Admin Job Aid: Copy a Class

(Revision date: September 10, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of copying a class.

In this job aid, you will learn how to:

• Task A. Locate a Class
• Task B. Copy a Class
Task A. Locate a Class

1. Select the Learning Administration link.
2. Select **Learning Activities** to expand the menu of options.

3. Select **Classes**.

4. Enter **Search Criteria** for the class.

5. Select **Search**.

6. When the search results display, select the **Class ID hyperlink** to open the class record.
Task B. Copy a Class

1. Select the **Actions** to expand a menu of options.
2. Select **Copy**.
3. Set copy preferences by selecting the different **Options checkboxes**. You can check more than one box.

4. Select a **copy frequency**. If the class is meant to recur, the TMS allows you to create them for daily, weekly, or monthly recurrence.

5. Select the **New Start Date** of the copied class. Enter it manually or by using the calendar icon.

6. This job aid will copy a single class. Set the **day of the week** to schedule the copied class.

7. (Optional) By checking the box, you can **override the adjusted registration close date** and enter the close date and time.

8. (Optional) Select **Include Withdraw End Date**. This variable is driven by the settings of the Item Record.

9. Select **Next**.
10. Review the settings for the class settings.
11. Keep the box checked if you want to send a notification to the instructor.
12. Select Copy.
13. Once the copies are created, you can access them by selecting the hyperlink.

14. Select OK.