TOPSpro eTests[®]

TE Report Generator Overview

Whenever you select any report from the **Reports** menu, you are presented with the **Report Setup** screen, also referred to as the **Report Generator.** This mostly generic reporting interface allows you to set up complex filtering and sorting options for each report.

Each setup screen consists of <u>two</u> main sections.

- 1. Report Setup Navigator
- 2. Report Setup Toolbar

TE View Organization	Records Reports Tools Help User: Administrator 43 Version: 3.0 build 33 ?
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Report Setup Navigator	4908 - Rolling Hills Adult School (RHAS) 🔽 Aggregated ∑ Subsites 🔋 Generate 🌼 2 More
General Settings	Session Name
Class Definitions	
Personnel	Common Filters
Class Instances	Date Ranges
Student Demographics	Output Layout Parameters
In Program Years	Special Options
Assessment Forms	
Teacher (for test)	
Class Definitions (for test)	
Class Instances (for test)	
Tests	
Report Selection	

Report Setup Navigator

Let the **Navigator** be your Guide! Use the **Navigator** to:

- Define specific settings using the **General Settings** page
- Filter the initial population using available Listers
- Choose which reports to display using the **Report Selection**



General Settings

The General Settings page contains five distinctive sections for all reports, as follows:

Session Name

TOPSpro Enterprise assigns the **Name** to the reporting **Session** based on the report generated. This includes the date and time the report was generated and the logged-on user.



Common Filters

As the section title implies, Filters in this section are Common for many reports.

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General Settings	Session Na	ame				
Class Definitions	Common F	Filters				
Student Demographics	Program Years	Ourrent Progra	m Year 🗌 7/1/201	8 - 6/30/2019 🔲 7/1/2017 -	6/30/2018 7/1/201	6 - 6/30/2017 🔲 7/1
In Program Years	Class Status:	N/A Active	e Completed	Inactive		

Date Ranges

The combination of Data Ranges varies depending on the type of report you are generating.

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General Settings	Session Name	
Class Definitions	Common Filters	
Personnel		_ 1
Class Instances	Date Ranges	_ 1
Student Demographics	Activity date: N/A rom: to:	
In Program Years	Assessment date: N/A 🔹 from: 💽 to:	
A		

Reports



Output Layout Parameters

Student Records	Output Layout F	Parameters			
Class Enrollments	Report Sort Order:				
Program Enrollments	Selected		Av	ailable	
Report Selection	Program Agency Site Class	 <- Add Remove <- Add A Remove A 	> \ ->		
	First Up Dow Warn if too many page Chart Type:	n Last :s: ✔ Include C Pie	riteria Info: 🗹 Inclu Chart Descriptors:	de Prepared By: ✔	Include Print Time: ✔ ≡
	None S S		Legend Labels		
	Report Style Option:	Agency Print Option:	Site Print Option:	Class Print Option:	Personnel Print Option:
	O B&W	ID Name	ID Name	ID Name	ID Name
	 Blue 	O ID	O ID	O ID	OID
	O Green	O Name	🔘 Name	🔘 Name	O Name
	Red	O Name ID	🔿 Name ID	O Name ID	Name ID

Settings in this section are specific to the type of report you are generating.

Special Options

Most reports include **Special Options** to filter the report further. These options can be very helpful to target a specific segment of the learner population. Settings in this section vary depending on the type of report you are generating.

In Program Years	Special Options
Class Enrollments	Reporting Level: Participation Source:
Additional Assessments	O Agency O Update
Assessment Forms	Site Test
Sites (for test)	Class Observation
Teacher (for test)	O Daily
Class Definitions (for test)	Cumulated
Class Instances (for test)	Break on Instructional Program:
Tests	Exclude Inaccurate Scores:
Report Selection	Exclude students missing Tests\Obs.: 🗸
	Display Class based on: O Class Enrollment
	• Test
	Enforce Class Start and End Date:
	Exclude Retested:



Listers Selection

The **Navigator** gives access to lists of records as each **Lister** name indicates to include in the report.

After applying any settings for your report in **General Settings**, then select a **Lister** to filter for classes, students, assessments, etc. before generating the report.

Report Selection

The **Report Selection** lists the available sub-reports or related outputs that apply to the primary report you are generating. With certain reports, you can use this list to have the results saved to a spreadsheet.





Report Setup Toolbar



- 1. Specify the base **Container**: an agency, a site, or a state (all agencies from that state)
- 2. Specify if the report will Aggregate data or not (combine all learner records into one)
- 3. Specify if the report will include Subsites or not
- 4. Generate a reporting session to display the report in the Report Viewer
- 5. Return to the report page from any screen with View Reporting Session
- 6. Edit Parameter settings for filtered reports and Load Saved Parameters
- 7. Edit general settings and save the Schema to retrieve and generate again
- 8. **Design** the general settings page
- 9. Use Pages to clear all pages open on your screen at the same time or close specific pages

Report Viewer

The **Report Generator** displays reports in a **Report Viewer**. In 'TE' terms, a generated report is a '**Reporting Session**.' When the report generates, a new tabbed page opens displaying the report with a **Toolbar** along top of the report with several options for viewing and the report displayed.

Reporting Session Toolbar

TE Vie	aw Organization Records Reports Tools Help	User: Teacher 43 Version: 3.0 build 33 ?
Report Viewe	Comparing Compa	Find Next Thumbnails Show Summaries Edit Session Keep Session Refresh 7 8 9 10 11
Step	Screen	Description
1.	Image: Standard Table X ← → * ↑ ↓ Network × 15 → Files → Training + SUMMERINSTITUTE → ↓ ↓ ↓ Search SUMMERINSTITUTE ↓ ↓ ↓ ↓ Search SUMMERINSTITUTE ↓ ↓ ↓ ↓ Search SUMMERINSTITUTE ↓ ↓ ↓ ↓ Search SUMMERINSTITUTE ↓ ↓ ↓ ↓ ↓ Search SUMMERINSTITUTE ↓ ↓ ↓ ↓ ↓ ↓ Search SUMMERINSTITUTE ↓ ↓ ↓ ↓ ↓ Search SUMMERINSTITUTE ↓ ↓ ↓ ↓ ↓ Search SUMMERINSTITUTE ↓ ↓ ↓ ↓ ↓ ↓ Search SUMMERINSTITUTE ↓ ↓ ↓ ↓ ↓ ↓ ↓ Search SUMMERINSTITUTE ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ Search SUMMERINSTITUTE ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	 Export the displayed report to a file on the local machine. The default file type is PDF. Use the File Explorer window to change the file type. Export to save as a PDF file, or other file type, on the local machine.
2.	General Select Pinter Fit PI Lasc/ed #4015 UPD PCL 6 Fit Microsoft XPS Documen Fit Microsoft Pint to PDF Fit Microsoft XPS Documen Fit Microsoft Pint to PDF (redirected 2) Catalan Attention Required Comment Fit Page Range Fit Attention Required Fit Attention Required Fit Page Range Fit Attention Required Fit Page Range Fit Attention Required Fit Attentio	2. Print the report on a local printer.
3.	Expert Set Order: Page Set Order: Sector Auxiliable Page main Control Page ma	 Layout Settings displays the Output Layout Parameters section in the Report Viewer. Change Layout Settings, and then use Apply to generate the report again.



Step	Screen	Description
4.		4. Fit Page displays the whole page on the screen.Use to zoom the document so you can see the entire page in the report viewer.
5.		 5. Fit Width displays the report so that the page matches the width of the window. This is the default display after generating a report. Use Fit Width to return to the default display after using other display options.
6.		 6. Two Pages will zoom the report so you can see two pages displayed side-by-side in one window. This also enables two-page scrolling.
7.		 7. Thumbnails applies a bar to the right of the report viewer with miniature displays of each page in the report. Thumbnails enable you to toggle through many pages on the screen at once. Add Thumbnails when displaying reports as Fit Page, Fit Width, and Two Pages views.





Step	Screen	Description
8.		8. Show Summaries identifies all cells displayed on a report with Drill Down to data functionality.
9.	Image: Section of the first	9. Edit Session returns you to the General Settings screen for you to edit any settings and then generate the report again.

Saving Reports

Step	Screen	Description
10.	View Organization Records Reports Tools Scoring Help Reports Manager N Resort 4908 - Rolling Hills Adult School (RHAS) Subsites Filter Columns Sort \$1 Container 0 Session Session Name Y Y Subsites 11/0/207 her administrative220 date are	 10. Keep Session saves an electronic copy of the report in the TE Reports Manager.* When clicked, the Report Viewer closes
	4908 - Rolling Hills Adult Sch Student Galité 2017 on May 30, 2017 at 11 N2X/17 by administrator2 ag/mas.org 4908 - Rolling Hills Adult Sch Data Integrity on May 23, 2017 at 17:42:36 by administrator3/3@rhas.org 4908 - Rolling Hills Adult Sch Data Integrity on May 23, 2017 at 17:42:36 by administrator3/3@rhas.org 4908 - Rolling Hills Adult Sch Persister on May 25, 2017 at 13:11:51 by administrator3/3@rhas.org 4908 - Rolling Hills Adult Sch Next Assigned Test on June 20, 2016 at 23:29:11 by proctor3/3@rhas.org 4908 - Rolling Hills Adult Sch WTU Balance on June 20, 2016 at 13:49:15 by administrator3/3@rhas.org 4908 - Rolling Hills Adult Sch WTU Balance on May 31, 2016 at 13:49:15 by administrator3/3@rhas.org	immediately (without warning!) and returns to the Report Setup Screen automatically.
	Student Test Summa (4908 - Rolling Hills Adult School (RHAS) Aggregated Subsites Session Name Session Name Student Test Summary for Class 1001 - ABE Intermediate	*Tip! Before saving reports in TE, use General Settings to Name the report to help locate in the Reports Manager.

11. Refresh will update the report if any data changed or new data was added while displaying the report in the **Report Viewer**.





Using Drill Down

The **Drill Down** function in TE allows you to get at data displayed in reports. To drill down through a series of lists means to go through the hierarchy of data to find a specific record. This is a very beneficial feature to make corrections to data or add missing data on an ad hoc basis. The Report Viewer enables you to move from the summary information displayed on a report to detailed data by focusing on a specific data element. For example, if a birth date is missing, using drill down will take you to the student Demographics record to add the date of birth and then generate the report again to confirm the change.

Age	ncy: 4908 - Rolling Hills Adult School (RHAS)			Progr	am Year	: 2017	-2018					
Sum	mary Information	Without PoP	2017-	2018	PoP	1	PoP :	_	PoP 1	_	PoP 4	1
Total	I WIOA Title II Learners	6		1.20		113		- 44		1		
Total	Learners eligible for WIDA Title II	Ŀ.		2,190	_	1,13		- 4		1		
												_
			Last Pr Current En	oP or voliment					PoP 1		PoP 4	
Item	Description		_ •	*		*		*		*	•	*
01	Missing Birthdate or outside 16-110		3	0%	11111				unin	1111	IIII	
02	Less than 12 Hours of Instruction		175	467	117	103	17	35%		0%	0	
026	Total hours between 1-11 hours		375	312	376	333	6	13%	0	0%	0	
03	No Highest Year of School/Degree Earned		-401	3%	11111	1111	1111					
03a	No Highest Year of School		- 17	3%								
03b	No Highest Degree Earned			1%								
04	No Gender		4	0%								
05	No Race/Ethnicity Total Reported Labor Force Status		7	2%								
06	Total Tenale and		1000	321/0								
OGh	Total 'Employed with notice'			1%								
06c	Total 'Unemployed'		513	43%								
06d	Total 'Not in Labor Force'		167	14%								
06e	Total missing Labor Force Status		107	9%	1111							
80	No Pretest		139	129	27	7%	0	0%	0	0%	0	_
09	No Post-Test		694	587	699	629	23	48%	0	0%	0	_
098	No Post-lest or Hst/Hst/		65.7	505	67.5	503		40%		0%	0	-
10a	Learners with a pre-/post-test pair		411	372	411	383	25	522	1	100%	0	-
10b	Learners with a pre-/post-test pair, but have not complete	d a level	173	149	175	159	9	19%		0%	0	1
11a	Achieved Educational Functional Level Gain with pre- and	post-testing	265	229	258	239	16	339	1	100%	0	-
11b	Achieved Educational Functional Level Gain with High Scho	ol credits earned		016		016	0	016	0	C116	0	
11c 12a	Achieved Educational Functional Level Gain with Post-Seco Passed HSE	indary Outcome	- 1	05	1	0%	0	0%	0	0%	0	
12b	Passed HSE but instructional program not HSE		0	0%								
12c	Passed HSE but Highest Degree Earned is HSE or higher		0	0%								
13a	Earned HS diploma		3	0%								
13b	Earned HS diploma but instructional program not HS diplo	ma		0%								
140	Learners with only One Period of Participation		1 084	91%								
15a	Learners with More than One Period of Participation		12		12	10	4	814		016	0	22
15b	Learners with 83-89 days between Dates of Service		36	32	38	33	3	6%	ő	0%	ő	
16	Learners enrolled in Integrated Education and Training (IET	7		0%	11111	1111	11111					
17	No Primary Goal		29	2%								
18	No Secondary Goal		33	3%								
19	Learners with at least one Barrier to Employment		540	44%								
195	Learners with No Barriers to Employment		2/0	56%								
20	Learners Co-enrolled in WIOA Titles I, III, or IV			016	1111	ditte.	de la constante					
21	Learners with a pretest in the conservative estimate range		72	65	73	63	3	6%	0	0%	0	
22a	Learners with a pre-/post-test pair but less than 40 hours of	of instruction	174	159	167	159	17	35%	0	0%	0	
22b	Learners without a pre-/post-test pair but more than 40 h	ours of instruction	75	67	5.9	61	У	19%	0	0%	0	
22c	Learners without a pre-/post-test pair but more than 70 h	ours of instruction	47	43	43	43	5	10%	0	0%	0	_
										"	iot Applicab	íe.

Displaying Data as Charts and Graphs

Reports for quantitative information and comparative data include the option to generate a report with text only, as a pie chart, a bar chart, or both. Use **Output Layout Parameters** from **General Settings** to select the type of chart or graph before generating the report.



Printing Reports from Listers

The **Print** function in **Listers** enables you to create ad hoc reports of the records listed. These ad hoc reports cannot be saved in the TE Reports Manger.

Step		Sci	reen		Description
1.	View Organ Class Instances Mixigate Edit / View Aftendarce Class Records	Control Reports Total Help Control	Alleres O 2 / I O Name - Record (Control of the control	Constant of the second of	• Use Lister columns to Filter and Sort the records you want to include in an ad hoc report.
2.	ete 3 Batch Title: Print Size: Site Class ID Class descri Student ID Full name Record Date Student Att	Edit		Export Print	 To print the filtered/sorted list, Click Print from the Toolbar at top of the list of records. If needed, Set Print Size. Select and order Columns. Before printing, Click Preview.
3.	06 06 2018 23 37:54 Site Carpet Alignment Carpet Alignment Carpet	Class all Class all Class all 1001 AEE Instructions 2600/050 1001 AEE Instructions 4000/050 1001 AEE Instructions 4207/1161 1001 AEE Instructions 4207/1161 1001 AEE Instructions 4214/0171 1001 AEE Instructions 4344/0271 1001 AEE Instructions 6444/0271 1001 AEE Instructions 6444/0271	North Resert Data Ann Anaham Ranka Gold (2011) Data Bata Ranka Gold (2011) Data Datas Padera Gold (2011) Data Stat Agalam Gold (2011) Data Stat Agalam Gold (2011) Data	Page 1 of 1 weatance by Amandance 103 a) Amandance 103 a Aman	 A tabbed page will open to display the report. From Preview, the report may be, Printed, or Exported Saves the report as a PDF file type by default on the local machine, or You may choose a different file type before saving the ad hoc report.





Reports Manager

The **Reports Manager** is a virtual filing cabinet that you have access to at any time, and from any location with Internet access to retrieve your saved reports.

TE	View	Organization	Records	Reports	Tools	Help		
Rep	Reports Manager							
New 🗎	New 🛢 🛛 4908 - Rolling Hills Adult School (RHAS) 🔽 Subsites 📧 Filter 🍸 Columns 🗐 Sort 🔱 Delete 🗙							
¢		Container	\$			Session Na	ime	V Para
T			•					τ
4908 - R	olling Hil	Is Adult School (RH	IAS) Com	petency Perfo	ormance Su	ummary for Cla	ass 1 - Low Intermediate ABE	6/7/2018
4908 - R	olling Hil	Is Adult School (RF	IAS) Stude	ent Test Sumr	mary for Cl	ass 1001 - ABE	E Intermediate	6/7/2018



My Reports

The **My Reports** menu becomes available after you select your reports using the **Report Locator Wizard**.

Select Consumer Reports Data Management State Reports Federal Reports My Reports Report Locator Wizard... Reports Manager Dashboard Sources Ad Hoc Reporting

Reports

Tools Help

nization Records

CASAS eTests Demographics Program Outco Test Results

Report Locator Wizard

Use the **Report Locator Wizard** to set up shortcuts to your favorite reports for quick access to the reports you generate the most.

Report Locator Wizard		? 🛛
Code:	Name:	
Reports	I	_
NAT	Next Acciment Test	
DCD	Derropal Score Papart	
CTA	Test Administrations	_
WTUR	WTH Balance	
DD	Demographic Detail	
DS	Demographic Summary	
~~~~~	· · · · ·	
	=	
My Reports		
ISP	Individual Skills Profile	
SCP	Student Competency Performance	
SCPS	Competency Performance Summary	
LG	Student Learning Gains	
STS	Student Test Summary	
Type:	gency O Site O Class O Data Management O Funding	
Launch	Remove from MyReports Add to MyReports	Close
(Antinen)	Add to MyReports	Chord