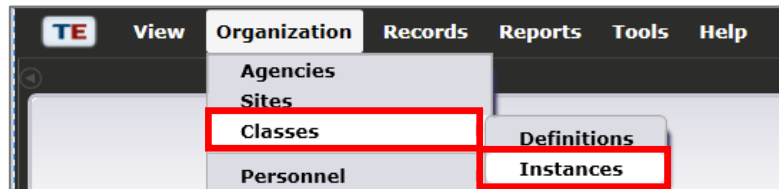


Adding Instructional Hours

In Topspro enterprise you are able to add instructional hours to each student. Follow the steps below for entering instructional hours per class.

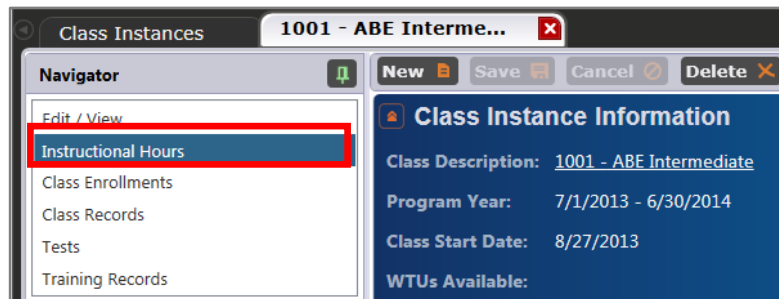
- 1) From the **Organization** menu click **Classes** -> **Instances**.




- 2) Select or filter for a **Class**. Double click to open.

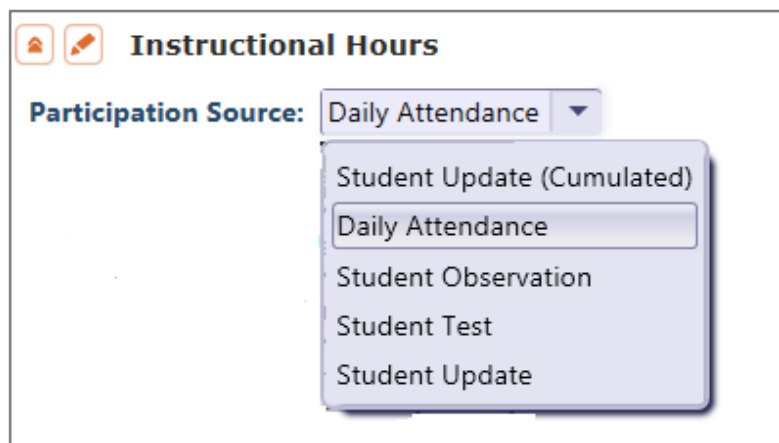
Site	Class ID	Extended ID	Class Description	Class Start Date
1 - North Campus	1001		ABE Intermediate	8/27/2013
11 - North City ESL	110		Low Beginning	7/1/2013
11 - North City ESL	111		Intermediate High	7/1/2013



- 3) From the **Navigator** at left, select **Instructional Hours**.




- 4) From **Class Instance Information**, click 

- 5) From **Participation Source** drop-down menu, select a **Category** to enter hours.



  **Instructional Hours**






Participation Source: ▼


Sorted by Name		10 / 18 / 2013 	Add
723777111 / Saul Aguilar	<input type="text"/>		
443440507 / Lori Fortier	<input type="text"/>		
666444517 / Skip Greenleaf	<input type="text"/>		
268095630 / Ayschem Karahan	<input type="text"/>		
274564719 / Erica Kim	<input type="text"/>		
423771161 / Illana Plotkin	<input type="text"/>		

6) Click **Add**

7) Click **Date** to edit (if needed).

8) Enter **Instructional Hours** per student (as needed).

New  **Save**  **Cancel**  **Delete**  **Duplicate** 

 **Class Enrollment Information**

9) Click **Save**.