Set-up and Manage Scheduled Class

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Built into AbilityLMS is a dynamic calendar-driven scheduler called Master Schedule. It is used to add instructor-led classes, activities and special events.

In order to add an in-person or online event, there must be an existing course. Contact the Ability system administrators for assistance at training@ora.msu.edu.

**Add a Class to the Master Schedule**

Remember that Learners can ONLY review the scheduled training events if they are assigned to the associated Catalog and/or Learning Track.

Here is the process for adding a new training event to the Master Schedule:

1. Click on **ADMINISTRATION | MASTER SCHEDULE**. Choose **TRAINING EVENT (or SCHEDULED EVENT)** and click on the Green Plus (+) icon to add an event.
2. Enter any part of the Course ID or Title to filter by a keyword or number. Otherwise, leave both fields blank and click NEXT to search from a list of available class containers.

3. Select the target class title and set all of the required values associated with the training event. Keep in mind that these settings can be adjusted later, if necessary. Press NEXT to continue.
4. The final step is to confirm the creation of the scheduled class. In the illustration below, the first option is selected. Press NEXT to complete the process.

5. The class is created and opens to the associated Properties tab. The settings assigned to the class was cloned from the class container. Adjust the CLASS TITLE, especially if the Course (Container) Title is generic, as well as the SIZE and DURATION, as needed. Press SAVE when appropriate.
Class Enrollment

The scheduled training event, as illustrated now displays in the CALENDAR\(^1\) page, available to all Learners assigned to the associated Catalog or Learning Track, where the class container was added as a course.

When a Learner clicks on the Class Title on the Calendar, the corresponding Course Home Page is opened, revealing the ENROLL link. The Learner clicks on the ENROLL button to start the process.

The Registration Box opens, displayed all of the class details. The final step to completing the enrollment process is for the Learner to press the REGISTER button.

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\(^1\) The menu item ‘Calendar’ is a standard term used by MaxIT. However, there are alternatives replacement labels requested by clients that best reflects their culture, save as SCHEDULE or MY TRAINING SCHEDULE.
A confirmation message now displays inside the Registration Box. Click CLOSE WINDOW to complete the process.
When the Learner refreshes the Course Home Page (F5+CTRL), the STATUS changes to ENROLLED.

TIP: Note in the illustration above that the CANCEL link is NOT displayed. That is because this option is not set to YES inside the corresponding class container. Open the COURSE PROPERTIES, locate the USER CAN CANCEL IF ENROLLED/WAITLISTED? Option and set to YES. Save the changes.
Go back as the Learner and open the corresponding Course Home Page for the scheduled training event. Notice that the CANCEL option now appears.

**Batch Enrollments**

Managers and System Administrators have an option to assign participants to any Training Event using Master Schedule. Keep in mind that Managers are limited to adding Learners who report directly to them. Open the Master Schedule page and click on the class training event to view the options.
1. The EVENTS WORKFLOW tab opens, the key page for managing the various options for the opened training event. In the illustration below, notice there are two links for accessing the same ADD PARTICIPANTS wizard.

2. For this example, click on the PARTICIPANTS tab. The grid page is empty as no one is assigned. Click on the Green Plus (+) icon to add people to the class.
3. Use the form to identify the Learners to assign to this class event. Working from left to right, in this example, SAMPLE is entered into the NAME filed and the FIND QUALIFYING LEARNERS button pressed. Names meeting the filter criteria display inside Column 2. Hold the CTRL key and select the target Learners. When ready, click the right-arrow button to move the selected names to Column 3. Finally, press NEXT to continue.
4. The select list of Learners is displayed. The **UPDATE THE CLASS ROSTER AND EXIT THIS WIZARD** is selected and the **NEXT** is pressed to complete the process.

5. The list of selected people now displayed, in addition to anyone else that was previously enrolled into the training event.
Class Roster and Badges

AbilityLMS provides and option for Trainers and System Administrators to print a roster of those registered or enrolled into a class, as well as print Name Badges or tags. Start by opening Master Schedule and clicking on the target scheduled class training event.

1. From the EVENT WORKFLOW tab, click on the PRINT CLASS ROSTER link. A new tab or window opens to display a list of registered Learners and a column for their signature once the class starts.

2. There is a link just below entitled PRINT BLANK ROSTER that opens a blank roster that only includes the related class details.
3. Just below is the NAME BADGE link. Click this link and the list of name badges display in a new window. These badges are laid out to fit standard labels found in most office supply stores.

![Image of name badges]

**Cancel and Reschedule Class Event**

There are occasions when a class must be cancelled or rescheduled. AbilityLMS provides two links to perform such tasks.

1. With the target schedule training event opened to the EVENT WORKFLOW tab, click on the CANCEL EVENT link.

2. Choose an email template expressly prepared for cancelation notices, who is sending the email and one of the settings that declares one of five actions., such as cancel the class and send an email. Press NEXT to complete the process.

![Image of email template selection]

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3. An alternative to cancelling the scheduled training is to reschedule the event. Click on the RESCHEDULE EVENT. Set the new Date and Time, as well as choose the email template to send out. An optional reason for the class is rescheduling and the action to take, such as reschedule and send email. When ready, press NEXT to complete the process.

Copy Scheduled Event
Rather than recreate the same training event manually, AbilityLMS offers a function that clones and existing schedule class. Make sure the target class is opened in Master Schedule to the EVENT WORKFLOW tab.

1. Click on the COPY SCHEDULED CLASS link.
2. Set the new Start Date and Time, as well as the Location and the action step to complete, such as proceed to make a copy.
3. Press NEXT to continue. The new class appears inside the Master Schedule, cloned with all the same settings but WITHOUT any assigned participants or Learners.
Update Class Event

Eventually, the scheduled training event is conducted and completed. At this point, either the assigned Trainer or System Administrator must update the status of the attendees before their history displays the class as completed or finished.

1. Open the finished training event through Master Schedule. From the EVENT WORKFLOW tab, click on the UPDATE CLASS EVENT link.

2. Press NEXT to access the list of registered Learners.

3. Set the DEFAULT VALUE so it applies the settings to everyone on the list. Then manually change the individual Learners, as necessary. For example, Sample 109 status is changed to NO SHOW. Press NEXT to complete the process.
4. Click on the CLASS PARTICIPANTS tab to confirm the status for each attendee was set.

Adding Sessions and Assigning Trainer(s)
There is a way to add to the number of sessions currently assigned to a training event, beyond what was define by the class container. Open the target training event inside Master Schedule and click on the SESSIONS tab.

1. In the illustration below, the class already has a single session. Click on the Green Plus (+) icon to add another session.

2. Enter another Session Name, as required, as well as set the meeting details. When ready, press SAVE AND CLOSE WINDOW.
3. The new session now appears below the first one. **TIP:** Participants assigned to the first session are automatically registered for the second session.

Finally, click on the TRAINERs tab to assign one or more trainers to the class event.

1. Click on the Green Plus (+) icon. Click on the target instructor and press the ADD button to move the name to the right column. When ready, press NEXT.

**TIP:** Click on the SHOW ALL TRAINERS button to display the trainers added to the system.
Assign Trainer(s) to Class

Assign one or more trainers to this class. TIP: If no names appear in the left column list, then select Administration | Training Manager to add trainers to AbilityLMS.

- Hold down CTRL key and select name(s) from left column.
- Then click on the ADD button to move the selected name(s) to the right column.

Click NEXT to complete the trainer assignment.

Add >>
<< Remove
Move Up
Move Down

Show All Trainers

Reset
Next
2. The assigned trainer(s) now displays in the Trainer page. Since there are two sessions for this class, the PART 2 session display a box. Click on this box if the same trainer is conduct both sessions. Otherwise, add another trainer and click the box for the appropriate trainer teaching the class.

Miscellaneous Settings

1. Select CONFIGURATION | CONFIGURATION MANAGER and search for SHOWS. Locate two options – ShowSaturday and ShowSunday. When set to 1, Saturday and Sunday are included in the calendar. Any one of these options set to 0 means that corresponding day IS NOT displayed.

2. If either option doesn’t display when searched, then it must be added manually. Click on the Green Plus (+) icon and enter the appropriate text, as shown below. Click SAVE AND CLOSE WINDOW when ready.
3. Another Calendar option is to set the starting day in the week. Search for START and locate the option StartDay. The number value assigned determines which day in the week to start the Calendar. In the example below, the value is set to 2 or Monday.

4. Below is the result of starting the Calendar on Monday.