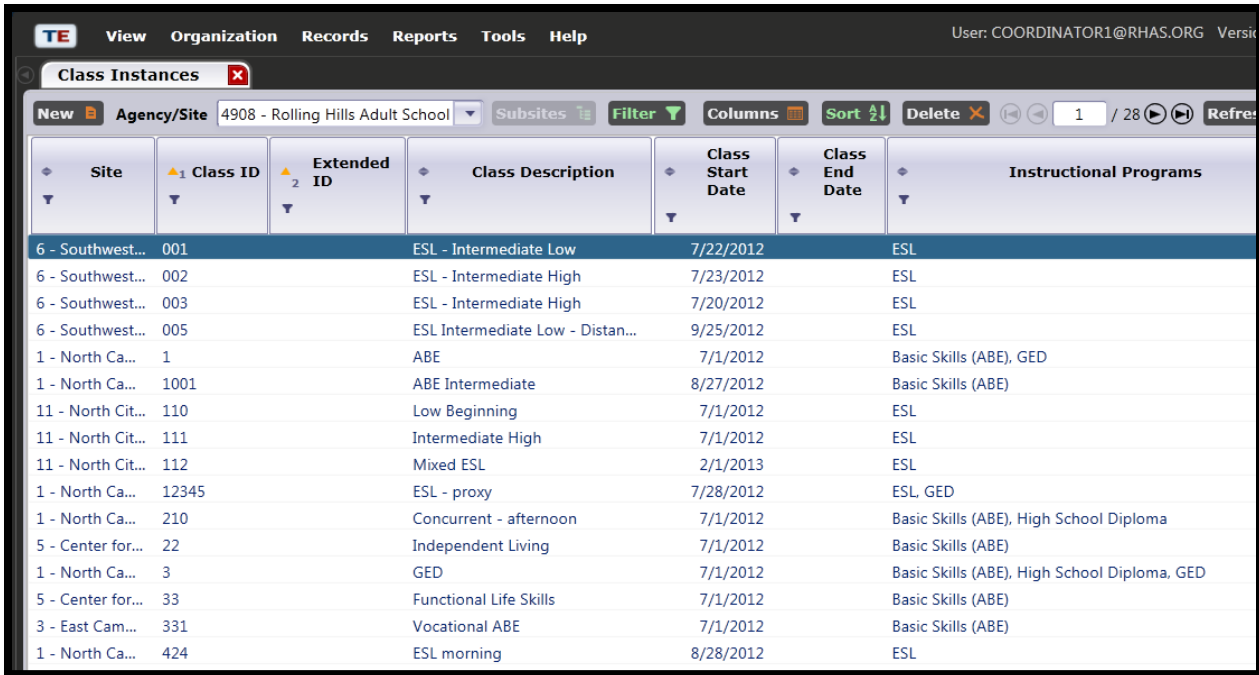


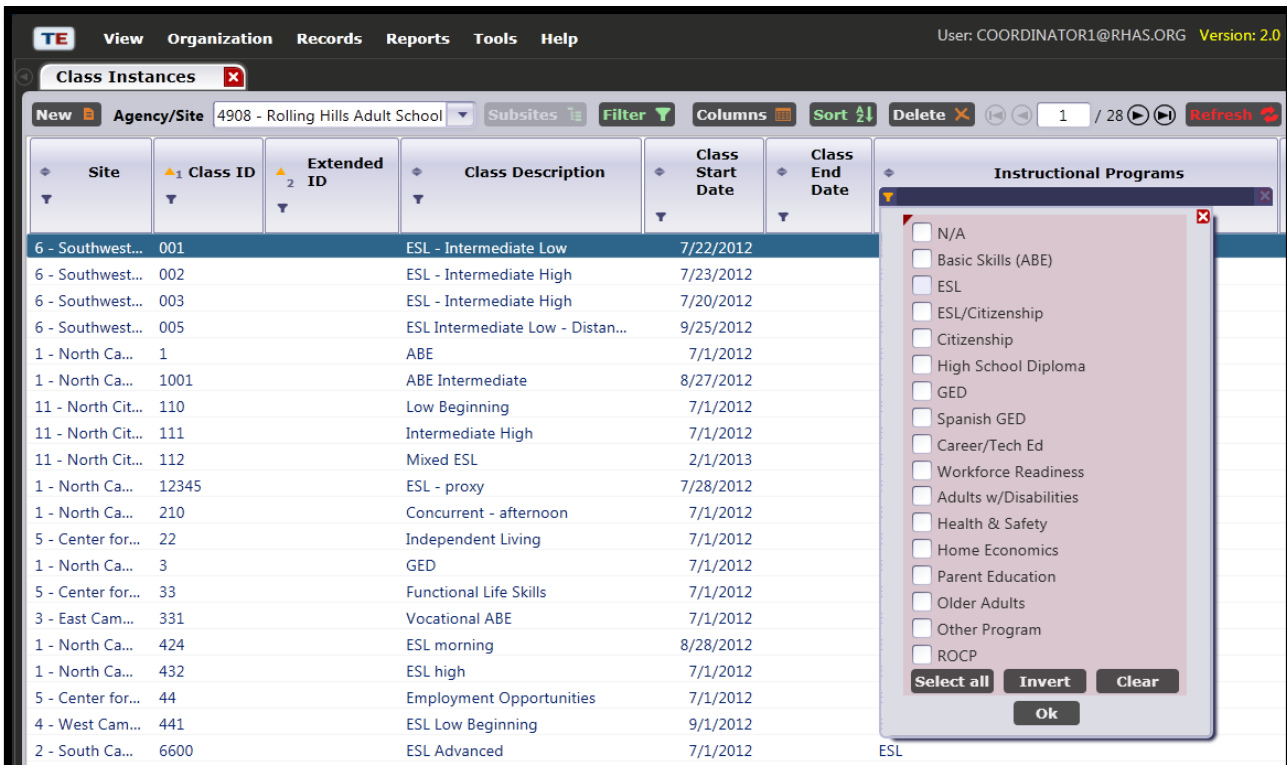
How to Look at Classes by Program

1. Go to **Organization/Class/Class Instances**. This will create a lister of all classes under that program area.



Site	Class ID	Extended ID	Class Description	Class Start Date	Class End Date	Instructional Programs
6 - Southwest...	001		ESL - Intermediate Low	7/22/2012		ESL
6 - Southwest...	002		ESL - Intermediate High	7/23/2012		ESL
6 - Southwest...	003		ESL - Intermediate High	7/20/2012		ESL
6 - Southwest...	005		ESL Intermediate Low - Distan...	9/25/2012		ESL
1 - North Ca...	1		ABE	7/1/2012		Basic Skills (ABE), GED
1 - North Ca...	1001		ABE Intermediate	8/27/2012		Basic Skills (ABE)
11 - North Cit...	110		Low Beginning	7/1/2012		ESL
11 - North Cit...	111		Intermediate High	7/1/2012		ESL
11 - North Cit...	112		Mixed ESL	2/1/2013		ESL
1 - North Ca...	12345		ESL - proxy	7/28/2012		ESL, GED
1 - North Ca...	210		Concurrent - afternoon	7/1/2012		Basic Skills (ABE), High School Diploma
5 - Center for...	22		Independent Living	7/1/2012		Basic Skills (ABE)
1 - North Ca...	3		GED	7/1/2012		Basic Skills (ABE), High School Diploma, GED
5 - Center for...	33		Functional Life Skills	7/1/2012		Basic Skills (ABE)
3 - East Cam...	331		Vocational ABE	7/1/2012		Basic Skills (ABE)
1 - North Ca...	424		ESL morning	8/28/2012		ESL

2. Using the filter under **Instructional Programs**, choose a program area and click **OK**.



Site	Class ID	Extended ID	Class Description	Class Start Date	Class End Date	Instructional Programs
6 - Southwest...	001		ESL - Intermediate Low	7/22/2012		ESL
6 - Southwest...	002		ESL - Intermediate High	7/23/2012		ESL
6 - Southwest...	003		ESL - Intermediate High	7/20/2012		ESL
6 - Southwest...	005		ESL Intermediate Low - Distan...	9/25/2012		ESL
1 - North Ca...	1		ABE	7/1/2012		Basic Skills (ABE), GED
1 - North Ca...	1001		ABE Intermediate	8/27/2012		Basic Skills (ABE)
11 - North Cit...	110		Low Beginning	7/1/2012		ESL
11 - North Cit...	111		Intermediate High	7/1/2012		ESL
11 - North Cit...	112		Mixed ESL	2/1/2013		ESL
1 - North Ca...	12345		ESL - proxy	7/28/2012		ESL, GED
1 - North Ca...	210		Concurrent - afternoon	7/1/2012		Basic Skills (ABE), High School Diploma
5 - Center for...	22		Independent Living	7/1/2012		Basic Skills (ABE)
1 - North Ca...	3		GED	7/1/2012		Basic Skills (ABE), High School Diploma, GED
5 - Center for...	33		Functional Life Skills	7/1/2012		Basic Skills (ABE)
3 - East Cam...	331		Vocational ABE	7/1/2012		Basic Skills (ABE)
1 - North Ca...	424		ESL morning	8/28/2012		ESL
1 - North Ca...	432		ESL high	7/1/2012		ESL
5 - Center for...	44		Employment Opportunities	7/1/2012		ESL
4 - West Cam...	441		ESL Low Beginning	9/1/2012		ESL
2 - South Ca...	6600		ESL Advanced	7/1/2012		ESL

3. You will now see a lister of all class instances in that program area.

The screenshot shows a web application interface for viewing class instances. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The user is identified as 'COORDINATOR1@RHAS.ORG' and the version is '2.0 build'. The main content area is titled 'Class Instances' and shows a table of data for 'Agency/Site 4908 - Rolling Hills Adult School'. The table has columns for Site, Class ID, Extended ID, Class Description, Class Start Date, Class End Date, and Instructional Programs. The first row is highlighted in blue.

Site	Class ID	Extended ID	Class Description	Class Start Date	Class End Date	Instructional Programs
6 - Southwest...	001		ESL - Intermediate Low	7/22/2012		ESL
6 - Southwest...	002		ESL - Intermediate High	7/23/2012		ESL
6 - Southwest...	003		ESL - Intermediate High	7/20/2012		ESL
6 - Southwest...	005		ESL Intermediate Low - Distan...	9/25/2012		ESL
11 - North Cit...	110		Low Beginning	7/1/2012		ESL
11 - North Cit...	111		Intermediate High	7/1/2012		ESL
11 - North Cit...	112		Mixed ESL	2/1/2013		ESL
1 - North Ca...	12345		ESL - proxy	7/28/2012		ESL, GED
1 - North Ca...	424		ESL morning	8/28/2012		ESL
1 - North Ca...	432		ESL high	7/1/2012		ESL
4 - West Cam...	441		ESL Low Beginning	9/1/2012		ESL
2 - South Ca...	6600		ESL Advanced	7/1/2012		ESL
2 - South Ca...	6611		ESL Low Beginning	9/1/2012		ESL
2 - South Ca...	6613		ESL Advanced	1/12/2013		ESL
2 - South Ca...	6614		ESL Low Beginning	1/12/2013		ESL
2 - South Ca...	6618		ESL Intermediate	1/18/2013		ESL
2 - South Ca...	6619		ESL Advanced	1/12/2013		ESL
2 - South Ca...	6624		ESL Low Beginning	1/13/2013		ESL
2 - South Ca...	6625		ESL Advanced	9/21/2012		Basic Skills (ABE), ESL
2 - South Ca...	6631		ESL Int. Low EL Civics	7/6/2012		ESL