## 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.



## **Class Records**



Step	Screen	Description
5.	Image: Class Start Date:       8/11/2014       Class End Date:       12/18/2014       Image: Class Start Date:         Instructional Programs:       N/A       Citizenship       Image: Class Start Date:       2014       Image: Class Start Date:         Instructional Programs:       N/A       Citizenship       Image: Class Start Date:       2014       Image: Class Start Date:         ESL       HSE       Mon       Tue       Wed       Tue       Far         ESL/Citizenship       Career/Tech Ed       30       1       2       3       4       5         Special Programs:       None       Family L       14       15       16       17       18       19       20         Community Corrections       Tutoring       22       23       24       25       26       27         State Corrections       ID Istance       4       5       6       7       8       9       10	<ul> <li>The next section provides details about the Class Instance.</li> <li>For Class Start and End Date, click the drop-down calendar. <ul> <li>Select the Start Date.</li> <li>Select the End Date.</li> </ul> </li> </ul>
6.	Instructional Programs:         N/A         Citizenship         Workforce Readiness         Parent Education           Image: Skills (ABE)         High School Diploma         Adults w/Disabilities         Older Adults           ESL         High School Diploma         Adults w/Disabilities         Older Adults           ESL         HSE         Health & Safety         Other Program           ESL/Citizenship         Career/Tech Ed         Home Economics         ROCP	• Check the <b>Instructional Program</b> that best describes the class offering.
7.	Special Programs:       None       Family Literacy       Alternative Ed. [K12]       CBET         Jail       Workplace Ed.       Non-traditional Training       Other         Community Correction       Tutoring       EL Civics         State Corrections       V Distance Learning       Carl Perkins         Homeless Program       Epseint Needer       Even Start	<ul> <li>Check a Special Program to further define the class offering if applicable, such as –</li> <li>Distance Learning.</li> </ul>
8.	Transition Focuses: V/A Transitions to work Transitions to workforce training Transitions to postsecondary education This class does not focus on transitions	<ul> <li>A Transition class aims explicitly to prepare students for entry into postsecondary education, training, or an apprenticeship program.</li> <li>Check a Transition Focus that applies to the class.</li> </ul>
9.	Focus Area:     N/A       N/A       Civic Participation       Citizenship Preparation	<ul> <li>If applicable,         <ul> <li>Select the English Literacy Focus Area from the drop-down menu for the class otherwise,</li> <li>Leave N/A selected.</li> </ul> </li> </ul>
10.	Class Notes: CBEDS Codes Note! CBEDS Codes reflect instructional practices and CA state curriculum guidelines.	<ul> <li>Enter Class Notes to provide additional details about the class.</li> <li>If applicable, enter the California Basic Educational Data System code.</li> </ul>
11.	Instructional Setting: N/A Clearning Center/Lab Tutorial Only Tutorial plus Learning Lab	<ul> <li>Instructional Setting is the contextual characteristic of the setting where actual instruction takes place.</li> <li>Select the Instructional Setting that applies to the class, such as –         <ul> <li>Classroom plus Distance Learning.</li> </ul> </li> </ul>

## **Class Records**



Step		Screen	Description
12.	Physical Setting:	N/A       Community College       Home         Adult School       Correctional Facility       Community Site         First-score       Library       Other         Middle/Junior High School       Work Site       High School         High School       CBO Center	<ul> <li>Physical Setting identifies the environment of the classroom or instructional setting that supports teaching or learning.</li> <li>Select the Physical Setting that applies to the class</li> </ul>
13.	Start Time:	<ul> <li>N/A</li> <li>Morning</li> <li>Afternoon</li> <li>Evening (after 5pm)</li> </ul>	Identify the time of day when the class starts.
14.	Computers used in cl	ass: Connected to Internet  Connected to Internet Not connected to Internet N/A	• 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> .
15.	Interpretation Days per We Hours per We Estimated T	eek: Veek: total Hours per Class/Term 216	<ul> <li>For Intensity, enter the number of         <ul> <li>Days per Week when the class meets,</li> <li>Total Hours per week, and</li> <li>Estimated Total Hours per Class or Term.</li> </ul> </li> </ul>
16.	TE View Organizat Class De rittoms New Save S can Class Description : 0000 Program Year: 7/1/2 Class Start Date: 12/15 WTUs Available:	ion Records Reports Tools Help 10001 - ABE - Mult 10001 - ABE - Mult Receive the second	<ul> <li>To save the detailed information about the Class Instance,         <ul> <li>From the Toolbar at the top of the record,</li> <li>Click Save.</li> </ul> </li> </ul>
	Special Programs:	WA         Voldble readines         Patent Solution           Wasic Stills (AB)         High School Diploma         Adults Wolkabilities           StsL         HSE         Health & Safety         Other Adults           SSL/Chitzenship         Career/Tech Ed         Home Economics         ROCP           None         Family Literacy         Alternative Ed. (Ed.)         Contraditional Training         Other           Nail         Workplace Ed.         Non-traditional Training         Other         State Corrections         Other           State Corrections         Tutoring         EL Civics         Career         Career         Career	
	Transition Focuses: Focus Area:	Homeless Program Special Needs     Even Start     NA     Transitions to work     Transitions to workdorce training     Transitions to postsecondary education     This class does not focus on transitions     NA     NA	
	Class Notes: CBEDS Code: Instructional Setting: Physical Setting:	NIA     Classroom     Classroom     Classroom plus Distance Learning     Tutorial Only     Distance Learning only     Tutorial plus Learning Lab     NIA     Community Collarge ○ Home	
	Start Time:	Adult School     Correctional Facility Community Site     Bementary School     Library     Other     Middle/union High School     CNVork Site     High School     C80 Center     N/A     Moming     Afternoon     Evening (after 5pm)	
	Computers used in class:	Computers used in lab: N/A	
	Days per Week:	4	

## Class Records



Step	Screen	Description
17.	Image: New Organization       Records       Reports       Tools       Help         Class Definitions       10001 - ABE - Mult       10001 - ABE - Mult       10001 - ABE - Mult       Interview of the second of the s	• 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.
18.	Totas Organization Recents Reports Tools Holp         Une Administrator 212 Vennor 28 food 287 (?	• The new <b>Class Instance</b> record is now listed at the right of the <b>Navigator</b> in the <b>Class</b> <b>Definition</b> information record.
19.	Image: Class Definitions       10001 - ABE - Mult         Image: Class Definitions       10001 - ABE - Mult         Image: Class Definition       Image: Class Definition         Class Definition       Image: Class Definition         Class Definition       Image: Class Definition         Class Definition       Agency/Site:         Class Definition       Class Definition         Class Definition       Class Definition         Class Endoments       Class ID:         Class Records       Course Code:         WTUs Available:       WTUs Available:	<ul> <li>A Class Definition and Instance for the same class occurring in the Spring can be added simultaneously with duplication.</li> <li>From the Navigator at the left,         <ul> <li>Click Edit/View and then</li> </ul> </li> <li>From the Toolbar at the top,         <ul> <li>Click Duplicate.</li> </ul> </li> </ul>
20.	View Organization Records Reports Tools Help         Class Definitions       New Class Definition         Navigator       Save Scancel Class Definition         Edit / View       Class Definition         Agency/Site:       4908 / 1 - North Campus         Course Code:       WTUS Available:         Image: Provide the provided to the provided t	<ul> <li>In the new Class Definition information record at the left,         <ul> <li>Change FALL to SPRING, and then</li> <li>From the Toolbar at the top,</li> <li>Click Save.</li> </ul> </li> </ul>
21.	View       Organization       Deceste       Population       Help         Class Definitions       10001 - ABE - Mult       Image: Class Definition       Delete       Duplicate         Navigator       Image: Class Definition       Information       Agency/Site:       4908 / 1 - North Campus         Class Inclines       Class ID:       10001       Extended ID:       SPRING         Class Errollments       Class ID:       10001       Extended ID:       SPRING         Class ID:       10001       Extended ID:       SPRING         Class Instances       Image: Class Instances       Image: Class ID:       Class ID:       Class ID:         Site       1 class ID       Sort 31       Delete       Class         Site       1 class ID       Sort 31       Delete       To	<ul> <li>Click the Red X Box on the Class Definition tab to close the new record and return to the Class Definitions lister.</li> <li>Repeat steps to add a Class Instance record for the new SPRING class.</li> </ul>