



# CREATING AN EXPRESS CLASS (EXISTING TRAINING)

## Learning Fundamentals - System Administrator Training

Express Class provides learning facilitators the ability to quickly and easily create, document, and give transcript credit for on-the-fly learning to attendees using a streamlined mobile and desktop interface. Express Classes can be created training that already exists within the portal, or by creating new Materials.

To create a new Express Class from an existing training, navigate to: **ADMIN > EXPRESS CLASS**

### General Information

- 1 Select **Search Existing Training**
- 2 Search for and select the training you wish to add to transcripts
- 3 Select the **completion time, date,** and **timezone** that the training occurred
- 4 Select the **Next** button

General Information

Please select a training: \*

Search Existing Training

OR

Create New Training

SEARCH EXISTING TRAINING

Ladder Safety

Bloodborne Pathogens Safety - Part 1: Bl...  
Online Class 30 minutes  
Bloodborne Pathogens Safety - Part 1: Blood...

Chemical Safety (Third Edition)  
Online Class 45 minutes  
This course will introduce you to the physical ...

Advanced Ladder Safety  
Material 6 hours

General Information

Please select a training: \*

Advanced Ladder Safety

Material 6 hours  
Performed a comprehensive safety course on proper ladder use. Not just what to do at the bottom of the ladder, but als...  
More Details

Remove Training

Completion Time \*  
1/27/2020 2:30 PM

Time Zone \*  
(UTC-08:00) Pacific Time (US & Canada)

Cancel Next



### Attendees

- 1 Use the **Add Attendees** button to search and select one or more users
- 2 Or use the **Select File** button to upload a file of users  
*Add attendees by uploading files with their username, user ID, or email address and status in .csv format. Optionally, include score, and comments. Each file can have a maximum of 2000 attendees.*
- 3 When users are added, select the **Record** button for individuals or select multiple users and select **Bulk Record**
- 4 Select whether the users are **Complete/Incomplete/ Fail**, give the users a **Score**, enter **comments**, and **add attachments**
- 5 Select the **Save** button
- 6 Select **Next**

**Attendees**  
Add attendees by selecting organizational units, and/or individual users. Then record their status.

**Add Attendees**

**Upload Attendees**  
Add attendees by uploading files with their username, user ID, or email address and status in .csv format. Optionally, include score, and comments. Each file can have a maximum of 2000 attendees.

**Select File**

You currently don't have any attendees

Cancel Back Next

**Upload Attendees**  
Add attendees by uploading files with their username, user ID, or email address and status in .csv format. Optionally, include score, and comments. Each file can have a maximum of 2000 attendees.

**Select File**

Search added attendees...

**Select All** **Deselect All** **Bulk Record**

Sort By **Remove (All)**

<input checked="" type="checkbox"/>	<b>Adam Kayne</b> ID: akayne Score: N/A Result: N/A Attachment: No	<b>Record</b>
<input checked="" type="checkbox"/>	<b>Aimee Pasia</b> ID: apasia Score: N/A Result: N/A Attachment: No	<b>Record</b>

Cancel Back Next

**Bulk Record (All)**

Result\*

Complete  
 Incomplete  
 Fail

Score

Comments

0 / 3000

Drop files to upload, or Browse

Cancel Save



### Summary

**1** Review your settings

**2** Select the **Submit** button

#### Summary

##### General Information

Training Title  
**Advanced Ladder Safety**

Completion Time  
**1/27/2020 2:30 PM (UTC-08:00) Pacific Time (US & Canada)**

Training Hours  
**6 hours**

##### Attendees

Complete	2
Incomplete	0
Fail	0
Total	2

Training assigned via Express Class appears on users' learning transcripts where the Observation History can be reviewed in the Training Details



# CREATING AN EXPRESS CLASS (NEW TRAINING)

## Learning Fundamentals - System Administrator Training

Express Class provides learning facilitators the ability to quickly and easily create, document, and give transcript credit for on-the-fly learning to attendees using a streamlined mobile and desktop interface. Express Classes can be created training that already exists within the portal, or by creating new Materials.

To create a new Express Class from an existing training, navigate to: **ADMIN > EXPRESS CLASS**

### General Information

- 1 Select **Create New Training**
- 2 In the flyout, give the training a **title**, **description**, **subject** and **training hours**
- 3 Select the **completion time**, **date**, and **timezone** that the training occurred
- 4 Select the **Next** button

**General Information**  
Please select a training: \*

OR

CREATE NEW TRAINING

Training Title \*  
**Ladder Safety**

Description  
**Get on that ladder! But carefully!**

34 / 3000

Subjects \*  
Search for subjects...  
Career Development X

Training Hours \*  
Hours:  Minutes:

**General Information**  
Please select a training: \*

**Ladder Safety**  
Material: 1 hour, 30 minutes  
Get on that ladder! But carefully!

Remove Training

Completion Time \*  
12/27/2020 3:30 PM

Time Zone \*  
(UTC-08:00) Pacific Time (US & Canada)



### Attendees

- 1 Use the **Add Attendees** button to search and select one or more users
- 2 Or use the **Select File** button to upload a file of users  
*Add attendees by uploading files with their username, user ID, or email address and status in .csv format. Optionally, include score, and comments. Each file can have a maximum of 2000 attendees.*
- 3 When users are added, select the **Record** button for individuals or select multiple users and select **Bulk Record**
- 4 Select whether the users are **Complete/Incomplete/ Fail**, give the users a **Score**, enter **comments**, and **add attachments**
- 5 Select the **Save** button
- 6 Select **Next**

**Attendees**  
Add attendees by selecting organizational units, and/or individual users. Then record their status.

**Add Attendees**

**Upload Attendees**  
Add attendees by uploading files with their username, user ID, or email address and status in .csv format. Optionally, include score, and comments. Each file can have a maximum of 2000 attendees.

**Select File**

You currently don't have any attendees

Cancel Back Next

**Upload Attendees**  
Add attendees by uploading files with their username, user ID, or email address and status in .csv format. Optionally, include score, and comments. Each file can have a maximum of 2000 attendees.

**Select File**

Search added attendees...

**Select All** **Deselect All** **Bulk Record**

Sort By **Remove (All)**

<input checked="" type="checkbox"/>	<b>Adam Kayne</b> ID: akayne Score: N/A Result: N/A Attachment: No	<b>Record</b>
<input checked="" type="checkbox"/>	<b>Aimee Pasia</b> ID: apasia Score: N/A Result: N/A Attachment: No	<b>Record</b>

Cancel Back Next

**Bulk Record (All)**

**Result\***

Complete  
 Incomplete  
 Fail

Score

Comments

0 / 3000

Drop files to upload, or Browse

Cancel Save



### Summary

**1** Review your settings

**2** Select the **Submit** button

#### Summary

**General Information** 

Training Title  
**Ladder Safety**

Completion Time  
**1/27/2020 3:30 PM (UTC-08:00) Pacific Time (US & Canada)**

Training Hours  
**1 hour, 30 minutes**

**Attendees** 

Complete	2
Incomplete	0
Fail	0
Total	2

New training assigned via Express Class appears on users' learning transcripts as a Material where the Observation History can be reviewed in the Training Details. The created Materials can be edited in the Course Catalog.