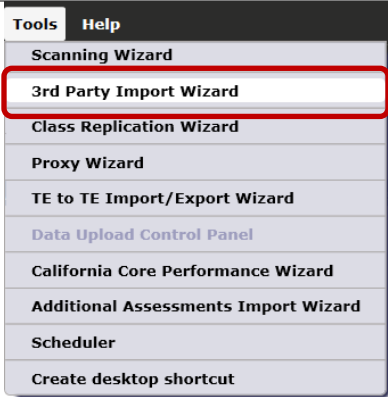# Class Records

Steps to Add Class Records with 3rd Party Import

Using the **CLS – Class Data** import template will simultaneously add **Class Definition** and **Class Instance** records to your account.

To assign **Teachers** to classes, import **Personnel Records** before importing **Class Data**. TE will automatically add and link teacher records with user records and assign teachers to classes. This is important so teachers can access classes in TE, access the TE Teacher Portal, and include their names on class reports.

See TOPSpro Enterprise Data Exchange Specifications for importing from a **3rd Party System**.

Step	Screen	Description
1.		- From the **Tools** menu, - Click **3rd Party Import Wizard.** - The **3rd Party Import Wizard** opens to guide you through the importing process, displaying information on each screen.
2.		- To assign **Teachers** to classes, - Select the **Personnel and User Data – PERS** import file type. - Follow the directions on each screen to import the file.
3.		- To import **Classes**, - Select the **Class Data – CLS** import file type. - Follow the directions on each screen to import the file.
4.		Contact techsupport@casas.org if you need help importing from a **3rd Party System**.

Location of Imported Data Files in TE

1. **Personnel and User Data (PERS)**
   Note: This import links the **Personnel Record** with a **User Account**.
   1) TE > Organization > Personnel > **Registration**
   2) TE > Organization > **Users**

2. **Class Data (CLS)**
   Note: This import assigns **Teachers** to **Classes**.
   1) TE > Organization > Classes > Definitions > **Class Instances** (from Navigator)
   2) TE > Organization > Classes > Definitions > **Teachers** (from Navigator)
   3) TE > Organization > Classes > **Instances** (add Instructional Program if needed)
   4) TE > Organization > Personnel > **Functional Roles**