Job Aid: Managing Classes (Cohorts)

Purpose

The purpose of the Managing Classes (Cohorts) job aid is to guide you through the step-by-step process of creating and editing a class.

In this Job Aid, you will learn how to:

- Create and Configure a Class

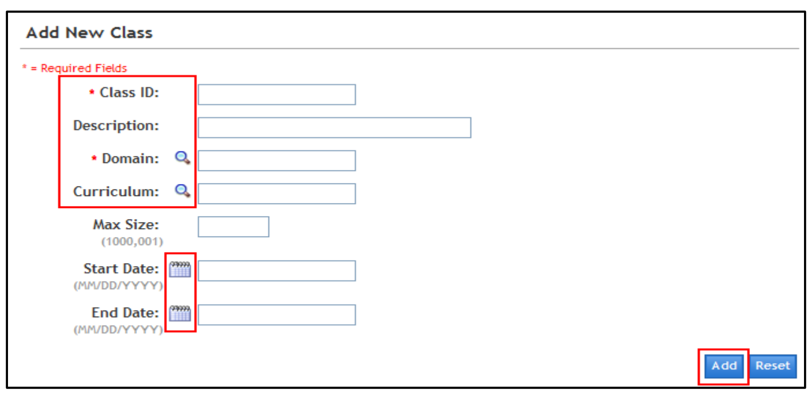
Task A. Create and Configure a Class

Managing Classes (Cohorts): Adding

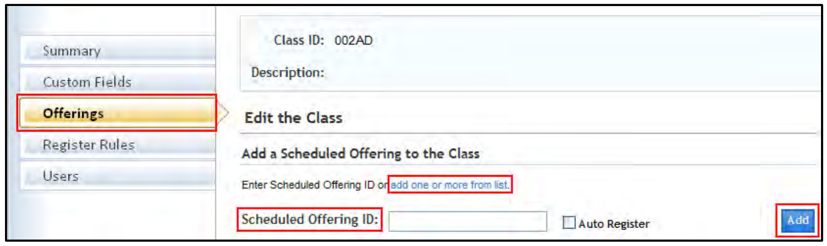
Note: Verify that the Admin tab is selected.

1. Navigate to **Learning > Classes**.
2. Click the **Add New** link.

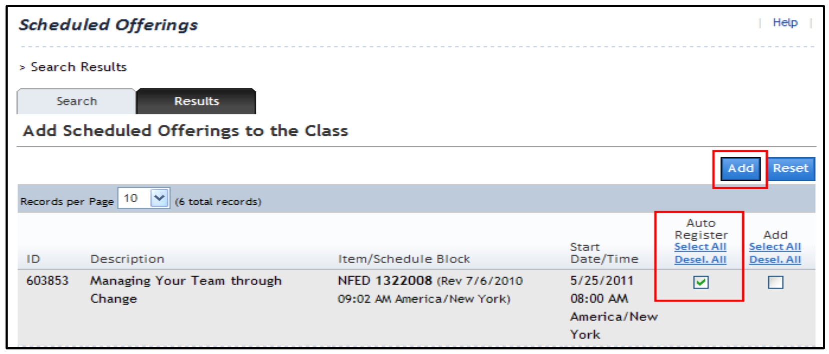
3. Complete the **Class ID** and **Description** fields. **Note** * denotes required field.
4. Enter the Domain name in the **Domain** field. Click the **Search** icon to search for and select a domain if you do not know it.
5. Enter the title of the curriculum in the **Curriculum** field. Click the **Search** icon to search for and select a curriculum if you do not know the name.
6. Click the **Calendar** icons to select a **Start Date and End Date** for the class.
7. Click **Add**.



8. Navigate to **Offerings**.
9. Enter the **Scheduled Offering ID** if known and click **Add**.
   Note: If the Scheduled Offering ID is unknown click the **add one or more from list** link to search for and select scheduled offerings to associate with the class.

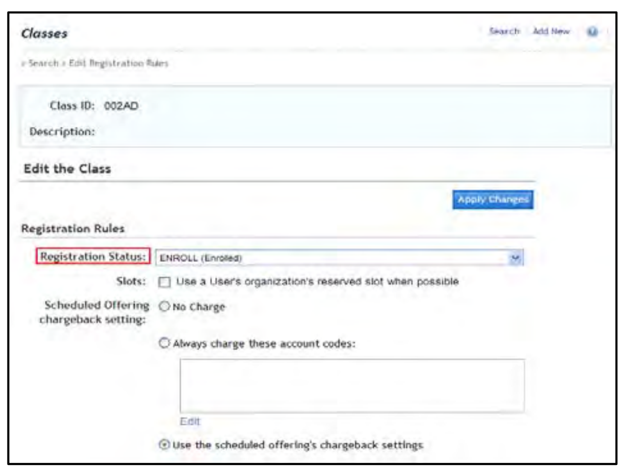


10. Select the desired course, and if you would like all users added to the class to be automatically enrolled in the offerings, click the **Auto Register** checkbox.
11. Click **Add**.

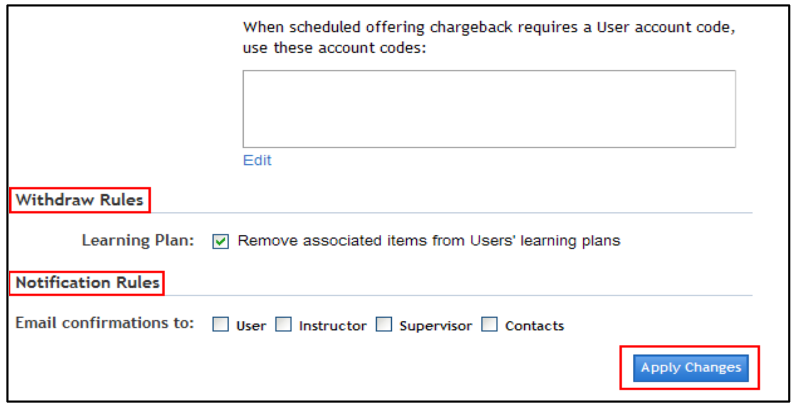


12. Navigate to **Register Rules**.

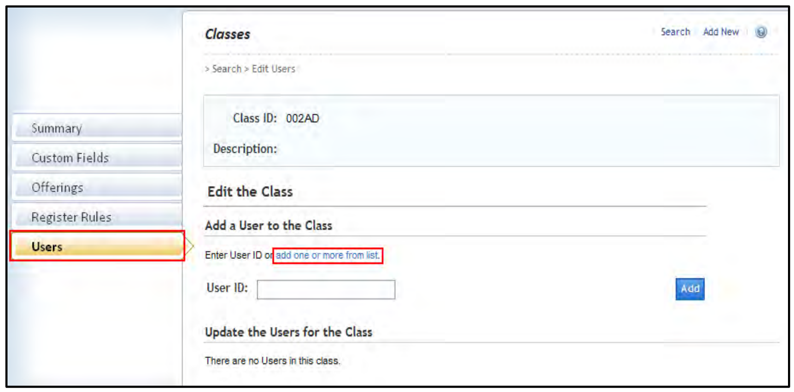
13. Select the registration status users should receive when auto-enrolled from the **Registration Status** drop-down menu.



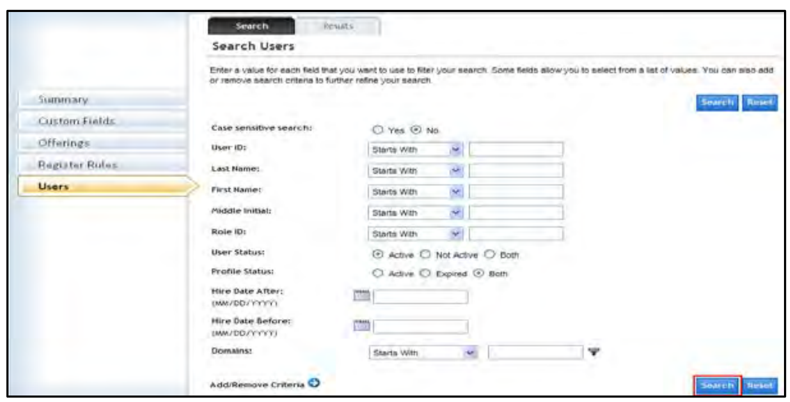
14. Enable the **Withdraw Rules** by clicking the checkbox.
15. Select email **Notification Rules** to choose who will get an e-mail confirmation when someone enrolls or withdraws from the class. This is typically the user and supervisor.
16. Click **Apply Changes**.



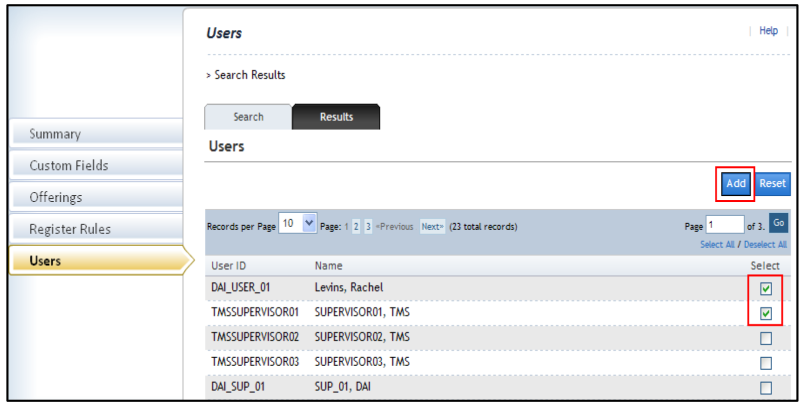
17. Navigate to **Users**.
18. Click the **add one or more from list** link to search for and select users.



19. If known, enter the values for the search fields. If not, click **Search**.



20. Click the **Select** checkbox to select the users you would like to add.
21. Click **Add**.



22. Once a user or users have been added to the class, you may manage their **Status**. The available statuses are:
    a. Complete
    b. Incomplete
    c. In progress
23. Select the appropriate statuses and click **Apply Changes**.