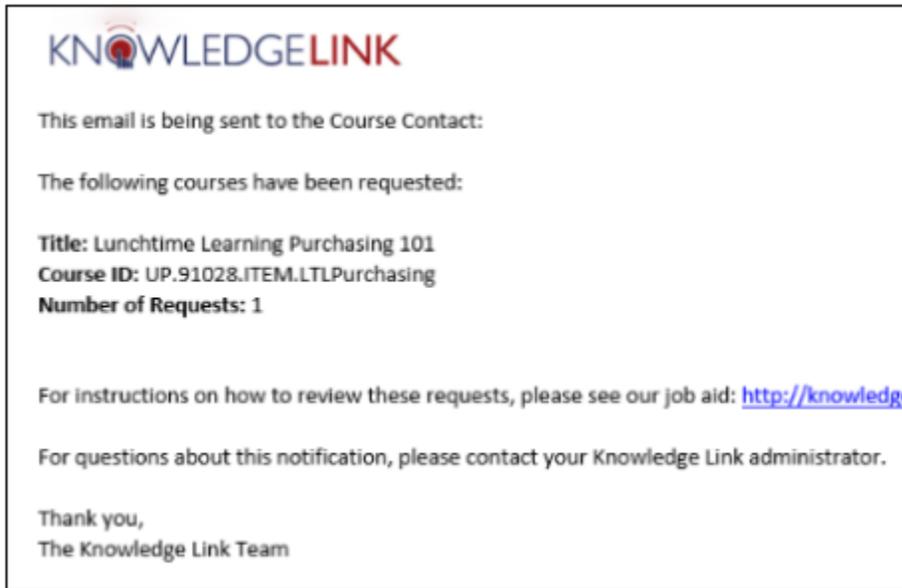


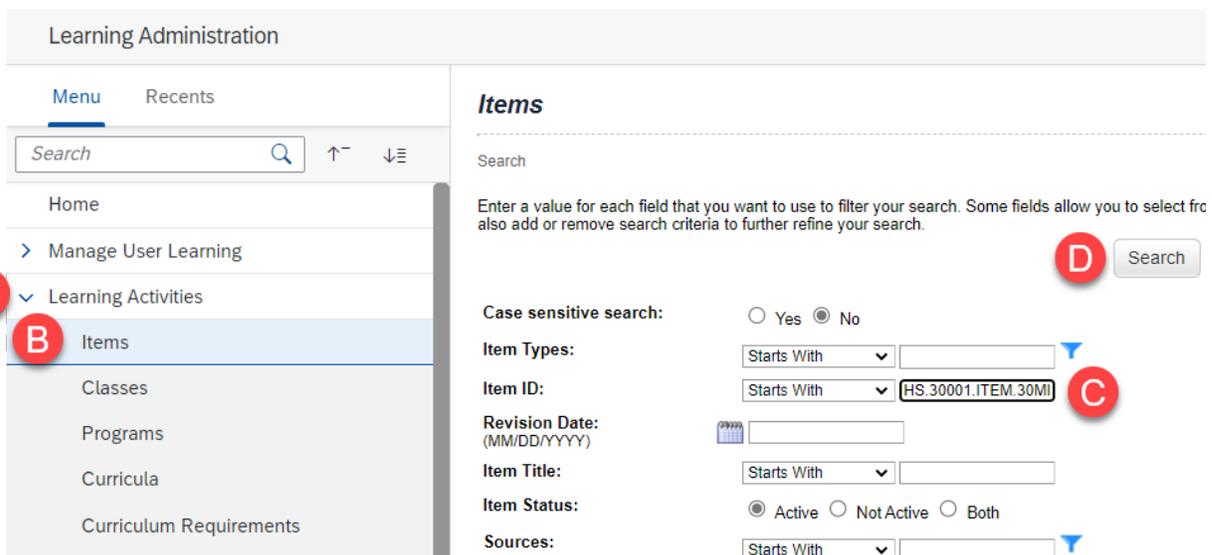


Course owners or instructors may receive class request notifications from Knowledge Link. (See sample below.) Use the steps in this document to [read and respond to requests](#), or to [turn off the option](#) for users to make requests.



Read and Respond to Class Requests

1. In the Admin tab:
 - A. Click **Learning Activities** from the menu.
 - B. Click **Items**.
 - C. Type in the Item ID.
 - D. Click **Search**.



2. Select your item.

Item ▲	Title	Active	Method ID	Create Date
COURSE HS.30001.ITEM.30MINCOACH (Rev 2 - 8/5/2022 10:37 AM Eastern Time)	30 Minute Coach	Yes	ILT	12/2/2020

3. Click **Class Requests**.

Item Search
30 Minute Coach
HS.30001.ITEM.30MINCOACH

Instructor-Led Status: Active
Course (COURSE) Cover Page: Inactive
Revision/Date: Version 2, 8/5/2022

Item Details Email Notifications Online Content Agenda Template Classes Request Reasons **Class Requests** Libraries

4. Use the options to view, download, remove, or respond to requests:

- A. Click **Comments/Reasons** to view request.
- B. Click **Download Requests** to review them in Excel. (Optional)
- C. Click on **Select** box then click **Remove** after you have completed the request and no longer need it. (Recommended)

Class Requests

Edit the Item
Sections that cannot be edited are not accessible. Access all sections in view mode.

Add a Request to the Item
Enter User ID or add one or more from list.

User ID: Request Date (MM/DD/YYYY): Need By Date (MM/DD/YYYY):

Request Reason:

Comments:

Update the Requests for the Item **B**

User ID	Name	Request Date (MM/DD/YYYY)	Need By Date (MM/DD/YYYY)	Region	Primary Location	Select
22767400	Patel, Dipeeka	<input type="text" value="7/21/2022"/>	<input type="text"/>			<input checked="" type="checkbox"/>

A **C**

C

Turn Off Option to Submit Requests

1. If you no longer want to receive these notices, toggle “User can Request a Class” to off (white) in the Item details.
 - A. Click **Item Details**.
 - B. Click to toggle off.
 - C. Click **Save**.

Item Search Actions ▾

30 Minute Coach

HS.30001.ITEM.30MINCOACH

A

Item Details | Email Notifications | Online Content | Agenda Template | Classes | Request Reasons | Class Reque > ▾

Registration Settings

Minimum Enrollments: <input type="text" value="1000"/>	Maximum Enrollments: <input type="text" value="1000"/>	Prevent Multiple Class Registration Interval: <input type="text" value="10..."/> Days
User can Self-Register: <input checked="" type="checkbox"/>	Manager can Register Others: <input checked="" type="checkbox"/>	B User can Request a Class: <input type="checkbox"/>
Auto Enroll from Waitlist: <input type="radio"/> Yes <input checked="" type="radio"/> No	User can Waitlist: <input type="checkbox"/>	

Online Settings

C