

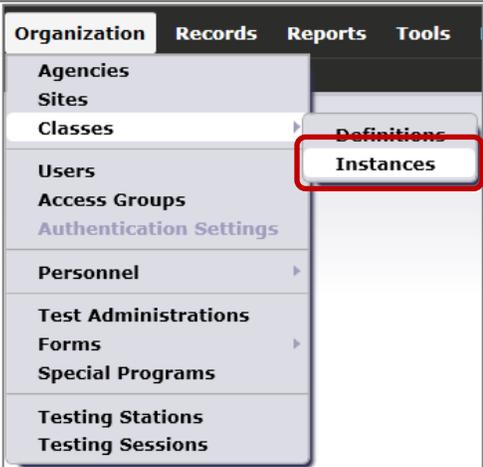
Steps to Enroll Students in Classes

Overview

- The CASAS Online System offers **three** 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.		<ul style="list-style-type: none"> • The recommended approach for manually adding Class Enrollments is – <ul style="list-style-type: none"> ○ From the Organization menu, ○ Select Classes, and then ○ Click Class Instances. <p><i>Note!</i> This recommended manual data entry approach retains Site, Program Year, and Class Instance information to ensure data accuracy.</p>

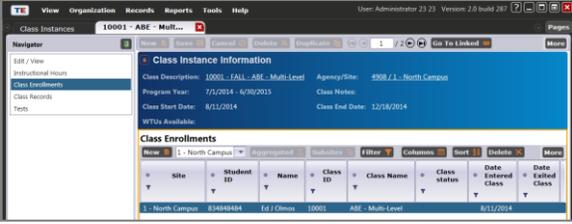
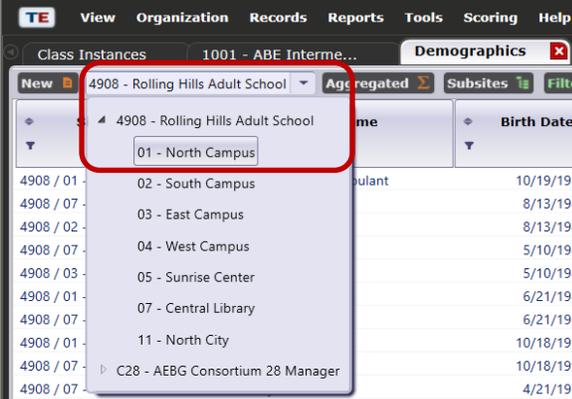
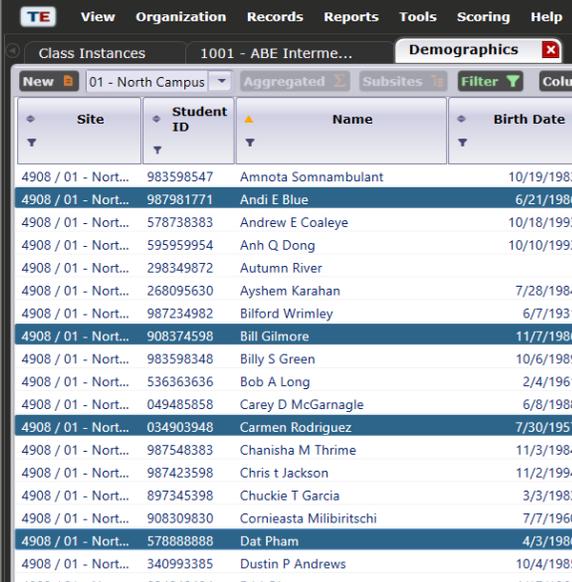
Step	Screen	Description
2.		<ul style="list-style-type: none"> • A list opens to display Class Instance records for the current program year. • By default, the list is sorted by – <ul style="list-style-type: none"> ○ Class ID, and then by ○ Extended ID.
3.		<ul style="list-style-type: none"> • To add a new Class Enrollment record, first Filter for the Class. <ul style="list-style-type: none"> ○ For example, <ul style="list-style-type: none"> ▪ Click the Filter icon in the Class ID column header, ▪ Enter 1001, and then ▪ Click OK.
4.		<ul style="list-style-type: none"> • From the filtered list, <ul style="list-style-type: none"> ○ Double-click to open the ABE Intermediate class.
5.		<ul style="list-style-type: none"> • A new tab opens in a split screen with <ul style="list-style-type: none"> ○ The Navigator at left, and ○ The Class Instance record at right.

Step	Screen	Description
6.		<ul style="list-style-type: none"> From the Navigator at left, <ul style="list-style-type: none"> Click Class Enrollments. To add a new student Class Enrollment record, <ul style="list-style-type: none"> Click New at right.
7.	<p>Note! Date Entered Class is the first date when the class starts. Depending on your data-collection and recording practices, this date may be changed to reflect the actual date when the student entered class.</p>	<ul style="list-style-type: none"> A new tab opens to input Class Enrollment Information in <u>two</u> distinct sections. <ol style="list-style-type: none"> Select a Student in the Program Year, and Status in Class The benefit of using the Navigator to add related records is that key fields auto-populate saving time and ensuring accuracy. <ul style="list-style-type: none"> This is the recommended approach for manual data entry. As you will notice with this approach, adding Class Enrollment records from the Navigator of the Class Instance record auto-populates – <ul style="list-style-type: none"> Site Program Year Class Instance Data Entered Class
8.		<ul style="list-style-type: none"> All that remains is to select the Student to enroll in the Class. From the Student field, <ul style="list-style-type: none"> Click the down arrow and either <ul style="list-style-type: none"> Type to search, Scroll to Pick, or Select from Lister For this exercise, <ul style="list-style-type: none"> Click Select from Lister.

Step	Screen	Description
9.		<ul style="list-style-type: none"> From the list of Student records, you may – <ul style="list-style-type: none"> Sort, Filter, or Scroll to pick a student and enroll in the class. For example, <ul style="list-style-type: none"> Click the Name column Filter icon Enter Sally Click OK
10.		<ul style="list-style-type: none"> The filtered list now displays the Student record for Sally Mortimer. With the record highlighted, at the top left of the list, <ul style="list-style-type: none"> Click Pick
11.		<ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> Use the drop-down calendar to change this to Date Entered Class. From the Toolbar at the top of the New Class Enrollment record. <ul style="list-style-type: none"> Click Save.

Step	Screen	Description
12.		<ul style="list-style-type: none"> When the New Class Enrollment record is saved, <ul style="list-style-type: none"> Class Status automatically switches <ul style="list-style-type: none"> 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.		<ul style="list-style-type: none"> The Class Enrollment record for Sally Mortimer is listed at right in the Class Instance record.

Batch Insert Class Enrollments

Step	Screen	Description
1.		<ul style="list-style-type: none"> You may Pick one student at a time to enroll in the Class as demonstrated by enrolling Sally Mortimer, or <ul style="list-style-type: none"> Use the Batch Insert feature that allows you to enroll more than one student at a time
2.		<ul style="list-style-type: none"> For example, <ul style="list-style-type: none"> From the Records menu, <ul style="list-style-type: none"> Select Students, and then Click Demographics.
3.		<ul style="list-style-type: none"> From the Container field drop-down menu at the top of the list, <ul style="list-style-type: none"> Select the North Campus site.
4.		<ul style="list-style-type: none"> Use the Sort icon in the Name column header and sort the list of Students by First Name. <ul style="list-style-type: none"> Click to highlight a Student. <ul style="list-style-type: none"> (w/First Name beginning with A) Hold down the Ctrl key. Click additional Students. <ul style="list-style-type: none"> (w/First Name beginning with B) (w/First Name beginning with C) (w/First Name beginning with D)

Step	Screen	Description
5.		<ul style="list-style-type: none"> • With multiple Students highlighted in the list, <ul style="list-style-type: none"> ○ At the far right in the Toolbar at the top of the list of Students, <ul style="list-style-type: none"> ▪ Click the More button. ▪ Click Miscellaneous. ▪ Click Batch Insert. ▪ Click Student in Class.
6.		<ul style="list-style-type: none"> • A Batch Insert window displays. • From the Class field, <ul style="list-style-type: none"> ○ Click the down arrow, and ○ From the drop-down menu, <ul style="list-style-type: none"> ▪ Select 1001 ABE Intermediate. • Program Year and Student Start Date auto-populates. <ul style="list-style-type: none"> ○ Student Start date may be edited using the drop-down calendar. • Click OK.
7.		<ul style="list-style-type: none"> • Click Yes to confirm the Batch Insert
8.		<ul style="list-style-type: none"> • Click OK to confirm inserted records.
9.		<ul style="list-style-type: none"> • Click the Red X Box on the Demographics tab to close the list of student records.

Step	Screen	Description																																																
10.	<p>Class Instance Information</p> <p>Class Description: 1001 - ABE Intermediate Program Year: 7/1/2016 - 6/30/2017 Class Start Date: 8/27/2016 WTUs Available: WSPs Available:</p> <p>Class Enrollments</p> <table border="1"> <thead> <tr> <th>Site</th> <th>Student ID</th> <th>Name</th> </tr> </thead> <tbody> <tr><td>4908 / 01 -...</td><td>268095630</td><td>Ayshem Karahan</td></tr> <tr><td>4908 / 01 -...</td><td>274564719</td><td>Erica Kim</td></tr> <tr><td>4908 / 01 -...</td><td>423771161</td><td>Illana Plotkin</td></tr> <tr><td>4908 / 01 -...</td><td>443440507</td><td>Lori Fortier</td></tr> <tr><td>4908 / 01 -...</td><td>666444517</td><td>Skip Greenleaf</td></tr> <tr><td>4908 / 01 -...</td><td>723777111</td><td>Saul Aguilar</td></tr> <tr><td>4908 / 01 -...</td><td>908354098</td><td>Sally Mortimer</td></tr> <tr><td>4908 / 01 -...</td><td>987981771</td><td>Andi E Blue</td></tr> <tr><td>4908 / 01 -...</td><td>908374598</td><td>Bill Gilmore</td></tr> <tr><td>4908 / 01 -...</td><td>034903948</td><td>Carmen Rodriguez</td></tr> <tr><td>4908 / 01 -...</td><td>578888888</td><td>Dat Pham</td></tr> </tbody> </table>	Site	Student ID	Name	4908 / 01 -...	268095630	Ayshem Karahan	4908 / 01 -...	274564719	Erica Kim	4908 / 01 -...	423771161	Illana Plotkin	4908 / 01 -...	443440507	Lori Fortier	4908 / 01 -...	666444517	Skip Greenleaf	4908 / 01 -...	723777111	Saul Aguilar	4908 / 01 -...	908354098	Sally Mortimer	4908 / 01 -...	987981771	Andi E Blue	4908 / 01 -...	908374598	Bill Gilmore	4908 / 01 -...	034903948	Carmen Rodriguez	4908 / 01 -...	578888888	Dat Pham	<ul style="list-style-type: none"> This returns you to the Class Instance Information record. To see enrollments from using the Batch Insert feature, <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> one student picked, plus four students inserted. 												
Site	Student ID	Name																																																
4908 / 01 -...	268095630	Ayshem Karahan																																																
4908 / 01 -...	274564719	Erica Kim																																																
4908 / 01 -...	423771161	Illana Plotkin																																																
4908 / 01 -...	443440507	Lori Fortier																																																
4908 / 01 -...	666444517	Skip Greenleaf																																																
4908 / 01 -...	723777111	Saul Aguilar																																																
4908 / 01 -...	908354098	Sally Mortimer																																																
4908 / 01 -...	987981771	Andi E Blue																																																
4908 / 01 -...	908374598	Bill Gilmore																																																
4908 / 01 -...	034903948	Carmen Rodriguez																																																
4908 / 01 -...	578888888	Dat Pham																																																
11.	<p>Class Instance Information</p> <p>Class Description: 10001 - FALL - ABE - Multi-Level Agency/Site: 4908 / 1 - North Campus Program Year: 7/1/2014 - 6/30/2015 Class Start Date: 8/11/2014 Class End Date: 12/18/2014</p> <p>Class Enrollments</p> <table border="1"> <thead> <tr> <th>Site</th> <th>Student ID</th> <th>Name</th> <th>Class ID</th> <th>Class Name</th> <th>Class Status</th> <th>Date Entered Class</th> <th>Date Exited Class</th> </tr> </thead> <tbody> <tr><td>1 - North Campus</td><td>983598547</td><td>Amnota So...</td><td>10001</td><td>ABE - Multi-Level</td><td>Active</td><td>8/11/2014</td><td></td></tr> <tr><td>1 - North Campus</td><td>987234982</td><td>Bilford Wh...</td><td>10001</td><td>ABE - Multi-Level</td><td>Active</td><td>8/11/2014</td><td></td></tr> <tr><td>1 - North Campus</td><td>049485858</td><td>Carey D M...</td><td>10001</td><td>ABE - Multi-Level</td><td>Active</td><td>8/11/2014</td><td></td></tr> <tr><td>1 - North Campus</td><td>578888888</td><td>Dat Pham</td><td>10001</td><td>ABE - Multi-Level</td><td>Active</td><td>8/11/2014</td><td></td></tr> <tr><td>1 - North Campus</td><td>834494884</td><td>Ed / Omos</td><td>10001</td><td>ABE - Multi-Level</td><td>Active</td><td>8/11/2014</td><td></td></tr> </tbody> </table>	Site	Student ID	Name	Class ID	Class Name	Class Status	Date Entered Class	Date Exited Class	1 - North Campus	983598547	Amnota So...	10001	ABE - Multi-Level	Active	8/11/2014		1 - North Campus	987234982	Bilford Wh...	10001	ABE - Multi-Level	Active	8/11/2014		1 - North Campus	049485858	Carey D M...	10001	ABE - Multi-Level	Active	8/11/2014		1 - North Campus	578888888	Dat Pham	10001	ABE - Multi-Level	Active	8/11/2014		1 - North Campus	834494884	Ed / Omos	10001	ABE - Multi-Level	Active	8/11/2014		<ul style="list-style-type: none"> Click the Red X Box on the Class Instance tab to close the record and return to the Class Instances Lister.
Site	Student ID	Name	Class ID	Class Name	Class Status	Date Entered Class	Date Exited Class																																											
1 - North Campus	983598547	Amnota So...	10001	ABE - Multi-Level	Active	8/11/2014																																												
1 - North Campus	987234982	Bilford Wh...	10001	ABE - Multi-Level	Active	8/11/2014																																												
1 - North Campus	049485858	Carey D M...	10001	ABE - Multi-Level	Active	8/11/2014																																												
1 - North Campus	578888888	Dat Pham	10001	ABE - Multi-Level	Active	8/11/2014																																												
1 - North Campus	834494884	Ed / Omos	10001	ABE - Multi-Level	Active	8/11/2014																																												
12.	<p>Class Instances</p> <p>New 4908 - Rolling Hills Adu</p> <table border="1"> <thead> <tr> <th>Site</th> <th>Class ID</th> </tr> </thead> <tbody> <tr> <td>4908 / 07 - C...</td> <td>001</td> </tr> </tbody> </table>	Site	Class ID	4908 / 07 - C...	001	<ul style="list-style-type: none"> Click the Red X Box on the Class Instances tab to close the list of class records. 																																												
Site	Class ID																																																	
4908 / 07 - C...	001																																																	

Import Class Status

Step	Screen	Description
1.	<p>Name ^</p> <ul style="list-style-type: none">  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  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 Student Class Status. <ul style="list-style-type: none"> ➤ 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. <ul style="list-style-type: none"> ○ Download: TE WIOA Import Templates.