

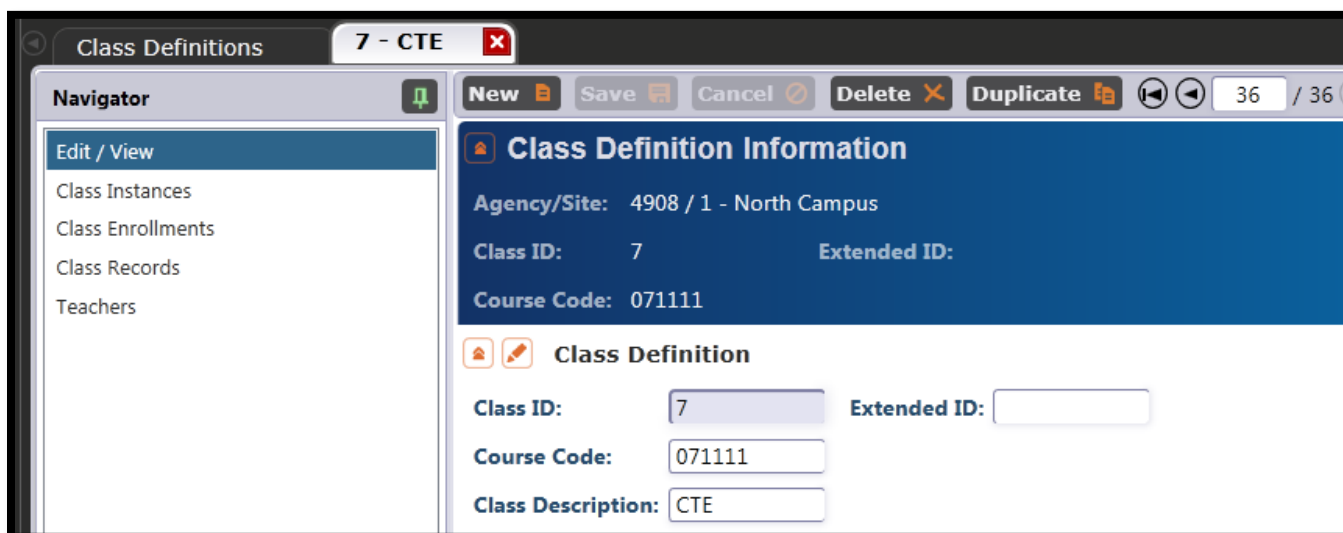
# Assign a Program to a Class

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**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**.



The screenshot shows a software interface for managing class definitions. The window title is "Class Definitions" and the active tab is "7 - CTE". The interface is divided into a "Navigator" on the left and a main content area on the right. The "Navigator" lists "Edit / View", "Class Instances", "Class Enrollments", "Class Records", and "Teachers". The main content area has a toolbar with "New", "Save", "Cancel", "Delete", and "Duplicate" buttons. Below the toolbar, the "Class Definition Information" section displays: "Agency/Site: 4908 / 1 - North Campus", "Class ID: 7", "Extended ID:", and "Course Code: 071111". The "Class Definition" section below it contains input fields for "Class ID" (with the value 7), "Extended ID", "Course Code" (with the value 071111), and "Class Description" (with the value CTE).

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.

