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.
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.

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.

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

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

8) Click Save.

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 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.

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

15) Enter the **California Basic Educational Data System (CBEDS)** code (if applicable).
   a. CBEDS Codes reflect instructional practices and national and state curriculum guidelines.

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.

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.

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