Express Classes

Use Express Classes to document a training that was not organized as an event ahead of time. This feature is useful for impromptu trainings or for backfilling transcripts with training not present in the current system.

1. From the menu, under Admin, select **Express Class**.

General Information

1. Select a Training.
   a. **Search Existing Training** if the training is already in the course catalog. This would be the correct choice if a learner is known to have taken the training but it is not on their transcript, or if an upcoming training has a prerequisite but the learner has taken some equivalent training that is not currently in the catalog. Add search terms in the fly-out, and select the course from the list.
   b. **Create New Training** if the training is not already in the course catalog. The training will be added to the transcript as a Material, but be sure to consider whether or not it is worthwhile to document a training that is not in the catalog. Fill in the following information, as it should appear on the transcript, before you select **Save**:
      i. **Training Title**
      ii. **Description** of the training
      iii. **Subject**; in most cases, search for and select "**_Training**"
      iv. **Hours** and **Minutes**
2. The course will appear on the General Information page. If it was added by mistake, select **Remove Training.**
3. Confirm that the Completion Time **Date** and **Time** drop boxes, and the **Time Zone** drop box, are correct.
4. Select **Next.**

Attendees

1. Select **Add Attendees** to add attendees who are not identified on a .csv file.
   a. On the Search tab of the Add Attendees fly-out, select the **Organizational Unit** type from the filter drop box.
      i. Select **Users** if you are naming individual attendees.
      ii. Select **Division** if you are naming a work unit.
      iii. Select **Group** if an audience has been predefined as a Group.
   b. Add your search terms and select **Enter**.
   c. Check the box to select an item. If the item is a parent, **Include Subordinates**.
   d. On the Selected tab, review if your selections are correct.
   e. Select **Save.**

2. If you have a .csv with attendees identified by username, user ID, or email address, select **Select File** from the Upload Attendees section.

3. After you Add Attendees or Upload Attendees, a roster list will appear. If any attendees need to be removed from the list, check the box for each attendee and select **Remove (All)**.

4. Edit the transcript records.

    a. If you want to edit each record individually, select the **Record** button for each attendee. In the pop-up, choose the **Result** status of the training. Note that Incomplete and Fail will add the item to the users' transcripts in a "Incomplete" status. Add appropriate values for **Score, Hours** and **Minutes** of observed training hours, and add any **Comments** or **Attachments**.

    b. To edit multiple records, select the checkbox for each attendee or select the **Select All** link, then press the **Bulk Record** button. In the pop-up, choose the **Result** status of the training, the **Score**, the **Hours** and **Minutes** of observed training hours, and add any **Comments** or **Attachments**.

> ⚠️ By default, the transcript record you are adding does not have a score or a status. The Next button is often disabled until you have edited that information, but sometimes the button does not disable and you can proceed to the next page where you will get an error. Be sure to add a result to the record of each user before proceeding.

5. Select **Next.**

Summary

1. Review the General Information summary. Use the **Edit General Information** pencil icon button to return to the General Information page.
2. Review the Attendees summary. Use the **Edit Attendees** pencil icon button to return to the Add Attendees page.
3. Select **Submit.**
4. Select **Done** on the Success! pop-up.

Revert an Express Class

If an express class was added to a transcript as "Completed", but it was supposed to be added as "Incomplete", the assigning administrator can change it to a status of "Registered".

1. From the menu, under Admin, select **Express Class**
2. Select the **Express Class Summary** link to see a list of assigned express classes.
3. Select the **View Attendees** button of an express class.
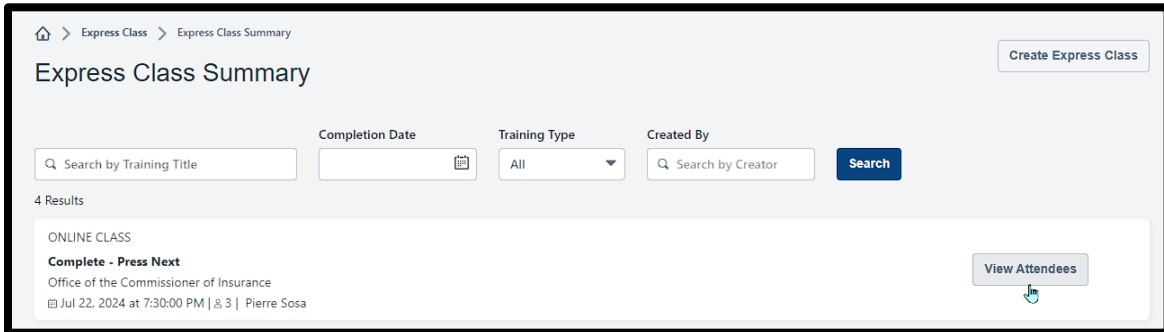
4. Select the **Revert** link at the end of each named user's line item.
   a. This option is not available if the Express Class was assigned as incomplete or failed.
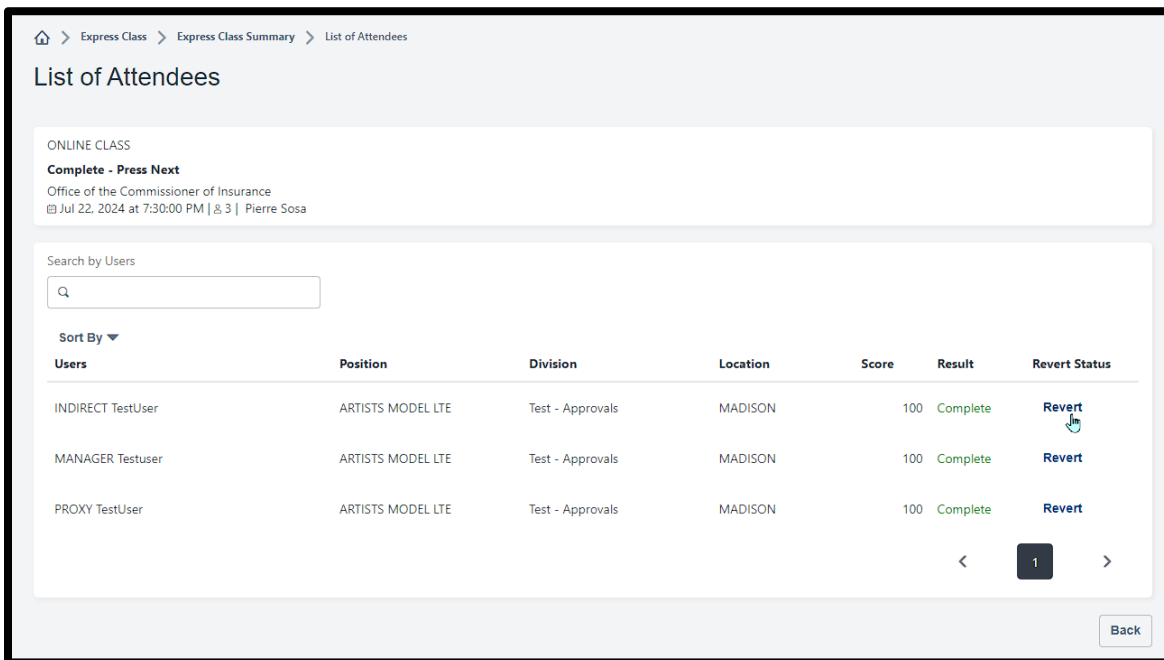
5. In the Revert User pop-up, write a **Reason for revert**.
6. Select the **Confirm** button.

The revert status on the View Attendees page will change from "In Progress" to "Reverted" when the system has updated the transcript. On the transcript, the Express Class status will switch from "Completed" to "Registered".