



Tracking Of Programs and Students Program

- TOPSpro is –
 - A powerful enterprising system that automates tracking of programs and students to:
 - Collect and manage assessment data
 - Use that data to generate meaningful information
 - Communicate your programs' effectiveness to your constituents
- Use TOPSpro Enterprise together with CASAS eTests Online, and these tools can eliminate tedious, time-consuming tasks.



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TOPSpro Enterprise 3.0

- The Consortium Package includes:
 - AEBG Tables 1 – 9
 - Course Data Export
 - WIOA data elements (PIRL)
 - To download the PIRL, [click here](#).
 - To download the CASAS Data Dictionary written for the State of California, [click here](#).



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AEBG Access Rights

- Consortium Level
 - AEBG Manager
- Local Level
 - TE Enhanced (Data Manager)
 - TE AEBG Access



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AEBG Tables 1 – 9

- Tables 1 to 5 represent adults.
 - **Adult** is any adult learner who has enrolled in one of the 7 AEBG programs or has received support or career services irrespective of matriculation.
- Tables 6 and 7 represent students.
 - **Student** is an adult with at least 1 hour of instruction.
- Tables 8 and 9 represent participants.
 - **Participant** is a student with at least 12 hours of instruction.
- Tables 1, 2 and 6 report missing data in the report header.

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AEBG Table 1 TOTAL ADULTS SERVED INSTRUCTIONAL PROGRAMS AND SERVICES



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Consortium: N/A
Agency: #908 - Rolling Hills Adult School
Program Year: 2015-2016
Total Adults: 997
Adults Missing Data: 1
Under 18: 0

Race/Ethnicity	Gender	18 - 21	22 - 34	35 - 44	45 - 54	55 - 64	65 +	Total
American Indian or Alaska Native	Male	2	2	0	0	0	0	4
	Female	6	9	2	0	0	0	17
Asian	Male	10	12	2	6	4	4	38
	Female	10	33	26	17	11	5	102
Black or African American	Male	20	50	5	1	0	1	77
	Female	19	58	12	7	5	0	111
Hispanic or Latino	Male	26	52	12	8	1	2	101
	Female	24	104	41	31	9	3	212
Native Hawaiian or Other Pacific Islander	Male	2	0	0	0	0	0	2
	Female	0	3	1	0	0	0	4
White	Male	32	46	39	15	8	5	145
	Female	32	99	58	29	16	4	238
Two or more Races	Male	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0
Total	Male	92	122	58	30	13	12	327
	Female	91	301	140	68	41	12	653

Data Collection: Gender, DOB and Race/Ethnicity are found in Records > Students > Demographics.

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AEBG Table 2 TOTAL ADULTS SERVED STUDENT SUPPORT AND CAREER SERVICES

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Consortium: N/A
Agency: #908 - Rolling Hills Adult School
Program Year: 2015-2016
Total Adults: 1
Adults Missing Data: 0
Under 18: 0

Race/Ethnicity	Gender	18 - 21	22 - 34	35 - 44	45 - 54	55 - 64	65 +	Total
American Indian or Alaska Native	Male	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0
Asian	Male	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0
Black or African American	Male	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0
Hispanic or Latino	Male	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	Male	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0
White	Male	0	0	0	0	0	0	0
	Female	0	0	0	1	0	0	1
Two or more Races	Male	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0
Total	Male	0	0	0	0	0	0	0
	Female	0	0	0	1	0	0	1

Data Collection: Support services is part of the Workforce Supplemental Update Record and are found in Records > Students > In Program Year.

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AEBG Table 7									
TOTAL STUDENTS SERVED									
SELECT DESCRIPTIVE MEASURES BY PROGRAM AREA									
Consent: N/A									
Agency: #008 - Rolling Hills Adult School									
Program Year: 2015-2016									
Race/Ethnicity	Hispanic/Latino	0	21	21	9	0	0	0	0
	American Indian or Alaska Native	0	34	34	109	105	0	0	0
	Asian	0	123	123	50	9	0	0	0
	Black or African American	1	136	137	181	173	1	0	0
	Hispanic or Latino	0	5	5	1	1	0	0	0
	Native Hawaiian or Other Pacific Islander	0	145	145	241	231	1	0	0
	White	0	0	0	0	0	0	0	0
	Two or more Races	0	154	154	31	30	1	0	0
	18 - 21	1	225	226	203	192	1	0	0
	22 - 34	0	57	57	144	139	0	0	0
Age	35 - 44	0	22	22	93	90	0	0	0
	45 - 54	0	7	7	47	44	0	0	0
	55 - 64	0	0	0	24	24	0	0	0
	65+	0	168	168	163	158	1	0	0
	Female	1	297	296	319	343	1	0	0
Gender	Male	0	1	1	2	2	0	0	0
	Persons with Disabilities	0	2	2	71	68	0	0	0
	Older Adults (55+)	0	25	25	1	1	0	0	0
	Single Parents	0	6	6	60	60	0	0	0
	ELC	1	401	401	542	519	2	0	0
Total Students Served		1	401	401	542	519	2	0	0

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AEBG Table 8

Total Enrollment, Participation, and Course Completion

Consent: N/A

Agency: #008 - Rolling Hills Adult School

Program Year: 2015-2016

Total Enrollment	Total
Total Participants (12+ hrs contact time)	1,819
Total Courses Completed	752
Completion Rate	55.09 %



Data Collection:


The class instructional program can be found in Organization > Classes > Instances.

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AEBG Table 9

Total Course Completions by Program Area

Consent: N/A

Agency: #008 - Rolling Hills Adult School

Program Year: 2015-2016

Program Area	Total Enrollment	Total Participants (12+ hrs)	Total Courses Completed	Completion Rate
Adult Basic Education	1	1	0	0.00 %
Adult Secondary Education	710	664	289	43.52 %
Adult Basic / Adult Secondary Education	711	665	289	43.46 %
English as a Second Language	872	830	466	56.14 %
EL Civics	880	799	454	56.82 %
Workforce (Re)Entry	2	1	0	0.00 %
Adults Training for Child School Success	0	0	0	0.00 %
Programs for Adults with Disabilities	0	0	0	0.00 %
Career and Technical Education	0	0	0	0.00 %
Pre-Apprenticeship	0	0	0	0.00 %



Data Collection:

The class instructional program can be found in Organization > Classes > Instances.

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Training Support

- Recorded webinars
 - [CASAS Online Implementation Basics](#)
- Help documentation
 - [eTests Online Help](#)
 - [TOPSpro Enterprise Help](#)
- Live/in-person workshops and webinars
 - [CASAS Training Registration](#)

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Technical Support

- **CASAS Technology Support Team**
 - techsupport@casas.org
 - 6:00 am – 5:00 pm (Pacific)
 - Monday – Friday
 - (858) 292-2900, option 2, or
 - Toll free (800) 255-1036, option 2

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For more information about using TOPSpro Enterprise as your AEBG / WIOA Reporting Solution, please contact:

Jay Wright
California Accountability Program Manager
capm@casas.org
(858) 292-2900 x140
toll free (800) 255-1036 x140
