



Grab That Firehose!

***A Beginner's Guide
to Data Migration
from ASAP to
TOPSpro Enterprise***

Presented by:

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Grossmont Adult School



Topics:

(1) What needs to be exported?



Topics:

(1) What needs to be exported?

(2) How do I get it there?



Topics:

(1) What needs to be exported?

(2) How do I get it there?

(3) Did it work??



2019-20 Required Data (CAEP or WIOA)

- Name, Birthdate, Gender, Race
- Highest year of School
- Labor Force Status
- Enrollment in an Instr. Program
- Attendance
- Services (Counseling, support, etc.)
- Outcomes (got a job, college bound, etc.)
- Test IDs and test scores (GED/HiSET, eTests etc.)

2019-20 Required Data (CAEP or WIOA) (cont'd)

- Name, Birthdate, Gender, Race
- Highest year of School
- Labor Force Status
- Enrollment in an Instr. Program
- Attendance
- Services
- Outcomes
- Test IDs and test scores

Export Data Files: (*.CSV)

- **PERS**
- **CLS**
- **DEM**
- **SPS**
- **ENTR**
- **SCS**
- **ATT**
- **UPDT**

Topics:



(1) What needs to be exported?

(2) How do I get it there?



EXPLORE + CONNECT

ASAP USER CONFERENCE

Exporting:

View Reports > Misc > Export TOPS files

Miscellaneous		
★	AfterSchool Program Check-In Sheets	AfterSchool Program Check-In Sheets
★	CAEP Student Data Tables	Access all the CAEP Program Area data for reporting to the consortium to meet your student data requirements. All ten tables are available based on the data within ASAP.
★	Company Accounts	Lists accounts details that have classes active in a selected time period.
★	Courses by Course Group	Displays all courses in course group hierarchy
★	Customer Transcript	Customer Transcript
★	Customers by Customer Group Grid	Displays list of Customers connected to Customer Groups by Multiple Criteria selected
★	EmailQueue Report	This report will display information about emails saved in, or sent from, the ASAP Email Queue
★	Export TOPS files	Generate TOPS export files for import into TE. Class, Demographic, Entry, Student Class Status, Attendance, Student Program Status and Update records



ASAP Reporting - Export Tops Report

Use this Agency instead:

Use this Site instead:

☐ Export ALL records for Selected Criteria without preview. ('View & Pick...' button)

Fiscal Year:



Time Period:



Course Group:

Course :

Location:

Status:

Teacher:

Class :

☐ Students with Att.Hours only

Entry Records:

Demographics:

☐ Include SSN in Demographics Export

Personnel:

☐ Include Concurrent HS student records

Class Records:

Update Records:

☐ ONLY MISSING UPDATED DATA

Attendance Records: *

Student Class Status:

Student Program Status:

From Date:



To Date:



* Dates required for ATT. Optional for all other files - as enrollment date.

☐ Show Headers

☐ Export Daily Attendance

☐ Export all hours for class up to today (Cumulated)

☐ Registered in Selected Date Range, no Enrollment (Demographics and Entry only)

☐ Export Extended Class ID

☐ With Service Hours in Selected Date Range (DEM, ENTR and UPDA only). If service hours option is checked, enter only a date range for the UPDT. No need to choose from dropdown menus (Time Period, Courses, etc.)

EXPLORE + CONNECT

ASAP USER CONFERENCE

ASAP > Search results

exporting

140 results for "exporting"

Knowledge base

Exporting TOPS Attendance Hours

by Cindy Loo-Garcia 1 year ago in [California Adult Schools](#) >
CASAS TOPS Management

There are 3 options for *exporting* TOPS attendance hours from ASAP.

How to Export TOPS files from ASAP

by Cindy Loo-Garcia 4 years ago in [California Adult Schools](#) >
CASAS TOPS Management

Steps for *exporting* a file (Demographic 5050 example).

What does each CASAS TOPS export file include?

by Cindy Loo-Garcia 3 years ago in [California Adult Schools](#) >
CASAS TOPS Management

Community

Catalog Export Instructors

It looks incorrect in the catalog with how it *exports* now and is time consuming to fix it,

Jodie Rasmussen • January 21, 2014 08:11 • 0 comments

Include Grade levels AND Age Levels in Course Catalog Export

When I *export* info from the Course Catalog report, I only get t information for Age, not Grade.

Martha Young • October 15, 2014 14:51 • 0 comments

Please Add Student Names to Google Calendar export for Private Lessons Schedules

their calendar to Google Calendar, all that *exports* is the time o the lesson and the instrument -- but not the student's





Search



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Product Overviews

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Our products are time saving, easy to use, and cost effective.

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[Options Window](#)

[Scanning](#)







[TE Hands on Training](#)

[TE Listers](#)



[TE Reports - General](#)

[TE Training Videos](#)

Third Party Import and Export

File	Type	Size	Download
WIOA Import Templates	ZIP	374.43 KB	 Download
Exchanging Data with 3rd Party Systems v.1.1	PDF	275.27 KB	 Download
Options-Imports Tab	PDF	165.25 KB	 Download
Using TE Scheduler	PDF	478.91 KB	 Download
Using 3rd Party Export	PDF	501.98 KB	 Download
Using 3rd Party Import Wizard	PDF	298.43 KB	 Download

TE to TE Import and Export

File	Type	Size	Download
TE-TE Import Wizard-Archive	PDF	619.77 KB	 Download
TE-TE Import Wizard-Import	PDF	301.03 KB	 Download

(1 & 2) Export Teachers & Classes

- (1) “PERS” File
 - *Personnel*
 - “Proctor Maria Edwards”
 - #years experience
- (2) “CLS” File
 - Course descriptions
 - Classes (“Instances”)
 - Time, location
 - Instructional Program, Focus Area, Special Pgm



Use this Agency instead:

1234

Use this Site instead:

1

☐ Export ALL records for Selected Criteria without preview. ('View & Pick...' button)

Fiscal Year:

2014

Time Period:

Full Year 2019-2020

Course Group:

All Groups

Course :

All Courses

Location:

All Locations

Status:

All (Not 'Waitlisted')

Teacher:

All Teachers

Class :

All Classes

☐ Students with Att.Hours only

Entry Records:

View & Pick ENTR_8051

Export Entries ENTR_8051

Demographic Information

Demographics:

View & Pick DEM_5050

Export Demographics DEM_5050

☐ Include SSN in Demographics Export

Personnel:

1 View & Pick PERS

Export Personnel Records PERS

☐ Include Concurrent HS student records

Class Records:

2 View & Pick CLS_4050

Export Classes CLS_4050

Update Records:

View & Pick UPDT_9051

Export Updates UPDT_9051

Review Update Data

☐ ONLY MISSING UPDATED DATA

Attendance Records: *

View & Pick ATT_7050

Export Attendance ATT_7050

Student Class Status:

View & Pick SCS_2050

Export Student Status SCS_2050

Student Program Status:

View & Pick SPS

Export Program Status SPS

From Date:



To Date:



* Dates required for ATT. Optional for all other files - as enrollment date.

☐ Show Headers

☐ Export Daily Attendance

☐ Export all hours for class up to today (Cumulated)

☐ Registered in Selected Date Range, no Enrollment (Demographics and Entry only)

☐ Export Extended Class ID

☐ With Service Hours in Selected Date Range (DEM,ENTR and UPDA only). If service hours option is checked, enter only a date range for the UPDT. No need to choose from dropdown menus (Time Period, Courses, etc.)

EXPLORE + CONNECT

ASAP USER CONFERENCE

CLS_4050 (1) - Excel

File Home Insert Page Layout Formulas Data Review View Acrobat Tell me what you want to do... jfera@casas.org Share

Cut Copy Paste Format Painter Clipboard

Calibri 11 A A B I U Font

Wrap Text Merge & Center Alignment

General Number Styles Cells Editing

Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Clear Sort & Filter Find & Select

A1 VendorCode1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	VendorCode	StateCode	AgencyID	SiteID	ClassID	Extended	ClassDesc	CourseCode	CipCode	A22Course	TeacherID	ClassStart	ClassEnd	Transition	Instruction	SpecialPro	CBEDScod	FocusArea	ClassDura	ClassSche	Clas
2	ASAP	CA	1234	1	4001199		Google Su	4001199			7872	8062019	12192019		ESL,VOCED,WFR				180	20	
3																					
4																					
5																					
6																					
7																					
8																					

CLS_4050 (1)

Ready

(3 & 4) Export Student Data & Student Program

- “DEM” File
 - *Demographics*
 - Education history
- “SPS” File
 - “*Student Program Status*”
 - Instructional program
 - Start date



EXPLORE + CONNECT

ASAP USER CONFERENCE

Use this Agency instead: Use this Site instead:

☐ Export ALL records for Selected Criteria without preview. ('View & Pick...' button)

Fiscal Year: ?

Time Period: ?

Course Group:

Course :

Location:

Status:

Teacher:

Class :

☐ Students with Att.Hours only

Entry Records:

Demographics:

Personnel:

Class Records:

Update Records:

☐ ONLY MISSING UPDATED DATA

Attendance Records: *

Student Class Status:

Student Program Status:

From Date: To Date:

* Dates required for ATT. Optional for all other files - as enrollment date.

☐ Show Headers ☐ Export Daily Attendance ☐ Export all hours for class up to today (Cumulated)

☐ Registered in Selected Date Range, no Enrollment (Demographics and Entry only) ☐ Export Extended Class ID

☐ With Service Hours in Selected Date Range (DEM,ENTR and UPDA only). If service hours option is checked, enter only a date range for the UPDT. No need to choose from dropdown menus (Time Period, Courses, etc.)

☐ Include SSN in Demographics Export

☐ Include Concurrent HS student records

Use this Agency instead:

Use this Site instead:

☐ Export ALL records for Selected Criteria without preview. ("View & Pick..." button)

Fiscal Year: ?

Time Period: ?

Course Group:

Course :

Location:

Status:

Teacher:

Class :

☒ Students with Att.Hours only

Entry Records:

Demographics:

☐ Include SSN in Demographics Export

Personnel:

☐ Include Concurrent HS student records

Class Records:

Update Records:

☐ ONLY MISSING UPDATED DATA

Attendance Records: *

Student Class Status:

Student Program Status:

From Date: To Date:

* Dates required for ATT. Optional for all other files - as enrollment date.

☐ Show Headers

☐ Export Daily Attendance

☒ Export all hours for class up to today (Cumulated)

☐ Registered in Selected Date Range, no Enrollment (Demographics and Entry only)

☒ Export Extended Class ID

☐ With Service Hours in Selected Date Range (DEM,ENTR and UPDA only). If service hours option is checked, enter only a date range for the UPDT. No need to choose from dropdown menus (Time Period, Courses, etc.)

(5) Export Entry Data

- “ENTR” File
 - *Entry* (class enrollment)
 - Barriers, Employment status, Services



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ASAP Reporting - Export Tops Report

Use this Agency instead: Use this Site instead:

☐ Export ALL records for Selected Criteria without preview. ('View & Pick...' button)

Fiscal Year: ?

Time Period: ?

Course Group:

Course :

Location:

Status:

Teacher:

Class :

☐ Students with Att.Hours only

Entry Records: **5**

Demographics: **3** ☐ Include SSN in Demographics Export

Personnel: **1** ☐ Include Concurrent HS student records

Class Records: **2**

Update Records:

☐ ONLY MISSING UPDATED DATA

Attendance Records: *

Student Class Status:

Student Program Status: **4**

From Date: To Date:

* Dates required for ATT. Optional for all other files - as enrollment date.

☐ Show Headers ☐ Export Daily Attendance ☐ Export all hours for class up to today (Cumulated)

☐ Registered in Selected Date Range, no Enrollment (Demographics and Entry only) ☐ Export Extended Class ID

☐ With Service Hours in Selected Date Range (DEM,ENTR and UPDA only). If service hours option is checked, enter only a date range for the UPDT. No need to choose from dropdown menus (Time Period, Courses, etc.)

(6&7...Repeat...) Export Attendance

- “ATT” File
 - Cumulated vs. Daily
 - MONTHLY
 - 2xMONTH -- better
 - WEEKLY -- best!
 - Cumulated: sum of attendance hours to date



Use this Agency instead: Use this Site instead:

☐ Export ALL records for Selected Criteria without preview. ('View & Pick...' button)

Fiscal Year: ?

Time Period: ?

Course Group:

Course:

Location:

Status:

Teacher:

Class:

☐ Students with Att.Hours only

Entry Records: 5

Demographics: 3

Personnel: 1

Class Records: 2

Update Records:

☐ ONLY MISSING UPDATED DATA

Attendance Records: * 6

Student Class Status:

Student Program Status: 4

From Date: To Date:

* Dates required for ATT. Optional for all other files - as enrollment date.

☐ Show Headers ☐ Export Daily Attendance ☐ Export all hours for class up to today (Cumulated)

☐ Registered in Selected Date Range, no Enrollment (Demographics and Entry only) ☐ Export Extended Class ID

☐ With Service Hours in Selected Date Range (DEM,ENTR and UPDA only). If service hours option is checked, enter only a date range for the UPDT. No need to choose from dropdown menus (Time Period, Courses, etc.)

☐ Include SSN in Demographics Export

☐ Include Concurrent HS student records

EXPLORE + CONNECT

ASAP USER CONFERENCE



ASAP Reporting - Export Tops Report

Use this Agency instead: Use this Site instead:

☐ Export ALL records for Selected Criteria without preview. ("View & Pick..." button)

Fiscal Year: ?

Time Period: ?

Course Group:

Course :

Location:

Status:

Teacher:

Class :

☐ Students with Att.Hours only

Entry Records:

Demographics:

Personnel:

Class Records:

Update Records:

☐ ONLY MISSING UPDATED DATA

Attendance Records: *

Student Class Status:

Student Program Status:

From Date: To Date:

* Dates required for ATT. Optional for all other files - as enrollment date.

☐ Show Headers ☐ Export Daily Attendance ☐ Export all hours for class up to today (Cumulated)

☐ Registered in Selected Date Range, no Enrollment (Demographics and Entry only) ☐ Export Extended Class ID

☐ With Service Hours in Selected Date Range (DEM,ENTR and UPDA only). If service hours option is checked, enter only a date range for the UPDT. No need to choose from dropdown menus (Time Period, Courses, etc.)

☐ Include SSN in Demographics Export

☐ Include Concurrent HS student records

Please note: You have 10 minutes to complete your task before you need to close & reopen this window to continue working.

[Select All](#)

EXPLORE + CONNECT

ASAP USER CONFERENCE



ASAP Reporting - Export Tops Report

Use this Agency instead:

1234

Use this Site instead:

1

☐ Export ALL records for Selected Criteria without preview. ('View & Pick...' button)

Fiscal Year:

2014

Time Period:

Full Year 2019-2020

Course Group:

All Groups

Course :

Location:

Entry Records:

Demographics:

Personnel:

Class Records:

Update Records:

Attendance Records: *

Student Class Status:

Student Program Status:

From Date:

* Dates required for ATT. Option

☐ Show Headers

☐ Registered in Selected Date Range, no Enrollment (Demographics and Entry only)

☐ With Service Hours in Selected Date Range (DEM,ENTR and UPDA only). If service hours option is checked, enter only a date range for the UPDT. No need to choose from dropdown menus (Time Period, Courses, etc.)

Typing Test
U.S. History
U.S. Government
Vintage Theme Parks
WIOA | Adults supporting K12 student success
WIOA | Adults w/ Disabilities
WIOA | Basic Skills (ABE)
WIOA | Career / Tech Ed
WIOA | Citizenship
WIOA | ESL/ELL
WIOA | Health & Safety
WIOA | High School Diploma
WIOA | Home Economics
WIOA | HSE
WIOA | Older Adults
WIOA | Other
WIOA | Pre-Apprenticeship
WIOA | Spanish HSE
WIOA | Workforce Readiness
World History

Status: All (Not 'Waitlisted')

Teacher: All Teachers

Class : All Classes

Classes with Att. Hours only

1

5050

ERS

0

51

50

2050

S

Calendar icon

Clock icon

Demographic Information

☐ Include SSN in Demographics Export

☐ Include Concurrent HS student records

Review Update Data

Export all hours for class up to today (Cumulated)

☐ Export Extended Class ID

(8) Export Student Class Status

- “SCS” File
 - Finishing class
 - Leaving program
 - End of Semester

...the home stretch!!!



(9) Export Updates

- “UPD” File
 - Outcomes!!
 - Earned HSD/GED
 - Got a job
 - Headed to post-secd’y school
 - Earned occupational certif.
- SERVICES
 - Training, Transition, Supportive



EXPLORE + CONNECT

ASAP USER CONFERENCE



ASAP Reporting - Export Tops Report

Use this Agency instead: Use this Site instead:

☐ Export ALL records for Selected Criteria without preview. ('View & Pick...' button)

Fiscal Year: ?

Time Period: ?

Course Group:

Course :

Location:

Status:

Teacher:

Class :

☐ Students with Att.Hours only

Entry Records: 5

Demographics: 3

Personnel: 1

Class Records: 2

Update Records: 9

☐ ONLY MISSING UPDATED DATA

Attendance Records: * 6

Student Class Status: 8

Student Program Status: 4

From Date: To Date:

* Dates required for ATT. Optional for all other files - as enrollment date.

☐ Show Headers ☐ Export Daily Attendance ☐ Export all hours for class up to today (Cumulated)

☐ Registered in Selected Date Range, no Enrollment (Demographics and Entry only) ☐ Export Extended Class ID

☐ With Service Hours in Selected Date Range (DEM,ENTR and UPDA only). If service hours option is checked, enter only a date range for the UPDT. No need to choose from dropdown menus (Time Period, Courses, etc.)

☐ Include SSN in Demographics Export

☐ Include Concurrent HS student records

EXPLORE + CONNECT

ASAP USER CONFERENCE

Attendance Records: *

Student Class Status:

Student Program Status:

From Date: To Date:

* Dates required for ATT. Optional for all other files - as enrollment date.

☒ Show Headers ☐ Export Daily Attendance ☐ Export all hours for class up to today (Cumulated)

☐ Registered in Selected Date Range, no Enrollment (Demographics and Entry only) ☐ Export Extended Class ID

☐ With Service Hours in Selected Date Range (DEM,ENTR and UPDA only). If service hours option is checked, enter only a date range for the UPDT. No need to choose from dropdown menus (Time Period, Courses, etc.)

Please note: You have 10 minutes to complete your task before you need to close & reopen this window to continue working.

[Select All](#)

Select	Section No	Time Period	ASAP TOPS_ID	Student Last Name	Student First Name	Enrollment Status	Total Hours For Class	Teacher Full Name	Section Title	Class Start Date	Event Enrollment ID	Primary Goal	Secondary Goal
<input type="checkbox"/>	0300.01	FY2019_20	827885	Adams	Adam	ENROLLED	09:00	Hoop, Hula	ESL Advanced	08/12/2019	11591003		
<input type="checkbox"/>	0300.01	FY2019_20	827886	Adams	Art	ENROLLED	09:00	Hoop, Hula	ESL Advanced	08/12/2019	11591014		
<input type="checkbox"/>	1AUTO	FY2019_20	827886	Adams	Art	COMPLETED	18:00	Kotter, Gabe	1 Introduction to Automotive Repair	07/01/2019	11591017		
<input type="checkbox"/>	0300.01	FY2019_20	1275558	Andrews	Archie	ENROLLED	09:00	Hoop, Hula	ESL Advanced	08/12/2019	11591002		
<input type="checkbox"/>	0300.01	FY2019_20	30818	Artist	Artsy	ENROLLED	06:00	Hoop, Hula	ESL Advanced	08/12/2019	11591005		
<input type="checkbox"/>	0300.01	FY2019_20	1265363	August	Test	ENROLLED	06:00	Hoop, Hula	ESL Advanced	08/12/2019	11591006		
<input checked="" type="checkbox"/>	4001199	FY2019_20	7178412	Bunny	Bugs	ENROLLED	03:00	Hoop, Hula	Google Suite in Spanish	08/06/2019	11836334		
<input type="checkbox"/>	3AUTO	FY2019_20	6932528	Dorr	Jason	ENROLLED	02:00	Kotter, Gabe	3 Advanced Auto Computer Systems	07/02/2019	11591001		

Next:
Import the files into
TOPSpro Enterprise

[View](#)[Organization](#)[Records](#)[Reports](#)[Tools](#)[Scoring](#)[Help](#)[Scanning Wizard](#)[3rd Party Import Wizard](#)[Class Replication Wizard](#)[Proxy Wizard](#)[TE to TE Import/Export Wizard](#)[NRS Core Performance Wizard](#)[Additional Assessments Import Wizard](#)[Scheduler](#)[TEO Request Wizard](#)[Data Upload Control Panel](#)[3rd Party Vendors](#)[3rd Party Import Log](#)

Select one of the records below for importing. The alphanumeric code identifies a unique record that is recognizable to TOPSpro Enterprise as published in: *TOPSpro Enterprise Import Specifications* . This wizard will perform a format validation routine after the import data file is specified.

Note: Importing any of these records can create new records in TOPSpro Enterprise as well as update existing records.

If you have multiple files they should be imported in this order:

1. Personnel and User Data (PERS)
2. Class Data (CLS)
3. Demographic Data (DEM)
4. Student Program Status (SPS) / Entry (ENTR) / Student class status (SCS) / Attendance (ATT) / Test (TEST) / Update (UPDT) / HSE Exam Results (HSE) Data import in whatever order is preferred

Select a record and click Next to continue.

Format Set

☒ WIOA Import Formats

☐ Old WIA Import Formats (not recommended)

- | | |
|--|--|
| <input type="radio"/> Personnel and User Data from a 3rd party system (PERS) | <input type="radio"/> Student Class Status from a 3rd party system (SCS) |
| <input type="radio"/> Class Data from a 3rd party system (CLS) | <input type="radio"/> Attendance Data from a 3rd party system (ATT) |
| <input type="radio"/> Demographic Data from a 3rd party system (DEM) | <input type="radio"/> Test Data from a 3rd party system (TEST) |
| <input type="radio"/> Student Program Status from a 3rd party system (SPS) | <input type="radio"/> Update Data from a 3rd party system (UPDT) |
| <input checked="" type="radio"/> Entry Data from a 3rd party system (ENTR) | <input type="radio"/> High School Exam Results from a 3rd party system (HSE) |

Cancel

<< Back

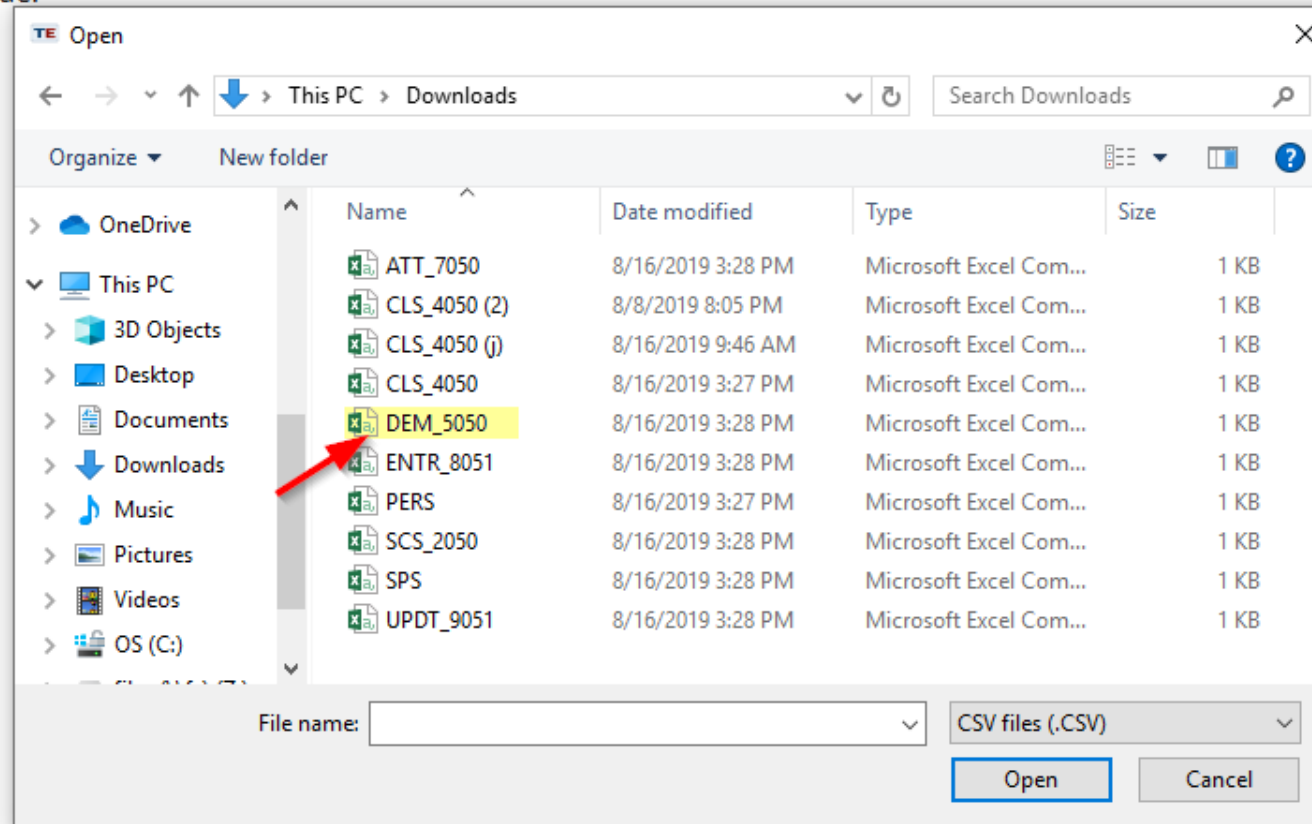
Next >>

Select import file - 3rd Party Demographic Data

Enter the name of your CSV import file. Or, click the Browse button to navigate to your file.

Note that starting July 1st, 2016, the DBF and SDF file formats are no longer supported, and the CSV file format is the only one accepted.

Click the Next button to continue.



Filename - 3rd Party Demographic Data

Browse...

Cancel

<< Back

Next >>

Use the data grid to select one or more records to edit. Notice the text box above the Edit Records button for any advisory message. Yellow records are cautionary while red records are invalid and must be fixed or they will not be imported.

To edit an individual record click on any row and then click the Edit Records button. To edit multiple records you can first select them with Ctrl-click and/or Shift-click using your mouse. To select all records click first on any row, then press Ctrl-a. Once you've selected your records, click the Edit Records button.

After you've made any edits you wish to make click the Next button to continue.

Total records: 2

Edit Records

Remove Records

...	State	Agency ID	Site ID	Student ID	First Name	Last Name	Gender
	California	9999	1	7178412	Bugs	Bunny	Male
	California	9999	1	7178421	Elmer	Fudd	Male

Cancel

Save import session

Create Data Report

<< Back

Next >>

BIG HINTS:



(1) Look for empty fields
Sort (name, bdate)
Filter



(2) Make global edits
i.e. Corrections = unemployed



(3) Stop or keep going?
Edit ASAP and re-export...?

There are 2 valid records the wizard will attempt to import into the TOPSpro Enterprise data

Note: Even though a record is considered valid according to client-side validation it may co
you will be informed about the number of records that could not be imported. You will also
could not be imported.

Click the Next button to start the import.



Importing record 1 of 2... Please wait...



Cancel

Save import

Import results - 3rd Party Demographic Data

The entire dataset containing 2 records has been successfully imported into the TOPSpro Enterprise database.



Topics:



(1) What needs to be exported?



(2) How do I get it there?

(3) Did it work??



III. Data Integrity

- Resolve missing data
 - Demographics
- Remove duplicates
- Add survey results
- Verify services

CASAS eTests ▶

Demographics ▶

Program Outcomes ▶

Test Results ▶

Consumer Reports ▶

Data Management ▶

State Reports ▶

Federal Reports ▶

Report Locator Wizard...

Reports Manager

Dashboard Sources ▶

Ad Hoc Reporting

NRS Data Integrity

NRS Data Integrity Detail

Archived Reports ▶

Student Profile

Teacher Detail

Duplicate Students



y

29 PM

m Years

chic History

ents

Agency



09/25/2019

23:32:38

NRS Data Integrity

by Agency

Agency: 9999 - Fake Agency

Program Year: 2019-2020

Summary Information	Without PoP	2019-2020	PoP 1	PoP 2
Total WIOA Title II Learners	2	2	0	
Learners Concurrently Enrolled in High School/K12	0	0	0	
Total Learners eligible for WIOA Title II	2	2	0	

Item	Description	Last PoP or Current Enrollment		PoP 1		PoP 2	
		#	%	#	%	#	%
01	Missing Birthdate or outside 16-110	0	0%				
02	Less than 12 Hours of Instruction	2	100%	0	0%	0	
02a	Zero or Empty Hours of Instruction	2	100%	0	0%	0	
02b	Total hours between 1-11 hours	0	0%	0	0%	0	
03	No Highest Year of School/Degree Earned	0	0%				
03a	No Highest Year of School	0	0%				
03b	No Highest Degree Earned	0	0%				
04	No Gender	0	0%				
05	No Race/Ethnicity	0	0%				

CAEP Data Integrity

NRS Data Integrity

NRS Data Integrity...



Report Viewer Navigator



Keep Session

New

Filter

Columns

Sort

Delete

Batch

✓ NRS Data Integrity

✓ 9/25/2019 4:32:29 PM

Student

Students - In Program Years

Student - Demographic History

Students - Records

Classes - Records

Programs - Enrollments

Student Assessment

Bookmarks

9999 - Fake Agency

Agency = 9999 - Fake Agency, Item = 02. Less than 12 Hours of Instruction

Program year	Site	Student ID	Name
7/1/2019 - 6/30/2020	9999 - Fake A...	7178412	Bugs Bunny
7/1/2019 - 6/30/2020	9999 - Fake A...	7178421	Elmer Fudd

More Tips:

- Bite-sized chunks: subset your ASAP data
 - Organize ASAP classes using “Course Groups” and “Time Period”
- “Data Sleuthing” in TE: tidy-up the oddities
 - Display TE Listers, then `MORE> VIEW > Info`
- Remember: TE import can't ERASE an entry (i.e. uncheck a box)... do that manually in TE
 - Outcomes and barriers

EXPLORE + CONNECT

ASAP USER CONFERENCE



ASAP Reporting - Export Tops Report

Use this Agency instead: Use this Site instead:

☐ Export ALL records for Selected Criteria without preview. ("View & Pick..." button)

Fiscal Year: ?

Time Period: ?

Course Group:

Course :

Location:

Status:

Teacher:

Class :

☐ Students with Att.Hours only

Entry Records:

Demographics:

Personnel:

Class Records:

Update Records:

☐ ONLY MISSING UPDATED DATA

Attendance Records: *

Student Class Status:

Student Program Status:

From Date: To Date:

* Dates required for ATT. Optional for all other files - as enrollment date.

☐ Show Headers ☐ Export Daily Attendance ☐ Export all hours for class up to today (Cumulated)

☐ Registered in Selected Date Range, no Enrollment (Demographics and Entry only) ☐ Export Extended Class ID

☐ With Service Hours in Selected Date Range (DEM,ENTR and UPDA only). If service hours option is checked, enter only a date range for the UPDT. No need to choose from dropdown menus (Time Period, Courses, etc.)

☐ Include SSN in Demographics Export

☐ Include Concurrent HS student records

Please note: You have 10 minutes to complete your task before you need to close & reopen this window to continue working.

[Select All](#)

EXPLORE + CONNECT

ASAP USER CONFERENCE



Use this Agency instead: Use this Site instead:

☐ Export ALL records for Selected Criteria without preview. ('View & Pick...' button)

Fiscal Year: ?

Time Period: ?

Course Group:

Course :
Location:
Entry Records:
Demographics:
Personnel:
Class Records:
Update Records:
Attendance Records : *
Student Class Status:
Student Program Status:
From Date:

☐ Show Headers

☐ Registered in Selected Date Range, no Enrollment (Demographics and Entry only)

☐ With Service Hours in Selected Date Range (DEM,ENTR and UPDA only). If service hours option is checked, enter only a date range for the UPDT. No need to choose from dropdown menus (Time Period, Courses, etc.)

Typing Test
U.S. History
U.S. Government
Vintage Theme Parks
WIOA | Adults supporting K12 student success
WIOA | Adults w/ Disabilities
WIOA | Basic Skills (ABE)
WIOA | Career / Tech Ed
WIOA | Citizenship
WIOA | ESL/ELL
WIOA | Health & Safety
WIOA | High School Diploma
WIOA | Home Economics
WIOA | HSE
WIOA | Older Adults
WIOA | Other
WIOA | Pre-Apprenticeship
WIOA | Spanish HSE
WIOA | Workforce Readiness
World History

Status:

Teacher:

Class :

s with Att.Hours only

☐ Include SSN in Demographics Export

☐ Include Concurrent HS student records

☐ Export Extended Class ID

all hours for class up to today (Cumulated)

TE

ViewOrganizationRecordsReportsToolsScoringHelp

Version: 3.0 build 65

In Program Years

Class Instances

Personnel

New

9999 - Fake Agency

Subsites

Filter

Columns

Sort

Delete

Batch Delete

More

Class ID	Extended ID	Class Description	Class Start Date	Class End Date	Instructional Programs
4001199	FY2019_20	Google Suite in Spanish	8/6/2019	12/19/2019	ESL/ELL, Career and Technical Education (CTE), V
4001199	FY2019_20	4001199	7/1/2019		

Record Change History

ObjectID: 1319105776

Object Type: ClassInstance

Inserted On: 8/16/2019 10:44:28 PM

Inserted By: jfera@casas.org - Janice Fera

Insertion Method: Import

Version	Update Date/Time	User	Method
1	8/16/2019 10:44:28 PM	jfera@casas.org - Janice Fera	Import

Use this Agency instead:

1234

Use this Site instead:

1

☐ Export ALL records for Selected Criteria without preview. ('View & Pick...' button)

Fiscal Year: 2014 ?

Time Period: Full Year 2019-2020 ?

Course Group: WIOA | High School Diploma

Course : History of Music

Location: Hollenbeck Center

Status: All (Not 'Waitlisted')

Teacher: All Teachers

Class : All Classes

☒ Students with Att.Hours only

Entry Records: View & Pick ENTR_8051

Export Entries ENTR_8051

Demographic Information

Demographics: View & Pick DEM_5050

Export Demographics DEM_5050

☐ Include SSN in Demographics Export

Personnel: View & Pick PERS

Export Personnel Records PERS

☐ Include Concurrent HS student records

Class Records: View & Pick CLS_4050

Export Classes CLS_4050

Update Records: View & Pick UPDT_9051

Export Updates UPDT_9051

Review Update Data

☐ ONLY MISSING UPDATED DATA

Attendance Records: * View & Pick ATT_7050

Export Attendance ATT_7050

Student Class Status: View & Pick SCS_2050

Export Student Status SCS_2050

Student Program Status: View & Pick SPS

Export Program Status SPS

From Date:

To Date:

* Dates required for ATT. Optional for all other files - as enrollment date.

☐ Show Headers

☐ Export Daily Attendance

☒ Export all hours for class up to today (Cumulated)

☐ Registered in Selected Date Range, no Enrollment (Demographics and Entry only)

☒ Export Extended Class ID

☐ With Service Hours in Selected Date Range (DEM,ENTR and UPDA only). If service hours option is checked, enter only a date range for the UPDT. No need to choose from dropdown menus (Time Period, Courses, etc.)

Summary:

- ✓ (1) What needs to be exported?
- ✓ (2) How do I get it there?
- ✓ (3) Did it work??

Questions?

Thank you

Grab That Firehose!

***A Beginner's Guide to Data Migration
from ASAP to TOPSpro Enterprise***

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