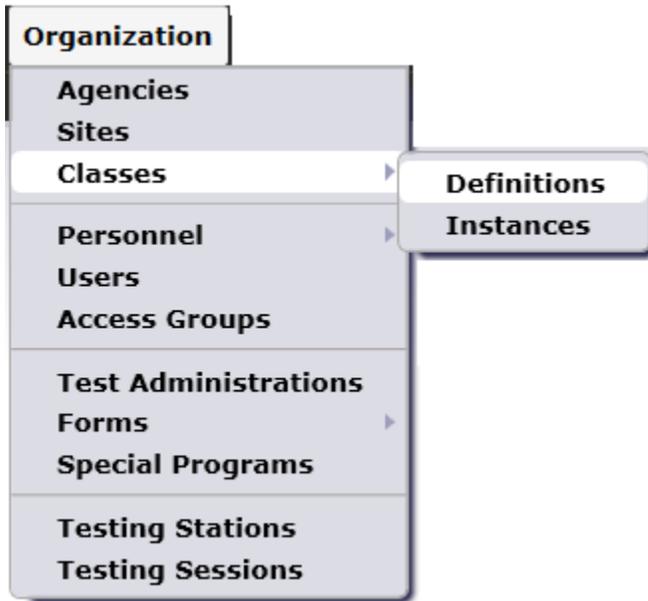


## Creating a Class Definition

Class definition lister in TOPSpro Enterprise (TE) shows all of the classes that have been created for that agency. Once the class has been defined, it can be used as often as needed.

To define a class, go to **Organization -> Classes -> Definitions**



This will open up the class definition lister. Once it is open, click on the **New** button in the upper left hand corner.

The image shows a screenshot of the 'Class Definitions' lister interface. The interface includes a 'New' button in the upper left corner, which is highlighted with a red arrow. The table below shows a list of class definitions with columns for Site, Class ID, Class Description, Extended ID, and Course Code.

Site	Class ID	Class Description	Extended ID	Course Code
6 - Southwest Campus	001	ESL - Intermediate Low		
6 - Southwest Campus	002	ESL - Intermediate High		
6 - Southwest Campus	003	ESL - Intermediate High		
6 - Southwest Campus	005	ESL Intermediate Low - Distance...		

This will bring up an empty class definition window. Here is where you select the Agency/Site that the class will be held, input the Class ID, Course Code (if used), and the Class Description (such as ABE Intermediate Math).

**Class Definition Information**

Agency/Site:

Class ID: Extended ID:

Course Code:

WTUs Available:

Consumed %:

**Select Site**

Site: 4908 - Rolling Hills Adult School

**Class Definition**

Class ID: Extended ID:

Course Code:

Class Description:

**\*The Extended ID is used to separate class id's that have the use the same number. It also helps with showing which students were in a class during a specific time period.**

In this example, we define class 0507 ESL Beginning Listening at Site 11 – North City ESL. Click the **Save** button to create the class.

**Class Definition Information**

Agency/Site: 4908 / 11 - North City ESL

Class ID: 0507 Extended ID:

Course Code:

WTUs Available:

Consumed %:

**Select Site**

Site: 11 - North City ESL

**Class Definition**

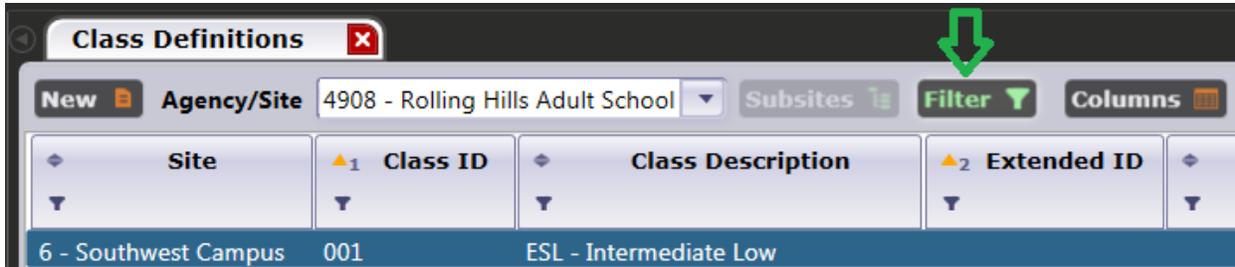
Class ID: 0507 Extended ID:

Course Code:

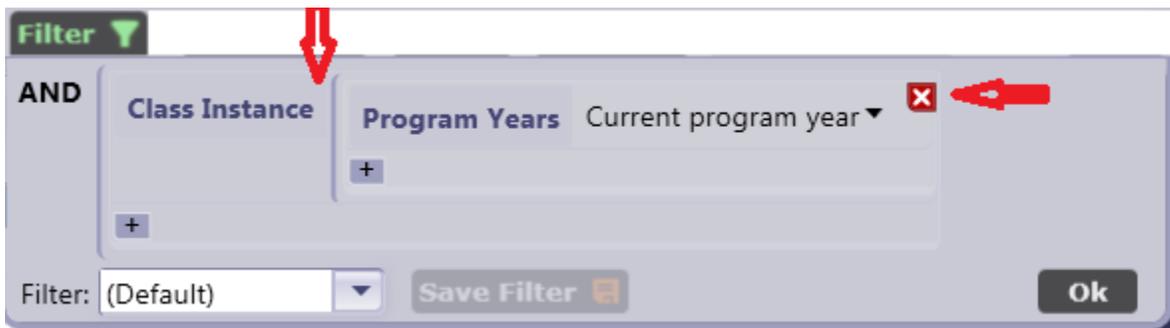
Class Description: ESL Beginning Listening

Because the class instance has not been created for the current year, it will not automatically display in the class definition lister. To view the new class definition:

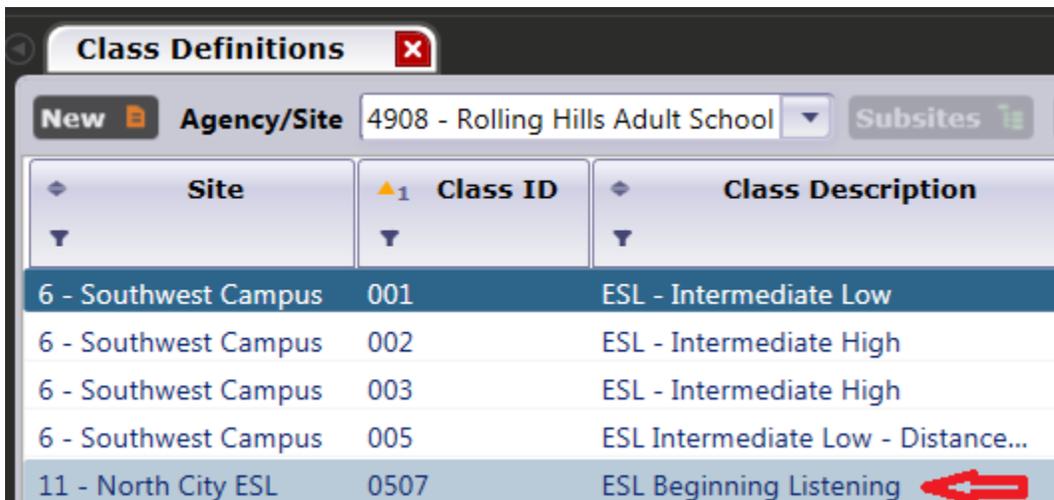
Click the **Filter** button



Then click the **Red X** next to **Current Program Year**. It will place another **Red X** next to **Class Instance**, click that as well, and click **ok**.



This will our new class to display in the lister



You have now successfully defined a class.