Steps to Add Class Records

Overview

- The CASAS Online System offers two methods for adding Class Records to your online account with
 - > TOPSpro Enterprise (TE) through -
 - 1. Manual data entry, or
 - **2. Import** from a 3rd Party System or fillable Import Template.
- Adding **Classes** in the CASAS Online System is a <u>two-part</u> process.
 - 1. Class Definition defines classes as they occur across time.
 - **2.** Class Instance adds instances of classes occurring within a program year (i.e., July 1 June 30).
- Adding **Class Records** is *only* available with "enhanced" access to TE.
 - For more information about **TE Basic** vs. **TE Enhanced** features and reports, visit the CASAS website at –

CASAS TOPSpro Enterprise Software for Bringing Data Analysis and Reporting to a New Dimension

Class Definitions

- The first record to add for the new **Class** is the **Definition** record.
- The **Class Definition** record defines the class that occurs across time.

Step	Screen	Description
1.	Organization Records Reports Tools Agencies Sites Definitions Sites Definitions Instances Access Groups Authentication Settings Personnel Personnel Test Administrations Forms Special Programs Testing Stations Testing Sessions Testing Sessions	 Classes are manually added – From the Organization menu, and Selecting Classes. Each Class set up in your online account has One Definition record, and An Instance record per program year.



Step	Screen	Description
2.	Organization Records Reports Tools	• To add a new Class ,
	Sites Classes Definitions Users Instances Access Groups Authentication Settings Personnel Test Administrations Forms Special Programs Testing Stations Testing Sessions	 Click Definitions.
3.	TE View Organization Records Reports Tools Help Class Definitions	• A list opens to display Class Definition records in your online account.
	Site Automotion Subside Subside Class ID Class Description	• By default, the list is sorted by Class ID .
4.	• • • 6 - Southwest Campus 001 ESL - Intermediate Low 6 - Southwest Campus 002 ESL - Intermediate High 6 - Southwest Campus 003 ESL - Intermediate High 6 - Southwest Campus 005 ESL Intermediate High 6 - Southwest Campus 005 ESL Intermediate High 6 - Southwest Campus 1 ABE 1 - North Campus 1 ABE 1 - North Campus 1001 ABE Intermediate 11 - North City ESL 110 Low Beginning 11 - North City ESL 111 Intermediate High 11 - North City ESL 112 Mixed ESL 1 - North Campus 12345 ESL - proxy 1 - North Campus 210 Concurrent - afternoon	 To add a new Class Definition record, From the Toolbar at top left of the list, Click New. A new tab opens to input Class Definition
	Select Site	 Information in two distinct sections. Selecting the Site, and
	Class Definition	2. Entering Class Definition information.
5.	 Select Site Ste: 4908 - Rolling Hills Adult School 1908 - Rolling Hills Adult School Class 1 - North Campus Cour: 11 - North City ESL Class 2 - South Campus 3 - East Campus 4 - West Campus 5 - Sunrise Center 6 - Southwest Campus SI - SI Testing 	 All Classes are set-up at Sites. To select a Site, Click the down-arrow in the Site field, and Select a Site from the drop-down menu.



Step	Screen	Description
6.	Select Site Site: 1 - North Campus Class Definition Class ID: 10001 Extended ID: FALL Course Code: Class Description: ABE - Multi-Level	 The Class ID is assigned by the agency to uniquely identify a Class at a site. Enter a unique Class ID. <i>Note!</i> This field is mandatory and should match with a 3rd Party System if you plan to exchange data between systems, such as importing Class Enrollments or Attendance Hours.
7.	Select Site Site: 1 - North Campus Class Definition Class ID: 10001 Extended ID: FALL Course Code: Class Description: ABE - Multi-Level	 Use an optional Extended ID to make multiple instances of the class from a common Cass Definition. For example, if the Class occurs each semester per year, Extended ID: FALL allows you to use the same Class ID in the Fall of the current program year and in the Fall of each program year thereafter.
8.	Select Site Site: 1 - North Campus Class Definition Class ID: 10001 Extended ID: FALL Course Code: Class Description: ABE - Multi-Level	 Course Code is optional. A course code records class content according to local or statewide definitions. If entered, the course code appears in reports with the Class ID.
9.	Select Site Site: 1 - North Campus Class Definition Class ID: 10001 Extended ID: FALL Course Code: Class Description: ABE - Multi-Level	 To describe a Class offered at a particular Site, Enter the Class Description as identified at the agency or from a registration system. This is a mandatory field.



Step	Screen	Description
10.	View Organization Records Reports Tools Help Us Class Definitions New Class Definition New Save Class Definition Information Agency/Site: Class ID: 10001 Extended ID: FALL Course Code: WTUS Available: Image: Select Site Site: Site: 4908 - Rolling Hills Adult School Image: Class Definition Extended ID: Class ID: 10001 Extended ID: FALL Course Code: Image: Class Definition Class ID: 10001 Extended ID: FALL Course Code: Image: Class Definition Class ID: 10001 Extended ID: FALL Course Code: Image: Class Description: ABE - Multi-Level Image: Class Description:	 From the Toolbar at the top of the New Class Definition Information record, Click Save.
11.	View Organization Records Reports Tools Help User: Administrator 23 23 V Class Definitions 10001 - ABE - Mult Image: Class Definition Duplicate Duplicate Image: Class Definition Duplicate Image: Class Definition Duplicate Image: Class Definition Class Description: ABE - Multi-Level FALL	 The new Class Definition record screen splits to display the – Navigator at left to add and access "child"-related records for the Class, and Class Definition Information at the right.



Class Instance

- The next record to add for the new **Class** is the **Class Instance**.
- The **Class Instance** record identifies <u>when</u> the class occurs during a program year.





Step	Screen	Description
5.	Class Instance Class Start Date: 8/11/2014 Class End Date: 12/18/2014 Instructional Programs: N/A Citizenship Image: Class End Date: 2014 MA Citizenship Image: Class End Date: 2014 Image: Class End Date: 2014 Masic Skills (ABE) High School Dir Image: Class End Date: 2014 Image: Class End Date: 2014 ESL HSE School Dir Image: Class End Date: 2014 Image: Class End Date: Image: Class End Date: 2014 Image: Class End Date: 2014 Image: Class End Date: Image: Class End Date: 2014 Image: Class End Date: Image: Class End Date: <t< th=""><th> The next section provides details about the Class Instance. For Class Start and End Date, click the drop-down calendar. Select the Start Date. Select the End Date. </th></t<>	 The next section provides details about the Class Instance. For Class Start and End Date, click the drop-down calendar. Select the Start Date. Select the End Date.
6.	Instructional Programs: N/A Critzenship Workforce Readiness Parent Education ✓ Basic Skills (ABE) High School Diploma Adults wDisabilities Older Adults E EL High School Diploma Adults Safety Other Program E SL/Citizenship Career/Tech Ed Home Economics ROCP	• Check the Instructional Program which 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 Homeless Program Carl Perkins Event Mandel	 Check a Special Program to further define the class offering if applicable, such as – Distance Learning.
8.	Transition Focuses:	 A Transition class specifically aims to prepare students for entry into postsecondary education, training, or an apprenticeship program. Check a Transition Focus that applies to the class.
9.	Focus Area: N/A N/A Civic Participation Citizenship Preparation	 If applicable, Select the English Literacy Focus Area from the drop-down menu for the class otherwise, Leave N/A selected.
10.	Cless Note: CBEDS Code: Note! CBEDS Codes reflect instructional practices and CA state curriculum guidelines.	 Enter Class Notes to provide additional details about the class. If applicable, enter the California Basic Educational Data System code.
11.	Instructional Setting:	 Instructional Setting is the contextual characteristic of the setting where actual instruction takes place. Select the Instructional Setting that applies to the class, such as – Classroom plus Distance Learning.



Step	Screen	Description
12.	Physical Setting: N/A Community College F Adult School Correctional Facility Community College Figure School Library Community College High School CBO Center 	 Physical Setting identifies the environment of the classroom, or instructional setting, to support teaching, or learning. Select the Physical Setting that applies to
		the class.
13.	Start Time: N/A Morning Attension Evening (after 5pm)	• Identify the time of day when the class starts .
14.	Computers used in class: Connected to Internet Connected to Internet Not connected to Internet N/A	 Specify if Computers are used in class or in a lab and whether or not computers are connected to the Internet.
15.	🗟 🖉 Intensity	• For Intensity , enter the number of
	Days per Week: 4 Hours per Week: 12 Estimated Total Hours per Class/Term 216	 Days per Week when the class meets, Total Hours per week, and Estimated Total Hours per Class or Term
16.	View Organization Records Reports Tools Help Class Definitions 10001 - ABE - Mult 10001 - ABE - Mult Image: Class - Mult Image:	 To save detailed information about the Class Instance, % From the Toolbar at the top of the record,
		Click Save
	Instructional Programs: N/A Citizenship Workforce Readiness P Sasic Skills (A8E) High School Diploma Adults wDisabilities O ESL HSE Health & Safety O ESL/Citizenship Career/Tech Ed Home Economics R Special Programs: None Family Literacy Alternative Ed. [K12]	der Adults her Program CCP
	Aali Wonchade Ea. Non-traditional irraining Community Corrections Tutoning Et Civics State Corrections State Corrections Mondess Program Special Needs Even Start Transition Focuses: N/A Transitions to work Transitions to workce training	
	Transitions to postsecondary education This class does not focus on transitions Focus Area: N/A	
	Class Notes: CBEDS Code:	
	Instructional Setting: N/A Classroom Learning Center/Lab Classroom plus Distance Learning Tutorial Only Distance Learning only	
	Intona Jusi Learning Lab Physical Setting: N/A Community College Home Adult School Correctional Facility Community Site Elementary School Ubray Midde/Junior High School Work Star	
	High School CBD Center Start Time: N/A Morning Afternoon Evening (after Spm)	
	Computers used in class: Connected to Internet Computers used in la	b: N/A
	Days per Week: 4	



Step	Screen	Description
17.	TE View Organization Records Reports Tools Help Class Definitions 10001 - ABE - Mult Image: Class Instance Information Class Description: 10001 - FALL - ABE - Multi-level Image: Class Notes: Class Notes: Class Start 71/2014 - 6/30/2015 Class Ind Dat WTUs Available: View Class End Dat	• Click the Red X Box on the Class Instance tab to close the new record and return to the Class Definition record.
18.	View Organization Recents Reports Tools Holp User Admonstratic 212 Viewoon 28 Joint 207 (2	• The new Class Instance record is now listed at the right of the Navigator in the Class Definition Information record.
19.	View Organization Records Reports Tools Help Class Definitions Navigator Edit / View Class Definition Information Class Instances Class Instances Class Records Class Records Class Records Class Records Class Records Class Records WTUs Available:	 A Class Definition and Instance for the same class occurring in the Spring may be added at the same time. From the Navigator at left, Click Edit/View and then From the Toolbar at the top, Click Duplicate.
20.	View Organization Records Reports Tools Help Class Definitions Navigator Navigator Class Definition Edit / View Class Definition Agency/Site: 4908 / 1 - North Campus Course Code: WIUS Available: a Class Definition Cass ID: 10001 Extended ID: SPRING Course Code: Class Definition Cass ID: 10001 Extended ID: SPRING Course Code: Class Description: ABE - Multi-Level	 In the new Class Definition Information record, Change FALL to SPRING, and then From the Toolbar at the top, Click Save.
21.	View Organization Denote Pools Help Class Definitions 10001 - ABE - Mult Image: Class Definition Delete Duplicate Navigator Image: Class Definition Information Agency/Site: 4908 / 1 - North Campus Class Information Class Instances Class Records Class ID: 10001 Extended ID: SPRING Class ID: 10001 Extended ID: SPRING Class © Site Site Class ID Extended Class © Site Site Class ID Extended T T	Click the Red X Box on the Class Definition tab to close the new record and return to the Class Definitions Lister .



Step	Screen	Description
22.	View Organization Records Reports Tools Help User: Administrator Class Definitions Image: Class of the second	 To add an Instance of the Fall class in the Spring, Double-click to open the Fall Class Definition record.
23.	Iver Organization Records Report Yeak	 From the Navigator at the left of the Fall Class Definition record, Click Class Instances. From the Class Instances list on the right, Double-click to open the Fall Class Instance record.
24.	ABE - Mult 10001 - ABE - Mult New B Save Cancel Delete Duplicate Class Instance Information Class Description: 10001 - FALL - ABE - Multi-Level Agency/: Program Year: 7/1/2014 - 6/30/2015 Class No Class Start Date: 8/11/2014 Class Enc WTUs Available:	 From the Toolbar at the top of the Fall Class Instance record, Click Duplicate.
25.	ABE - Mul* New Class Instance New / 1 Go To Lint Class Instance Information Class Description: 10001 - SPRING - ABE - Multi-Level Agency/Site: 4908 / 1 - North Campus Program Year: 7/1/2014 - 6/30/2015 Class Notes: Class Start Date: 1/19/2015 Class End Date: 5/22/2015 WTUs Available: Site: 4908 - Rolling Hills Adult School Class Definition: 10001 - SPRING - ABE - Multi-Level Class Start Date: 1/19/2015 Class End Date: 5/22/2015 Class Start Date: 1/19/2015 Class End Date: 5/22/2015	 In the new Class Instance Information record, Use the drop-down menu and Select the Spring Class Definition record, and then Change Class Start and End Date. From the Toolbar at the top, Click Save.



Step Screen	Description
26. ABE - Mult 10001 - ABE - Mult New Save Cancel Delete X Class Instance Information Class Description: 10001 - SPRING - ABE - Multi- Program Year: 7/1/2014 - 6/30/2015 Class Start Date: 1/19/2015 WTUs Available:	 Click the Red X Box on the Class Instance tab to close the new record and return to the Class Definition record.
27. View Organization Records Reports Class Definitions 10001 - ABE - Mult Navigator Records Class Instances Class Enrollments Class Records Teachers Class Agency/Site: Class ID: Course Code: WTUs Available	 Click the Red X Box on the tab to close the Class Definition record and return to the Class Definitions Lister. Click Refresh to display both ABE – Multi-Level classes for FALL and SPRING semesters.
28. The organization needs Reports tools Help User Administratic 32 Vernor. 2.0 build 20? Class Definitions New 400 - Rolling Nill Add Stocol V Solders The V Columnos Sort 3 Deleter (Columnos Vernor 2.0 build 20? New 400 - Rolling Nill Add Stocol V Solders The V Columnos Sort 3 Deleter (Columnos Vernor 2.0 build 20? S - Southwest Campus 001 ESL - Intermediate High S - Southwest Campus 003 ESL - Intermediate High N - North Campus 1 ASE - Multi-Level SPRING	 To view related records, at far right in the Toolbar, Click More, and then from more buttons available, Click Child Lister.
29. TE View Organization Records Reports Tools Help Class Definitions Class Definitions Class Definitions Class Definitions Class Definitions Class Definitions Class Definition	From the Child Lister Navigator at left,
None ** Class Ibitances Class Instances 07 - Central Library 001 ESL - Intermediate Low Class Records 07 - Central Library 001 ESL - Intermediate High Teachers 07 - Central Library 003 ESL - Intermediate High 07 - Central Library 005 ESL intermediate High 07 - Central Library 005 Teachers 07 - Central Library 005 ESL intermediate High 07 - Central Library 005 01 - Notth Campus 10001 ABE - Multi-Level 07 - Network Support 10001 ABE - Multi-Level 01 - Notth Campus 10001 ABE - Multi-Level 10 - Noth Campus 1001 ABE - Multi-Level 10 - North Campus 1100 Low Intermediate ESL 10 - North Campus 11007 E - Centre Chy - Sping 2014 11 - North Chy 110 Low Intermediate ESL 10 - North Campus 11097 G = Centre Chy - Sping 2014 11 - North Chy 111 High Intermediate ESL 10 - North Campus 11117 A = Centre Chy - C- Fail 10 - North Campus 11117 A = Centre Chy - C- Fail 10 - North Campus 11147 K = Centre Chy - C- Fail	 With the ABE – Multi-Level FALL Class Definition record highlighted in the top page, The Class Instance record will automatically display at the bottom of the Child Lister page.
Class Instances Hew I Filter V Columns Sort 11 Delete X mitch De Site 1 Class ID 2 Extended Class Descrip D1 - North Ca. 10001 FALL ABE - Multi-Level	 From the Class Definitions page at the top, Click to highlight the ABE – Multi- Level SPRING Class Definition record.
	The Class Instance record for the Spring now displays in the Child Lister page at the bottom.



Import Class Data

Step	Screen	Description
1.	Name ATT - Attendance Data CLS - Class Data DEM - Demographic Data NHSE - Entry Data HSE - High School Exam Results PERS - Personnel and User Data SCS - Student Class Status SPS - Student Program Status SPS - Student Program Status DPDT - Update Data	 See <u>TOPSpro Enterprise Data Exchange</u> <u>Specifications</u> for more information about importing Class Data. IMPORT: CLS - Class Data A TE WIOA Import Templates folder is available from the CASAS website to help you populate your online account without manual data entry or 3rd Party Import. Download: <u>TE WIOA Import Templates</u> Note! <u>Before</u> importing Class Data, import personnel records first so that teachers are assigned to classes – i.e., automatically adds a teacher's Functional Role. This is important for access to the <u>TE Teacher Portal</u>. IMPORT: PERS - Personnel and User Data