

New Course, Class Definition, and Class Instance Structure

How to set up and maintain course and class records from this program year forward

What changed

The Course record is no longer tied to a single program year. Each Course now carries its own list of the program years in which it has been used, along with its status in each of those years (Approved, Withdrawn, Reinstated). Because the Course record persists from year to year, the Class Definition records linked to it persist as well. **You no longer duplicate Course or Class Definition records, or invent new class codes, when a new program year begins. The only record created each year is the Class Instance.**

The three records and how they relate

Record	What it represents	How many	When you create one
Course	The course itself, as approved for your agency (for example, Reading Skills). Carries a list of the program years in which it has been used and its status in each year: Approved, Withdrawn, or Reinstated.	One record per course, kept across program years. Never duplicated.	Only when your agency adds a course it has not offered before.
Class Definition	A class that teaches the course: Class ID, Extended ID, and description. Linked to its parent Course record.	One or more per Course, kept across program years. Class IDs stay unique and year-neutral.	When you add a new section of a course, or need to split a class (see Extended ID below).
Class Instance	The class as it actually ran in one program year: dates, site, teacher, schedule, enrolled students, and attendance.	One per Class Definition for each program year in which the class was active.	At the start of every program year, for each class that will run. Use the Class Replication wizard.

In short: one Course, with a status for each program year it has been used; one or more Class Definitions under that Course; and, for each Class Definition, one Class Instance per program year in which the class was active.

What this means for you

- **Do not** create a new Course record at the start of the program year. Open the existing one and confirm its status for the current year. A course marked Withdrawn must be Reinstated before classes can run under it.
- **Do not** create new Class Definitions or new Class IDs just because the year changed. Your existing definitions carry forward.
- **Do** create one Class Instance for every class that will run this year, and enter the year-specific details there: start and end dates, site, teacher, and schedule. Attendance and enrollment attach to the instance.
- **Do** use the Class Replication wizard to generate this year's instances from last year's, then adjust dates and teachers as needed.
- **Do** keep Class IDs year-neutral. Never embed a program year in the Class ID, since the same definition will serve every year the class runs.

Using the Extended ID

With this change, most classes no longer need an Extended ID. It remains useful in two situations:

1. **Several sections of the same course.** Give all Class Definitions under one Course the same Class ID and distinguish them by Extended ID. Example: the agency runs three Reading Skills classes; all three use Class ID RS, with Extended IDs 01, 02, and 03.
2. **A full-year class split by semester.** Create two Class Definitions with the same Class ID and Extended IDs Fall and Spring. If the class runs this way across multiple years, add the year to the Extended ID (FA25, SP25, FA26, SP26). This labeling also works well with the Class Replication wizard.

Start-of-year checklist

- Review your Course list and confirm each course's status for the new program year.
- Confirm your Class Definitions are complete; add definitions only for genuinely new sections.
- Run the Class Replication wizard to create this year's Class Instances.
- Update each instance's dates, site, and teacher, then begin enrolling students.