Assign a Program to a Class

Q: Our CTE students test with eTests to see if they qualify for the specific program they want to enroll in. When I import tests into TE, what do I do with those students who do qualify for the CTE program and won’t be enrolling in our WIA II programs?

A: Create a class to house the tests.

1. Create a **Class Definition**.

2. Create a **Class Instance**. You could create a **Class Instance** for each enrollment period (if you use managed enrollment at your agency) or just one Class Instance for the program year.

3. Under Instructional Program, mark **Career/Tech Ed**. Once your Class Instance is identified as CTE, it will **not** show up in your DIR or any of your WIA II reports unless you make specific changes in the Reports Setup window.
**Class Instance Information**

- **Class Description:** 7 - CTE
- **Program Year:** 7/1/2012 - 6/30/2013
- **Class Start Date:** 7/1/2012
- **Class End Date:** 6/30/2013
- **Agency/Site:** 4908 / 1 - North Campus
- **Class Notes:**
- **Class End Date:** 6/30/2013

**Select Class Definition**

<table>
<thead>
<tr>
<th>Site:</th>
<th>1 - North Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Year:</td>
<td>7/1/2012 - 6/30/2013 (Current)</td>
</tr>
<tr>
<td>Class Definition:</td>
<td>7 - CTE</td>
</tr>
</tbody>
</table>

**Class Instance**

- **Class Start Date:** 7/1/2012
- **Class End Date:** 6/30/2013

**Instructional Programs:**

- N/A
- Basic Skills (ABE)
- ESL
- ESL/Citizenship
- Citizenship
- GED
- Spanish GED
- Career/Tech Ed
- Workforce Readiness
- Health & Safety
- Home Economics
- Parent Education
- Other Program
- ROCP
- Adults w/ Disabilities
- Alternative Ed. [K12]
- CBET
- Older Adults

**Special Programs:**

- None
- Family Literacy