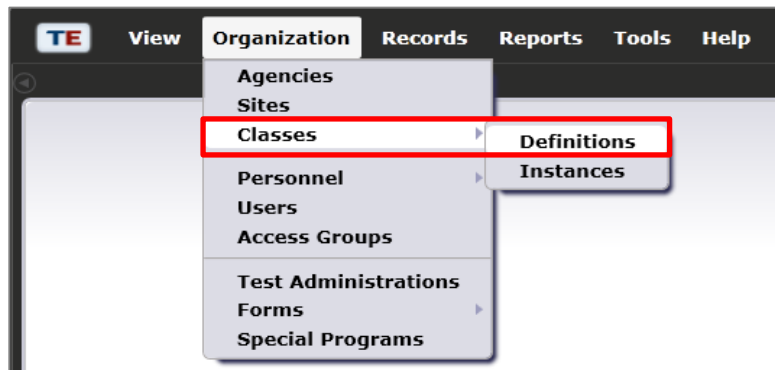


Adding Class Definitions

This document provides a step-by-step tutorial on how to add a *Class* to TOPSpro Enterprise. Each class has a *Definition* and an *Instance* within the program year.

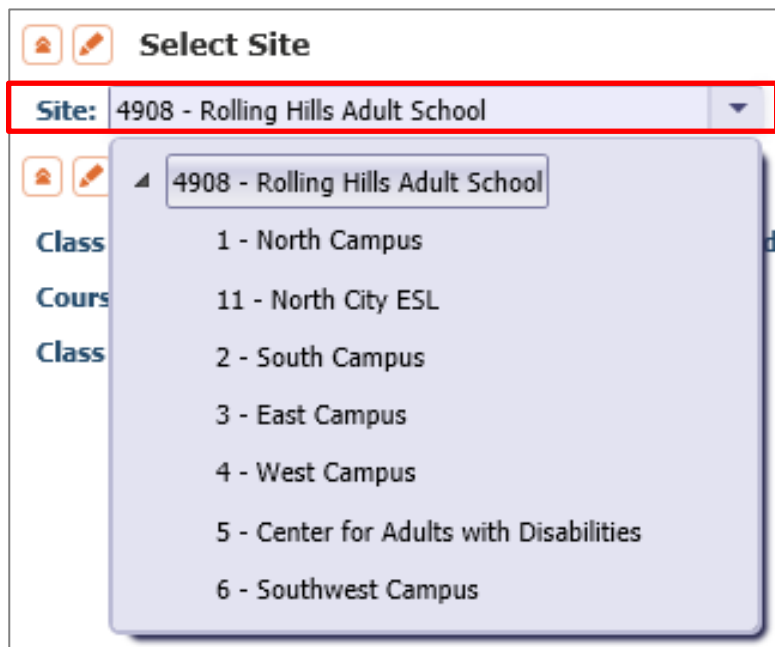
- 1) From the **Organization** menu, select **Classes** -> **Definitions**



- 2) Click **New**.



- 3) Select the **Site** location that offers the class.



Class Definition

Class ID: **Extended ID:**

Course Code:

Class Description:

- 4) Enter a unique **Class ID**
 - a. The class ID is assigned by the agency to uniquely identify a particular class within a site.
 - b. This is a mandatory field.

Class Definition

Class ID: **Extended ID:**

Course Code:

Class Description:

- 5) Enter a **Course Code** (optional)
 - a. A course code records class content according to local or statewide definitions.
 - b. The course code appears in reports along with the class ID.

Class Definition

Class ID: **Extended ID:**

Course Code:

Class Description:

- 6) Enter the **Class Description**
 - a. Each agency chooses a class description (a mandatory field) to describe a class at a particular site.

Class Definition

Class ID: **Extended ID:**

Course Code:

Class Description:

- 7) Use **Extended ID** (optional) in the class definition to make multiple class instances from a common class definition.
 - a. **For example:**
 - i. Class ID = 101 ,
Extended ID = Morning
 - ii. Class ID = 101
Extended ID = Evening

TE View Organization Records Reports Tools Help

Class Definitions **New Class Definition**

Navigator Edit / View

New Save Cancel Delete Dupli

Class Definition Information

Agency/Site: 4908 / 1 - North Campus

Class ID: 101 Extended ID: AM

- 8) Click .

TE View Organization Records Reports Tools Help

Class Definitions **101 - ABE**

Navigator Edit / View

Class Instances

Class Enrollments

Class Records

New Save Cancel Delete Dupli

Class Definition Information

Agency/Site: 4908 / 1 - North Campus

Class ID: 101 Extended ID: AM

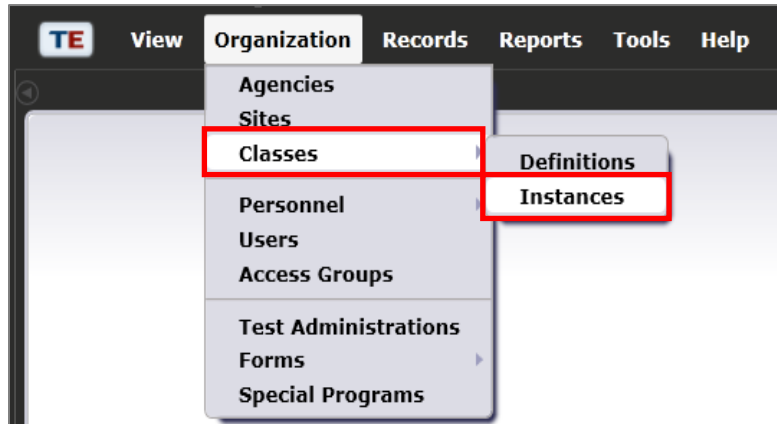
- 9) In the **Navigator**, click **Class Instances**.

❖ **Note!** From here, skip to **Step 7** in the next section on **Adding Class Instances**.

Adding Class Instances

This document is a continuation of a step-by-step tutorial on how to add a *Class* to TOPSpro Enterprise. If continuing from previous steps, please skip to *Step 7*.

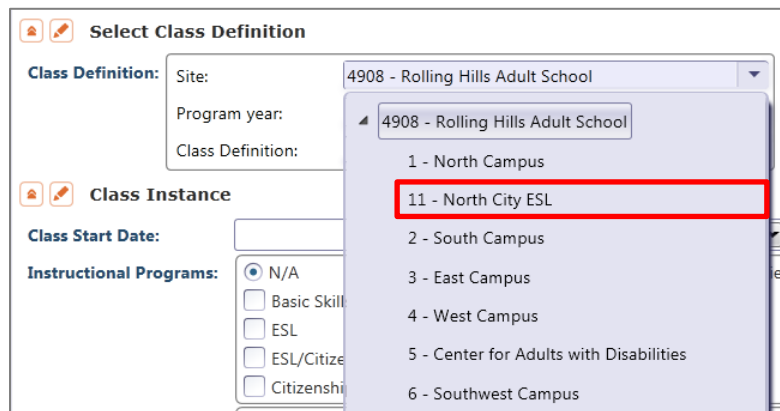
- 1) From the **Organization** menu, select **Classes** -> **Instances**.



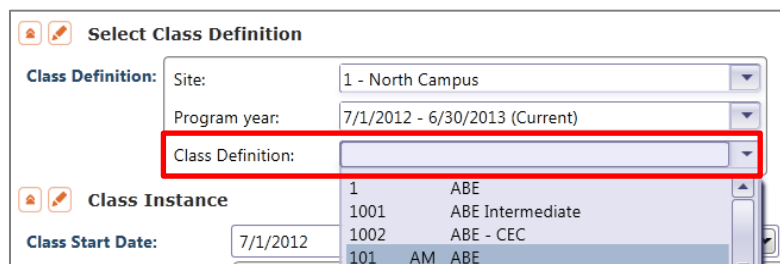
- 2) Click **New** to create an instance of the class within the current program year.
 - a. Multiple instances may exist for a single class definition.



- 3) Select the **Site** location that offers the class in the program year.



- 4) Select the **Class Definition** to add an instance of the class as it occurs in the program year.



5) To search for a **Class Definition**:

a. Use the **Type here to search function** – OR –

b. Click **Select from Lister...**

c. Filter lister by column or use the **Filter** button.

d. Click to select the **Class Definition**.

e. Click **Pick** to save your selection.

Site	Class ID	Class Description	Extended ID
1 - North Campus	1	ABE	
1 - North Campus	3	GED	
1 - North Campus	424	ESL morning	
1 - North Campus	210	Concurrent - afternoon	
1 - North Campus	432	ESL high	
1 - North Campus	12345	ESL - proxy	
1 - North Campus	1001	ABE Intermediate	
1 - North Campus	1115	ESL - Intermediate	
1 - North Campus	1116	ESL - Intermediate - High	
1 - North Campus	1002	ABE - CEC	
1 - North Campus	3160	ESL Citizenship	
1 - North Campus	3155	EL Civics AM	
1 - North Campus	1106	ESL - Beginning	
1 - North Campus	101	ABE	AM
1 - North Campus	101	ABE	PM

6) Skip to **Step 8**.



❖ **Note!** Begin here if continuing from instructions on **Adding Class Definitions**:

7) Click **New**.

8) Select the **Program year**.

9) Select the **Start and End date** of the class as it occurs during the program year.

10) Check the **Instructional Program(s)** that best describe the class offering.
a. You may select multiple programs.

11) Check any **Special Program(s)** to further define the class offering (optional).

12) Check all **Transition Focuses** that apply to the class.
a. A transition class has a specific purpose to prepare students for entry into postsecondary education, training, or an apprenticeship program.

13) Select the **Focus Area**, if applicable for the class.
a. Civic Participation
b. Citizenship Participation

Class Notes:

CBEDS Code:

14) Enter **Class Notes** to provide additional details about the class.

Instructional Setting:

N/A Classroom plus Distance Learning
 Learning Center/Lab Distance Learning only
 Tutorial Only
 Tutorial plus Learning Lab
 Classroom

Physical Setting:

N/A Community College Home
 Adult School Correctional Facility Community Site
 Elementary School Library Other
 Middle/Junior High School Work Site
 High School CBO Center

15) Enter the **California Basic Educational Data System (CBEDS)** code (if applicable).

a. CBEDS Codes reflect instructional practices and national and state curriculum guidelines.

Records Reports Tools Help User: COORDINATOR33@

New Class Instance

New Save Cancel Delete Duplicate No Items Go To Linked Disconnect

Class Instance Information

Class Description: 101 - AM - ABE Agency/Site: 4908 / 1 - North Campus

Program Year: 7/1/2012 - 6/30/2013 Class Notes:

Class Start Date: 1/7/2013 Class End Date: 3/4/2013

Start Time:

N/A Days per Week:
 Morning
 Afternoon Hours per Week:
 Evening (after 5pm)

16) Identify the **Instructional Setting** for the class.

a. This is the contextual characteristic of the setting where actual instruction takes place.

17) Identify the **Physical Setting** for the class.

a. This is the physical environment of the classroom, or instructional setting, to support teaching/learning.

Connected to Internet
Not connected to Internet
N/A

Computers used in class: N/A **Computers used in lab:** N/A

18) Indicate the **Start Time, Days** and **Hours per Week** when the class meets.

19) Indicate if **Computers** are used in a **class** or **lab**, and if they are **connected** or **not connected** to the Internet.

TE View Organization Records Reports Tools Help

Class Definitions 101 - ABE New Class Instance

Navigator Edit / View Instructional Hours

New Save Cancel Delete Duplicate

Class Instance Information

Class Description: 101 - AM - ABE

Program Year: 7/1/2012 - 6/30/2013

Class Start Date: 1/7/2013

20) Click **Save** to close the record.