

TOPS 5.0 Report Options

REPORT	XLS	Test Scores	Special Options	Report Sort Order	Page Sort Order	Consumer	Demog Filters	Entry Filters	Update Filters	Drop Reasons	Report Series
Demographics											
Entry Record-Summary by Agency	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Aggregate across Inst Pgm • USE 05-06 LEVELS 	<ul style="list-style-type: none"> • <i>Pgm</i> • <i>Agency</i> 		√		√			
Entry Record-Summary by Site	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Aggregate across Inst Pgm • USE 05-06 LEVELS 	<ul style="list-style-type: none"> • <i>Pgm</i> • <i>Agency</i> • <i>Site</i> 		√		√			
Entry Record-Detail			<ul style="list-style-type: none"> • Break on Inst Pgm • Include address 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> 	<ul style="list-style-type: none"> • Student • Entry Date 	√		√			
Update Record-Summary by Agency	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Aggregate across Inst Pgm • Retained in Pgm • Left Pgm • No show/no 12 hrs • Unspecified • USE 05-06 LEVELS 	<ul style="list-style-type: none"> • <i>Pgm</i> • <i>Agency</i> 		√		√			
Update Record-Summary by Site	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Aggregate across Inst Pgm • Retained in Pgm • Left Pgm • No show/no 12 hrs • Unspecified • USE 05-06 LEVELS 	<ul style="list-style-type: none"> • <i>Pgm</i> • <i>Agency</i> • <i>Site</i> 		√		√			
Update Record Detail			<ul style="list-style-type: none"> • Break on Inst Pgm • Include address 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> 	<ul style="list-style-type: none"> • Student • Update Date 	√			√		

Bold = Default selections
Italics = Fixed selections
 CAPS = login as ADMIN

TOPS 5.0 Report Options

REPORT	XLS	Test Scores	Special Options	Report Sort Order	Page Sort Order	Consumer	Demog Filters	Entry Filters	Update Filters	Drop Reasons	Report Series
Demographic - Summary by Agency	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Aggregate across Inst Pgm 	<ul style="list-style-type: none"> • <i>Pgm</i> • <i>Agency</i> 				√			
Demographic- Summary by Site	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Aggregate across Inst Pgm 	<ul style="list-style-type: none"> • <i>Pgm</i> • <i>Agency</i> • <i>Site</i> 				√			
Demographic- Detail			<ul style="list-style-type: none"> • Break on Inst Pgm • Include address 	<ul style="list-style-type: none"> • <i>Pgm</i> • <i>Agency</i> • <i>Class</i> 	<ul style="list-style-type: none"> • Student • Entry Date 			√			
Entry & Update Information											
Class Progress	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Include address 	<ul style="list-style-type: none"> • <i>Pgm</i> • <i>Agency</i> • <i>Site</i> • <i>Class</i> 	<ul style="list-style-type: none"> • Student • Entry Date 	√		√	√		
Goals and Results by Class	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Include address 	<ul style="list-style-type: none"> • <i>Pgm</i> • <i>Agency</i> • <i>Site</i> • <i>Class</i> 	<ul style="list-style-type: none"> • Student • Entry Date 	√		√	√		
Skill Level by Agency				<ul style="list-style-type: none"> • <i>Agency</i> 	<ul style="list-style-type: none"> • Student • Program • Record Date 	√		√	√		<ul style="list-style-type: none"> • Skill level detail • Skill level summy
Skill Level by Site				<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> 	<ul style="list-style-type: none"> • Student • Program • Record Date 	√		√	√		
Skill Level by Class				<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> 	<ul style="list-style-type: none"> • Student • Program • Record 	√		√	√		

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TOPS 5.0 Report Options

REPORT	XLS	Test Scores	Special Options	Report Sort Order	Page Sort Order	Consumer	Demog Filters	Entry Filters	Update Filters	Drop Reasons	Report Series
					Date						
Labor Force Status Summary by Agency	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Aggregate across Inst Pgm 	<ul style="list-style-type: none"> • <i>Pgm</i> • <i>Agency</i> 		√		√			<ul style="list-style-type: none"> • Labor Force Status Summa • Labor Force Status Audit
Labor Force Status Summary by Site	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Aggregate across Inst Pgm 	<ul style="list-style-type: none"> • <i>Pgm</i> • <i>Agency</i> • <i>Site</i> 		√		√			<ul style="list-style-type: none"> • Labor Force Status Summ • Labor Force Status Audit
Labor Force Status Detail			<ul style="list-style-type: none"> • Break on Inst Pgm 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> 	<ul style="list-style-type: none"> • Student • Entry Date 	√		√			
Test Scores & Competencies											
NRS Educational Functional Levels	√			<ul style="list-style-type: none"> • <i>Agency</i> 		√					
Class Profile		√	<ul style="list-style-type: none"> • Break on Inst Pgm • Include tests from other classes 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> • <i>Form</i> 	<ul style="list-style-type: none"> • Student • Raw Score • Scale Score 						
Agency Performance by Competency		√	<ul style="list-style-type: none"> • Break on Inst Pgm 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Form</i> 	<ul style="list-style-type: none"> • Item # • Comp 						

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TOPS 5.0 Report Options

REPORT	XLS	Test Scores	Special Options	Report Sort Order	Page Sort Order	Consumer	Demog Filters	Entry Filters	Update Filters	Drop Reasons	Report Series
					<ul style="list-style-type: none"> • Task • Correct 						
Site Performance by Competency		√	<ul style="list-style-type: none"> • Break on Inst Pgm 	<ul style="list-style-type: none"> • Agency • Site • Form 	<ul style="list-style-type: none"> • Item # • Comp • Task • Correct 						
Class Performance by Competency		√	<ul style="list-style-type: none"> • Break on Inst Pgm • Include tests from other classes 	<ul style="list-style-type: none"> • Agency • Site • Class • Form 	<ul style="list-style-type: none"> • Item # • Comp • Task • Correct 						
Student Performance by Competency		√		<ul style="list-style-type: none"> • Agency • Site • Class • Form • Student • T Date • Sc Score 	<ul style="list-style-type: none"> • Item # • Comp • Task • Correct 						
Cumulative Competency Performance by Agency		√	<ul style="list-style-type: none"> • Break on Inst Pgm 	<ul style="list-style-type: none"> • Agency • Form 	<ul style="list-style-type: none"> • Comp • Task • Correct 						
Cumulative Competency Performance by Site		√	<ul style="list-style-type: none"> • Break on Inst Pgm 	<ul style="list-style-type: none"> • Agency • Site • Form 	<ul style="list-style-type: none"> • Comp • Task • Correct 						
Cumulative Competency Performance by Class		√	<ul style="list-style-type: none"> • Break on Inst Pgm • Include tests from other classes 	<ul style="list-style-type: none"> • Agency • Site • Class • Form 	<ul style="list-style-type: none"> • Comp • Task • Correct 						
Cumulative Competency Performance by Student		√		<ul style="list-style-type: none"> • Agency • Site • Class • Form 	<ul style="list-style-type: none"> • Comp • Task • Correct 						

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TOPS 5.0 Report Options

REPORT	XLS	Test Scores	Special Options	Report Sort Order	Page Sort Order	Consumer	Demog Filters	Entry Filters	Update Filters	Drop Reasons	Report Series
				<ul style="list-style-type: none"> • Student • T Date • Sc Score 							
Agency Performance by Content Standard		√	<ul style="list-style-type: none"> • Break on Inst Pgm • Print Condensed Form 	<ul style="list-style-type: none"> • Agency • Form 	<ul style="list-style-type: none"> • Item # • Correct • Con Std 						
Site Performance by Content Standard		√	<ul style="list-style-type: none"> • Break on Inst Pgm • Print Condensed Form 	<ul style="list-style-type: none"> • Agency • Site • Form 	<ul style="list-style-type: none"> • Item # • Correct • Cont Std 						
Class Performance by Content Standard		√	<ul style="list-style-type: none"> • Break on Inst Pgm • Print Condensed Form 	<ul style="list-style-type: none"> • Agency • Site • Class • Form 	<ul style="list-style-type: none"> • Item # • Correct • Cont Std 						
Student Performance by Content Standard		√	<ul style="list-style-type: none"> • Print Condensed Form 	<ul style="list-style-type: none"> • Agency • Site • Class • Form • Student • T Date • Sc Score 	<ul style="list-style-type: none"> • Item # • Correct • Cont Std 						
Cumulative Content Standard Performance by Agency		√	<ul style="list-style-type: none"> • Break on Inst Program 	<ul style="list-style-type: none"> • Agency • Form 	<ul style="list-style-type: none"> • Cont Std • Correct 						
Cumulative Content Standard Performance by Site		√	<ul style="list-style-type: none"> • Break on Inst Program 	<ul style="list-style-type: none"> • Agency • Site • Form 	<ul style="list-style-type: none"> • Cont Std • Correct 						
Cumulative Content Standard Performance by Class		√	<ul style="list-style-type: none"> • Break on Inst Program 	<ul style="list-style-type: none"> • Agency • Site • Class • Form 	<ul style="list-style-type: none"> • Cont Std • Correct 						
Cumulative Content Standard Performance		√		<ul style="list-style-type: none"> • Agency • Site 	<ul style="list-style-type: none"> • Cont Std • Correct 						

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TOPS 5.0 Report Options

REPORT	XLS	Test Scores	Special Options	Report Sort Order	Page Sort Order	Consumer	Demog Filters	Entry Filters	Update Filters	Drop Reasons	Report Series
by Student				<ul style="list-style-type: none"> • Class • Form • Student • T Date • Sc Score 							
Content Standards by NRS Level				<ul style="list-style-type: none"> • <i>Category</i> 							
Content Standards by Form			<ul style="list-style-type: none"> • Print Condensed Form 	<ul style="list-style-type: none"> • <i>Form</i> • <i>Category</i> 							
Content Standards by Competency			<ul style="list-style-type: none"> • Include Content Std Description 	<ul style="list-style-type: none"> • <i>Competency</i> • <i>Form</i> 							
Student Test Summary by Agency		√	<ul style="list-style-type: none"> • Break on Inst Pgm • Include Address • Exclude students missing tests • Exclude proxy tests • Show only AA's • Exclude AA's 	<ul style="list-style-type: none"> • Agency 	<ul style="list-style-type: none"> • Student • Test Date • Form • Score • Hours 	√					
Student Test Summary by Site		√	<ul style="list-style-type: none"> • Break on Inst Pgm • Include Address • Exclude students missing tests • Exclude proxy tests • Show only AA's • Exclude AA's 	<ul style="list-style-type: none"> • Agency • Site 	<ul style="list-style-type: none"> • Student • Test Date • Form • Score • Hours 	√					
Student Test Summary by Class		√	<ul style="list-style-type: none"> • Break on Inst Pgm • Include Address • Exclude students missing tests 	<ul style="list-style-type: none"> • Agency • Site • Class 	<ul style="list-style-type: none"> • Student • Test Date • Form • Score 	√					

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REPORT	XLS	Test Scores	Special Options	Report Sort Order	Page Sort Order	Consumer	Demog Filters	Entry Filters	Update Filters	Drop Reasons	Report Series
			<ul style="list-style-type: none"> Exclude proxy tests Show only AA's Exclude AA's 		<ul style="list-style-type: none"> Hours 						
Inaccurate Test Scores			<ul style="list-style-type: none"> Break on Inst Pgm 	<ul style="list-style-type: none"> Agency Site Class 	<ul style="list-style-type: none"> Student Test Date Form R Score Sc Score Hours 						
Learning Gains											
Learning Gains: First to Last	√	√	<ul style="list-style-type: none"> Anchor & match – same site Anchor & match – same class Anchor & match – same teacher 	<ul style="list-style-type: none"> <i>Pgm</i> <i>Agency</i> <i>Site</i> <i>Class</i> <i>Modality</i> 	<ul style="list-style-type: none"> Student First Test Date Form Gain Hours 	√					
Learning Gains: Last to First	√	√	<ul style="list-style-type: none"> Anchor & match – same site Anchor & match – same class Anchor & match – same teacher 	<ul style="list-style-type: none"> <i>Pgm</i> <i>Agency</i> <i>Site</i> <i>Class</i> <i>Modality</i> 	<ul style="list-style-type: none"> Student First Test Date Form Gain Hours 	√					
Learning Gains: First to High	√	√	<ul style="list-style-type: none"> Anchor & match – same site Anchor & match – same class Anchor & match – same teacher 	<ul style="list-style-type: none"> <i>Pgm</i> <i>Agency</i> <i>Site</i> <i>Class</i> <i>Modality</i> 	<ul style="list-style-type: none"> Student First Test Date Form Gain Hours 	√					

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TOPS 5.0 Report Options

REPORT	XLS	Test Scores	Special Options	Report Sort Order	Page Sort Order	Consumer	Demog Filters	Entry Filters	Update Filters	Drop Reasons	Report Series
Learning Gains: First to Second	√	√	<ul style="list-style-type: none"> • Anchor & match – same site • Anchor & match – same class • Anchor & match – same teacher 	<ul style="list-style-type: none"> • <i>Pgm</i> • <i>Agency</i> • <i>Site</i> • <i>Class</i> • <i>Modality</i> 	<ul style="list-style-type: none"> • Student • First Test Date • Form • Gain • Hours 	√					
Learning Gains: Highest to First	√	√	<ul style="list-style-type: none"> • Anchor & match – same site • Anchor & match – same class • Anchor & match – same teacher 	<ul style="list-style-type: none"> • <i>Pgm</i> • <i>Agency</i> • <i>Site</i> • <i>Class</i> • <i>Modality</i> 	<ul style="list-style-type: none"> • Student • First Test Date • Form • Gain • Hours 	√					
Learning Gains Summary by Program	√	√	<ul style="list-style-type: none"> • Anchor & match – same site • Anchor & match – same class • Anchor & match – same teacher • First to Last • First to High 	<ul style="list-style-type: none"> • Pgm • Modality 		√					
Learning Gains Summary by Agency	√	√	<ul style="list-style-type: none"> • Anchor & match – same site • Anchor & match – same class • Anchor & match – same teacher • First to Last • First to High 	<ul style="list-style-type: none"> • Pgm • Agency • Modality 		√					
Learning Gains Summary by Site	√	√	<ul style="list-style-type: none"> • Anchor & match – same site • Anchor & match – same class 	<ul style="list-style-type: none"> • Pgm • Agency • Site • Modality 		√					

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TOPS 5.0 Report Options

REPORT	XLS	Test Scores	Special Options	Report Sort Order	Page Sort Order	Consumer	Demog Filters	Entry Filters	Update Filters	Drop Reasons	Report Series
			<ul style="list-style-type: none"> • Anchor & match – same teacher • First to Last • First to High 								
Learning Gains Summary by Class	√	√	<ul style="list-style-type: none"> • Anchor & match – same site • Anchor & match – same class • Anchor & match – same teacher • First to Last • First to High 	<ul style="list-style-type: none"> • Pgm • Agency • Site • Class • Modality 		√					
Consumer											
Consumer Profile				<ul style="list-style-type: none"> • <i>Consumer</i> • <i>Agency</i> 	<ul style="list-style-type: none"> • Pgm • Date • Site • Class 	√		√	√		
Consumer Profile Summary by Agency	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Aggregate across Inst Pgm 	<ul style="list-style-type: none"> • <i>Pgm</i> • <i>Agency</i> 		√		√	√		
Consumer Profile Summary by Site	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Aggregate across Inst Pgm 	<ul style="list-style-type: none"> • <i>Pgm</i> • <i>Agency</i> • <i>Site</i> 		√		√	√		
Consumer Skills Profile		√		<ul style="list-style-type: none"> • Agency • Site • Class • Form • Cons • Obs Date • R Score • Sc Score 	<ul style="list-style-type: none"> • Item # • Comp • Level 	√					

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TOPS 5.0 Report Options

REPORT	XLS	Test Scores	Special Options	Report Sort Order	Page Sort Order	Consumer	Demog Filters	Entry Filters	Update Filters	Drop Reasons	Report Series
Consumer Class Profile by Competency		√	<ul style="list-style-type: none"> • Break on Inst Pgm 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> • <i>Form</i> 	<ul style="list-style-type: none"> • Consumer • R Score • Sc Score • Obs Date 	√					
Capacity Description		√		<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> • <i>Form</i> • <i>Cons</i> • <i>Obs Date</i> 		√					
Employment Record Summary by Agency	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Aggregate across Inst Pgm 	<ul style="list-style-type: none"> • <i>Pgm</i> • <i>Agency</i> 		√					
Employment Record Summary by Site	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Aggregate across Inst Pgm 	<ul style="list-style-type: none"> • <i>Pgm</i> • <i>Agency</i> • <i>Site</i> 		√					
Employment Record Detail				<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Cons</i> • <i>Rec Date</i> 		√					
Consumer Performance by Agency		√	<ul style="list-style-type: none"> • Break on Inst Pgm 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Form</i> 	<ul style="list-style-type: none"> • <i>Item #</i> • <i>Comp</i> • <i>Avg Rating</i> 	√					
Consumer Performance by Site		√	<ul style="list-style-type: none"> • Break on Inst Pgm 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Form</i> 	<ul style="list-style-type: none"> • <i>Item #</i> • <i>Comp</i> • <i>Avg Rtg</i> 	√					
Consumer Performance by Class		√	<ul style="list-style-type: none"> • Break on Inst Pgm 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> • <i>Form</i> 	<ul style="list-style-type: none"> • <i>Item #</i> • <i>Comp</i> • <i>Avg Rating</i> 	√					

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TOPS 5.0 Report Options

REPORT	XLS	Test Scores	Special Options	Report Sort Order	Page Sort Order	Consumer	Demog Filters	Entry Filters	Update Filters	Drop Reasons	Report Series
Consumer Observation Summary by Agency		√	<ul style="list-style-type: none"> • Break on Inst Pgm • Include Address • Exclude students missing obs • Exclude proxy obs 	<ul style="list-style-type: none"> • Agency 	<ul style="list-style-type: none"> • Cons • Obs Date • Form • Score • Hours 	√					
Consumer Observation Summary by Site		√	<ul style="list-style-type: none"> • Break on Inst Pgm • Include Address • Exclude students missing obs • Exclude proxy obs 	<ul style="list-style-type: none"> • Agency • Site 	<ul style="list-style-type: none"> • Cons • Obs Date • Form • Score • Hours 	√					
Consumer Observation Summary by Class		√	<ul style="list-style-type: none"> • Break on Inst Pgm • Include Address • Exclude students missing obs • Exclude proxy obs 	<ul style="list-style-type: none"> • Agency • Site • Class 	<ul style="list-style-type: none"> • Cons • Obs Date • Form • Score • Hours 	√					

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TOPS 5.0 Report Options

EL Civics (California only)												
EL Civics (All Reports)	√			<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> 	<ul style="list-style-type: none"> • Class ID • Class Name 				√	√	01, 02, 03, 15a, 15b, 15c, 17, 19	<ul style="list-style-type: none"> • AA Summ • AA Detail • EL Civics Monit
Additional Assessment Summary	√			<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> 	<ul style="list-style-type: none"> • Class ID • Class Name 				√	√	01, 02, 03, 15a, 15b, 15c, 17, 19	
Additional Assessment Detail				<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> 	<ul style="list-style-type: none"> • Student 				√	√	01, 02, 03, 15a, 15b, 15c, 17, 19	
EL Civics Monitor Report				<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> 	<ul style="list-style-type: none"> • Drop Reason • Student 				√	√	01, 02, 03, 15a, 15b, 15c, 17, 19	
EL Civics Exceptions			<ul style="list-style-type: none"> • Break on Inst Pgm • Break on Class 	<ul style="list-style-type: none"> • <i>Agency</i> 	<ul style="list-style-type: none"> • Drop Reason • Student 				√	√	01, 02, 03, 15a, 15b, 15c, 17, 19	
Class Summary by Focus Area				<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> 	<ul style="list-style-type: none"> • Class ID • Class Name 				√			
Class Detail by Focus Area				<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> 	<ul style="list-style-type: none"> • Student 				√			
EL Civics Additional Assessments				<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> 					√			

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TOPS 5.0 Report Options

Data & Class Management										
Class Roster			<ul style="list-style-type: none"> • Break on Inst Pgm • Include Address • Entry Record Only • Students without Updates 	<ul style="list-style-type: none"> • Agency • Site • Class 	<ul style="list-style-type: none"> • Student • Program • Level • Primary Enroll 		√	√	√	
Class Roster by Last Record – by Agency	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Show only students without tests • Show only students with tests – no pair • Show only students with tests 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> 	<ul style="list-style-type: none"> • Student • Last Activity 		√			
Class Roster by Last Record – by Site	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Show only students without tests • Show only students with tests – no pair • Show only with tests 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> 	<ul style="list-style-type: none"> • Student • Last Activity 		√			
Student Profile				<ul style="list-style-type: none"> • <i>Student</i> • <i>Agency</i> 	<ul style="list-style-type: none"> • Program • Date • Site • Class 			√	√	
Duplicate Students	√		<ul style="list-style-type: none"> • Specify Key for Identifying Student 	<ul style="list-style-type: none"> • <i>Student</i> 				√		
Suggested Next Test Level by Agency	√		<ul style="list-style-type: none"> • Only Tests in Selected Class • Only Tests in Current Pgm Yr 	<ul style="list-style-type: none"> • <i>Agency</i> 	<ul style="list-style-type: none"> • Form • Sc Score • Student • Test Date • Modality 			√		
Suggested Next Test Level by Site	√		<ul style="list-style-type: none"> • Only Tests in Selected Class • Only Tests in Pgm Yr 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> 	<ul style="list-style-type: none"> • Form • Sc Score • Student • Test Date 			√		

Bold = Default selections
Italics = Fixed selections
 CAPS = login as ADMIN

TOPS 5.0 Report Options

					• Modality						
Suggested Next Test Level by Class	√		<ul style="list-style-type: none"> • Only Tests in Selected Class • Only Tests in Pgm Yr 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> 	<ul style="list-style-type: none"> • Form • Sc Score • Student • Test Date • Modality 			√			
Suggested Next Test Level Detail by Agency	√		<ul style="list-style-type: none"> • Only Tests in Selected Class • Only Tests in Pgm Yr 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Student</i> 	<ul style="list-style-type: none"> • Modality • Test Date 			√	√		
Suggested Next Test Level Detail by Site	√		<ul style="list-style-type: none"> • Only Tests in Selected Class • Only Tests in Pgm Yr 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site\</i> • <i>Student</i> 	<ul style="list-style-type: none"> • Modality • Test Date 			√	√		
Suggested Next Test Level Detail by Class	√		<ul style="list-style-type: none"> • Only Tests in Selected Class • Only Tests in Pgm Yr 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> • <i>Student</i> 	<ul style="list-style-type: none"> • Modality • Test Date 			√	√		
Incomplete Aggregated Record			<ul style="list-style-type: none"> • Break on Inst Pgm • Break on Class • Missing info only • Missing Entries • Missing Updates • Missing Tests • Show horizontal lines 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Program</i> 	<ul style="list-style-type: none"> • Student 			√	√		
Record Inventory by Program				<ul style="list-style-type: none"> • <i>Program</i> • <i>Agency</i> 				√			
Record Inventory by Agency				<ul style="list-style-type: none"> • <i>Agency</i> • <i>Program</i> 				√			
Record Inventory by Site				<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Program</i> 				√			
Record Inventory by Class				<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> 				√			

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TOPS 5.0 Report Options

				• <i>Program</i>							
Program Statistics			• Break on Site	• <i>Agency</i>	• Program			√			
Data Activity Report by Agency				• Agency • Activity Type • Activity Method • Record Type	• Activity Date • Student			√			
Data Activity Report by Site				• Agency • Site • Activity Type • Activity Method • Record Type	• Activity Date • Student			√			
Data Integrity by Agency			• USE 05-06 LEVELS	• <i>Agency</i>				√			Item List (1-26)
Data Integrity by Site			• USE 05-06 LEVELS	• <i>Agency</i> • <i>Site</i>				√			Item List (1-26)
Data Integrity Audit by Agency			• USE 05-06 LEVELS	• <i>Agency</i>	• Student			√			Item List (1-25)
Data Integrity Audit by Site			• USE 05-06 LEVELS	• <i>Agency</i> • <i>Site</i>	• Student			√			Item List (1-26)
Data Integrity Exceptions				• <i>Agency</i>	• Item # • Student			√			Item List (1-26)

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TOPS 5.0 Report Options

Passed or Goal: GED/High School Diploma			<ul style="list-style-type: none"> • Pretest < 210 • Pretest = 211-235 • Pretest > 235 • No Pretest • Passed GED/HS • Enrollment Goal GED/HS • Show all Entry Records 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> 	<ul style="list-style-type: none"> • Student • Passed GED/HS • Pri Goal • Sec Goal • Score 				√			
State Reports												
Iowa CASAS- Level Certification by Agency			<ul style="list-style-type: none"> • Print only awarded certifs. • Reading • Math • Listening • Writing • Current Pgm Yr only 	<ul style="list-style-type: none"> • <i>Agency</i> 	<ul style="list-style-type: none"> • Student 							<ul style="list-style-type: none"> • CASAS-level Certif Summ • CASAS-level Certif Detail
Iowa CASAS- Level Certification by Agency			<ul style="list-style-type: none"> • Print only awarded certifs. • Reading • Math • Listening • Writing • Current Pgm Yr only 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> 	<ul style="list-style-type: none"> • Student 							<ul style="list-style-type: none"> • CASAS-level Certification Summary • CASAS-level Certification Detail
Payment Points – All Reports	√		<ul style="list-style-type: none"> • Passed GED/No SSN or GED ID 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> 	<ul style="list-style-type: none"> • Drop Reason • Student • Focus 			√	√	√	01, 02, 03, 07a, 07b, 10, 15a, b,c, 16, 17, 18, 19	<ul style="list-style-type: none"> • PP Audit • PP Summ • PP

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TOPS 5.0 Report Options

											Totals • PP Monit
Payment Points Audit (REQUIRES ADMIN)			<ul style="list-style-type: none"> • Passed GED/No SSN or GED ID 	<ul style="list-style-type: none"> • <i>Agency</i> 	<ul style="list-style-type: none"> • Drop Reason • Student • Focus 		√	√	√	01, 02, 03, 07a, 07b, 10, 15a, b,c, 16, 17, 18, 19	
Payment Points Summary	√			<ul style="list-style-type: none"> • <i>Agency</i> 			√	√	√	01, 02, 03, 07a, 07b, 10, 15a, b,c, 16, 17, 18, 19	
Payment Points Totals	√			<ul style="list-style-type: none"> • <i>Agency</i> 			√	√	√	01, 02, 03, 07a, 07b, 10, 15a, b,c, 16, 17, 18, 19	
Payment Points Monitor	√		<ul style="list-style-type: none"> • Passed GED/No SSN or GED ID 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> 	<ul style="list-style-type: none"> • Drop Reason • Student • Focus 		√	√	√	01, 02, 03, 07a, 07b, 10, 15a, b,c, 16, 17, 18, 19	
Payment Points Exceptions			<ul style="list-style-type: none"> • Break on Inst Pgm • Break on Class • Print only learners with attainable PPs • Show only learners w no Entry • Show only learners w no Update • Show only no Test 	<ul style="list-style-type: none"> • <i>Agency</i> 	<ul style="list-style-type: none"> • Drop Reason • Student 		√	√	√	01, 02, 03, 07a, 07b, 10, 15a, b,c, 16, 17, 18, 19	
Student Gains by Agency	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Include Address 	<ul style="list-style-type: none"> • <i>Agency</i> 	<ul style="list-style-type: none"> • Student • T Date • Form • Score 		√	√			

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TOPS 5.0 Report Options

					•Hours						
Student Gains by Site	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Include Address 	<ul style="list-style-type: none"> • Agency • Site 	<ul style="list-style-type: none"> • Student • T Date • Form • Score • Hours 		√	√			
Student Gains by Class	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Include Address 	<ul style="list-style-type: none"> • Agency • Site • Class 	<ul style="list-style-type: none"> • Student • T Date • Form • Score • Hours 		√	√			
CBET Payment Points	√		<ul style="list-style-type: none"> • Passed GED/No SSN or GED ID 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> 	<ul style="list-style-type: none"> • Drop Reason • Student • Focus 		√	√	√	01, 02, 03, 07a, 07b, 10, 15a, b,c, 16, 17, 18, 19	<ul style="list-style-type: none"> • CBET PP Audit (ADMIN only) • CBET PP Summary • CBET PP Totals • CBET PP Monitor
CBET Exceptions			<ul style="list-style-type: none"> • Break on Inst Pgm • Break on Class • Print only learners with attainable PPs • Show only learners w no Entry • Show only learners w no Update • Show only no Test 	<ul style="list-style-type: none"> • <i>Agency</i> 	<ul style="list-style-type: none"> • Drop Reason • Student 		√	√	√	01, 02, 03, 07a, 07b, 10, 15a, b,c, 16, 17, 18, 19	

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TOPS 5.0 Report Options

CBET Gain Comparison	√			<ul style="list-style-type: none"> • <i>Agency</i> 			√	√	√	01, 02, 03, 07, 10	<ul style="list-style-type: none"> • Relative Gain Comparison • General Gain Comparison
CBET Students	√			<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> 	<ul style="list-style-type: none"> • Student 			√			
Even Start Class List				<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> 	<ul style="list-style-type: none"> • Student 			√			
Persister	√		<ul style="list-style-type: none"> • USE 05-06 LEVELS 	<ul style="list-style-type: none"> • <i>Agency</i> 			√	√	√	01, 02, 03, 04, 05, 06, 07, 08, 09	
CAHSEE Scores List	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Show horiz lines • Print only students w Reading scores • Print only students w Math scores 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Class</i> 	<ul style="list-style-type: none"> • Student • Update Date • Reading Date • Math Date • Reading Score • Math Score 				√		
CAHSEE Highest Scores	√		<ul style="list-style-type: none"> • Show horiz lines • Print only students w Reading scores • Print only students w Math scores 	<ul style="list-style-type: none"> • <i>Agency</i> 	<ul style="list-style-type: none"> • Student • Reading Date • Math Date • Reading Score • Math Score 				√		

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Italics = Fixed selections

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TOPS 5.0 Report Options

CAHSEE Audit	√		<ul style="list-style-type: none"> • Show horiz lines • Print only students w Reading scores • Print only students w Math scores 	<ul style="list-style-type: none"> • <i>Agency</i> 	<ul style="list-style-type: none"> • Student • Readng Date • Math Date • Reading Score • Math Score 				√		
Federal Reports											
Federal Tables	√		<ul style="list-style-type: none"> • QUALIFIED STUDENTS ONLY • DROPPED STUDENTS ONLY • EFL – TEST SCORES • EFL – ENROLLMENT • EFL – HS/GED • MOVED BS TO ESL • MOVED HS/GED- BS • MOVED HS/GED- ESL • USE 05-06 LEVELS 	<ul style="list-style-type: none"> • <i>Agency</i> 	<ul style="list-style-type: none"> • Drop Reason • Student 		√	√	√	01, 02, 03, 04, 05, 06, 08, 09	<ul style="list-style-type: none"> • Federal Tables 1-12 • Summary Audit • Detail Audit • Monitor Report • Agg Mult Agencies
Federal Tables Exceptions			<ul style="list-style-type: none"> • Break on Inst Pgm • Break on Class 	<ul style="list-style-type: none"> • <i>Agency</i> 	<ul style="list-style-type: none"> • Drop Reason • Student 		√	√	√	01, 02, 03, 04, 05, 06, 08, 09	
NRS Level Completion	√		<ul style="list-style-type: none"> • Show horizontal lines • USE 05-06 LEVELS 	<ul style="list-style-type: none"> • <i>Agency</i> 	<ul style="list-style-type: none"> • EFL • Student 		√	√	√	01, 02, 03, 04, 05, 06, 08, 09	<ul style="list-style-type: none"> • 1

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TOPS 5.0 Report Options

Core Performance by Agency			<ul style="list-style-type: none"> • Exit in 1st Quarter • Exit in 2nd Quarter • Exit in 3rd Quarter • Exit in 4th Quarter 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Enroll Goal</i> 	<ul style="list-style-type: none"> • Exit Qtr • Student 		√	√	√	01, 02, 03, 04, 05, 06, 07, 08, 09, 11, 12	<ul style="list-style-type: none"> • Raw Data as XLS
Core Performance by Site			<ul style="list-style-type: none"> • Exit in 1st Quarter • Exit in 2nd Quarter • Exit in 3rd Quarter • Exit in 4th Quarter 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Enroll Goal</i> 	<ul style="list-style-type: none"> • Exit Qtr • Student 		√	√	√	01, 02, 03, 04, 05, 06, 07, 08, 09, 11, 12	<ul style="list-style-type: none"> • Raw Data as XLS
Core Performance Audit by Agency			<ul style="list-style-type: none"> • Exit in 1st Quarter • Exit in 2nd Quarter • Exit in 3rd Quarter • Exit in 4th Quarter 	<ul style="list-style-type: none"> • <i>Agency</i> 	<ul style="list-style-type: none"> • Drop Reason • Student 		√	√	√	01, 02, 03, 04, 05, 06, 07, 08, 09, 11, 12	
Core Performance Audit by Site			<ul style="list-style-type: none"> • Exit in 1st Quarter • Exit in 2nd Quarter • Exit in 3rd Quarter • Exit in 4th Quarter 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> 	<ul style="list-style-type: none"> • Drop Reason • Student 		√	√	√	01, 02, 03, 04, 05, 06, 07, 08, 09, 11, 12	
Core Performance Diagnostic by Program			<ul style="list-style-type: none"> • Exit in 1st Quarter • Exit in 2nd Quarter • Exit in 3rd Quarter • Exit in 4th Quarter 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Program</i> 	<ul style="list-style-type: none"> • Student • Instr Level • Pri Goal • Sec Goal 		√	√	√		
Core Performance Diagnostic by Class			<ul style="list-style-type: none"> • Exit in 1st Quarter • Exit in 2nd Quarter • Exit in 3rd Quarter • Exit in 4th Quarter 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> • <i>Program</i> • <i>Class</i> 	<ul style="list-style-type: none"> • Student • Instr Level • Pri Goal • Sec Goal 		√	√	√		
Core Performance Exceptions			<ul style="list-style-type: none"> • Exit in 1st Quarter • Exit in 2nd Quarter • Exit in 3rd Quarter • Exit in 4th Quarter 	<ul style="list-style-type: none"> • <i>Agency</i> 	<ul style="list-style-type: none"> • Drop Reason • Student 		√	√	√	01, 02, 03, 04, 05, 06, 07, 08, 09, 11, 12	

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TOPS 5.0 Report Options

GED by Agency	√		<ul style="list-style-type: none"> • Passed GED/No SSN or GED ID 	<ul style="list-style-type: none"> • <i>Agency</i> 	<ul style="list-style-type: none"> • Student 		√	√	√	01, 02, 03, 13	<ul style="list-style-type: none"> • GED Export • GED Detail Audit Report • Save GED Data
GED by Site	√		<ul style="list-style-type: none"> • Passed GED/No SSN or GED ID 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> 	<ul style="list-style-type: none"> • Student 		√	√	√	01, 02, 03, 13	<ul style="list-style-type: none"> • GED Export • GED Detail Audit Report • Save GED Data
GED Exceptions			<ul style="list-style-type: none"> • Break on Inst Pgm • Break on Class 	<ul style="list-style-type: none"> • <i>Agency</i> 	<ul style="list-style-type: none"> • Drop Reason • Student 		√	√	√	01, 02, 03, 13	
High School by Agency	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Break on Class 	<ul style="list-style-type: none"> • <i>Agency</i> 	<ul style="list-style-type: none"> • Student 		√	√	√	01, 02, 03, 14	<ul style="list-style-type: none"> • HS Export • HS Detail Audit

Bold = Default selections
Italics = Fixed selections
 CAPS = login as ADMIN

TOPS 5.0 Report Options

											Report • Save HS Data
High School by Site	√		<ul style="list-style-type: none"> • Break on Inst Pgm • Break on Class 	<ul style="list-style-type: none"> • <i>Agency</i> • <i>Site</i> 	<ul style="list-style-type: none"> • Student 		√	√	√	01, 02, 03, 14	<ul style="list-style-type: none"> • HS Export • HS Detail Audit Report • Save HS Data
High School Exceptions			<ul style="list-style-type: none"> • Break on Inst Pgm • Break on Class 	<ul style="list-style-type: none"> • <i>Agency</i> 	<ul style="list-style-type: none"> • Drop Reason • Student 		√	√	√	01, 02, 03, 14	
NRS Performance	√		<ul style="list-style-type: none"> • USE 05-06 LEVELS 	<ul style="list-style-type: none"> • <i>Agency</i> 			√	√	√	01, 02, 03, 04, 05, 06, 08, 09,	

Legend:

XLS = indicates reports you can save in XLS file format used in programs such as Excel.

Test Scores = indicates the reports where you can exclude specific data with certain types of test scores.

Special Options = lists ways in which you can change key parameters of a report. **Listings in bold** are default selections that TOPSpro will automatically generate, while the user must indicate whether to initiate the listings that appear in regular text.

Report Sort Order = the logic TOPSpro uses to organize report content. *Listings in italics* are fixed, meaning that is the only order in which the report displays. The user can change the sort order of listings that appear in regular text.

Page Sort Order = the criteria TOPSpro uses to arrange the data on each page.

Consumer = indicates the reports that are available for consumers as well as students.

Entry Filters = reports you can filter to display only records with specific Entry Record selections.

Update Filters = reports you can filter to display only records with specific Update Record selections.

Drop Reasons = lists which drop reasons, if any, are associated with each report, and that you can add or remove from the report using the Drop Reasons tab.

Report Series = reports with listings in this column generate a series of two or more unique reports. **Listings in bold** are default selections that TOPSpro will automatically generate, while the user must specify whether generate the listings in regular text.

Bold = Default selections

Italics = Fixed selections

CAPS = login as ADMIN