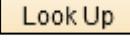
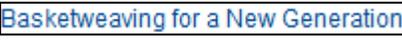
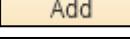
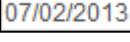


## Create a New Class

Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Enterprise Learning</b> menu. 
3.	Click the <b>Catalog</b> menu. 
4.	Click the <b>Maintain Classes</b> menu. 
5.	Click the <b>Add a New Value</b> tab. 
6.	Click the <b>Look up Delivery Method ID</b> button. 
7.	From this window you will look up an existing <b>Course</b> that you want to associate your new class to.
8.	Click in the <b>Course Name</b> field. 
9.	Enter the desired information into the <b>Course Name</b> field.  For example, enter a valid value such as <b>Basketweaving</b> .
10.	Click the <b>Look Up</b> button. 
11.	Click the <b>Basketweaving for a New Generation</b> link. 
12.	Click the <b>Add</b> button. 
13.	The <b>Class Details</b> page defines the general information for this class.  The system populates most of the fields from the <b>Course</b> details. You can modify these defaults for the individual class.
14.	Click in the <b>Start Date Required</b> field. 

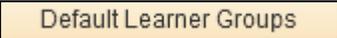
Step	Action
15.	Enter the date of your <b>Class</b> into the <b>Start Date Required</b> field.  For example, enter a valid value such as <b>08/18/2013</b> .
16.	You should note that <b>End Date</b> is <b>not</b> a required field. However, you can use the <b>End Date</b> field to ensure that when a learner completes the <b>Class</b> , the completion date on their My Learning page will match the date of the <b>Class</b> .  If you enter a date in the <b>End Date</b> field, then no matter when you mark grades and attendance for this <b>Class</b> , the learner will have a completion date that equals the date of the <b>Class</b> .  If you don't enter an <b>End Date</b> , then the date the administrator/instructor marks attendance will be the completion date for the learner.  Leave the <b>End Date</b> blank for eLearning.
17.	Click in the <b>End Date</b> field. <input data-bbox="354 821 500 863" type="text"/>
18.	Enter the desired information into the <b>End Date</b> field.  For example, enter a valid value such as <b>08/19/2013</b> .
19.	Click in the <b>Class Code Required</b> field. <input data-bbox="354 1031 672 1073" type="text"/>
20.	Enter the desired information into the <b>Class Code</b> field. Your agency may use a specific code naming system. <b>Class Code</b> , like Course Code for a Course, must be unique among all other <b>Class Codes</b> in SLMS.  For example, enter a valid value such as <b>NYS-Basket-081813</b> .
21.	Click the <b>Approval Type Required</b> list. <input data-bbox="354 1308 672 1350" type="text" value="None"/>
22.	There are four different <b>Approval Types</b> to choose from.  <ol style="list-style-type: none"> <li><b>1. None/Internal-None</b> = No Approval Needed</li> <li><b>2. Internal-Mgr</b> = Manager Approval Required</li> <li><b>3. Both-Special/Internal-Special</b> = Special Approver Required</li> <li><b>4. Standard</b> = Both Manager and Special Approver Required</li> </ol> Anything that says External can be ignored. If you choose any <b>Approval Type</b> that starts with Internal-Mgr, it will require the Learner to receive <b>Manager</b> approval.  If you choose any <b>Approval Type</b> that contains <b>Special</b> , you will have to designate a Special Approver in the field on this page.
23.	Click the <b>None</b> list item. <input data-bbox="354 1818 732 1860" type="text" value="None"/>

Step	Action
24.	If you want to add an Instructor, you can do so now by clicking the <b>Instructor Search</b> button. You can also add one or more Instructors when you create your learning component(s).
25.	Click the <b>Status Required</b> list. <input data-bbox="354 405 673 447" type="text" value="Pending"/>
26.	By default, the status of a <b>Class</b> is <b>Pending</b> when you create it. You can't make a <b>Class Active</b> until you add at least one learning component to the <b>Class</b> .  <b>1. Active Status</b> = Class appears in the Catalog; learners can search for and enroll in it; Administrators can enroll learners into it; notifications are sent by SLMS  <b>2. Closed Status</b> = Class appears in the Catalog; learners can search for it, but <b>not</b> enroll in it; Administrators can enroll learners into it; notifications are sent by SLMS  <b>3. Concluded Status</b> = Class does <b>not</b> appear in the Catalog; learners cannot search/enroll in it; Administrators can enroll learners into it  <b>4. Inactive Status</b> = Class does <b>not</b> appear in the Catalog; learners cannot search/enroll in it; Administrators cannot enroll learners into it; no notifications are generated
27.	Click the <b>Pending</b> list item. <input data-bbox="354 982 669 1018" type="text" value="Pending"/>
28.	Like other places in SLMS, you can ignore the <b>Pricing</b> and <b>Training Units</b> section on this page.
29.	The <b>Learning Period</b> section is only used for eLearning. If you are creating a class that is not eLearning, <b>delete</b> the values from these two fields.  For eLearning, the <b>Learning Period</b> will force the learner to complete the eLearning within the number of days you specify.
30.	Click in the <b>Learning Period Days</b> field and delete the default value. <input data-bbox="354 1333 574 1375" type="text" value="45"/>
31.	Click in the <b>Send Warning Days</b> field and delete the default value. <input data-bbox="354 1430 518 1472" type="text" value="5"/>
32.	Scroll down the page to see more fields.  If you want learners to see a <b>Published Duration</b> when they search the catalog, you can click in the <b>Days</b> field and enter a value. <input data-bbox="354 1623 428 1665" type="text"/>
33.	Enter the desired information into the <b>Days</b> field.  For example, enter a valid value such as <b>2</b> .

Step	Action
34.	<p>You can set SLMS to send a reminder notification to enrolled learners. To do this, click in the <b>Send Reminder Days</b> field to specify the number of days before the Start Date you want SLMS to send a notification.</p> <p>You can also use the <b>Reminder Date</b> field to pick a specific date you want the notification sent. <b>Only pick one of these fields, not both.</b></p> <input data-bbox="354 457 418 499" type="text" value="0"/>
35.	<p>Enter the desired information into the <b>Send Reminder Days</b> field.</p> <p>For example, enter a valid value such as <b>5</b>.</p>
36.	<p>If you want to send a <b>Start Reminder</b>, then you have to choose a <b>Reminder Template</b>.</p> <p>Click the <b>Look up Reminder Template</b> button.</p> 
37.	<p>Click in the <b>Template Name</b> field.</p> <input data-bbox="354 821 638 863" type="text"/>
38.	<p>There is only one notification template that you should use to send to learners to remind them about the class.</p> <p>In the <b>Template Name</b> field enter a valid value such as <b>NY_LM_CLS</b>.</p>
39.	<p>Click the <b>Look Up</b> button.</p> <input data-bbox="354 1062 496 1104" type="button" value="Look Up"/>
40.	<p>The template you want to use is: <b>NY_LM_CLS_RMNDR</b>.</p> <p>Click the <b>Class Start Reminder</b> link.</p> <input data-bbox="354 1220 597 1255" type="text" value="Class Start Reminder"/>
41.	<p>Click in the <b>Max Enrollment</b> field.</p> <p>This value sets the maximum enrollment for <b>self-enrollment</b> only. As an Administrator, you can enroll beyond this limit.</p> <p>In this example, the <b>Max Enrollment</b> defaulted from the delivery method. You can change it if you desire.</p> <input data-bbox="354 1507 581 1549" type="text" value="30"/>

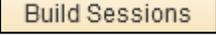
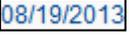
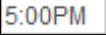
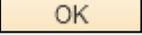
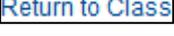
Step	Action
42.	<p><b>Min Enrollment</b> Enter the minimum number of learners you want to be enrolled for this class to proceed. When that number is reached, the Minimum Enrollment Met Notification will be sent.</p> <p><b>Min Enroll Days</b> Enter the number of days before the class start date that you want the minimum enrollment notification sent to the enrollment administrator and class owner to alert them that the minimum enrollment has not been reached.</p> <p><b>Overbook Percent</b> Enter the percentage above the maximum enrollment value that you will allow enrollment. Like the airlines, you can choose to overbook your class - for self-enrollment purposes.</p> <p><b>Reserved Seats/Reserve Seats For</b> Enter the number of seats you want available in reserve. Use reserved seats to reserve seats for groups of learners without naming specific learners. You can reserve for a Department or Organization.</p>
43.	<p>As an Administrator, you can specify the last date when a learner can self-enroll.</p> <p>Choose 1 of 3 fields:  <b>1. Last Enroll Days</b>  <b>2. Last Enroll Date</b>  <b>3. Last Enroll Date = Start Date</b></p> <p>Do not enter data in more than one of those fields or it will conflict with each other.</p> <p>Click in the <b>Last Enroll Days</b> field. The default value is 7. In this example, we will delete that value.</p> <input data-bbox="354 1276 581 1318" type="text" value="7"/>
44.	<p>If you entered a <b>Max Enrollment</b>, make sure the <b>Enforce Enrollment Limit</b> option is checked. If you don't check the box, the system will not enforcement any <b>Max Enrollment</b> value you enter.</p>
45.	<p>Further down on the page, you will see additional options to configure your <b>Class</b>.</p> <p>Click in the <b>Waitlist Capacity</b> field.</p> <input data-bbox="354 1549 500 1591" type="text" value="0"/>
46.	<p>Enter the desired information into the <b>Waitlist Capacity</b> field.</p> <p>For example, enter a valid value such as <b>30</b>.</p>

Step	Action
47.	<p><b>Waitlist Threshold</b> Enter the number of learners on the waitlist that will trigger a notification to the administrator.</p> <p><b>Last Waitlist Enroll Date</b> Enter the date after which the system no longer automatically enrolls waitlisted learners.</p>
48.	<p>In addition to specifying when a learner can last enroll into a <b>Class</b>, you can also specify when a learner can last drop the <b>Class</b>.</p> <p>Choose 1 of 3 fields:  <b>1. Last Drop Days</b>  <b>2. Last Drop Date</b>  <b>3. Last Drop Date = Start Date</b></p> <p>Do not enter data in more than one of those fields or it will conflict with each other.</p> <p>Click in the <b>Last Drop Days</b> field.  <input data-bbox="354 835 496 877" type="text"/></p>
49.	<p>In the <b>Grades and Attendance</b> section, you can choose to auto mark completion for a Class after a specified number of days.</p> <p>By default, the <b>Launchable from History</b> and <b>Allow Completion from History</b> checkboxes are marked. This allows a learner to complete web-based training from their training history without having to re-enroll in the class.</p> <p>The <b>Enforce Prerequisites</b> checkbox is also, by default, checked.</p>
50.	<p>After you have configured all your data, you will need to add any Learning Environments and Learner Groups that you defined at the <b>Course</b> level.</p> <p>They are already here, waiting for you, you just need to pull them in.</p>
51.	<p>Click the <b>Add Learning Environment</b> link.  <input data-bbox="354 1360 649 1394" type="button" value="Add Learning Environment"/></p>
52.	<p>Click the <b>Learning Environment</b> list.  <input data-bbox="354 1444 899 1495" type="text"/></p>
53.	<p>Click the <b>State of New York</b> list item.                      If you had other Learning Environments, you would continue to add them here.  <input data-bbox="354 1579 896 1612" type="text" value="State of New York"/></p>
54.	<p>Now that you have added the Learning Environment(s), you need to bring in the Learner Group(s) you defined at the <b>Course</b> level.</p> <p>Click the <b>Default Learner Groups</b> button for each Learning Environment.  <input data-bbox="354 1768 695 1801" type="button" value="Default Learner Groups"/></p>

Step	Action
55.	Click the <b>Default Learner Groups</b> button. 
56.	The Learner Group(s) you previously defined for your <b>Course</b> now appear. You can modify them for this and each <b>Class</b> created for this <b>Course</b> .
57.	Scroll back to the top and click the <b>Save</b> link. 
58.	Click the <b>Learning Components</b> tab. 
59.	Use the <b>Learning Components</b> page to add or remove a learning Component to or from a learning <b>Class</b> .
60.	Click the <b>Add Component</b> button. 
61.	Use the <b>Select Learning Component</b> page to choose the type of component you want to add to this class. You must select at least one learning component for each class you create.  In this module, you will see how to create a <b>Session</b> learning component. The other components can be found in different learning modules.
62.	Click the <b>Session</b> link. 
63.	Enter the desired information into the <b>Component Name</b> field. This name will display to the learner when they search the catalog.  For example, enter a valid value such as <b>August Basketweaving Session</b> .
64.	Click in the <b>Short Name Required</b> field.
65.	Enter the desired information into the <b>Short Name Required</b> field. Limited to 10 characters.  For example, enter a valid value such as <b>AugSess</b> .
66.	You can also choose to enter a <b>Description</b> and <b>Notes</b> . The <b>Description</b> will appear to a learner after they enroll. The <b>Notes</b> are for administrative purposes only.
67.	Click the <b>Patterns</b> tab. 
68.	Ignore everything having to do with templates.
69.	You can choose to associate your Class with a <b>Facility</b> and <b>Room</b> , if desired. This will enable the learner to see where the training is being held.  <b>Facilities</b> and <b>Rooms</b> are housed within Learning Environments. The SLMS team has tried to ensure that you will be able to view all of your <b>Facilities</b> and <b>Rooms</b> . If you can't find a <b>Facility</b> , or know that one is missing, please contact the SLMS Help Desk.

Step	Action
70.	Click the <b>Find Facility</b> button. 
71.	You can search for buildings by a number of different fields, including <b>Description</b> and <b>City</b> .  Most state-owned buildings start with the agency acronym in the description ( <i>i.e.</i> DMV_). Large state-owned buildings start with the <b>NYS_</b> acronym.
72.	Click in the <b>Description</b> field. <input data-bbox="354 558 638 600" type="text"/>
73.	Enter the desired information into the <b>Description</b> field.  For example, enter a valid value such as <b>NYS_ESP</b> .
74.	Click the <b>Look Up</b> button. 
75.	Click the <b>NYS_ESP Agency Bldg 2_Albany</b> link.  In this example, Agency Building 2 in the Empire State Plaza is being selected. <a href="#">NYS_ESP Agency Bldg 2_Albany</a>
76.	Click the <b>Room Search</b> button. 
77.	The easiest way to find a room is to conduct a blank search.  Click the <b>Search</b> button. 
78.	Click the <b>GOER 8TH FLOOR CONFERENC</b> link.
79.	If you choose a room that has a <b>Max Occupancy</b> that is smaller than your <b>Max Enrollment</b> , you will receive the following message.  <b>The selected room is not large enough to hold the maximum enrollment.</b>  This warning message will still let you proceed with the setup of your class, however.
80.	Click the <b>OK</b> button. 
81.	Click in the <b>Create Number of Sessions</b> field.  Whether you are creating one session or ten sessions, you need to input a value into this field. <input data-bbox="354 1709 428 1751" type="text"/>

Step	Action
82.	Enter the desired information into the <b>Create Number of Sessions</b> field.  Enter a valid value such as <b>2</b> .  This means that this <b>Class</b> has a learning component with two sessions - both of which the learner must attend ( <i>i.e.</i> , a <b>two-day class</b> ).
83.	Click in the <b>Start Time Required</b> field. <input data-bbox="354 506 464 548" type="text"/>
84.	Enter the desired information into the <b>Start Time Required</b> field.  Enter a valid value such as <b>9:00am</b> .  You can enter time as: 1. 9:00am 2. 9a 3. 0900
85.	Click in the <b>End Time Required</b> field. <input data-bbox="354 884 464 926" type="text"/>
86.	Enter the desired information into the <b>End Time Required</b> field.  Enter a valid value such as <b>1700</b> .
87.	The <b>Time Zone</b> is set to EST by default.  Click in the <b>Time Zone Required</b> field. <input data-bbox="354 1157 505 1199" type="text" value="EST"/>
88.	Next, you must choose at least one day of the week for the system to build your session(s).  Even though you already have a <b>Start Date</b> , the system doesn't know when you want to build your sessions.  In this example, we have a 2-day class on back-to-back days. So we will choose back-to-back days of the week.
89.	You can use the calendar here to verify the correct day of the week.  Click the <b>Choose a date</b> button. <input data-bbox="354 1566 391 1608" type="button" value="31"/>
90.	From here, we can see that August 18 is a Sunday.
91.	Click the <b>Close</b> button. <input data-bbox="354 1703 391 1745" type="button" value="X"/>
92.	Click the <b>Sunday</b> option (Day 1). <input data-bbox="354 1787 483 1829" type="checkbox"/> <b>Sunday</b>

Step	Action
93.	Click the <b>Monday</b> option (Day 2). 
94.	Click the <b>Build Sessions</b> button. 
95.	After you click the <b>Build Sessions</b> button, you will be moved to the <b>Sessions</b> tab where you can review and/or edit your session(s).
96.	Click the <b>08/19/2013</b> link to edit Day 2 of your class. 
97.	From here, you can modify this specific <b>Session</b> - change times, add instructors, etc.
98.	Click in the <b>End Time Required</b> field. 
99.	Enter the desired information into the <b>End Time Required</b> field. Enter a valid value such as <b>12</b> .
100.	Click the <b>OK</b> button. 
101.	Click the <b>Return to Class</b> link. 
102.	Click the <b>Completion</b> tab. 
103.	Use the <b>Completion</b> page to enter component completion rules.  If you had more than one learning component, you could enforce the component order, specify which component is required, and if passing is required for each component.  If you check the <b>Passing Required</b> checkbox, you must give each learner a grade when you mark grades and attendance on the roster.
104.	Click the <b>Materials/Attachments</b> tab. 
105.	Use the <b>Materials/Attachments</b> page to add to, edit, or remove attachments from classes.  Currently, there are no materials configured in SLMS.  Use the <b>Class Notes</b> section to display notes to learners enrolled in this class.
106.	Click the <b>Display To</b> list. 

Step	Action
107.	For <b>Class Notes</b> , there are three options:  1. <b>Do Not Display</b> - notes are for administrative purposes only. 2. <b>All Learners</b> - all learners in the Learner Group(s) you define can see the notes in the catalog. 3. <b>Enrolled Learners</b> - only enrolled learners can see the notes in the catalog.
108.	Click the <b>All Learners</b> list item. <input data-bbox="354 499 646 537" type="text" value="All Learners"/>
109.	Click in the <b>Notes</b> field.
110.	Enter the desired information into the <b>Notes</b> field.  For example, enter a valid value such as <b>Please view this video before attending class.</b>
111.	You can also choose to enter a specific URL for a website for each note.
112.	Click in the <b>URL</b> field.
113.	Enter the desired information into the <b>URL</b> field. You must use the entire web address for the URL, including <b>http://</b>  For example, enter a valid value such as <b>http://www.cnn.com.</b>
114.	Click the <b>Class Costs</b> tab. <input data-bbox="354 993 537 1041" type="text" value="Class Costs"/>
115.	Use the <b>Class Costs</b> page to calculate estimated class costs.
116.	Click the <b>Class Details</b> tab. <input data-bbox="354 1140 548 1188" type="text" value="Class Details"/>
117.	After you finish setting up your class, with at least one learning component, you need to return to the <b>Class Details</b> page to change the status to <b>Active</b> .  Click the <b>Status Required</b> list. <input data-bbox="354 1346 672 1394" type="text" value="Pending"/>
118.	Click the <b>Active</b> list item. <input data-bbox="354 1444 667 1478" type="text" value="Active"/>
119.	Click the <b>Save</b> link. <input data-bbox="354 1528 412 1562" type="text" value="Save"/>
120.	<b>Congratulations! You have successfully completed the Create a New Class topic.</b> <b>End of Procedure.</b>