Operations Manual

| Governed By: Operations	Effective Date: 8/11/2015
Procedure: #11 CAP60 Creating a Classroom	Updated Last: 8/11/2015
Purpose: To provide instruction for creating and using the classroom feature in CAP60.	

Summary:

In order for a program to utilize the Classroom feature in CAP60, it must be set up by a designated Administrative staff. Once a program has completed the process of requesting a Classroom, the following steps should be followed.
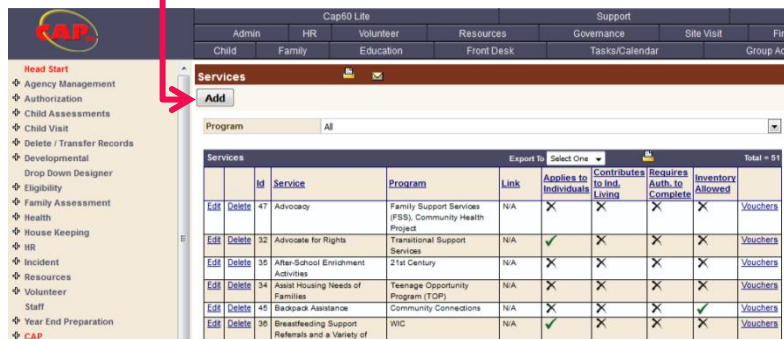
SETTING UP THE CLASSROOM

- Log in
- Choose the "Admin" tab
- Click on "Agency Setup Links"
- Click on "Services" underneath the "Agency Setup Link" section

  A classroom is considered a service
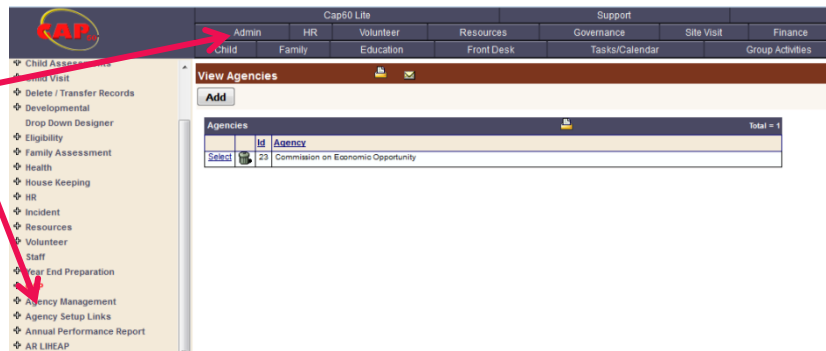
- Then click "Add"

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- Fill in the following:
  - Service
  - Type
  - Section E Category
  - Applies to family members
  - And all others that apply
  - Check off the applicable program(s)
  - Click "Save"

- Once the service has been saved, enter into the "Sessions" link

- Click "Add"

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- Either specify a center or leave it "Not Assigned" to designate that it could be held anywhere
- The year **must** correspond with the program year
- The color choice will denote the classroom in the CAP60 calendar
- Select frequency
- Determine and input the "typical number hours/week"
- Click save
- Click the link to "dates"
- When entering in dates; use the "quick add dates"

- Enter the beginning and ending dates and the frequency
- A list of specifics will appear next to the frequency drop down
- Select what is applicable and click "save"
- This will populate a list of specific dates within the date range

- First click the check box on top to select all
- Un-check any unscheduled dates (*this could be due to shut-down, holidays, etc.*)
- Click "save"

- This will bring up an "edit" & "delete" page in case any dates saved were incorrect
- On this page, dates that were forgotten can also be added in via the "Add" button

ATTACHING A FUNDING SOURCE

- In order to complete the process of creating a class/group activity; it must be attached to a program and funding source
- Enter into "Program Definition" under "Agency Set-up Links"
- Click on "Services" under "Allowable Services"
- Now click "Add"

- Select the service to add and click "save"

ENROLLING PARTICIPANTS IN THE CLASSROOM

- Enter into the "Group Activities" tab
- Click on "CAP Classroom" and click "Enroll in Classroom"
- Use the case filters to narrow down the participant list
- Click on the check box of all participants that should be enrolled in the class (*those already enrolled in the class will not appear*)
- Once the participants are selected; click "save"
- Enter the date enrolled and the enrollment status and save
- The enrollment will now show up in the individual case of participants