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## TOPSPRO ENTERPRISE PROXY RECORD FUNCTION

### What is a Class Definition?

A Class Definition is simply a Class ID and Class Description, which can optionally include an Extended ID and/or Course Code. The combination of **Class ID + Extended ID** is required to be unique within a given site.

One purpose of the Class Definition is to allow the Class ID to be repeated from one program year to another. TOPSpro Enterprise handles this association with program year automatically, so Extended ID is not needed for that purpose. Extended ID is more properly used for identifying terms within a program year. If Extended ID is used the Class ID can be repeated across terms, as long as Class ID + Extended ID uniquely identify the Class.

EXAMPLE 1: Class ID=1001 and Class Description=ESL Beginning.

In the above example Class 1001 defines a single ESL Beginning class for the program year. Since it has no reference to program year it can be reused every year. When a class instance is created from this definition you can set any start and end date within the program year. The only restriction is that you cannot have two Classes 1001 during the same program year.

EXAMPLE2: Class ID=7600 and Class Description=GED/HS Orientation and Extended ID=Fall.

EXAMPLE3: Class ID=7600 and Class Description=GED/HS Orientation and Extended ID=Spring.

In the above example there are two Classes 7600 during the program year. When the Extended ID is used it uniquely identifies the Class number. Therefore, there can be a "Class 7600 – Fall" and also "Class 7600 – Spring" during the same program year.

### What is a Class Instance?

A Class Instance is the particular implementation of the Class Definition within a program year. The Class Instance includes many vital characteristics of the class such as the start and end date, instructional program, instructional setting, etc. Also students are assigned to a Class Instance via class enrollment records.

### What is the Class Replication Wizard?

**IMPORTANT:** The Class Replication Wizard is only needed if you used Extended ID or Course Code to identify program year last year. If you did not reference program year in Class Definitions then this Wizard is not useful and you should consider using the Proxy Wizard instead.

The Class Replication Wizard can be used as a substitute for manually creating Class Definitions and Class Instances at the beginning of a new program year.

The wizard starts from the set of existing Class Definitions and allows you to modify the Class ID, Class Description, Extended ID and/or Course Code. During this process the Wizard will ensure that the Class ID + Extended ID combination will produce unique class codes within the same site as the Class Definition.

In addition, this Wizard can also be used to create a Class Instance for each new Class Definition in the new program year. Afterwards, in order to copy and associate tests and other records to Class Instances, use the Proxy Wizard.

What should I watch out for?

Make sure that your 3<sup>rd</sup>Party Attendance system uses the exact same Class ID and Extended ID that you setup in TE. If you use the Class Replication Wizard to remove an association with the program year (although you don't have to) from Extended ID you must do the same in your 3<sup>rd</sup>Party Attendance system (assuming you have one).

Can I use the same Class ID for multiple terms?

Yes, but only if within the same site you use different Extended IDs to identify the terms. See the example under "What is a Class Definition?"

Can I keep my Extended IDs and/or Course Codes from last year even though they reference Program Year?

Yes. In this case the Class Replication Wizard will attempt to automatically increment your Program Year reference. Otherwise, it can be done manually within the Wizard.

What is the Proxy Wizard?

The Proxy Wizard is used to copy student activity records, class enrollments, program enrollments and/or test records from the previous program year to the current one.

Proxy records reduce the amount of scanning and manual data entry that may be required at the start of each program year.

The Proxy function provides a substitute for administering Entry (Student Record, Class Enrollment or Program Enrollment) and/or Test Records at the start of the new program year for students who are returning.

One of the challenges that teachers face at the start of the year is knowing which students are returning. Therefore, the Proxy Wizard offers multiple ways for identifying those students. Once the returning students are identified, then TE will generate the necessary records.

Proxies are always given a date of July 1. The wizard will proxy only those Test Records with a date in the range specified by your state Education Department (usually between May 12 and June 30).

Special options let you control which records will be copied.