

# TE Functional Role Set-up

*Presented by*

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# Why? You might ask...

❖ Functional roles are used to give different access groups the ability to perform actions in TOPSpro Enterprise, such as:

- *Running reports*
- *Taking attendance for students*
- *Create entry/update records*

**For this presentation we will concentrate on the Teacher access group in order for this group to access their own student class records.**

# Access Groups TE

The screenshot shows the TE system interface. On the left is a navigation menu with 'Access Groups' highlighted. The main area shows a table of access groups for the organization '4908 - Rolling Hills Adult School (RHAS)'. The table has columns for 'Container', 'Group Name', and a status column. The row for 'TE Teacher Access (Enhanced)' is highlighted in green.

Container	Group Name	
4908 - Rolling Hills Adult School (RHAS)	TE Admin Access (Enhanced)	Yes
4908 - Rolling Hills Adult School (RHAS)	TE Basic Access	Yes
4908 - Rolling Hills Adult School (RHAS)	TE Teacher Access (Basic)	Yes
4908 - Rolling Hills Adult School (RHAS)	TE Teacher Access (Enhanced)	Yes

- CASAS has already pre-set various access groups as the one highlighted above: TE Teacher Access (Enhanced)
- You can also create a new access group and assign personalized rights

# Sample of Access Rights

TE Teacher Access ...

Cancel Delete Duplicate Go To Linked Disconnect Section List Collapse All (Default) Edit Schema

Add Access Right

Information Access Rights: Add Access Right **Access rights for group**

rights:

Listers / Record Type	<input type="checkbox"/> List Records	<input type="checkbox"/> View Record	<input type="checkbox"/> Create Record	<input type="checkbox"/> Update Record	<input type="checkbox"/> Delete Record	<input type="checkbox"/> Check All
<b>Agencies</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Years	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sites</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class Definitions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class Instances	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testing Stations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testing Session Templates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testing Sessions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tests in Progress	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Test Administrations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WSCS Administrations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Offline Administrations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CAEP Consortia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>(Obsolete) Core Performance Measures</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Obsolete) Core Performance Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Survey Invitation Sets</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invitations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Core Performance Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partner Agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Sharing Responses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quarterly Data Submissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Core Performance Population	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Deleted Objects</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Personnel</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Employment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional Roles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Students</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In Program Years	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tests	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Score	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# User (Teacher)

- Make sure your Personnel records have been imported/manually added to TE
- Go to **Organization>Access groups>Add teacher**  
..Teacher Access group(TE Teacher Access (Enhanced))
- <SAVE> record

# Adding Teacher record to access group

The screenshot shows the 'TE Teacher Access' group configuration page. The interface includes a 'Navigator' on the left, a top toolbar with 'New', 'Save', 'Delete', and 'Duplicate' buttons, and a main content area with 'Access Group Information' and 'Access Group Identification' sections. A table lists 16 teachers with their accounts and names. A search bar and an 'Add' button are at the bottom of the table. A search dropdown is open, showing administrator records. Numbered callouts (1-6) and red arrows indicate the following steps:

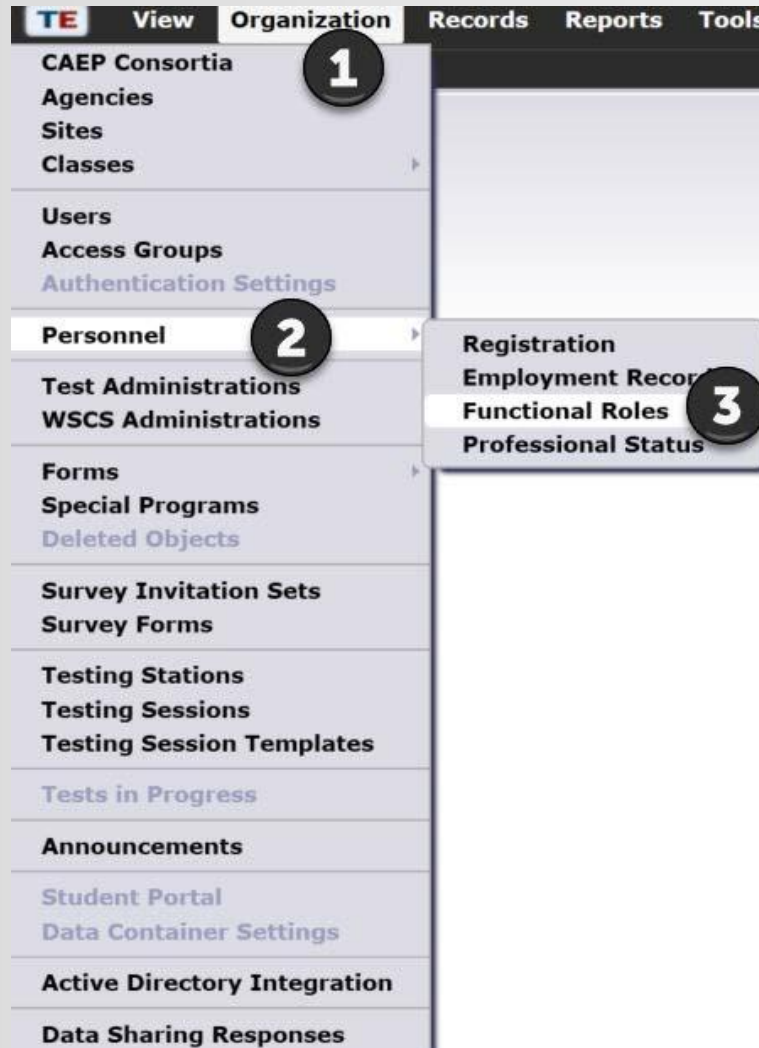
- 1: Click the 'Edit' button in the Navigator.
- 2: Click the 'Save' button in the top toolbar.
- 3: Click the search bar to open the dropdown.
- 4: Click the 'Select from Lister...' button at the bottom of the search dropdown.
- 5: Click the 'Add' button at the bottom right of the table.
- 6: Click the 'Access Group Information' header.

administrator0@rhas.org	Administrator 00
administrator1@rhas.org	Administrator 01
administrator10@rhas.org	Administrator 10
administrator11@rhas.org	Administrator 11
administrator12@rhas.org	Administrator 12
administrator13@rhas.org	Administrator 13
administrator14@rhas.org	Administrator 14
administrator15@rhas.org	Administrator 15

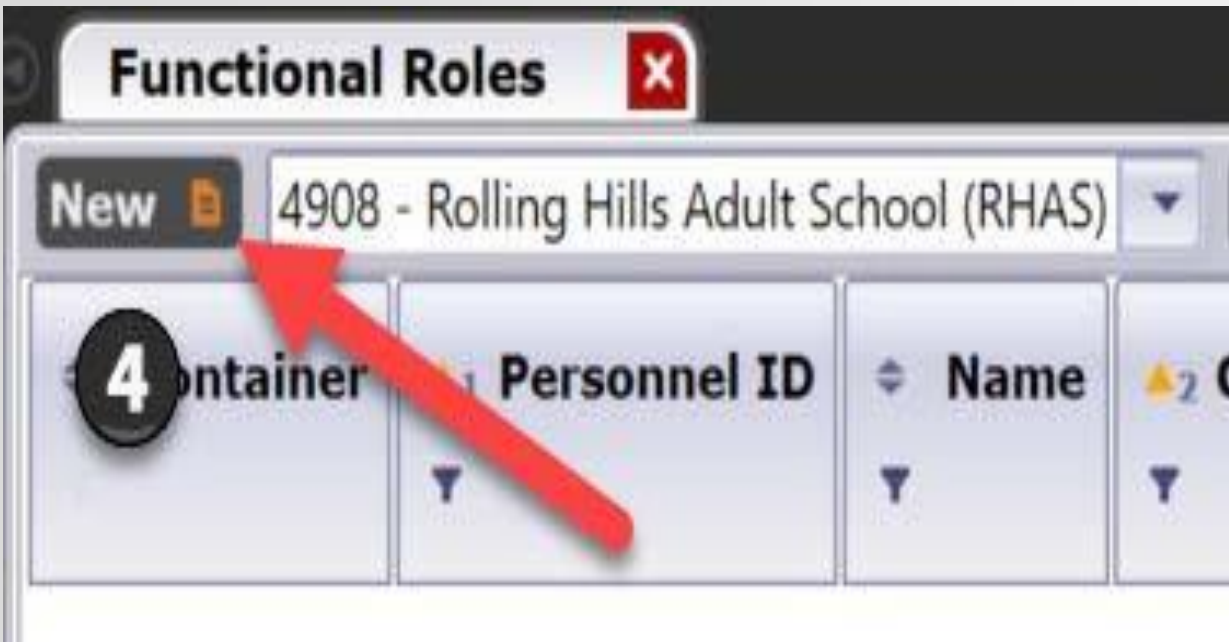
User Account	User Name	
teacher58@rhas.org	Teacher 58	X
teacher0@rhas.org	Teacher 00	X
teacher1@rhas.org	Teacher 01	X
teacher2@rhas.org	Teacher 02	X
teacher3@rhas.org	Teacher 03	X
teacher4@rhas.org	Teacher 04	X
teacher5@rhas.org	Teacher 05	X
teacher6@rhas.org	Teacher 06	X
teacher7@rhas.org	Teacher 07	X
teacher8@rhas.org	Teacher 08	X
teacher9@rhas.org	Teacher 09	X
teacher10@rhas.org	Teacher 10	X
teacher11@rhas.org	Teacher 11	X
teacher12@rhas.org	Teacher 12	X
teacher13@rhas.org	Teacher 13	X
teacher14@rhas.org	Teacher 14	X
teacher15@rhas.org	Teacher 15	X

# Functional Role (access to course)

- Organization > Personnel > Functional Roles



# Adding a New Functional Role



- **Select New**
- **Select Personnel (Teacher)**
- **Select Class Definition**
- **Functional Role: Teacher**
- **Dates: School year**



### New Functional Role

New Save Cancel Delete Duplicate No Items Go To Linked

#### Functional Role Information

Container: 4908 - Rolling Hills Adult School (RHAS)  
Class Description:  
Personnel: T59 - Teacher 59

#### Select Personnel

Personnel: Container: 4908 - Rolling Hills Adult School (RHAS)  
Personnel:

**5**

#### Associations for role

Container: 4908 - Rolling Hills Adult School (RHAS)  
No selection  
No selection

**6**

Administrator  
 Scorer  
 Teacher

Start Date:   
End Date:

### Functional Role

New Save Cancel Delete Duplicate New / 407

#### Functional Role Information

Container: 4908 / 01 - RHAS: North Campus  
Class Description: 010315 - SUMMER 21 - Math Review/Pre-Algebra  
Personnel: T59 - Teacher 59

#### Select Personnel

Personnel: Container: 4908 - Rolling Hills Adult School (RHAS)  
Personnel: T59 - Teacher 59

#### Select container/associations for role

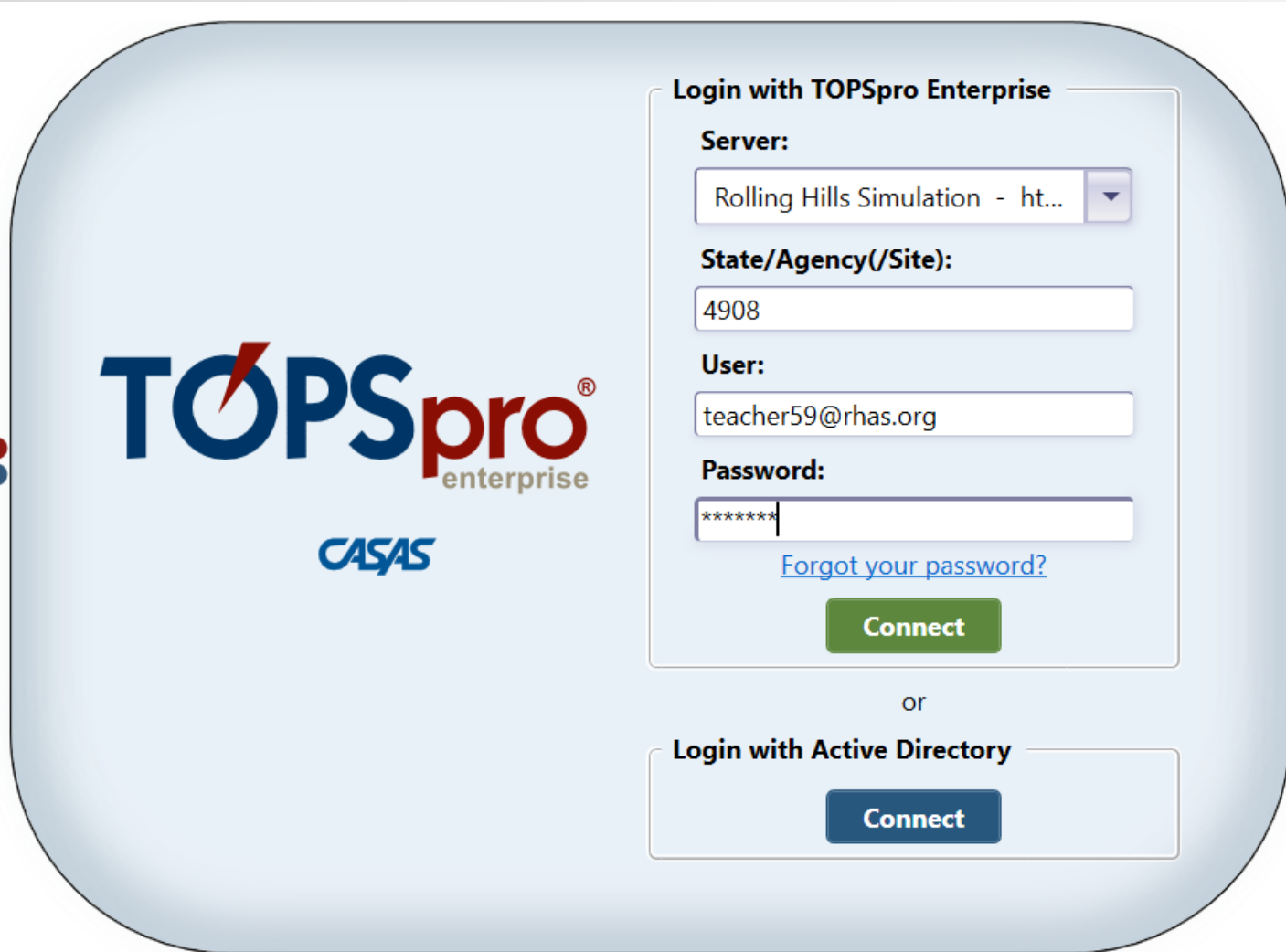
Container: Container: 4908 - Rolling Hills Adult School (RHAS)  
Class Definition: **7** 010315 - SUMMER 21 - Math Review/Pre-Algebra  
Special Program: No selection

#### Role Identification

Functional Role:  Administrator  
 Scorer  
 Teacher **8**

Start Date: 7/1/2020 **9**  
End Date: 6/30/2021 **9**

# Teacher login instructions



**TOPSpro<sup>®</sup>**  
enterprise  
CASAS

**Login with TOPSpro Enterprise**

**Server:**  
Rolling Hills Simulation - ht...

**State/Agency(/Site):**  
4908

**User:**  
teacher59@rhas.org

**Password:**  
\*\*\*\*\*

[Forgot your password?](#)

**Connect**

or

**Login with Active Directory**

**Connect**

Unauthorized access to personally identifiable information is a violation of state and federal law.



Assessment (CASAS eTests Online and Paper)



TOPSpro Enterprise Accountability Software



National External Diploma Program



Workforce Skills Certification System



Live Facilitated Training



QuickSearch Online Curriculum Materials Database

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