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CREATE AN INSTRUCTOR-LED CLASS

1. Go to **Administration > Learning Activities > Class Manager**.
2. Click on **Create Class**.
3. Select the ILT Delivery Method (currently only one option).
4. Select one of the following:

- Schedule dates and allocate resources (Classroom, Instructor(s), Equipment)
 - Schedule dates and determine classroom only

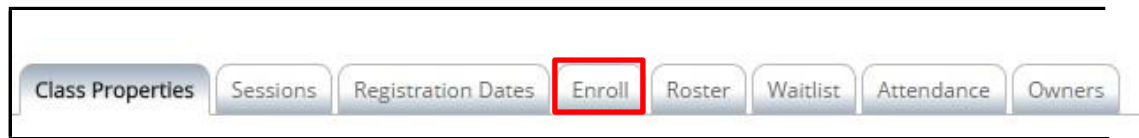
5. Click **Begin**.
6. Enter a **Class Name** (Include the type of training being offered and location number – e.g. **Forklift Certification #012** or **Forklift Recertification #012**).
7. **Class Code** will be system generated – no need to change.
8. **Status** should be kept as **Active**.
9. Check the box for **Private Class**.
10. Enter **Maximum Class Capacity**.
(Note: Be as accurate as possible – this number will determine which classrooms appear in the wizard for you to select.)
11. Leave all other fields at their default settings.
12. Click **Next**.
13. Select a vendor from the **Choose Vendor** dropdown menu. For ILT courses, the vendor will generally be **GWAZ**.
14. Click **Next**.

15. Select the corresponding course for the class session (Forklift Operations).
16. Click **Next**.
17. On the **Choose Order of Scheduling Resources** page, select **Equipment** in the **Needed Resources** column and click **Remove**. (*Note: We do not track Equipment in the LMS.*)
18. Click **Next**.
19. Select the **Start Date and Time** for the class.
20. **Time Zone** defaults to **America/Phoenix**.
21. Select the duration/**Session Time (in hrs)** from the dropdown menu.
22. Keep the default settings in the **Recurring Class Sessions** section.
(*Note: This section should be used only if the same learners will be attending all sessions for this class.*)
23. Click **Next**.
24. Leave the **Registration Open Date and Time** and **Registration Closed Date and Time** blank.
25. Click **Next**.
26. Select the **Classroom** from the available list.
27. (*Note: If the classroom is not listed, please send email to LeaningandDevelopment@goodwillaz.org to request the room/location be added to the list.*)
28. Click **Next**.
29. Select the **Instructor(s)** from the available list. **THIS FIELD IS REQUIRED.**
(*Note: If the instructor is not listed, please send email to LeaningandDevelopment@goodwillaz.org to request the instructor's name be added to the list.*)
30. Click **Next**.
31. **Confirm Your Decisions** on the last page of the wizard. If all is correct, click **Save**, else click **Previous** to go back and make any necessary adjustments.

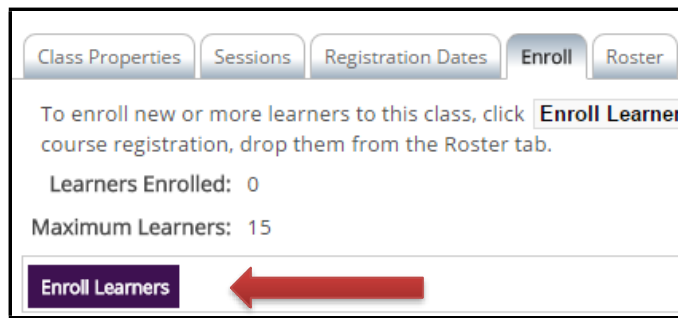
MANAGING ILT CLASSES (CLASS MANAGER)

ADDING STUDENTS TO A CLASS ROSTER

1. From the **Administration** tab, go to **Learning Activities**.
2. Select **Class Manager**.
3. Click on the name of the class you want to update (or select the radio button and click **Edit**).
4. Go to the **Enroll** tab.



5. Click the **Enroll Learners** button.



6. Select all students who need to be added.
*(Note: If you need to go to the next page to add more students, click the **Bucket** button to save your selection(s) on the current page before navigating to the next.)*
7. Click **Next**.
8. Confirm your selection. If all looks okay, click **Save**, else click **Previous** to go back and make any necessary adjustments.


MARKING ATTENDANCE

1. From the **Administration** tab, go to **Learning Activities**.
2. Select **Class Manager**.
3. Click on the name of the class you want to update (or select the radio button and click **Edit**).
4. Go to the **Attendance** tab.

5. Select the **Class Session Date** from the dropdown menu.

Class Session Date:

6. Select the learners who did not attend the class and click **Mark Not Attended**.

 Edit Comments	<input checked="" type="checkbox"/> Mark Attended	<input checked="" type="checkbox"/> Mark Not Attended
<input type="checkbox"/> Learner Name ▲		
<input checked="" type="checkbox"/> learner, test01		
<input checked="" type="checkbox"/> learner, test02		
<input type="checkbox"/> Riker, William		
<input type="checkbox"/> Troi, Deanna		

(Note: You will need to stay on this page until the attendance for each learner has updated. If you attempt to navigate away from this page, a warning message will pop up indicating updates for any unprocessed records will be lost.)

7. If users do not attend the class, you can add related comments to the attendance record. Select the users who you want to add or edit comments for and click **Edit Comments**.
8. Add or edit desired information in the **Add Comments** field and click **Save**.

instructor, test02(debra.dotson@goodwillaz.org)	
Add Comments:	<input type="text" value="Will attend next month"/>
Instructor, test04(debra.dotson@goodwillaz.org)	
Add Comments:	<input type="text" value="Out sick - will need to reschedule"/>
<input type="button" value="Close"/>	<input type="button" value="Save"/>

- Select the learners who attended the class and click **Mark Attended**.

<input type="checkbox"/> Learner Name ▾
<input type="checkbox"/> learner, test01
<input type="checkbox"/> learner, test02
<input checked="" type="checkbox"/> Riker, William
<input checked="" type="checkbox"/> Troi, Deanna

(Note: You will need to stay on this page until the attendance for each learner has updated. If you attempt to navigate away from this page, a warning message will pop up indicating updates for any unprocessed records will be lost.)

ADDING TEST SCORES AND UPDATING COURSE COMPLETIONS

- From the **Administration** tab, go to **Learning Activities**.
- Select **Gradebook**.
- Select the class to update then click **Edit**.
- To add a test score, check the box to the left of the learner's name and click **Grade**.

<input type="checkbox"/> Progress	Learner Name ▾
<input checked="" type="checkbox"/> In Progress	admin, goodwill
<input type="checkbox"/> Not Attempted	LaForge, Geordi
<input type="checkbox"/> Not Attempted	Riker, William

- Select the **Grade Scale Type** from the drop down menu (e.g. Pass/Fail and then click **Select**).

Grade Scale Type:

Select Grade: Pass Fail

6. Select the grade and **Save**.

Grade Scale Type: Pass/Fail

Select Grade: Pass Fail

7. Repeat steps 1 through 6 for each learner on the roster.
 8. To mark the course complete, select the students who have completed the class. (Click the **All** button if all students completed the class.)
 9. Click **Mark Complete**.

Bucket
 Grade
 Mark As Complete
 Mark As Incomplete

<input type="checkbox"/> Progress	Learner Name ▲
<input checked="" type="checkbox"/> In Progress	admin, goodwill
<input type="checkbox"/> Not Attempted	LaForge, Geordi
<input type="checkbox"/> Not Attempted	Riker, William

10. Enter the Date and Time the course was completed.

Mark Complete: _____

Selected Learner: goodwill admin

* **Completion Date and Time:** 5/31/2016 9:00 AM

Enter date and time in format M/d/yyyy h:mm tt.

Cancel
Save

11. Click **Save** to save changes
 12. Follow these same steps for those who did not complete (or pass) the class except you will want to click the **Mark Incomplete** button.
 13. To print the certificates, select the students who have completed the class followed by click **Print Certificates**.

Mark As Complete
 Mark As Incomplete
 Print Certificates

14. Please continue to the next section (**FINAL STEPS TO CLOSE A CLASS**) to complete the Class Manager process.

FINAL STEPS TO CLOSE A CLASS

1. Go to the **Class Properties** tab in **Class Manager**
2. Select the class that has been completed (progress has been updated for all attendees).
3. Under **Class Details**, select **Inactive** from the **Status** dropdown menu

Class Details:

* Class Name: Forklift Certification #012

* Class Code: 2251254072820170914133706

Time Zone: (UTC -07:00) America/Phoenix

Vendor: GWAZ (1368862382)

Description:

* Status: Inactive

Contact Name: GWILLY

Contact Phone: 602-535-4000

Private Class:

4. Click **Update** to save changes
(Note: This step is important in order to remove the class from the Class Manager list. If this step is not completed, the list of classes will become lengthy and too difficult to navigate and manage.)