Admin Job Aid
Add Time Slot to a Class
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Purpose

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

In this job aid, you will learn how to:

• Task A. Locate a Class
• Task B. Add Additional Time Slots
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. Add Additional Time Slots**

1. Select the **Agenda** tab.
2. Select the **Copy** icon.

![Task B. Add Additional Time Slots](image)

3. Enter the **number of times** to copy the time slot.
4. Select **Copy**.

![Task B. Add Additional Time Slots](image)