

Learning Fundamentals - System Administrator Training

Express Class provides learning facilitators the ability to quickly and easily create, document, and give transcript credit for on-thefly 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.

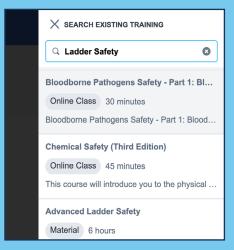
To create a new Express Class from an existing training, navigate to: ADMIN > EXPRESS CLASS

#### **General Information**

**Select Search Existing Training** 

- Search for and select the training you wish to add to transcripts
- Select the completion time, date, and timezone that the training occurred
- Select the **Next** button







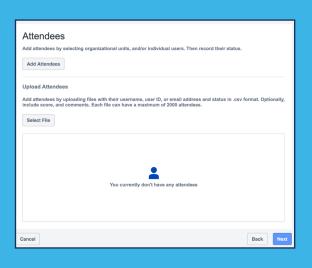


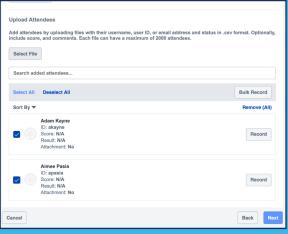
Learning Fundamentals - System Administrator Training

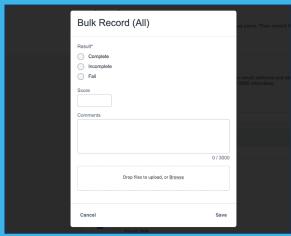
## **Attendees**

- 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.
- 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

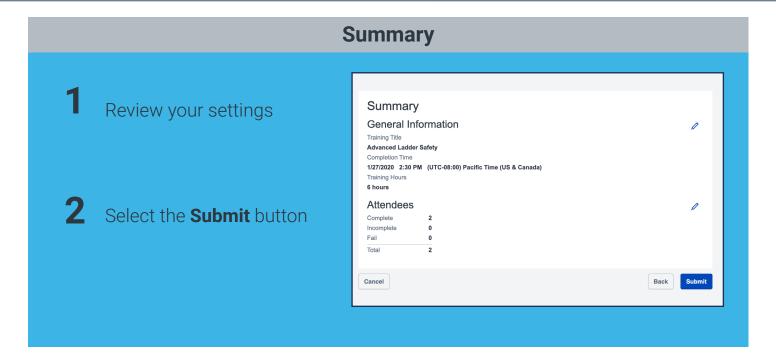








Learning Fundamentals - System Administrator Training



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

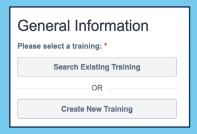
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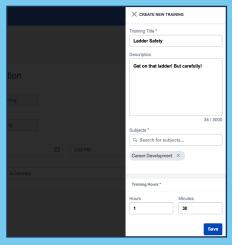
To create a new Express Class from an existing training, navigate to: ADMIN > EXPRESS CLASS

### **General Information**

**Select Create New Training** 

- In the flyout, give the training a **title**, description, subject and training hours
- Select the completion time, date, and timezone that the training occurred
- Select the **Next** button





Ladder Safety  Material 1 hour, 30 minutes		
		Edit
Get on that ladder! But carefully!		
Remove Training		
Completion Time *		
1/27/2020	⊞ 3:30 PM	~
Time Zone *		
(UTC-08:00) Pacific Time (US & Canada)		-
(UTC-08:00) Pacific Time (US & Canada	)	•

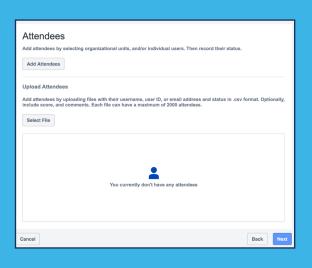


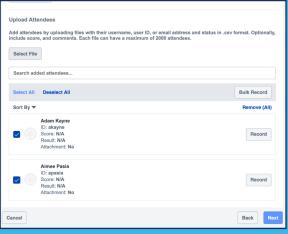
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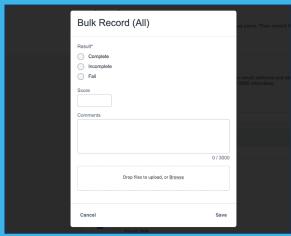
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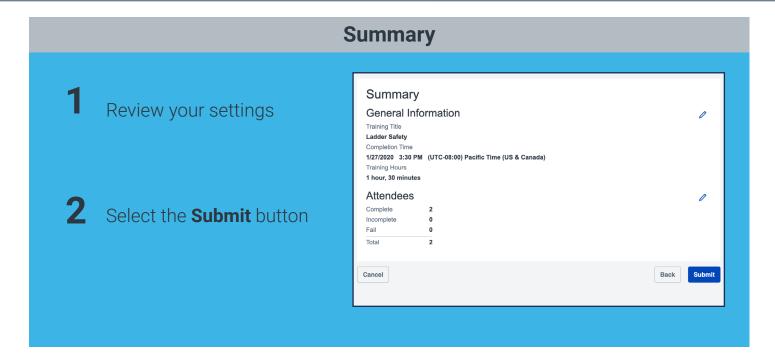








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New training assigned via Express Class appears on users' learning transcripts as a Material where the Observation History can be reviewed in the Training Details.

The created Materials can be edited in the Course Catalog.