. For example, if a site record is open, clicking Go to Linked redirects to the Site Lister tab and highlights the listing for that particular site.

**Help** Option on TE main menu that includes the TE help feature and other related reference information.

**Hours per Week** Field in TE Class Instance Record to indicate the number of hours that class meets each week.

**Instructional Hours** The number of hours that a student spends in the classroom.

**Instructional Program** Discipline and organized sequence or grouping of courses leading to a defined objective such as a degree, certificate, license, the acquisition of selected knowledge or skills, or transfer to another institution of higher education.

**Instructional Setting** Environment in which the class occurs, such as whether the class is held in a computer lab or a traditional classroom.

**Intensity** Section of the TE Class Instance Record that includes different parameters to indicate how often a class occurs.

**Keep Session** Button on TE reports that allows users to save the report so it can be opened later in TE Reports Manager with the same original specifications selected in the report setup window.

**Labor Force Detail** Go to Reports – Program Outcomes – Labor Force Detail. This report lists individual students by personal goal and labor force status.

**Labor Force Status** Indicates whether a student is employed, unemployed, retired, or not seeking work upon program enrollment.

**Labor Force Summary** Go to Reports – Program Outcomes – Labor Force Summary. This report provides an item count of students by personal goal and labor force status.

**Layout Settings** Displays selected options from the report setup window and enables users to edit setup window selections and quickly reconfigure the report without generating the entire report again.

**Learning Gains** - Submenu in TE reports that includes reports that display CASAS test results and calculate pre- to post-test gains.

**License Number** Field in TE agency record that records the number assigned by CASAS to identify an agency's TE installation.

**Menu Access Rights** Key component of a User or Access Group record. Menu Access Rights is where users can specify TE menu selections for access.

**Merge** Brings together two different records with conflicting student ID's that should be assigned to the same student. Access this feature by going to Records – Students – Demographics.

**National Reporting System (NRS)** An outcome-based reporting system developed by the U.S. Department of Education for the state-administered, federally funded adult education program.

**Navigator Bar** Panel display with a variety of short-cuts to student information

**NEDP** National External Diploma Program. An applied performance assessment system that assesses the high school level skills of adults and out-of-school youth.

**New Horizontal Page Group** Option to split the TE screen horizontally to allow viewing of multiple types of data.

**New Vertical Page Group** Option to split the TE screen vertically to allow viewing of multiple types of data.

**Next Assigned Test** Report that shows a student's test history and the test that should be administered next based on those test history results.

**NRS Tables 1-12** Go to Reports – Federal Reports – NRS Tables 1-12. Reports in the format specified by the National Reporting System (NRS) required for all WIA II agencies and all states to report program outcomes to the federal government.

**Organization Menu** Contains listers that pertain to the agency's organizational structure, such as "containers" of records, by agency, site or class.

**Output Layout Parameters** Selections in the Report Setup Window to customize the output of reports. Options vary among reports.

**Participation Source** Indicates how an agency accumulated instructional hours for a student—through Daily Attendance, Student Update (cumulative or non-cumulative), Student Observation, Student Test.

**Parent Record** Common element that links all of the records assigned to the student. In TOPSpro Enterprise, the parent record is the Student Demographics Record, and the common element is the Student Identification number.

**Persister** Report that uses data from Federal Table 4 and 4B to show students who remained in the program long enough to take a pre- and a post test.

**Personal Score Report** Go to Reports – CASAS eTests – Personal Score Report. This report displays a student's test results in a simple format and is intended for distribution to each student after completing a test administration in eTests.

**Personnel Lister** Maintains a list of assigned staff such as teachers and administrators either at the agency or site level.

**Program Outcomes** Achievements that agencies record for a student while enrolled in a program, such as "voted for the first time," "read to my child," and "earned High School Diploma."

**Program Years** The fiscal reporting period for an agency or program, typically July 1 to June 30. By default, TE will display students from only the current program year. A student is associated with a program year when the student has any dated activity such as taking a test, enrolling in a class, or achieving a result.

**Program Enrollment** Go to Records – Programs – Enrollments. The Program Enrollments lister maintains a non-duplicated list of students by instructional program and shows program start and end date, status, and exit reason.

**Program Records** The Program Records lister maintains a duplicated list of students by instructional program, and assigns a new record date whenever any new activity, such as enrollment or completing a test, occurs while the student is assigned to that program.

**Proxy Wizard** Feature that “carbon copies” records from the previous program year and creates new records in the current program year with a date of July 1. The wizard gives you an option to create new Student Activity Records, Class Enrollments, Program Enrollments, and Test Records.

**Raw Score** Number of correct responses in a single test administration.

**Records Menu** Selection on TE main menu to access student-level information such as student demographics, and specific fields that link a student with a class or program.

**Refresh** Updates the display information in a lister.

**Related Class** Indicates other class(es) a student attended within the fiscal year.

**Release Notes** Information provided with every TOPSpro Enterprise update detailing the changes made to the TE software. Release notes will appear on the TE screen after each update. All release notes are found under Tools-Release Notes.

**Report Setup Window** Screen that appears when generating any report in TE that enables the user to specify which data to display and how the report will appear. Specific options vary from report to report.

**Report Setup Navigator** Panel on reports with shortcuts to information included in specific reports that appears in lister format so that users can filter and sort that report.

**Reports Locator Wizard** Go to Reports – Report Locator Wizard. This feature lists all TE reports alphabetically and enables an alternative location for users to access reports rather than the TE reports menu. The feature also provides a place for users to bookmark “favorite” reports for quicker access to the ones used most frequently.

**Reports Manager** Go to Reports – Reports Manager. If you generate a report using specific modifications, click save to save that report with the same specifications. You can later access that saved report in the TE Reports Manager.

**Retested** Checkbox in the Test Record that is available when students attain conservative estimate pretest scores. Checking the Retested box eliminates that diamond score test from accountability calculations, and indicates the agency will test the student again with a lower level pretest.

**Scale Score** Relates a student's test score to a common scale that allows for consistent student test measurement throughout the different levels, and provides a more direct comparison between tests. For example, a score of 210 accurately describe the same level of performance on any test form at any level.

**Scanning Wizard** Go to Tools – Scanning Wizard. Use this feature to enter recorded data from answer sheets into TE using an Optical Mark Reader, or scanner.

**Scheduler** Go to Tools – Scheduler. TE feature that allows users to pre-designate dates and times to export TE data to a 3<sup>rd</sup> party system

**Score Override** Option on the TE Test Record that enables the ability to enter total correct on a test to generate a scale score in the TE database rather than entering each individual item response/

**Show All Summaries** Highlights the areas on a report that display aggregated entities and totals – that is, the data elements on the report on which you can “drill down.”

**Sites** A physical location or designated group of locations within an agency.

**Skills Profile** Report showing all tests a student has taken, a breakdown of the Competencies, Content Standards and Task areas percentage correct across tests. If a student’s test score are high enough, the report will also include the likelihood of passing the GED.

**Sort** Specifies the field in which the TE lister arranges and orders the information. For example, clicking Sort and selecting Last Name ensures that TE will display records in that lister alphabetically by Last Name.

**Special Options** Option in the Report Setup Window for selected reports where users can assign specific conditions, such as breaking the report by class or program, or showing the students’ complete test history rather than latest test given.

**Special Program** Identification of an additional program area in which a student is participating, such as EL Civics, Family Literacy, Distance Learning

**State Reports** Reports submenu that includes reports that display state-related data for your program (such as CA Payment Points.)

**Station Name** Unique identifier for each computer used for eTesting.

**Student Demographics lister** Go to Records – Students – Demographics. The Demographics lister contains a list of parent records in TE, and includes student level data related to Student ID, such as gender, ethnicity, and education level.

**Student Profile** Report showing all information on a student, including test history, demographic data and classes the student is enrolled in.

**Students – In Program Years** - The In Program Years lister maintains a list of students by program year. A student is associated with a program year when the student has any dated activity such as completing a test, enrolling in a class, or achieving a reported outcome.

**Student Records** Collects data on personal status, labor force, goals, results and workplace related information such as income and hours per week.

**Subsites** Governs how TE assigns students enrolled in more than one site. If this button is selected, TE will display duplicate listings for that student—one listing for each assigned site—rather than assigning the person to a single site.

**TE TOPSpro Enterprise**

**TE to TE Import/Export Wizard** Go to Tools – TE – TE Import Wizard. This feature facilitates data transfer from one TE installation to another.

**Test Administrations** Each test a student takes on eTests

**Test Records** Includes information about a single student test administration.

**Test History** Report that lists all tests a student has taken in the program year.

**Testing Sessions** Specific dates and times that agencies designate for eTests test administrations.

**Testing Stations** Computers that agencies register and designate for testing purposes.

**Thumbnails** Allows users to quickly view a document showing all pages from a TE report through a series of small graphic images, or thumbnails.

**Transition Focus** Indicates that a designated class includes emphasis on future program goals, such as preparing for post-secondary instruction or career or technical training.

**Update Record** TE answer sheet that includes outcomes a student accomplished during the program. Some of these reportable outcomes, such as program status and instructional hours, are required for state and federal reporting.

**Users** Maintains information about staff who have credentials to access TOPSpro Enterprise.

**View** View Listing on TE main menu that includes options to manipulate what the user views on the TE screen, such as adding extra panels for display, or increasing/decreasing font size.

**WTU** Web Test Units. Term used to record a single test administration in CASAS eTests Online.

**WTU Balance** The number of Web Test Units available in a TE installation.