

Definitions of TE Listers – Organization menu

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.