Move Class Details and Learners to a New Class-Session Learning Components

On occasion, a class is created under an incorrect course class and must be moved under the correct course. Learners enrolled in the class to be moved with a status of Completed must also be moved to the new or target class. This job aid covers the task of moving the learners to a new class when the class is comprised of one or more session learning components and the completion date is the same for all learners completing the class.

The Move Class Details and Learners to a New Class-Web-based Learning Components job aid covers the task of moving learners to a new class when the completion date is variable.

The administrator performing this task must have the following security roles in SLMS:

- Primary or Secondary Administrator

1. Create the target class learners will be moved into under the correct course. The target class should include the same details as the source class learners will be moved from with the exception of the class codes. Class codes must be unique in SLMS.

   Be sure to copy the Start and End Dates to the target class to ensure status information is accurate on the learners’ My Learning pages.
2. Click the **Enterprise Learning** menu.
3. Click the **Learner Tasks** menu.
4. Click the **Administer Class Rosters** link.

5. Enter the target class code in the **Class Code** field.
6. Click the **Search** button.

7. Click the **Roster** button.

8. Click the **Enroll New Learners** button.
9. Enter the source class code in the **Class Code** field.

10. Click the **Search** button.

11. Select learners with an **Enrollment Status** of **Completed**. As learners are selected, their information will appear in the **Current Learners to Enroll** list.

12. After the desired learners are selected, click the **Submit Enrollment** button.
13. The **Enrollment Confirmation** screen will appear indicating selected learners were successfully enrolled in the target class.

14. Click the **Close** button.

15. The class roster is displayed. Change the **Current Status** to **Completed** for learners enrolled in the target class.
16. To complete the process of moving the learners to the target class, return to the source class roster and drop the learners from the class.