

## Steps to Add Class Definition Records

To manually add a **Class Record** to your account, start with adding a **Class Definition** record to define the class, which typically occurs across time. After defining the class, you must specify when that class occurs within the program year by adding a **Class Instance** record.

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>From the <b>Organization</b> menu,                             <ul style="list-style-type: none"> <li>Select <b>Classes</b>.</li> </ul> </li> <li>Each <b>Class</b> set up in your online account has                             <ul style="list-style-type: none"> <li>One <b>Definition</b> record, and</li> <li>An <b>Instance</b> record per program year.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>To add a new <b>Class</b>,                             <ul style="list-style-type: none"> <li>Click <b>Definitions</b>.</li> </ul> </li> </ul>
3.		<ul style="list-style-type: none"> <li>A list opens to display <b>Class Definition</b> records in your online account.</li> <li>By default, the list is sorted by <b>Class ID</b>.</li> <li>From the <b>Toolbar</b> at the top left of the list,                             <ul style="list-style-type: none"> <li>Click <b>New</b> to add a new <b>Class Definition</b> record.</li> </ul> </li> </ul>

Step	Screen	Description
4.		<ul style="list-style-type: none"> <li>A new tab opens to input <b>Class Definition</b> information in two distinct sections.                             <ol style="list-style-type: none"> <li>Selecting the <b>Site</b>, and</li> <li>Entering <b>Class Definition</b> information.</li> </ol> </li> </ul>
5.		<ul style="list-style-type: none"> <li><b>Classes</b> are set up at <b>Sites</b>.</li> <li>To select a <b>Site</b>,                             <ul style="list-style-type: none"> <li>Click the down-arrow in the <b>Site field</b>, and</li> <li>Select a <b>Site</b> from the drop-down menu.</li> </ul> </li> </ul>
6.		<ul style="list-style-type: none"> <li>Enter a unique <b>Class ID</b>.</li> <li>The agency assigns the <b>Class ID</b> to uniquely identify a <b>Class</b> at a site.</li> </ul> <p><i>Note!</i> This field is mandatory and should match with a <b>3<sup>rd</sup> Party System</b> if you plan to exchange data between systems, such as importing <b>Class Enrollments</b> or <b>Attendance Hours</b>.</p>
7.		<ul style="list-style-type: none"> <li>Use an optional <b>Extended ID</b> to make multiple instances of the class from a common <b>Class Definition</b>.</li> <li>For example, if the <b>Class</b> occurs each semester per year,                             <ul style="list-style-type: none"> <li><b>Extended ID: FALL</b> allows you to use the same <b>Class ID</b> in the Fall of the current program year and in the Fall of each program year after that.</li> </ul> </li> </ul>

Step	Screen	Description
8.		<ul style="list-style-type: none"> <li>• <b>Course Code</b> is optional.</li> <li>• A course code records class content according to local or statewide definitions.</li> <li>• If entered, the course code appears in reports with the <b>Class ID</b>.</li> </ul>
9.		<ul style="list-style-type: none"> <li>• To describe a <b>Class</b> offered at a particular <b>Site</b>, <ul style="list-style-type: none"> <li>○ Enter the <b>Class Description</b> as identified at the agency or from a registration system.</li> <li>○ This is a mandatory field.</li> </ul> </li> </ul>
10.		<ul style="list-style-type: none"> <li>• From the <b>Toolbar</b> at the top of the <b>New Class Definition</b> record, <ul style="list-style-type: none"> <li>○ Click <b>Save</b>.</li> </ul> </li> </ul>
11.		<ul style="list-style-type: none"> <li>• The new <b>Class Definition</b> record screen splits to display the – <ul style="list-style-type: none"> <li>○ <b>Navigator</b> at the left to add and access “child”-related records for the <b>Class</b>, and</li> <li>○ <b>Class Definition</b> information at the right.</li> </ul> </li> <li>• Continue to add the <b>Class Instance</b> record for when the class occurs during the program year.</li> </ul>