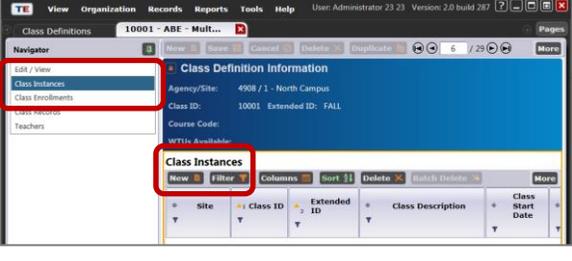
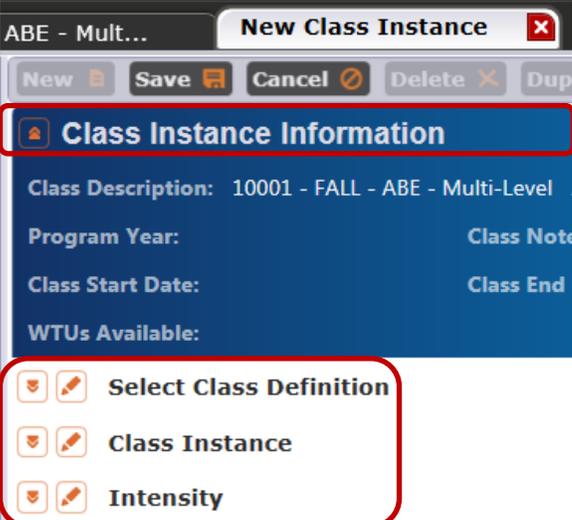
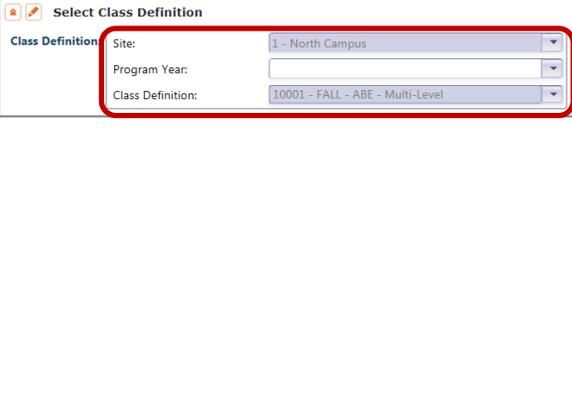
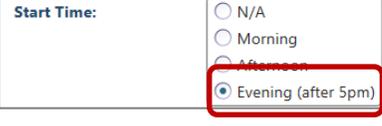
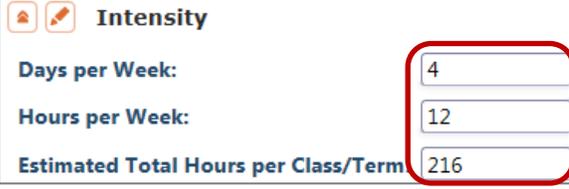
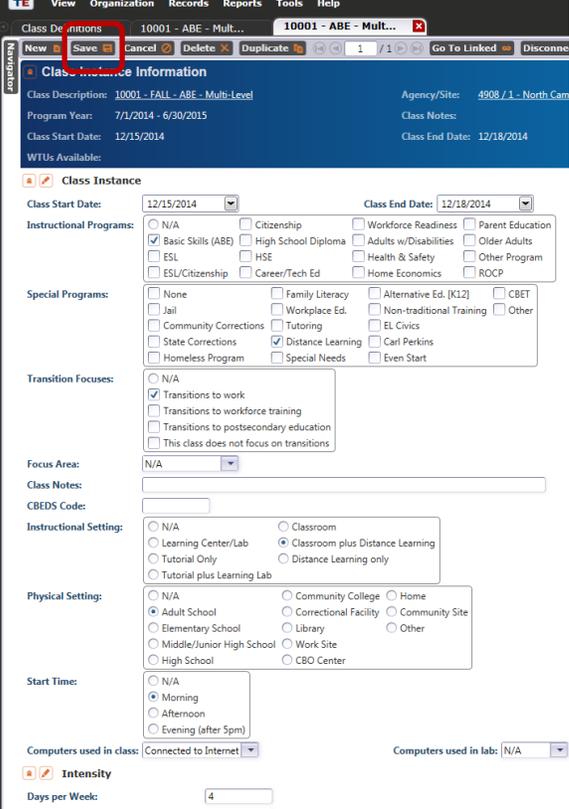


## Steps to Add Class Instance Records

The next record to add for the new class is the **Class Instance**, which specifies when the class occurs during the program year. To ensure data-entry accuracy, use the record **Navigator** to add the class instance, which will prepopulate definition information about the class.

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>From the <b>Navigator</b> at the left of the <b>Class Definition Information</b> record,                             <ul style="list-style-type: none"> <li>Click <b>Class Instances</b>.</li> </ul> </li> <li>To add an <b>Instance</b> for the <b>Class</b>,                             <ul style="list-style-type: none"> <li>Click <b>New</b> at right.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>A new tab opens to input <b>Class Instance Information</b> in three distinct sections.                             <ol style="list-style-type: none"> <li><b>Class Definition</b></li> <li><b>Class Instance</b></li> <li><b>Intensity</b></li> </ol> </li> </ul>
3.		<ul style="list-style-type: none"> <li>Using the <b>Navigator</b> is the recommended approach when adding related records.</li> <li>When using the <b>Navigator</b> to add a <b>Class Instance</b> from the <b>Class Definition</b> record,                             <ul style="list-style-type: none"> <li><b>Site</b> and <b>Class Definition</b> fields auto-populate, saving time and ensuring accuracy with manual data entry. This is the recommended approach to manual data entry.</li> </ul> </li> </ul>
4.		<ul style="list-style-type: none"> <li>To select the <b>Program Year</b>,                             <ul style="list-style-type: none"> <li>Click the <b>down arrow</b> and</li> <li>Select the <b>Current Program Year</b> from the drop-down menu.</li> </ul> </li> </ul>

Step	Screen	Description
5.		<ul style="list-style-type: none"> <li>The next section provides details about the <b>Class Instance</b>.</li> <li>For <b>Class Start</b> and <b>End Date</b>, click the drop-down calendar.                             <ul style="list-style-type: none"> <li>Select the <b>Start Date</b>.</li> <li>Select the <b>End Date</b>.</li> </ul> </li> </ul>
6.		<ul style="list-style-type: none"> <li>Check the <b>Instructional Program</b> that best describes the class offering.</li> </ul>
7.		<ul style="list-style-type: none"> <li>Check a <b>Special Program</b> to further define the class offering if applicable, such as –                             <ul style="list-style-type: none"> <li><b>Distance Learning</b>.</li> </ul> </li> </ul>
8.		<ul style="list-style-type: none"> <li>A <b>Transition</b> class aims explicitly to prepare students for entry into postsecondary education, training, or an apprenticeship program.</li> <li>Check a <b>Transition Focus</b> that applies to the class.</li> </ul>
9.		<ul style="list-style-type: none"> <li>If applicable,                             <ul style="list-style-type: none"> <li>Select the <b>English Literacy Focus Area</b> from the <b>drop-down menu</b> for the class otherwise,                                     <ul style="list-style-type: none"> <li>Leave <b>N/A</b> selected.</li> </ul> </li> </ul> </li> </ul>
10.		<ul style="list-style-type: none"> <li>Enter <b>Class Notes</b> to provide additional details about the class.</li> <li>If applicable, enter the <b>California Basic Educational Data System</b> code.</li> </ul>
11.		<ul style="list-style-type: none"> <li><b>Instructional Setting</b> is the contextual characteristic of the setting where actual instruction takes place.</li> <li>Select the <b>Instructional Setting</b> that applies to the class, such as –                             <ul style="list-style-type: none"> <li><b>Classroom plus Distance Learning</b>.</li> </ul> </li> </ul>

Step	Screen	Description
12.	 <p>Physical Setting: <input checked="" type="radio"/> N/A <input type="radio"/> Community College <input type="radio"/> Home  <input checked="" type="radio"/> Adult School <input type="radio"/> Correctional Facility <input type="radio"/> Community Site  <input type="radio"/> Elementary School <input type="radio"/> Library <input type="radio"/> Other  <input type="radio"/> Middle/Junior High School <input type="radio"/> Work Site  <input type="radio"/> High School <input type="radio"/> CBO Center</p>	<ul style="list-style-type: none"> <li>• <b>Physical Setting</b> identifies the environment of the classroom or instructional setting that supports teaching or learning.</li> <li>• Select the <b>Physical Setting</b> that applies to the class.</li> </ul>
13.	 <p>Start Time: <input type="radio"/> N/A <input type="radio"/> Morning <input type="radio"/> Afternoon <input checked="" type="radio"/> Evening (after 5pm)</p>	<ul style="list-style-type: none"> <li>• Identify the time of day when the <b>class starts</b>.</li> </ul>
14.	 <p>Computers used in class: Connected to Internet Computers used in lab: N/A  <input type="radio"/> Connected to Internet  <input type="radio"/> Not connected to Internet  <input type="radio"/> N/A</p>	<ul style="list-style-type: none"> <li>• Specify if <b>Computers are used in class</b> or <b>in a lab</b> and whether or not computers are connected to the <b>Internet</b>.</li> </ul>
15.	 <p><b>Intensity</b>  <b>Days per Week:</b> 4  <b>Hours per Week:</b> 12  <b>Estimated Total Hours per Class/Term:</b> 216</p>	<ul style="list-style-type: none"> <li>• For <b>Intensity</b>, enter the number of             <ul style="list-style-type: none"> <li>○ <b>Days per Week</b> when the class meets,</li> <li>○ <b>Total Hours per week</b>, and</li> <li>○ <b>Estimated Total Hours per Class or Term</b>.</li> </ul> </li> </ul>
16.	 <p>Class Instance Information  Class Description: 10001 - FALL - ABE - Multi-Level Agency/Site: 4908 / 1 - North Cam  Program Year: 7/1/2014 - 6/30/2015 Class Notes:  Class Start Date: 12/15/2014 Class End Date: 12/18/2014  WTUs Available:  Class Instance  Class Start Date: 12/15/2014 Class End Date: 12/18/2014  Instructional Programs: <input checked="" type="checkbox"/> Basic Skills (ABE) <input type="checkbox"/> High School Diploma <input type="checkbox"/> Workforce Readiness <input type="checkbox"/> Parent Education  <input type="checkbox"/> ESL <input type="checkbox"/> HSE <input type="checkbox"/> Health &amp; Safety <input type="checkbox"/> Other Program  <input type="checkbox"/> ESL/Citizenship <input type="checkbox"/> Career/Tech Ed <input type="checkbox"/> Home Economics <input type="checkbox"/> ROCP  Special Programs: <input type="checkbox"/> None <input type="checkbox"/> Family Literacy <input type="checkbox"/> Alternative Ed. (K12) <input type="checkbox"/> CBET  <input type="checkbox"/> Jail <input type="checkbox"/> Workplace Ed. <input type="checkbox"/> Non-traditional Training <input type="checkbox"/> Other  <input type="checkbox"/> Community Corrections <input type="checkbox"/> Tutoring <input type="checkbox"/> EL Civics  <input type="checkbox"/> State Corrections <input checked="" type="checkbox"/> Distance Learning <input type="checkbox"/> Carl Perkins  <input type="checkbox"/> Homeless Program <input type="checkbox"/> Special Needs <input type="checkbox"/> Even Start  Transition Focuses: <input type="radio"/> N/A <input checked="" type="checkbox"/> Transitions to work  <input type="checkbox"/> Transitions to workforce training  <input type="checkbox"/> Transitions to postsecondary education  <input type="checkbox"/> This class does not focus on transitions  Focus Area: N/A  Class Notes:  CBEDS Code:  Instructional Setting: <input type="radio"/> N/A <input type="radio"/> Classroom <input checked="" type="radio"/> Classroom plus Distance Learning  <input type="radio"/> Learning Center/Lab <input type="radio"/> Distance Learning only  <input type="radio"/> Tutorial Only <input type="radio"/> Tutorial plus Learning Lab  Physical Setting: <input checked="" type="radio"/> N/A <input type="radio"/> Community College <input type="radio"/> Home  <input type="radio"/> Adult School <input type="radio"/> Correctional Facility <input type="radio"/> Community Site  <input type="radio"/> Elementary School <input type="radio"/> Library <input type="radio"/> Other  <input type="radio"/> Middle/Junior High School <input type="radio"/> Work Site  <input type="radio"/> High School <input type="radio"/> CBO Center  Start Time: <input type="radio"/> N/A <input checked="" type="radio"/> Morning <input type="radio"/> Afternoon <input type="radio"/> Evening (after 5pm)  Computers used in class: Connected to Internet Computers used in lab: N/A  <b>Intensity</b>  Days per Week: 4</p>	<ul style="list-style-type: none"> <li>• To save the detailed information about the <b>Class Instance</b>,             <ul style="list-style-type: none"> <li>○ From the <b>Toolbar</b> at the top of the record,                 <ul style="list-style-type: none"> <li>▪ <b>Click Save.</b></li> </ul> </li> </ul> </li> </ul>

Step	Screen	Description
17.		<ul style="list-style-type: none"> <li>Click the <b>Red X Box</b> on the <b>Class Instance</b> tab to close the new record and return to the <b>Class Definition</b> record.</li> </ul>
18.		<ul style="list-style-type: none"> <li>The new <b>Class Instance</b> record is now listed at the right of the <b>Navigator</b> in the <b>Class Definition</b> information record.</li> </ul>
19.		<ul style="list-style-type: none"> <li>A <b>Class Definition</b> and <b>Instance</b> for the same class occurring in the <b>Spring</b> can be added simultaneously with duplication.</li> <li>From the <b>Navigator</b> at the left,                             <ul style="list-style-type: none"> <li>Click <b>Edit/View</b> and then</li> </ul> </li> <li>From the <b>Toolbar</b> at the top,                             <ul style="list-style-type: none"> <li>Click <b>Duplicate</b>.</li> </ul> </li> </ul>
20.		<ul style="list-style-type: none"> <li>In the new <b>Class Definition</b> information record at the left,                             <ul style="list-style-type: none"> <li>Change <b>FALL</b> to <b>SPRING</b>, and then</li> <li>From the <b>Toolbar</b> at the top,                                     <ul style="list-style-type: none"> <li>Click <b>Save</b>.</li> </ul> </li> </ul> </li> </ul>
21.		<ul style="list-style-type: none"> <li>Click the <b>Red X Box</b> on the <b>Class Definition</b> tab to close the new record and return to the <b>Class Definitions</b> lister.</li> <li>Repeat steps to add a <b>Class Instance</b> record for the new <b>SPRING</b> class.</li> </ul>