

Chapter 2

Class Functions

**MICHIGAN
ADULT EDUCATION
REPORTING SYSTEM
[MAERS]**

Revised November 2012

Chapter 2 – Class Functions

In this chapter you will learn the following:

[Section 2.0](#) – Where to find Class Functions

[Section 2.1](#) – Class Function Search

[Section 2.2](#) – Instructor Data Entry

[Section 2.3](#) – Location Data Entry

[Section 2.4](#) – Course Data Entry

[Section 2.5](#) – Setting up Classes

Section 2.0 – Where to find Class Functions

Class functions are found on the **Provider Admin** tab. (Image 2.0a)



Image 2.0a

Class Functions operate on the Adult Education Program Year of July 1st – June 30th whereas a Participant's Registration can span multiple program years.

Section 2.1 – Class Function Search

When selecting the [Instructors](#), [Locations](#) and [Courses](#) function links, a **Search Criteria** screen is displayed. (Image 2.1a)

A screenshot of a 'Search Criteria' form. The form has a yellow background and a blue border. At the top, it says 'Select Program Year and click on 'Search''. Below this, there are two input fields. The first is 'Program Year:' with a dropdown menu showing '2012-2013'. A red arrow labeled '1' points to the dropdown arrow. The second is 'Provider Name/Code:' with a text input field containing 'AURA LEARNING (Code: T0002)'. A red arrow labeled '2' points to the text input. At the bottom, there is a green 'Search' button. A red arrow labeled '3' points to the button.

Image 2.1a

1. Select the **Program Year** from the dropdown list

2. Verify the **Provider Name/Code** belongs to the proper local program. If the name displayed is incorrect, please contact the Office of Adult Education before entering any data into MAERS.
3. Click on **Search** to view the search results

Section 2.2 – Instructor Data Entry

Click on the [Instructors](#) link within the **Provider Admin** tab. After a search is completed, search results will show as follows:

Instructor Search Results

Program Year:	Provider:
2012-2013	AURA LEARNING (Code: T0002)

Click on the 'Instructor' column to update the existing Instructor record.

Show entries Search:

Row#	Instructor	Local Instructor No	Instr. Areas	Position	Status
1.	JOHNS, JOHN	T001	GED	Unpaid Volunteer	Active
2.	MILLER, MARY	T002	ABE, HSD, GED	Full Time	Active
3.	WALTERS, WILLIAM	T003	ABE, ESL	Part Time	Active

Showing 1 to 3 of 3 entries First Previous 1 Next Last

2
Add Instructor
New Search

Image 2.2a

1. To view or update an existing Instructor record, click the [Instructor Name](#) link from the **Instructor** column (Image 2.2a)
2. To create a new Instructor record, click on the **Add Instructor** button (Image 2.2a)

Update Instructor Information for PY 2012-2013

Program Year:	Provider:	Instructor ID:
2012-2013	AURA LEARNING (Code: T0002)	1059364706

⇒ Local Instructor Number:

⇒ First Name:

⇒ Last Name:

Middle Initial:

⇒ Status:

Record Created on: 07/16/2012 10:48:52 AM

Record Last Updated on: 07/16/2012 10:48:52 AM

Record Last Updated by: JOHNSONS28

⇒ Highest Degree Completed:

⇒ Position Type:

⇒ Instructional Experience:

⇒ Certification:

License Number:

Highly Qualified: No Yes

Tutoring Position: No Yes

Select ALL Instructional Areas as applicable.	
Adult Basic Education	<input checked="" type="checkbox"/>
English as a Second Language	<input type="checkbox"/>
High School Diploma	<input checked="" type="checkbox"/>
GED	<input checked="" type="checkbox"/>
Work Based Project Learner	<input type="checkbox"/>
Family Literacy Program	<input type="checkbox"/>
Workplace Literacy Program	<input type="checkbox"/>
Program for the Homeless	<input type="checkbox"/>

⇒ Instructional Area(s):
(Note: One or MORE Instructional Areas may be selected)

1 →

2 →

Image 2.2 b

All fields with a red arrow → are required data entry fields and must be completed. The following is a description of the required fields (Image 2.2b):

- **Local Instructor Number** –The local program assigns an ID number for the Instructor. The number must be a unique and does not change.
- **First Name** – Instructor’s full legal first name
- **Last Name** – Instructor’s legal last name
- **Middle Initial** – Instructor’s middle initial (optional)
- **Status** – This is the Instructor’s current availability. Only active records can be used to create Class Setup records.
- **Highest Degree Completed** – Dropdown list includes **No Degree, GED, High School Diploma, Certificate, Associates, Bachelors, Masters, and Doctorate**
- **Position Type** – Dropdown list includes **Full Time, Part Time, and Unpaid Volunteer**
- **Instructional Experience** – Dropdown list includes **Less than one year, One to three years, and More than three years**
- **Certification** – Dropdown list includes **No Certification, Adult Education Certification, K-12 Certification, Special Education Certification, and TESOL Certification**
- **License Number** – The Instructor’s Michigan Department of Education License Number (optional)
- **Highly Qualified** – Highly qualified is based on Michigan Department of Education Guidelines (optional)
- **Tutoring Position** – The position provides tutoring services typically found at a Literacy Council (optional)

- **Instructional Area(s)** – Select all Instructional Areas the Instructor is qualified to teach
- 1. Click **Submit** to save a new record. Click **Update** to update an existing record
- 2. Click **Submit and Create New** to save a new or updated record. This clears the screen so another new Instructor record can be added.

To copy an Instructor record from previous years, refer to [Chapter 4](#); Class Copy Functions.

Section 2.3 – Location Data Entry

Click on the [Location](#) link within the **Provider Admin** tab. After a search is completed, search results will show as follows:

Location Search Results

Program Year:	Provider:
2012-2013	AURA LEARNING (Code: T0002)

Click on the 'Location' column to update the existing Location record.

[Copy to clipboard](#)
[Export to Excel](#)
[Export to PDF](#)
[Print](#)

Show entries Search:

Row#	Location	Primary Contact	Contact Phone	Mailing Address	Status
1.	AURA LEARNING CENTER 1	JOHNS, JOHN	(517) 555-1212	111 Center Lansing, MI 48913	Inactive
2.	AURA COMMUNITY CENTER 1	KIMMERS, KIM	(989) 642-3333	11240 Swan Creek Lansing, MI 48913	Active
3.	AURA HIGH SCHOOL 1	KLINE, KERRY	(989) 642-1111	111130 Brennan Rd Lansing, MI 48913	Active

Showing 1 to 3 of 3 entries [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

2 →
Add Location
New Search

Image 2.3a

1. To view or update an existing Location record, click on the [Location Name](#) link from the **Location** column (Image 2.3a)
2. To create a new Location record, click on the **Add Location** button (Image 2.3a)

Update Location for PY 2012-2013

Program Year: 2012-2013	Provider: AURA LEARNING (Code: T0002)	Location ID: 1078017234
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Location Name:

<p style="text-align: center;">Primary Contact</p> <p>First Name: <input type="text" value="KIM"/></p> <p>Last Name: <input type="text" value="KIMMERS"/></p> <p>Phone: <input type="text" value="(989) 642-3333"/></p> <p>Fax: <input type="text"/></p> <p>E-Mail: <input type="text" value="KKIMMERS@AURA.COM"/></p> <p>Status: <input type="text" value="Active"/></p> <p>Record Created on: 07/17/2012 07:59:55 AM</p> <p>Record Last Updated on: 07/17/2012 07:59:55 AM</p> <p>Record Last Updated by: JOHNSONS28</p>	<p style="text-align: center;">Physical Address</p> <p>Street Address 1: <input type="text" value="11240 Swan Creek"/></p> <p>Street Address 2: <input type="text"/></p> <p>City: <input type="text" value="Lansing"/></p> <p>State: <input type="text" value="MI"/> Zip: <input type="text" value="48913"/></p> <p>County: INGHAM</p> <p style="text-align: center;">Mailing Address</p> <p>Same as Physical Address: <input type="checkbox"/></p> <p>Street Address 1: <input type="text" value="11240 Swan Creek"/></p> <p>Street Address 2: <input type="text"/></p> <p>City: <input type="text" value="Lansing"/></p> <p>State: <input type="text" value="MI"/> Zip: <input type="text" value="48913"/></p>
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➡

➡

Image 2.3b

All fields with a red arrow ➡ are required data entry fields and must be completed. The following is a description of the required fields (Image 2.3b):

- **Location Name** – This is the local program assigned name for the Location. It must be a unique name.
 - **First Name** – First name of the locations contact person
 - **Last Name** – Last name of the locations contact person
 - **Phone** – Phone number of the locations contact person
 - **Fax** – Fax number of the locations contact person (optional)
 - **E-Mail** – E-mail address of the locations contact person
 - **Status** – This is the Location’s current availability. Only active records can be used to create Class Setup records.
 - **Street Address 1** – The physical address of the Location to also include City, State and Zip code
 - **Same as Physical Address** – Check this box if the mailing and physical addresses are the same. This will automatically prefill the **Mailing Address** with the **Physical Address**.
 - **Street Address 1** – The mailing address of the Location to also include City, State and Zip code
1. Click **Submit** to save a new record. Click **Update** to update an existing record
 2. Click **Save and Create New** to save new or updated data, and to load an empty screen to add another new Location record

To copy a Location record from previous years, refer to [Chapter 4](#); Class Copy Function.

Section 2.4 – Course Data Entry

Click on the [Course](#) link within the **Provider Admin** tab. After a search is completed, search results will show as follows:

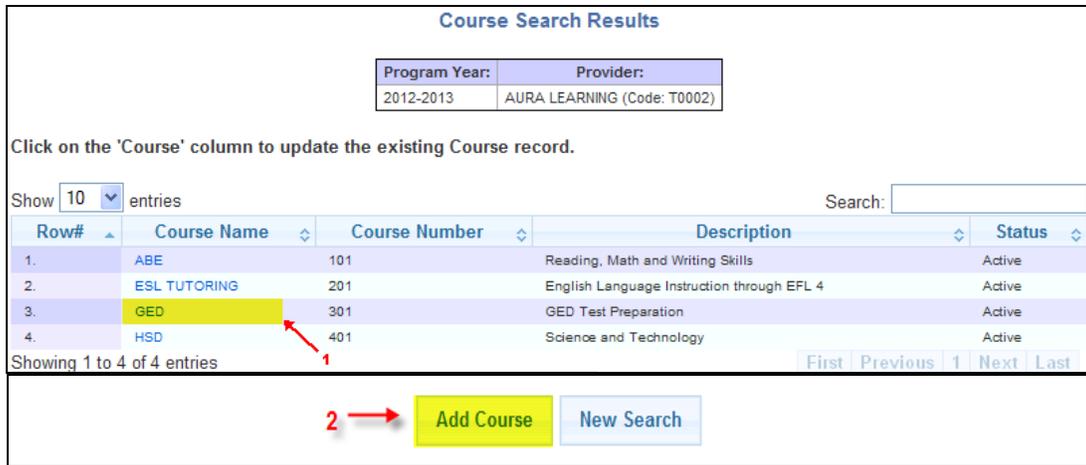


Image 2.4a

1. To view or update an existing Course record, click on the [Course Name](#) link from the **Course Name** column (Image 2.4a)
2. To create a new Course record, click on the **Add Course** button (Image 2.4a)

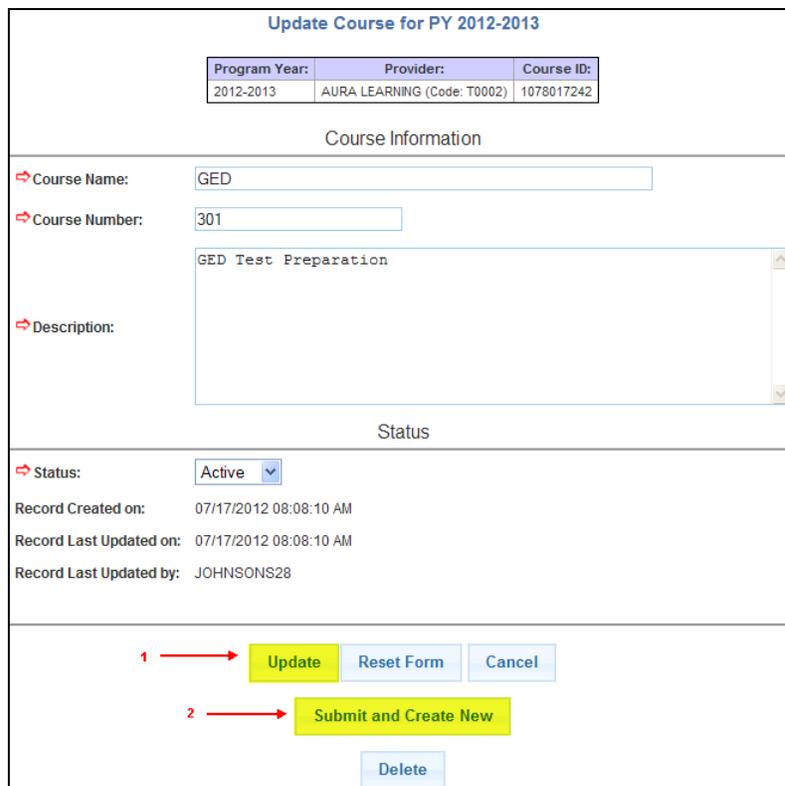


Image 2.4b

All fields with a red arrow → are required data entry fields and must be completed. The following is a description of the required fields (Image 2.4b):

- **Course Name** – This is the local program assigned name for the Course. It must be a unique name and identifies this specific course.
- **Course Number** – This is the local program assigned number for the Course
- **Description** – Description of the curriculum to be used in a class

- **Status** – This is the Course’s current availability. Only active records can be used to create Class Setup records.
1. Click **Submit** to save a new record. Click **Update** to update an existing record.
 2. Click **Save and Create New** to save new or updated data, and to load an empty screen to add another new Course record

To copy a Course record from previous years, refer to [Chapter 4](#); Class Copy Function.

Tip:

- *To ease data entry work, consolidate courses into one instructional area of ABE, ESL, Fam. Lit., GED, HSD, Homeless, WBPL, and Work Lit. A course does not need to be created for each specific class. For example, a local program runs an ABE Math class and an ABE English class. Only one ABE course needs to be created to attach to each class. The ABE Course Description would be Reading, Math, Language for grades K –8.*

Section 2.5 – Setting Up Classes

When selecting the [Class Setup](#) link, a **Search Criteria** screen is displayed. (Image 2.5a)

Select Program Year and click on 'Search'

⇒ Program Year: 2012-2013

⇒ Provider Name/Code: AURA LEARNING (Code: T0002)

To narrow your result set, you may also select an Instructor, Location, or Course:

Class Instructor: Any Instructor

Class Location: Any Location

Course Name: Any Course

Search

Image 2.5a

1. Select the **Program Year** from the dropdown list
2. Verify the **Provider Name/Code** belongs to the proper local program. If the name displayed is incorrect, please contact the Office of Adult Education before entering any data into MAERS.
3. To narrow the search results, select an active record from one or more of the available dropdown lists. To display all classes, leave the dropdown selections set to **Any**.
4. Click on **Search** to view the search results

Click on the [Class Setup](#) link within the **Provider Admin** tab. After a search is completed, search results will show as follows:

Class Search Results

Class Setup

Program Year:	Provider:
2012-2013	AURA LEARNING (Code: T0002)

Click on the 'Class ID' column to update the existing Class record.

Show entries Search:

#	Class ID	Class Name - Class No	Instructor	Location	Number Enrolled	Term	Schedule							
							Sun	Mon	Tue	Wed	Thu	Fri	Sat	FLEX
1.	1078017244	ABE - 101	MILLER, MARY	AURA COMMUNITY CENTER 1 Room#: 2B	0	Open Entry/Exit	-	X	-	X	-	-	-	-
2.	1078017248	ESL TUTORING - 201	JOHNS, JOHN	AURA LEARNING CENTER 1 Room#: 101	0	Open Entry/Exit	-	-	-	-	-	-	-	X
3.	1078017253	GED - 301	WALTERS, WILLIAM	AURA LEARNING CENTER 1 Room#:	0	Semester - Fall	-	X	-	X	-	-	-	-
4.	1078017259	GED - 301	MILLER, MARY	AURA LEARNING CENTER 1 Room#: 14	0	Semester - Winter	-	X	-	X	-	-	-	-
5.	1078017264	HSD - 401	WALTERS, WILLIAM	AURA HIGH SCHOOL 1 Room#: 23C	0	Open Entry/Exit	-	X	X	X	X	X	-	-

Showing 1 to 5 of 5 entries

2 → [Add Class](#) [New Search](#)

Image 2.5b

1. To view or update an existing Class record, click on the [Class ID](#) link from the **Class ID** column (Image 2.5b)
2. To create a new Class record, click on the **Add Class** button (Image 2.5b)

Update Class Information for PY 2012-2013

Program Year:	Provider:	Class ID:	Number Enrolled:
2012-2013	AURA LEARNING (Code: T0002)	1078017259	0

Class Enrollments by Group
Class Attendance by Group

General Information	Class Funding	Class Schedule	View Class Participants
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⇒ Course:

⇒ Capacity:

⇒ Scheduled Hours:

⇒ Instruction Method:

⇒ Instructional Area:

⇒ Term:

⇒ Status:

Record Created on: 07/17/2012 08:21:10 AM

Record Last Updated on: 07/17/2012 08:21:10 AM

Record Last Updated by: JOHNSONS28

⇒ Instructor:

Instructor #2:

Instructor #3:

⇒ Begin Date:

⇒ End Date:

⇒ Enrollment Cut Off Date:

⇒ Location:

Room Number:

Reviewed and approved by for Program Year: 2012-2013

[Next Tab »](#)

Image 2.5c

The Class Setup screen is divided into four tabs. All four tabs are part of one record. Data entered will remain on all tabs until either **Submit**, **Update** or **Save and Create New** is clicked. Clicking on **Cancel** or the back button will not save the entered data. (Image 2.5c)

All fields with a red arrow ➡ are required data entry fields and must be completed. The following is a description of the required fields:

General Information tab:

- **Course** – The drop down list will show all active Course records that have been created or copied from the previous year

Note:

- *If any of the dropdown lists are empty, then create or copy the Instructor, Location, or Course records needed. Refer to sections 2.2, 2.3, and 2.4 above. Also see Tip in section 2.4 regarding Courses.*
- **Capacity** – Number of seats available in the class
- **Schedule Hours** – Number of hours the class is scheduled to meet for the term
- **Instructional Method** – Drop down list includes **Classroom**, **Classroom/Distance Education**, **Distance Education**, **Learning Lab**, **Learning Lab/Distance Education**, and **Tutoring**
- **Instructional Area** – The course of instruction taught within the class. Only one Instructional Area can be selected.
- **Term** – Drop down includes **Quarter – Fall, Winter, Spring, and Summer**; **Open Entry/Exit**; **Semester – Fall and Winter**; **Trimester – Fall, Winter, and Spring/Summer**

- **Status** – The availability of the Class. Only active records can be used for Class Enrollments.
- **Instructor** – The drop down list will show all active Instructor records that have been created or copied from the previous year
- **Instructor #2 / #3** – Text field for other instructors that will assist in the class (optional)
- **Begin Date** – The first day of scheduled instruction for the class
- **End Date** – The last day of scheduled instruction for the class
- **Enrollment Cut Off Date** – The last day a Participant can enroll into the class
- **Location** – The drop down list will show all active Location records that have been created or copied from the previous year
- **Room Number** – Room where the class is taking place (optional)
- **Reviewed and approved by** – This is a conditionally required item. The record must be reviewed and approved by your Program Administrator or designate if the Class record has been set to an Active status. Reviewed and approved signifies the Program Administrator has certified and approved the entry of this data.

Click on **Next Tab** or mouseover to move to the **Class Funding** tab.

Update Class Information for PY 2012-2013

Program Year:	Provider:	Class ID:	Number Enrolled:
2012-2013	AURA LEARNING (Code: T0002)	1078017259	0

[Class Enrollments by Group](#)
[Class Attendance by Group](#)

General Information
Class Funding
Class Schedule
View Class Participants

One or more funding source boxes below must be "checked" to save this record!

Select ALL Class funding sources as applicable.				
Row #	Fiscal Agency	Funding Source	Amount	Selected?
1	Aura SD	Federal - General Instruction (NO Jail Programs)	0.00	<input checked="" type="checkbox"/>
2	Aura SD	Federal - EL Civics		<input type="checkbox"/>
3	Aura SD	State School Aid - Section 107	0.00	<input checked="" type="checkbox"/>
4	BEAL CITY SD	State School Aid - Section 107		<input type="checkbox"/>
5	BEAL CITY SD	Other		<input type="checkbox"/>

Update
Reset Form
Cancel

Save and Create New

Delete
Copy within PY

« Prev Tab
Next Tab »

Image 2.5d

Select all funding sources that will be used to fund this class. At this time enter a zero dollar amount for the selected funding source(s). (Image 2.5d)

Click on **Next Tab** or mouseover to move to the **Class Schedule** tab.

Update Class Information for PY 2012-2013

Program Year:	Provider:	Class ID:	Number Enrolled:
2012-2013	AURA LEARNING (Code: T0002)	1078017259	0

[Class Enrollments by Group](#)
[Class Attendance by Group](#)

General Information	Class Funding	Class Schedule	View Class Participants
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Select Class Weekly schedule as applicable

Select	Day	Start Time	AM/PM	End Time	AM/PM
<input type="checkbox"/>	Sunday		<input type="radio"/> AM <input type="radio"/> PM		<input type="radio"/> AM <input type="radio"/> PM
<input checked="" type="checkbox"/>	Monday	08:00	<input checked="" type="radio"/> AM <input type="radio"/> PM	10:00	<input checked="" type="radio"/> AM <input type="radio"/> PM
<input type="checkbox"/>	Tuesday		<input type="radio"/> AM <input type="radio"/> PM		<input type="radio"/> AM <input type="radio"/> PM
<input checked="" type="checkbox"/>	Wednesday	08:00	<input checked="" type="radio"/> AM <input type="radio"/> PM	10:00	<input checked="" type="radio"/> AM <input type="radio"/> PM
<input type="checkbox"/>	Thursday		<input type="radio"/> AM <input type="radio"/> PM		<input type="radio"/> AM <input type="radio"/> PM
<input type="checkbox"/>	Friday		<input type="radio"/> AM <input type="radio"/> PM		<input type="radio"/> AM <input type="radio"/> PM
<input type="checkbox"/>	Saturday		<input type="radio"/> AM <input type="radio"/> PM		<input type="radio"/> AM <input type="radio"/> PM

Select Flexible Schedule and specify the Weekly Hours

Select	Week	Hours
<input type="checkbox"/>	Flex Schedule	

« Prev Tab
Next Tab »

Image 2.5e

Select one or more days of the week and the corresponding start and end times for this class. The **Flex Schedule** is also an option for classes that do not have a set schedule. This is often used for tutoring or learning labs. A class can also be a combination of a set schedule and flex hours for all **Instruction Methods** other than **Classroom**. The **Classroom** method can only have either a set schedule or a **Flex Schedule**.(Image 2.5e)

Click on **Next Tab** or mouseover to move to the **View Class Participants** tab.

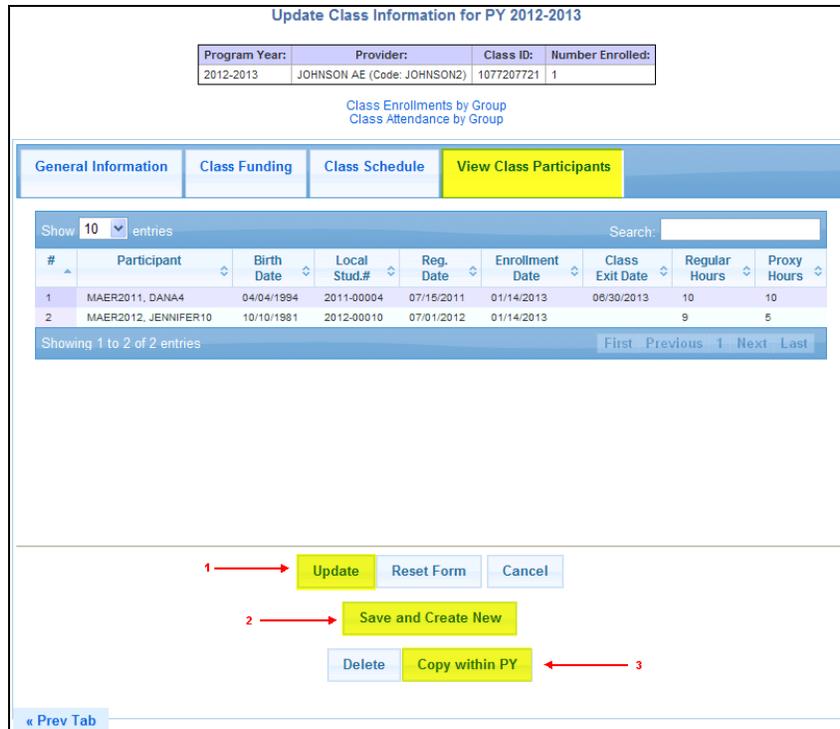


Image 2.5f

This is a view only display of active and exited Participants enrolled into the class. The first time a class is set up, this display will be blank since no one is yet enrolled. (Image 2.5f)

1. Click **Submit** to save a new record. Click **Update** to update an existing record.
2. Click **Save and Create New** to save new or updated data, and to load an empty screen to add another new Class record
3. **Copy within PY** (PY = Program Year) to create an exact copy of this class without enrolled Participants for this same program year

The **Copy within PY** function is a quick tool used to create more than one identical class or more than one section of the same class.

Tip:

- *To save time, use this feature instead of creating a new Class record. For example, if a Beginning ESL class is created for the Fall Semester and the program runs a Beginning ESL in the winter as well, then the Fall Semester class can be quickly copied using **Copy within PY** then updated with the required Winter Semester term data.*

To copy a Class record from the previous program year to the new program year refer to [Chapter 4](#); Class Copy Function.