

OUTLINE

Manual Data Entry Overview - Classes

1. Install and Login to [TOPSpro Enterprise \(TE\)](#)
2. From the top menu, go to Organization > **Class Definition / Class Instances** and explain each record.
 - a. **Class Definition:** Is simply a Class ID and Class Description, which can optionally include an Extended ID and/or Course Code. The combination of Class ID + Extended ID is required to be unique within a given site.

One purpose of the Class Definition is to allow the Class ID to be repeated from one program year to another. TOPSpro Enterprise handles this association with program year automatically, so Extended ID is not needed for that purpose. Extended ID is more properly used for identifying terms within a program year. If Extended ID is used the Class ID can be repeated across terms, as long as Class ID + Extended ID uniquely identify the Class.

- b. **Class Instances:** Is the particular implementation of the Class Definition within a program year. The Class Instance includes many vital characteristics of the class such as the start and end date, instructional program, instructional setting, etc.

Resources Under the CASAS.org Website

3. Go to CASAS.org and show the [Add Classes with Manual Data Entry](#) document:

Manual Data Entry Demonstration in TE – Class Definition & Class Instance

4. Demonstrate how to create a Class Definition
 - a. Go to Organization > **Class Definition** > New
 - b. New agency IDs will be given on June 22nd
 - c. Explain best practice for Extended IDs
 - d. CIP Code requirements are to be determined by IL State Officials
 - e. A-22 is for CA agencies only and it will go away soon
 - f. Save record and highlight Class Instances and other related records
5. Demonstrate how to create a Class Instances
 - a. From the Class Definition window, click on the **Class Instances** option located on the Navigator
 - b. Click **New**
 - c. Explain options
 - d. Revised Instructional Program and Specials Programs fields will be provided by June 22nd
 - e. Explain setup for classes that go across program years
 - f. Save record and highlight Class Enrollment and other related records

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Manual Data Entry Demonstration in TE – Class Enrollment

- a. From the Class Instances window, click on the **Class Enrollments** option located on the Navigator
- b. Click **New**
- c. Explain options
- d. Save record and highlight Attendance and other related records