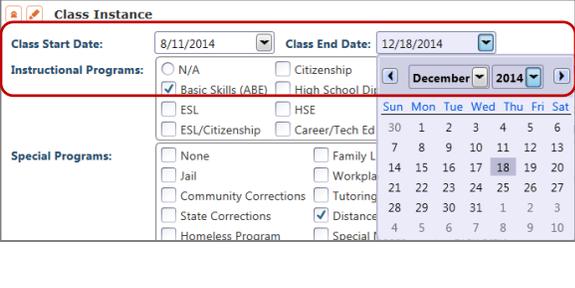
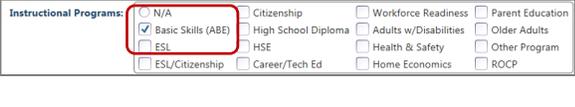
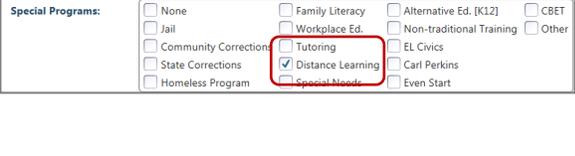
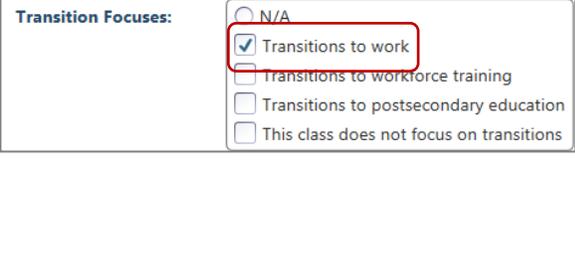
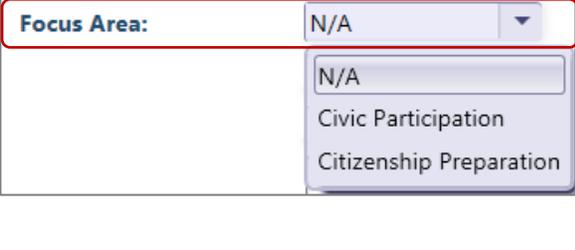
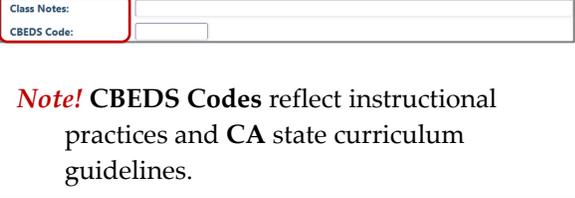
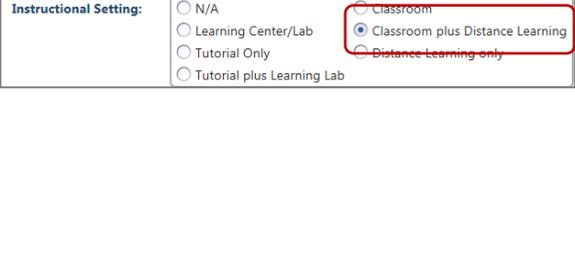


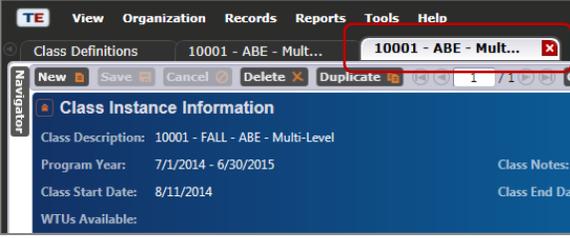
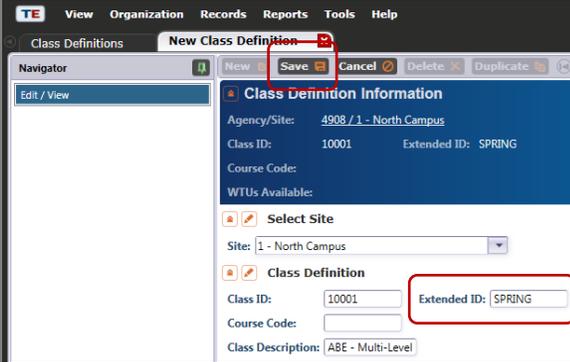
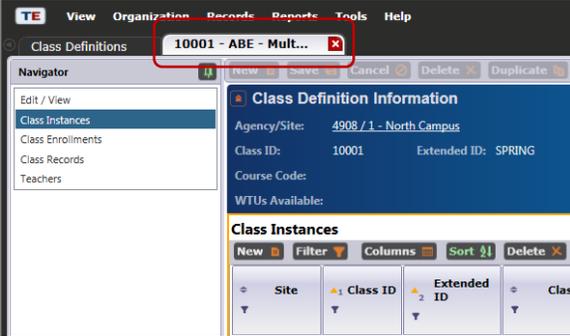
Steps to Add Class Instance Records

The **Class Instance** record identifies *when* a class occurs during a program year. You will need to add a new *Class Instance* in the new program year for each *Class Definition* record. Class instances may be added manually as the following steps describe, or imported using the [3rd Party Import Wizard](#).

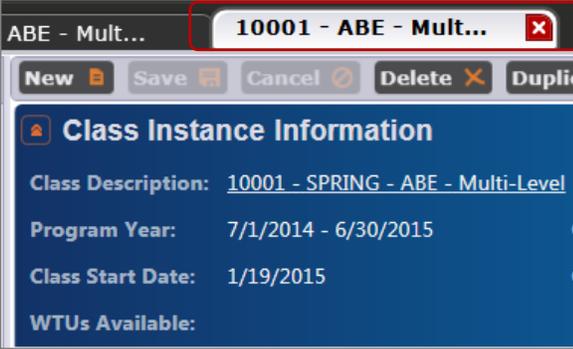
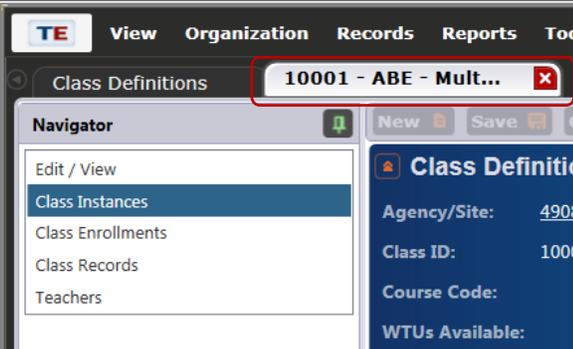
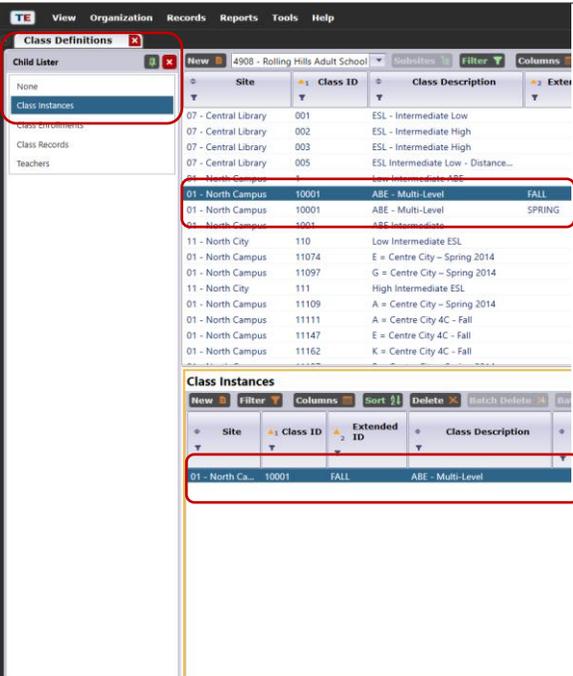
Step	Screen	Description
1.		<ul style="list-style-type: none"> From the Navigator at left of the Class Definition Information record, <ul style="list-style-type: none"> Click Class Instances. To add an Instance for the Class, <ul style="list-style-type: none"> Click New at right.
2.		<ul style="list-style-type: none"> A new tab opens to input Class Instance Information in three distinct sections. <ol style="list-style-type: none"> Class Definition Class Instance Intensity
3.	<p>Recommended! Site and Class Definition fields auto-populate saving time and ensuring accuracy with manual data entry.</p>	<ul style="list-style-type: none"> Using the Navigator is the recommended approach when adding records that are related. When using the Navigator to add a Class Instance from the Class Definition record,
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.	 <p>The screenshot shows the 'Class Instance' form. A red box highlights the 'Class Start Date' (8/11/2014) and 'Class End Date' (12/18/2014) fields. Another red box highlights the 'Instructional Programs' section, which includes options like 'Basic Skills (ABE)', 'Citizenship', and 'High School Diploma'. A calendar is visible for December 2014.</p>	<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.	 <p>The screenshot shows the 'Instructional Programs' section. A red box highlights the 'Basic Skills (ABE)' option, which is selected.</p>	<ul style="list-style-type: none"> Check the Instructional Program that best describes the class offering.
7.	 <p>The screenshot shows the 'Special Programs' section. A red box highlights the 'Distance Learning' option, which is selected.</p>	<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.	 <p>The screenshot shows the 'Transition Focuses' section. A red box highlights the 'Transitions to work' option, which is selected.</p>	<ul style="list-style-type: none"> A Transition class has a specific purpose to prepare students for entry into postsecondary education, training, or an apprenticeship program. Check a Transition Focus that applies to the class.
9.	 <p>The screenshot shows the 'Focus Area' dropdown menu. A red box highlights the dropdown field, which currently shows 'N/A'. The dropdown menu is open, showing options: 'N/A', 'Civic Participation', and 'Citizenship Preparation'.</p>	<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.	 <p>The screenshot shows the 'Class Notes' and 'CBEDS Code' fields. A red box highlights the 'Class Notes' field. Below the fields, a note states: Note! CBEDS Codes reflect instructional practices and CA state curriculum guidelines.</p>	<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.	 <p>The screenshot shows the 'Instructional Setting' section. A red box highlights the 'Classroom plus Distance Learning' option, which is selected.</p>	<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 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 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 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 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 left of the Fall Class Definition record, <ul style="list-style-type: none"> Click Class Instances. From Class Instances list at 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 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 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 in the Child Lister page at the bottom. 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 Records

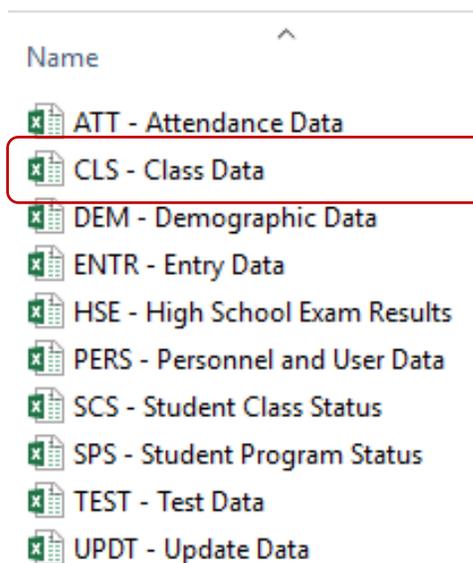
> Tools > **3rd Party Import Wizard**

Importing **Class Data** will automatically add *Class Definition* and *Class Instance* records to your account. If *Class Definition* records already exist in your account, TE will add the new *Class Instance* record.

To automatically assign teachers to classes, first import **Personnel and User Data**. Then, import **Class Data** containing Teacher IDs. This will automatically add *Personnel Records* that are linked with *User Records* and also add a *Functional Role* record for each teacher.

A folder with **TE-Data Templates** is available from the CASAS website to help you populate your online account with efficiency.

- [Go to: Home > Product Overviews > Software > TOPSpro Enterprise > TOPSpro Enterprise Help > Data Exchange > TE-Data Templates](#)



See [Exchanging Data with 3rd Party Systems](#) for more information about importing **Class Data**.