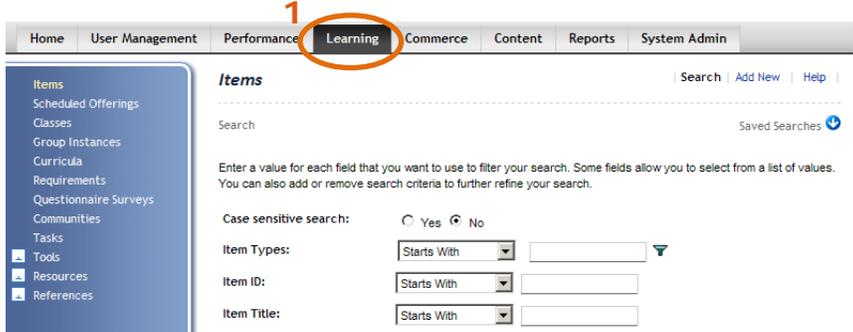
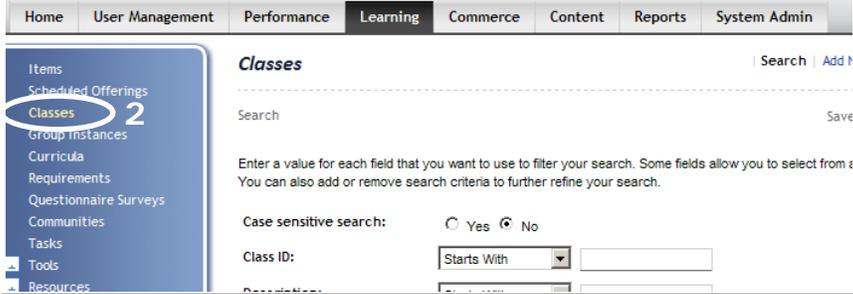
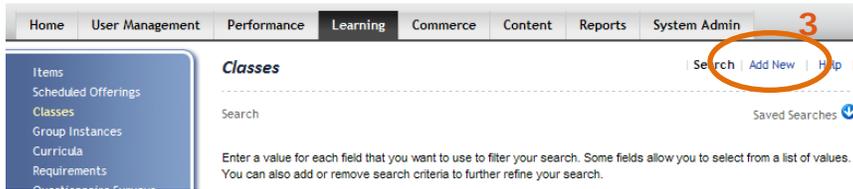


Create a Class and add Users

<h2 style="color: #C85130;">Before You Start:</h2>		<p>IMPORTANT:</p> <p>Classes are used to group a bunch of people together for the purpose of assigning learning and assessments. They should always be set up for SABT and IOBT.</p>
<p>1.</p>	<p>Select Learning from the main menu.</p>	 <p>The screenshot shows the main navigation menu with 'Learning' circled in orange. A red '1' is placed above the 'Learning' tab. The 'Items' page is visible in the background.</p>
<p>2.</p>	<p>Select Classes from the left sub-menu.</p>	 <p>The screenshot shows the 'Classes' sub-menu circled in orange with a red '2' next to it. The 'Classes' page is visible in the background.</p>
<p>3.</p>	<p>Click the Add New link on the top right side of the Class Search page.</p>	 <p>The screenshot shows the 'Class Search' page with the 'Add New' link circled in orange. A red '3' is placed above the 'Add New' link.</p>

Create a Class and add Users

<p>4.</p>	<p>Enter a Class ID and Description. <i>All classes must be named following the standard convention:</i></p> <p>Ex - SABB XXXX</p> <p>ALL CAPS, no dashes, one space and the class number will replace the Xs.</p>	<p>* = Required Fields</p> <p>* Class ID: 4 <input type="text" value="SABB 1234"/></p> <p>Description: <input type="text"/></p> <p>* Domain: <input type="text" value="PUBLIC"/></p> <p>Curriculum: <input type="text"/></p> <p>Max Size: <input type="text"/> (1000)</p> <p>Start Date: <input type="text"/> (MM/DD/YYYY)</p> <p>End Date: <input type="text"/> (MM/DD/YYYY)</p>
<p>5.</p>	<p>Select the correct Domain.</p> <p><i>Tip:</i> Your Domain is based on your program office, for example, BASIC applies to all basic training at the Academy.</p>	<p>Add New Class</p> <p>* = Required Fields</p> <p>* Class ID: <input type="text" value="SABB 1234"/></p> <p>Description: <input type="text"/></p> <p>* Domain: 5 <input type="text" value="BASIC"/></p> <p>Curriculum: <input type="text"/></p> <p>Max Size: <input type="text"/> (1000)</p> <p>Start Date: <input type="text"/> (MM/DD/YYYY)</p> <p>End Date: <input type="text"/> (MM/DD/YYYY)</p>

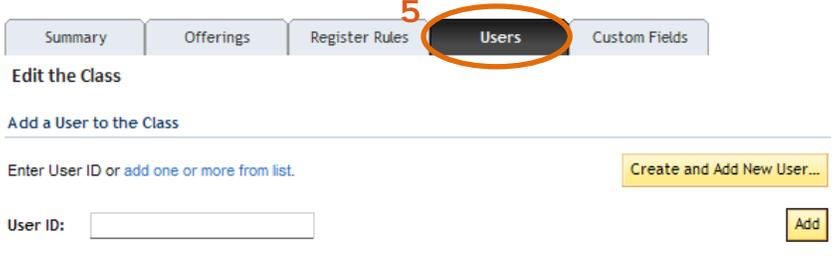
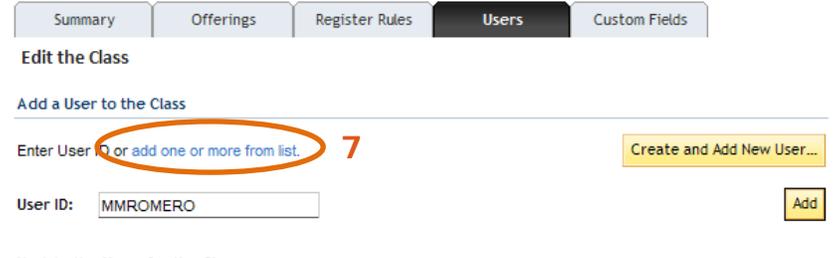
Create a Class and add Users

<p>6.</p>	<p>You may use the beginning and end date fields if it is useful to you, but it is not required. Some training programs use it as the start and end date of a training program such as SABT.</p>	
<p>7.</p>	<p>Click Add. Edit information on the tabs of the class record as necessary.</p>	
<p>8.</p>	<p>In the Description field, enter the dates for the entire SABT or IOIBT training. <i>Ex. November 1, 2010 – February 17, 2011.</i> Make sure to click Apply Changes.</p>	

Create a Class and add Users

<h2>Adding Users:</h2>		
<h3>1.</h3>	To add users, select Learning from the main menu.	
<h3>2.</h3>	Select Classes from the left sub-menu.	
<h3>3.</h3>	Enter the Class ID or other criteria and click Search .	
<h3>4.</h3>	Click the edit icon to the right of the desired class. The edit class page displays.	

Create a Class and add Users

<p>5.</p>	<p>Select the <u>Users</u> tab.</p>	
<p>6.</p>	<p>Enter the <u>User ID</u> if known and Click <u>Add</u>. IMPORTANT: User IDs are case sensitive and must be entered in all caps.</p>	
<p>7.</p>	<p>If the user ID is unknown, Select the <u>Add One or More From List</u> link and Search users by first and last name.</p>	
<p>8.</p>	<p>Select the <u>Add</u> box next to the desired user and Click the <u>Add button</u> to add the user to the class. Continue adding users until all of your users have been added to the class.</p>	