

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 two-part 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](#)

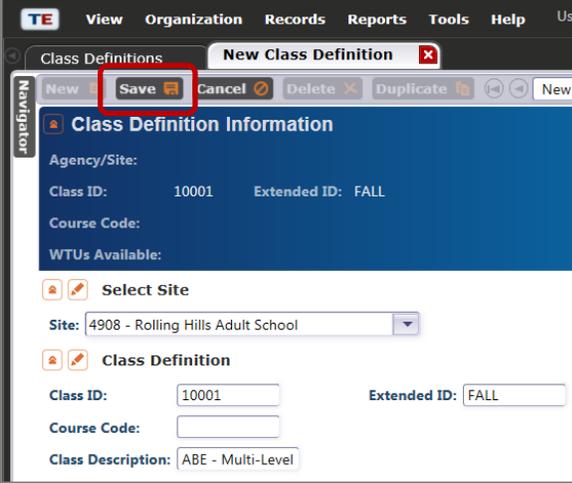
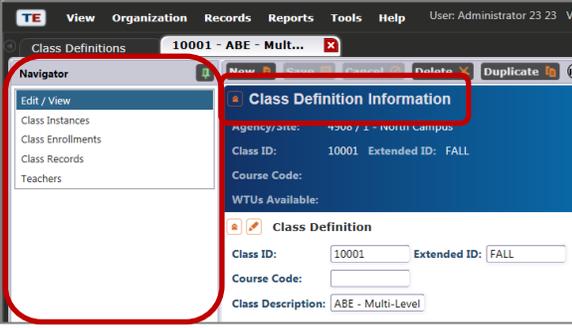
Class Definitions

- 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.		<ul style="list-style-type: none"> • Classes are manually added – <ul style="list-style-type: none"> ○ From the Organization menu, and ○ Selecting Classes. • Each Class set up in your online account has <ul style="list-style-type: none"> ○ One Definition record, and ○ An Instance record per program year.

Step	Screen	Description
2.		<ul style="list-style-type: none"> To add a new Class, <ul style="list-style-type: none"> Click Definitions.
3.		<ul style="list-style-type: none"> A list opens to display Class Definition records in your online account. By default, the list is sorted by Class ID. To add a new Class Definition record, <ul style="list-style-type: none"> From the Toolbar at top left of the list, <ul style="list-style-type: none"> Click New.
4.		<ul style="list-style-type: none"> A new tab opens to input Class Definition Information in two distinct sections. <ol style="list-style-type: none"> Selecting the Site, and Entering Class Definition information.
5.		<ul style="list-style-type: none"> All Classes are set-up at Sites. To select a Site, <ul style="list-style-type: none"> Click the down-arrow in the Site field, and Select a Site from the drop-down menu.

Step	Screen	Description
6.	<p>Select Site Site: 1 - North Campus</p> <p>Class Definition Class ID: 10001 Extended ID: FALL Course Code: Class Description: ABE - Multi-Level</p>	<ul style="list-style-type: none"> The Class ID is assigned by the agency to uniquely identify a Class at a site. Enter a unique Class ID. <p><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.</p>
7.	<p>Select Site Site: 1 - North Campus</p> <p>Class Definition Class ID: 10001 Extended ID: FALL Course Code: Class Description: ABE - Multi-Level</p>	<ul style="list-style-type: none"> Use an optional Extended ID to make multiple instances of the class from a common Class Definition. For example, if the Class occurs each semester per year, <ul style="list-style-type: none"> 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.	<p>Select Site Site: 1 - North Campus</p> <p>Class Definition Class ID: 10001 Extended ID: FALL Course Code: Class Description: ABE - Multi-Level</p>	<ul style="list-style-type: none"> 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.	<p>Select Site Site: 1 - North Campus</p> <p>Class Definition Class ID: 10001 Extended ID: FALL Course Code: Class Description: ABE - Multi-Level</p>	<ul style="list-style-type: none"> To describe a Class offered at a particular Site, <ul style="list-style-type: none"> Enter the Class Description as identified at the agency or from a registration system. This is a mandatory field.

Step	Screen	Description
10.		<ul style="list-style-type: none"> • From the Toolbar at the top of the New Class Definition Information record, <ul style="list-style-type: none"> ○ Click Save.
11.		<ul style="list-style-type: none"> • The new Class Definition record screen splits to display the – <ul style="list-style-type: none"> ○ Navigator at left to add and access “child”-related records for the Class, and ○ Class Definition Information at the right.

Class Instance

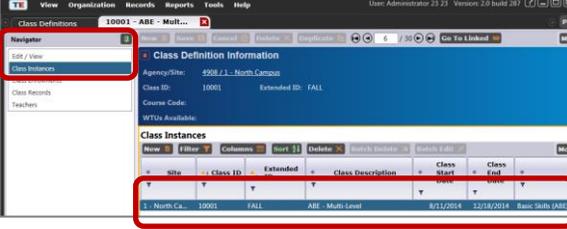
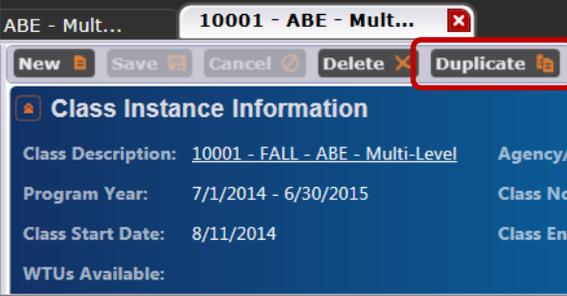
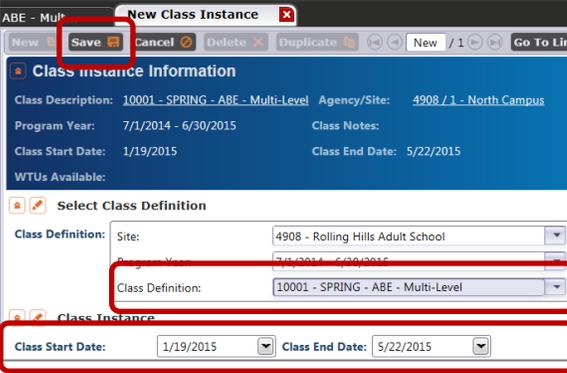
- The next record to add for the new **Class** is the **Class Instance**.
- The **Class Instance** record identifies when the class occurs during a program year.

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

Step	Screen	Description
5.		<ul style="list-style-type: none"> The next section provides details about the Class Instance. For Class Start and End Date, click the drop-down calendar. <ul style="list-style-type: none"> Select the Start Date. Select the End Date.
6.		<ul style="list-style-type: none"> Check the Instructional Program which best describes the class offering.
7.		<ul style="list-style-type: none"> Check a Special Program to further define the class offering if applicable, such as – <ul style="list-style-type: none"> Distance Learning.
8.		<ul style="list-style-type: none"> 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.		<ul style="list-style-type: none"> If applicable, <ul style="list-style-type: none"> Select the English Literacy Focus Area from the drop-down menu for the class otherwise, <ul style="list-style-type: none"> Leave N/A selected.
10.		<ul style="list-style-type: none"> Enter Class Notes to provide additional details about the class. If applicable, enter the California Basic Educational Data System code.
11.		<ul style="list-style-type: none"> 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 – <ul style="list-style-type: none"> Classroom plus Distance Learning.

Step	Screen	Description
12.		<ul style="list-style-type: none"> • 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.		<ul style="list-style-type: none"> • Identify the time of day when the class starts.
14.		<ul style="list-style-type: none"> • Specify if Computers are used in class or in a lab and whether or not computers are connected to the Internet.
15.		<ul style="list-style-type: none"> • For Intensity, enter the number of <ul style="list-style-type: none"> ○ Days per Week when the class meets, ○ Total Hours per week, and ○ Estimated Total Hours per Class or Term
16.		<ul style="list-style-type: none"> • To save detailed information about the Class Instance, <ul style="list-style-type: none"> ○ From the Toolbar at the top of the record, <ul style="list-style-type: none"> ▪ Click Save.

Step	Screen	Description
17.		<ul style="list-style-type: none"> Click the Red X Box on the Class Instance tab to close the new record and return to the Class Definition record.
18.		<ul style="list-style-type: none"> The new Class Instance record is now listed at the right of the Navigator in the Class Definition Information record.
19.		<ul style="list-style-type: none"> 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, <ul style="list-style-type: none"> Click Edit/View and then From the Toolbar at the top, <ul style="list-style-type: none"> Click Duplicate.
20.		<ul style="list-style-type: none"> In the new Class Definition Information record, <ul style="list-style-type: none"> Change FALL to SPRING, and then From the Toolbar at the top, <ul style="list-style-type: none"> Click Save.
21.		<ul style="list-style-type: none"> 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.		<ul style="list-style-type: none"> To add an Instance of the Fall class in the Spring, <ul style="list-style-type: none"> Double-click to open the Fall Class Definition record.
23.		<ul style="list-style-type: none"> From the Navigator at the left of the Fall Class Definition record, <ul style="list-style-type: none"> Click Class Instances. From the Class Instances list on the right, <ul style="list-style-type: none"> Double-click to open the Fall Class Instance record.
24.		<ul style="list-style-type: none"> From the Toolbar at the top of the Fall Class Instance record, <ul style="list-style-type: none"> Click Duplicate.
25.		<ul style="list-style-type: none"> In the new Class Instance Information record, <ul style="list-style-type: none"> Use the drop-down menu and <ul style="list-style-type: none"> Select the Spring Class Definition record, and then Change Class Start and End Date. From the Toolbar at the top, <ul style="list-style-type: none"> Click Save.

Step	Screen	Description
26.		<ul style="list-style-type: none"> Click the Red X Box on the Class Instance tab to close the new record and return to the Class Definition record.
27.		<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> FALL and SPRING semesters.
28.		<ul style="list-style-type: none"> To view related records, at far right in the Toolbar, <ul style="list-style-type: none"> Click More, and then from more buttons available, <ul style="list-style-type: none"> Click Child Lister.
29.		<ul style="list-style-type: none"> From the Child Lister Navigator at left, <ul style="list-style-type: none"> Click Class Instances. With the ABE – Multi-Level FALL Class Definition record highlighted in the top page, <ul style="list-style-type: none"> The Class Instance record will automatically display at the bottom of the Child Lister page. From the Class Definitions page at the top, <ul style="list-style-type: none"> Click to highlight the ABE – Multi-Level SPRING Class Definition record. <ul style="list-style-type: none"> The Class Instance record for the Spring now displays in the Child Lister page at the bottom.

Import Class Data

Step	Screen	Description
1.	<p>Name ^</p> <ul style="list-style-type: none"> ATT - Attendance Data <li style="border: 2px solid red; padding: 2px;"> 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 UPDT - Update Data 	<ul style="list-style-type: none"> • See TOPSpro Enterprise Data Exchange Specifications for more information about importing Class Data. <ul style="list-style-type: none"> ➤ 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. <ul style="list-style-type: none"> ○ Download: TE WIOA Import Templates <p><i>Note!</i> <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 TE Teacher Portal.</p> <ul style="list-style-type: none"> ➤ IMPORT: PERS - Personnel and User Data