

## Atlas Class Management Tool – Create Class Locations

This Job Aid will walk through the steps to add class Locations\* to the Class Management Tool. No classes can be created using the tool without first having a Class Location.

**\*Definition:** A Class Location is the physical address where a class will be conducted. A Class Location must be a valid map-able location. Classes cannot be created without selecting a Class Location from the dropdown list on the Create Class page. Therefore, Class Locations must be created first.

### Add Class Locations to the Atlas Class Management Tool

To create Class Locations, start from your Dashboard in Atlas:

1. Click the Training Center tab revealing the selection list (Figure 1)
2. Select Class Locations

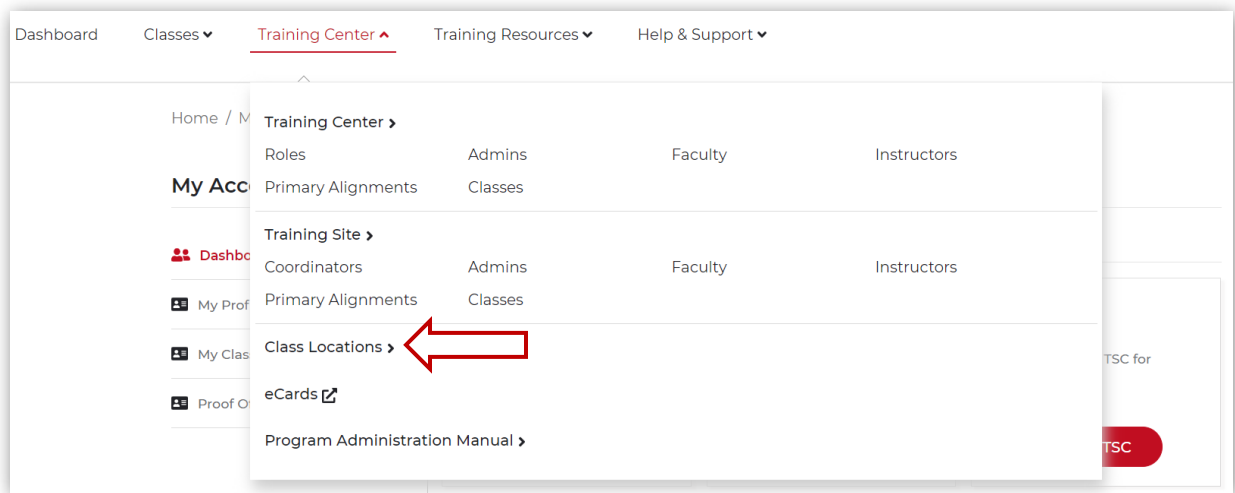


Figure 1

- From the Class Locations page, select
  - An Organization from the selection dropdown in the teal\* ribbon (Figure 2).  
NOTE\*: the color of the ribbon will change depending on the organization selected. For example, the ribbon is teal for a Training Center, and the ribbon is purple for a Training Site.

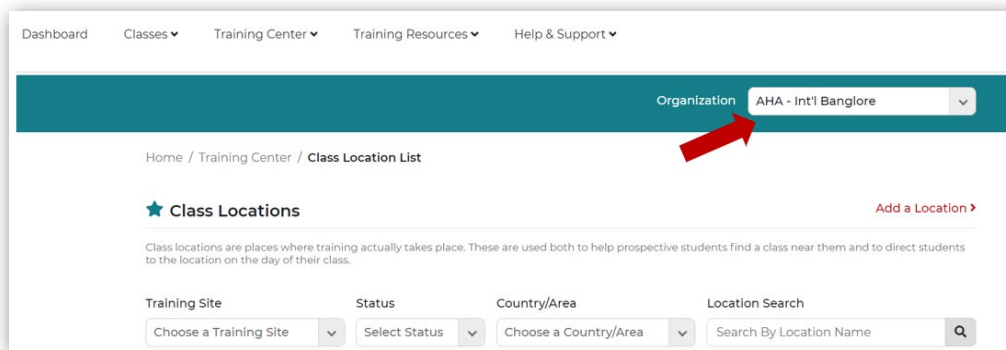


Figure 2

- Click Add a Location (Figure 3).

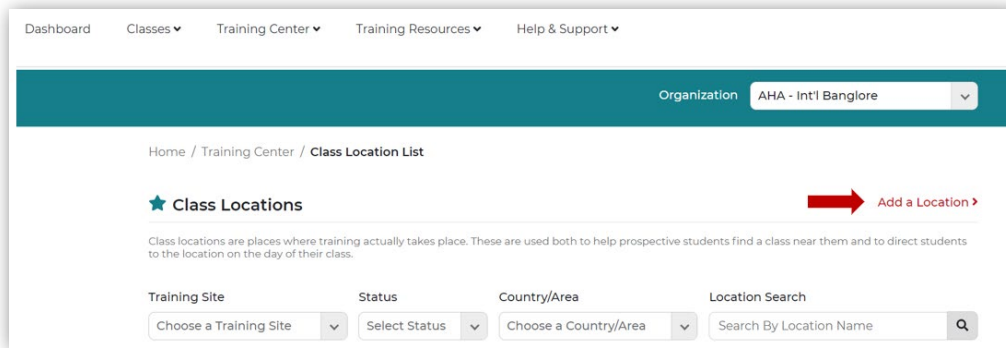


Figure 3

- On the **Add Location** page, type the required information in each data field (Figure 4):
  - Name (required)
  - Training Site (if the class is offered under a TS)
  - Address Line 1 (required)
  - Address Line 2
  - Country/Area (required)
  - State (required)
  - City
  - Zip Code
- Click Proceed to view the mapped location.
  - Add a Radius by selecting from the dropdown list.
  - Add Nearby Landmarks, by selecting from the dropdown list.
- To edit the address information, click Edit (just above the title **Map View**)

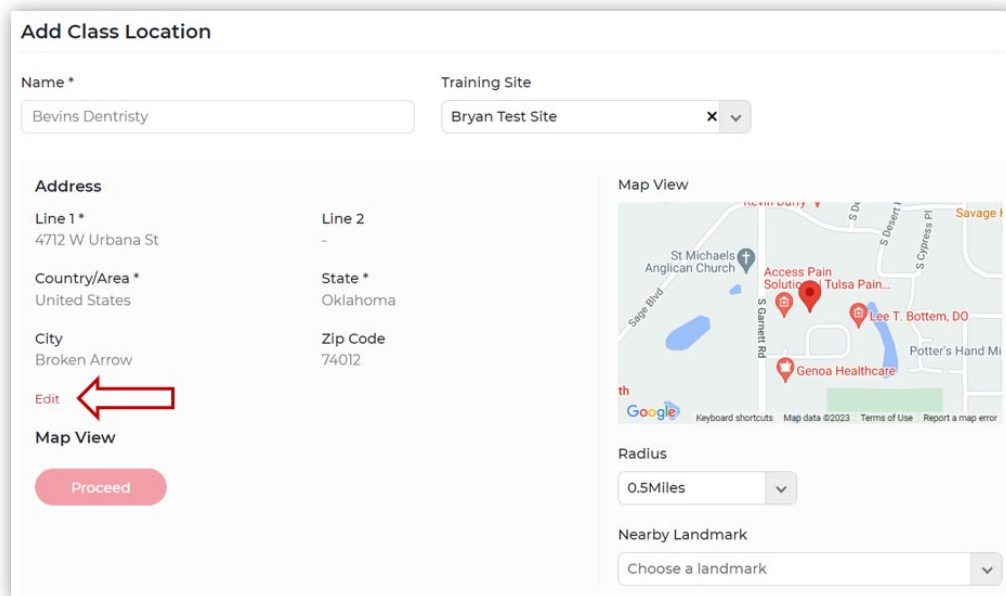


Figure 3

- When complete, click Proceed to continue to enter Class Location information.

Set as Primary Location

Default Seats Available ⓘ

Enter a number

Additional Instructions

Accessibility Features

Ramp

Parking for the Disabled

Upload Image

ⓘ Maximum file upload size is 1 MB. Accepted formats include .jpg and .png.

Browse

Cancel Create Location

Figure 4

- If this Location will be the one that the TC uses most often, click the “Set as Primary Location” check box (Figure 4).
- Enter the maximum number of seats this Class Location can have on a regular basis.
- Add any additional information for this Class Location.
- Select the any accessibility features for this Class Location.
- Upload an image, if desired,
- When all information is entered, Click the Create Location button (Figure 4).
- A notification stating that the Class Location was successfully added will display above the Class Locations heading.
- If you scroll down the list of Class Locations, the new Location will be in the list.