



Important Release for TOPS Enterprise & COE Accredited Schools

Release Date 07/01/2013

An important release in preparation for the new fiscal year. Please read the notes below carefully as they include details on changes and instructions on new features.

MAIN CLIENT

Important design / layout changes:

1. We have moved Labor Force Status and Highest Degree Earned from the Additional Information page to the main Quick Registration and Student Demographics pages. This should speed up the process of entering key demographic data. Please note: you can still enter Labor Force and Highest Degree under Additional Information.
2. Majority of schooling outside US: this field is now on the Quick Registration form. You will notice an adjustment to the layout of this screen to accommodate this change.
3. Fulltime Student in Labor Force Status demographic field: there was previously an option called Fulltime Student. This has been removed from this drop down and all student records assigned to Fulltime Student have been changed to Not employed and not seeking work. This is done per guidance from CASAS.
4. CDE Code field on Course: this has been reduced to the four digit numerical code used by the CDE. We removed last year's formatting of (#.####); it now shows as ####.

COE Accreditation (Council on Occupational Education)

This pertains only to schools who are COE accredited, in accreditation currently or considering COE accreditation.

1. Manage your Industry List: update your industry list by going to Section | Manage Sections | Class Visitors button at bottom | Industry List
2. On Student Details | Additional Information (lower right corner), we have expanded the Employment information to accommodate COE requirements.
 - 2.1. Expanded employment information including Industry and employer details like contact person and location.
3. Sequences (as relates to Perkins / CTE programs of study): in the Sequence lookup table, you can now denote a sequence as COE and assign it to an Industry. Go to Setup | Courses | Course Sequences Lookup Table and for each Sequence, check box for COE and assign to an Industry.
4. Student Sequences (as relates to Perkins / CTE programs of study): we added three new fields for each student sequence to help track progress and completion of the CTE program of study. Go to Student Demographics | Additional Info | Student Sequences.
 - 4.1. Diploma Date = the date the student finished the CTE program
 - 4.2. Licensure Exam Passed = checkbox to denote that the student passed the licensing exam (if applicable)
 - 4.3. Licensure Exam Date = date student passed the licensing exam
 - 4.4. Reporting: there are currently no reports that integrate these new fields. We are waiting to hear from schools on what they want and the layout/design/content before creating reports.
5. Two new Student Types: in preparation for future COE reporting on student follow-up, we have added two new Student Types. Unavailable for Employment (COE) & Refused Employment (COE).

There was an issue in certain circumstances where Waitlisted students had invoices created upon enrollment. This has been resolved.

TOPS ENTERPRISE

This release includes an updated Student Status Export update. This creates an export file (2050 in TOPS Enterprise) that marks students Active, Inactive and Completed. You MUST update the Enrollment Status Lookup Table before you use this updated export routine.

1. Once ASAP has been updated, go to Main Client | Lookup Tables | Enrollment Status. You will make the selection of which enrollment statuses are considered Active, Inactive or Completed within TOPS. This status is completely unrelated to ASAP. It affects TOPS only. You may want to leave some statuses blank such as Newly Enrolled and Waitlist. This means those student records will NOT be included in this file. Any enrollment status that is NOT assigned to a TOPS Enrollment Status will NOT be included in the export file.
 - 1.1. Why leave Newly Enrolled blank? You may only want students within TOPS to be Active when they have attendance. Some students enroll and never show. Thus leaving Newly Enrolled blank ensures these student records are never activated within TOPS.
- The Student Demographic export file had a problem with SSN. This has been resolved within this release.



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REPORTS

Report 2.52a Registration Data - added option to export to Excel
New report 2.91 List of Students Registered Online – added age criteria
New report 2.5m Student Label with Birth Date
New report 2.38e Students with Earned Credit by Section
New report 3.26d Class Survey Template - added grade level column

WEB TEACHER ATTENDANCE

Just a few changes. More coming later this summer.

1. Student demographic form for editing and adding new students: the first, middle and last name have been rearranged to have a better layout that is easier to navigate.
 2. Multi-Subject Attendance: pages with more than 100 students have clearer warnings to better direct teachers towards the letter separation at the bottom of Take Attendance.
 3. Student Search Results: the order of the students was fixed to be consistently Last Name, First Name.
- We anticipate making another release of ASAP later this summer with additional changes in preparation for the new school year.