



TOPS Training Notes

First Time User Preparation

Make sure ID numbers in TE are the same as those in ASAP. Otherwise update TE with correct ID numbers manually (key in) or electronically (export/import).

These numbers must match in ASAP and TE.

- Class ID #
- Teacher ID #
- Student ID #
- Site Codes

Begin Exporting Files

ALWAYS confirm the TOPS main menu of options + agency number before beginning the export process.

Must drop leading zeros in export Student ID # (Hayward, Selma, Proteus)

Do not use Export TP as Extended Class ID

Instr Prog populated from Course Details. Verify before continuing.

- Duplex Printing
- No Hours on Student List
- Preview
- Entry Date by Enrollment
- Export Time Period as Extended Class ID
- Print Update Date
- Print/Export SSN instead of ID#
- Subtract Con.HS Grade Level
- Include SSN in Demographics export
- Drop leading zeros in export Student ID #

Allow plenty of time for importing files into TE. Importing can take up to a few hours. Import in smaller batches if necessary. Test performance with one file (teacher or class file).

Teacher Records 1050

Student Class Status 2050

- Remember to select TOPS enrollment statuses in LOOKUP TABLE
- Remember to select a wide date range to include tomorrow.

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.

Class Records 4050

TOPS transitions are part of the CLASS EXPORT. You can assign a class to more than one transition.

Student Demographics 5050

Make sure student ID in both TE and ASAP match to prevent duplicate student records in TE.

Student demographics can be re-imported multiple times and NOT duplicate. It does overwrite.

Attendance Hours 7050



TOPS Training Notes

CHECK the “3rd Party System exports cumulated attendance hours” to export the last record’s hour’s only as the one and only attendance hour figure.

UNCHECK “3rd Party System exports cumulated attendance hours” to have TE add the hours for you ie. ALL previous hours already in TE **PLUS** the additional hours in the current file.

Bottom Line

- If you want TE to add all the attendance hour records for you, **UNCHECK**.
- If you want to send one single attendance hour record for each student for each class, **CHECK**. But be warned, the last attendance hour record you send to TE for a student in a specific class will be used as the final number.

So if you are reimporting files over and over and the setting is **UNCHECK**, you need to be **VERY CAREFUL**

Entry Records 8051

First make sure goals are assigned in ASAP

Update Records 9051

Update Date can be designated within student list window in Export Wizard OR use Master Update in WTA

Managing Dates

- Enrollment date
- Update date

Best Practice

Keep a log, spreadsheet of files and dates of export/import

Keep a set of directories for electronic export files. Cannot rename file, instead name folders to include date.

IMPORTANT: Do not open the export file. The formatting is critical on this file and opening it will cause it to lose the formatting of many fields including the student ID number. If you need to view the file, open it **BUT** delete when you are done. Then re-export the file and leave the second export file un-open.