

Records -> Classes -> Records

**Content:** The Class Records lister maintains a list of students by class, and assigns a new record date whenever any data related to class participation, such as hours of instruction or skill level, is entered.

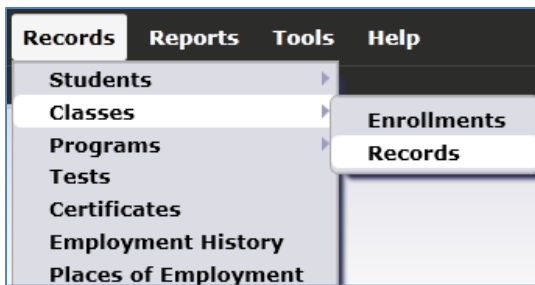
**Created:** Whenever participation in class is updated. Students are duplicated.

**Tip:** Filter or sort on Participations in order to see the different sources of hours of instruction.

**Use to:** Find students have any recorded participation in class whether by manual entry of hours of instruction, import from 3<sup>rd</sup> Party attendance, or scanning of Update Records.

**Example(s) Using this Lister:**

1. On the Records menu, point to Classes, and select Records.



2. Click Refresh.
3. Click the sort button above the Name column. Note that this lister displays a duplicated list of students.

Site	Student ID	Name	Record Date	Class ID	Class name	Participations
6 - Southw...	34286756	Socorro Rivera	3/10/2013	003	ESL - Intermediate High	Update (Cumulated): 81
6 - Southw...	34286756	Socorro Rivera	3/17/2013	003	ESL - Intermediate High	Test: 108
6 - Southw...	34286756	Socorro Rivera	1/27/2013	003	ESL - Intermediate High	
6 - Southw...	34286756	Socorro Rivera	1/21/2013	003	ESL - Intermediate High	
11 - North...	544443236	Sofia Fraticelli	5/25/2013	112	Mixed ESL	Update (Cumulated): 77
11 - North...	544443236	Sofia Fraticelli	3/20/2013	110	Low Beginning	
11 - North...	544443236	Sofia Fraticelli	5/29/2013	110	Low Beginning	
11 - North...	544443236	Sofia Fraticelli	6/29/2013	110	Low Beginning	
11 - North...	544443236	Sofia Fraticelli	3/29/2013	112	Mixed ESL	
11 - North...	544443236	Sofia Fraticelli	3/29/2013	110	Low Beginning	
6 - Southw...	666571400	Stepan Sarakian	1/27/2013	003	ESL - Intermediate High	
6 - Southw...	666571400	Stepan Sarakian	1/21/2013	003	ESL - Intermediate High	
6 - Southw...	666571400	Stepan Sarakian	3/10/2013	003	ESL - Intermediate High	Update (Cumulated): 108
6 - Southw...	666571400	Stepan Sarakian	3/17/2013	003	ESL - Intermediate High	Test: 108

4. Filter the lister so that it only displays the records for Student 666571400, Stepan Sarakian.

Site	Student ID	Name	Record Date	Class ID	Class name	Participations
6 - Southw...	666571400	Stepan Sarakian	1/21/2013	003	ESL - Intermediate High	
6 - Southw...	666571400	Stepan Sarakian	3/10/2013	003	ESL - Intermediate High	Update (Cumulated): 108
6 - Southw...	666571400	Stepan Sarakian	1/27/2013	003	ESL - Intermediate High	
6 - Southw...	666571400	Stepan Sarakian	3/17/2013	003	ESL - Intermediate High	Test: 108

- For this exercise we will explore the Class Records for one student, and “track” each record to link it to the specific activity that created the record for the student.
- Open the earliest listed record for Stepan Sarakian (dated 1-21-2013.)

**Class Record Information**

Site: [6 - Southwest Campus](#) Program Year: [7/1/2012 - 6/30/2013](#)

Class Description: [003 - ESL - Intermediate High](#) Class Start Date: [7/20/2012](#)

Student: [666571400 / Stepan Sarakian](#) ← Class End Date:

Class Status: Active Date Entered Class: [1/21/2013](#)

Record Date: [1/21/2013](#) Date Exited Class: [3/17/2013](#)

**Activity in Class**

Record Date: [1/21/2013](#)

Participations: Skill Levels:

Provider Uses:

- In Edit/View, double-click the link shown next to the orange arrow above to open Stepan’s student record
- On the Navigator bar, click Class Enrollments. Note that Stepan enrolled on 1-21-13 – consistent with his earliest Class Record.

**Student Information**

Agency/Site: [4908 / 6 - Southwest Campus](#)

Student: [666571400 / Stepan Sarakian](#) Birth Date: [10/10/1979](#) Gender: [Male](#)

**Class Enrollments**

Program Year	Class ID	Class Name	Class Status	Date Entered Class	Date Exited Class
7/1/2012 - 6/30/2013	003	ESL - Intermediate High	Active	1/21/2013	3/17/2013

- Click Program Enrollments. Note the record is also dated 1-21-13.
- Also note that the date for exiting the class (and program) is 3-17-13. This also matches the listing in Class Records.
- On the Navigator bar, click Tests. Note Stepan has two – one dated 1-27-13 and another dated 3-17-13 – again, consistent with Class Records.

**Student Information**

Agency/Site: [4908 / 6 - Southwest Campus](#)

Student: [666571400 / Stepan Sarakian](#) Birth Date: [10/10/1979](#)

**Tests**

Program Year	Assessment Date	Form	Raw Score	Scale Score
7/1/2012 - 6/30/2013	3/17/2013	084R	25	222
7/1/2012 - 6/30/2013	1/27/2013	083R	18	210

12. Finally, match the list in Class Records with the one in Program Records. Each has a fourth listing dated 3-10-13. You can see by viewing either list that it contains information from the Update Record.

The screenshot shows a software interface with a 'Navigator' on the left and a main content area. The main content area is titled 'Student Information' and displays the following details:

- Agency/Site: 4908 / 6 - Southwest Campus
- Student: 666571400 / Stepan Sarakian
- Birth Date: 10/10/1979
- Gender: M

Below this is a section titled 'Program Records' with a table of data:

Program Year	Instructional Program	Record Date	Program Progress
7/1/2012 - 6/30/2013	ESL	3/17/2013	
7/1/2012 - 6/30/2013	ESL	3/10/2013	Progressed within level or program
7/1/2012 - 6/30/2013	ESL	1/27/2013	
7/1/2012 - 6/30/2013	ESL	1/21/2013	

13. Clicking Student Records is another way to evaluate the different records that were entered for a particular student.

The screenshot shows a software interface with a 'Navigator' on the left and a main content area. The main content area is titled 'Student Information' and displays the following details:

- Agency/Site: 4908 / 6 - Southwest Campus
- Student: 666571400 / Stepan Sarakian
- Birth Date: 10/10/1979
- Gender: Male

Below this is a section titled 'Student Records' with a table of data:

Program Year	Record Date	Labor Force Status	Personal Status Entries	Primary Goals	Secondary Goals	Special Program Entries	Results	Annual Income	Instructional Levels
7/1/2012 - 6/30/2013	3/17/2013								
7/1/2012 - 6/30/2013	3/10/2013						Got a job. Gained...		ESL - Intermediate Hi...
7/1/2012 - 6/30/2013	1/27/2013								
7/1/2012 - 6/30/2013	1/21/2013	Unemployed		Improve Englis...	Enter college or L...				ESL - Intermediate Hi...