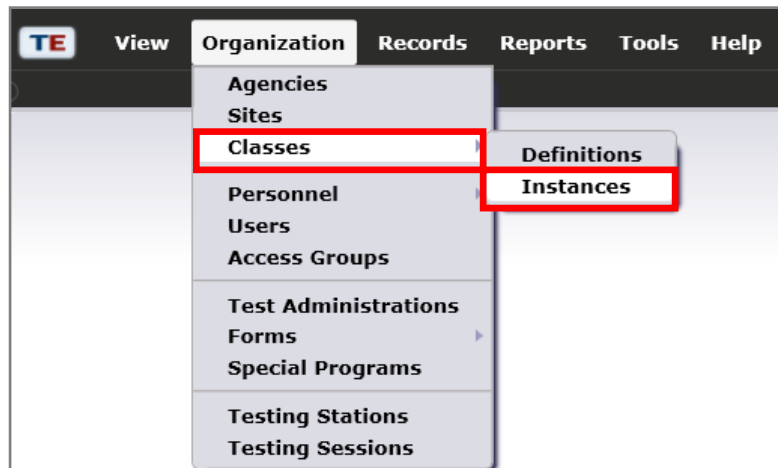


Adding Students to Classes

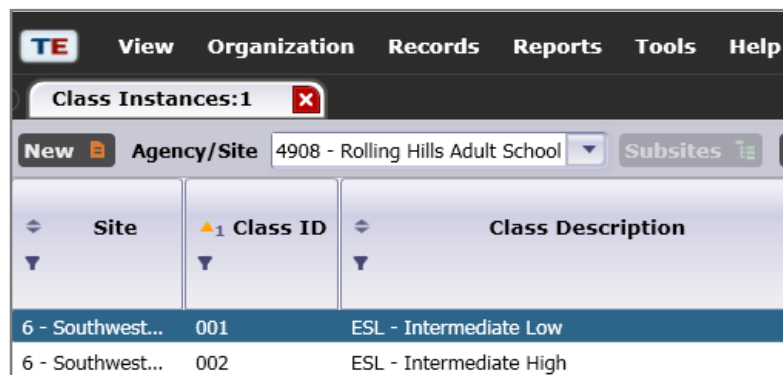
This document provides a step-by-step tutorial on how to assign a **student** to a **class** in TOPSpro Enterprise.

- 1) From the **Organization** menu, select **Classes** -> **Instance**.

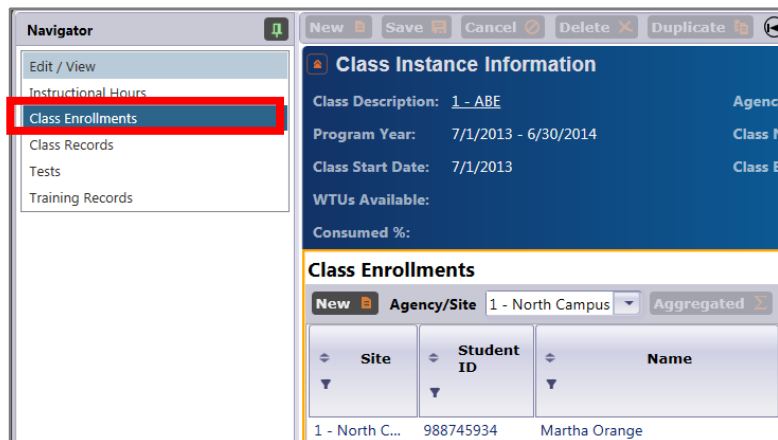
- ❖ **Note:** Optional approaches to adding Class Enrollments:
 - a. From the **Records** menu, select **Students** -> **Demographics**
 - b. From the **Records** menu, select **Classes** -> **Enrollments**.



- 2) From the **Class Instances** Lister, double-click to open the **Class Instance**.



- 3) From the **Navigator**, click **Class Enrollments**.



4) Click **New**.

5) A **New Class Enrollment** page is opened. Two main areas that require user input:

- a. Select Student in Program Year
- b. Status in Class

6) Select **Student**

- the list of students is filtered by the selected **Site** and **Program Year**.

7) Select **Date Entered Class**

- The start date is set by default as the first day of the current Program Year.

8) Select **Class Status**

- By default **Active** will be selected when saving the record.

9) Click **Save**.