

How to Manually Add Hours to Student Records

To manually add hours use the Data Integrity Report drill-down feature.

1. Double-click **02a. Zero or Empty Hours of Instruction**.

CASAS
04/03/2013 17:36:07
Data Integrity by Agency
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Agency: 4908 - Rolling Hills Adult School

Summary Information	
Total WIA Title II Learners	338
Total concurrent learners in WIA Title II programs	6
Total Learners eligible for WIA Title II	332

Item Description	Item Count	Item Percent
01 Missing Birthdate or outside 16-110	2	1
02 Less than 12 Hours of Instruction	47	14
02a Zero or Empty Hours of Instruction	44	13
02b Total hours between 1-11 hours	3	1
03 No Highest Year of School/Degree Earned	35	11

2. Double-click on a student record.


Agency = 4908 - Rolling Hills Adult School, Concurrent Enrolled = No, Item = 02a

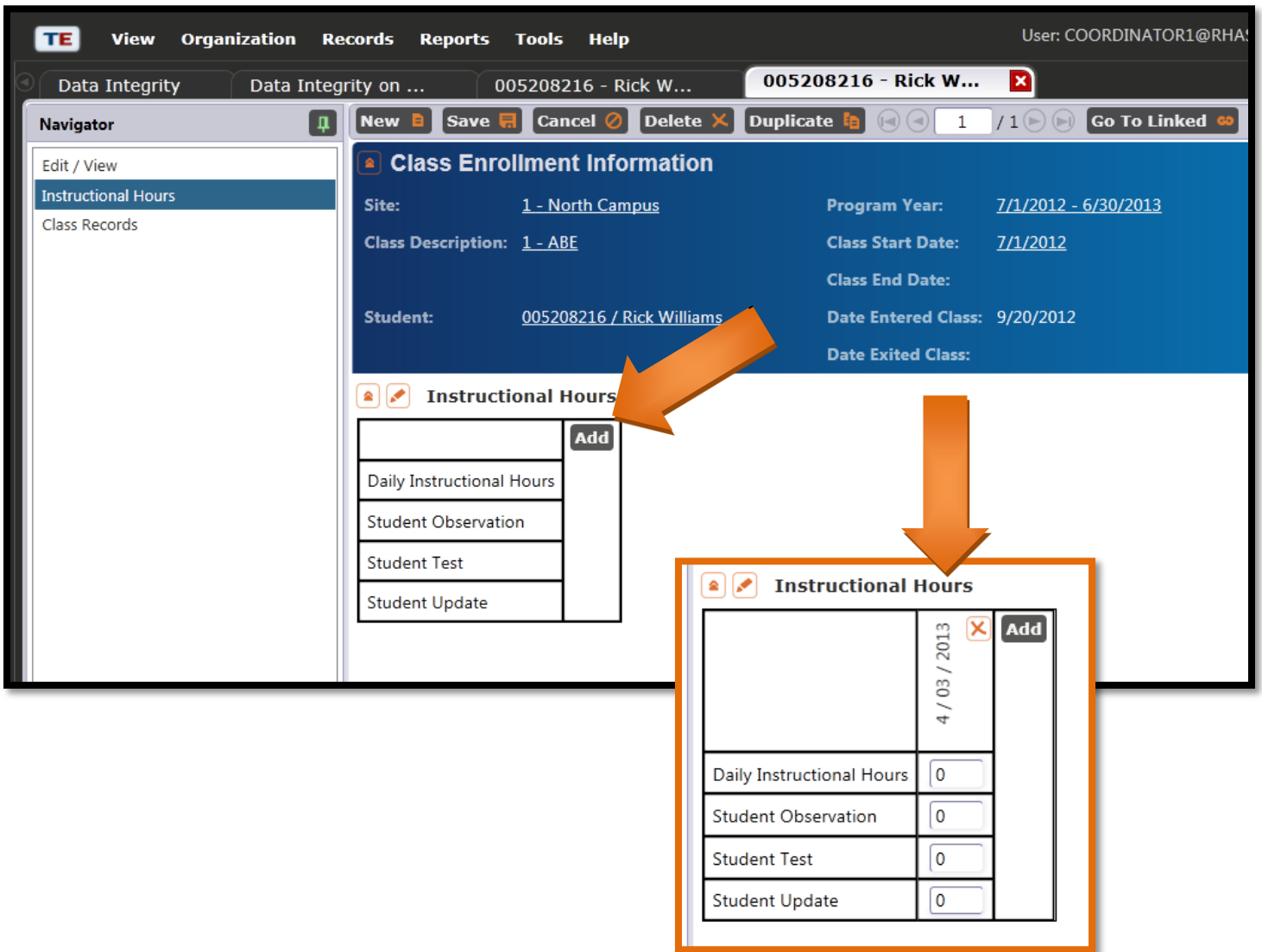
Program year	Site	Student ID	Name	Birth Date	Gender
7/1/2012 - 6/30/2013	1 - North Cam...	005208216	Rick Williams	5/20/1982	Male
7/1/2012 - 6/30/2013	2 - South Cam...	005208242	Richard Williams	5/20/1982	Male
7/1/2012 - 6/30/2013	1 - North Cam...	093734754	Jay Bluegill	9/29/1984	Male
7/1/2012 - 6/30/2013	1 - North Cam...	098503953	Norberta Ellis	5/23/1983	Female
7/1/2012 - 6/30/2013	1 - North Cam...	098509389	Robin A Aljmaner	2/2/1972	Female
7/1/2012 - 6/30/2013	3 - East Campus	197811979	Nick Gilder	3/31/1980	Male
7/1/2012 - 6/30/2013	3 - East Campus	198485868	Edwin L De Barge	9/9/1989	Male

3. In the Navigator Bar, click on **Class Enrollments**.

The screenshot displays a software interface with a top navigation bar containing 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The user is identified as 'COORDINATOR1@'. The main window title is '005208216 - Rick W...'. On the left, a 'Navigator' sidebar lists options: 'Edit / View', 'Student Records', 'Class Enrollments' (highlighted), 'Class Records', 'Program Enrollments', 'Program Records', and 'Tests'. The main content area is titled 'Student in Program Year Information' and shows details for 'Site: 1 - North Campus', 'Program Year: 7/1/2012 - 6/30/2013', 'Student: 005208216 / Rick Williams', 'Male', and 'Birth Date: 5/20/1982'. Below this is a 'Class Enrollments' table with columns: 'Class ID', 'Class Name', 'Class status', 'Date Entered Class', and 'Date Exited Class'. A single row is visible with the following data: Class ID 1, Class Name ABE, Class status Active, Date Entered Class 9/20/2012, and Date Exited Class.

Class ID	Class Name	Class status	Date Entered Class	Date Exited Class
1	ABE	Active	9/20/2012	

4. Click on **Instructional Hours** in the Navigator Bar.
5. Click the **Edit** icon 
6. Click the **Add** button to open a new hours column. Click **Save**.



The screenshot shows a web application interface with a top navigation bar containing 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The user is identified as 'COORDINATOR1@RHA!'. The main content area is titled 'Class Enrollment Information' and displays details for a class: Site: 1 - North Campus, Program Year: 7/1/2012 - 6/30/2013, Class Description: 1 - ABE, Class Start Date: 7/1/2012, Student: 005208216 / Rick Williams, Date Entered Class: 9/20/2012, and Date Exited Class: (blank).

Below the class information is an 'Instructional Hours' section with a table and an 'Add' button. An orange arrow points from this 'Add' button to a larger, detailed view of the 'Instructional Hours' form. This detailed view shows a table with columns for 'Date' and 'Hours' for various categories: Daily Instructional Hours, Student Observation, Student Test, and Student Update. The 'Date' column contains '4/03/2013' and the 'Hours' column contains '0'. An 'Add' button is visible next to the date field.

Instructional Hours	
	4/03/2013
Daily Instructional Hours	0
Student Observation	0
Student Test	0
Student Update	0