Purpose: Follow the instructions below to create Classes in Knowledge Link.

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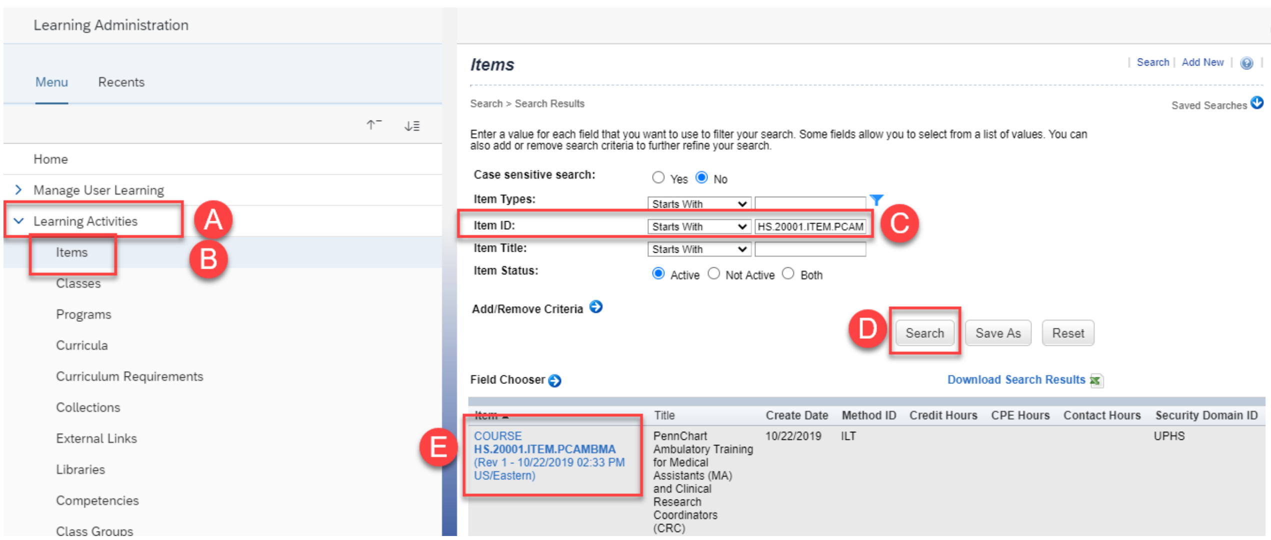
1. From the Learning Adminstration Page

   A. Expand **Learning Activities**
   B. Click **Items**
   C. Search for the item for which you would like to add classes using one or more search criteria
   D. Click **Search**
   E. Click on the **Item ID** to open the item



2. From the Item window, click **Schedule**.

3. Add New Class

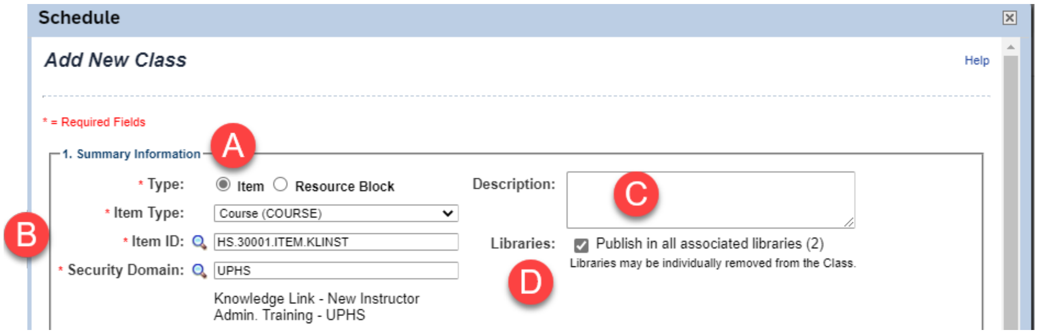
Summary Information

A. Select Type: **Item**

B. **Item Type, Item ID** and **Security Domain** will already be populated from the Item

C. Only add a **Description** if the class has additional information that differs from the item description. *Limit the description to a few words. Large blocks of text will make it difficult for learners to view the page and can interfere with enrollment*.

D. The check box next to **Libraries** is checked by default and will publish the classes in the libraries that are associated at the item level. *If you do not want users to self-enroll, uncheck this box.*

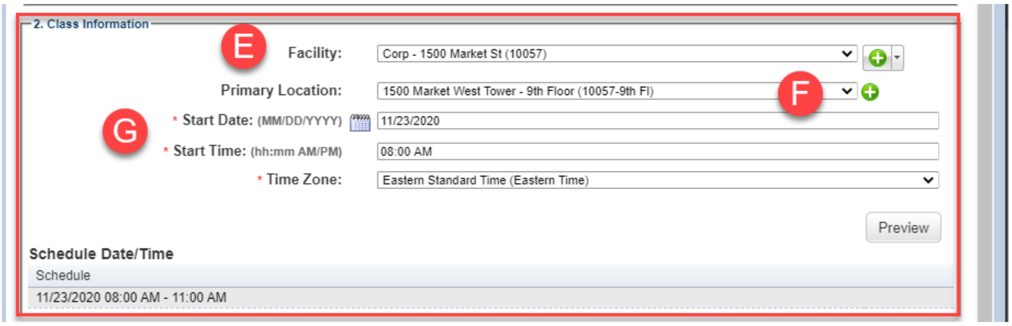


Class Information

E. Select **Facility**: the address/building location of the offering

F. Select **Primary Location**: classroom name/number

G. Fill in **Start Date and Time**. Click on Preview to view End Date and Time.



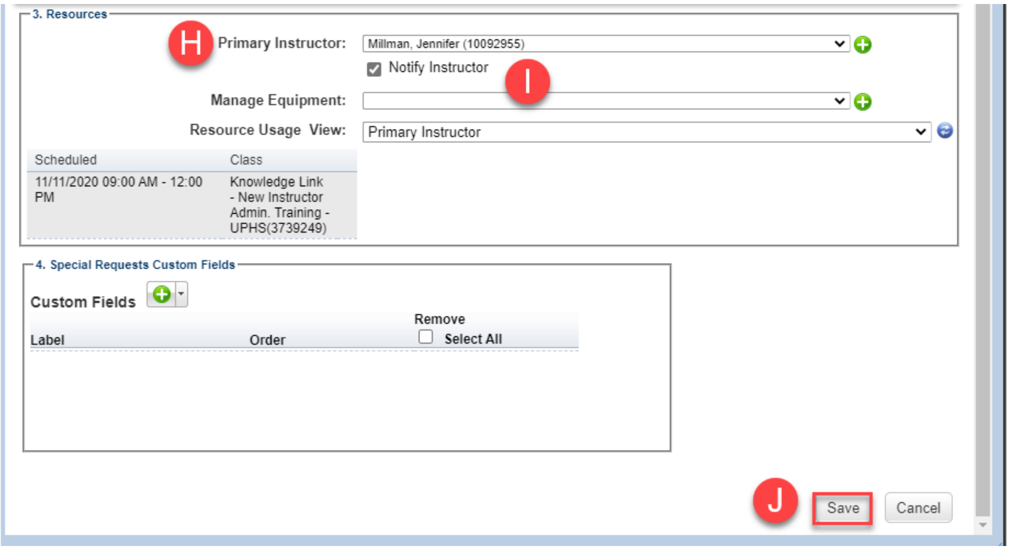
*If you are unable to find your Facility or Location, contact your entity's core KL administrator or the Knowledge Link Help Desk at 215-662-7474.

Resources

H. Select **Primary Instructor**

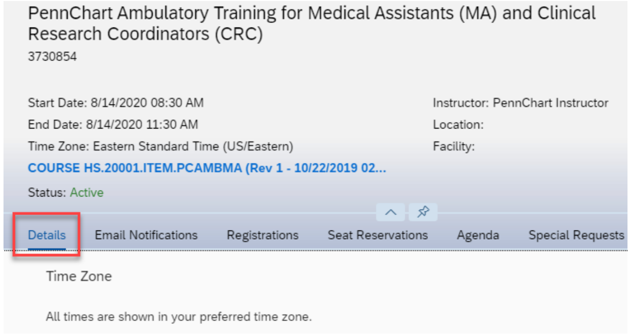
I. Default is set to **Notify Instructor**. Uncheck if you don't want to send an email notification to the instructor.

J. Click **Save** when complete.



*If you are unable to find Primary Instructor, contact your entity's core KL administrator or the Knowledge Link Help Desk at 215-662-7474.

4. The Class will open. Click **Details**

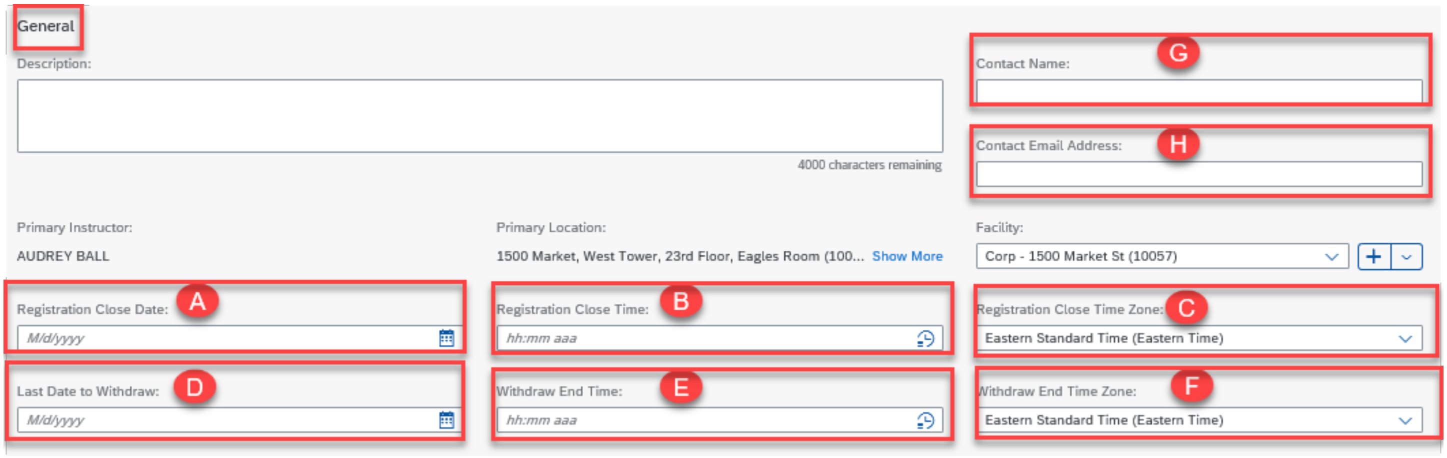


Add information to the fields, as appropriate. See **Scheduled Item or Online Item Settings Guide**

5. Scroll down to **General**
   A. **Registration Close Date**
   B. **Registration Close Time**
   C. **Registration CloseTime Zone**
   D. **Last Date to Withdraw**
   E. **Withdraw End Time**
   F. **Withdraw End Time Zone**

G. **Contact Name** (required)

H. **Contact Email** (required)



6. Scroll down to **Registration Settings**

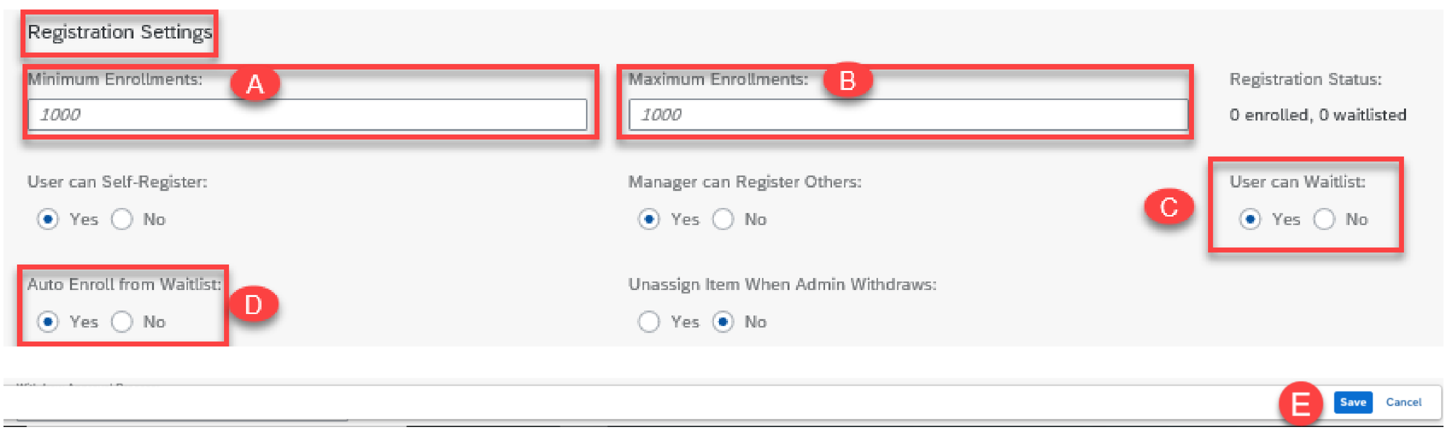
   A. **Minimum Enrollments**

   B. **Maximum Enrollments**

   C. **User can Waitlist**

   D. **Auto Enroll from Waitlist**

   E. Click **Save** when complete

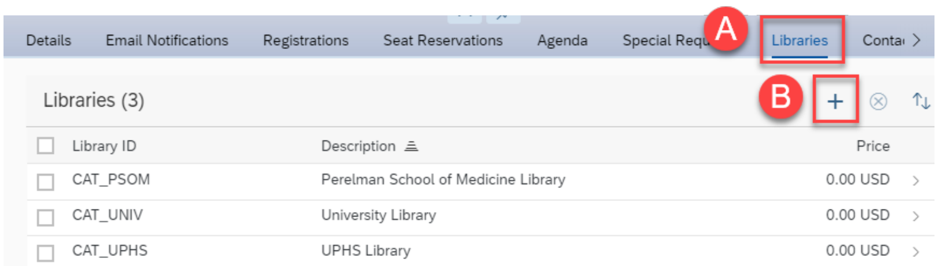


7. In the class tab list:

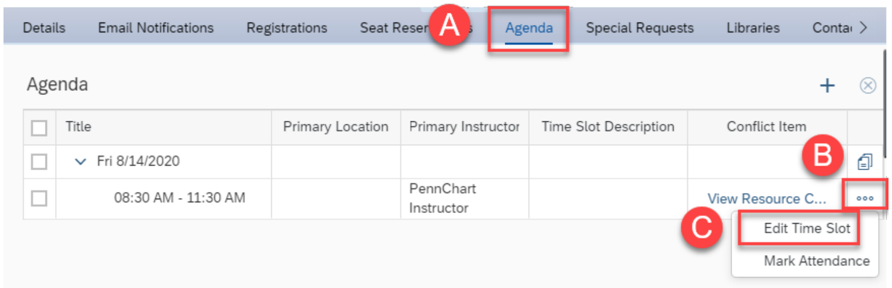
   A. Click **Libraries**. Double check the appropriate libraries are associated with the class.

   B. To add libriaries, click the "+" symbol.

   NOTE: You cannot add libraries here unless they are first added to the associated Item.

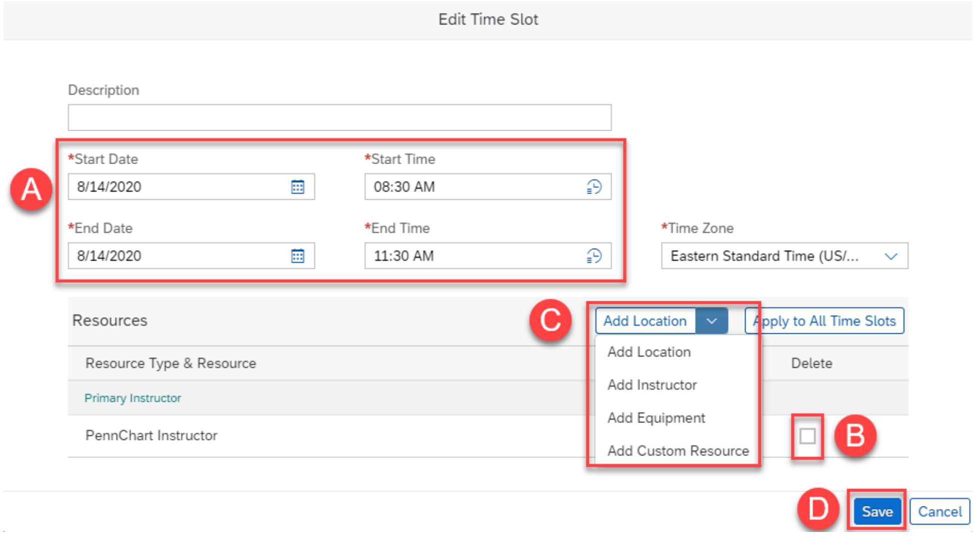


8. Agendas are automatically created when you create the class. Should you ever need to change the date, time, location, etc. of the class, you must change it in the Agenda.
    A. Click the class **Agenda**
    B. Click the ellipsis to open the menu
    C. Click **Edit Time Slot**



You can change the following sections:

A. Change the **Start Date** and **Start Time** and the **End Date** and **End Time**.
B. To remove an incorrect location or instructor, select the **Delete** checkbox, then click **Save**.
C. Click the dropdown to add a new location or instructor.
D. When finished click **Save.**



9. When you add a location resource you may receive this warning. Check the box to associate that facility with the class. If it is not the correct facility, do not check the box. Click **Continue** when finished.