



# ***Adult Education Program Best Practices***

Presented by  
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Soledad Adult School



# *Objectives*

- Duplicate Students Report/ merge
- Export ASAP to TE
- Export Attendance
- Self Check in/out



# ***Soledad Adult School***

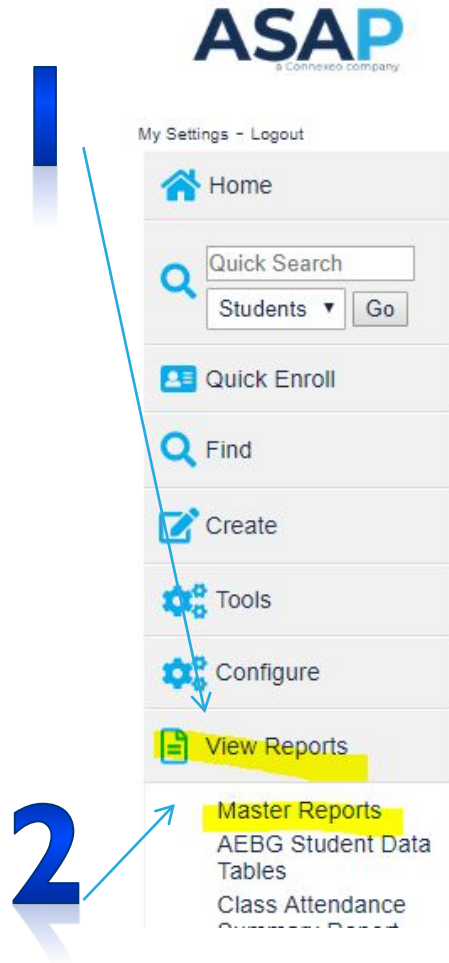
- Vicky Arreola, Secretary 3
- Roxanna Argueta, TE Data Specialist
- Stephanie Carrillo, Attendance Registrar
- Francisco X. Pinedo, Lead Instructor



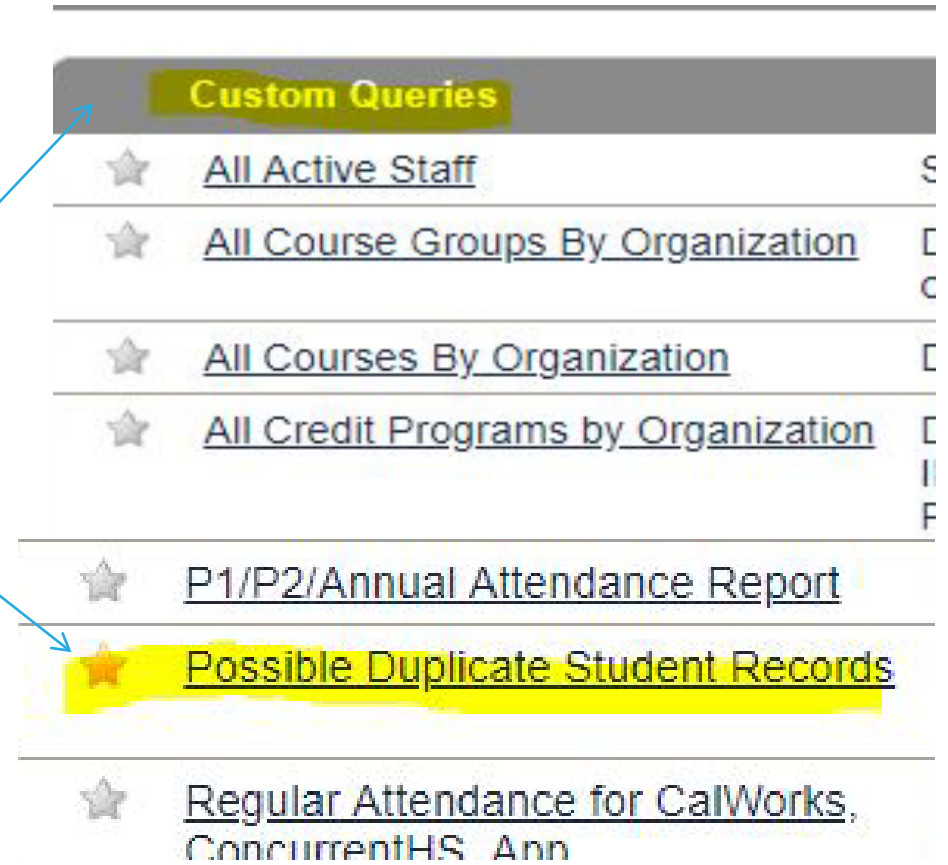
# EXPLORE + CONNECT

ASAP USER CONFERENCE

## *Duplicate Students*



3



# ***Duplicate Students***



Query Report view

[Export to CSV](#)

## **Possible Duplicate Student Records**

List of all Customers having possible duplicated records

### **Custom Query**

Filter

Export to Excel





# ***Duplicate Student Report***

- AGAIN! IT IS POSSIBLE DUPLICATE, verify that it is the same student, don't assume it is.

Reportdata [Protected View] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Nitro Pro Acrobat

**Protected View** This file originated from an Internet location and might be unsafe. Click for more details. [Enable Editing](#)

K3    fx    11/7/2017

|   | A           | B              | C          | D     | E                        | F             | G       | H    | I     | J           | K            |   |
|---|-------------|----------------|------------|-------|--------------------------|---------------|---------|------|-------|-------------|--------------|---|
| 1 | Customer ID | Last Name      | First Name | Email | Enrollment Records Count | Primary Phone | Address | City | STATE | Postal Code | Created Date |   |
| 2 | 3781545     | Aguilar        | Jose       |       | 4                        |               |         |      |       |             | 4/7/2017     | D |
| 3 | 5122386     | Aguilar        | Jose       |       | 2                        |               |         |      |       |             | 11/7/2017    | D |
| 4 | 5809739     | Avila Martinez | Virginia   |       | 1                        |               |         |      |       |             | 3/20/2018    | D |
| 5 | 5655833     | Avila Martinez | Virginia   |       | 2                        |               |         |      |       |             | 2/21/2018    | D |
| 6 | 3257248     | Bravo          | Maria      |       | 1                        |               |         |      |       |             | 9/30/2016    | D |
| 7 | 3486614     | Bravo          | Maria      |       | 2                        |               |         |      |       |             | 1/18/2017    | D |



# ***Student Merger***



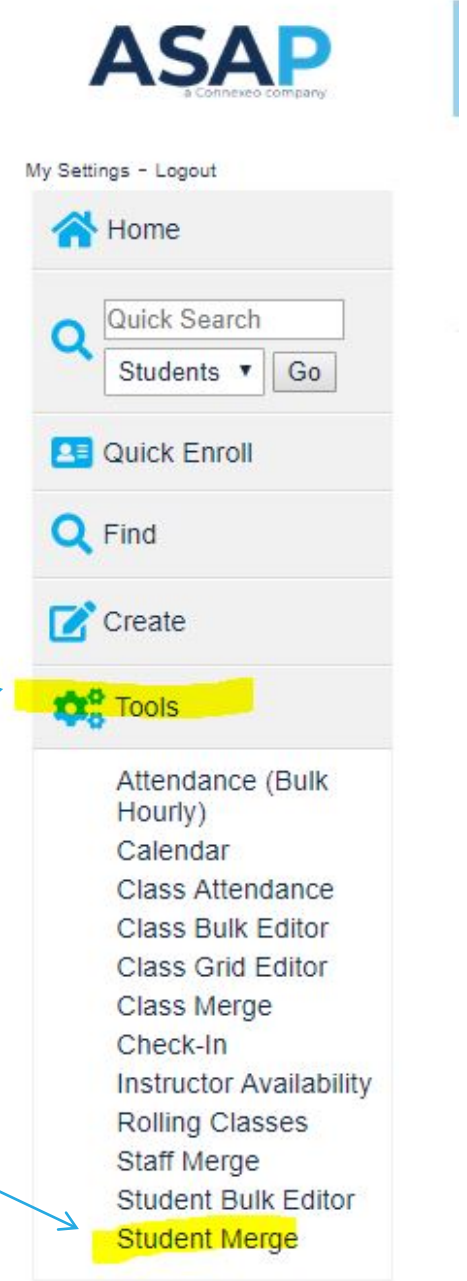
# *Student Merger*

- Once duplicates are identified, using the Excel document, then run the Student Merge to merge students
- Verify that the student is an actual duplicate



# *Student Merger*

1. Click Tools
2. Click on STUDENT MERGE



# *Student Merger*

Soledad Adult School (442

Merge Students

Time Period: All Active ▼

Enter the name of the student, then select the two student records you wish to merge. The student record marked Primary will be the record that remains after the merge.

To search for all possible duplicate students, click the Search button without entering a name.

Jose Aguilar Search



Type the name of the possible duplicate student, first and last name in the search field, then press search.

# Student Merger

| FIRST NAME | LAST NAME | EMAIL | PRIMARY<br>PHONE | BIRTHDATE | ZIP | STUDENT ID | CREATED DATE            |        |
|------------|-----------|-------|------------------|-----------|-----|------------|-------------------------|--------|
| Jose       | Aguilar   |       |                  |           |     |            | 11/7/2017<br>6:06:21 PM | Select |
| Jose       | Aguilar   |       |                  |           |     |            | 4/7/2017<br>1:23:44 PM  | Select |
|            |           |       |                  |           |     |            |                         |        |

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## *Student Merger*

| Primary                             | Primary                              |
|-------------------------------------|--------------------------------------|
| <b>Name:</b> Jose Aguilar           | <b>Name:</b> Jose Aguilar            |
| <b>Created Date:</b> 4/7/2017       | <b>Created Date:</b> 11/7/2017       |
| <b>Address</b>                      | <b>Address</b>                       |
| <b>City:</b>                        | <b>City:</b>                         |
| <b>State:</b>                       | <b>State:</b>                        |
| <b>Zip:</b>                         | <b>Zip:</b>                          |
| <b>Phone:</b>                       | <b>Phone:</b>                        |
| <b>Birthdate:</b>                   | <b>Birthdate:</b>                    |
| <b>Email:</b>                       | <b>Email:</b>                        |
| <b>Student ID:</b>                  | <b>Student ID:</b> 5122386           |
| <b>Enrollments:</b> ESL - Beginning | <b>Enrollments:</b> HiSET Prep Class |
| ESL - Intermediate                  | HiSET Prep Class                     |
| ESL - Intermediate                  |                                      |
| ESL - Beginning                     |                                      |
| <b>Invoices:</b> 3                  | <b>Invoices:</b> 1                   |
| <a href="#">remove</a>              | <a href="#">remove</a>               |



# Student Merger

Primary

**Name:** Jose Aguilar

**Created Date:** 4/7/2017

**Address**

**City:**

**State:**

**Zip:**

**Phone:**

**Birthdate:**

**Email:**

**Student ID:**

**Enrollments:** ESL - Beginning  
ESL - Intermediate  
ESL - Intermediate  
ESL - Beginning

**Invoices:** 3

[remove](#)

Primary

**Name:** Jose Aguilar

**Created Date:** 11/7/2017

**Address**

**City:**

**State:**

**Zip:**

**Phone:**

**Birthdate:**

**Email:**

**Student ID:**

**Enrollments:** HiSET Prep Class  
HiSET Prep Class

**Invoices:** 1

[remove](#)

Preview Merge



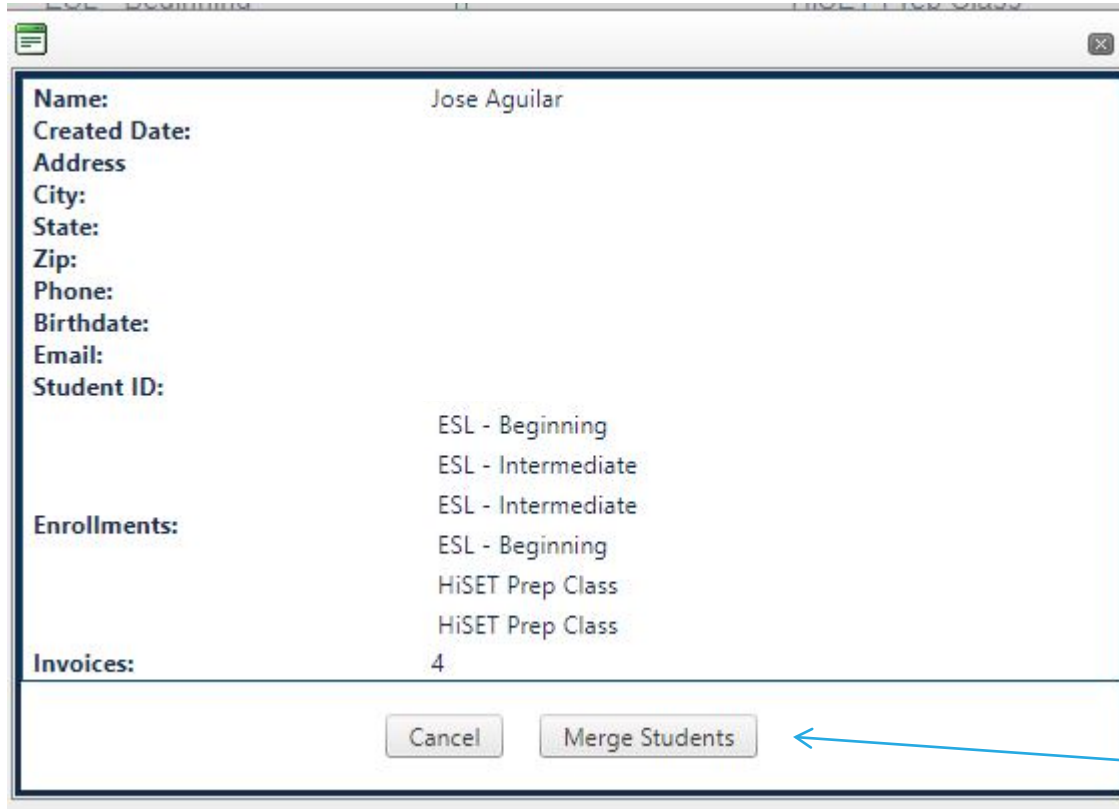
Enter the name of the student, then select the two student records you wish to merge. The student record marked Primary will be the record that remains after the merge.

To search for all possible duplicate students, click the Search button without entering a name.

Jose Aguilar

Search

# *Student Merger*



A screenshot of a software window titled "Student Merger". The window has a standard macOS-style title bar with a green button on the left and a red close button on the right. The main content area is a form with the following fields and values:

|               |  |
|---------------|--|
| Name:         | Jose Aguilar   |
| Created Date: |  |
| Address       |  |
| City:         |  |
| State:        |  |
| Zip:          |  |
| Phone:        |  |
| Birthdate:    |  |
| Email:        |  |
| Student ID:   |  |
| Enrollments:  | ESL - Beginning<br>ESL - Intermediate<br>ESL - Intermediate<br>ESL - Beginning<br>HiSET Prep Class<br>HiSET Prep Class |
| Invoices:     | 4  |

At the bottom of the window, there are two buttons: "Cancel" and "Merge Students". A blue arrow points from the text "Final step, press MERGE STUDENTS" to the "Merge Students" button.

Final step, press MERGE  
STUDENTS

# ***Review all Data in ASAP***

- Check each class (teachers can do this)
- Keep TE DIR in mind
  - Missing Birthdays (item 1 on DIR)
  - No Highest Year of School (item 3)
  - No Gender (item 4)
  - No Race (item 5)
  - Missing Labor Force (item 6)



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| Item | Description                             | Last PoP or<br>Current Enrollment |     |
|------|---|-----------------------------------|-----|
|      |   | #                                 | %   |
| 01   | Missing Birthdate or outside 16-110     | 0                                 | 0%  |
| 02   | Less than 12 Hours of Instruction       | 178                               | 36% |
| 02a  | Zero or Empty Hours of Instruction      | 91                                | 18% |
| 02b  | Total hours between 1-11 hours          | 87                                | 18% |
| 03   | No Highest Year of School/Degree Earned | 86                                | 17% |
| 03a  | No Highest Year of School               | 1                                 | 0%  |
| 03b  | No Highest Degree Earned                | 86                                | 17% |
| 04   | No Gender                               | 0                                 | 0%  |
| 05   | No Race/Ethnicity                       | 0                                 | 0%  |
| 06   | Total Reported Labor Force Status       | 486                               | 98% |
| 06a  | Total 'Employed'                        | 221                               | 44% |
| 06b  | Total 'Employed with notice'            | 0                                 | 0%  |
| 06c  | Total 'Unemployed'                      | 201                               | 40% |
| 06d  | Total 'Not in Labor Force'              | 64                                | 13% |
| 06e  | Total missing Labor Force Status        | 11                                | 2%  |
| 08   | No Pretest                              | 381                               | 77% |
| 09   | No Post-Test                            | 343                               | 69% |
| 09a  | No Post-Test or HSE/HSD                 | 308                               | 62% |
| 09b  | No Post-Test and pretest below ASE High | 343                               | 69% |
| 10a  | Learners with a pre-/post-test pair     | 70                                | 14% |

***Exporting to TE***



# *Exporting*

Having clean data before exporting will save you lots of headaches!

Editing information in ASAP is easier to do than in TE (per our experience at Soledad Adult)



Having clean data before exporting will save you lots of headaches!

Editing information in ASAP is easier to do than in TE (per our experience at Soledad Adult)



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## Exporting

Select an import type

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) |

**Export Data from ASAP in this order!**

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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)

Time Period:  

Course Group:

Course:

Location:

☐ Students with Att. Hours only

Entry Records:

Demographics:

Personnel:





Class Records:

Update Records:

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



## ***After Exporting to TE***

- Check the data in TE
- Select a date when all export from ASAP will be done for attendance (Mon to capture attendance from last week)





# Weekly Attendance

**ASAP** a Connexus company

ASAP Reporting - Export Tops Report

Use this Agency instead: 5949 Use this Site instead: 01

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

Time Period: School Year 18-19 ?  
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  
Demographics: View & Pick DEM\_5050 Export Demographics DEM\_5050  
Personnel: View & Pick PERS Export Personnel Records PERS  
Class Records: View & Pick CLS\_4050 Export Classes CLS\_4050  
Update Records: View & Pick UPDT\_9051 Export Updates UPDT\_9051  
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  
☐ 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.)

Demographic Information  
☐ Include SSN in Demographics Export  
☐ Include Concurrent HS student records

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

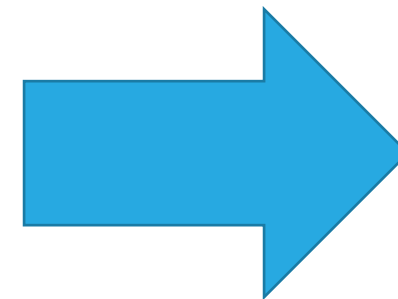
Please note: You have 10 minutes to complete your task before you need to close & reopen this window to continue working.

Select All

# ***Reports***

# *Selecting Reports*

Select the reports you  
use more frequently.



My Settings - Logout

- Home
- Quick Search  
Students ▾ Go
- Quick Enroll
- Find
- Create
- Tools
- Configure
- View Reports
  - Master Reports
    - AEBG Student Data Tables
    - Class Attendance Summary Report Grid
    - Export TOPS files
    - Export TopsPro to Print Test forms
    - Possible Duplicate Student Records
    - Student Labels: Barcode 5160
- Switch View

# Selecting Reports

Select the star \* on  
Reports you want  
Saved on your view  
Reports menu.

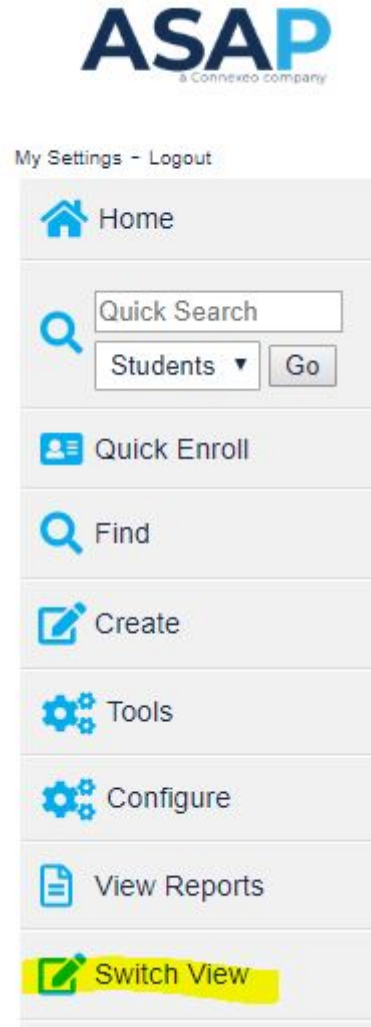
| Miscellaneous |   |   |
|---------------|---|---|
| ★             | <a href="#">AEBG Student Data Tables</a>            | Access all the AEBG Program Area data for reporting to the consortium to meet your student data requirements. All ten tables are available based on the data within ASAP. |
| ★ 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

***Self Check in***

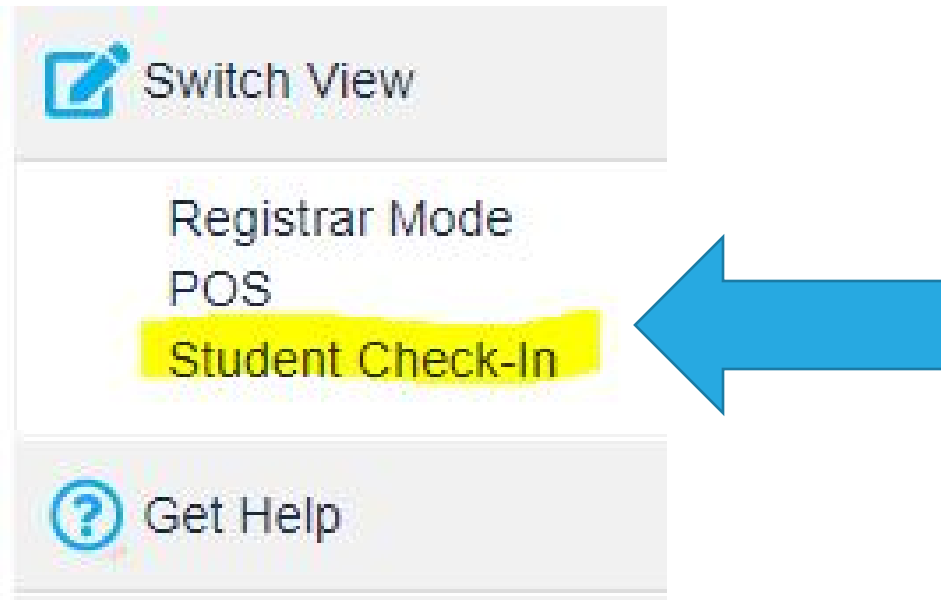


Teach a soft skill!  
Self student check in

Recommended:  
Have a designated computer or tablet  
for this.



# *Student Check-in*



# EXPLORE + CONNECT

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## *Student Check-in*

Exit

### Student Check-In










Please enter your passcode:

Passcode

Submit

Student types in their ASAP ID # and press submit to check in,  
and same process to check out.

# *Student Check-in*

| # | Student                      | Status   | <input type="checkbox"/> Present    | <input checked="" type="checkbox"/> Time In | <input checked="" type="checkbox"/> Time Out |   |
|---|------------------------------|----------|-------------------------------------|---|--|---|
|   |                              |          |                                     | 6:00 PM                                     | 9:00 PM                                      |   |
| 1 | <u>Alcantar, Margarita</u>   | Enrolled | <input type="checkbox"/>            |   |  |    |
| 2 | <u>Alcaraz, Olga</u>         | Enrolled | <input type="checkbox"/>            |   |  |    |
| 3 | <u>Amador, Carlos</u>        | Enrolled | <input checked="" type="checkbox"/> | 6:14 PM                                     | 9:00 PM                                      |    |
| 4 | <u>Amador, Manuel</u>        | Enrolled | <input checked="" type="checkbox"/> | 6:13 PM                                     | 9:00 PM                                      |    |
| 5 | <u>Buenrostro, Esperanza</u> | Enrolled | <input type="checkbox"/>            |   |  |    |
| 6 | <u>Castellon, Alma</u>       | Enrolled | <input type="checkbox"/>            |   |  |   |
| 7 | <u>Castillo, Myra E.</u>     | Enrolled | <input checked="" type="checkbox"/> | 6:00 PM                                     | 9:00 PM                                      |  |
| 8 | <u>Gutierrez, Monica</u>     | Enrolled | <input type="checkbox"/>            |   |  |  |
| 9 | <u>Hernandez, Luz Maria</u>  | Enrolled | <input checked="" type="checkbox"/> | 6:02 PM                                     | 9:00 PM                                      |  |

# *Questions??*

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