Steps to Add Class Records with Import Templates

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 <u>TE Teacher Portal</u>, and include their names on class reports.

See	TOPS	pro Entei	prise Data	Exchange S	Specifications	for im	porting	g from a	3rd Party	System
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Step	Screen	Description				
1.	Name	• The <u>TE WIOA Import Templates</u> folder is available from the CASAS website.				
	 CLS - Class Data DEM - Demographic Data ENTR - Entry Data HSE - High School Exam Results PERS - Personnel and User Data SCS - Student Class Status SPS - Student Program Status TEST - Test Data 	 Use the CLS – Class Data template to populate your account without manual data entry or 3rd Party Import. See <u>TOPSpro Enterprise Data Exchange</u> <u>Specifications</u> for more information about importing Class Data. 				
2.	Construction C	 The first sheet of an Import Template has Directions with: Steps to populate the import template, Steps to save the populated template as an importable file, Steps to import records, and Steps to view and confirm imported records. 				
3.	A B C D F F F F F F D 1 Max D0 Plank C0 SMLC C0 AMIL C0 CARAC C0 PACC COORE C0 TACHUL C0 MALTURE ALL D ECARAS C0 PACC COORE C0 TACHUL C0 MALTURE ALL D ECARAS C0 PACC 12345789 FALL 1 Macro CA 4998 5 1000 AAEI - Reprinting Lineary 12345789 FALL 1 Macro CA 4998 5 1000 AAEI - Reprinting Lineary 12345789 FALL 5 Macro CA 4998 5 1000 AAEI - Instrumentation 12345789 FALL 5 Macro CA 4998 5 1000 AAEI - Instrumentation 12345789 FALL 5 Macro CA 4998 5 1000 AAEI - Instrumentation 12345789 FALL 5 Macro CA 4998 5 1000 AAEI - Instrumentation 12345789 FALL 6 Macro CA 5 1000 IAEI - Instrumentation 12345789 FALL 8 Macro CA	 The second sheet is the fillable Template with sample data. Follow directions to populate and save the import template. 				



4.	 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.
5.	 To import Classes, Select the Class Data – CLS import file type. Follow the directions on each screen to import the file.
6.	 Follow directions for importing with the 3rd Party Import Wizard. Contact <u>techsupport@casas.org</u> if you need help importing Data Templates.

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