Class Records

eTests® CASAS | TOPSpro® enterprise

Online System

2017 National Summer Institute

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Overview

*Classes in TOPSpro Enterprise are structured with a **Definition** and an **Instance** of the class occurring within each program year.*

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
- 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.

EXAMPLE 2:

- Class ID = 7600
- Class Description = HSE/HSD Orientation
- Extended ID = FALL

EXAMPLE 3:

- Class ID = 7600
- Class Description = HSE/HSD Orientation
- 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 "Class 7600 – SPRING" during the same program year.

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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. In addition, students are assigned to a **Class Instance** via class enrollment records.

What is a 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 **3rd – 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 do not have to) from **Extended ID**, you must do the same in your **3rd – 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.

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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 returning students.

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 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.

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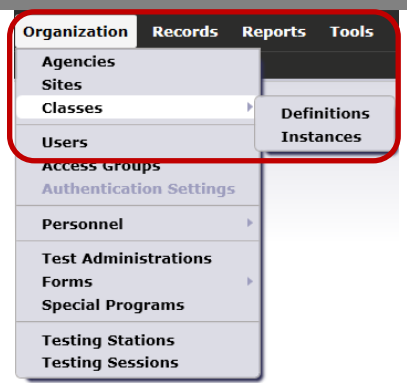
Steps to Add Class Records

Overview

- The *CASAS Online System* offers **two** methods for adding **Class Records** to your online account with –
  - ***TOPSpro Enterprise*** **(TE)** through –
    1. **Manual** data entry, or
    2. **Import** from a 3rd – Party System or fillable Import Template.
- Adding **Classes** in the *CASAS Online System* is a two-part process.
  1. **Class Definition** – defines classes as they occur across time.
  2. **Class Instance** – adds instances of classes occurring within a program year (i.e., July 1 – June 30).
- Adding **Class Records** is *only* available with "enhanced" access to ***TOPSpro Enterprise***, which requires a collective agreement with *CASAS*, or purchase of a license.
  - For more information on the *CASAS* website, go to –
    - Home > Product Overviews > Software > CASAS eTests > Features / Reports >
      - Assessment and Account Management Features
      - TOPSpro Enterprise License

Class Definitions

- The first record to add for the new **Class** is the **Class Definition** record.
- The **Class Definition** record defines what class occurs across time.

Step	Screen	Description
1.		• **Classes** are manually added – o From the **Organization** menu, and o Selecting **Classes.** • Each **Class** set-up in your online account has o One **Definition** record, and o An **Instance** record per program year.

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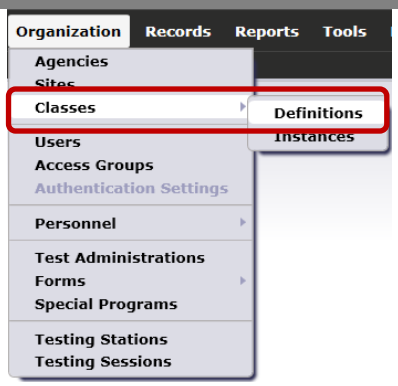
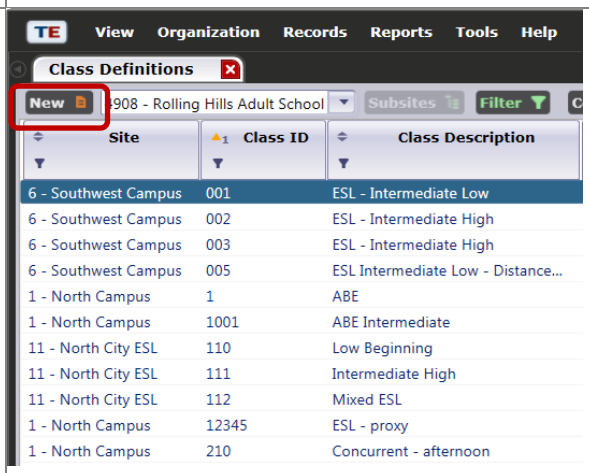
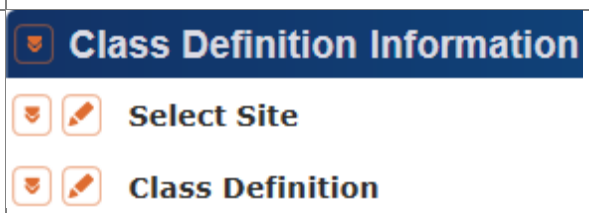
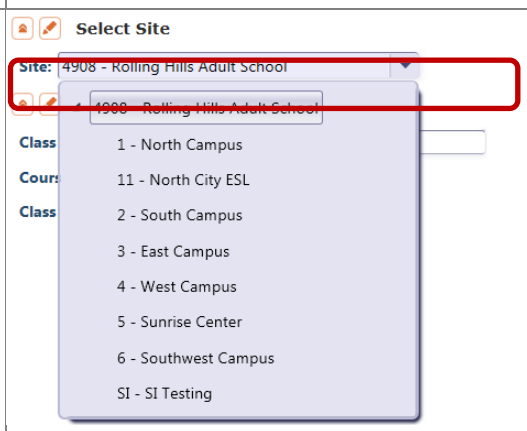
Step	Screen	Description
2.		• To add a new **Class,** o Click **Definitions**.
3.		• A list opens to display **Class Definition** records in your online account. • By default, the list is sorted by **Class ID.** • To add a new **Class Definition** record, o From the **Toolbar** at top left of the list, ▪ Click **New**.
4.		• A new tab opens to input **Class Definition Information** in two distinct sections. **1.** Selecting the **Site,** and **2.** Entering **Class Definition** information.
5.		• All **Classes** are set-up at **Sites.** • To select a **Site**, o Click the down-arrow in the **Site field**, and o Select a **Site** from the drop-down menu.

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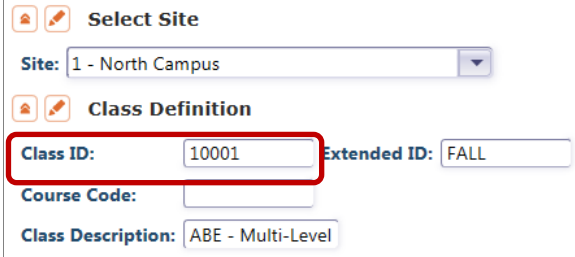
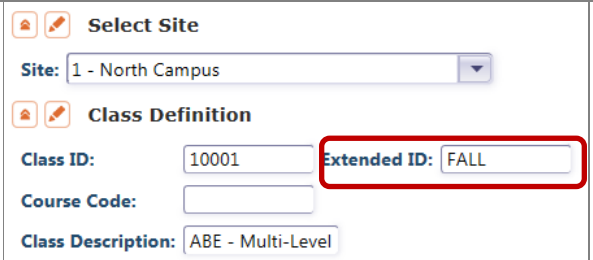
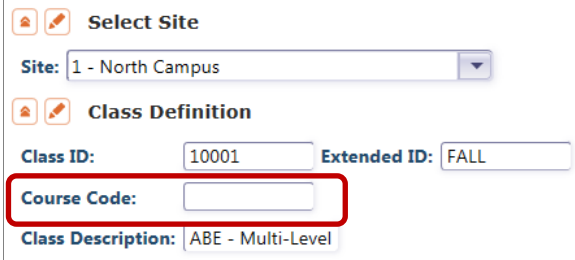
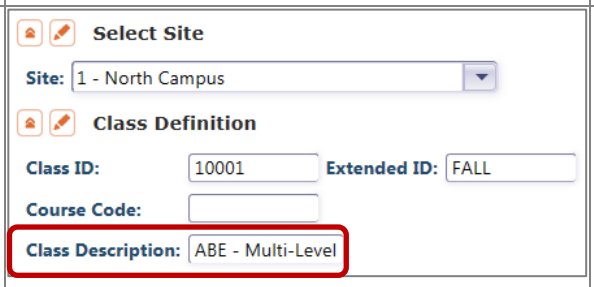
Step	Screen	Description
6.		• The **Class ID** is assigned by the agency to uniquely identify a **Class** at a site. • Enter a unique **Class ID**. ***Note!*** This is a mandatory field and should match with a **3rd Party System** if you plan to exchange data between systems, such as importing **Class Enrollments** or **Attendance Hours**.
7.		• Use an optional **Extended ID** to make multiple instances of the class from a common **Cass Definition**. • For example, if the **Class** occurs each semester per year, o **Extended ID: FALL** allows you to use the same **Class ID** in Fall of the current program year and in Fall of each program year thereafter.
8.		• **Course Code** is optional. • A course code records class content according to local or statewide definitions. • If entered, the course code appears in reports with the **Class ID**.

9.		• To describe a **Class** offered at a particular **Site**,
		  o Enter the **Class Description** as identified at the agency or from a registration system.
		  o This is a mandatory field.

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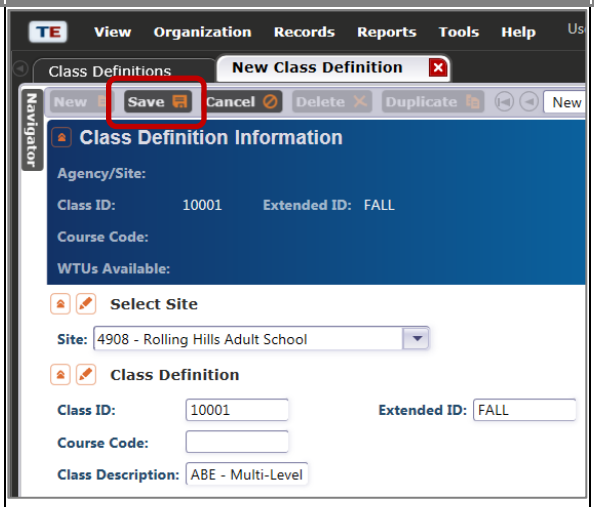
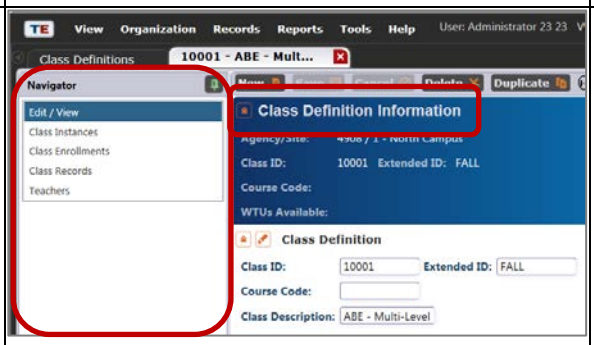
Step	Screen	Description
10.		• From the **Toolbar** at top of the **New Class Definition Information** record, o Click **Save.**
11.		• The new **Class Definition** record screen splits to display the – o **Navigator** at left to add and access "child"-related records for the **Class**, and o **Class Definition Information** at the right.

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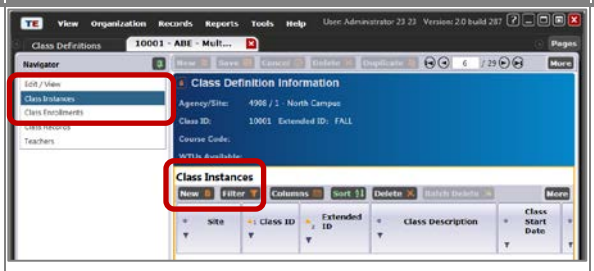
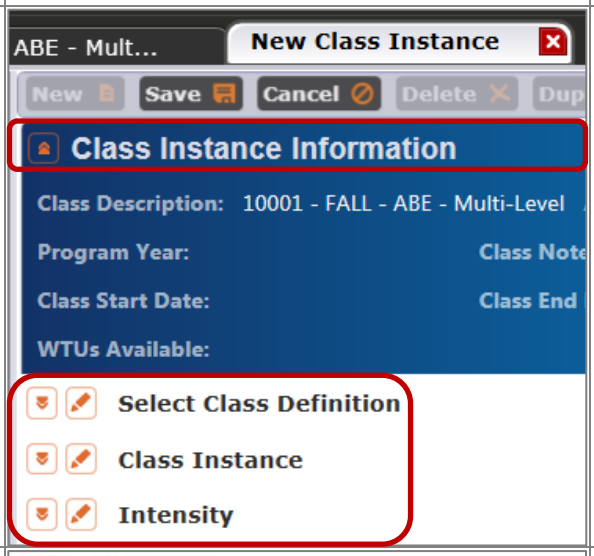
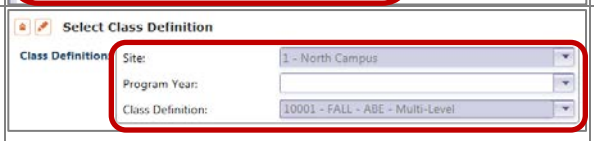
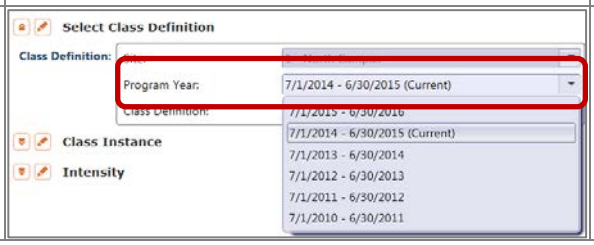
Class Instance

- The next record to add for the new **Class** is the **Class Instance**.
- The **Class Instance** record identifies <u>when</u> the class occurs during a program year.

Step	Screen	Description
1.		• From the **Navigator** at left of the **Class Definition Information** record, o Click **Class Instances**. • To add an **Instance** for the **Class**, o Click **New** at right.
2.		• A new tab opens to input **Class Instance Information** in three distinct sections. 1. **Class Definition** 2. **Class Instance** 3. **Intensity**
3.		• Using the **Navigator** is the recommended approach when adding records that are related. • When using the **Navigator** to add a **Class Instance** from the **Class Definition** record, o **Site** and **Class Definition** fields auto-populate saving time and ensuring accuracy with manual data entry. This is the recommended approach to manual data entry.
4.		• To select the **Program Year,** o Click the **down-arrow** and o Select the **Current Program Year** from the drop-down menu.

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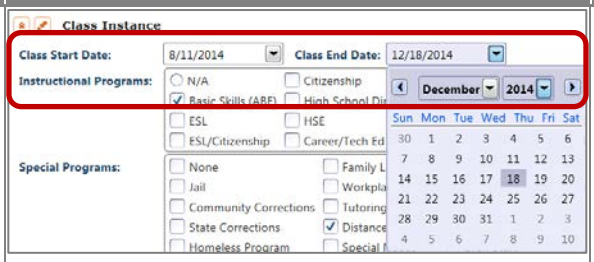
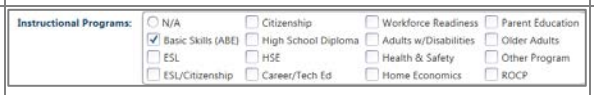
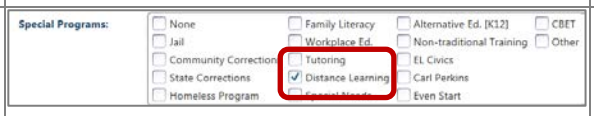
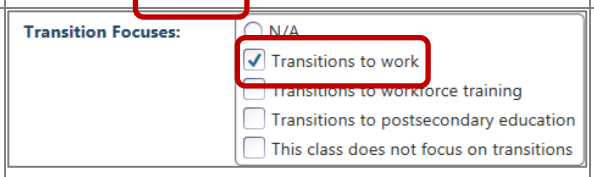
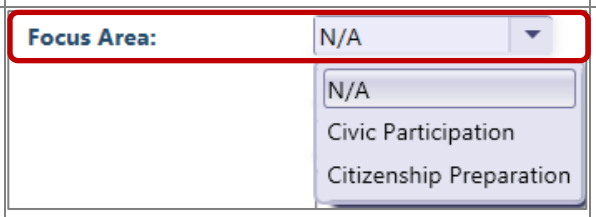
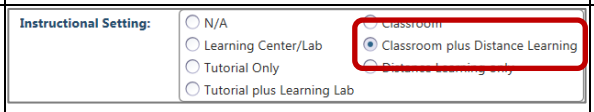
Step	Screen	Description
5.		• The next section provides details about the **Class Instance**. • For **Class Start** and **End Date**, click the drop-down calendar. o Select the **Start Date.** o Select the **End Date.**
6.		• Check the **Instructional Program** that best describes the class offering.
7.		• Check a **Special Program** to further define the class offering if applicable, such as – o **Distance Learning**.
8.		• A **Transition** class has a specific purpose to prepare students for entry into postsecondary education, training, or an apprenticeship program. • Check a **Transition Focus** that applies to the class.
9.		• If applicable, o Select the **English Literacy Focus Area** from the **drop-down menu** for the class otherwise, ▪ Leave **N/A** selected.
10.	 *Note!* **CBEDS Codes** reflect instructional practices and **CA** state curriculum guidelines.	• Enter **Class Notes** to provide additional details about the class. • If applicable, enter the **California Basic Educational Data System** code.
11.		• **Instructional Setting** is the contextual characteristic of the setting where actual instruction takes place. • Select the **Instructional Setting** that applies to the class, such as – o **Classroom plus Distance Learning.**

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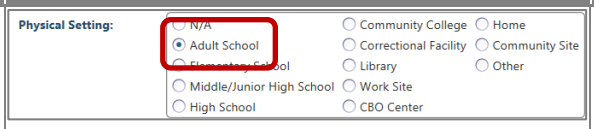
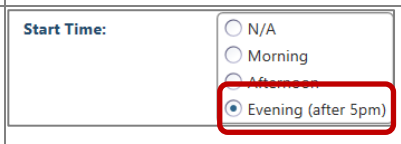
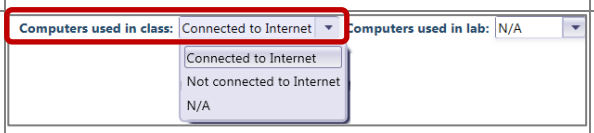
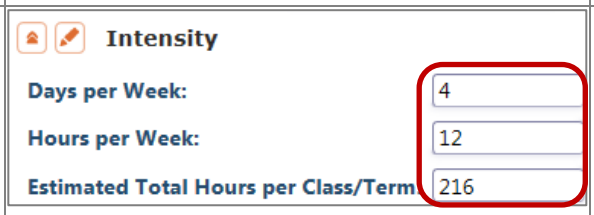
Step	Screen	Description
12.		• **Physical Setting** identifies the environment of the classroom, or instructional setting, to support teaching, or learning. • Select the **Physical Setting** that applies to the class.
13.		• Identify the time of day when the **class starts.**
14.		• Specify if **Computers are used in class** or **in a lab** and whether or not computers are connected to the **Internet**.
15.		• For **Intensity**, enter the number of o **Days per Week** when the class meets, o **Total Hours per week**, and o **Estimated Total Hours per Class or Term**
16.		• To save detailed information about the **Class Instance**, o From the **Toolbar** at top of the record, ▪ Click **Save**.

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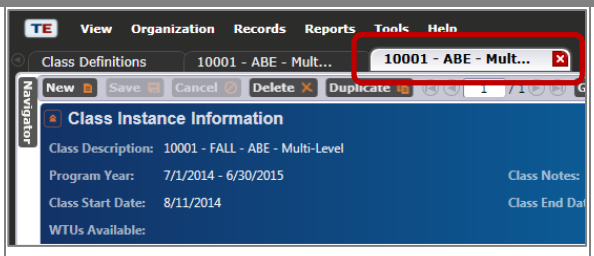
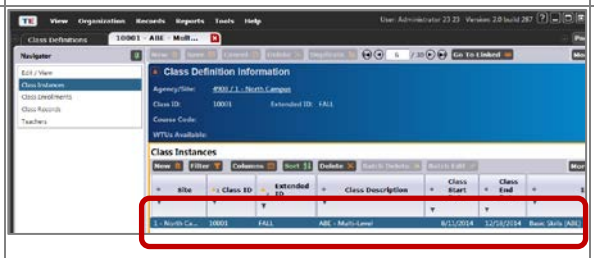
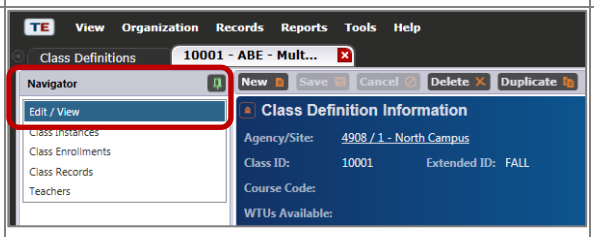
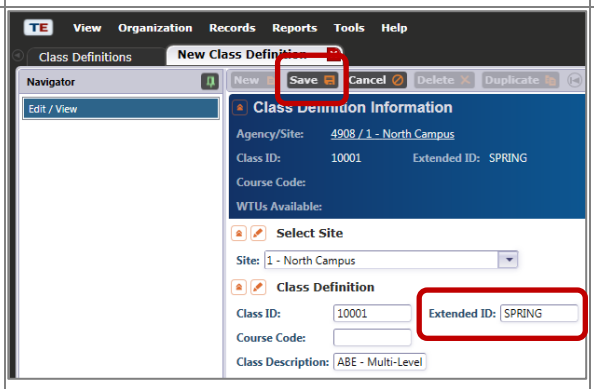
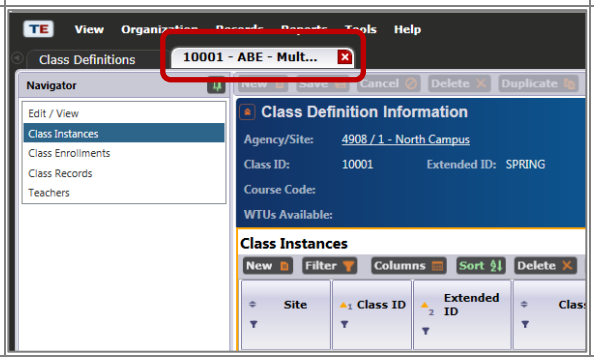
Step	Screen	Description
17.		• Click the **Red X Box** on the **Class Instance** tab to close the new record and return to the **Class Definition** record.
18.		• The new **Class Instance** record is now listed at right of the **Navigator** in the **Class Definition Information** record.
19.		• A **Class Definition** and **Instance** for the same class occurring in the **Spring** may be added at the same time. • From the **Navigator** at left, o Click **Edit/View** and then • From the **Toolbar** at top, o Click **Duplicate**.
20.		• In the new **Class Definition Information** record, o Change **FALL to SPRING**, and then o From the **Toolbar** at top, ▪ Click **Save.**
21.		• Click the **Red X Box** on the **Class Definition** tab to close the new record and return to the **Class Definitions Lister**.

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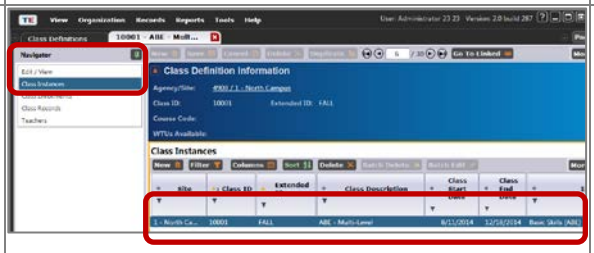
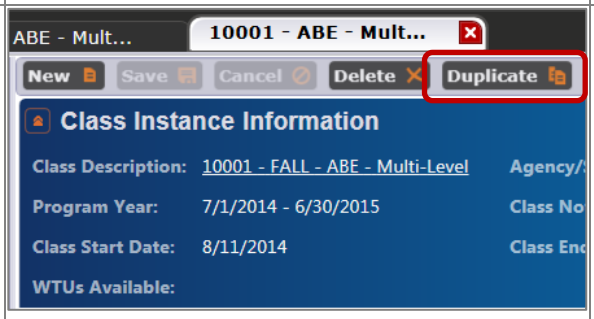
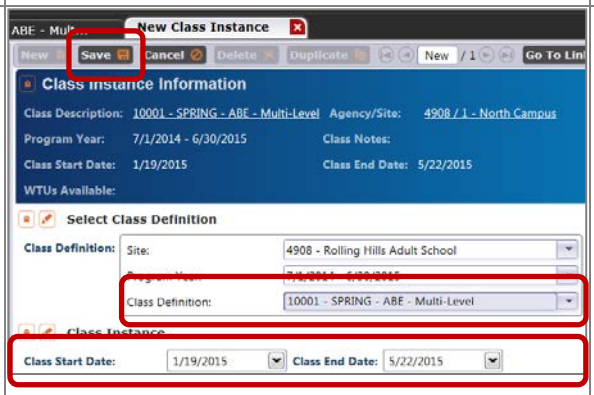
Step	Screen	Description
22.		• To add an **Instance** of the **Fall** class in the **Spring**, o Double-click to open the **Fall Class Definition** record.
23.		• From the **Navigator** at left of the **Fall Class Definition** record, o Click **Class Instances**. o From **Class Instances** list at right, ▪ Double-click to open the **Fall Class Instance** record.
24.		• From the **Toolbar** at top of the **Fall Class Instance** record, o Click **Duplicate.**
25.		• In the new **Class Instance Information** record, o Use the drop-down menu and ▪ Select the **Spring Class Definition** record, and then o Change **Class Start** and **End Date**. • From the **Toolbar** at top, o Click **Save.**

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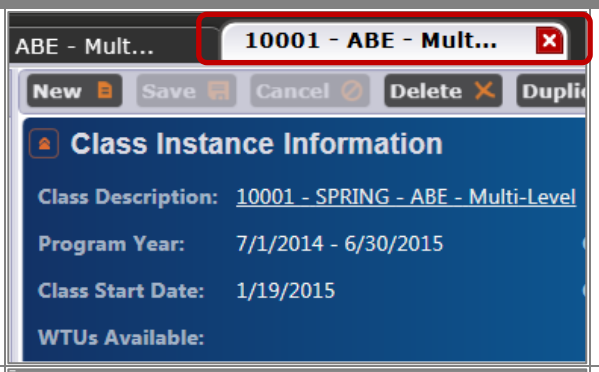
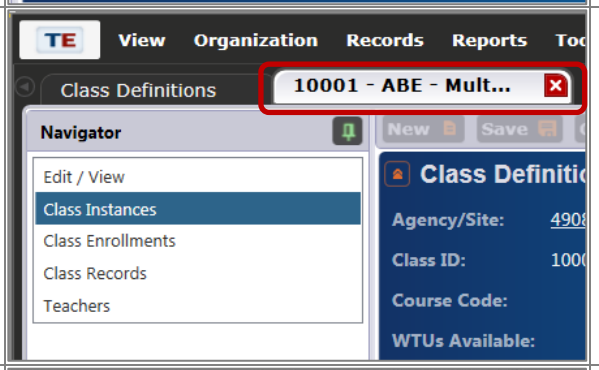
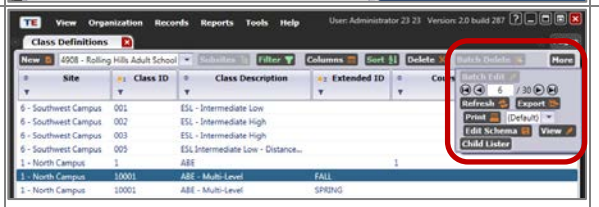
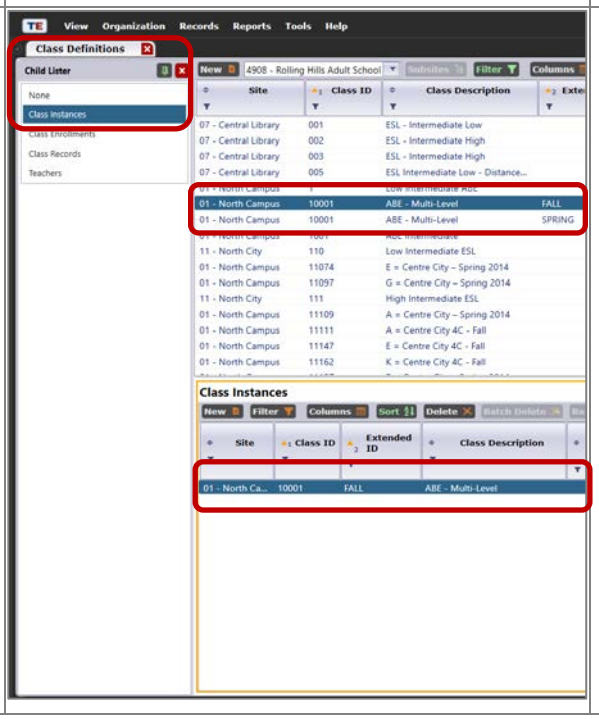
Step	Screen	Description
26.		• Click the **Red X Box** on the **Class Instance** tab to close the new record and return to the **Class Definition** record.
27.		• Click the **Red X Box** on the tab to close the **Class Definition** record and return to the **Class Definitions Lister.** • Click **Refresh** to display both **ABE – Multi-Level** classes for o **FALL** and o **SPRING** semesters.
28.		• To view related records, at far right in the **Toolbar**, o Click **More**, and then from more buttons available, ▪ Click **Child Lister**.
29.		• From the **Child Lister Navigator** at left, o Click **Class Instances**. • With the **ABE – Multi-Level FALL Class Definition** record highlighted in the top page, o The **Class Instance** record will automatically display in the **Child Lister** page at the bottom. • From the **Class Definitions** page at the top, o Click to highlight the **ABE – Multi-Level SPRING** Class Definition record. ▪ The **Class Instance** record for the **Spring** now displays in the **Child Lister** page at the bottom.

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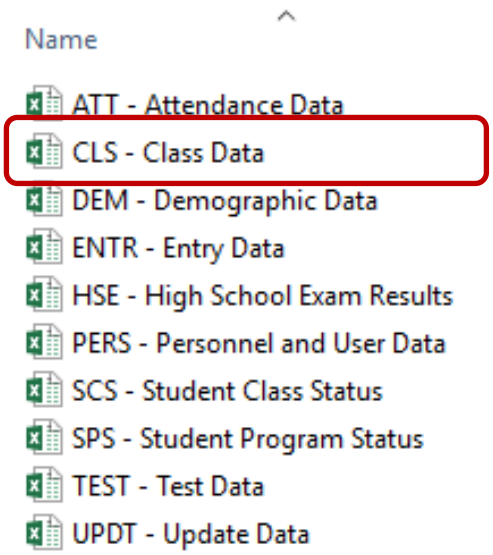
Import Class Data

Step	Screen	Description
1.		• See Exchanging Data with 3rd Party Systems v.1.1 for more information about importing **Class Data**. ➢ **IMPORT: CLS – Class Data** • A folder of **TE WIOA Import Templates** is available from the CASAS website to help you populate your online account without manual data-entry or 3rd Party Import. o Go to: Home > Product Overviews > Software > TOPSpro Enterprise > TOPSpro Enterprise Help > Data Exchange > **TE WIOA Import Templates** *Note!* Before importing **Class Data**, import **Personnel Data** first to assign teachers to classes – i.e., automatically add **Functional Roles**. ➢ **IMPORT: PERS - Personnel and User Data**

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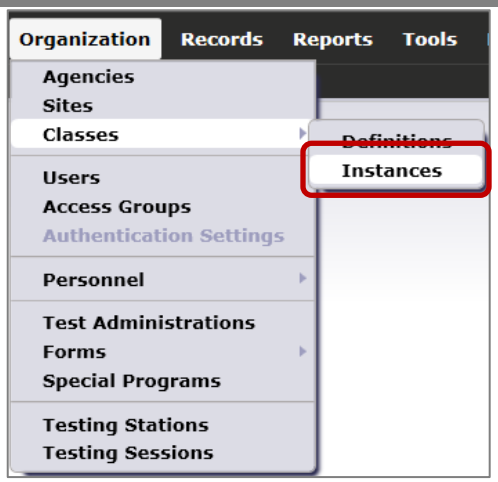
Steps to Enroll Students in Classes

Overview

- The *CASAS Online System* offers three methods for adding **Class Enrollment Records** to your online account using –
  - ***TOPSpro Enterprise*** **(TE)** through –
    1. Manual data entry,
    2. Scanning, or
    3. Importing from a 3rd Party System or fillable Import Template.
- This function is *only* available with "enhanced" access to ***TOPSpro Enterprise***, which requires purchase of a license or collective agreement with CASAS.
  - For more information on the CASAS website, go to –
    - Home > Product Overviews > Software > CASAS eTests > Features / Reports >
      - Assessment and Account Management Features
      - TOPSpro Enterprise License
- **Class Enrollment records** may be added by the **TE Enhanced** data manager and users such as teachers who are granted access to manage their own classes, including recording attendance and generating class-based and individual student reports.

Step	Screen	Description
1.		• The recommended approach for manually adding **Class Enrollments** is – o From the **Organization** menu, o Select **Classes**, and then o Click **Class Instances**. ***Note!*** Using this recommended approach for manual-data entry retains **Site**, **Program Year**, and **Class Instance** information to ensure data accuracy.

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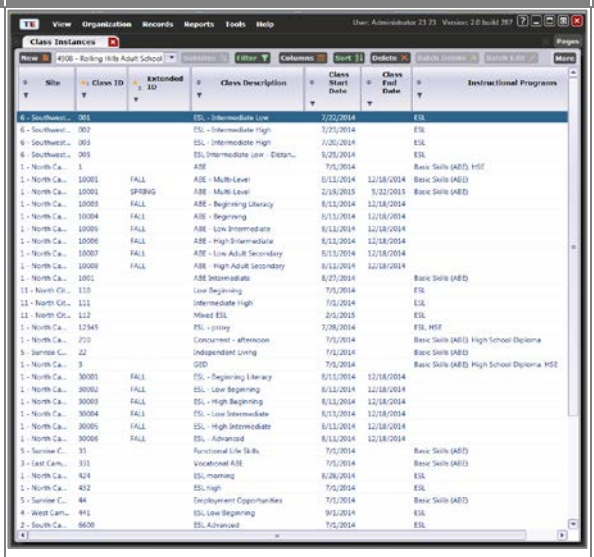
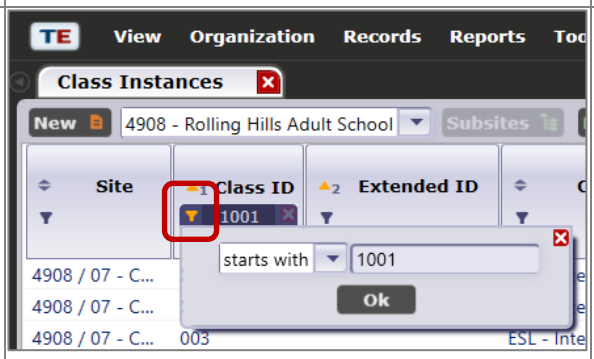
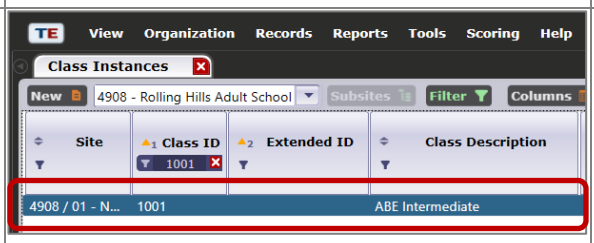
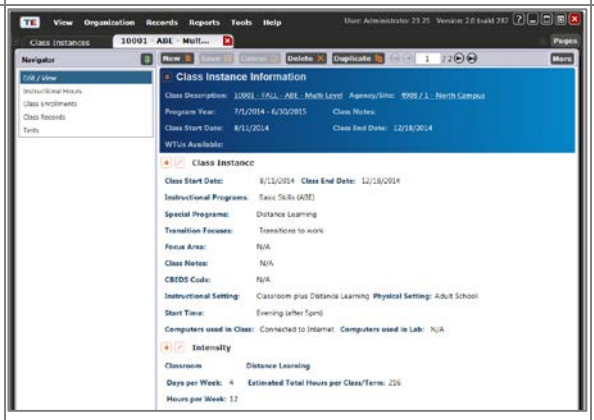
Step	Screen	Description
2.		• A list opens to display **Class Instance** records for the current program year. • By default, the list is sorted by – o **Class ID**, and then by o **Extended ID**.
3.		• To add a new **Class Enrollment** record, first **Filter** for the **Class**. o For example, ▪ Click the **Filter** icon in the **Class ID** column header, ▪ Enter **1001**, and then ▪ Click **OK**.
4.		• From the filtered list, o Double-click to open the **ABE Intermediate** class.
5.		• A new tab opens in a split screen with o The **Navigator** at left, and o The **Class Instance** record at right.

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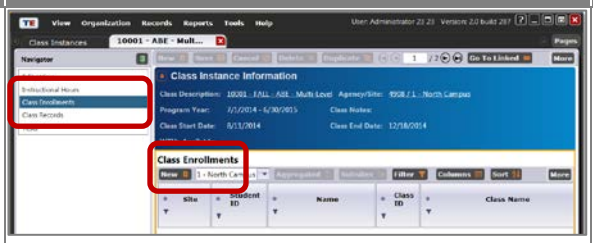
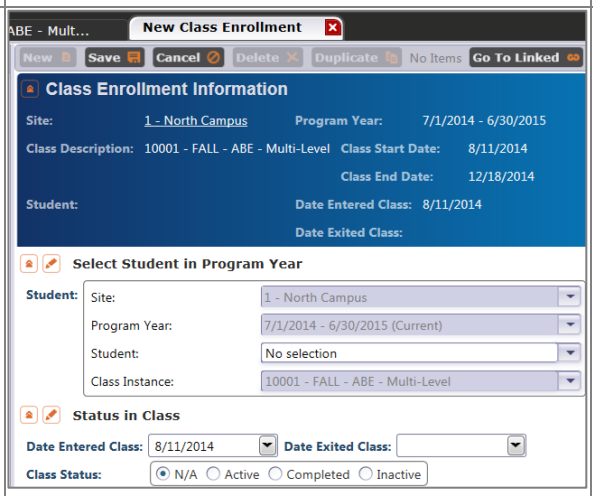
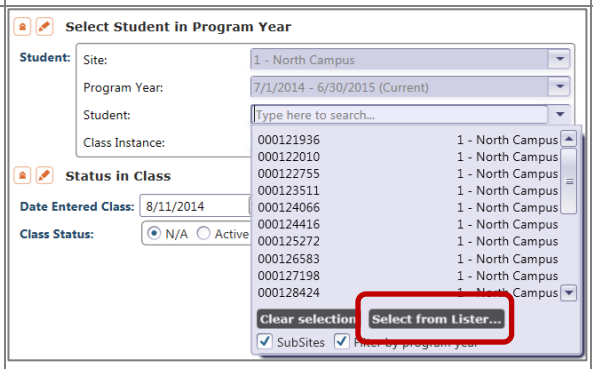
Step	Screen	Description
6.		• From the **Navigator** at left, o Click **Class Enrollments**. • To add a new student **Class Enrollment** record, o Click **New** at right.
7.	 ***Note!*** **Date Entered Class** is the first date when the class starts. Depending on your data-collection and recording practices, this date may be changed to reflect the actual date when the student entered class.	• A new tab opens to input **Class Enrollment Information** in <u>two</u> distinct sections. 1. **Select Student in Program Year**, and 2. **Status in Class** • The benefit of using the **Navigator** to add related records is that key fields auto-populate saving time and ensuring accuracy. o This is the recommended approach for manual data entry. • As you will notice with this approach, adding **Class Enrollment** records from the **Navigator** of the **Class Instance** record auto-populates – o **Site** o **Program Year** o **Class Instance** o **Data Entered Class**
8.		• All that remains is to select the **Student** to enroll in the **Class.** • From the **Student** field, o Click the **down arrow** and either ▪ **Type to search**, ▪ **Scroll to Pick,** or ▪ **Select from Lister** • For this exercise, o Click **Select from Lister**.

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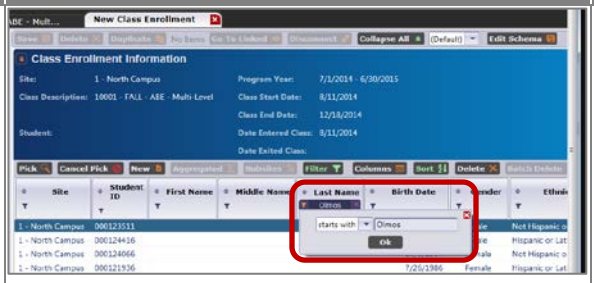
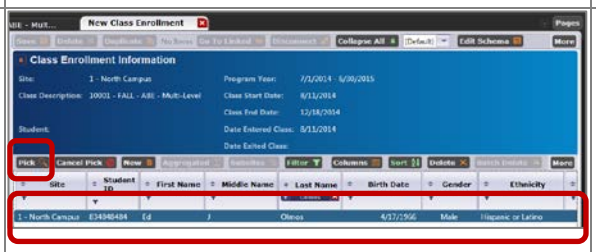
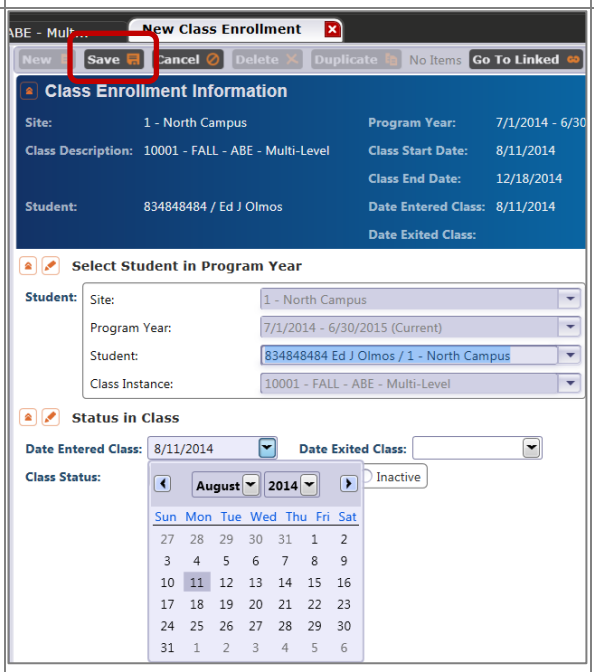
Step	Screen	Description
9.		• From the list of **Student** records, you may – o **Sort**, **Filter,** or **Scroll** to pick a student and enroll in the class. • For example, o Click the **Name** column **Filter** icon o Enter **Sally** o Click **OK**
10.		• The filtered list now displays the **Student** record for **Sally Mortimer**. • With the record highlighted, at top left of the list, o Click **Pick**
11.		• The **Student** field is now populated to enroll **Sally Mortimer** in the class. • By default, the **Date Entered Class** populates with the **Class Start** date. o Use the **drop-down calendar** to change this to **Date Entered Class**. • From the **Toolbar** at top of the **New Class Enrollment** record. o Click **Save.**

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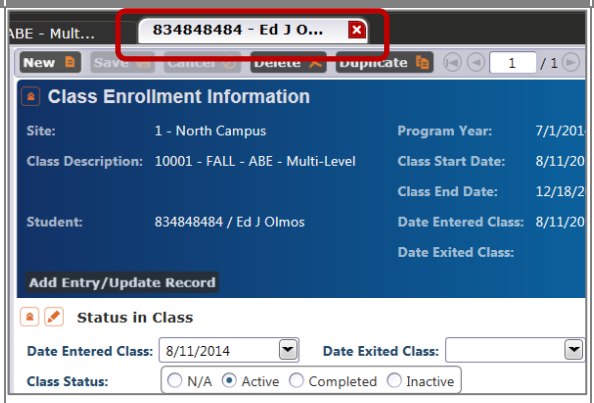
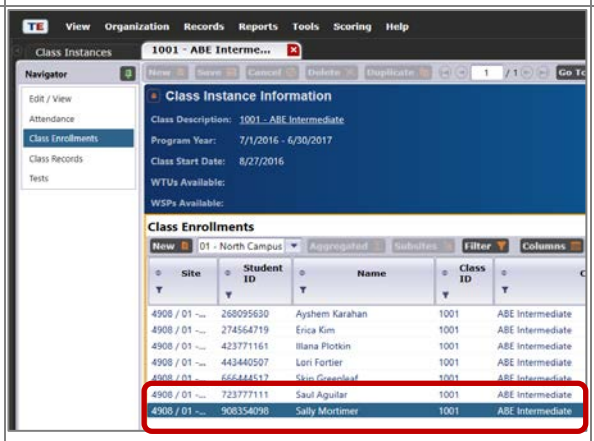
Step	Screen	Description
12.		• When the **New Class Enrollment** record is saved, o **Class Status** automatically switches ▪ From **N/A** ▪ To **Active**. • Click the **Red X Box** on the **Class Enrollment** tab to close the new record and return to the **Class Instance** record.
13.		• The **Class Enrollment** record for **Sally Mortimer** is listed at right in the **Class Instance** record.

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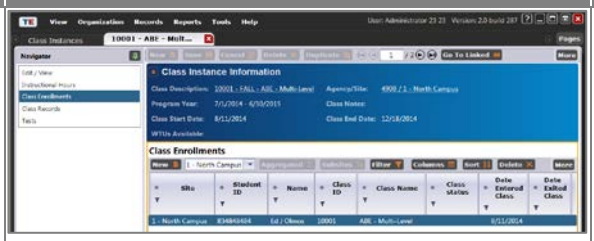
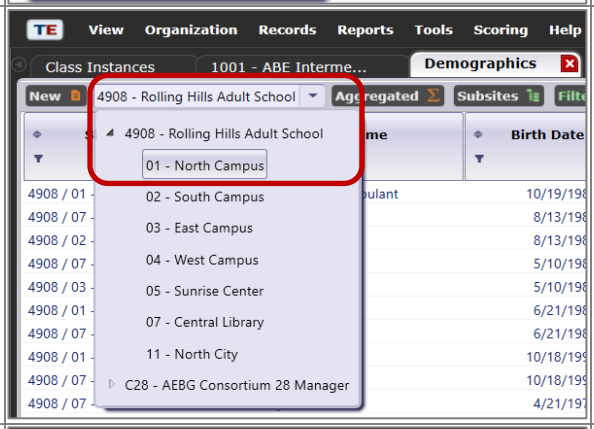
Batch Insert Class Enrollments

Step	Screen	Description
1.		• You may **Pick** one student at a time to enroll in the **Class** as demonstrated with enrolling **Sally Mortimer**, or o Use the **Batch Insert** feature that allows you to enroll more than one student at a time
2.		• For example, o From the **Records** menu, ▪ Select **Students**, and then ▪ Click **Demographics**.
3.		• From the **Container** field drop-down menu at top of the list, o Select the **North Campus** site.
4.		• Use the **Sort** icon in the Name column header and soft the list of **Students** by **First Name**. o Click to highlight a **Student.** ▪ (w/**First Name** beginning with **A**) o Hold down the **Ctrl key.** o Click additional **Students**. ▪ (w/**First Name** beginning with **B**) ▪ (w/**First Name** beginning with **C**) ▪ (w/**First Name** beginning with **D**)

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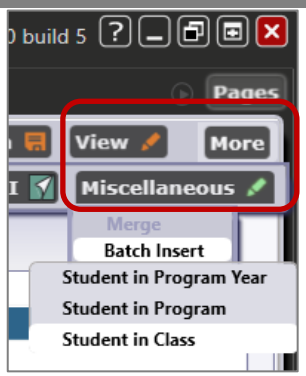
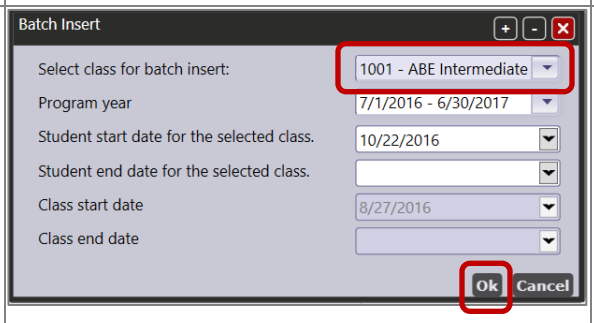
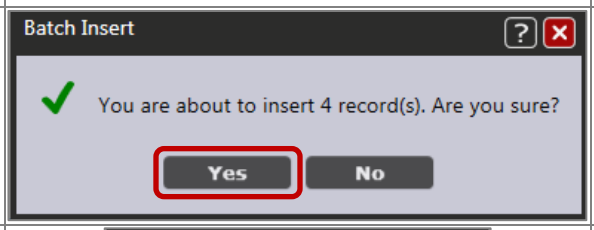
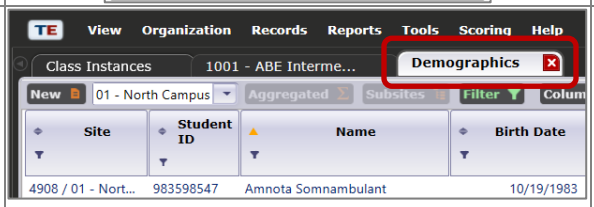
Step	Screen	Description
5.		• With multiple **Students** highlighted in the list, o At far right in the **Toolbar** at top of the list of **Students** ▪ Click the **More** button. ▪ Click **Miscellaneous**. ▪ Click **Batch Insert**. ▪ Click **Student in Class**.
6.		• A **Batch Insert** window displays. • From the **Class** field, o Click the **down arrow**, and o From the drop-down menu, ▪ Select **1001 ABE Intermediate**. • **Program Year** and **Student Start Date** auto-populates. o **Student Start date** may be edited using the drop-down calendar. • Click **OK.**
7.		• Click **Yes** to confirm the **Batch Insert**
8.		• Click **OK** to confirm inserted records.
9.		• Click the **Red X Box** on the **Demographics** tab to close the list of student records.

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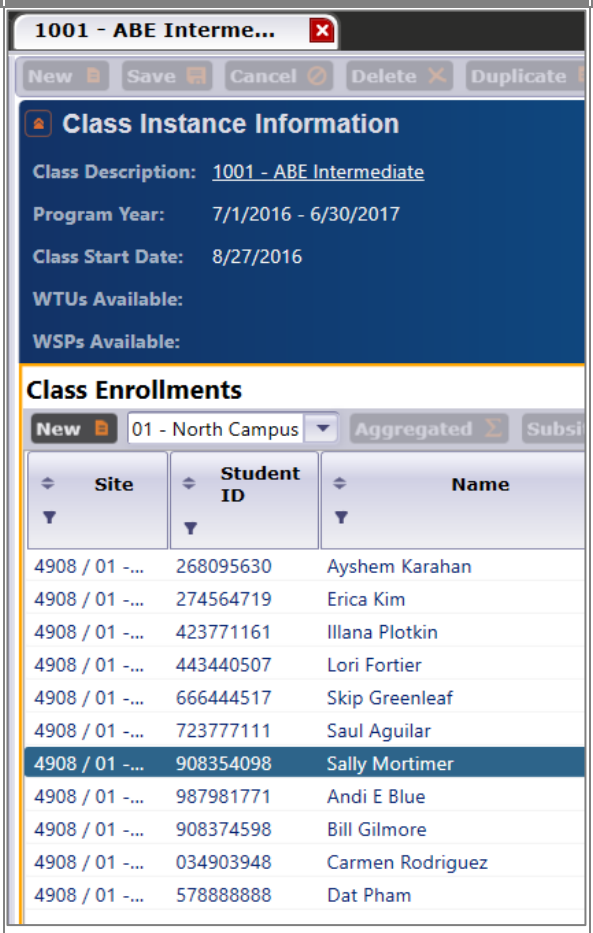
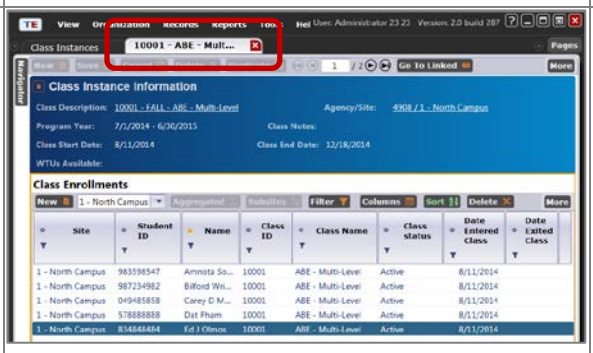
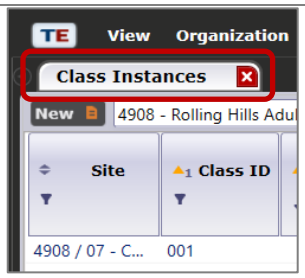
Step	Screen	Description
10.		• This returns you to the **Class Instance Information** record. • To see enrollments from using the **Batch Insert** feature, o From the **Toolbar** above the **Class Enrollments** list, o Click **Refresh**, • **Class Enrollments** for all five students, now display among the list of students enrolled in the class. o one student picked, plus o four students inserted.
11.		• Click the **Red X Box** on the **Class Instance** tab to close the record and return to the **Class Instances Lister**.
12.		• Click the **Red X Box** on the **Class Instances** tab to close the list of class records.

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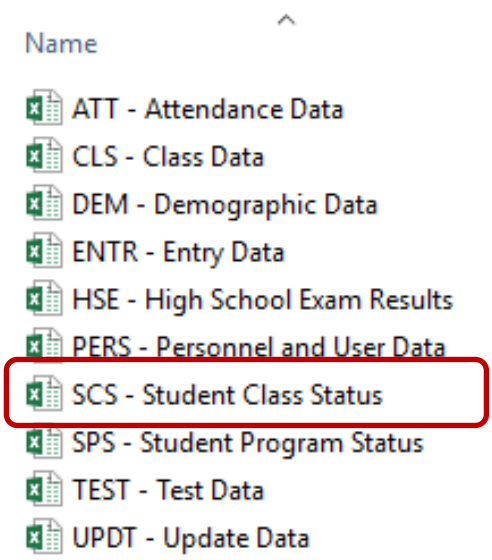
Import Class Status

Step	Screen	Description
1.		• See Exchanging Data with 3rd Party Systems v.1.1 for more information about importing **Student Class Status**. ➢ **IMPORT: SCS – Class Status** • A folder of **TE WIOA Import Templates** is available from the CASAS website to help you populate your online account without manual data-entry or 3rd Party Import. o Go to: Home > Product Overviews > Software > TOPSpro Enterprise > TOPSpro Enterprise Help > Data Exchange > **TE WIOA Import Templates**

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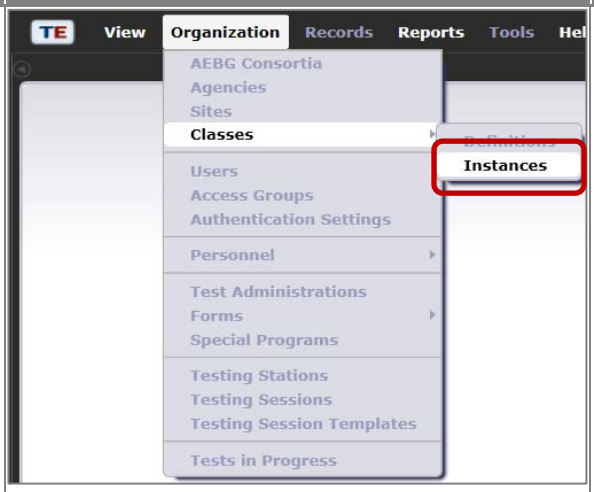
Steps to Record Attendance

Overview

- The *CASAS Online System* offers **two** methods for recording **Attendance** in your online account using –
  - ***TOPSpro Enterprise*** **(TE)** through –
    1. Manual data entry, or
    2. Importing from a 3rd Party System or fillable Import Template.
- This function is *only* available with "enhanced" access to ***TOPSpro Enterprise***, which requires purchase of a license or collective agreement with CASAS.
  - For more information on the CASAS website, go to –
    - Home > Product Overviews > Software > CASAS eTests > Features / Reports >
      - Assessment and Account Management Features
      - TOPSpro Enterprise License
- The data manager, and users with access rights such as **Teachers** who are granted access to manage their own **Classes**, including enrolling students and generating class-based reports, may add **Attendance Hours**.
- To experience the following steps connected to *TE* as a RHAS **Teacher**, enter the following:
  - **Select Server:** Rolling Hills – eTests Simulation
  - **Enter Agency ID:** 4908
  - **Enter User:** *teacher#@rhas.org (e.g., teacher43@rhas.org)*
  - **Enter Password:** *teacher*

Step	Screen	Description
1.		• The recommended approach for manually adding **Class Enrollments** is – o From the **Organization** menu, o Select **Classes**, and then o Click **Class Instances**. ***Note!*** Using this recommended approach for manual-data entry retains **Site**, **Program Year**, and **Class Instance** information to ensure data accuracy.

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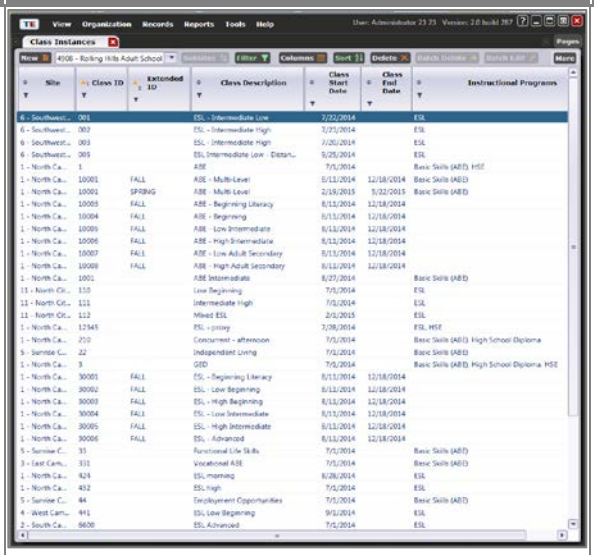
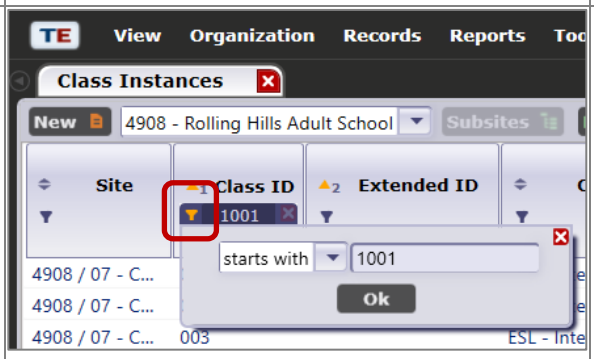
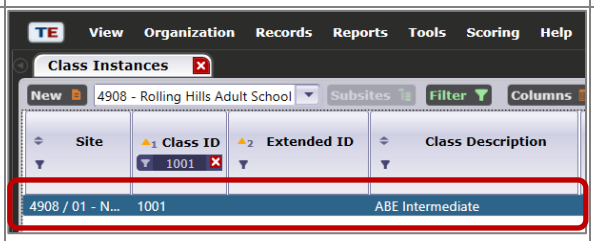
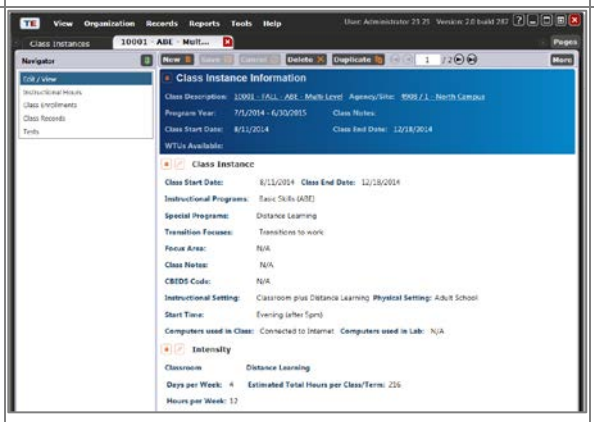
Step	Screen	Description
2.		• A list opens to display **Class Instance** records for the current program year. • By default, the list is sorted by – o **Class ID**, and then by o **Extended ID**.
3.		• To add a new **Class Enrollment** record, first **Filter** for the **Class**. o For example, ▪ Click the **Filter** icon in the **Class ID** column header, ▪ Enter **1001**, and then ▪ Click **OK**.
4.		• From the filtered list, o Double-click to open the **ABE Intermediate** class.
5.		• A new tab opens in a split screen with o The **Navigator** at left, and o The **Class Instance** record at right.

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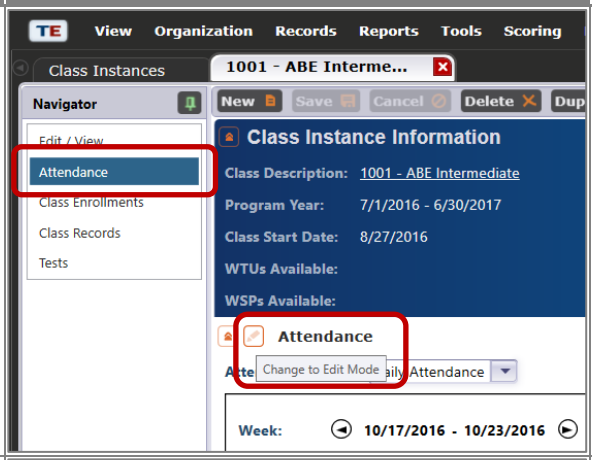
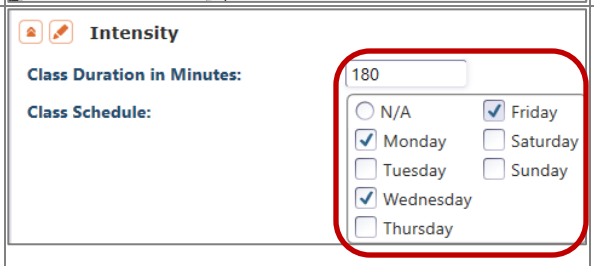
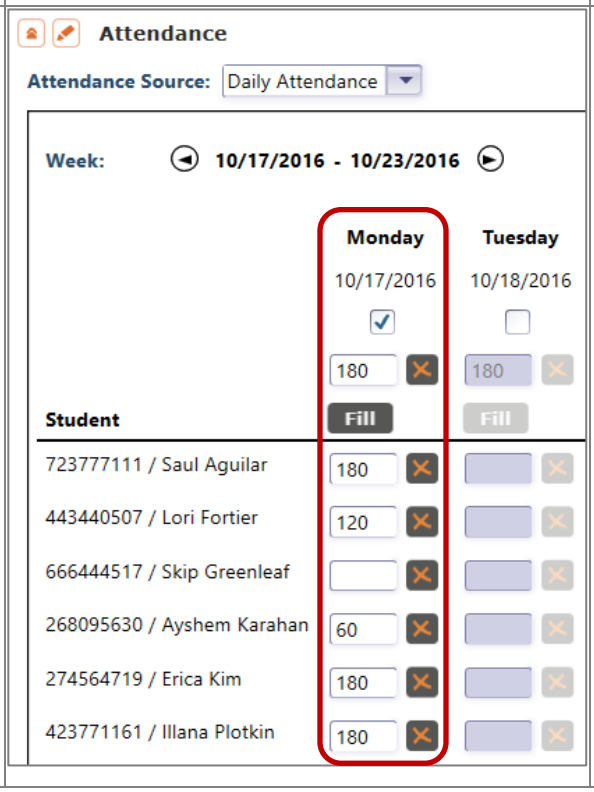
Step	Screen	Description
6.		• From the **Navigator** at left, o Click **Attendance**. • By default, the **Attendance** data input grid opens at the right to input **Daily Attendance** for the current week. • To record **Daily Attendance**, o Click the **Pencil** icon and **Change to Edit Mode**.
7.		*Note!* • When **Class Duration in Minutes** and **Class Schedule** is included with the **Class Instance Information** record, the **Attendance** grid automatically opens with the corresponding number of instructional hours and meeting days. • **By default**, o Class Duration in Minutes = **60 minutes** o Class Schedule = **Monday through Sunday**
8.		• By default, the **Attendance** grid opens to students **Sorted by [Last] Name**. • Check **Fill** – o to enter the total **Daily Attendance** hours for all students enrolled. • **Edit** hours – o for students attending a different number from the total **Daily Attendance** hours for the day. • Check the **X Box** – o to unendorse **Daily Attendance** for absent students.

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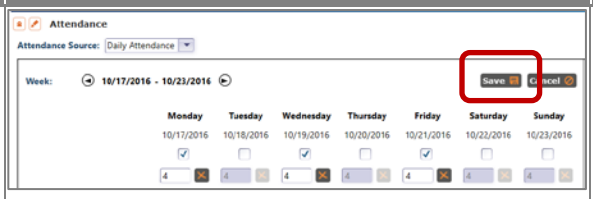
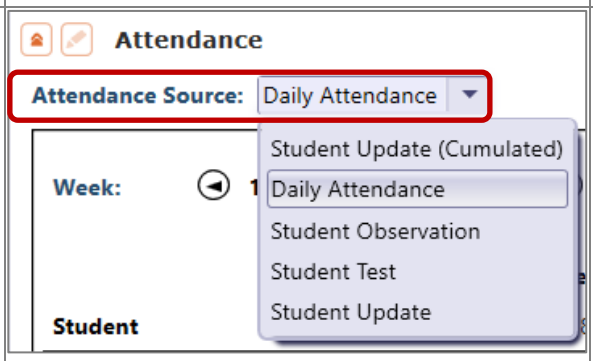
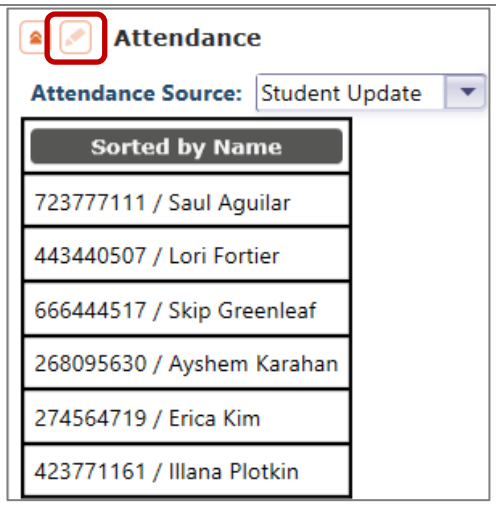
Step	Screen	Description
9.		• After recording **Attendance**, o At right of the weekly **Daily Attendance** grid, ▪ Click **Save.**
10.		• By default, **Attendance Source** is set to record o **Daily Attendance**. • To change the source for recording **Attendance**, o Click the **down arrow** in the **Attendance Source** field and from the drop-down menu,
	➢ Select **Student Update (Cumulated)** – o to represent the total number of hours since entry in a class. ➢ Select **Student Observation** – o to record hours for **Adults with Intellectual Disabilities.** ➢ Select **Test** – o to record number of hours between **Tests.** ➢ Select **Student Update** – o to represent additional number of hours from the last update.	
11.		• For example, choose **Student Update** when updating hours at the end of each week. • By default, the **Attendance** grid opens to students **Sorted by [Last] Name**. • Click the **Edit icon** at right and **Change to Edit mode.** o This opens the **Attendance** data input grid.

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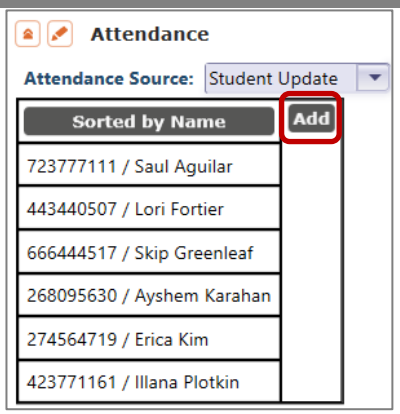
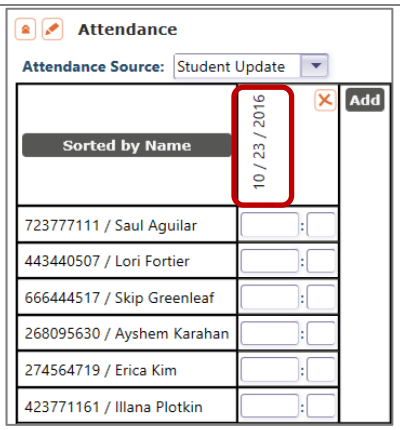
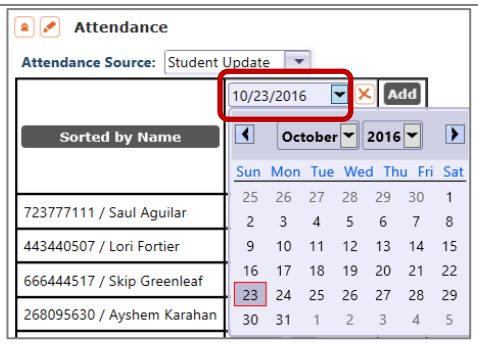
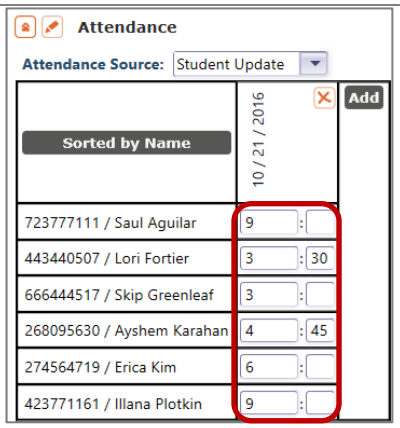
Step	Screen	Description
12.		• From the **Attendance** grid, o Click **Add.**
13.		• A new column is added at right of **Students** listed. • By default, the **Date** displayed in the column is for the current day. o Click the **Date** to change if needed.
14.		• To select a **Date,** o Click the **Date** field down arrow. • From the drop-down calendar, o Select the preferred **Date.**
15.		• With the preferred **Date** displayed, • Enter total **Hours + Minutes** for the **Update** record.

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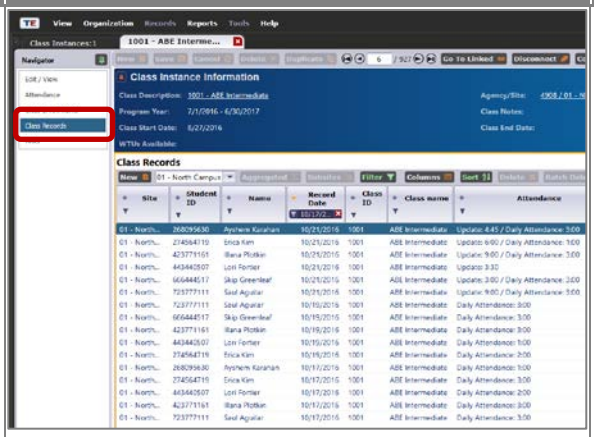
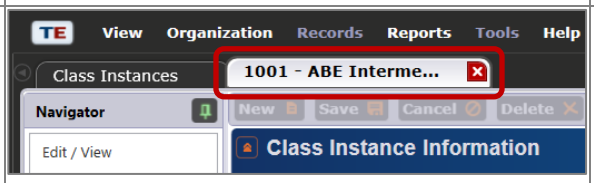
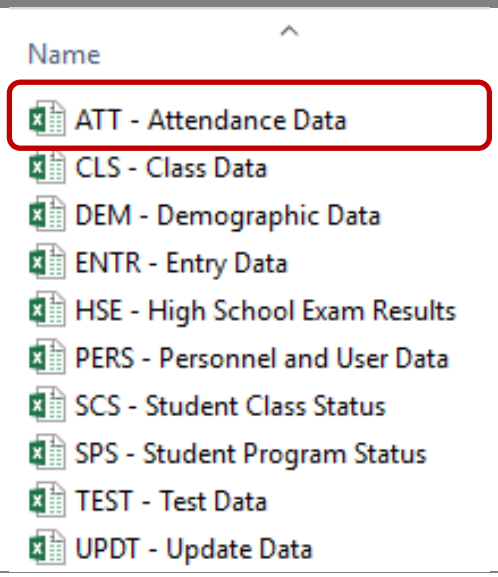
Step	Screen	Description
16.		• From the **Navigator** at left, o Click **Class Records** • The **Class Records** list displays at right. o **Class Records** with **Attendance** are automatically added for each student per **Attendance Source**.
17.		• Click the **Red X Box** on the **Class Instance** tab to close the record and return to the **Class Instances** lister.

Import Attendance Data

Step	Screen	Description
1.		• See Exchanging Data with 3rd Party Systems v.1.1 for more information about importing **Class Data**. ➢ **IMPORT: ATT - Attendance Data** • A folder of **TE WIOA Import Templates** is available from the CASAS website to help you populate your online account without manual data-entry or 3rd Party Import. o Go to: Home > Product Overviews > Software > TOPSpro Enterprise > TOPSpro Enterprise Help > Data Exchange > **TE WIOA Import Templates**

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Training Support

Help documentation is available at: CASAS Home > Training and Support >

- eTests Online Help
- TOPSpro Enterprise Help.

Enroll in a complimentary workshop at: CASAS Training Registration.

Technical Support

The ***CASAS* Technology Support Team** is available at techsupport@casas.org to provide technical assistance for successful online implementation and uninterrupted test delivery. Team members are available 6:00 am – 5:00 pm (Pacific), M – F, at 1-800-255-1036, option 2.

If you have any questions or if there is anything that we may help you with, please let us know.
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