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 <u>3rd Party Import Wizard</u>.

Step	Screen	Description
1.	View Organization Records Reports Tools Help User/Administrator 23.23 Version: 2.28 build 207 ?	 From the Navigator at left of the Class Definition Information record, Click Class Instances. To add an Instance for the Class, Click New at right.
2.	ABE - Mult New Class Instance New Save Cancel Delete Dup Class Instance Information Class Description: 10001 - FALL - ABE - Multi-Level Program Year: Class Note Class Start Date: Class End WTUs Available: Select Class Definition Class Instance Intensity	 A new tab opens to input Class Instance Information in three distinct sections. 1. Class Definition 2. Class Instance 3. Intensity
3.	Select Class Definition Class Definition Site: Program Year: Class Definition: 10001 - FALL - ABE - Multi-Level Recommended! Site and Class Definition fields auto-populate saving time and ensuring accuracy with manual data entry. Image: Select Class Definition Class Definition: Class Definition: Class Definition: Program Year: 7/1/2014 - 6/30/2015 Current) 7/1/2013 - 6/30/2015 Class Instance 7/1/2013 - 6/30/2015 (Current) 7/1/2013 - 6/30/2015 7/1/2013 - 6/30/2015 7/1/2013 - 6/30/2013 7/1/2013 - 6/30/2014 7/1/2013 - 6/30/2013 7/1/2013 - 6/30/2013 7/1/2013 - 6/30/2013	 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, To select the Program Year, Click the down-arrow and Select the Current Program Year from the drop-down menu.

Step	Screen	Description
5.	Class Instance Class Start Date: N/A N/A Citizenship Basic Skills (ABE) High School Dir December 2014 P	• The next section provides details about the Class Instance .
	ESL HSE Sun Mon Tue Wed Thu Fri Sat ESL/Citizenship Career/Tech Ed 30 1 2 3 4 5 6 Special Programs: None Family L 7 8 9 10 11 12 13 Jail Oversetians Verstain 21 22 23 24 25 26 27	• For Class Start and End Date , click the drop-down calendar.
	State Corrections Distance 4 5 6 7 8 9 10 Homeless Program Special 1 4 5 6 7 8 9 10	 Select the Start Date. Select the End Date.
6.	Instructional Programs: N/A Citizenship Workforce Readiness Parent Education Basic Skills (ABE) High School Diploma Adults VDIsabilities Older Adults ESL HSE Health & Safety Other Program ESL/Citizenship Career/Tech Ed Home Economics ROCP	• Check the Instructional Program that best describes the class offering.
7.	Special Programs: None Family Literacy Alternative Ed. [K12] CBET Jail Workplace Ed. Non-traditional Training Other Community Corrections Tutoring EL Civics State Corrections Ø Distance Learning Carl Perkins Homeless Program Special Neade Even Start	• Check a Special Program to further define the class offering if applicable, such as –
		o Distance Learning.
8.	Transition Focuses:	• 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.	Focus Area: N/A	• If applicable,
	N/A	• Select the English Literacy Focus
	Citizenship Preparation	Area from the drop-down menu for the class otherwise.
		 Leave N/A selected.
10.	Class Notes: CBEDS Code:	• Enter Class Notes to provide additional details about the class.
	<i>Note!</i> CBEDS Codes reflect instructional practices and CA state curriculum	• If applicable, enter the California Basic
	guidelines.	Educational Data System code.
11.	Instructional Setting: O N/A O Learning Center/Lab O Tutorial Only O Tutorial plus Learning Lab	• 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 –
		• Classroom plus Distance Learning.



Step	Screen	Description
12.	Physical Setting: N/A Community College Home 	• 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.	Start Time: N/A Morning Afternoon Evening (after 5pm)	• Identify the time of day when the class starts.
14.	Computers used in class: Connected to Internet omputers used in lab: N/A Connected to Internet Not connected to Internet N/A	• Specify if Computers are used in class or in a lab and whether or not computers are connected to the Internet .
15.	Intensity Days per Week: Hours per Week: Estimated Total Hours per Class/Term 216	 For Intensity, enter the number of Days per Week when the class meets, Total Hours per week, and Estimated Total Hours per Class or Term
16.	View Organization Records Reports Tools Help Class Definitions 10001 - ABE - Mult Class Definitions 10001 - ABE - Mult New Save S Cancel © Delete X Duplicate S @ 1 /1 @ Co To Linked © Desce Class Description: 10001 - FABE - Mult Class Description: 10001 - FABE - Mult Class Description: 1 /1 @ Co To Linked © Desce Program Year: 7/1/2014 - 6/30/2015 Class Induct: Class Inducts: YUI'Ls Available: Class Instance Class Start Date: 12/15/2014	 To save detailed information about the Class Instance, From the Toolbar at top of the record,
	Instructional Programs: VNA Chizenship Workforce Readiness: Parent Education Baci Salis (ABB) High School Diploma Adults Workforce Readiness: Parent Education ESL Baci Salis (ABB) High School Diploma ESL Chizenship Career/Tech Ed Home Economics RCCP Special Programs: None Family Literacy Alternative Ed. [K12] Community Corrections Tutoring Cat Perins State Corrections I Dutoring Cat Perins Homeless Program Special Needs Even Start	
	Transition Focuses: N/A Transitions to work Transitions to workforce training Transitions to postsecondary education This class does not focus on transitions	
	Class Notes: CBEDS Code: Instructional Setting: Uturial Only Uturial Only Distance Learning only	
	Tutorial plus Learning Lab Physical Setting: V/A Ormunity College Home Odd/ti School Correctional Facility Other Oddita//unior High School VA High School C80 Center Start Time: W/A	
	Computers used in lab: N/A Computers used in lab: N/A Opysper Weick Value Valu	

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Step	Screen	Description
17.	TE View Organization Records Reports Tools Help Class Definitions 10001 - ABE - Mult 10001 - ABE - Mult 10001 - ABE - Mult I New Save Cancel Delete Duplicate I 1 I	• Click the Red X Box on the Class Instance tab to close the new record and return to the Class Definition record.
18.	Ver Organization Recents Report Tools Halp User Administrator 21.21 Yearing 22.21 Yearing	• The new Class Instance record is now listed at right of the Navigator in the Class Definition Information record.
19.	TE View Organization Records Reports Tools Help Class Definitions 10001 - ABE - Mult Image: Class Definition Image: Class Definition Delete * Duplicate * Navigator Image: Class Definition Image: Class Definition Image: Class Definition Image: Class Definition Class Instances Class Enrolments Class ID: 10001 Extended ID: FALL Class Records Course Code: WTU's Available: WTU's Available:	 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, Click Edit/View and then From the Toolbar at top, Click Duplicate.
20.	View Organization Records Reports Tools Help Class Definitions Navigator Rew Class Definition Class Dir 10001 Extended ID: SPRING Course Code: WTUS Available: Image: Class Definition Class Description: ABE - Multi-Level	 In the new Class Definition Information record, Change FALL to SPRING, and then From the Toolbar at top, Click Save.
21.	View Organization Decode Proof Tools Help Class Definitions 10001 - ABE - Mult Image: Class Definition Delete Duplicate Navigator Image: Class Definition Information Agency/Site: 4908 / 1 - North Campus Class Information Class Incomments Class ID: 10001 Extended ID: SPRING Class Records Course Code: WTUs Available: Class Instances New Filter Columns Sort \$1 Delete Site Ag Class ID Extended Class V V V V V	• 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.	Isolation Records Reports Tools Help User: Administrator Class Definitions Image: Solation of the state of the	 To add an Instance of the Fall class in the Spring, Double-click to open the Fall Class Definition record.
23.	Yes Organization Recerch Report Tasks Provide Status Provide Stat	 From the Navigator at left of the Fall Class Definition record, Click Class Instances. From Class Instances list at right, Double-click to open the Fall Class Instance record.
24.	ABE - Mult 10001 - ABE - Mult Image: Concel Ima	 From the Toolbar at top of the Fall Class Instance record, O Click Duplicate.
25.	ABE - MultNew Class Instance Class Instance Class Instance Information Class Description: 10001 - SPRING - ABE - Multi-Level Agency/Site: 4908 / 1 - North Campus Program Year: 7/1/2014 - 6/30/2015 Class Notes: Class Start Date: 1/19/2015 Class End Date: 5/22/2015 WTUs Available:	 In the new Class Instance Information record, Use the drop-down menu and Select the Spring Class Definition record, and then Change Class Start and End Date. From the Toolbar at top, Click Save.

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eTests TOPSpro



Import Class Records

TOPSpro > 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, <u>first</u> 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.

 <u>Go to: Home > Product Overviews > Software > TOPSpro Enterprise > TOPSpro Enterprise Help</u> > <u>Data Exchange > **TE-Data Templates**</u>



See Exchanging Data with 3rd Party Systems for more information about importing Class Data.