Admin Job Aid
Add Location to a Class
Admin Job Aid: Add Location to 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 adding a location to a class.

In this job aid, you will learn how to:

- Task A. Locate a Class
- Task B. Add Location
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 Location

1. Select the Agenda tab.
2. Select the Create Group icon.
3. Enter the Time Slot information.
4. Select Add Location from the Resources drop-down list.
5. **Check the box** next to the location you want to add to the Time Slot.

6. Select **Add**.

7. Select **Save**.
8. (Optional) Select the **More icon** next to the time slot.

9. (Optional) Select **Edit Time Slot**.

10. (Optional) Select **Apply to All Time Slots** to copy the location to all the time slots of the class.

   **NOTE:** You also have the option to add different locations to each time slot if needed.
11. (Optional) **Check the box** next to Locations.
12. (Optional) Select **Save**.