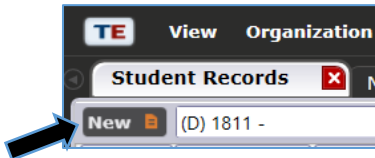


Using the EL Co-Enrollment Designation in TE

For designating individual students:

1. On the Records menu, go to Students and select Records to open the Records – Students – Records lister.
2. Click the New button in the upper left corner of the lister.



3. Check the box titled EL Navigator under Special Program Entries

Status

Labor Force Status:

- N/A
- Unemployed
- Employed
- Employed, with notice
- Not in labor force

Special Program Entries:

<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Community Corrections	<input type="checkbox"/> Tutoring	<input type="checkbox"/> Older Adults	<input type="checkbox"/> Other
<input type="checkbox"/> ELL Co-Enrollment	<input type="checkbox"/> State Corrections	<input type="checkbox"/> Distance Learning	<input type="checkbox"/> Carl Perkins	
<input type="checkbox"/> None	<input type="checkbox"/> Homeless Program	<input type="checkbox"/> Special Needs	<input type="checkbox"/> Even Start	
<input type="checkbox"/> EL Civics (IELCE)	<input type="checkbox"/> Family Literacy	<input type="checkbox"/> Alternative Ed. [K12]	<input type="checkbox"/> CBET	
<input type="checkbox"/> Jail	<input type="checkbox"/> Workplace Ed.	<input type="checkbox"/> Non-traditional Training	<input type="checkbox"/> Integrated Education & Training	

For designating an entire class:

1. On the Organization menu, go to Classes and select Instances.
2. Click the New button in the upper left corner of the Class Instance record.
3. Check the box titled EL Navigator under Special Program Entries

Status

Labor Force Status:

- N/A
- Unemployed
- Employed
- Employed, with notice
- Not in labor force

Special Program Entries:

<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Community Corrections	<input type="checkbox"/> Tutoring	<input type="checkbox"/> Older Adults	<input type="checkbox"/> Other
<input type="checkbox"/> ELL Co-Enrollment	<input type="checkbox"/> State Corrections	<input type="checkbox"/> Distance Learning	<input type="checkbox"/> Carl Perkins	
<input type="checkbox"/> None	<input type="checkbox"/> Homeless Program	<input type="checkbox"/> Special Needs	<input type="checkbox"/> Even Start	
<input type="checkbox"/> EL Civics (IELCE)	<input type="checkbox"/> Family Literacy	<input type="checkbox"/> Alternative Ed. [K12]	<input type="checkbox"/> CBET	
<input type="checkbox"/> Jail	<input type="checkbox"/> Workplace Ed.	<input type="checkbox"/> Non-traditional Training	<input type="checkbox"/> Integrated Education & Training	