

Definitions of TE Listers

Organization -> Agencies

Content: The Agencies lister maintains a list of agencies, with specific data about the agency such as funding sources and primary contact information.

Created: When the Agency data is first created in the database. Agencies are unduplicated.

Tip: Open the agency record in order to find information about the agency's state and federal reporting requirements. For example on the Navigator bar, there are selections for Program Years, which indicates funding information about the agency for that year, as well as several optional tables for state reporting; and Core Performance Measures, which provides information about the NRS follow-up cohorts.

Use to: Enter information about the agency, discover the number of WTUs administered through CASAS eTests, and find associated Sites, Users and Access Groups.

Organization -> Sites

Content: The Sites lister maintains a list of sites within the agency.

Created: When Site data is first inserted into the database. Sites are unduplicated.

Use to: Find Classes, Students, Personnel, Users and Access Groups related to the specific site.

Organization -> Personnel -> Registration

Content: The Personnel Registration lister maintains a list of assigned staff such as teachers and administrators either at the agency or site level.

Created: When personal information is first added into the system. An individual's personnel record may include multiple roles that individual serves at the agency, although it is strongly recommended that the agency only records the person's

highest level in the organization hierarchy. Personnel records may also be linked to user records for access into the system and activity tracking.

Use to: Enter and find information about agency and site personnel.

Organization -> Personnel -> Employment Records

Content: The Personnel Employment Records lister maintains information about the individual's employment at the agency, focusing on formal categories of employment required for NRS Federal Table 7 reporting. The Employment Record includes two fields, Employment Type and Job Type. Employment Type addresses the five types of employment listed on Federal Table 7, such as teacher or paraprofessional. Job Type specifies whether the job is part-time or full-time.

Created: When the information about an employee's employment is first added into the system. Records may be duplicated.

Use to: Enter specific characteristics about the individual's employment—specifically fields that have always been required for NRS Reporting Table 7.

Organization -> Personnel -> Functional Roles

Content: The Personnel Functional Roles lister maintains information about more specific internal roles of organization staff, such as the assigned instructional program, or whether the person is an Administrator and Teacher. These roles may be recorded at the agency or site level.

Created: When information about the functional role of an employee is first added into the system. Records may be duplicated.

Use to: Enter and find information about administrators and teachers.

Organization -> Personnel -> Professional Status

Content: The Personnel Professional Status lister maintains information about teachers' certifications and years of experience. These are new fields required by the NRS on Reporting Table 7 beginning with the 2012-13 program year.

Created: When information about the teacher's certifications and/or years of experience is first added into the system. Records may be duplicated.

Use to: Enter and find information about a teacher's qualifications.

Organization -> Users

Content: The Users lister maintains information about all users who have been given credentials to access TOPSpro Enterprise.

Created: When information about a user account is first entered.

Use to: Set the access rights available to each user. Menu Access Rights assigns credentials according to specific TE features as presented on the TE main menu. Data Access Rights assigns multiple levels of access for different TE features, ranging from the ability to view basic information on individual records and listers to having authorization to delete records in the database.

Organization -> Access Groups

Content: The Access Groups lister maintains a list of all created groups. For example, an agency may create an access group for teachers, with read-only access as specified under Menu Access and Data Access rights. Instead of re-assigning all these rights individually for each person, you could simply assign an access group for the teachers.

Created: When information about an access group is first entered.

Use to: Create new access groups with detailed Menu Access and Data Access rights. The options that are available in Access Groups are the same as those selected for individual users.

Organization -> Forms -> Assessment Forms

Content: The Assessment Forms lister maintains a list of all CASAS tests available in the TOPSpro Enterprise database.

Use to: Find available CASAS tests.

Organization -> Forms -> Additional Assessments

Content: The Additional Assessments lister maintains a list of customized EL Civics assessments approved for the agency (California only).

Created: When information about a new assessment is approved by the state and then entered by the agency.

Use to: Find approved Additional Assessments available to the agency.

Records -> Students -> Demographics

Content: The Demographics lister includes student data related to Student ID, gender, ethnicity, race, language, contact information, current employment, and education level.

Created: Whenever a new student ID is added to the database. Students are unduplicated, meaning that TE will only display one listing for each student ID in the database.

Tip: While most demographics fields have a permanent value, a few of these fields are dated. For example, Years of School, Highest Degree or Diploma, and Employment are fields that may change over time and retain a history. Demographic History and Employment History display this history and can be found in the Navigator Panel when you open any student record in the Demographics lister.

Use to: Review a list of all students in the TE database, regardless of program year activity, or to find students with specific demographics characteristics.

Records -> Students -> In Program Years

Content: 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.

Created: The first time the student has a dated activity in the program year. Students are duplicated, meaning there can be more than one listing for a single student ID, but each student will only have one listing per year.

Tip: As long as the program year column is filtered by the current program year, which is the default, the total count in the icon bar is a quick way to determine the total number of students with activity in your agency this year.

Use to: Determine the number of students with activity in a particular program year, and identify current students. The program years record contains limited information—generally the student demographics record is better for making edits to student demographics. If you are trying to ensure that your edits are limited only to records with current activity, however, you can open any program years record and find links in the Navigator Panel to Class Enrollments, Class Records, Program Enrollments, Program Records, Records and Tests.

Records -> Students -> Records

Content: The Student Records lister collects data on personal status, labor force, goals, results and workplace related information like income and hours per week.

Created: When any dated record is created or updated related to personal status, goals and workplace information. Students are duplicated, meaning there can be more than one listing for each student ID.

Tip: Filter on Labor Force Status to quickly find students who have not completed that field.

Use to: Find students by goals, results or personal status.

Records -> Classes -> Enrollments

Content: The Class Enrollments lister maintains a list of students by class with their class status, start date and end date.

Created: The first time a student is associated with a Class ID. The lister displays a duplicated list of students, but contains only one record for each class in which the student is enrolled. If a student appears in this lister more than once, it is because the student is associated with more than one class.

Tip: Open any record and use the Instructional Hours field on the Navigator Panel to add or edit Instructional Hours for the student.

Use to: Find classes and associated students.

Records -> Classes -> Records

Content: The Class Records lister maintains a list of students by class, and assigns a new record date whenever any data related to class participation, such as hours of instruction or skill level, is entered.

Created: Whenever or any student activity occurs while the person is assigned to that class ID, such as class enrollment, and update to class participation, or completing a test while in that class. Students are duplicated.

Tip: Filter or sort on Participations in order to see the different sources of hours of instruction. In TE you can enter hours from an Update Record, Test, or from a third party attendance system.

Use to: Find students have any recorded participation in class whether by manual entry of hours of instruction, import from 3rd Party attendance, or scanning of Update Records.

Records -> Programs -> Enrollments

Content: The Program Enrollments lister maintains a list of students by instructional program with status in program and exit reason. This lister also tracks the program start date and end date.

Created: The first time there is activity by the student in a recorded instructional program. The lister displays a duplicated list of students, but contains only one record for each program in which the student is enrolled. If one student appears in this lister more than once, it is because the student is enrolled in more than one program.

Tip: Filter or sort this lister by Instructional Program to quickly determine the number of students by program.

Use to: Find students in a particular instructional program, or determine those who have exited or retained.

Records -> Programs -> Records

Content: The Program Records lister maintains a list of students by instructional program, and assigns a new record date whenever any new activity occurs while the student is assigned to that program, whether it is enrollment in the program, an update to progress or status, or completing a test. As long as the student remains assigned to the program at the time of recorded activity, then TE creates a new program record for that student.

Created: Anytime there is an update to that student's program, such as a change of status, progress, or exit reason. Students are duplicated.

Use to: Find students who have progressed within level, completed level, or advanced to a higher level.

Records -> Tests

Content: The Tests lister maintains a list of all students who were administered a test. Acceptable tests are those yielding a scale score and published by CASAS, TABE, GAIN and BEST.

Created: Whenever a student completes a test. Students are duplicated.

Tip: Filter the Scale Score column to specify a score or a range of scores, such as 200 to 215.

Use to: Find students who tested on a specific date, completed a particular test form, or who achieved specific scores.

Records -> Certificates

Content: The Certificates lister maintains a list of students who have obtained a certificate for achieving a specific CASAS level, based on specifically defined conditions such as in Iowa.

Created: Whenever a student fulfills specified conditions for achieving a new level. Students are duplicated.

Use to: Find students who have earned a certificate.