Steps to Enroll Students in Classes

Overview

- The CASAS Online System offers <u>three</u> methods for adding Class Enrollment Records to your online account using –
 - > TOPSpro Enterprise (TE) through -
 - 1. Manual data entry,
 - 2. Scanning, or
 - **3.** Importing from a 3rd Party System or fillable Import Template.
- This function is *only* available with "enhanced" access to *TOPSpro Enterprise*.
 - 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 Enrollment records** may be added by the **TE Enhanced Data Manager** and users such as **Teachers** who are granted access to manage their **Classes**.

Step	Screen	Description		
1.	OrganizationRecordsReportsToolsAgenciesSitesClassesDefinitionsUsersAccess GroupsAuthentication SettingsPersonnelTest AdministrationsFormsSpecial ProgramsTesting StationsTesting Sessions	 The recommended approach for manually adding Class Enrollments is – From the Organization menu, Select Classes, and then Click Class Instances. Note! This recommended manual data entry approach retains Site, Program Year, and Class Instance information to ensure data accuracy. 		



Step	Screen	Description
Step 2.	Screen Image: Section of the se	 Description A list opens to display Class Instance records for the current program year. By default, the list is sorted by – Class ID, and then by Extended ID.
3.	View Organization Records Reports Too Class Instances Image: Class Instances	 To add a new Class Enrollment record, first Filter for the Class. For example, Click the Filter icon in the Class ID column header, Enter 1001, and then Click OK.
4.	View Organization Records Reports Tools Scoring Help Class Instances Image: Class Instance	 From the filtered list, Double-click to open the ABE Intermediate class.
5.	View Organization Reports Tools Help User Administrator 21.31 Vension 2.82 Indian Ningier Imm <	 A new tab opens in a split screen with The Navigator at left, and The Class Instance record at right.







Step	Screen	Description
9.	NE - Main New Class Enrollment D Event Debries Conference to a band Conformation (Collapse All & (Collapse All & (Collapse All & Collapse All & Collapse All & (Collapse All & Collapse All & Collapse All & (Collapse All & Collapse All & Collapse All & (Collapse All & Collapse All & Collapse All & (Collapse All & Collapse All & Collapse All & Collapse All & (Collapse All & Collapse All & Collapse All & Collapse All & Collapse All & (Collapse All & Collapse All & C	• From the list of Student records, you may –
	Site: 1 - North Campus Program Year: 7/1/2014 - 6/30/2013 Class Description: 10001 - FALL - A&E - Multi-Lovet Class Start Date: 8/11/2014 Student: Date Entered Class: 4/11/2014 10 Date Entered Class: Class Term Start 10	• Sort , Filter , or Scroll to pick a student and enroll in the class.
	Site Site First Name Middle Name Common middle Site middle Site middle Site middle Site	• For example,
	- Ronf Campus 60212531 - Inter Campus 00212416 - Norn Campus 00212416 - Norn Campus 00212416 - Norn Campus 00212466 - Norn Campus 00212496 - Ront Campus 0021299 - Ront Kampus 012199 - Ront Kampus 012199 - Ront Kampus 012199	 Click the Name column Filter icon
		 Enter Sally
		 Click OK
10.	NE - Mule New Class Enrollment	• The filtered list now displays the Student record for Sally Mortimer .
	Dudent Date Ended Class: A/1/2014 Prict: Crancel Prick: Date Ended Class: Frict: Crancel Prick: Date Ended Class: Prict: Crancel Prick: Date Ended Class: Frict: Crancel Prick: Date Ended Class: March Class: </th <th>• With the record highlighted, at the top left of the list,</th>	• With the record highlighted, at the top left of the list,
	1 - North Campus 83484644 Ed J Olimos 4/17/1966 Male Hispanic or Latino	o Click Pick
11.	New Class Enrollment Image: Concept of the state o	 The Student field is now populated to enroll Sally Mortimer in the class. By default, the Date Entered Class populates with the Class Start date. Use the drop-down calendar to change
	Select Student in Program Year Student: Site: 1 - North Campus	this to Date Entered Class .
	Program Year: 7/1/2014 - 6/30/2015 (Current) Student: 834848484 Ed J Olmos / 1 - North Campus	• From the Toolbar at the top of the New Class
	Class Instance: 10001 - FALL - ABE - Multi-Level	c. Click Serve
	Date Entered Class: 8/11/2014 Date Exited Class:	o Click Save.
	August 2014 Fi Sun Mon Tue Wed Thu Fri Sat 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6	



Step		Sc	reen				Description
12.	ABE - Mult New B Save Class Enro Site: Class Description: Student: Add Entry/Upda Status in Date Entered Class Class Status:	834848484 - Ed . Lancer - Lancer 1 - North Campus 1 - North Campus 1 - North Campus 1 - North Campus 1 - North Campus 34848484 / Ed J Olm Ate Record 1 Class 1 - N/A Active	O O O Multi-Level C O D Multi-Level C C O D Date Exited C C C C C C C C C C C C C C C C C C C	rogram Year lass Start Da lass End Date ate Entered ate Exited Cl Llass:	1 /1) : 7/1/201. te: 8/11/20 e: 12/18/2 Class: 8/11/20 ass:	•	 When the New Class Enrollment record is saved, Class Status automatically switches From N/A To Active. Click the Red X Box on the Class Enrollment tab to close the new record and return to the Class Instance record.
13.	View Organiz Viass Instances Navigator Edit / View Attendace Class Eerodiments Class Records Tests	Aution Records Reports 1011 - ABE Intermen Intermen Interment Cause Instance Info Class Instance Info Class Instance Info Class Sinst Date: 8/27/2016 Class Shart Date: 8/27/2016 WTUs Available: WTUS Available: Class Enrollments 10 Verw 0 1- North Campus Site 9 Student 10 V 2 266095630 4908 / 01 274564719 4908 / 01 42371161 4908 / 01 72377111 4908 / 01 72377111 4908 / 01 90354098	Tools Scoring Help Tools Couplicat Tools Coupling Tools Cou	a a fillets fillets bottes fillets class y tool tool 1001 tool tool	/1 Columns Columns Columns Columns AE Intermediate AE Intermediate AE Intermediate AE Intermediate AE Intermediate AE Intermediate	•	The Class Enrollment record for Sally Mortimer is listed at right in the Class Instance record.



Batch Insert Class Enrollments

Step	Screen	Description		
1.	Votre droppindziloto Racionis Bagoris Tonis Holy Uper Administrator 23 23 Version 2.0 Multi 20 2 2 Orie Totaline Orie Tot	 You may Pick one student at a time to enroll in the Class as demonstrated by enrolling Sally Mortimer, or 		
	* Site * Site * Alternative * Class Class <t< th=""><th>• Use the Batch Insert feature that allows you to enroll more than one student at a time</th></t<>	• Use the Batch Insert feature that allows you to enroll more than one student at a time		
2.	Records Reports Tools Help	• For example,		
	Students Demographics	• From the Records menu,		
	Programs Records	 Select Students, and then 		
	Certificates Employment History Places of Employment	 Click Demographics. 		
3.	TE View Organization Records Reports Tools Scoring Class Instances 1001 - ABE Interme Demographics New 4908 - Rolling Hills Adult School Age regated Subsites Subsites Subsites	 From the Container field drop-down menu at the top of the list, 		
	s 4 4908 - Rolling Hills Adult School me Birth T	• Select the North Campus site.		
	4908 / 01 - 02 - South Campus vulant 10// 4908 / 07 - 8//	9/196 3/196		
	4908 / 02 - 03 - East Campus 8/ 4908 / 07 - 04 - West Campus 5/	3/196 D/196		
	4908 / 03 - 05 - Sunrise Center 5/1 4908 / 01 - 6/2 6/2 1000 / 02 07 - Central Library 6/2	2/196 1/196		
	4906 / 07 - 0/2 4908 / 01 - 11 - North City 10/2 4908 / 07 - ▷ C28 - AEBG Consortium 28 Manager 10/2	3/195 3/195		
4.	4908/07 TE View Organization Records Reports Tools Scoring H	^{1/19}		
	Class Instances 1001 - ABE Interme Demographics	and sort the list of Students by First Name .		
	Site S	\circ Click to highlight a Student .		
	4908 / 01 - Nort 983598547 Amnota Somnambulant 10/15	(w/ First Name beginning with A)		
	4908 / 01 - Nort 598 / 901 / 71 And r E Blue 6/21 4908 / 01 - Nort 578738383 And rew E Coaleye 10/18 4908 / 01 - Nort 59559554 Anh Q Dong 10/11	$^{(1993)}_{(1993)}$ \circ Hold down the Ctrl key.		
	4908 / 01 - Nort 298349872 Autumn River 4908 / 01 - Nort 268095630 Ayshem Karahan 7/28	 Click additional Students. 		
	4908 / 01 - Nort 987234982 Bilford Wrimley 6/7 4908 / 01 - Nort 908374398 Bill Gilmore 11/7 4908 / 01 - Nort 908374398 Bill Gilmore 11/7	(w/First Name beginning with B)		
	4908 / 01 - Nort 53535340 binly 5 dreem 100 4908 / 01 - Nort 536363636 Bob A Long 20 4908 / 01 - Nort 049485858 Carey D McGarnagle 6/5	 (w/First Name beginning with C) 		
	4908 / 01 - Nort 034903948 Carmen Rodriguez 7/30 4908 / 01 - Nort 987548383 Chanisha M Thrime 11/3	(w/First Name beginning with D)		
	4908 / 01 - Nort 987423598 Chris t Jackson 11/2 4908 / 01 - Nort 897345398 Chuckie T Garcia 3/3	(1994 (,		
	4908 / 01 - Nort 908309830 Cornieasta Milibiritschi 7/7 4908 / 01 - Nort 57888888 Dat Pham 4/7 1000 / 01 - Nort 57888888 Dat Pham 4/7	1966 1988		
	4908 / 01 - Nort 340993385 Dustin P Andrews 10/4 4908 / 01 - Nort 834848484 Ed J Olmos 4/17	1965 1966		







Step		Scree	en	Description
10.	1001 - ABE	Interme re 딖 Cancel (X Delete X Duplicate	This returns you to the Class Instance Information record.
	Class Descript Program Year Class Start Da WTUs Availab WSPs Availab Class Enrol New 01 Class Stree	Istance Infor ion: 1001 - ABE : 7/1/2016 - 6 te: 8/27/2016 Ie: Iments - North Campus \$ Student ID	mation Intermediate 5/30/2017 ▼ Aggregated ∑ Subsit ◆ Name	 To see enrollments from using the Batch Insert feature, From the Toolbar above the Class Enrollments list, Click Refresh, Class Enrollments for all five students are now displayed among the list of students enrolled in the class.
	4908 / 01 4908 / 01 4908 / 01 4908 / 01 4908 / 01 4908 / 01 4908 / 01 4908 / 01 4908 / 01 4908 / 01 4908 / 01 4908 / 01 4908 / 01 4908 / 01 4908 / 01	▼ 268095630 274564719 423771161 443440507 666444517 723777111 908354098 987981771 908374598 034903948 578888888	Ayshem Karahan Erica Kim IIIana Plotkin Lori Fortier Skip Greenleaf Saul Aguilar Sally Mortimer Andi E Blue Bill Gilmore Carmen Rodriguez Dat Pham	 one student picked, plus o four students inserted.
11.	View Orr microsoft Class Instances Class Instances Terme Terme <	NUMBER REPORTS LON LON 1 - ARE - Mult Provide the second seco	User: Administrator 22 23. Version: 2.0 build 287 ?	Click the Red X Box on the Class Instance tab to close the record and return to the Class Instances Lister .
12.		View Class Instant New 4908 - \$\$ site \$ 4908 / 07 - C \$	Organization aces Control Co	Click the Red X Box on the Class Instances tab to close the list of class records.



Import Class Status

Step	Screen	Description
1.	Name ATT - Attendance Data CLS - Class Data DEM - Demographic Data ENTR - Entry Data HSE - High School Exam Results PERS - Personnel and User Data SCS - Student Class Status SCS - Student Program Status SPS - Student Program Status UPDT - Update Data	 See <u>TOPSpro Enterprise Data Exchange</u> <u>Specifications</u> for more information about importing Student Class Status. IMPORT: SCS – Student Class Status 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>.