

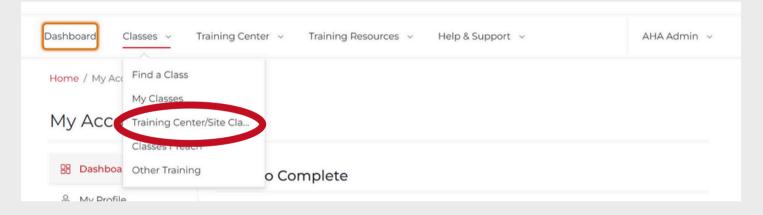
How to Create a Class

Classes can be created by any role within the TC if the permission is given for that role or individual.

- Organization administrators (TCCs, TCAs, TSC, and TSA) can create a class and assign any Instructor within their organization as the Instructor for the class.
- Instructors can only assign themselves when created classes.

Step 1: Login to Atlas

From the dashboard, select Classes from the Main Navigation and from the drop-down menu select Training Center/Site Classes.



Step 2: Add a Class

From the Training Center/Site Classes "Class List" page, select Add a Class. Be sure to select the Organization (i.e. TC/Site) under which you are creating the class.

Home / Classes / Training Center/Site Classe	s	
★ Class List		Add a Class >
Use these filters to narrow down this list of classes		
Training Site Name or ID	Instructor	Date Range
Select TS ID/Name	Name or ID	Choose a Date Range
Discipline	Class Language	Choose a Location
Choose Discipline 🗸	Choose a Language	Choose a Location



Step 3: Complete the Create a Class Form

From the Create a Class page, complete the form data fields. Please note when completing the form that selections will affect which options are available in other areas of the page. All data fields marked with a red asterisk are required information to create your class. For additional clarifications regarding each data field please view the glossary of terms at the end of this guide.

Create a Class	;			
Course Information				
Please provide the basic info the page.	rmation about the c	lass you are offering. Note that your	choices here wi	vill affect which options are available on other areas of
Course *		Class Fornat * (
ACLS Provider	× ~	Blended Learning	×	~
ACLS Provider	× ×	Biended Learning	<u>^</u>	•
		Delivered by VAM		

Step 4: Create Class

Select Create at the bottom of the form to create the class and add the class to the search results for the TC or Site.





Add Another Task	As many additional tasks as desired can be added.
Class Date	Describes what date the class is going to be held.
Class Format	Describes the way the class will be conducted: classroom, online, or blended, which is partially online and partially in the classroom. The options available depend on the course selected.
Class Language	Select the language the class will use for materials and in the classroom.
Class Price	This is the fee the student should expect to pay for the class and may or may not include class materials. It is a good idea to bundle the cost of the class and class materials together.
Contact Name	This is the contact information for the person who will answer any questions or provide additional information about the class to the student. This could be the TCC or the TCA.
Contact Email Address	This is the email address for the Contact Name.



Contact Phone Number	This is the phone number for the Contact Name.
Course	Select from the drop-down list the course. The list of course options auto-populates based on the TC/Site selected. Once the course is selected, this will activate the Class Format data field.
Enrollment Cutoff Date	Students will be allowed to enroll in the class up to this date.
Enrollment Model	Describes how a student enrolls in the class. "Auto-Enroll" means a student can directly enroll. "Approval-Based" enrollment means the Organization Admin or Instructor must approve the student's enrollment request.
Exam	This field appears based on the course selected, as not every course has an exam. "Online" means the exam is offered through the online platform, "Offline" means the exam will be offered in the classroom, and "Both" means the exam will be a mix of both online and offline.



Instructor	The alignment of the user creating the class, the selected course, and additional details determines the available Instructors in the drop-down list. If the Instructor is creating the class, then only their name displays in the dropdown list.
Location	Select from the dropdown list or add a location if needed.
Notes	Use this field to add any additional information the student needs to know before the class starts (i.e. where to go to obtain their class materials or how to complete enrollment and pay for the class). "Notes" information is only visible to the student after enrollment.
Post-Enrollment URL	Describes the URL (web address) a student might need for more information about the class.
Private Class	Classes that are marked as private are not listed publicly for prospective students to find. Students will need to be manually added for this option.
Proof of Completion	Describes the type of course completion card provided. In the US, "Digital" is the only option, indicating an eCard will be automatically issued.



Purchase Code	The purchase code is only necessary for eBooks and eLearning. This is the TC purchase code for ShopCPR, and allows students to purchase class materials directly from ShopCPR.
Recurring Classes	This field is used to schedule additional classes, with the same details as the class being created, at the same time and on the same day of the week over the course of a set period of time. Please note the first recurrence must be 7 days after the date of the original class.
Recurring Classes Additional Data Fields	Class Start Date: This is first date in the series of recurring classes. Repeat Class Until: This is the last date in the series of recurring classes. On: Is the day of the week, each week, the series of classes will fall on.
Seats Available for this Class	Describes the maximum number of students able to enroll in the class. If the Enrollment Model is set to Auto-Enroll the number is flexible (verify with Pamela or Gabe). If the Enrollment Model is set to Approval Based the number is not flexible.



Supporting Instructors	Enter the name or Instructor ID# of additional instructor(s) for this class. Enter as many additional instructors as necessary.
Task Description	Task Descriptions are limited to 500 characters and can be used to add further details, instructions, or descriptions of a particular Task.
Task Name	Task Names are limited to 25 characters. Name the task so it is understandable, for example "Purchase Materials."
Time	Describes what time the class will be held.
Training Center	This field is auto populated based on the Training Center the user creating the class is aligned with.
Training Site	If the class is created for a Training Site, select from the drop-down list with the names of Training Site(s) aligned with the Training Center.
Withdrawal Cut-Off	Students cannot withdraw from the class after this day.