**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 3rd 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.

4. Filter the lister so that it only displays the records for Student 666571400, Stepan Sarakian.
5. 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.

6. Open the earliest listed record for Stepan Sarakian (dated 1-21-2013.)

7. In Edit/View, double-click the link shown next to the orange arrow above to open Stepan’s student record

8. On the Navigator bar, click Class Enrollments. Note that Stepan enrolled on 1-21-13 – consistent with his earliest Class Record.

9. Click Program Enrollments. Note the record is also dated 1-21-13.

10. Also note that the date for exiting the class (and program) is 3-17-13. This also matches the listing in Class Records.

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.

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