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Adding Students to Classes

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

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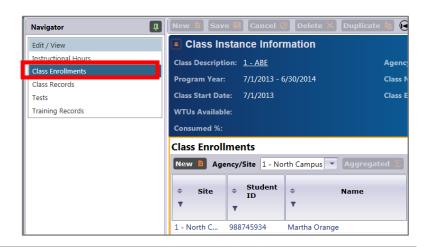
6 - Southwest...

- 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.

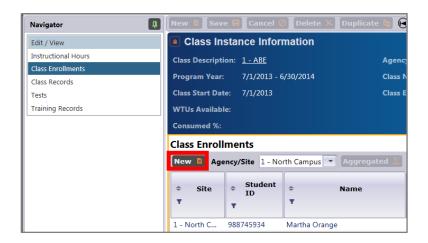


ESL - Intermediate High

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.