

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.

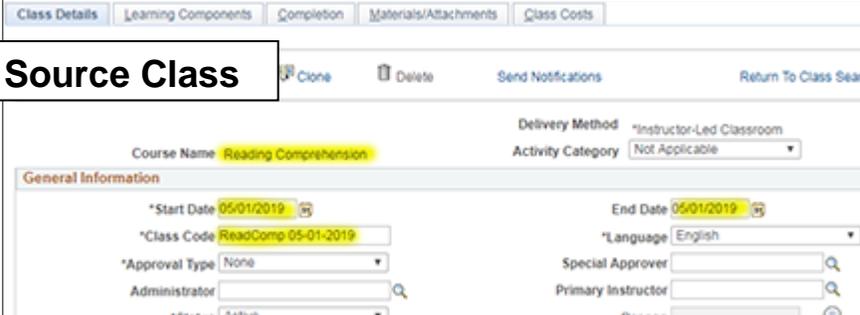
The administrator performing this task must have the following security roles in SLMS:

- 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.

Source Class



Class Details | Learning Components | Completion | Materials/Attachments | Class Costs

Clone | Delete | Send Notifications | Return To Class Search

Course Name: Reading Comprehension | Delivery Method: Instructor-Led Classroom | Activity Category: Not Applicable

General Information

*Start Date: 05/01/2019 | End Date: 05/01/2019

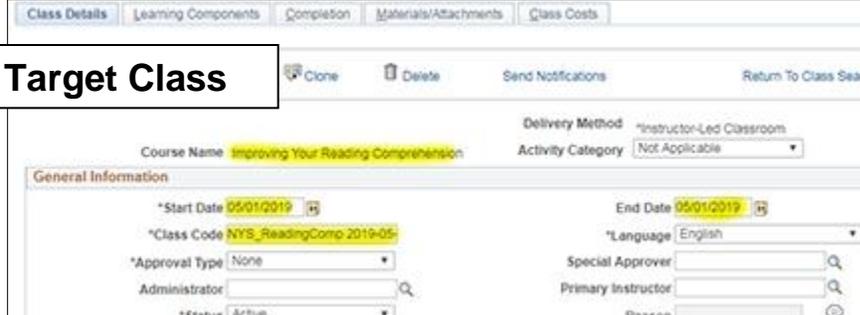
*Class Code: ReadComp-05-01-2019 | *Language: English

*Approval Type: None | Special Approver: [Search]

Administrator: [Search] | Primary Instructor: [Search]

*Status: Active | Reason: [Search]

Target Class



Class Details | Learning Components | Completion | Materials/Attachments | Class Costs

Clone | Delete | Send Notifications | Return To Class Search

Course Name: Improving Your Reading Comprehension | Delivery Method: Instructor-Led Classroom | Activity Category: Not Applicable

General Information

*Start Date: 05/01/2019 | End Date: 05/01/2019

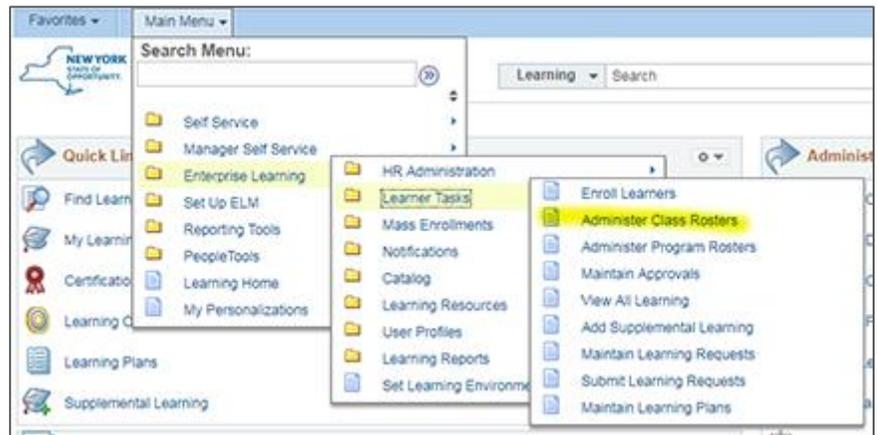
*Class Code: NYS_ReadingComp-2019-05-01-2019 | *Language: English

*Approval Type: None | Special Approver: [Search]

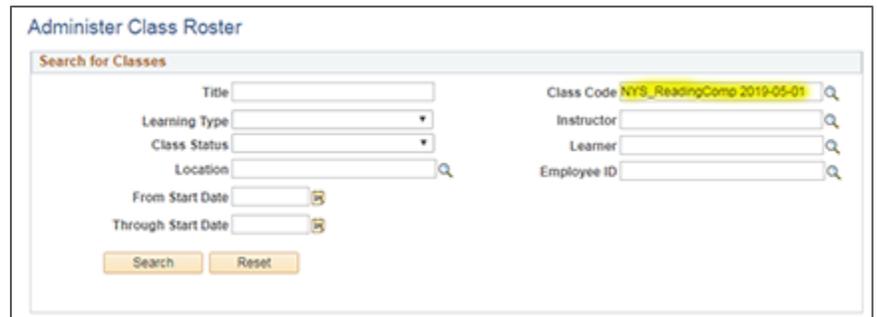
Administrator: [Search] | Primary Instructor: [Search]

*Status: Active | Reason: [Search]

2. Click the **Enterprise Learning** menu.
3. Click the **Learner Tasks** menu.
4. Click the **Administer Class Rosters** link.



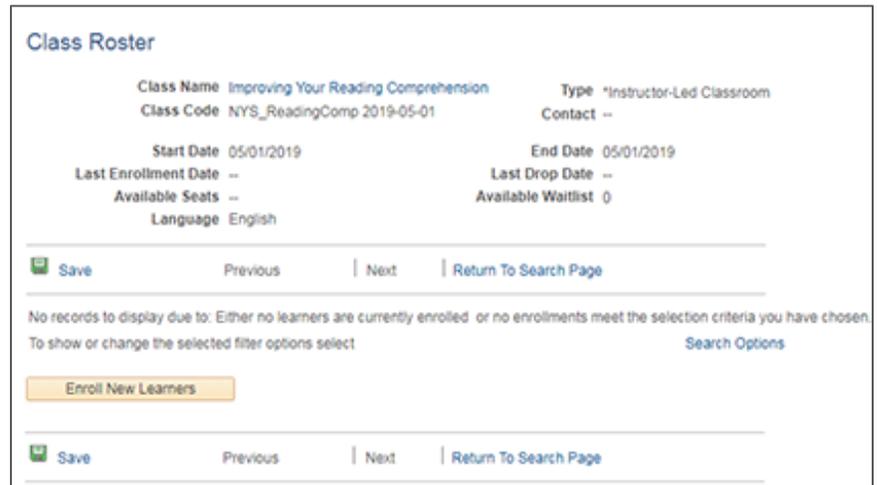
5. Enter the target class code in the **Class Code** field.
6. Click the **Search** button.



7. Click the **Roster** button.

Learning Classes					Personalize	Find	View All	1 of 1	First	Last
Title	Class Code	Type	Start Date	Enrolled						
Improving Your Reading Comprehension	NYS_ReadingComp 2019-05-01	*Instructor-Led Classroom	05/01/2019	0						Roster

8. Click the **Enroll New Learners** button.



9. Enter the source class code in the **Class Code** field.
10. Click the **Search** button.

Enroll Learners

Find Learners
By request of Gary Smith, Employee Program Assnt, Labor Management Committees

Search for an individual to enroll by entering the individual's name in the Learner field, specify last name, first name. To find a group of individual's search by the manager, organization, or group. For example, searching by a manager's name will yield a list of all of his or her direct reports.

Class Name Improving Your Reading Comprehension Type *Instructor-Led Classroom

Class Code NYS_ReadingComp 2019-05-01 Contact --

Price Per Seat -- Drop Charge --

Start Date 05/01/2019 End Date 05/01/2019

Last Enrollment Date -- Last Drop Date --

Available Seats -- Available Waitlist 0

Language English

Learner Search Details

Learner Business Unit

Employee ID Job Code Description

Manager Position Description

Learner Group Organization Type All

Organization Name

Hire Date From Hire Date Through

Class Code **ReadComp 05-01-2019**

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.

Enroll Learners

Search for More Learners

Current Learners to Enroll Personalize | Find | | First 1-10 of 10 Last

EmpID	Name	*Job Title	Hire Date	
N03333333	John Learner	A000001	11/11/2009	<input type="checkbox"/>
N02222222	Kara Student	A000001	05/12/2011	<input type="checkbox"/>
N01234563	Fritza Student	A000001	11/01/1999	<input type="checkbox"/>
N01234562	Robert Manager	A000001	11/16/2010	<input type="checkbox"/>
N01234561	Dylan Learner	A000001	10/17/2001	<input type="checkbox"/>
N01234560	Cody Student	A000001	09/10/2013	<input type="checkbox"/>
N02345678	Stanley Learner	A000001	01/01/1999	<input type="checkbox"/>
N07654321	Samantha Manager	A000001	01/01/2000	<input type="checkbox"/>
N01234567	Mary Learner	A000001	04/30/2019	<input type="checkbox"/>
C81793554	Mary Learner	A000001	06/15/2016	<input type="checkbox"/>

Select Learners Personalize | Find | View All | | First 1-11 of 11 Last

Select	Employee ID	Name	Job Title	Hire Date	Enrollment Status
<input checked="" type="checkbox"/>	N03333333	John Learner	A000001	11/11/2009	Completed
<input checked="" type="checkbox"/>	N02222222	Kara Student	A000001	05/12/2011	Completed
<input type="checkbox"/>	C1111111	Janet Manager	A000001	02/12/1997	Dropped
<input checked="" type="checkbox"/>	N01234563	Fritza Student	A000001	11/01/1999	Completed
<input checked="" type="checkbox"/>	N01234562	Robert Manager	A000001	11/16/2010	Completed
<input checked="" type="checkbox"/>	N01234561	Dylan Learner	A000001	10/17/2001	Completed
<input checked="" type="checkbox"/>	N01234560	Cody Student	A000001	09/10/2013	Completed
<input checked="" type="checkbox"/>	N02345678	Stanley Learner	A000001	01/01/1999	Completed
<input checked="" type="checkbox"/>	N07654321	Samantha Manager	A000001	01/01/2000	Completed
<input checked="" type="checkbox"/>	N01234567	Mary Learner	A000001	04/30/2019	Completed
<input checked="" type="checkbox"/>	C81793554	Maria Learner	A000001	06/15/2016	Completed

Select All Clear All [Search for More Learners](#)

13. The **Enrollment Confirmation** screen will appear indicating selected learners were successfully enrolled in the target class.

14. Click the **Close** button.

Enroll Learners

Enrollment Confirmation

By request of Gary Smith, Employee Program Assnt, Labor Management Committees

For successful enrollments, each individual's Learning Plans is updated. To enroll new learners in a class, find a new class or find a new requester, select the links at the bottom of the page.

Class Name: Improving Your Reading Comprehension Type: *Instructor-Led Classroom

Class Code: NYS_ReadingComp 2019-05-01 Contact: --

Price Per Seat: -- Drop Charge: --

Start Date: 05/01/2019 End Date: 05/01/2019

Last Enrollment Date: -- Last Drop Date: --

Available Seats: -- Available Waitlist: 0

Language: English

Fees Information

Price Per Seat	USD	Training Units
Drop Charge	USD	Drop Units

Enrollment Successful Personalize | Find | |

Employee ID	Name	Job Title	Hire Date	Confirmation	Status
N03333333	John Learner	A000001	11/11/2009	22621974	Enrolled
N02222222	Kara Student	A000001	05/12/2011	22621975	Enrolled
N01234563	Fritza Student	A000001	11/01/1999	22621976	Enrolled
N01234562	Robert Manager	A000001	11/16/2010	22621977	Enrolled
N01234561	Dylan Learner	A000001	10/17/2001	22621978	Enrolled
N01234560	Cody Student	A000001	09/10/2013	22621979	Enrolled
N02345678	Stanley Learner	A000001	01/01/1999	22621980	Enrolled
N07654321	Samantha Manager	A000001	01/01/2000	22621981	Enrolled
N01234567	Mary Learner	A000001	04/30/2019	22621982	Enrolled
C61793554	Maria Learner	A000001	06/15/2016	22621983	Enrolled

Enroll New Learners

Close

15. The class roster is displayed. Change the **Current Status** to **Completed** for learners enrolled in the target class.

Class Roster

Class Name: Improving Your Reading Comprehension Type: *Instructor-Led Classroom

Class Code: NYS_ReadingComp 2019-05-01 Contact: --

Start Date: 05/01/2019 End Date: 05/01/2019

Last Enrollment Date: -- Last Drop Date: --

Available Seats: -- Available Waitlist: 0

Language: English

Save Previous Next Return To Search Page

To show or change the selected filter options select [Search Options](#)

Class Roster | [Class Component](#)

Enrollment Status | [Grades and Attendance](#) | [Learner Details](#) | [View All](#) | Print Roster

Class Roster 1 - 10 of 10 rows

First Name	Last Name	Bargaining Unit	Confirmation	Current Status	*New Status	Waitlist Priority	Personalize
<input type="checkbox"/>	John	Learner	22621994	Enrolled	Select ...		Details
<input type="checkbox"/>	Kara	Student	22621995	Enrolled	Select ...		Details
<input type="checkbox"/>	Fritza	Student	22621996	Enrolled	Select ...		Details
<input type="checkbox"/>	Robert	Manager	22621997	Enrolled	Select ...		Details
<input type="checkbox"/>	Dylan	Learner	22621998	Enrolled	Select ...		Details
<input type="checkbox"/>	Cody	Student	22621999	Enrolled	Select ...		Details
<input type="checkbox"/>	Stanley	Learner	22620000	Enrolled	Select ...		Details
<input type="checkbox"/>	Samantha	Manager	22620001	Enrolled	Select ...		Details
<input type="checkbox"/>	Maria	Learner	22620002	Enrolled	Select ...		Details
<input type="checkbox"/>	Mary	Learner	22620003	Enrolled	Select ...		Details

Select All Clear All *Group Actions: Select ... **Go**

Enroll New Learners

Save Previous Next Return To Search Page

16. To complete the process of moving the learners to the target class, return to the source class roster drop the learners from the class.

Class Roster

Class Name: Reading Comprehension Type: *Instructor-Led Classroom
 Class Code: ReadComp 05-01-2019 Contact: --

Start Date: 05/01/2019 End Date: 05/01/2019
 Last Enrollment Date: -- Last Drop Date: --
 Available Seats: -- Available Waitlist: 0
 Language: English

[Save](#) [Previous](#) | [Next](#) | [Return To Search Page](#)

To show or change the selected filter options select [Search Options](#)

[Class Roster](#) | [Class Component](#)

[Enrollment Status](#) | [Grades and Attendance](#) | [Learner Details](#) | [View All](#) | [Print Roster](#)

Class Roster 1 - 11 of 11 rows

Roster							Personalize
	First Name	Last Name	Bargaining Unit	Confirmation	Current Status	*New Status	Waitlist Priority
<input type="checkbox"/>	Maria	Learner		22621963	Dropped		Details
<input type="checkbox"/>	Dylan	Learner		22621964	Dropped		Details
<input type="checkbox"/>	John	Learner		22621965	Dropped		Details
<input type="checkbox"/>	Cody	Student		22621966	Dropped		Details
<input type="checkbox"/>	Fritza	Student		22621967	Dropped		Details
<input type="checkbox"/>	Janet	Manager		22621968	Dropped		Details
<input type="checkbox"/>	Robert	Manager		22621969	Dropped		Details
<input type="checkbox"/>	Samantha	Manager		22621970	Dropped		Details
<input type="checkbox"/>	Stanley	Learner		22621971	Dropped		Details
<input type="checkbox"/>	Kara	Student		22621972	Dropped		Details
<input type="checkbox"/>	Mary	Learner		22621973	Dropped		Details

Select All Clear All *Group Actions [Select ...](#) [Go](#)