



American
Heart
Association.

ATLAS USER MANUAL

Class Management

A navigation guide for the Atlas application

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1 Introduction

The American Heart Association (AHA) is dedicated to saving more lives through research, training, and education designed and owned by the AHA. CPRverify is a web-based application designed specifically to support AHA training internationally. The Instructor Network serves the same purpose within the United States.

These applications make it possible for Training Centers and instructors to monitor and track their AHA training, including publishing classes for students to sign up for, managing student rosters, and many other functions. They also provide the ability for managing Training Center alignments and permission.

Currently, the 2 applications are separate to cater to different geographies, either within USA or outside of USA. Atlas is a reimaged solution that caters to the global market. This digital platform is available to the AHA Training Network, including Training Centers, Training Sites, Instructors, and students who are located anywhere in the world, working together to make a difference and save more lives.

2 Purpose

The purpose of Atlas is to provide a single application for all audiences across the world. This document has been created to help ensure a smooth onboarding journey, focusing on the different capabilities within the Atlas application, and will serve as an instructional guide for users to successfully navigate and perform various application functions within the system.

3 Intended Audience

The intended audience includes Training Center Coordinators (TCCs), Training Center Administrators (TCAs), Training Site Coordinators (TSCs), Training Site Administrators (TSAs), and Instructors.

4 Abbreviations and Descriptions

Abbreviation	Description
AHA	American Heart Association
TCA	Training Center Administrator
TCC	Training Center Coordinator
TSA	Training Site Administrator
TSC	Training Site Coordinator

5 Class Management

Classes are sessions held in person with students to teach a particular course. The **Class List** is a record of classes associated with a facility, including upcoming and previously held classes.

5.1 Class List

5.1.1 Class List Screens

Class lists may be viewed when users are logged in as a TCC/TCA/TSC/TSA or instructor. To find a class, follow these steps:

- Log in as a **TCC/TCA/TSC/TSA** (Figure 1).



Figure 1. TCC/TCA Login.

- From the main navigation menu, click on **Training Center** and then **Classes** from the **Training Center** submenu (Figure 2).

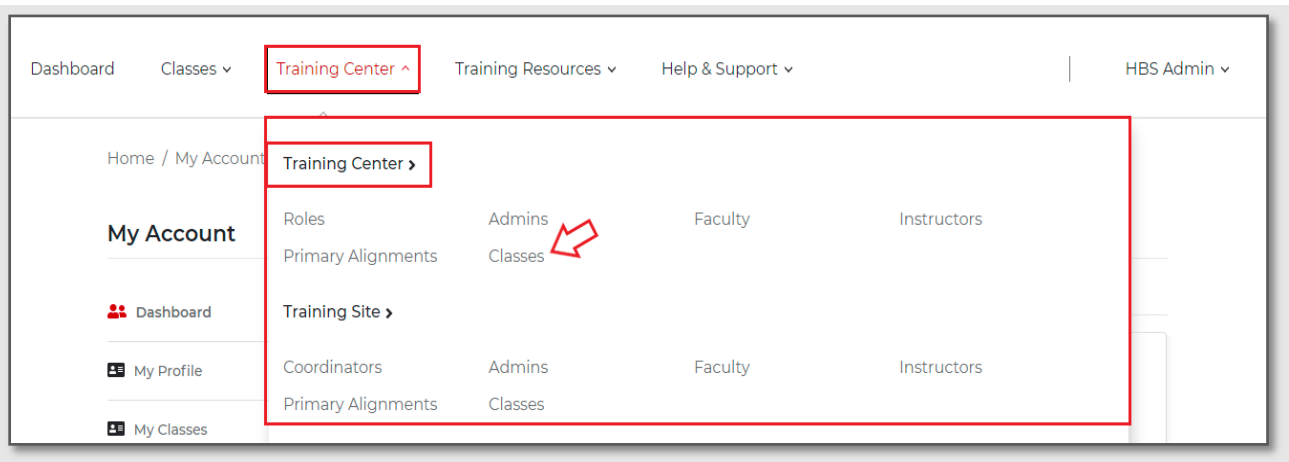


Figure 2. Training Center main navigation menu – Classes.

- **TCC/TCA/TSC/TSA** users can view the class list of Training Sites by clicking on **Classes** from the **Training Site** submenu.

- The Class List page will open, displaying the class list (Figure 3).

The screenshot shows the 'Class List' page for the 'Carica Training Center'. The page includes a breadcrumb trail: Home / Training Center / Training Center / Classes. Below the breadcrumb is a '★ Class List' heading and an 'Add a Class' link. A note states: 'Use these filters to narrow down this list of classes.' There are seven filter dropdowns: Training Site Name or ID, Instructor, Discipline, Seat Available, Class Language, Date Range, Choose a Location, and Choose a Status. Below the filters is an 'Export' link and a 'Sort by: Class Time' dropdown with up/down arrows. The main content is a table with the following data:

Instructor First Name	Last Name	Course	Seats	Class Time	Location	Actions
Instructor 20120240093	Role	CPR course ACLS	3 / 100	09 - 30 - 2020 08:00 am	Bangalore	...
stage 20125972666	ins	CPR course ACLS	0 / 100	10 - 18 - 2020 05:00 am	Bangalore	...
stage 20125972666	ins	BLS Manual BLS	5 / 100	10 - 20 - 2020 06:00 am	Bangalore	...
stage 20125972666	ins	Demo Course BLS	4 / 100	10 - 22 - 2020 10:00 am	Bangalore	...
stage 20125972666	ins	TestCourse_ACLS ACLS	1 / 100	10 - 24 - 2020 09:00 am	Bangalore	...
stn 20109049766	smith	Demo Course BLS	0 / 100	10 - 30 - 2020 05:30 am	Bangalore	...
RoleFour 19093163434	Instructor	TF BLS Course BLS	1 / 100	11 - 16 - 2020 12:00 am	Bangalore	...
RoleFour 19093163434	Instructor	Faculty BLS Course BLS	0 / 45	11 - 26 - 2020 12:00 am	Carica Loc	...
RoleThree 19097969898	Instructor	Faculty BLS Course BLS	1 / 45	11 - 27 - 2020 01:00 am	Carica Loc	...
RoleFour 19093163434	Instructor	BLS sample Course BLS	0 / 32	12 - 08 - 2020 12:30 am	Sample Location Test	...

Figure 3.1 An example class list showing the Carica Training Center and its Training Sites.

The **Class List** page also appears when the user logs in as an **Instructor**. To find the class list as an instructor, follow these steps:

- Log in as an **Instructor** (Figure 4).



Figure 42. Instructor login.

- Select **Classes** from the main navigation menu, and then from the drop-down submenu, select **Classes I Teach** (Figure 5).

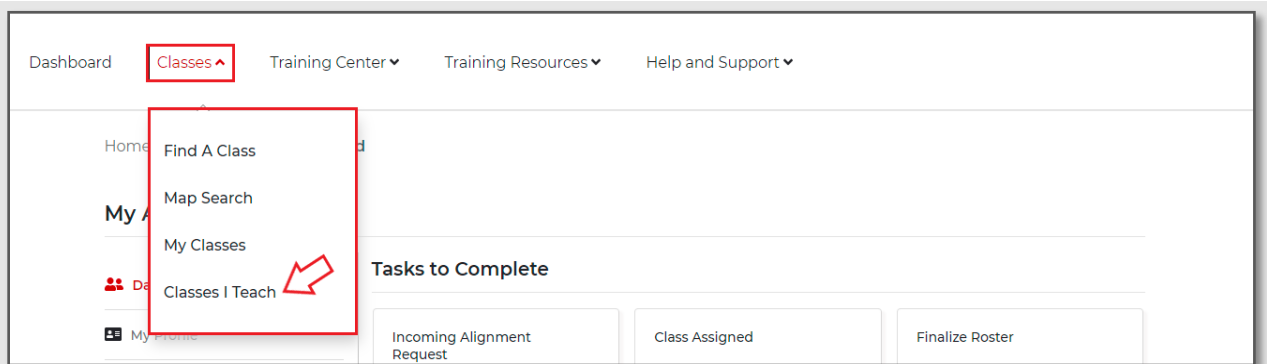
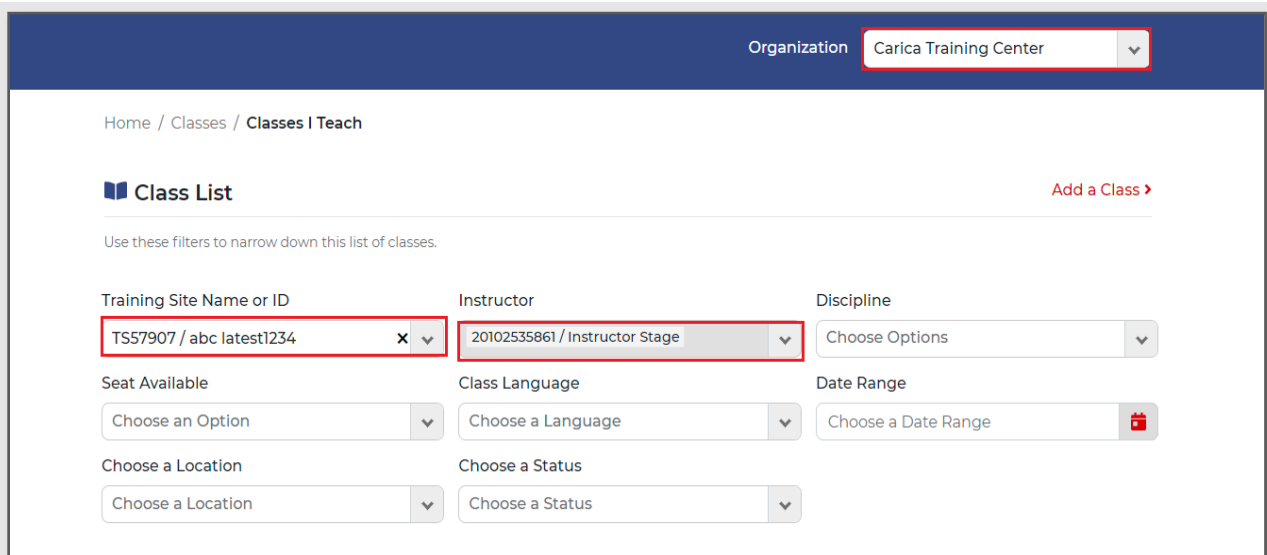


Figure 5. Classes main navigation menu - Classes I Teach submenu.

- The **Class List** page will open, displaying the class list (Figure 6).



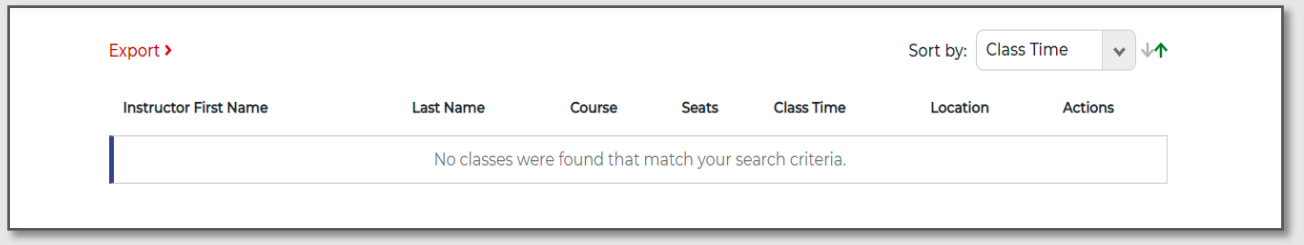


Figure 6. An example class list showing the classes taught by the instructor in Training Site TS57907/abclatest1234, under the Carica Training Center.

5.1.2 Class List Filters

There are several ways to filter the class list. Users can select options from the following drop-down lists and fields:

- **Training Site Name or ID** (Figure 7)
- **Instructor** (Figure 8)
- **Discipline** (Figure 9)
- **Seat Available** (Figure 10)
- **Class Language** (Figure 11)
- **Date Range** (Figure 12)
 - The date range cannot exceed 2 years from the current date for the **backdate** entries. Atlas will not allow date entries beyond 2 years.
- **Choose a Location** (Figure 13)
- **Choose a Status** (Figure 14): The available options and definitions of these options are
 - **Active:** Ongoing class
 - **Upcoming:** Recently added class whose roster is yet to be finalized. Students may still enroll in this class
 - **Completed:** Class that has already occurred and is complete
 - **Cancelled:** Upcoming class that has been cancelled by the TCC/TCA/TSC/TSA user or instructor.

Training Site Name or ID: TS39380 / Carica Ins Test TS x v

Instructor: Name or ID v

Discipline: Choose Options v

Seat Available: Choose an Option v

Class Language: Choose a Language v

Date Range: Choose a Date Range [calendar icon]

Choose a Location: Choose a Location v

Choose a Status: Choose a Status v

Export >

Sort by: Class Time v [up/down arrows]

Instructor First Name	Last Name	Course	Seats	Class Time	Location	Actions
Vinesha 21012751809	Babburu	Heartcode PALS Classroomm PALS	0 / 34	01 - 30 - 2021 12:30 am	Carica Test TS location for Clas...	...
Rohit 20105102717	Kulkarni	UAT - PALS PALS	0 / 34	05 - 22 - 2021 12:30 am	Carica Test TS location for Clas...	...

Figure 7. Class List – Training Site Name or ID filter.

Training Site Name or ID: TS39380 / Carica Ins Test TS x v

Instructor: 21012751809 / Vinesha Babburu x v

Discipline: Choose Options v

Seat Available: Choose an Option v

Class Language: Choose a Language v

Date Range: Choose a Date Range [calendar icon]

Choose a Location: Choose a Location v

Choose a Status: Choose a Status v

Export >

Sort by: Class Time v [up/down arrows]

Instructor First Name	Last Name	Course	Seats	Class Time	Location	Actions
Vinesha 21012751809	Babburu	Heartcode PALS Classroomm PALS	0 / 34	01 - 30 - 2021 12:30 am	Carica Test TS location for Clas...	...

Figure 8. Class List - Instructor filter.

Training Site Name or ID: Select TS ID/Name
 Instructor: Name or ID
 Discipline: Basic Life Support
 Seat Available: Choose an Option
 Class Language: Choose a Language
 Date Range: Choose a Date Range
 Choose a Location: Choose a Location
 Choose a Status: Choose a Status

Export > Sort by: Class Time

Instructor First Name	Last Name	Course	Seats	Class Time	Location	Actions
stage 20125972666	ins	BLS Manual BLS	5 / 100	10 - 20 - 2020 06:00 am	Bangalore	...
stage 20125972666	ins	Demo Course BLS	4 / 100	10 - 22 - 2020 10:00 am	Bangalore	...

Figure 9. Class List - Discipline filter.

Seat Available: Seats Available
 Class Language: Choose a Language
 Date Range: Choose a Date Range
 Choose a Location: Choose a Location
 Choose a Status: Choose a Status

Export > Sort by: Class Time

Instructor First Name	Last Name	Course	Seats	Class Time	Location	Actions
Instructor 20120240093	Role	CPR course ACLS	3 / 100	09 - 30 - 2020 08:00 am	Bangalore	...
stage 20125972666	ins	CPR course ACLS	0 / 100	10 - 18 - 2020 05:00 am	Bangalore	...

Figure 10. Class List - Seat Available filter.

Seat Available: Choose an Option
 Class Language: English
 Date Range: Choose a Date Range
 Choose a Location: Choose a Location
 Choose a Status: Choose a Status

Export > Sort by: Class Time

Instructor First Name	Last Name	Course	Seats	Class Time	Location	Actions
Instructor 20120240093	Role	CPR course ACLS	3 / 100	09 - 30 - 2020 08:00 am	Bangalore	...
stage 20125972666	ins	CPR course ACLS	0 / 100	10 - 18 - 2020 05:00 am	Bangalore	...

Figure 11. Class List - Class Language filter.

Seat Available: Choose an Option

Class Language: Choose a Language

Date Range: 1 Sept->30 Sept

Choose a Location: Choose a Location

Choose a Status: Choose a Status

Export >

Sort by: Class Time

Instructor First Name	Last Name	Course	Seats	Class Time	Location	Actions
Instructor 20120240093	Role	CPR course ACLS	3 / 100	09 - 30 - 2020 08:00 am	Bangalore	...

Figure 12. Class List - Date Range filter.

Choose a Location: Karnataka,India

Choose a Status: Choose a Status

Export >

Sort by: Class Time

Instructor First Name	Last Name	Course	Seats	Class Time	Location	Actions
Instructor 20120240093	Role	CPR course ACLS	3 / 100	09 - 30 - 2020 08:00 am	Bangalore	...
stage 20125972666	ins	CPR course ACLS	0 / 100	10 - 18 - 2020 05:00 am	Bangalore	...

Figure 13. Class List - Choose a Location filter.

Choose a Location: Karnataka,India

Choose a Status: Active

Export >

Sort by: Class Time

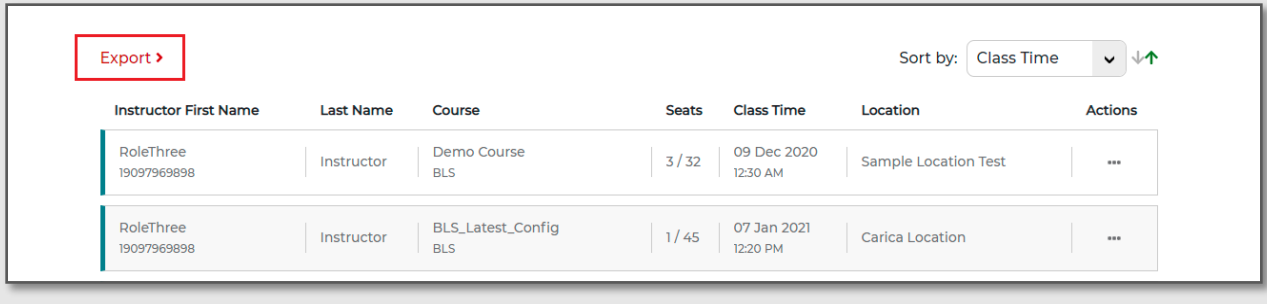
Instructor First Name	Last Name	Course	Seats	Class Time	Location	Actions
Vinesha 21012751809	Babburu	Heartcode PALS Classroom PALS	1 / 45	01 - 20 - 2021 12:00 pm	Carica Location	...
Hibiscuss 20117678455	Userr	Heartcode PALS Classroom PALS	1 / 12	01 - 20 - 2021 09:48 pm	proxy test	...

Figure 14. Class List - Choose a Status filter.

Export and Sort by

Other features on the **Class List** page include **Export** and **Sort by** actions.

- Export the **Class List** by clicking the **Export** link (Figure 15).



Export >

Sort by: Class Time

Instructor First Name	Last Name	Course	Seats	Class Time	Location	Actions
RoleThree 19097969898	Instructor	Demo Course BLS	3 / 32	09 Dec 2020 12:30 AM	Sample Location Test	...
RoleThree 19097969898	Instructor	BLS_Latest_Config BLS	1 / 45	07 Jan 2021 12:20 PM	Carica Location	...

Figure 15. Class List - Export link.

- The exported **Class List** will download as a CSV file (Figure 16).

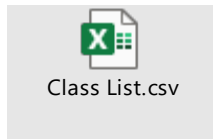
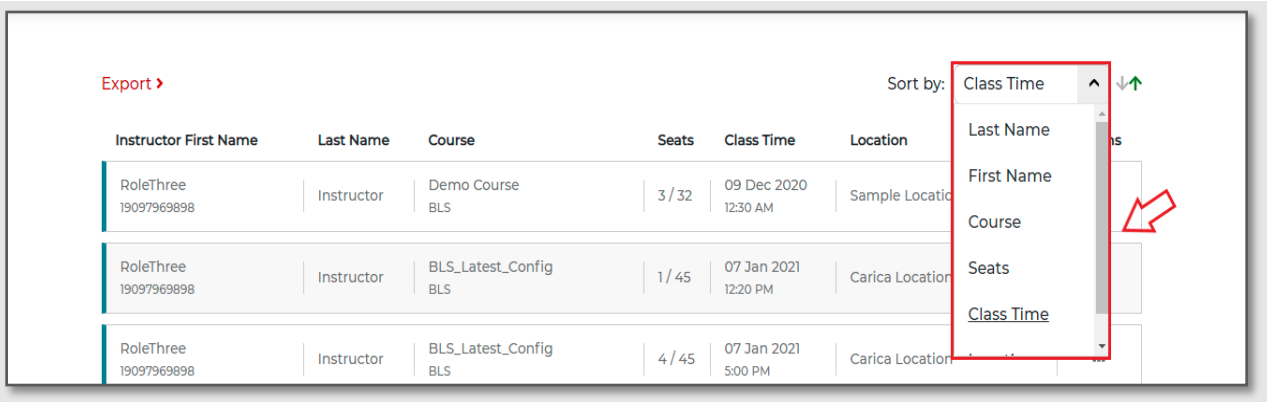


Figure 16. Class List CSV file.

- The **Class List** may also be sorted in ascending or descending order by selecting **Last Name**, **First Name**, **Course**, **Seats**, **Class Time**, or **Location** from the **Sort by** drop-down menu (Figure 17).



Export >

Sort by: Class Time

Instructor First Name	Last Name	Course	Seats	Class Time	Location	Actions
RoleThree 19097969898	Instructor	Demo Course BLS	3 / 32	09 Dec 2020 12:30 AM	Sample Location	...
RoleThree 19097969898	Instructor	BLS_Latest_Config BLS	1 / 45	07 Jan 2021 12:20 PM	Carica Location	...
RoleThree 19097969898	Instructor	BLS_Latest_Config BLS	4 / 45	07 Jan 2021 5:00 PM	Carica Location	...

Figure 17. Class List - filter using Sort by drop-down list options.

5.2 Class Administration

5.2.1 Add a Class

To add a class, users should follow these steps:

- From the top-right corner of the **Class List** page, click the **Add a Class** link (Figure 18).



Figure 18. Class List page - Add a Class link.

- The **Create a Class** page will appear, as shown in Figure 19.

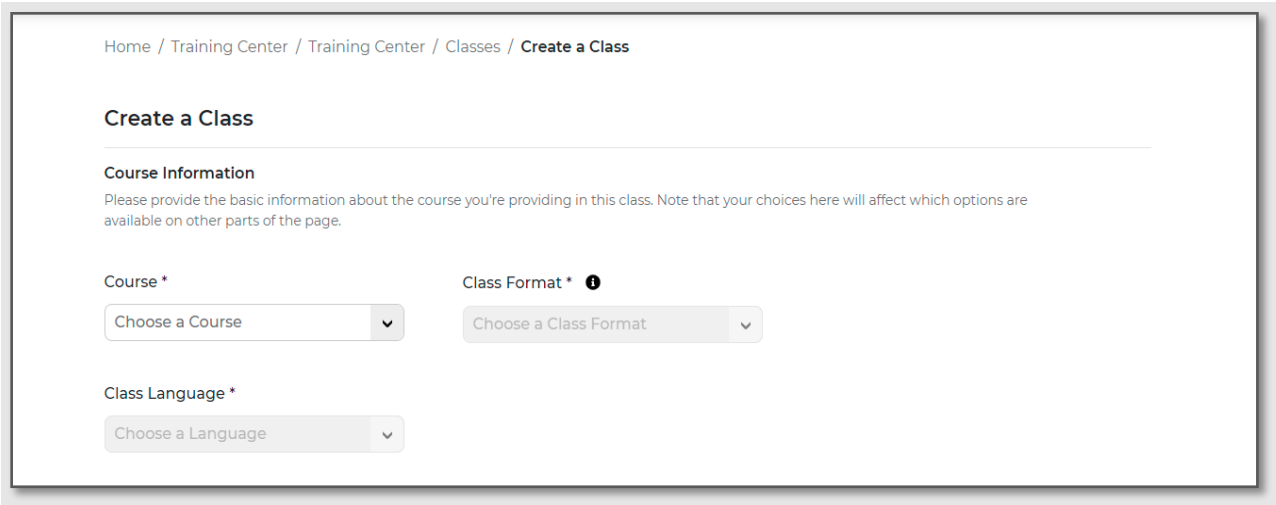


Figure 19.3 Create a Class page.

- Select a course from the **Course** drop-down list. This will activate the **Class Format** field. Selecting **Class Format** will then activate the **Class Language** field (Figure 20).

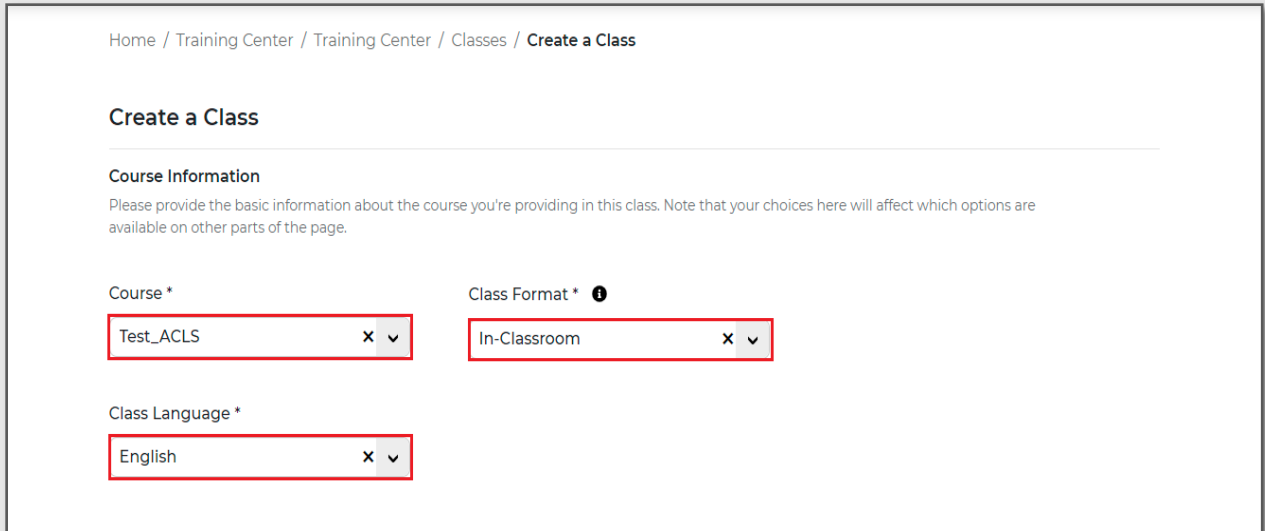


Figure 20. Create a Class page – Course, Class Format, and Class Language fields.

- Depending on the selected **Course**, the **Exam**, **Proof of Completion**, and **Purchase Code** fields will appear as indicated in Figure 21.

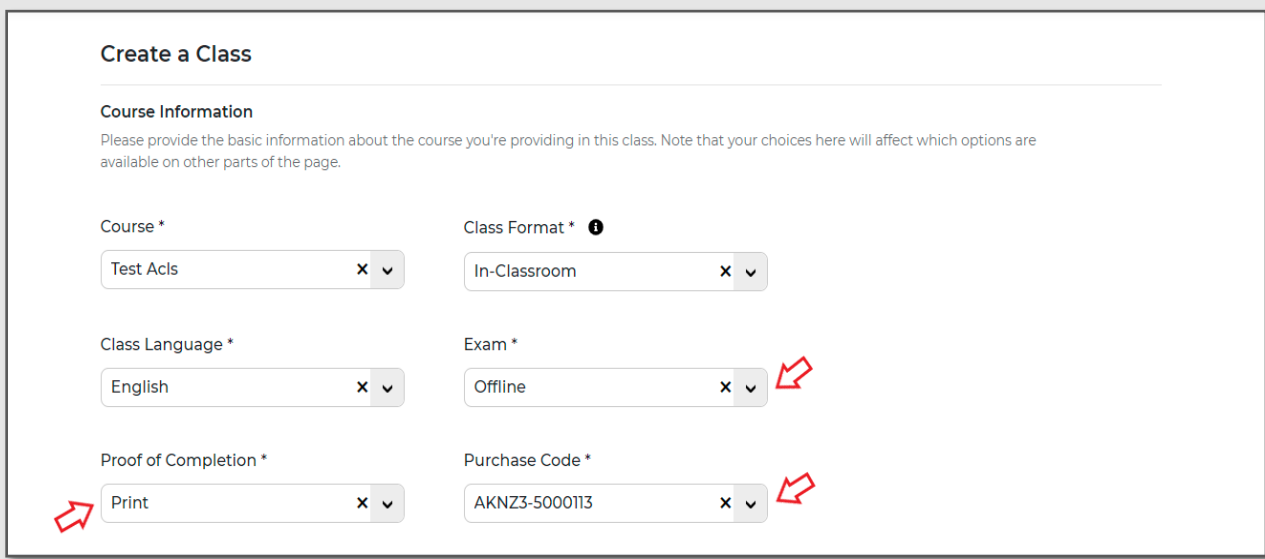


Figure 21. Create a Class page – Exam, Proof of Completion, and Purchase Code fields.

- Not every course has an exam, so the **Exam** field appears on the basis of the type of the course selected when adding a class.
 - The **Exam** drop-down list has the following 2 options:
 - **Online**: Students can appear for the exam through the online platform.
 - **Offline**: Instructors will conduct in-person paper exams in the classroom.
 - Note that there are 2 types of exams:
 - **Preassessment Exam**
 - **Final Exam**

- The **Proof of Completion** field will appear only if the selected course has a **Final Exam**. The drop-down list has the following 2 options:
 - **Print**: If **Print** is selected, then the students in the class will receive a printable **eCard**.
 - **Digital**: If **Digital** is chosen, then the students will receive an eCard in the form of a downloadable PDF.
- The **Purchase Code** field is mandatory only for eBooks and eLearning. For other materials, it is an optional field. It acts as a license or access to the inventory.
 - Online courses and materials may be accessed by using the **Purchase Code**.
- Checking the **Private Class** checkbox makes the class private (Figure 22).
 - Classes marked as **Private Class** will not appear in the **Class Search Results** page. Students cannot enroll directly into private classes, but instructors or organization admins can add students.



Figure 22. Create a Class page - Private Class field.

- The **Training Center** field automatically selects the organization the user is associated with. If needed, the organization admin or instructor can add a Training Site from the **Training Site** drop-down list (Figure 23).

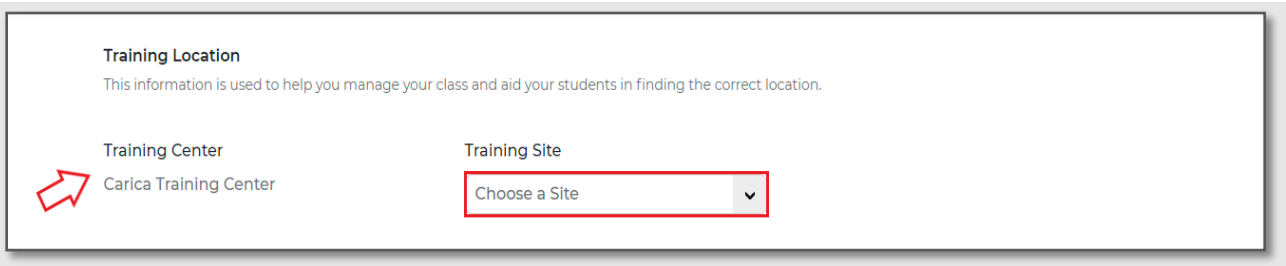


Figure 23. Create a Class page – Training Center and Training Site fields.

- To set the location, select a location from the **Location** drop-down list or add a location by clicking the **Add a Location** link (Figure 24).

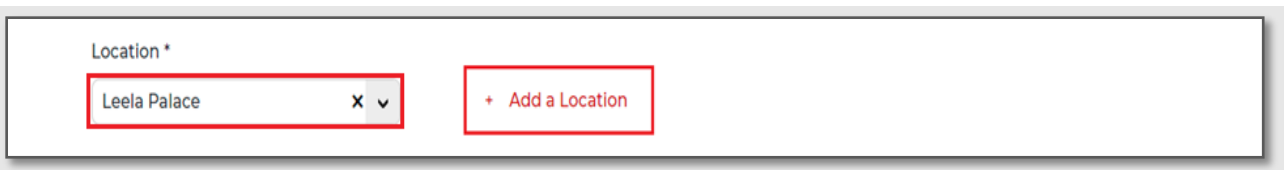


Figure 24. Create a Class page – Location field and Add a Location link.

- Clicking on the **Add a Location** link will display a pop-up in which users will fill in all the mandatory fields and then select **Create Location** (Figure 25). Please refer to the [Add a Location section](#) for detailed steps about creating a new location.

Add Class Location

Name *

Enter location name

Address

Line 1 * Line 2
Enter street address (optional)

Country * [State, Province] *
Choose a country Choose a [state, province]

City Postal Code
Enter city Enter the postal code

Map View *

Proceed

Set as Primary Location

Default Seats Available ⓘ
Enter a number

Additional Instructions

Accessibility Features

Ramp
 Parking for the Disabled

Upload Image

ⓘ Maximum file upload size is [maximum size]. Accepted formats include .jpg and .png.

Browse

Cancel Create Location

Figure 25. Add Class Location pop-up.

- Depending on the selected **Location**, the **Seats Available for this Class** text box will autofill.
 - Users can change the default value and enter the number of seats in the **Seats Available for this Class** text box (Figure 26).

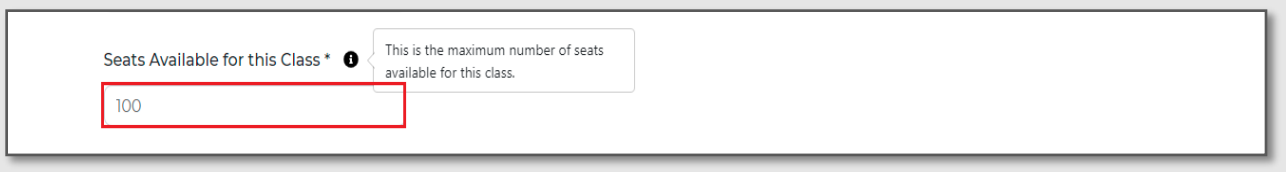


Figure 26. Create a Class page - Seats Available for this Class text box.

- Pick the appropriate date from the **Class Date** and the set time from the **Time** fields (Figure 27).

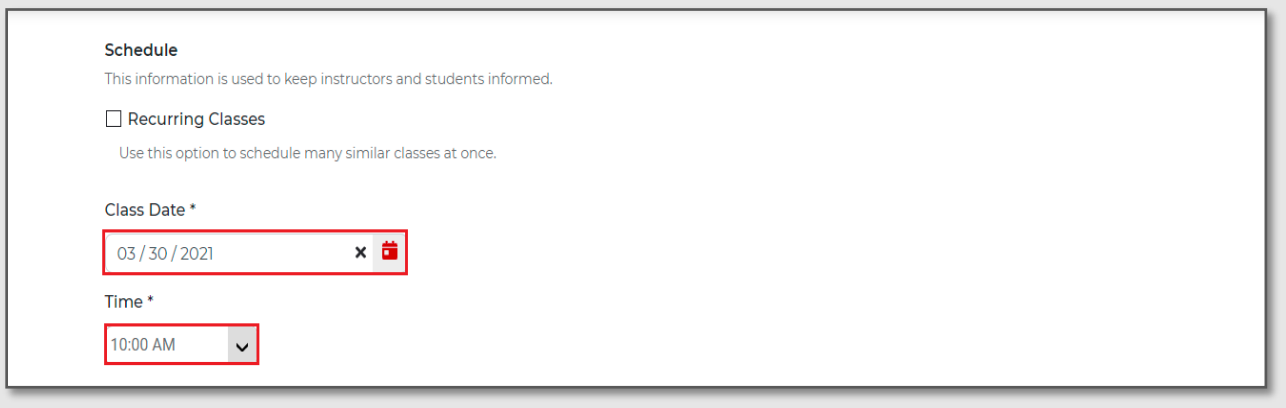


Figure 27. Create a Class page - Class Date and Time selection fields.

- Every Training Center has a default cutoff value that autofills the **Withdrawal Cutoff** and **Enrollment Cutoff** fields.
 - Users can change the cutoff value from **Withdrawal Cutoff** and **Enrollment Cutoff** fields (Figure 28).

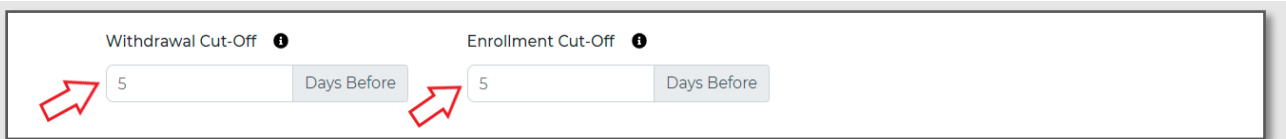


Figure 28. Create a Class page - Withdrawal Cutoff and Enrollment Cutoff fields.

- Entering a value of zero or less will result in an error message (Figure 29).

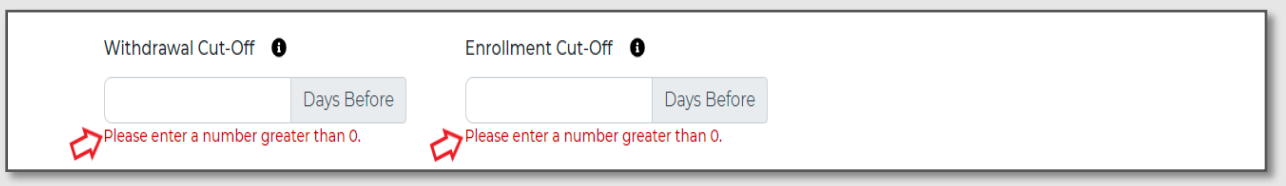


Figure 29. Withdrawal Cutoff and Enrollment Cutoff invalid input error messages.

- Entering a value that is more than the number of days between the current date and the scheduled class start date also results in an error message (Figure 30).

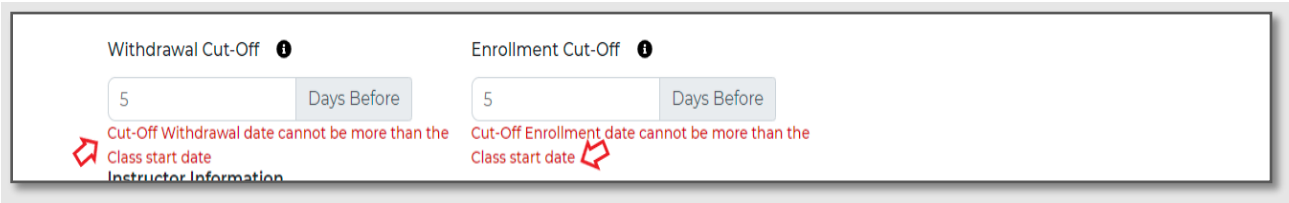


Figure 30. Withdrawal Cutoff and Enrollment Cutoff invalid input error messages.

- To schedule recurring sessions of the same class at once, check the **Recurring Classes** checkbox to set the **Class Start Date**, **Repeat Class Until**, **Time**, **Withdrawal Cutoff**, and **Enrollment Cutoff** fields for the classes (Figure 31).

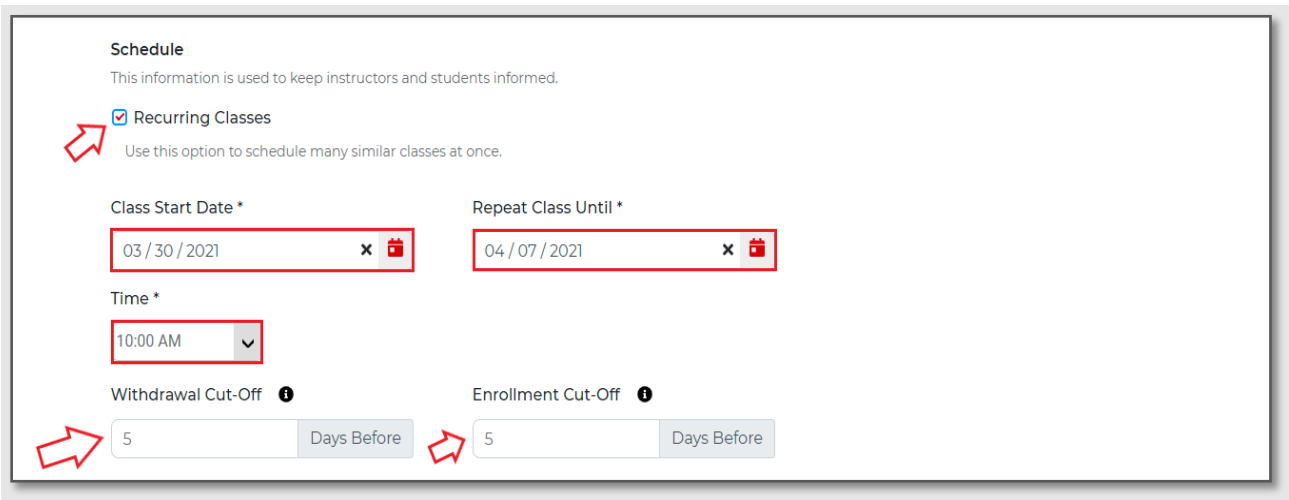


Figure 31. Create a Class page - Recurring Classes section.

- Select the days for the **Recurring Classes** and schedule accordingly (Figure 32).

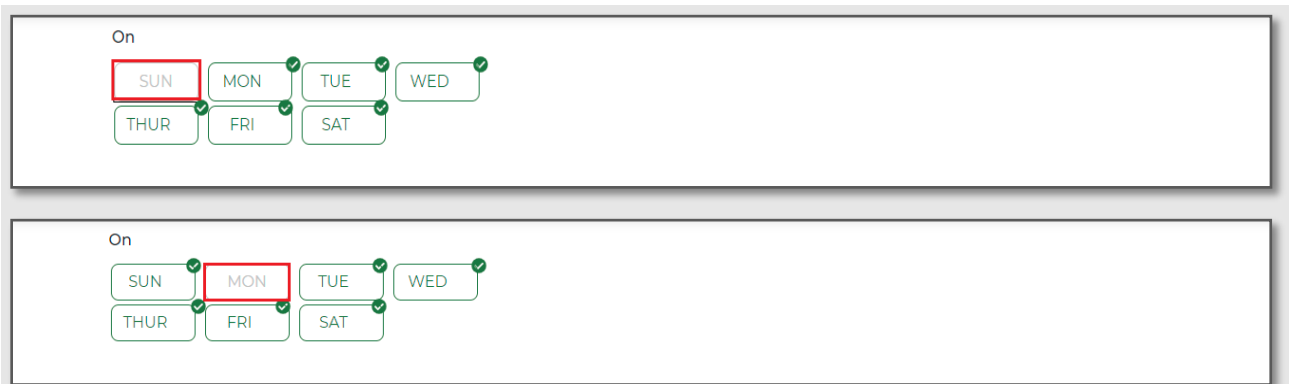


Figure 32. Recurring Classes days setting.

- Select the **Instructor** and **Supporting Instructor** from the drop-down list (Figure 33).

Instructor Information
 The instructors indicated here will be able to access (and potentially manage, depending on permissions) the details of this class.

Instructor* Supporting Instructor ⓘ

19093163434 / RoleFour Instru... x v 20125972666 / stage ins x v

Figure 334. Create a Class page - Instructor and Supporting Instructor selection.



Important Points to Note

- If a user logs in as **TCC/TCA/TSC/TSA**, then the **Instructor** drop-down list displays all the instructors aligned with the selected Training Center/Training Site and selected course.
- A user can select any number of **Supporting Instructors** as a standby option, in case the primary instructor is unavailable to deliver the scheduled class.
- Supporting instructors will only have class management read permissions, while the primary instructors will have class management read and write permissions.
- The **TSC/TSA** role should have class management write permissions to create a class for the respective Training Sites.
- If a user logs in as an **Instructor**, then it is only that instructor’s name that displays in the **Instructor** drop-down list (Figure 34).

Instructor* Supporting Instructor ⓘ

20102535861 / Instructor Stage v 20125972666 / stage ins x v

Figure 34. Instructor login – Instructor drop-down list display.

- Enter the price of the class from the **Class Price** field (Figure 35).

Enrollment Information

Class Price ⓘ

\$ 100

Figure 35. Create a Class page - Class Price text box.

- Select an option from the **Enrollment Model** drop-down list, and then enter the URL link in the **Post-enrollment URL** text box (Figure 36).
 - The **Enrollment Model** drop-down list has 2 options:
 - If a class is set as **Auto-enroll**, students may directly enroll in it.

- If a class is set as **Approval-Based**, students must wait until the **Organization Admin** or **Instructor** approves the enrollment.

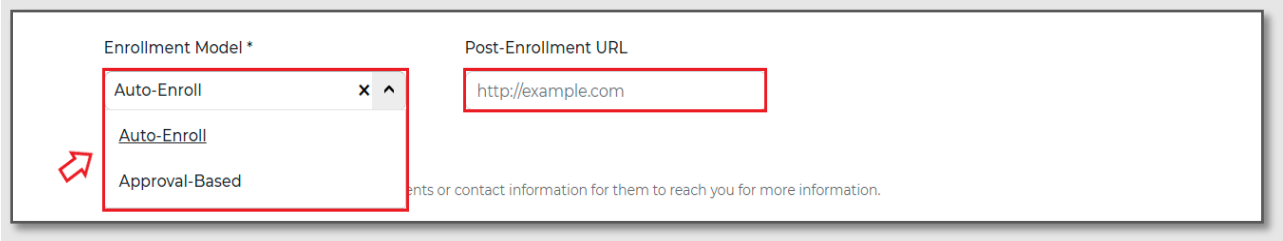


Figure 36. Create a Class page - Enrollment Model and Post Enrollment URL fields.

- Enter the **Task Name** and **Task Description** from the **Things to Do** section, under **Other Information** (Figure 37). **Task Name** and **Task Description** are meant to describe activities or tasks that students should do before coming to class. It is an optional field.

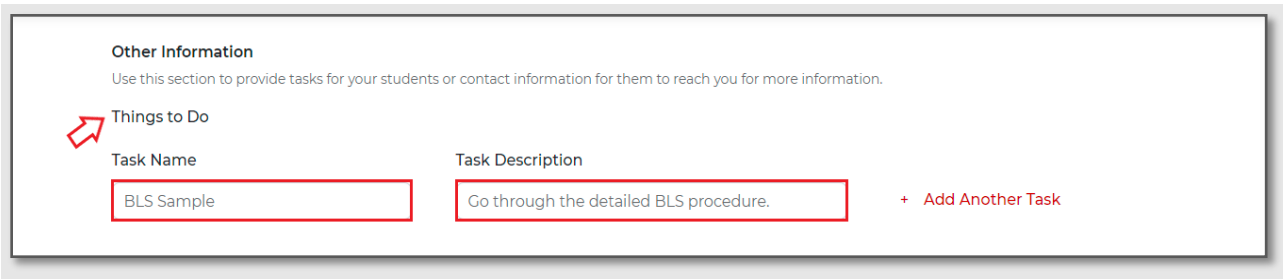


Figure 37. Create a Class page - Things to Do section.

- **Task Name** and **Task Description** tells about the activities or tasks that the students are supposed to do before coming to the class. It is an optional field while creating a class.
- If applicable, add another task by clicking on **Add Another Task** (Figure 38).

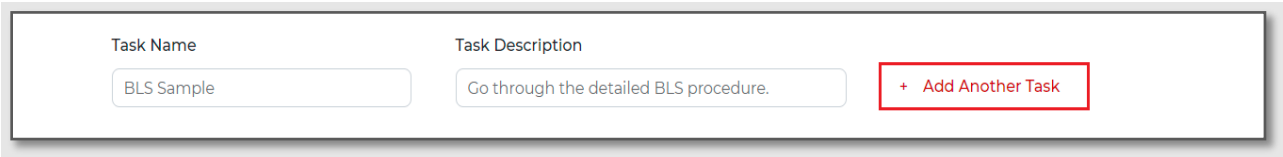
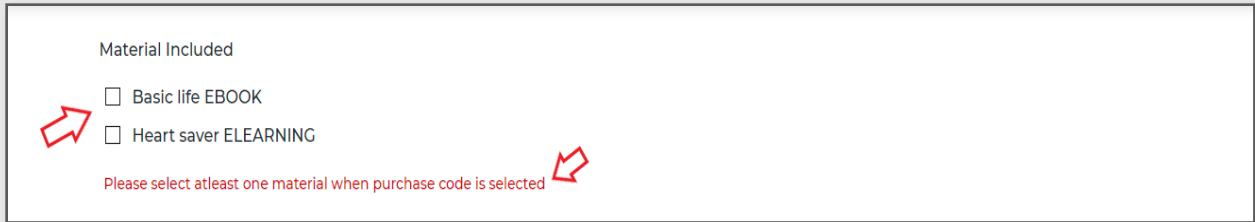


Figure 38. Create a Class page - Add Another Task link.

- Select a material from the **Material Included** section (Figure 39). This is a mandatory field.
 - Products added while creating a course display in the **Material Included** section.
 - In the example shown in Figure 39, material included is an **eBook**, so **Purchase Code** is a mandatory field.
 - If none of the materials are selected, then an error message will appear (Figure 40).



Figure 39. Create a Class page - Material Included section.



Material Included

Basic life EBOOK

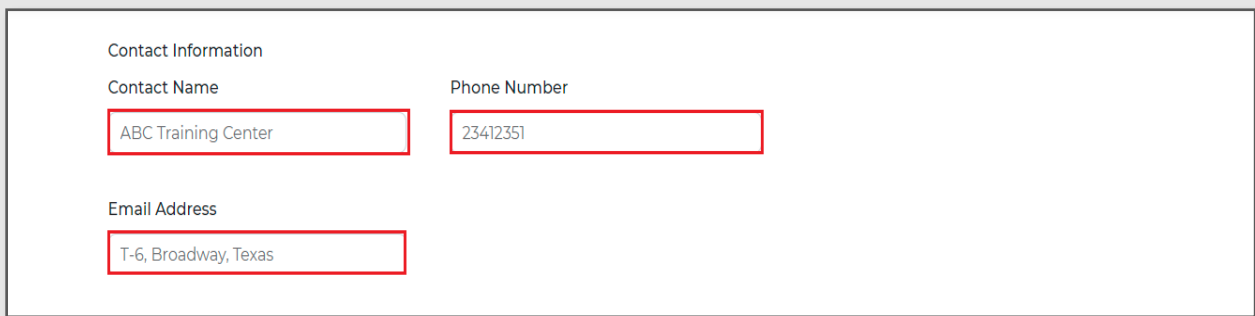
Heart saver ELEARNING

Please select atleast one material when purchase code is selected

This screenshot shows a form section titled "Material Included" with two checkboxes: "Basic life EBOOK" and "Heart saver ELEARNING". Both checkboxes are unchecked. A red arrow points to the "Basic life EBOOK" checkbox. Below the checkboxes, a red error message reads "Please select atleast one material when purchase code is selected". A second red arrow points to this error message.

Figure 40. Material Included section - error message display.

- Enter the **Contact Name, Phone Number, and Email Address** (Figure 41).
 - Giving **Contact Information** allows students to reach out to the Training Center or Training Site directly, in case they need more information or have any questions about the class.



Contact Information

Contact Name: ABC Training Center

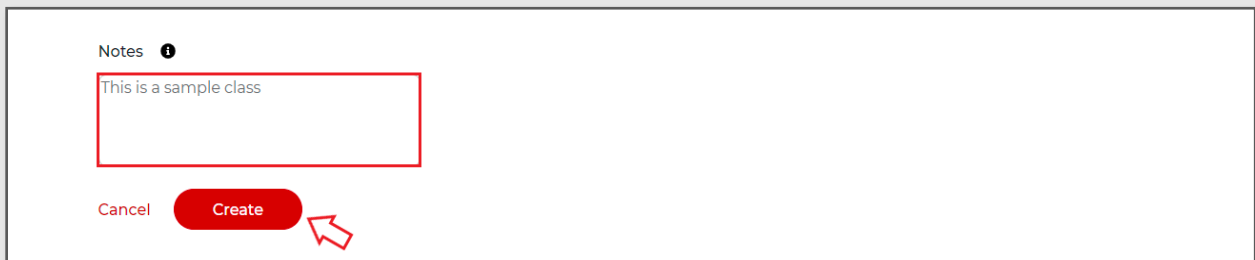
Phone Number: 23412351

Email Address: T-6, Broadway, Texas

This screenshot shows the "Contact Information" section of a form. It contains three input fields, each outlined in red. The "Contact Name" field contains "ABC Training Center". The "Phone Number" field contains "23412351". The "Email Address" field contains "T-6, Broadway, Texas".

Figure 41. Create a Class page - Contact Information fields.

- If necessary, enter short detail in the **Notes** section and then click on **Create** (Figure 42).



Notes ⓘ

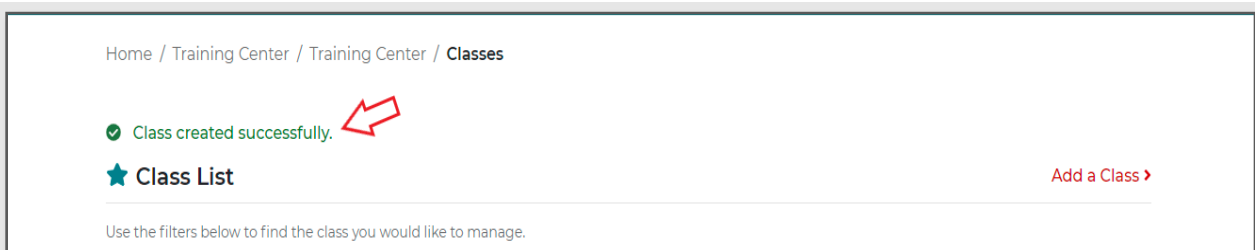
This is a sample class

Cancel Create

This screenshot shows the "Notes" section of a form. It features a text area containing the text "This is a sample class". Below the text area are two buttons: "Cancel" and "Create". The "Create" button is highlighted in red and has a red arrow pointing to it.

Figure 42. Create a Class page - Notes section and Create button.

- After **Create** is selected, a confirmation message appears on the **Class List** page saying, "Class created successfully" (Figure 43).



Home / Training Center / Training Center / Classes

✔ Class created successfully.

★ Class List

Add a Class ▶

Use the filters below to find the class you would like to manage.

This screenshot shows the top portion of the "Class List" page. At the top, there is a breadcrumb trail: "Home / Training Center / Training Center / Classes". Below this, a green checkmark icon is followed by the text "Class created successfully.", with a red arrow pointing to it. Underneath is a star icon followed by "Class List". To the right of "Class List" is a red link that says "Add a Class ▶". At the bottom of this section, there is a line of text: "Use the filters below to find the class you would like to manage."

Figure 43. Class created confirmation message.

- Newly added classes will appear in the **Class List** (Figure 44).

Instructor First Name	Last Name	Course	Seats	Class Time	Location	Actions
RoleThree 19097969898	Instructor	ACLS eBOOK ACLS	3 / 50	31 Mar 2021 3:00 AM	Leela Palace	...
Hibiscus 20117678455	User	Heartcode PALS Classroom PALS	0 / 44	30 Mar 2021 1:00 AM	Sample Carica Loc	...
Hibiscus 20117678455	User	Heartcode PALS Classroom PALS	0 / 44	31 Mar 2021 12:30 AM	Sample Carica Loc	...

Figure 44. Class List - newly created class display.

5.2.2 Actions: View/Edit Class

Users may follow these steps to view and edit class details:

- Select a record from the **Class List**, navigate to **Actions**, and click on the 3 dots (...). From the pop-up box, select the **View/Edit** link (Figure 45).

Instructor First Name	Last Name	Course	Seats	Class Time	Location	Actions
Hibiscus 20117678455	User	Heartcode PALS Classroom PALS	0 / 44	30 Mar 2021 1:00 AM	Sample Carica Loc	...
stage 20125972666	ins	CPR course ACLS	0 / 100	30 Mar 2021 11:30 AM	Leela Palace	...
Hibiscus 20117678455	User	Heartcode PALS Classroom PALS	0 / 44	31 Mar 2021 12:30 AM	Sample Ca	<div style="border: 2px solid red; padding: 5px;"> View / Edit Duplicate Cancel </div>
RoleThree		ACLS eBOOK		31 Mar 2021		

Figure 45. Class List - View/Edit link.

- The class page will open, displaying the **Edit Class** link and **Instructor**, **Location**, **Date/Time**, **Student Details**, and **Class Details** fields (Figure 46).

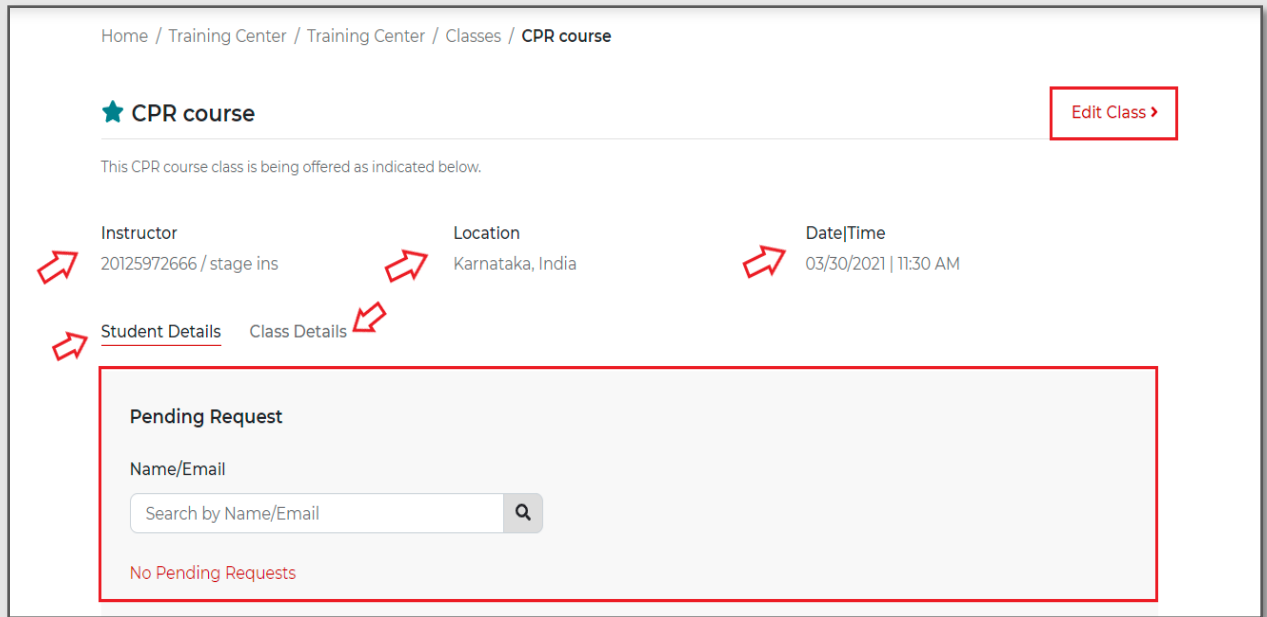


Figure 46. View/Edit Class fields.

- When **Student Details** is selected:
 - If **Approval-Based** was selected as the **Enrollment Method** when the class was created, then the page will also display the **Pending Request** section.
 - The class page will also display the **Add Student** link, **Student Search** and **Registration Status** filters, the **Resend Invitations** button, the list of **Approved Students**, and the **Cancel Class** link (Figure 47).

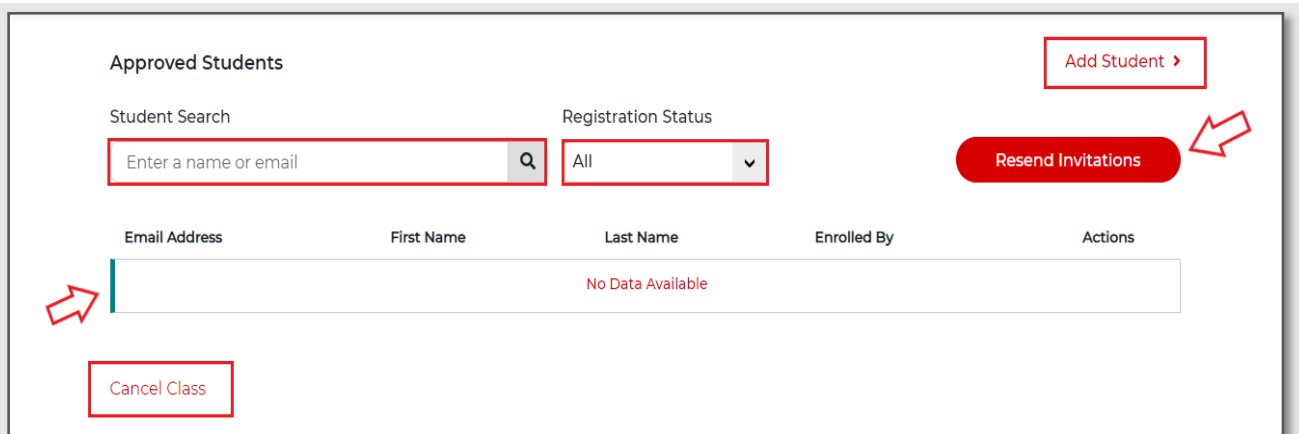


Figure 47. View/Edit Class fields.

- When **Class Details** is selected, the page displays information about the created class (Figure 48).

Student Details
Class Details

Course Information

this is manual cpr course

Class Format	Language	Exam
Blended Learning	English	-
E-card Type	Purchase Code	
-	AKNZ3-5000113	

Training Details

This CPR course class is being offered through the following organization.

Training Center	Seat Availability
Carica Training Center	0 / 100

Schedule Information

Schedule The cut-offs for this CPR course class are configured as follows.

Enrollment Cut-Off	Withdrawal Cut-Off
03/25/2021	03/25/2021

Instructor Information

Instructor Details In addition to stage ins, the following instructors will be supporting this class.

19093163434 / RoleFour
Instructor

Pricing and Enrollment

Class Price	Enrollment Model	Payment URL
\$100.00	Approval Required	-

Materials

The materials below are required by this course. The indicated materials are provided by Carica Training Center .

- ✓ Basic life EBOOK
- Heart saver ELEARNING

Notes provided to students

Sample BLS course

Figure 48. Class Details.

- From the top-right corner of the **View/Edit** class page, click the **Edit Class** link (Figure 49).

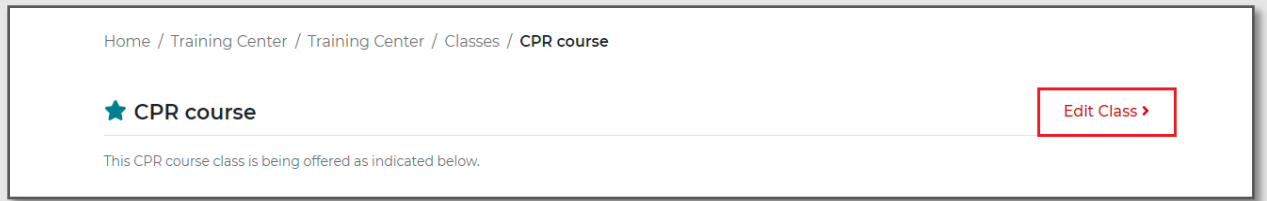
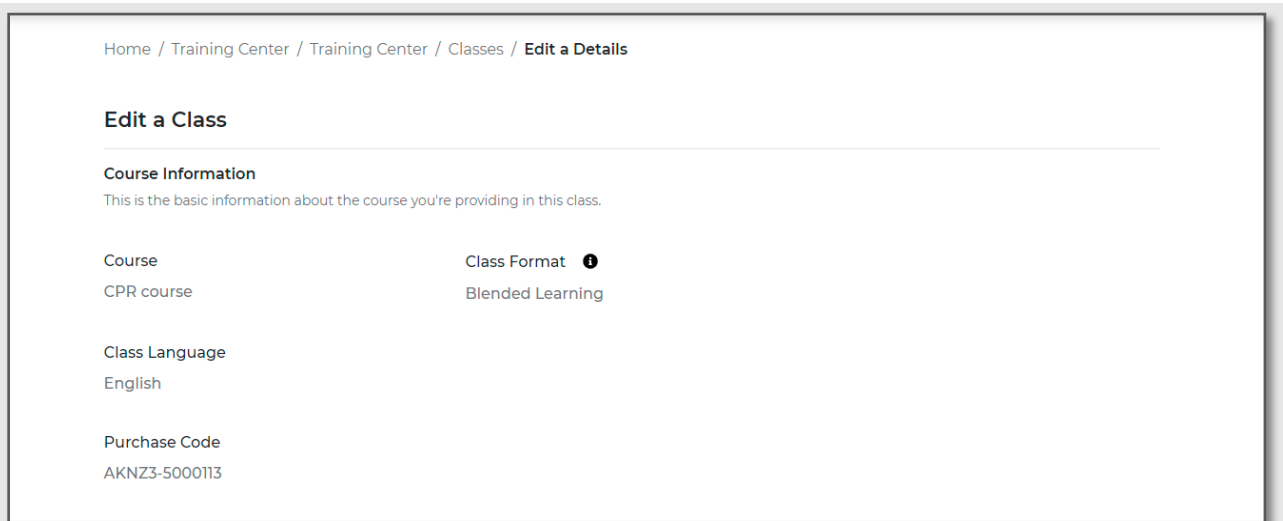


Figure 49. View/Edit Class page - Edit Class link.

- The **Edit a Class** page will appear (Figure 50). Users can update the following fields:
 - **Location**
 - **Seats Available for this Class**
 - **Class Date**
 - **Time**
 - **Withdrawal Cutoff**
 - **Enrollment Cutoff**
 - **Instructor**
 - **Supporting Instructor**
 - **Class Price**
 - **Things to Do** section
 - **Contact Information**
 - **Notes** section



Training Location
This information is used to help you manage your class and aid your students in finding the correct location.

Training Center
Carica Training Center

Training Site

Location *
Leela Palace x v + Add a Location

Seats Available for this Class * i
100

Schedule
This information is used to keep instructors and students informed.

Class Date *
03 / 30 / 2021 x

Time *
11:30 AM v

Withdrawal Cut-Off i 5 Days Before
Enrollment Cut-Off i 5 Days Before

Instructor Information
The instructors indicated here will be able to access (and potentially manage, depending on permissions) the details of this class.

Instructor* 20125972666 / stage ins x v
Supporting Instructor i 19093163434 / RoleFour Instructor x v

Enrollment Information

Class Price i
\$ 100

Enrollment Model
Approval Required

Post-Enrollment URL
-

Other Information
Use this section to provide tasks for your students or contact information for them to reach you for more information.

Things to Do

Task Name	Task Description
Enter a task name	Enter 50 characters or less

+ Add Another Task

The screenshot shows a form with three main sections. The first section, 'Material Included', contains a checked checkbox for 'Basic life EBOOK' and the text 'Heart saver ELEARNING'. The second section, 'Contact Information', has a red arrow pointing to the 'Contact Name' field (containing 'ABC Training') and the 'Phone Number' field (containing '2222222456'). Below this is the 'Email Address' field (containing 'Hibiscus.user@mailinator.com'). The third section, 'Notes', has a red arrow pointing to a text area containing 'Sample BLS course'.

Figure 50. Edit a Class fields.

- Once all changes are done, click on **Update** (Figure 51).

The screenshot shows the bottom of the form. It includes a checkbox labeled 'Notify the change' which is currently unchecked. Below the checkbox are two buttons: a white 'Cancel' button and a red 'Update' button. A red arrow points to the 'Update' button.

Figure 51. Edit a Class page - Update button.

- By default, students will get the notification about the changes in **Location, Class Date, and Time**.
- To notify the students about other changes or updates made to the class, click the **Notify the change** checkbox (Figure 52).

The screenshot shows the bottom of the form. It includes a checkbox labeled 'Notify the change' which is currently unchecked. A red arrow points to this checkbox. Below the checkbox are two buttons: a white 'Cancel' button and a red 'Update' button.

Figure 52. Edit a Class - Notify the change checkbox.

5.2.3 Actions: Duplicate

If users want to retain the data of the existing class, they may do so by duplicating a created class as illustrated in this section.

- Select a record from the **Class List**, navigate to **Actions**, and click the 3 dots (...). From the pop-up box, select the **Duplicate** link (Figure 53).

Instructor First Name	Last Name	Course	Seats	Class Time	Location	Actions
Hibiscus 20117678455	User	Heartcode PALS Classroom PALS	0 / 44	30 Mar 2021 1:00 AM	Sample Carica Loc	...
Hibiscus 20117678455	User	Heartcode PALS Classroom PALS	0 / 44	31 Mar 2021 12:30 AM	Sample Carica Loc	...
RoleThree 19097969898	Instructor	ACLS eBOOK ACLS	3 / 50	31 Mar 2021 3:00 AM	Leela Palace	...

Showing 1 to 3 of 3 Results

View / Edit

Duplicate

Cancel

Figure 53. Class List - Duplicate link.

- This action will open the **Duplicate a Class** page (Figure 54).

Home / Training Center / Training Center / Classes / **Duplicate a Class**

Duplicate a Class

Course Information

Course	Class Format i
ACLS eBOOK	In-Classroom

Class Language
English

Purchase Code
AKNZ3-5000113

Training Location

This information is used to help you manage your class and aid your students in finding the correct location.


Training Center	Training Site
Carica Training Center	


Location
Leela Palace

Seats Available for this Class i
50

Schedule
This information is used to keep instructors and students informed.



Recurring Classes
Use this option to schedule many similar classes at once.

Class Date *
 

Time *
 

Withdrawal Cut-Off ⓘ **Days Before** **Enrollment Cut-Off** ⓘ **Days Before**

Instructor Information
The instructors indicated here will be able to access (and potentially manage, depending on permissions) the details of this class.

Instructor*  **Supporting Instructor** ⓘ 

Enrollment Information

Class Price ⓘ

Enrollment Model **Post-Enrollment URL**
Automatic Enrollment -

Other Information
Use this section to provide tasks for your students or contact information for them to reach you for more information.

Things to Do

Task Name	Task Description
<input type="text" value="Enter a task name"/>	<input type="text" value="Enter 50 characters or less"/>

[+ Add Another Task](#)

Material Included

eBook Bundle

- ACLS Provider Manual eBook EBOOK
- ACLS Provider Manual eBook PRINT
- Basic Life Support (BLS) Provider Manual eBoo EBOOK

Contact Information

Contact Name Phone Number

Email Address

Notes ⓘ

Cancel

Figure 54. Duplicate Class fields.

- Once all changes are made, click the **Create** button (Figure 54).
- After **Create** is selected, a confirmation message appears on the **Class List** page saying, “**Class created successfully**” (Figure 55).

✔ Class created successfully.

★ Class List Add a Class >

Figure 55.5: Duplicate class created confirmation message.

5.2.4 Actions: Cancel

Users can cancel the **Upcoming Classes** for which the roster is yet to be finalized by following these steps.

- Select a record from the **Class List**, navigate to **Actions**, and click the 3 dots (...). From the pop-up box, select the **Cancel** link (Figure 56).

Instructor First Name	Last Name	Course	Seats	Class Time	Location	Actions
Hibiscus 20117678455	User	Heartcode PALS Classroom PALS	0 / 44	30 Mar 2021 1:00 AM	Sample Carica Loc	...
Hibiscus 20117678455	User	Heartcode PALS Classroom PALS	0 / 44	31 Mar 2021 12:30 AM	Sample Carica Loc	...
RoleThree 19097969898	Instructor	ACLS eBook ACLS	3 / 50	31 Mar 2021 3:00 AM	Leela Palace	...

Showing 1 to 3 of 3 Results

View / Edit

Duplicate

Cancel

Figure 56. Class List – Cancel link.

- This action displays a pop-up prompting confirmation. Click on **Yes, Cancel** (Figure 57).

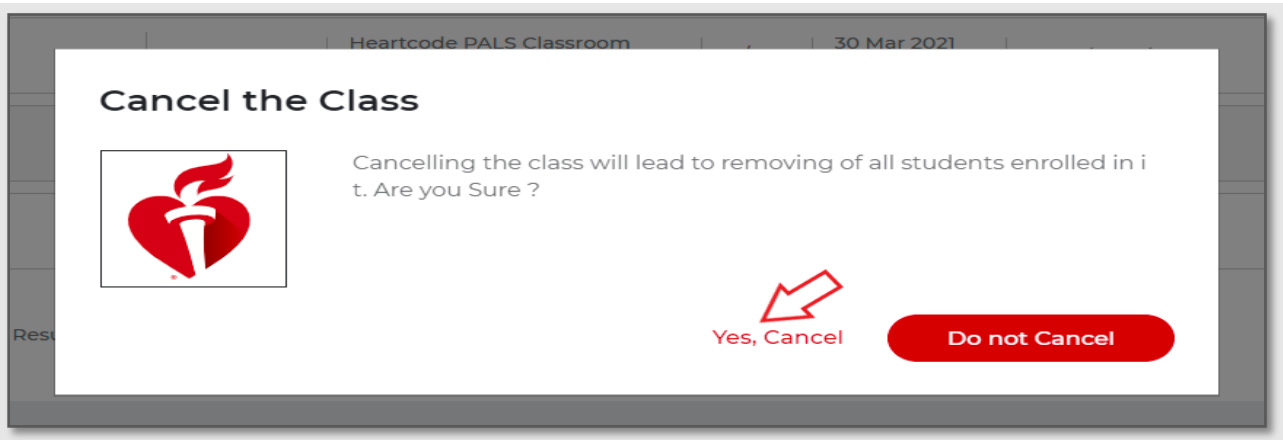


Figure 57. Cancel class confirmation pop-up.

- After **Yes, Cancel** is selected, a confirmation message appears on the **Class List** page saying, “Class cancelled successfully” (Figure 58).



Figure 58. Class cancelled confirmation message.

Note

- **Cancel** Action will not display for the **Active Class** records.

5.2.5 Add Students to the Roster

Add a Single Student

- From the Student Details tab, click the **Add Student** link (Figure 59).

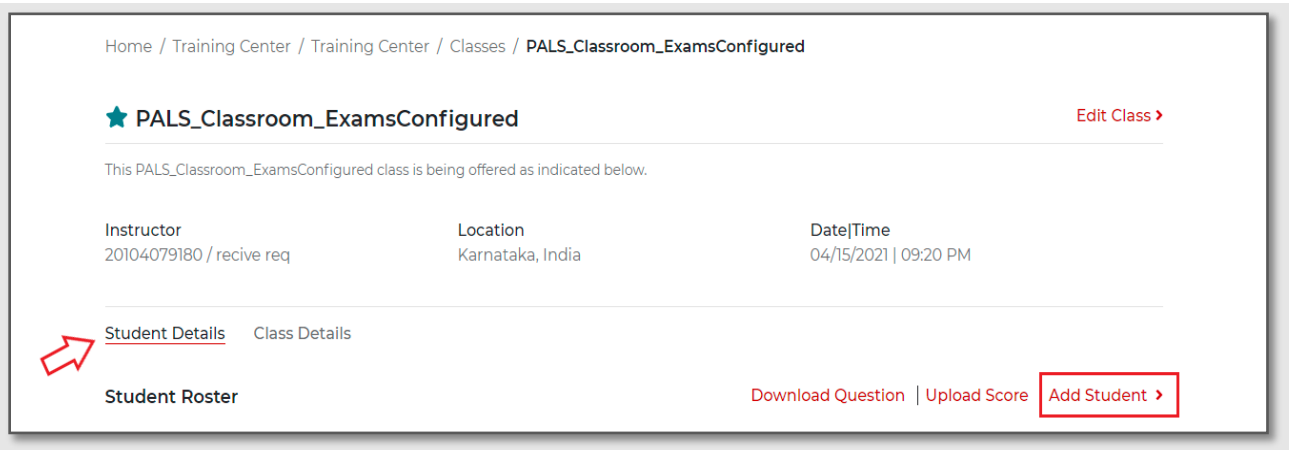


Figure 59. Student Details tab- Add Student link.

- **Add a Single Student** tab displays. Enter the **First Name**, **Last Name**, and **Email Address**, and then click on **Add this Student** (Figure 60). Users can add multiple students to the roster by following the same procedure.

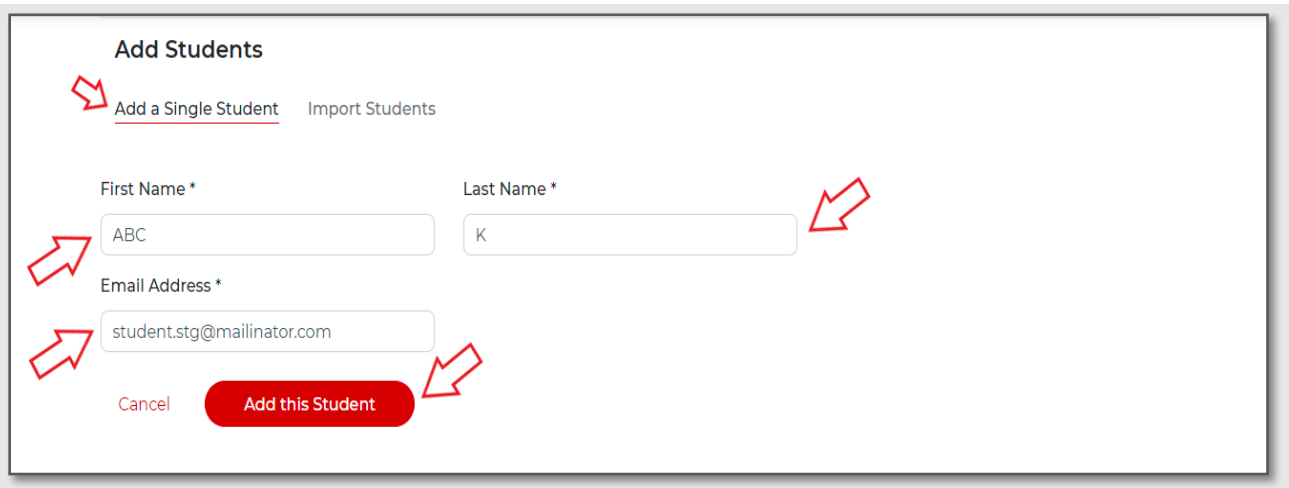


Figure 60. Add a Single Student fields.

Note

- If the user inputs an invalid **Email ID** or if the user provides a wrong input in the **First Name** or **Last Name** fields, then error messages appear (Figure 61).

The screenshot shows a form titled "Add Students" with two tabs: "Add a Single Student" and "Import Students". A red-bordered box at the top contains a red error icon and the text: "There are 2 errors found in the information you submitted". Below this, a list of errors is shown: "1. Invalid email address" and "2. Only alphanumerics and (Apostrophe (')), or Hyphen and Full Stop (.) are allowed for last name". The form fields are: "First Name *" with the value "Student", "Last Name *" with the value "user", and "Email Address *" with the value "stdusr@mailinator.com". A red-bordered box highlights the email address field with the message "Please provide a valid Email ID". At the bottom, there are "Cancel" and "Add Student" buttons. A red arrow points to the "Add Student" button.

Figure 61. Invalid Email ID, First Name, and Last Name error messages.

- After **Add this Student** is selected, a confirmation message appears on the **View/Edit** class page saying, **“Student added to the class successfully”** (Figure 62).

The screenshot shows a confirmation message with a green checkmark icon and the text "Student added to the class successfully". A red arrow points to this message. Below the message, there is a star icon followed by the text "CPR course" and a red "Edit Class >" link. At the bottom, there is a line of text: "This CPR course class is being offered as indicated below."

Figure 62. Student added to the class confirmation message.

- Students added to the roster will appear in the student list (Figure 63).

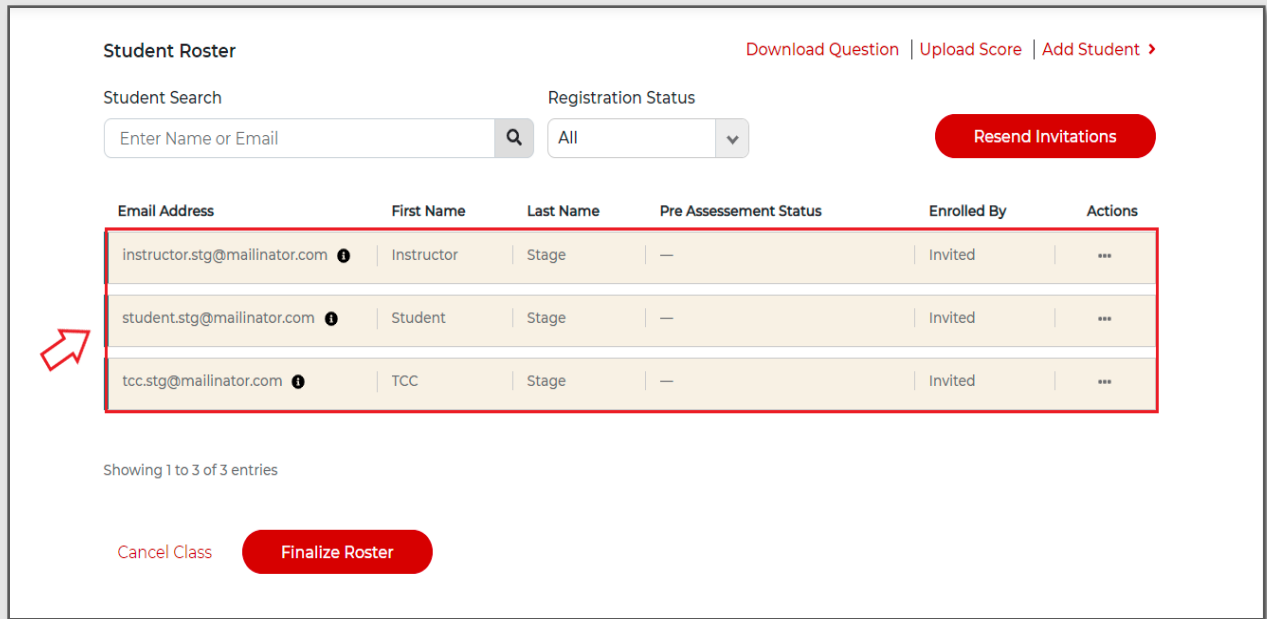


Figure 63. Student list.

Import Students

- From the **Student Details** tab, click the **Add Student** link (Figure 64).



Figure 64. Student Details tab – Add Student link.

- From the Add Students section, click the **Import Students** tab (Figure 65).



Figure 65.: Add Students section – Import Students tab.

- The **Import Students** tab displays with **Instructions** and a link to **Download the CSV template** as well as the **Choose File** and **Upload** buttons (Figure 66).

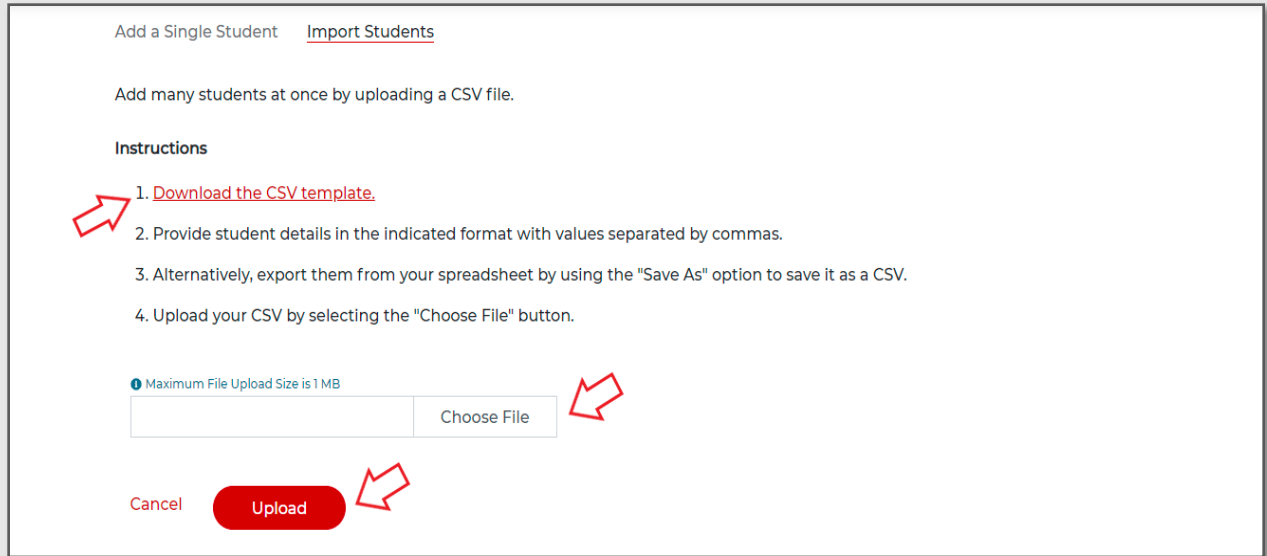


Figure 66. Import Students fields.

- Click the **Download the CSV template** link.
- Enter the student details in the downloaded CSV file (Figure 67).

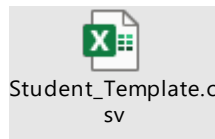


Figure 67. Student Template CSV file.

- Select the **Student Template.csv** file from the local drive of the system by clicking on **Choose File** (Figure 68).

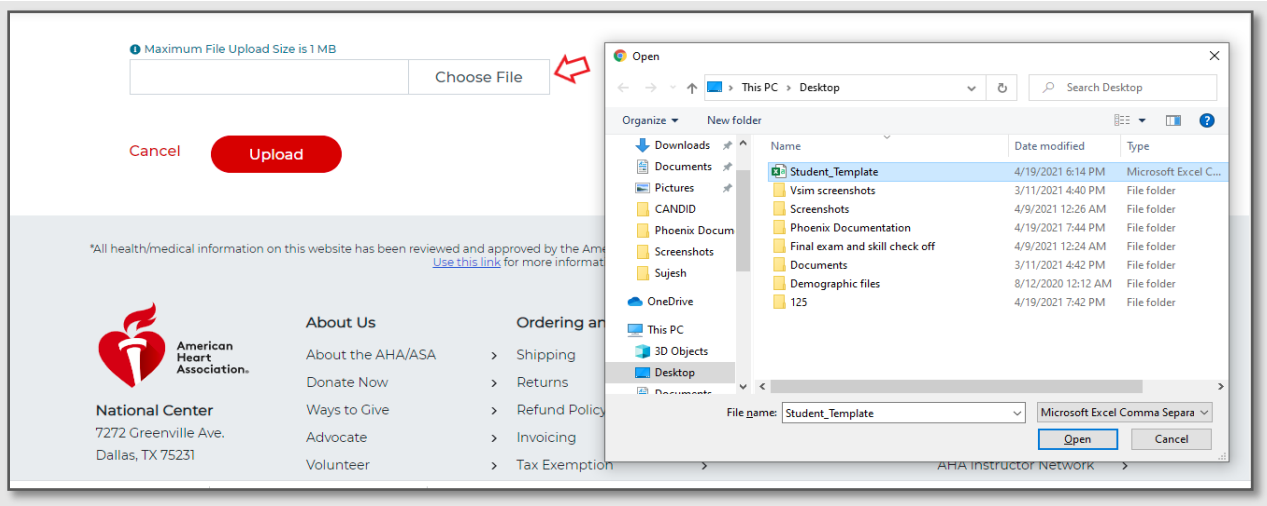


Figure 68.6: Import Students tab – CSV file selection from the local drive of the system.

- Click on **Upload** (Figure 69).

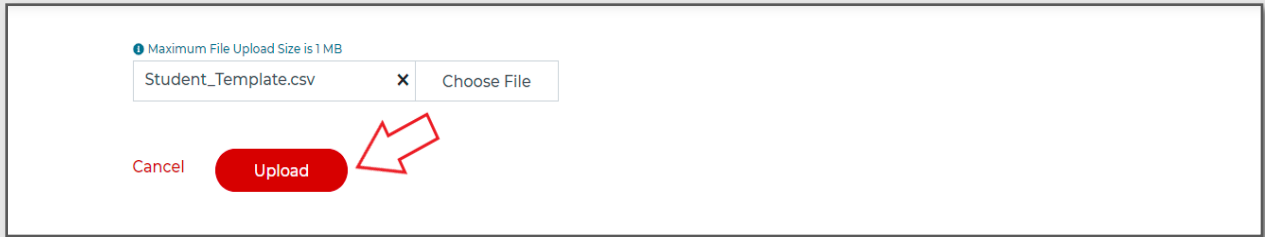


Figure 69. Import Students tab – Upload button.

- After **Upload** is selected, a confirmation message appears on the **View/Edit** class page saying, “**Student Upload initiated**” (Figure 70).

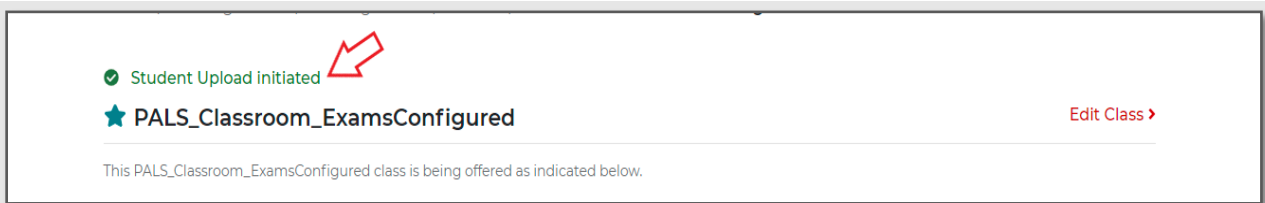


Figure 70.7 Student upload-initiated confirmation message.

- The newly imported students appear in in the student list (Figure 71).

Email Address	First Name	Last Name	Pre Assessment Status	Enrolled By	Actions
abc@mailinator.com ⓘ	ABC	K	—	Invited	⋮
Instructor.stg@mailinator.com ⓘ	Instructor	Stage	—	Invited	⋮
def@mailinator.com ⓘ	maresh	pagination	—	Invited	⋮
mno@mailinator.com ⓘ	MNO	K	—	Invited	⋮

Figure 71.8 Student list – newly imported students display.

Download Error File: Students Upload Error File

If the uploaded file has errors, then the **Download Error File** link will appear.

- From the **Student Details** tab, click the **Download Error File** link (Figure 72).

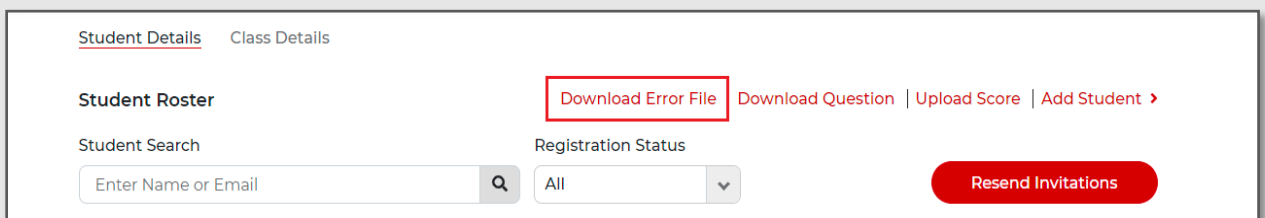


Figure 72.9: Student Details tab – Download Error File link.

- Clicking on **Download Error File** displays a pop-up prompting selection of the **Error Type** (Figure 73).

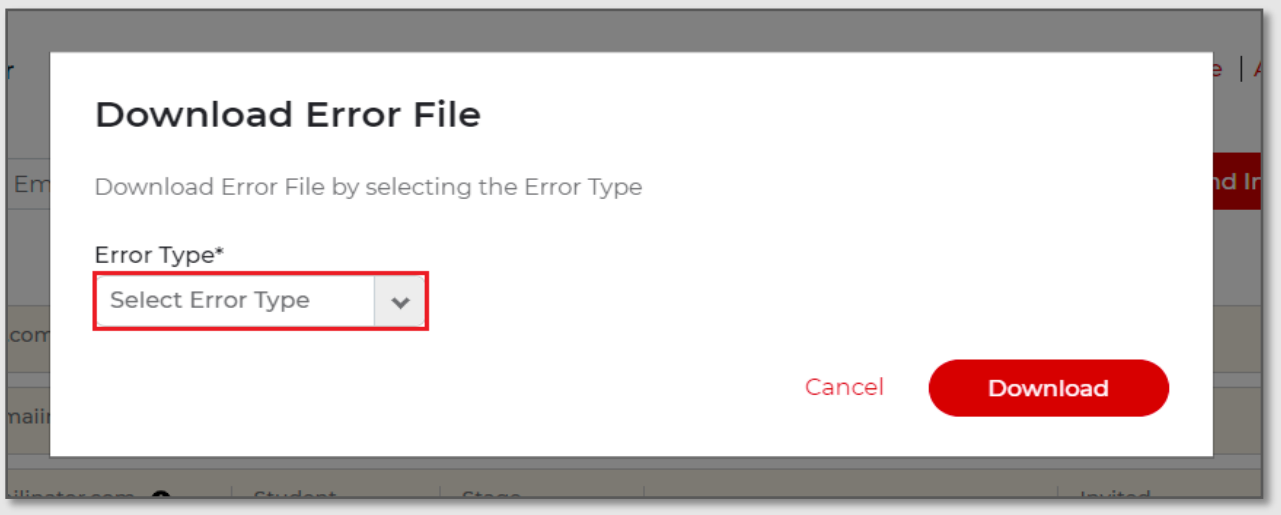


Figure 73. Download Error File pop-up with Error Type selection drop-down list.

- Select the **Error Type** and click on **Download** (Figure 74).

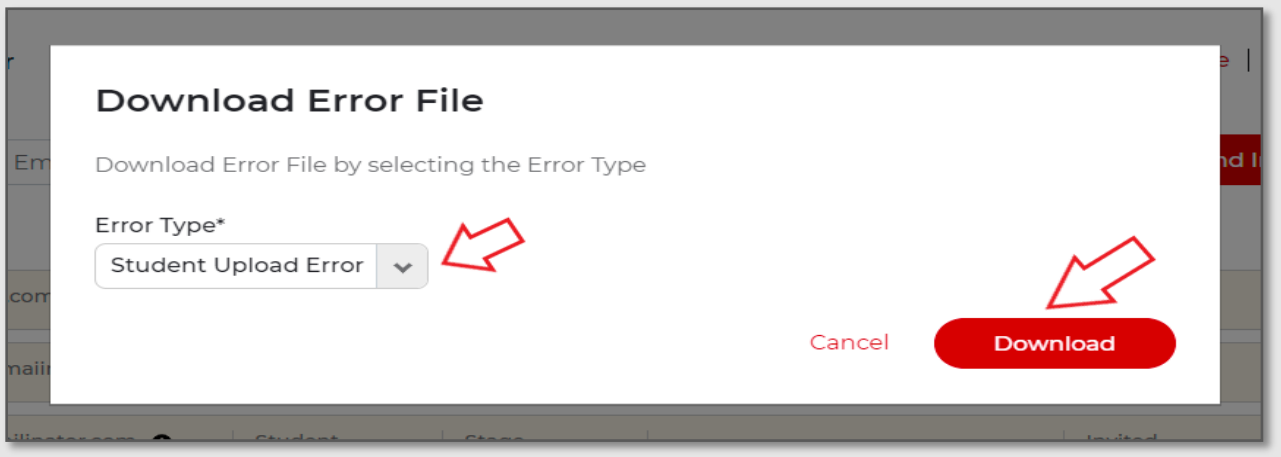


Figure 74. Selected Error Type and Download button.

- The downloaded error file will appear (Figure 75).

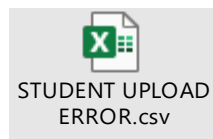


Figure 75. Student Upload Error CSV file.

5.2.6 Student List Filters

- To filter students, enter a **Name** or **Email ID** in the **Student Search** text box and display the student list accordingly (Figure 76).

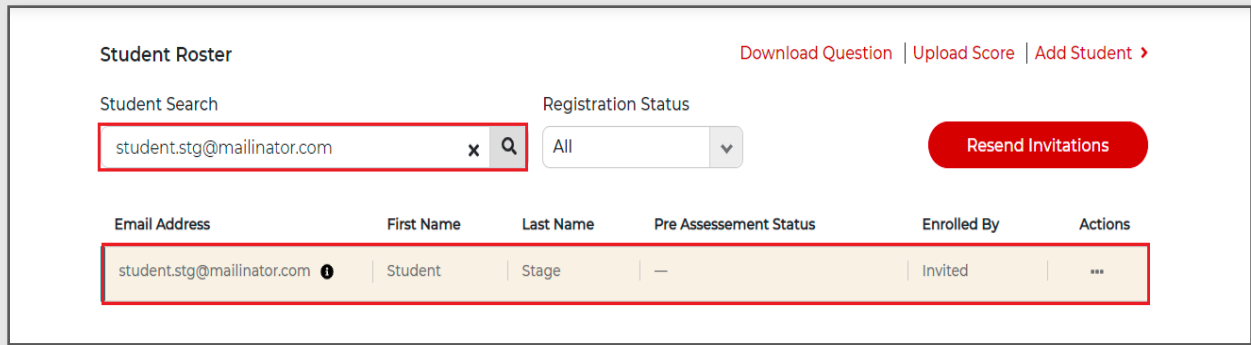


Figure 76. Student list – Student Search text box.

- In addition, select an option from the **Registration Status** drop-down list and display the students list accordingly (Figure 77).

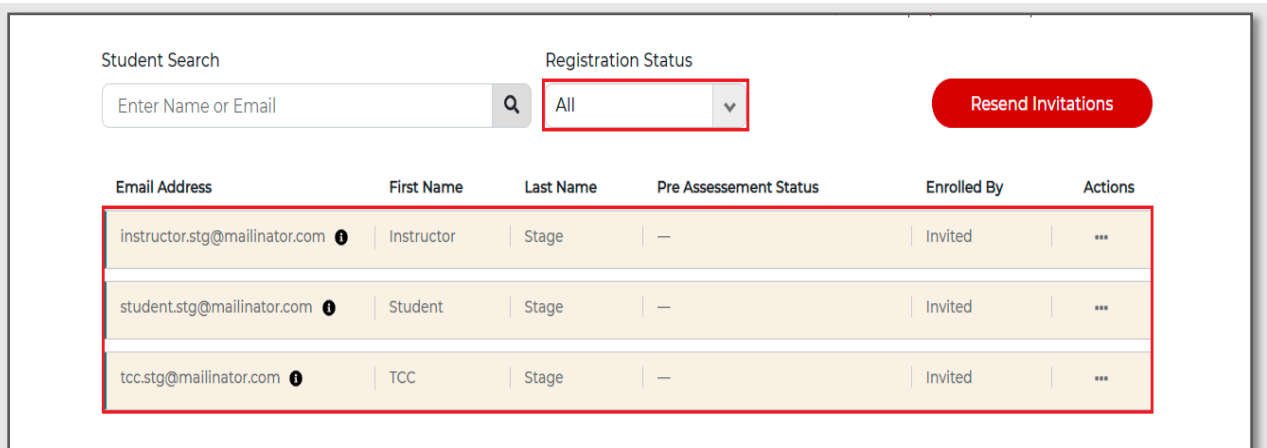


Figure 77. Student list – Registration Status filter.

5.2.7 Actions: View Details

The **View Details** action will be visible only for Registered Atlas users.

- Select a record from the student list, navigate to **Actions**, and click on the 3 dots (...). From the pop-up box, select the **View Details** link (Figure 78).

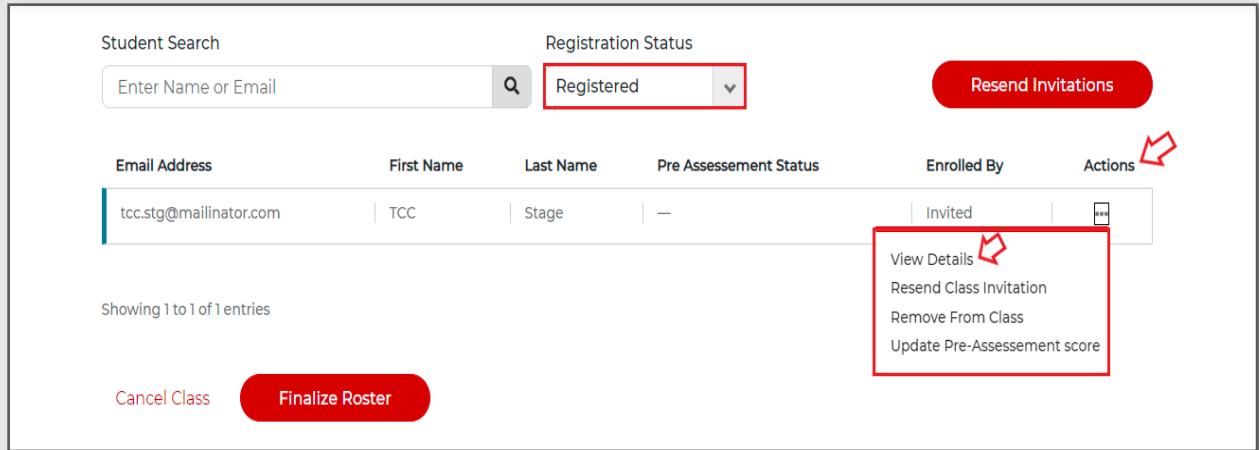


Figure 78. Student list - View Details link.

- The Student Details View page opens, displaying **Name**, **Email**, **Preassessment Status**, **Preassessment score**, and **Enrolled By** details (Figure 79).

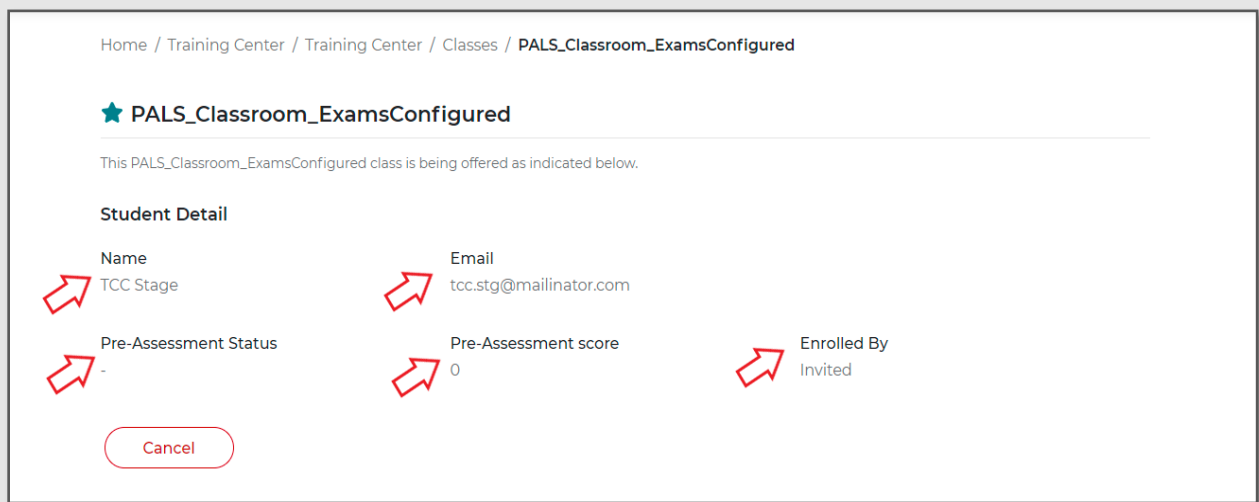


Figure 79. Student Details View page.

5.2.8 Actions: Edit

The Edit action will be visible only for nonregistered Atlas users.

- Select a record from the student list, navigate to **Actions**, and click on the 3 dots (...). From the pop-up box, select the **Edit** link (Figure 80).

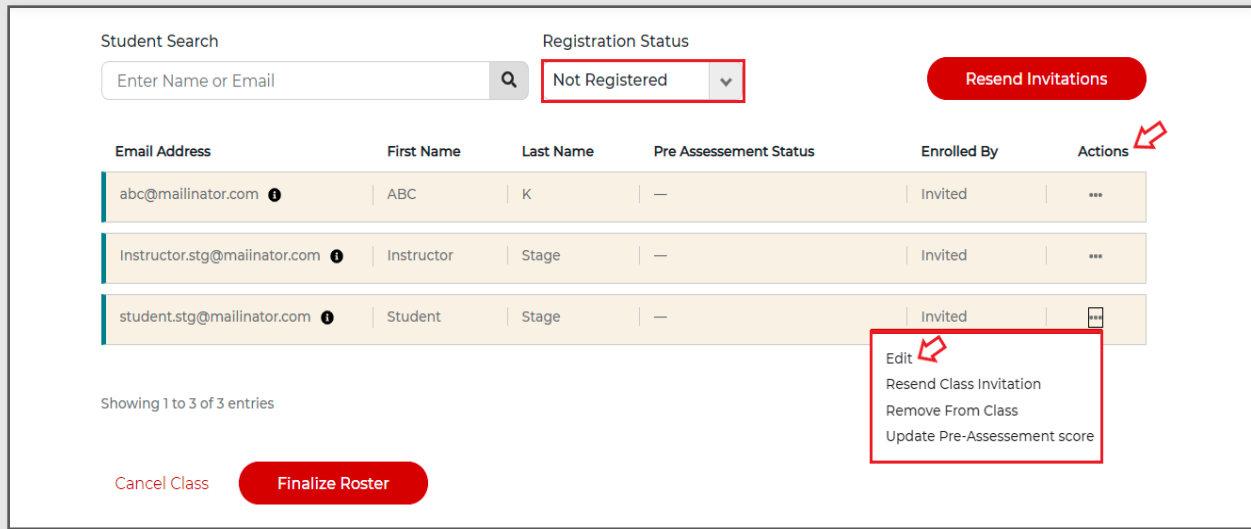


Figure 80. Student list – Edit link.

- The **Update Student** page opens. From here, users can update **First Name**, **Last Name**, and **Email Address**, and then click on **Update Student** (Figure 81).

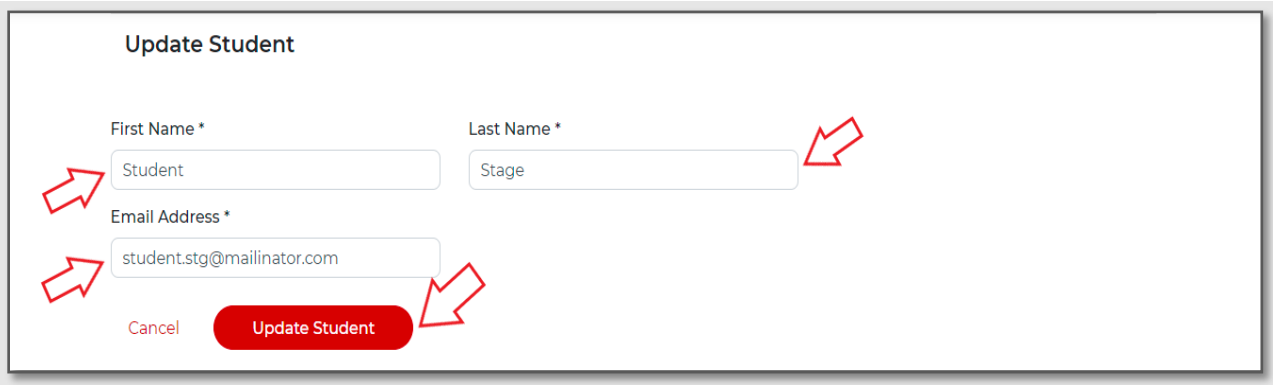


Figure 81. Update Student fields.

- After **Update Student** is selected, a confirmation message appears on the **View/Edit** class page saying, **“Student updated successfully”** (Figure 82).

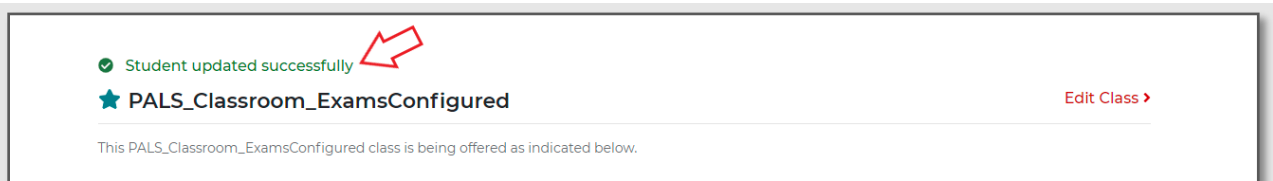


Figure 82. Student details updated confirmation message.

5.2.9 Actions: Resend Class Invitation

Resend Class Invitation is an invite reminder to the students about the scheduled class.

- Select a record from the student list, navigate to **Actions**, and click on the 3 dots (...). From the pop-up box, select the **Resend Class Invitation** link (Figure 83).

Email Address	First Name	Last Name	Pre Assessment Status	Enrolled By	Actions
instructor.stg@mailinator.com ⓘ	Instructor	Stage	—	Invited	...
student.stg@mailinator.com ⓘ	Student	Stage	—	Invited	...
tcc.stg@mailinator.com ⓘ	TCC	Stage	—		...

Edit
[Resend Class Invitation](#)
 Remove From Class
 Update Pre-Assessment score

Showing 1 to 3 of 3 entries

Figure 83: Student list – Resend Class Invitation link

- After **Resend Class Invitation** is selected, a confirmation message appears on the **View/Edit** class page saying, **“Request sent successfully”** (Figure 84).

✔ Request Sent Successfully

★ PALS_Classroom_ExamsConfigured [Edit Class >](#)

This PALS_Classroom_ExamsConfigured class is being offered as indicated below.

Figure 84. Class Invitation request resent confirmation message

- Resend Class Invitation is an invite reminder to the students about the scheduled class.

5.2.10 Actions: Remove From Class

- Select a record from the student list, navigate to **Actions**, and click on the 3 dots (...). From the pop-up box, select the **Remove From Class** link (Figure 85).

Email Address	First Name	Last Name	Pre Assessment Status	Enrolled By	Actions
instructor.stg@mailinator.com ⓘ	Instructor	Stage	—	Invited	...
student.stg@mailinator.com ⓘ	Student	Stage	—		...
tcc.stg@mailinator.com ⓘ	TCC	Stage	—		...

Edit
[Resend Class Invitation](#)
[Remove From Class](#)
 Update Pre-Assessment score

Figure 85. Student list – Remove From Class link.

- A confirmation pop-up will appear. Click on **Delete Student** (Figure 86).

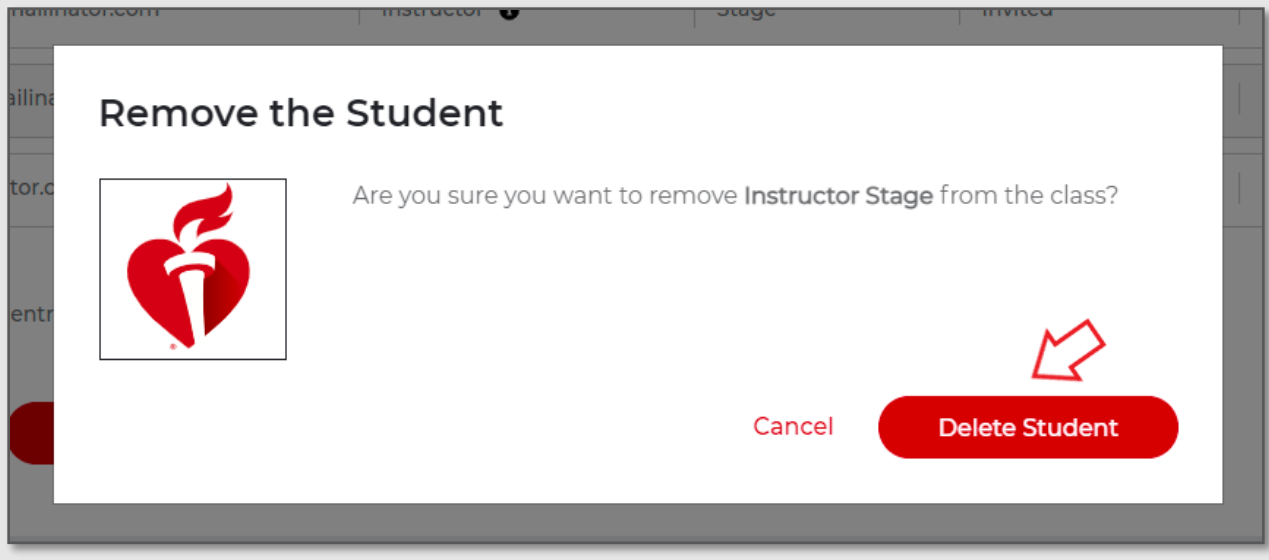


Figure 86: Remove student from the class confirmation pop-up

- After **Delete Student** is selected, a confirmation message appears on the **View/Edit** class page saying, **“Instructor Stage removed successfully”** (Figure 87).



Figure 87: Student removed from the class confirmation message

5.2.11 Before Finalizing the Roster

To finalize the roster, it is mandatory that all students added to a roster pass the preassessment exam, if required for the course.

The **Download Question** link for the preassessment exam appears in the **Student Details** tab 2 weeks before the class start date.

- From the **Student Details** tab, click the **Download Question** link (Figure 88).

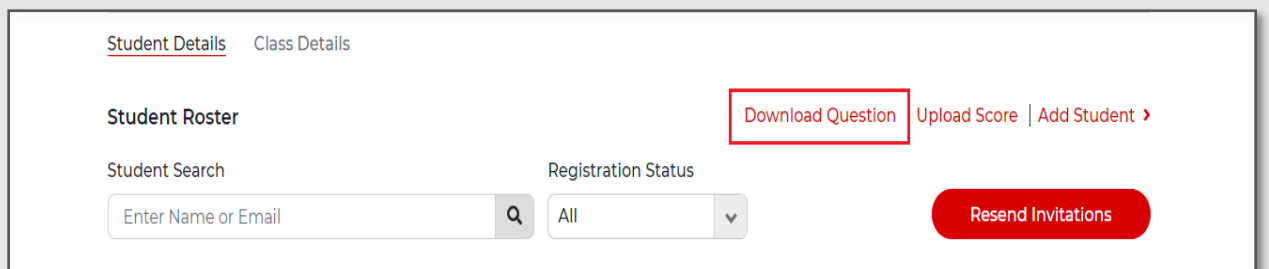


Figure 88: Student Details tab – Download Question link

- When the pop-up appears, select either the **Student** or **Instructor** radio button and click on **Proceed** (Figure 89).

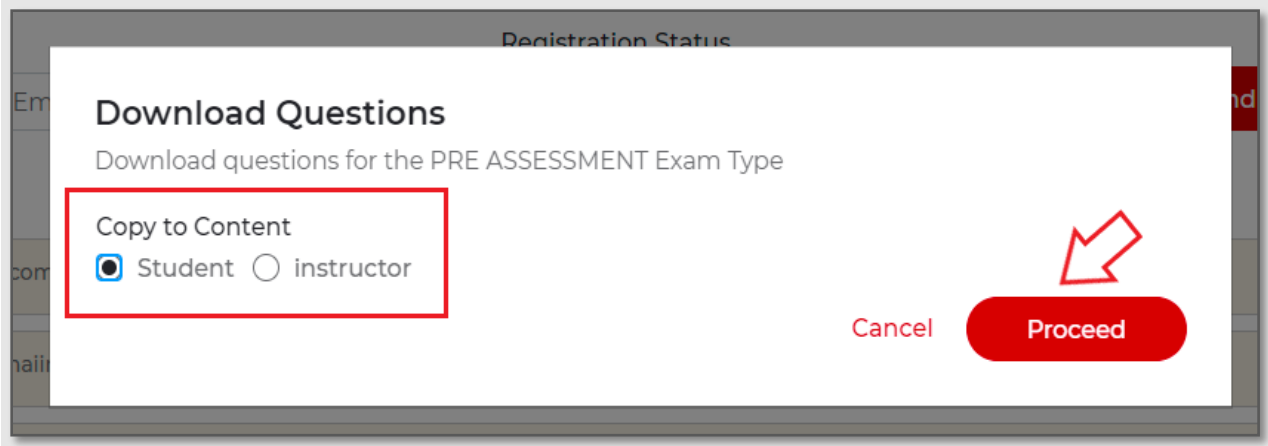


Figure 89. Download Questions – Student or Instructor Copy selection pop-up.

- Clicking on **Proceed** PDF downloads questions for students or instructors (Figure 90).

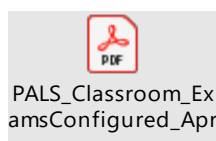


Figure 90. Questions PDF.

Note

- There are 2 types of exams conducted for a class:
 - **Preassessment Exam:** Conducted before the start of the class to validate whether a student meets the required criteria to start the class
 - **Final Exam:** Conducted after the end of the class to validate whether a student qualifies for a course completion card or an eCard
- Not every course has a **Preassessment** or **Final Exam**. It depends on the type of the course selected while adding a class.

5.2.12 Actions: Update Preassessment Score

Updating the preassessment score allows user to upload the preassessment score of the individual students in the roster. This link displays only the failed student records.

- Select a record from the student list, navigate to **Actions**, and click on the 3 dots (...). From the pop-up box, select the **Update Preassessment Score** link (Figure 91).

Email Address	First Name	Last Name	Pre Assessment Status	Enrolled By	Actions
Instructor.stg@mailinator.com ⓘ	Instructor	Stage	—	Invited	⋮
student.stg@mailinator.com ⓘ	Student	Stage	—		<ul style="list-style-type: none"> Edit Resend Class Invitation Remove From Class Update Pre-Assessment score
stdusr@mailinator.com	Student	user	—		

Figure 91. Student list – Update Preassessment Score link.

- Clicking on **Update Preassessment Score** displays the **Student Detail** page. Enter the value in the **Preassessment score** textbox and click on **Update** (Figure 92).

★ PALS_Classroom_ExamsConfigured

This PALS_Classroom_ExamsConfigured class is being offered as indicated below.

Student Detail

Name	Email	Instructor ID
Instructor Stage	Instructor.stg@mailinator.com	20102535861

Pre-Assessment Status	Pre-Assessment score
-	<input type="text" value="75"/>

[Cancel](#)
[Update](#)

Figure 92. Preassessment Score textbox and Update button.

- After **Update** is selected, a confirmation message appears on the **View/Edit** class page (Figure 93).

✔ Updated Pre-assesement score successfully for Instructor Stage

★ PALS_Classroom_ExamsConfigured [Edit Class >](#)

This PALS_Classroom_ExamsConfigured class is being offered as indicated below.

Figure 93. Preassessment score updated confirmation message.

- When updating the preassessment score of a student, the **Preassessment Status** displays **Pass** or **Fail** depending on the updated score (Figure 94).

Email Address	First Name	Last Name	Pre Assessment Status	Enrolled By	Actions
Instructor.stg@mailinator.com ⓘ	Instructor	Stage	Pass ↻	Invited	...
student.stg@mailinator.com ⓘ	Student	Stage	—	Invited	...

Figure 94. Student list – Preassessment Status column displaying Pass or Fail.

Upload Score

Uploading the score allows user to upload the preassessment scores of the students in bulk. It appears in the **Student Details** tab 2 weeks before the class start date.

- From the Student Details tab, click on **Upload Score** (Figure 95).

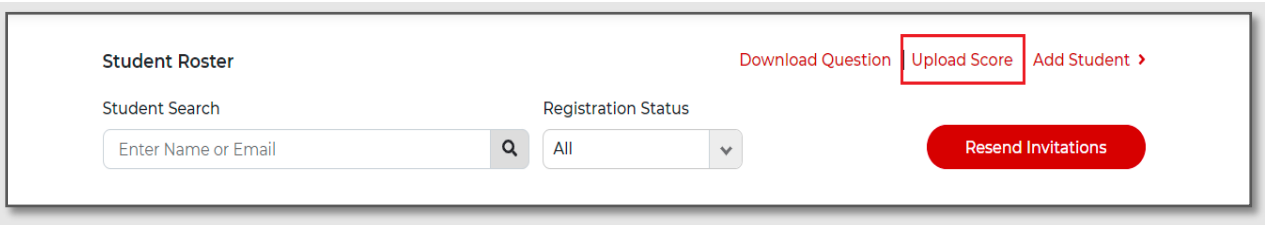


Figure 95. Student Details tab- Upload Score link.

- This opens the **Upload Score** tab, which displays **Instructions** and a link to **Download the CSV template** as well as **Choose File** and **Upload** buttons (Figure 96).

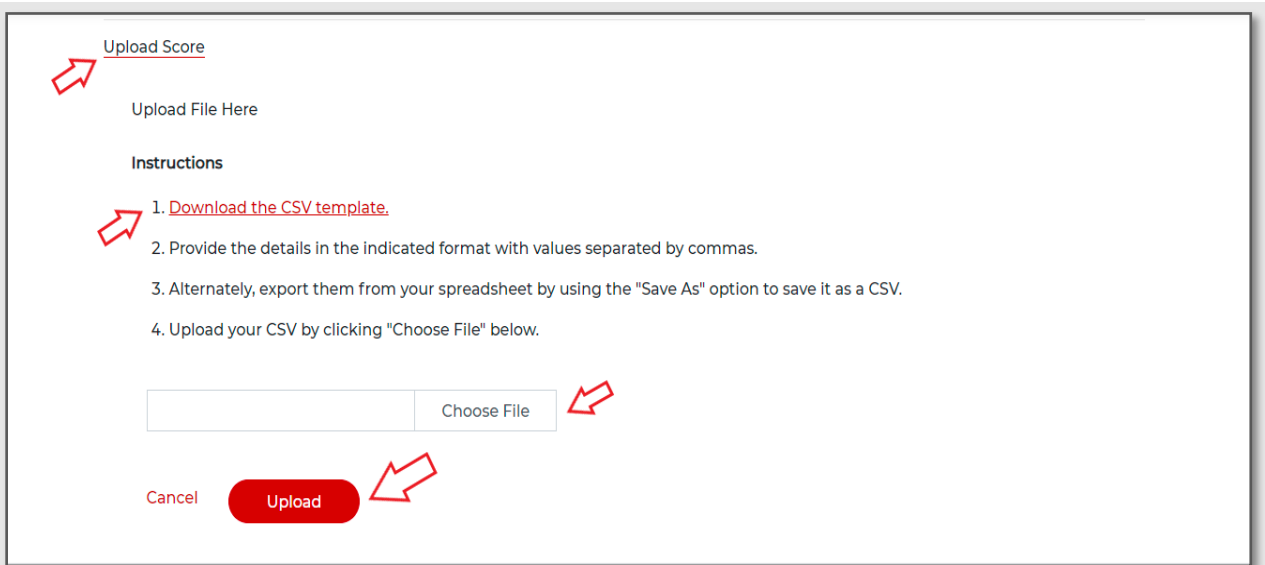


Figure 96. Upload Score fields.

- Click the **Download the CSV template** link.
- Enter the preassessment scores of the students in the downloaded csv file (Figure 97).

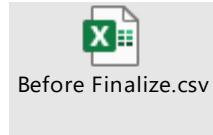


Figure 97. Before Finalize CSV file.

- Select the **Before Finalize.csv** file from the local drive of the system by clicking on **Choose File** (Figure 98).

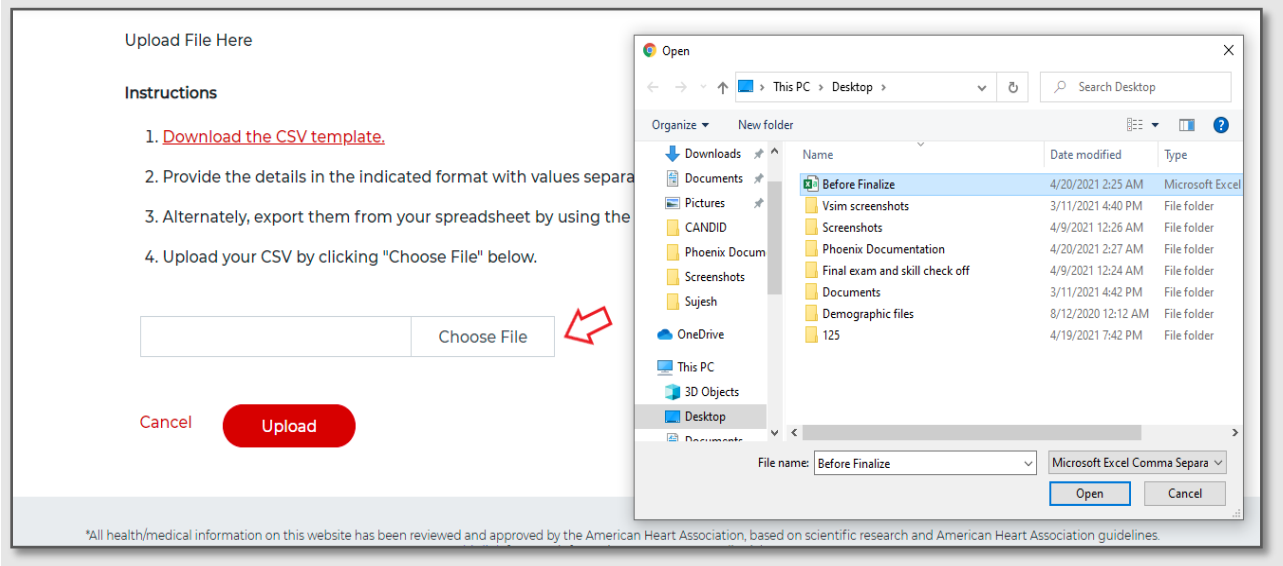


Figure 98. CSV file selection from the local drive of the system.

- Click on **Upload** (Figure 99).

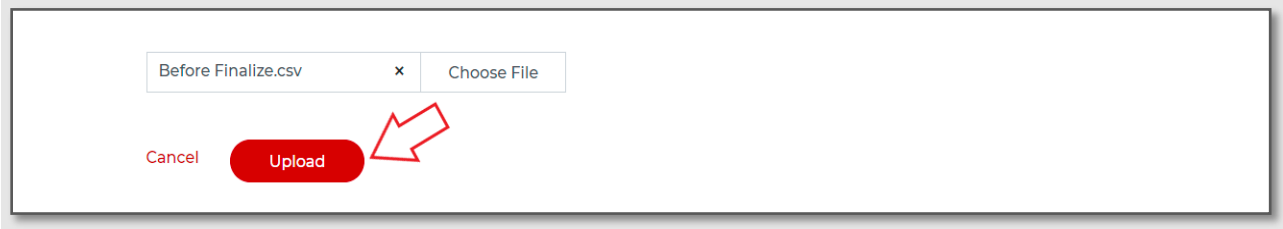


Figure 99. Click on Upload.

- After **Upload** is selected, a confirmation message appears on the **View/Edit** class page saying, **“Imported successfully”** (Figure 100).

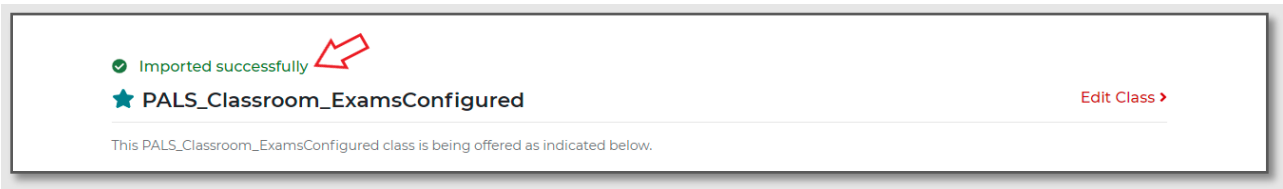


Figure 100. Preassessment score import confirmation message.

- When importing the preassessment scores of the students, the **Preassessment Status** updates to **Pass** or **Fail** accordingly (Figure 101).

Email Address	First Name	Last Name	Pre Assessment Status	Enrolled By	Actions
Instructor.stg@mailinator.com ⓘ	Instructor	Stage	Pass	Invited	...
student.stg@mailinator.com ⓘ	Student	Stage	Pass	Invited	...
tcc.stg@mailinator.com	TCC	Stage	Pass	Invited	...

Figure 101. Student list – Preassessment Status update.

Download Error File

If the uploaded file has errors, then the **Download Error File** link will appear in the **Student Details** tab.

- From the Student Details tab, click on **Download Error File** (Figure 102).

Figure 102. Student Details tab – Download Error File link.

- Clicking on **Download Error File** displays a pop-up, prompting the selection of **Error Type** (Figure 103).

Figure 103. Download Error file pop-up prompting Error Type selection.

- Select the **Error Type** and click on **Download** (Figure 104).

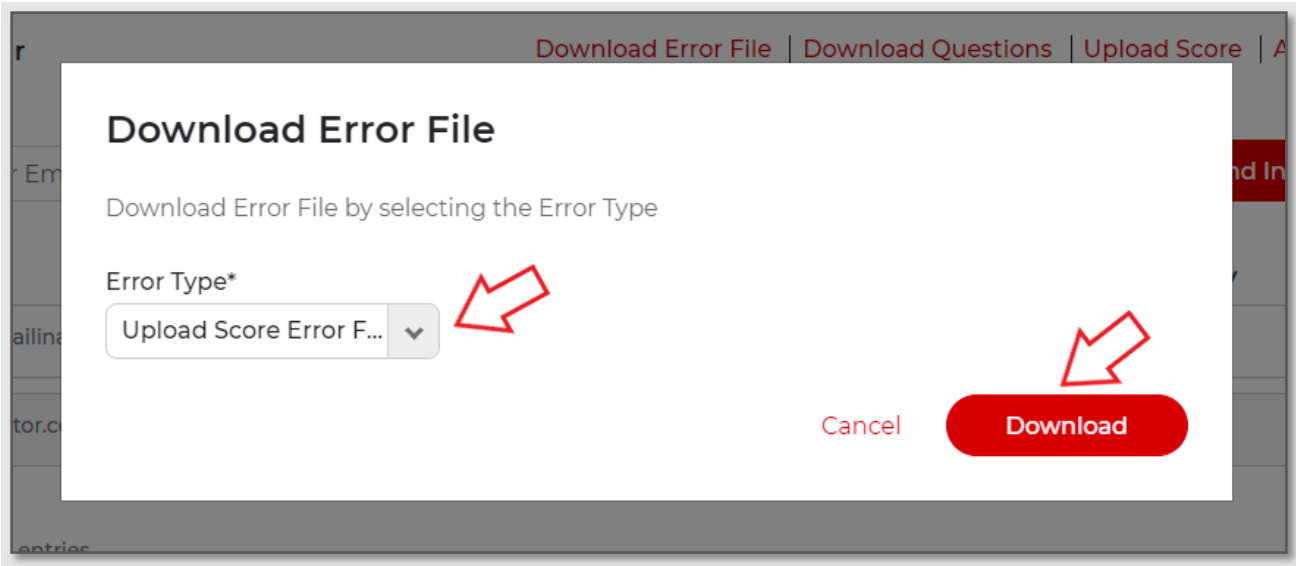


Figure 104. Selected Error Type and Download button.

- The downloaded error file will appear (Figure 105).

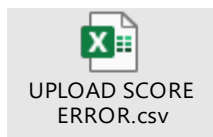


Figure 105. Upload Score Error CSV file.



Important Points to Note

- If a student takes the preassessment exam offline, then the instructor needs to update the score manually by using **Upload Score** and **Upload Preassessment score** options.
- If a student takes the exam online, then the application validates and automatically updates the preassessment score and the corresponding preassessment status to Pass or Fail.
- The system allows a fixed attempt of online preassessment exams, but students need to pass the offline exam in a single attempt.
- Users can finalize the roster only when all students in the roster show a Preassessment Status of Pass.

- Click the **Finalize Roster** button (Figure 106).

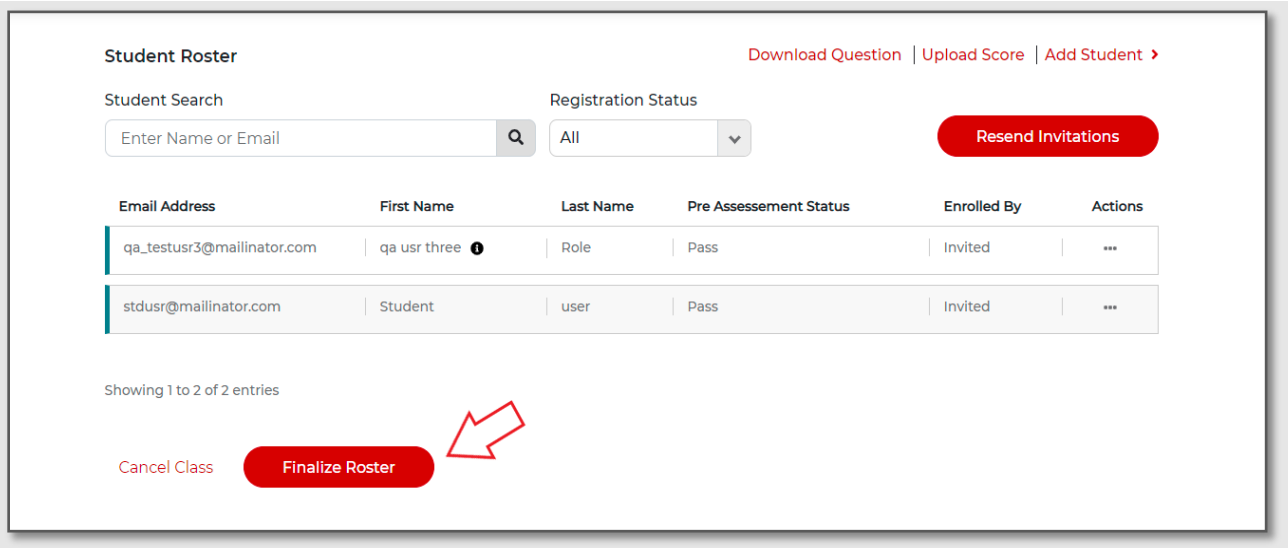


Figure 106. Finalize Roster button.

- A confirmation pop-up will appear. Click on **Finalize** (Figure 107).

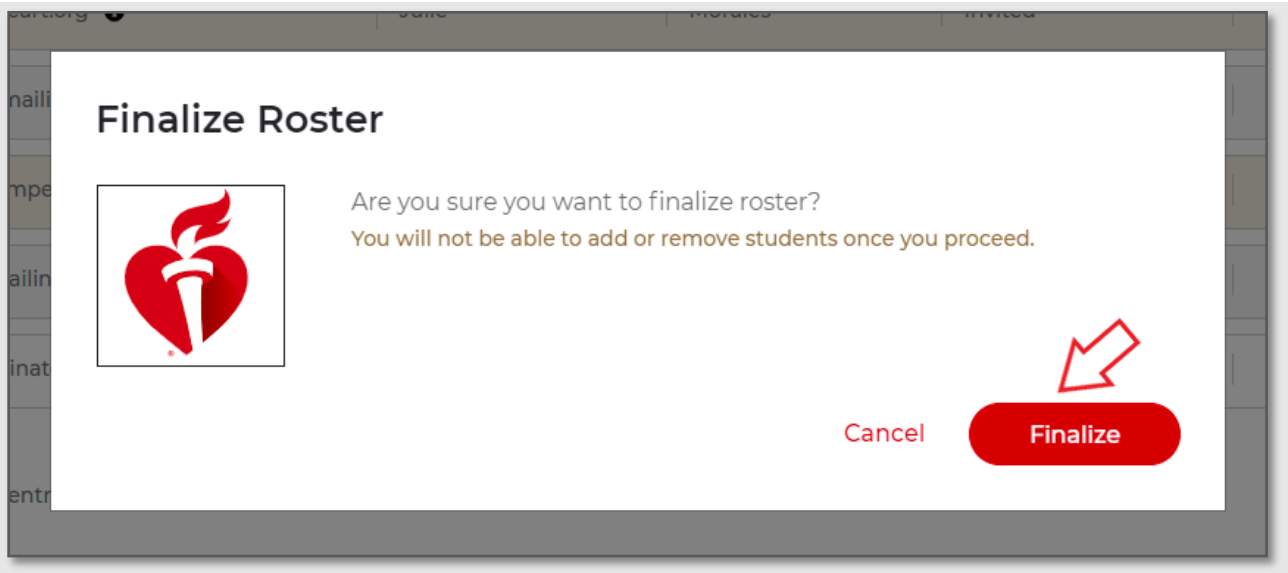


Figure 107. Finalize Roster confirmation pop-up.

- After **Finalize** is selected, a confirmation message appears saying, "Roster is Finalized" (Figure 108).

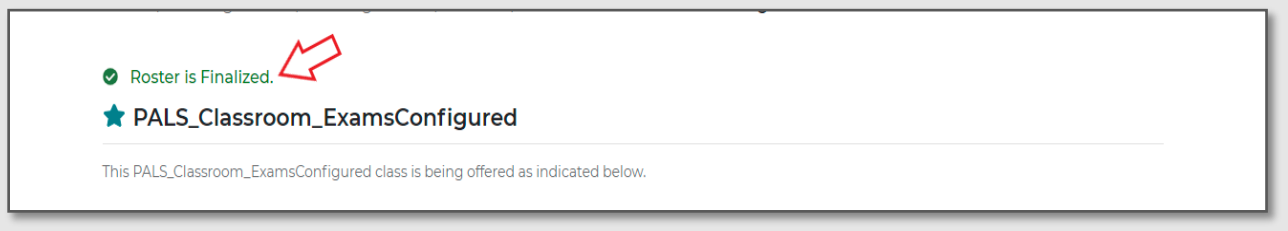


Figure 108. Roster finalization confirmation message.

Note

- If the user clicks on **Finalize Roster** for an upcoming class, a warning message appears saying, “Roster cannot be finalized now since class has not yet started” (Figure 109).

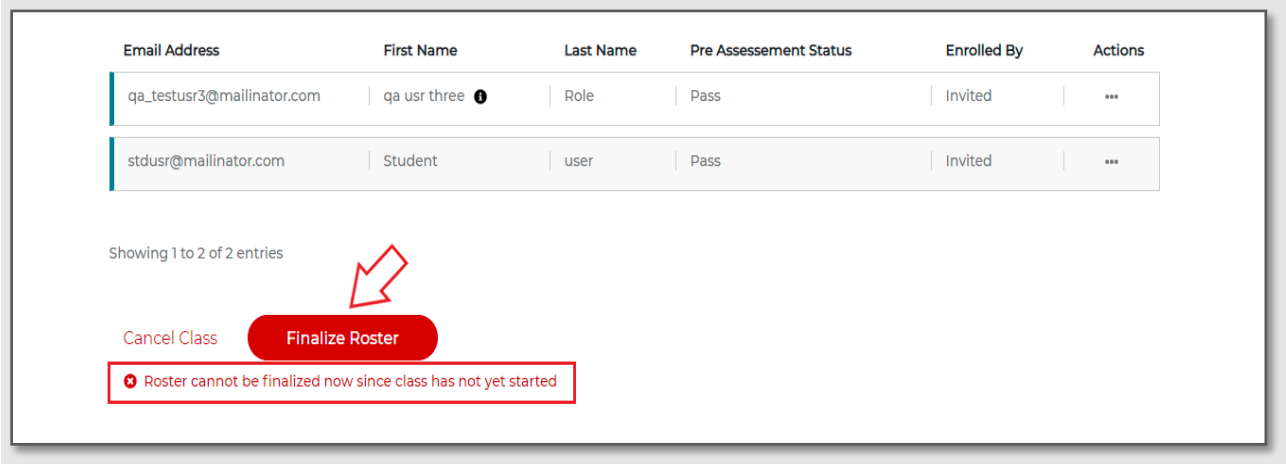


Figure 109. Roster Finalization warning message.

- If any student in the roster whose Preassessment Status is **Fail** or **score is missing**, then clicking on **Finalize Roster** will display a warning message (Figure 110).

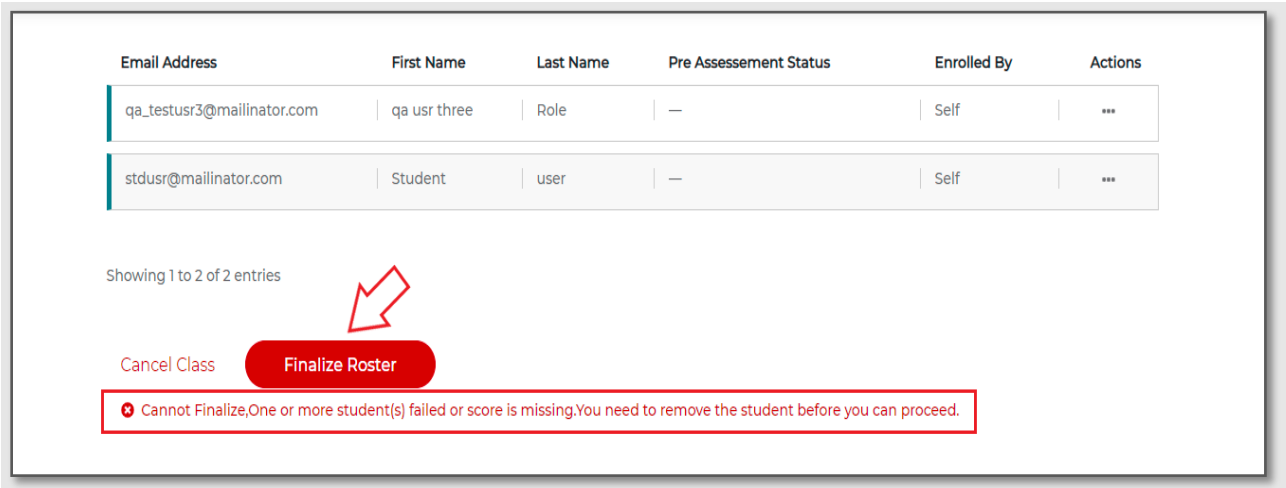


Figure 110. Roster Finalization warning message.

Users can finalize the roster once the following criteria is met:

- Only after the scheduled class start time
- Only if all the pending requests from the students for a scheduled class is either **Accepted** or **Declined**
- Only if all the students added in the roster show a **Preassessment Status** of **Pass**
- Only if the Training Center has enough eCard inventory for the number of students added to the roster

5.2.13 After Finalizing the Roster

- The finalized Student Roster will appear (Figure 111).

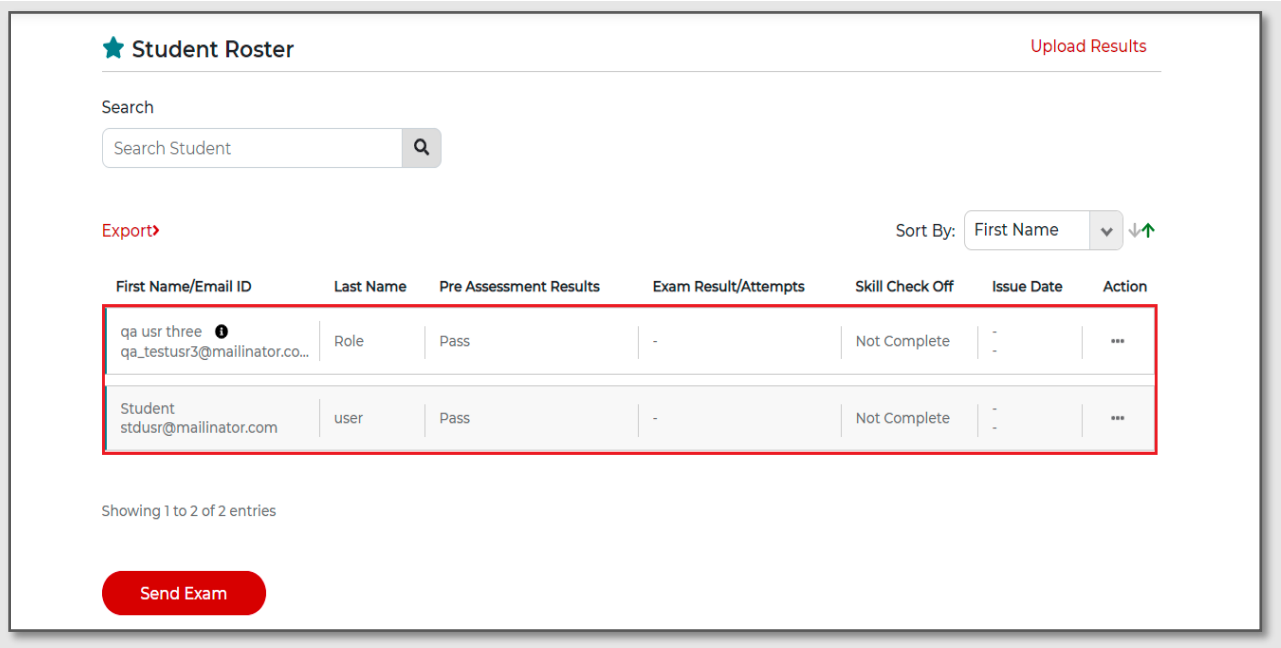


Figure 111. Finalized Student Roster.

- Click the **Send Exam** button (Figure 112).



Figure 112. Finalized Student Roster – Send Exam button.

- A confirmation pop-up will appear. Click on **Send** (Figure 113).

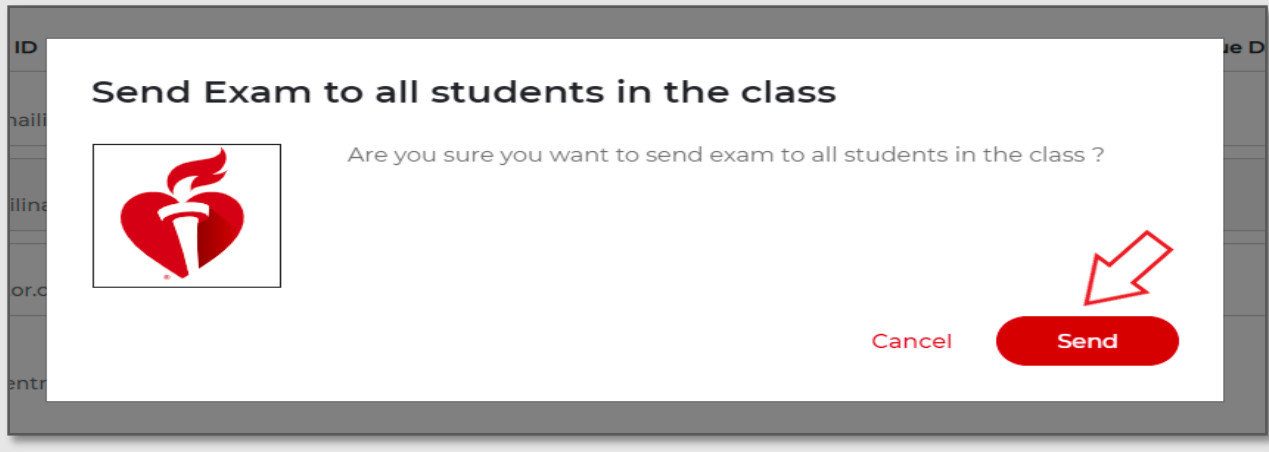


Figure 113. Send exam to all students confirmation pop-up.

- After **Send** is selected, a confirmation message appears saying, "Exam sent to all students successfully" (Figure 114).

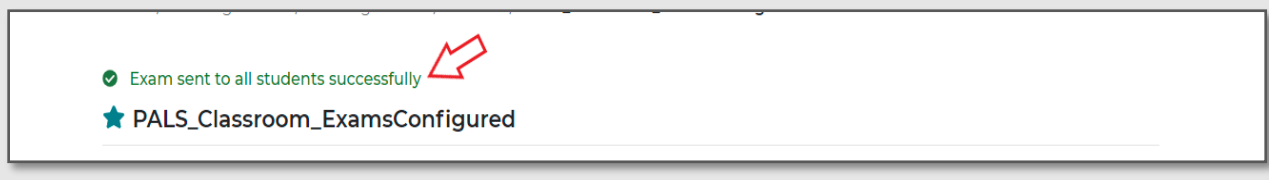


Figure 114. Exam sent to all students confirmation message.

Download Questions

The **Download Questions** link appears in the Student Details tab within 48 hours after **Send Exam** is initiated.

- From the Student Details tab, click the **Download Question** link (Figure 115).

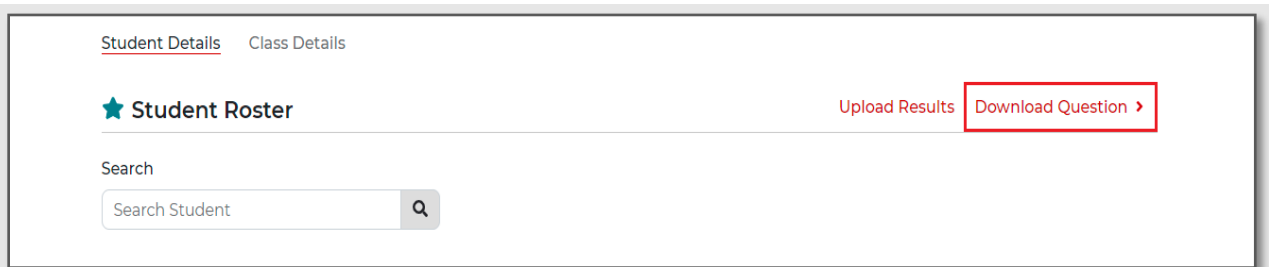


Figure 115. Student Details tab – Download Question link.

- When the pop-up appears, select the **Exam Type** and either the **Student** or **Instructor** radio button accordingly. Then, click on **Proceed** (Figure 116).

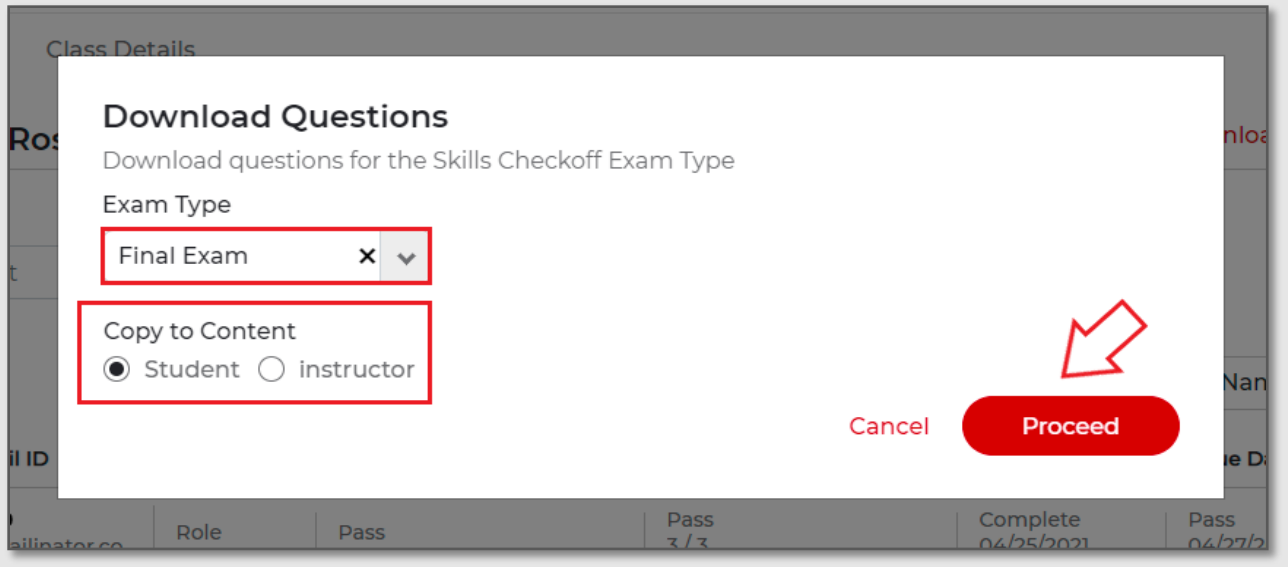


Figure 116. Download Questions – Exam Type and Student or Instructor Copy selection pop-up.

- Clicking on **Proceed** PDF downloads questions for students or instructors (Figure 117).

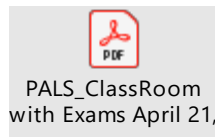


Figure 117. Questions PDF.

- Similarly, select **Skills Checkoff** from the **Exam Type** drop-down list and click on **Proceed** (Figure 118).

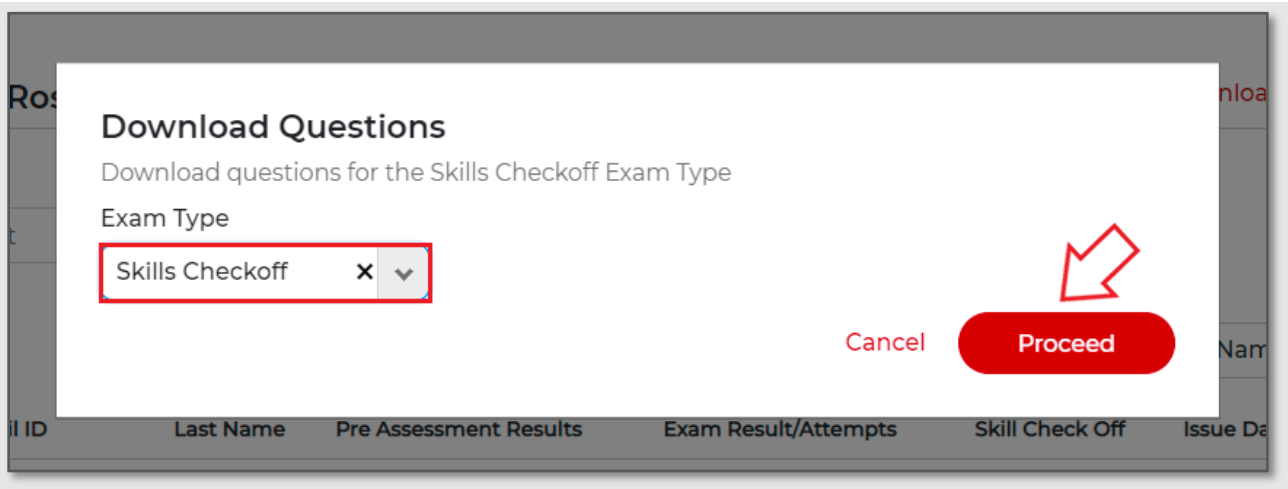


Figure 118. Download Questions – Exam Type selection pop-up.

- This action downloads **Skills Checkoff** questions based on upload during course creation.

Final Exam Link

- All students in the roster will receive a final exam link, which displays in the **Tasks to Complete** section of the student Dashboard (Figure 119).

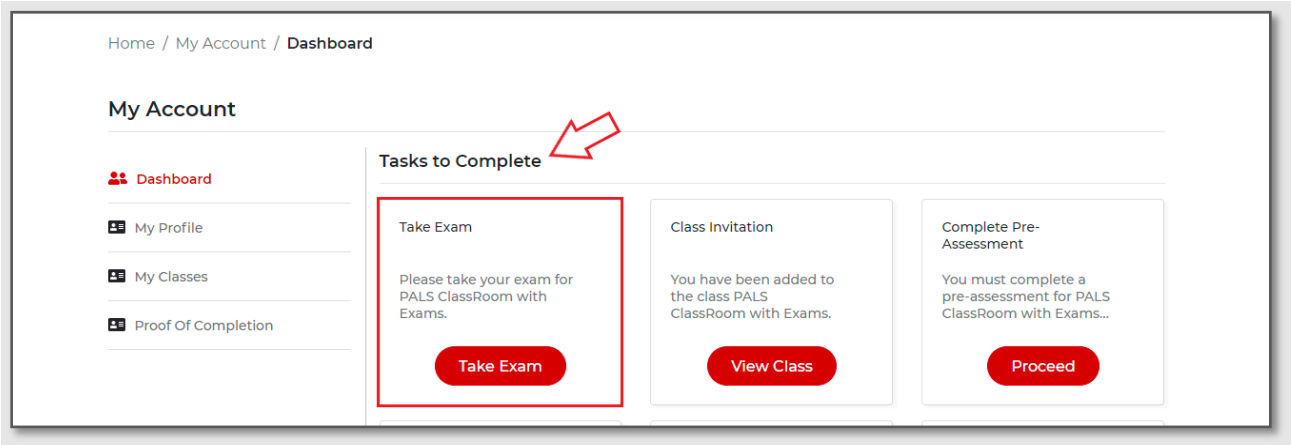


Figure 119. Tasks to Complete section – Final Exam link.

- Students will click on **Take Exam** (Figure 120).

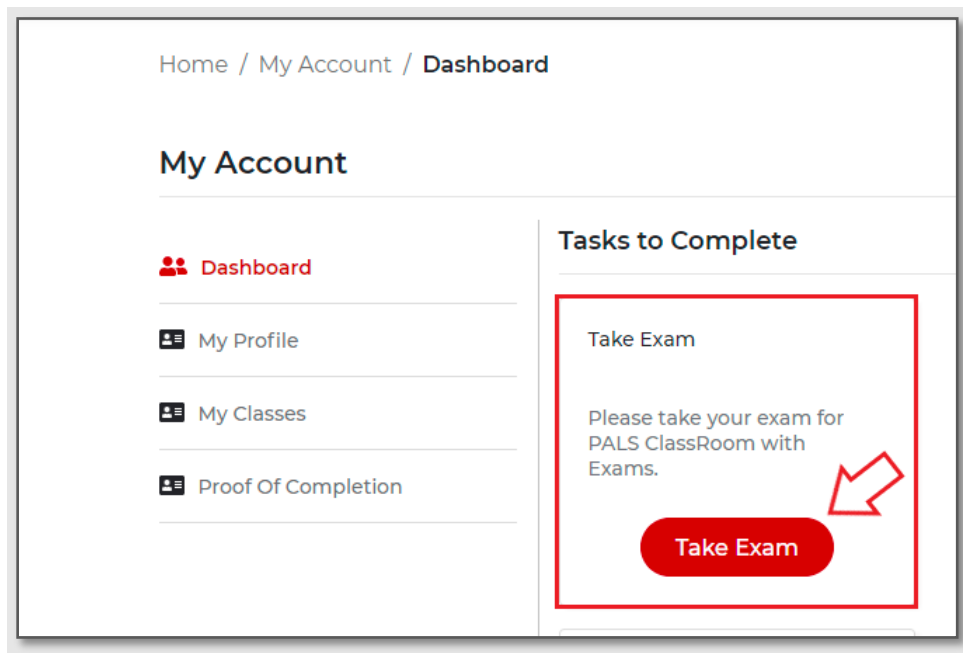


Figure 120. Click Take Exam CTA.

- Clicking on **Take Exam** launches the Exam window (Figure 121). The student must pass the **Final Exam** to claim the course completion card or eCard.

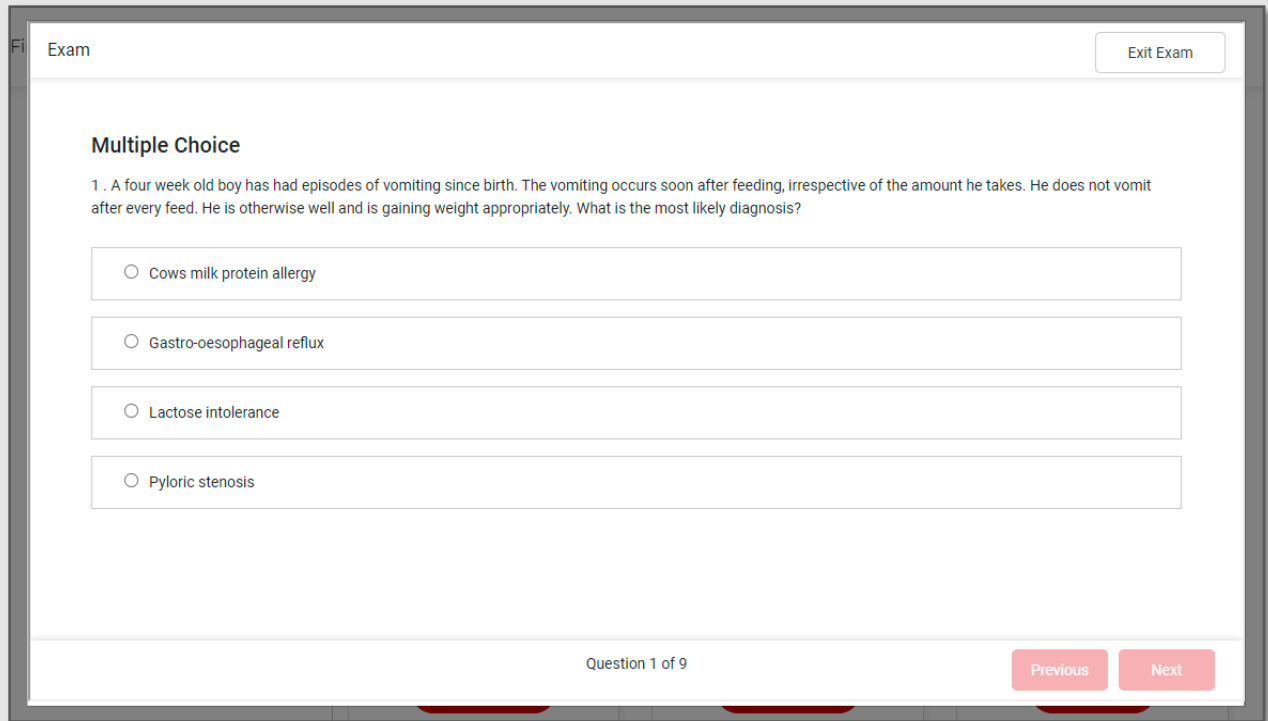


Figure 121. Final Exam window.

5.2.14 Actions: View/Edit (After Roster Finalization)

- Select a record from the student list (after roster finalization), navigate to **Actions**, and click on the 3 dots (...). From the pop-up box, select the **View/Edit** link (Figure 122).

First Name/Email ID	Last Name	Pre Assessment Results	Exam Result/Attempts	Skill Check Off	Issue Date	Action
qa usr three qa_testusr3@mailinator.co...	Role	Pass	-	Not Complete	-	⋮ View / Edit
Student stdusr@mailinator.com	user	Pass	-	Not Complete	-	⋮

Figure 122. Finalized Student Roster list – View/Edit link.

- The above user action displays Student Details **View/Edit** page (Figure 123).

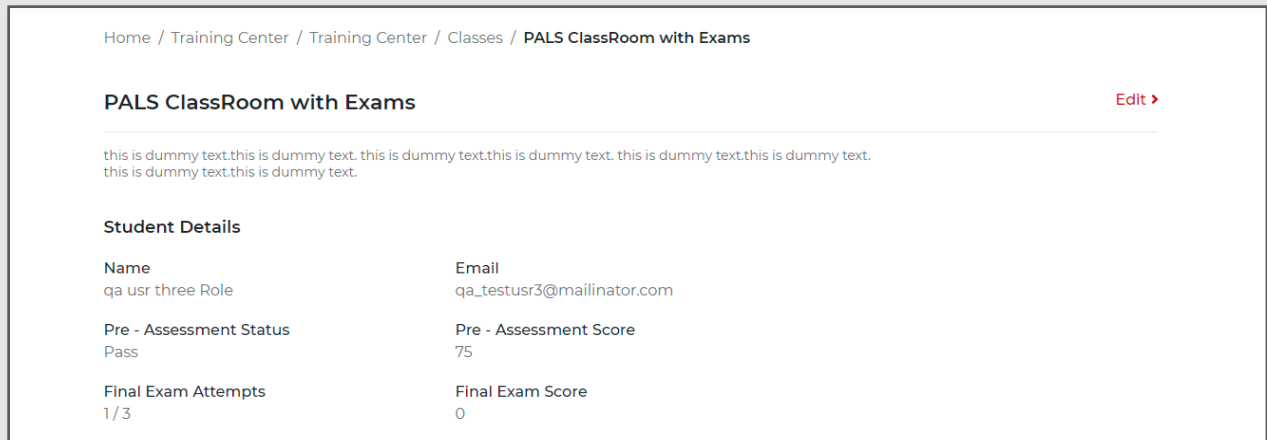


Figure 123. Student Details – View/Edit page.

- Click the **Edit** link from the Student Detail View/Edit page (Figure 124).

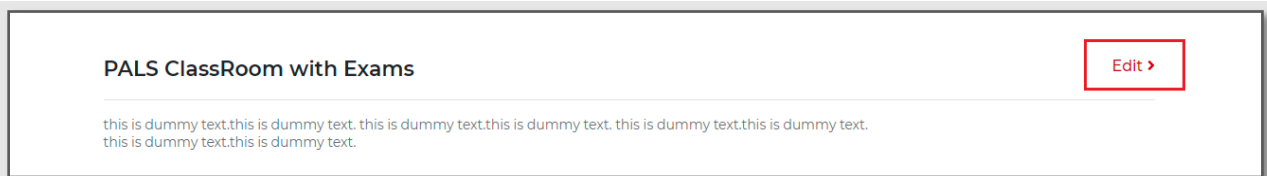


Figure 124. Student Details View/Edit page – Edit link.

- This action displays the Student Details Edit page. Users can edit the **Final Exam Score**, **Issue Date Status**, and **Skills Checkoff Status** (Figure 125).

Home / Training Center / Training Center / Classes / PALS ClassRoom with Exams

PALS ClassRoom with Exams

this is dummy text.this is dummy text. this is dummy text.this is dummy text. this is dummy text.this is dummy text.
this is dummy text.this is dummy text.

Student Details

Name	qa usr three Role	Email	qa_testusr3@mailinator.com
Pre - Assessment Status	Pass	Pre - Assessment Score	75
Final Exam Attempts	1/3	Final Exam Score	<input type="text" value="75"/>

Issue Date Status

Skill Check-Off Status

Not Completed Completed

Figure 125. Student Details Edit page.

- Select an option from the **Issue Date Status** drop-down list (Figure 126).

Issue Date Status

Figure 126. Issue Date Status drop-down list.

- Selecting **Pass** from the **Issue Date Status** drop-down list displays the **Issue Date**. Select the date (Figure 127).

Issue Date

Figure 127. Issue Date selection.

- Select either the **Not Completed** or **Completed** radio button from the **Skills Checkoff Status** field (Figure 128).



Figure 128. Skills Checkoff Status radio buttons.

- Selecting the **Completed** radio button displays the **Skills Checkoff Date**. Select the date and click on **Update** (Figure 128).

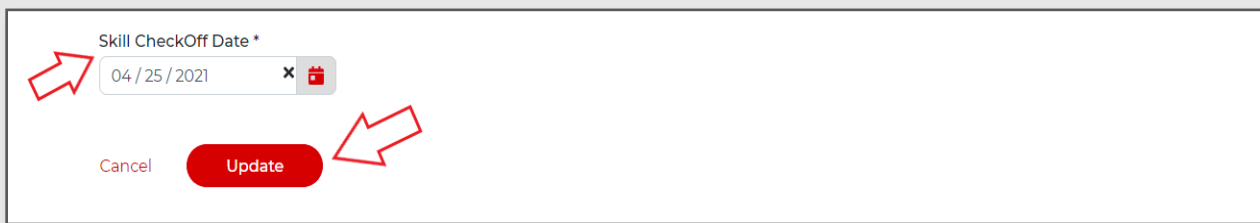


Figure 129. Skills Checkoff Date selection and Update button.

- After **Update** is selected, a confirmation message appears on the Student Details View page (Figure 130).

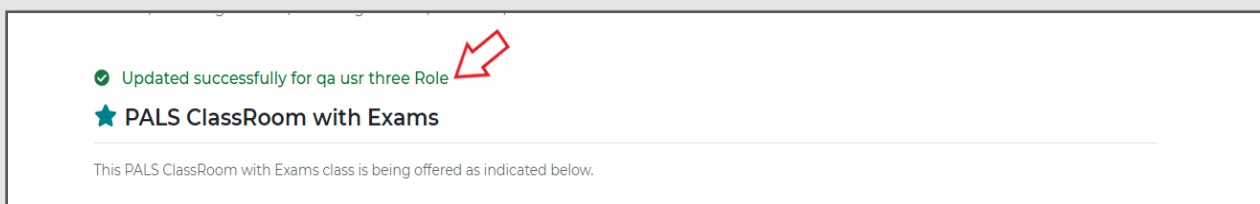


Figure 130. Update results confirmation message.

- Updated **Final Exam Result/Attempts**, **Skills Checkoff**, and **Issue Date** reflects in the student record (Figure 131).

First Name/Email ID	Last Name	Pre Assessment Results	Exam Result/Attempts	Skill Check Off	Issue Date	Action
qa usr three qa_testusr3@mailinator.co...	Role	Pass	Pass 3 / 3	Complete 04/25/2021	Pass 04/27/2021	...
Student stdusr@mailinator.com	user	Pass	-	Not Complete	-	...

Figure 131. Student record – Updated results display.

Upload Results

Uploading results allows users upload **Final Exam** scores, **Skills Checkoff Date/Status**, and **Issue Date/Status** in bulk. Soon after finalizing the roster, the **Upload Results** link displays in the Student Details tab.

- From the Student Details tab, click on **Upload Results** (Figure 132).

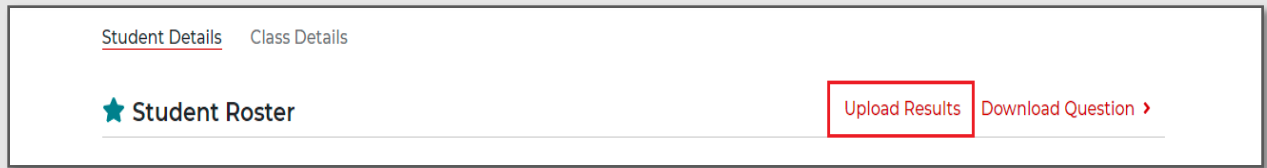


Figure 132. Student Details tab – Upload Results link.

- Clicking on **Upload Results** displays a confirmation pop-up. Select the options from the **Exam Type** drop-down list and click on **Proceed** (Figures 133 through 135).

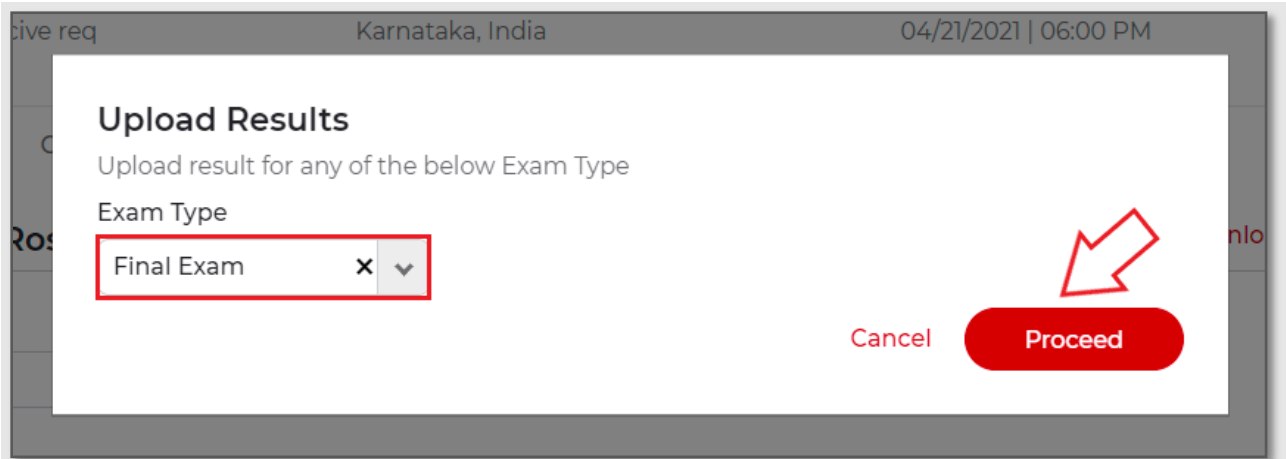


Figure 133. Upload Results pop-up displaying Exam Type (Final Exam) field and Proceed button.

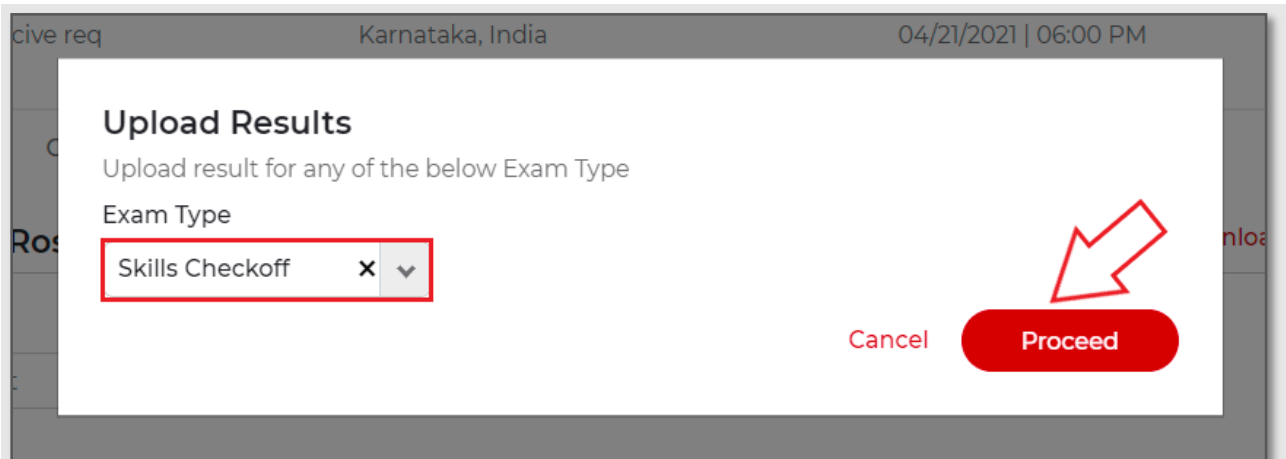


Figure 134. Upload Results pop-up displaying Exam Type (Skills Checkoff) field and Proceed button.

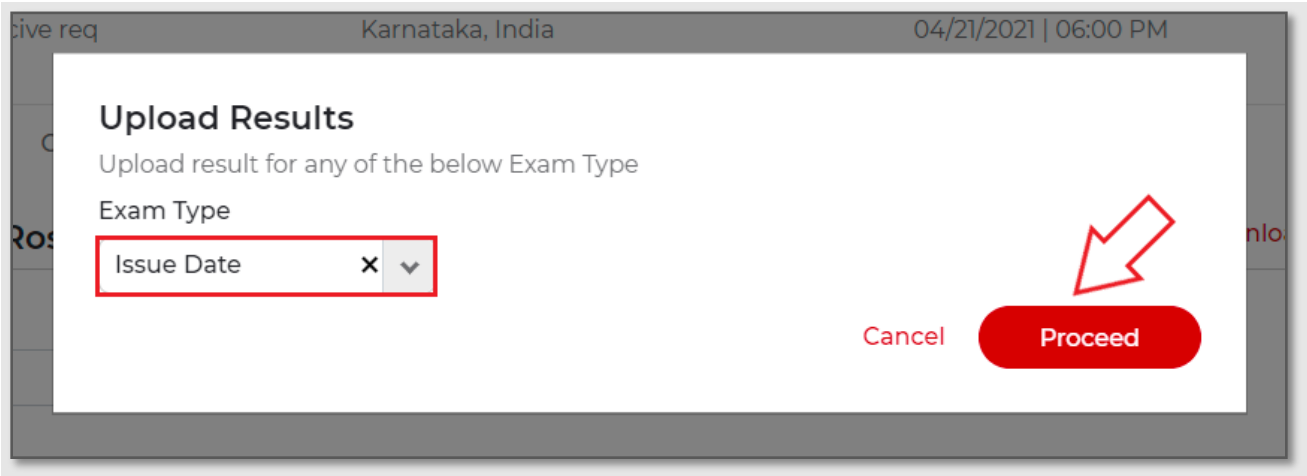


Figure 135. Upload Results pop-up displaying Exam Type (Issue Date) field and Proceed button.

- Clicking on **Proceed** displays the **Import Results** tab with instructions and a link to **Download the CSV template** as well as **Choose File** and **Upload** buttons (Figure 136).

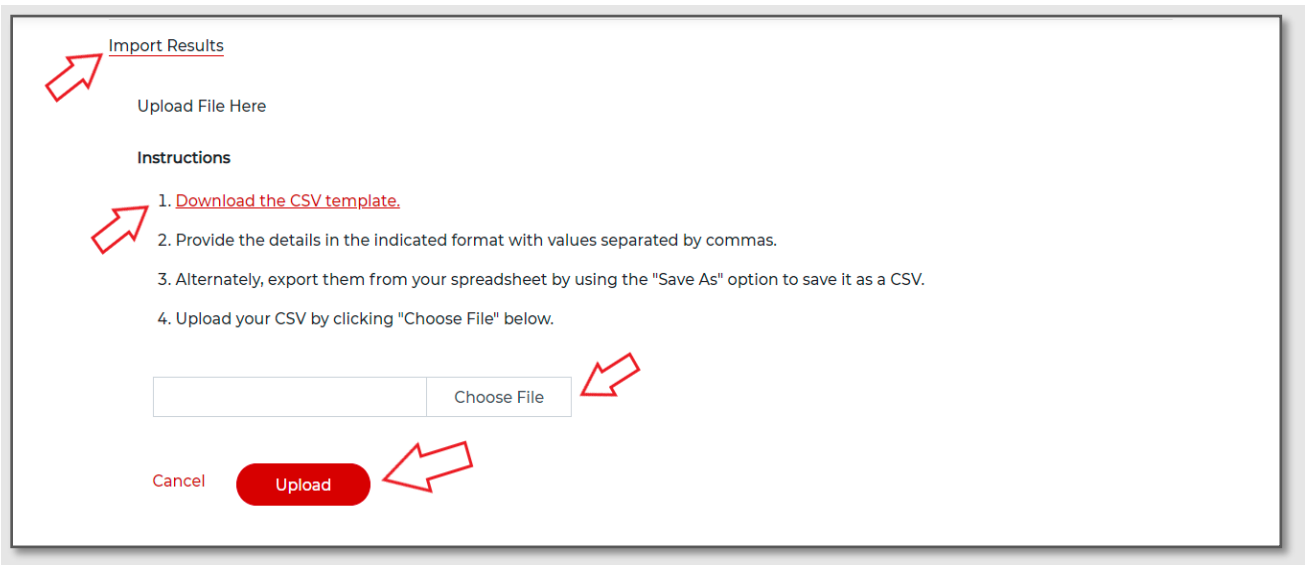


Figure 136. Import Results fields.

- Click the **Download the CSV template** link.
- A CSV file will be downloaded for each **Exam Type** selected.
- Enter the student details in the downloaded csv files (Figure 137).

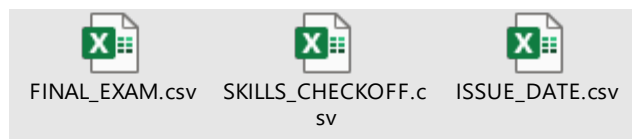


Figure 137. Final Exam, Skills Checkoff, and Issue Date CSV files.

- Select the **FINAL_EXAM.csv**, **SKILLS_CHECKOFF.csv**, and **ISSUE_DATE.csv** files respectively from the local drive of the system by clicking on **Choose File** (Figure 138 through 140).

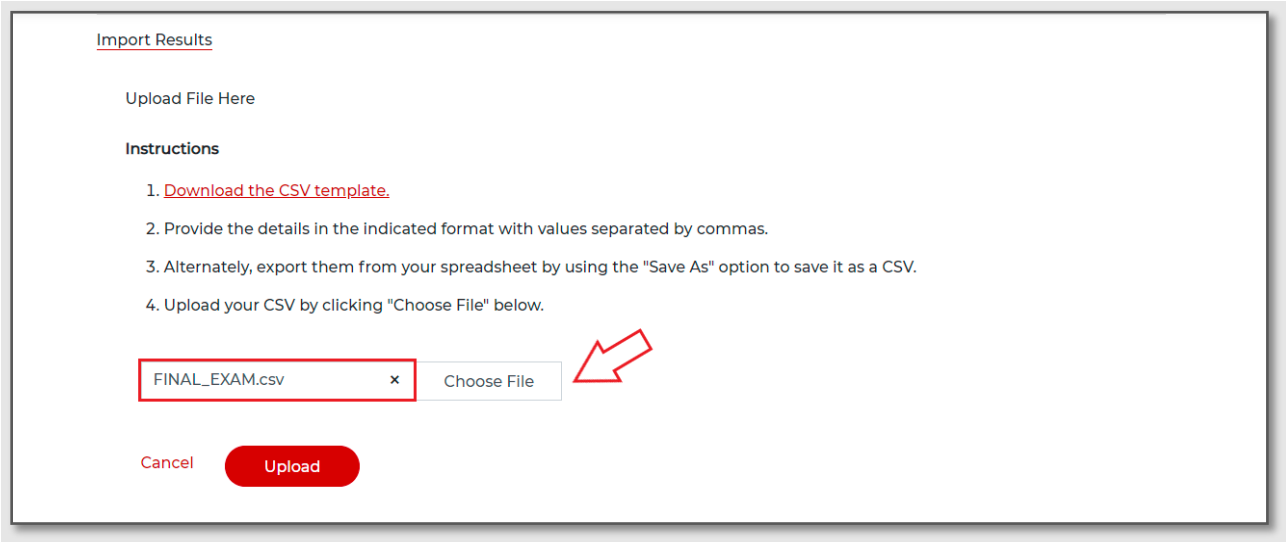


Figure 138. Select Final Exam.csv file from the local drive of the system.

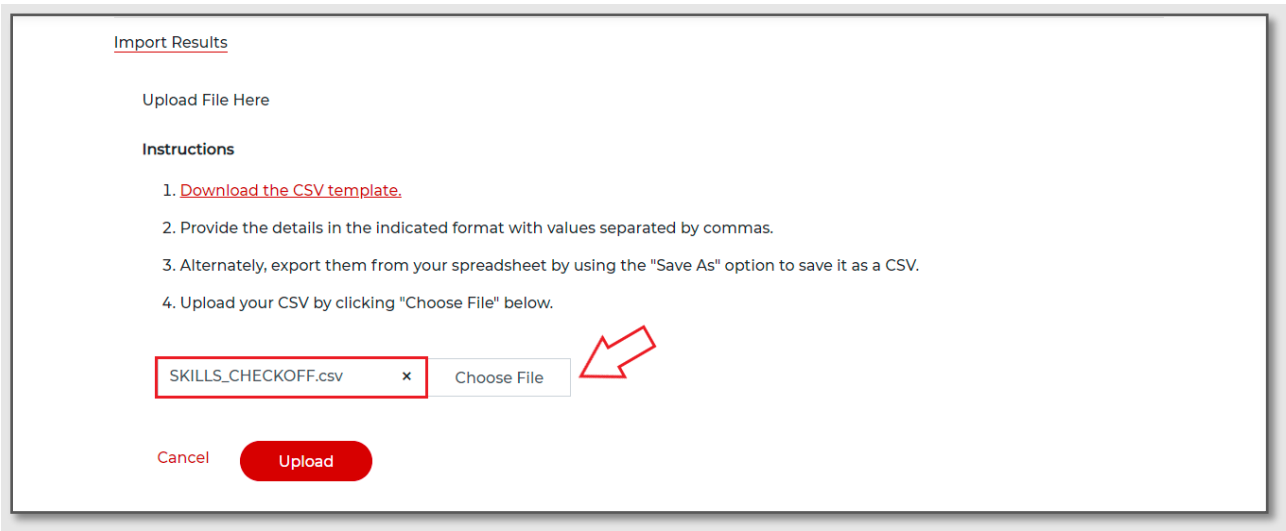


Figure 139. Select Skills Checkoff.csv file from the local drive of the system.

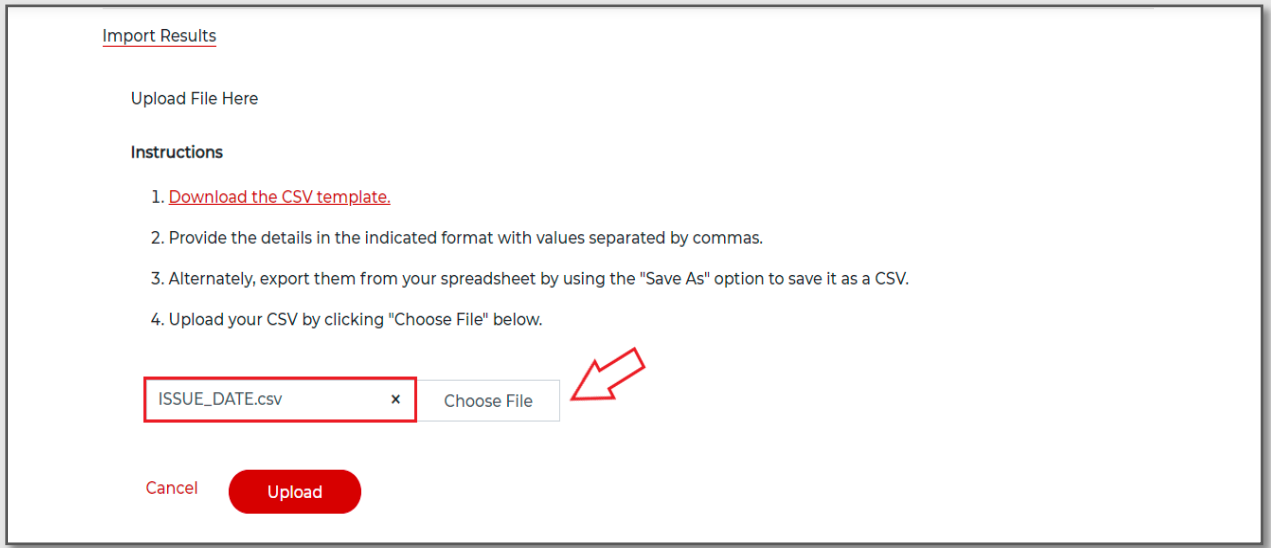


Figure 140. Select Issue Date.csv file from the local drive of the system.

- Click on **Upload** (Figure 141).



Figure 141. Import Results tab – Click on Upload.

- After **Upload** is selected, a confirmation message appears on the **View/Edit** class page saying, “**Imported successfully**” (Figure 142).

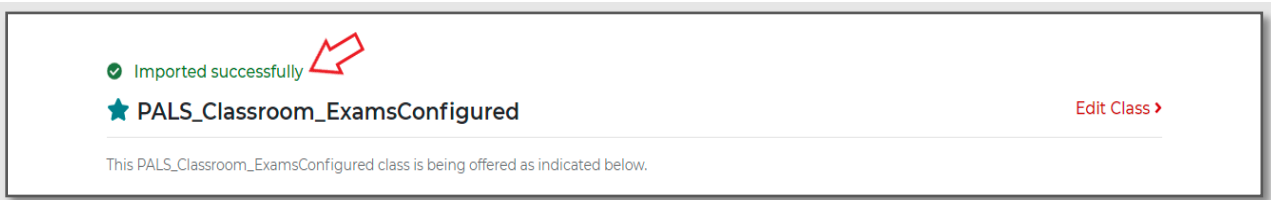


Figure 142. Results imported confirmation message.

Important Note

- Because the steps remain the same, and to avoid redundancy, the confirmation pop-up screens for selecting different **Exam Types** and the csv file upload screens for **Final Exam**, **Skills Checkoff**, and **Issue Date** are combined and illustrated in the **Upload Results** section above.
-

Before Import

- Figure 143 shows the **Final Exam Result/Attempts**, **Skills Checkoff**, and **Issue Date** columns of the student record before import.

First Name/Email ID	Last Name	Pre Assessment Results	Exam Result/Attempts	Skill Check Off	Issue Date	Action
qa usr three qa_testusr3@mailinator.co...	Role	Pass	Pass 3 / 3	Complete 04/25/2021	Pass 04/27/2021	...
Student stdusr@mailinator.com	user	Pass	-	Not Complete	-	...

Figure 143. Student record – Before import.

After Import

- Figure 144 shows the **Final Exam Result/Attempts**, **Skills Checkoff** and **Issue Date** columns of the student record updated after import results.

First Name/Email ID	Last Name	Pre Assessment Results	Exam Result/Attempts	Skill Check Off	Issue Date	Action
qa usr three qa_testusr3@mailinator.co...	Role	Pass	Pass 3 / 3	Complete 04/25/2021	Pass 04/27/2021	...
Student stdusr@mailinator.com	user	Pass	Pass 3 / 3	Complete 04/25/2021	Pass 04/28/2021	...

Figure 144. Student record – After import.



Important Points to Note

- If a student takes the final and skills checkoff exams offline, then the instructor needs to update the score manually in the application by using **Upload Results**.
- If a student takes the exam online, then the application validates and automatically updates the **Final Exam**, **Skills Checkoff** results, **Issue Date**, and the corresponding status (**Complete/Pass/Fail**).
- The system allows fixed attempt of final exams online, but students need to pass the offline exam in a single attempt.

Download Error File

If the imported results file has errors, then the **Download Error File** link will appear in the **Student Details** tab.

- From the Student Details tab, click the **Download Error File** link (Figure 145).

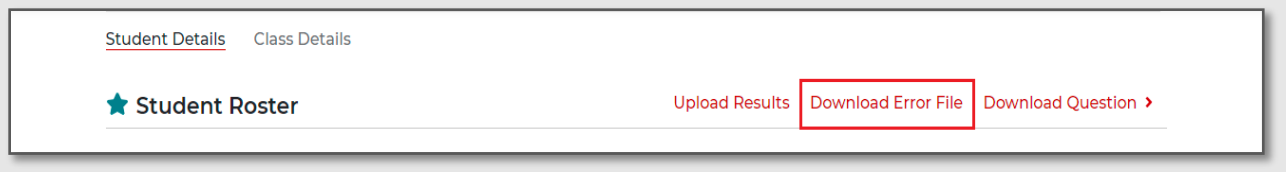


Figure 145. Student Details tab – Download Error File link.

- Clicking the **Download Error File** link displays a pop-up prompting the **Exam Type**. Select the **Exam Type** and click on **Download** (Figure 146).

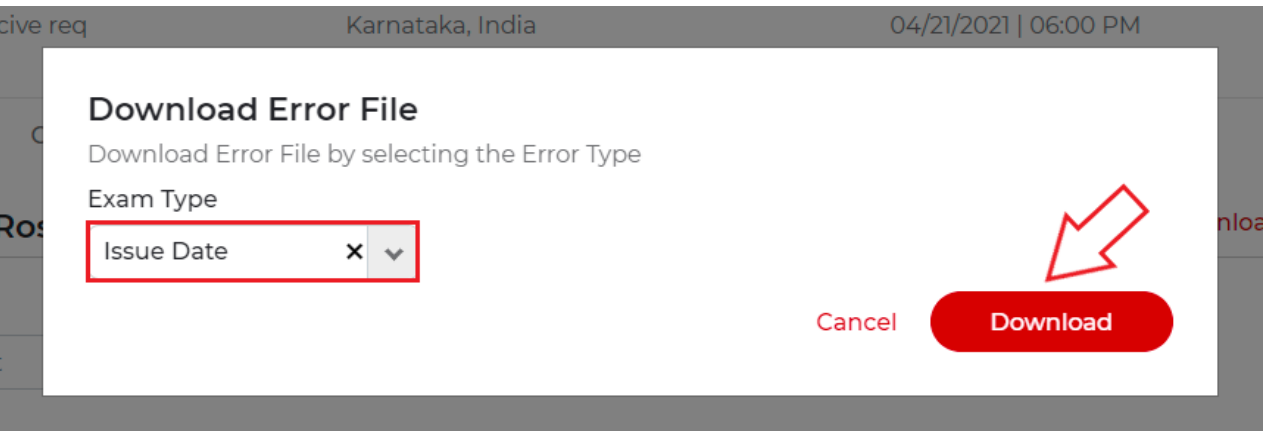
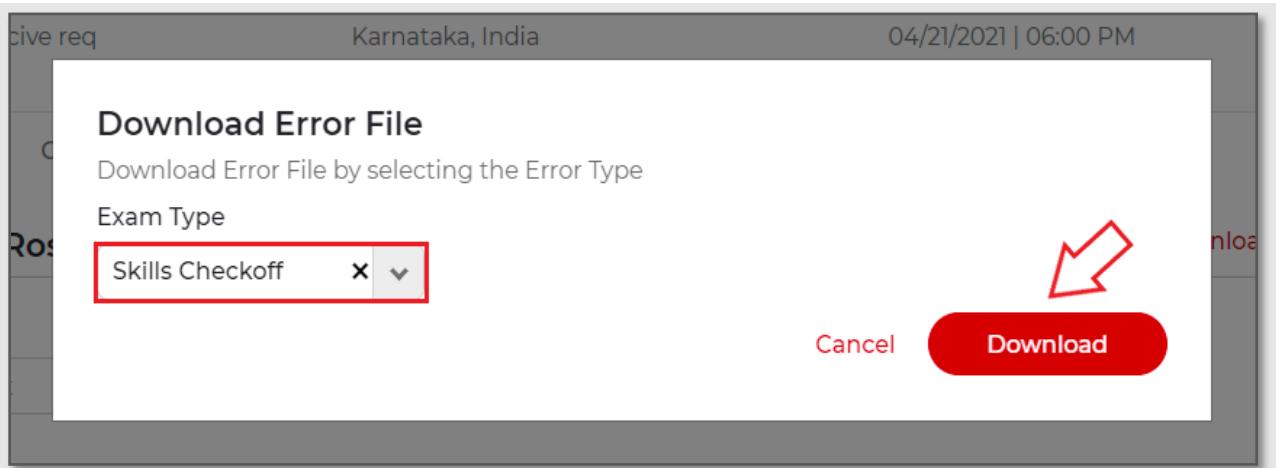


Figure 146. Select Exam Type drop-down list and Download button.

- Downloaded error files will appear (Figure 147).

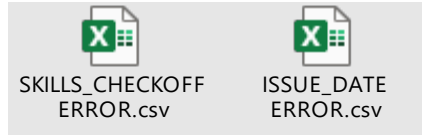


Figure 147. Skills Checkoff Error and Issue Date Error CSV files.

- Similarly, users can also download the **Final Exam Error** file, if the imported final exam results file has any errors.

5.2.15 Action: Remediation

Remediation

If a student has exhausted all the permissible attempts of the final exam, then the instructor can provide remediation to the student and 1 more attempt to take the exam. This process is referred to as *remediation*.

- Select a record from the student list (after roster finalization), navigate to **Actions**, and click on the 3 dots (...). From the pop-up box, select the **Remediation** link (Figure 148).

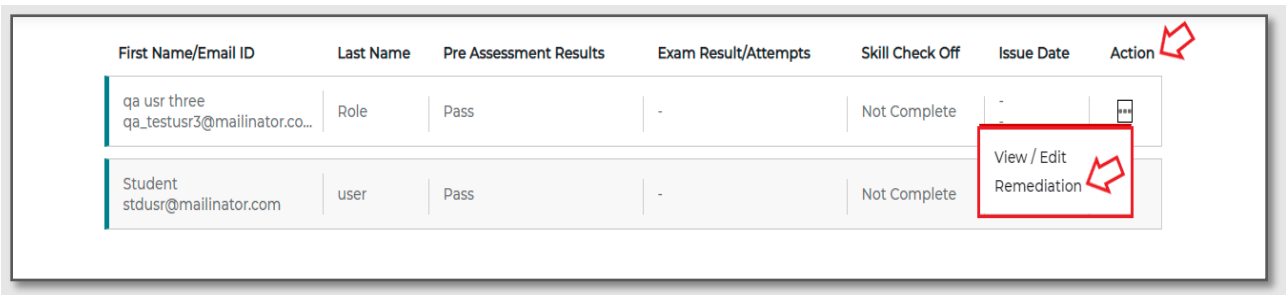


Figure 148. Finalized Roster Student list – Remediation link.

- A confirmation pop-up will appear. Click on **Remediate Student** (Figure 149).

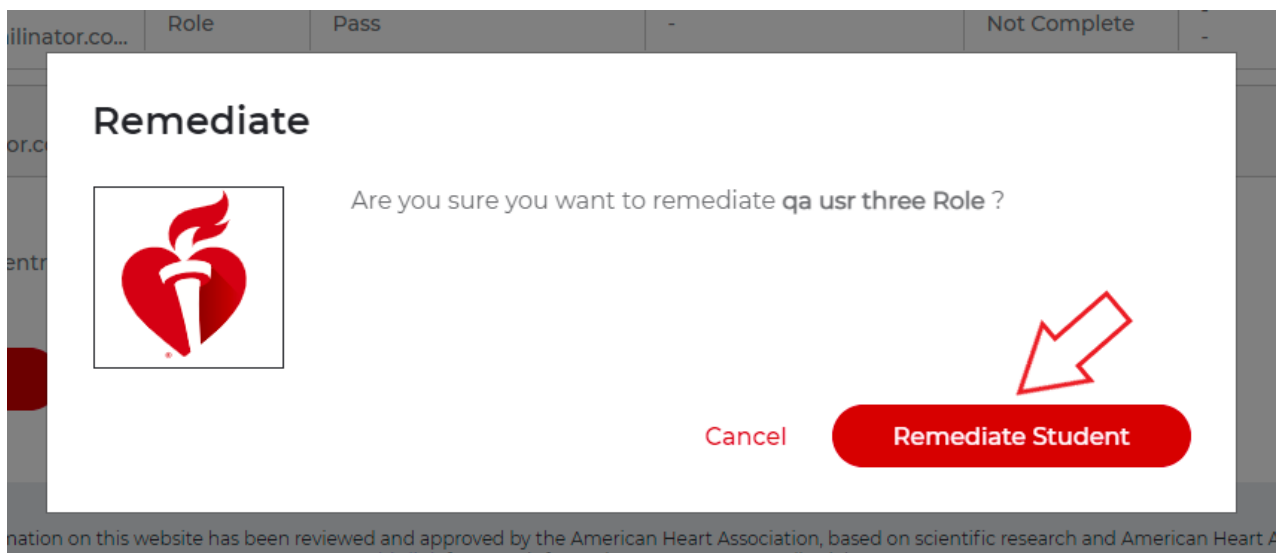


Figure 149. Remediate confirmation pop-up.

- After **Remediate Student** is selected, the student will receive enabled **Take Exam** card (Figure 150).

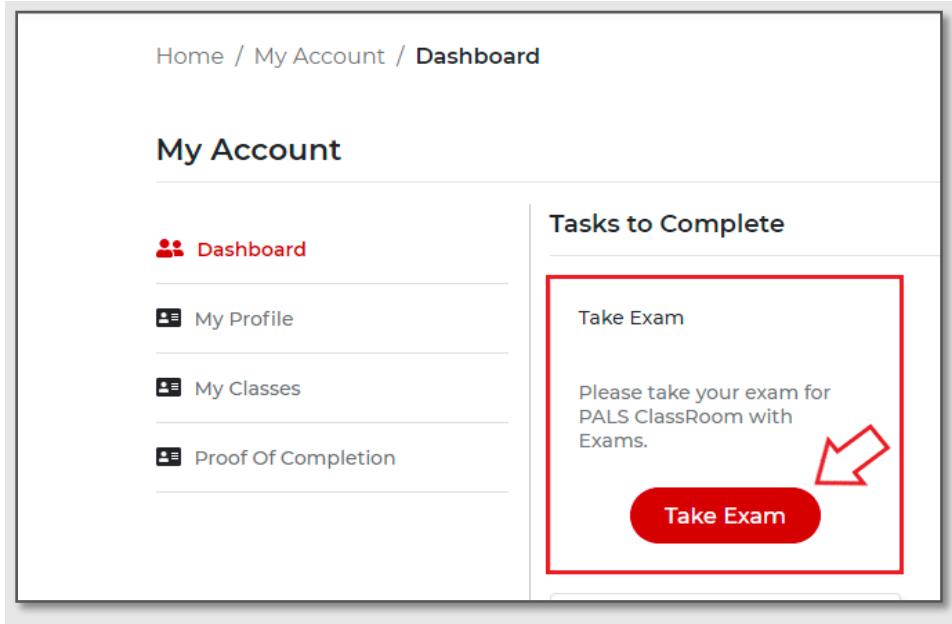


Figure 150. Remediation – Enabled Take Exam card displaying on student Dashboard.

Export and Sort by

- Export the student list by clicking the **Export** link (Figure 151).

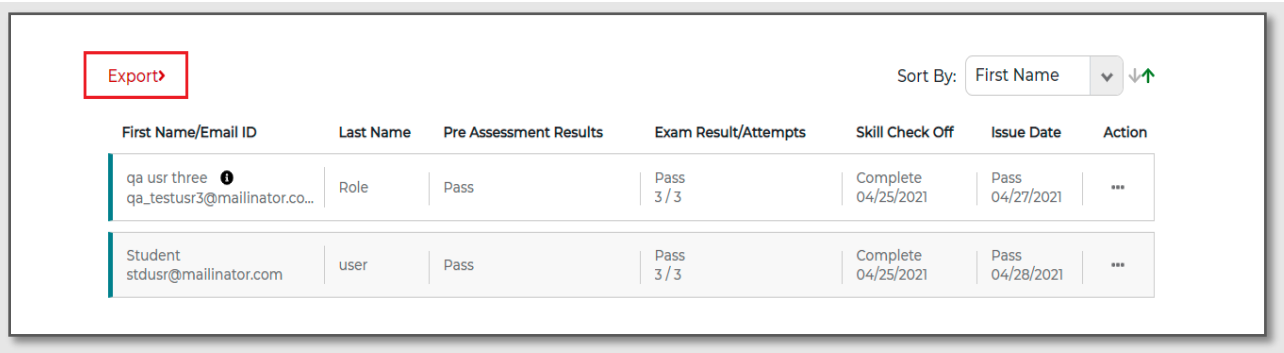


Figure 151. Finalized Student Roster list – Export link.

- The exported **Students List** downloads as a CSV file (Figure 152).

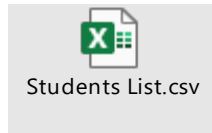


Figure 152. Students List CSV file.

- Sort the **Students List** in ascending or descending order by selecting **First Name** or **Last Name** from the **Sort by** drop-down list (Figure 153).

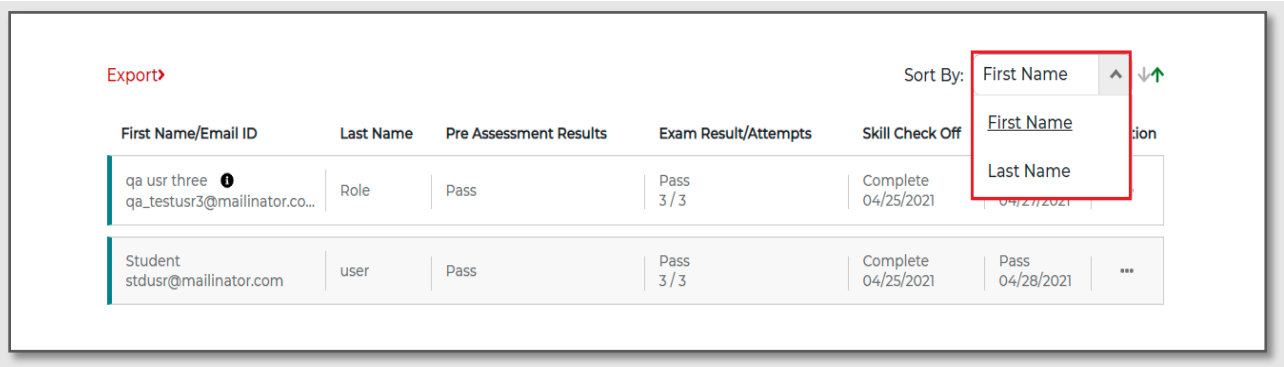


Figure 153. Finalized Student Roster list – Sort by drop-down list options.

- Search for a student directly by entering a value in the **Search** text box (Figure 154).

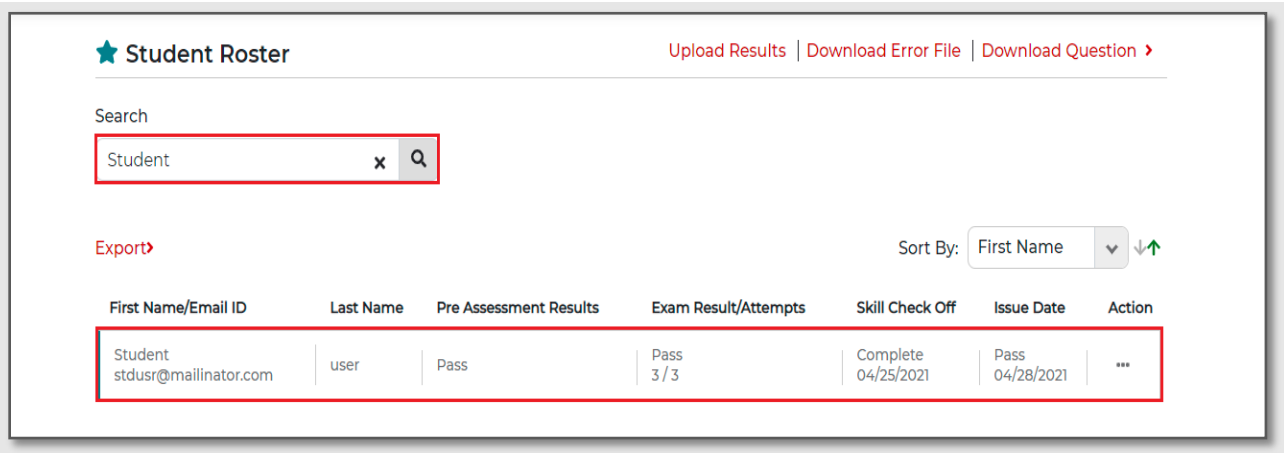


Figure 154. Student Search – Search text box.

- Select a record from the student list (after roster finalization), navigate to **Actions**, and click on the 3 dots (...). From the pop-up box, select the **View** link (Figure 155).

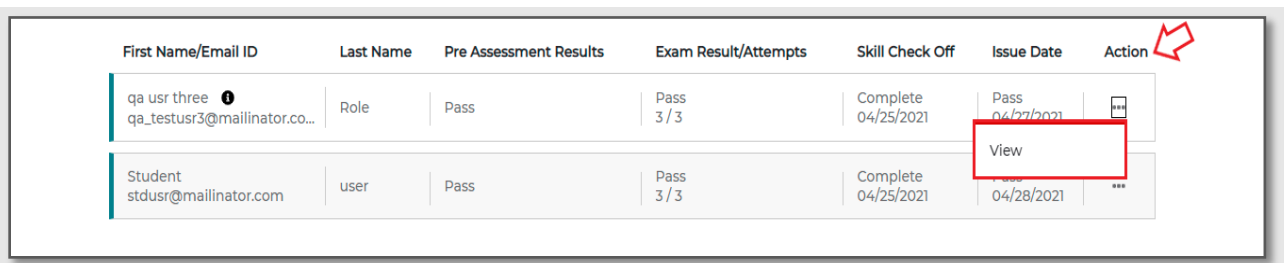


Figure 155. Student list – View link.

- The Student Details **View** page will appear (Figure 156).

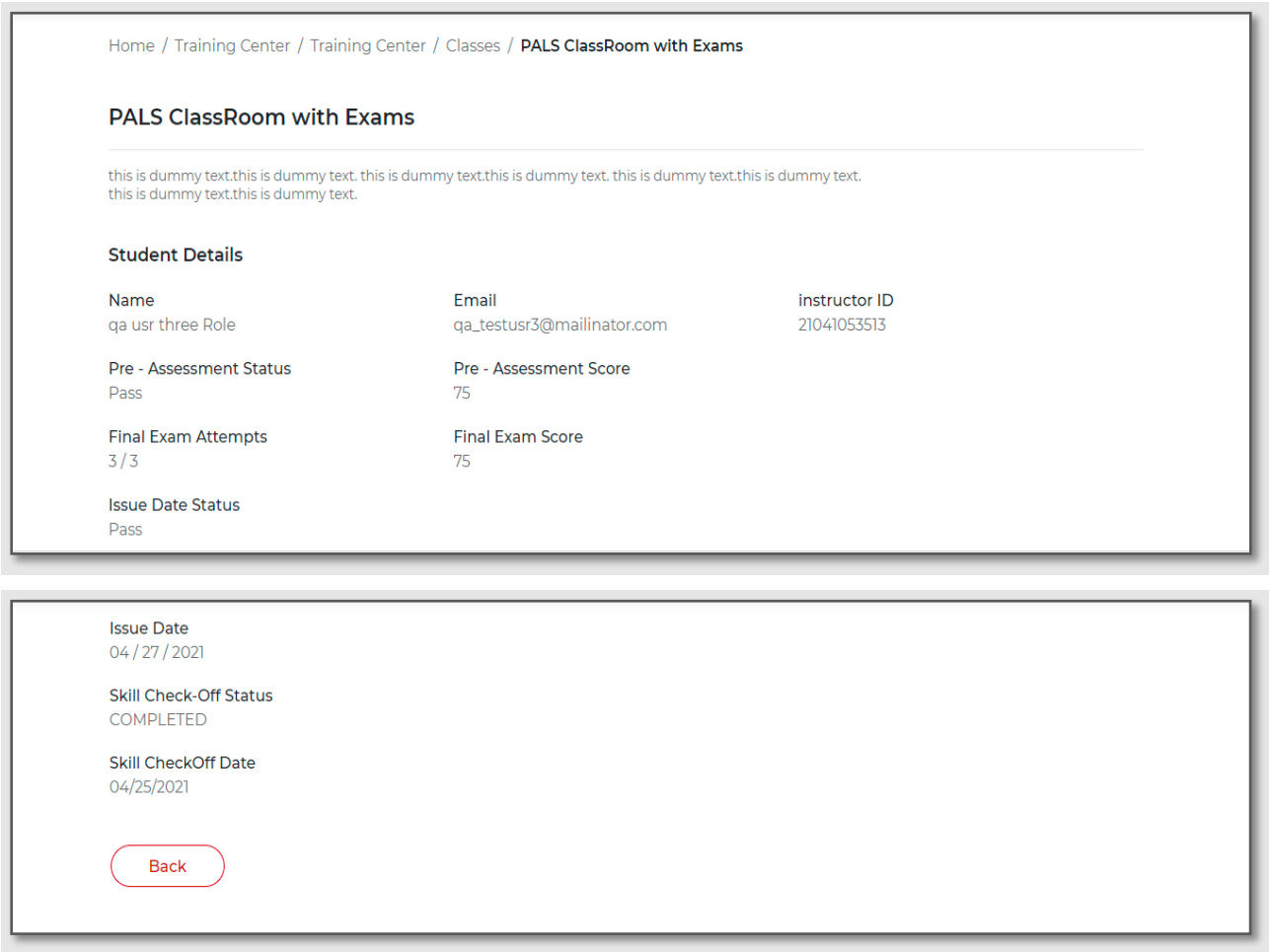


Figure 156. Student Details – View page.

6 Location Management

Users with the correct permissions can create and manage locations for the Training Center/Training Site. Users can also add these locations while creating classes for the selected Training Center/Training Site.

6.1 Class Locations list

The Class Locations list displays the list of various locations internationally.

- Log in as a **TCC/TCA** (Figure 157).



Figure 157. TCC/TCA Login.

- Click on **Training Center** from the main navigation menu and then click on **Class Locations** from the drop-down list (Figure 158).

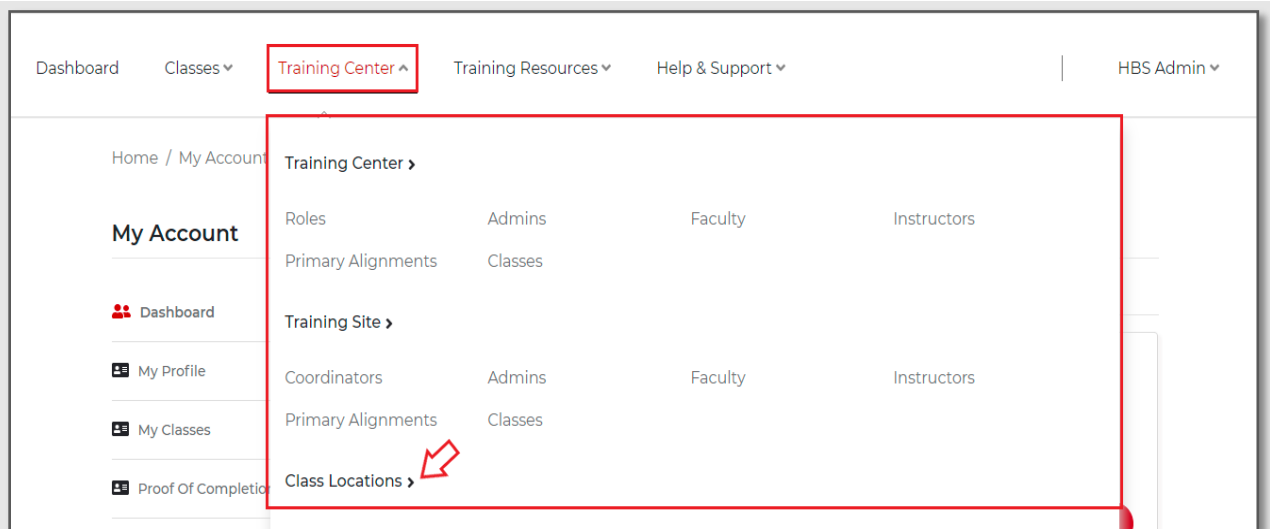


Figure 158. Training Center main navigation menu – Class Locations.

- The **Class Locations** page opens, showing the **Class Locations** list (Figure 159).

The screenshot displays the 'Class Locations' page for the 'Carica Training Center'. The page includes a breadcrumb trail (Home / Training Center / Class Location List), a title 'Class Locations' with an 'Add a Location' link, and a brief description of class locations. Below this are filters for Training Site, Status, and Country, along with a search bar. An 'Export' link and a 'Sort by' dropdown (set to Name) are also present. The main content is a table with the following data:

Name	Address	City / State	Status	Actions
Barnone ⓘ	1234 Main	Bihar Bihar	Active	...
Carica Location	feeffd	Bangalore Karnataka	Inactive	...
Carica Test TS location for Class creation	345	Bangalore Karnataka	Active	...
Dallas ⓘ	123	Bangalore Karnataka	Active	...
errorfilecheck	hyderabad	Hyderabad Telangana	Active	...
fgsdfgsdfg	gdfgsd	Bangalore Andhra Pradesh	Active	...
gdfgsdfg	dfgsdfg	Bangalore Badiyah	Active	...
hi	banglore	banglore Telangana	Active	...
instructor flow	banglore234	banglore Telangana	Active	...
iplCskLocation ⓘ	Bangalore	- Karnataka	Inactive	...

At the bottom, it shows 'Showing 1 to 10 of 34 results' and a pagination control with page numbers 1, 2, 3, 4.

Figure 159. Class Locations List.

- In the example in Figure 159, the **Class Locations** list displays classes belonging to Carica Training Center. The Training Center or Training Site depends on the TCC/TSA user logging in to the application, which automatically selects.
- When the **i** info icon next to individual locations is selected, a message appears saying, **“This is set as primary location”** (Figure 160). Training Centers/Sites can have **only one** location set as primary location.

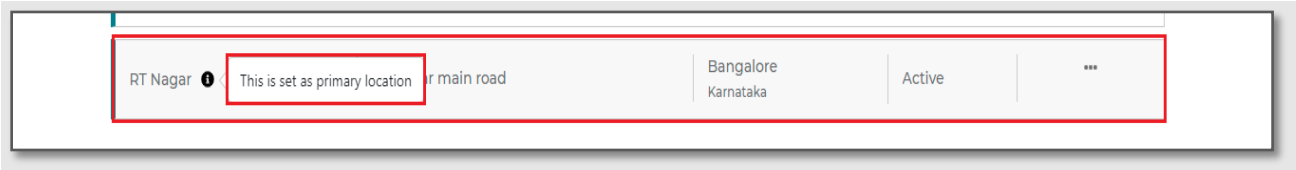


Figure 160. Set as primary location.

6.1.1 Locations List Filters

- Select an option from the **Training Site** drop-down list and display the **Class Locations** list accordingly (Figure 161).

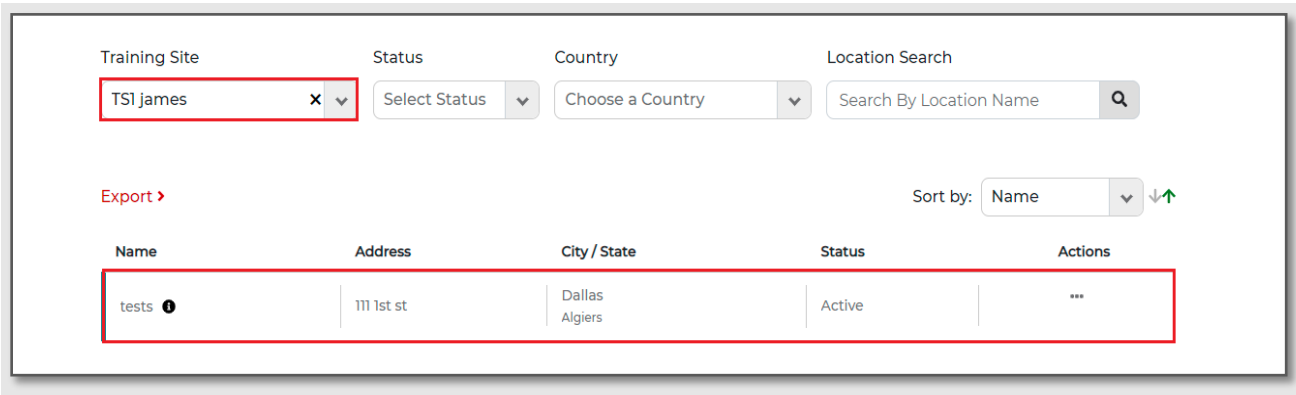


Figure 161. Class Locations List – Training Site filter.

Note

- If the user selects a Training Site from the Training Center/Site switch drop-down list, then the **Training Site** filter will not appear.
- Select an option from the **Status** drop-down list and display the **Class Locations** list accordingly (Figure 162).

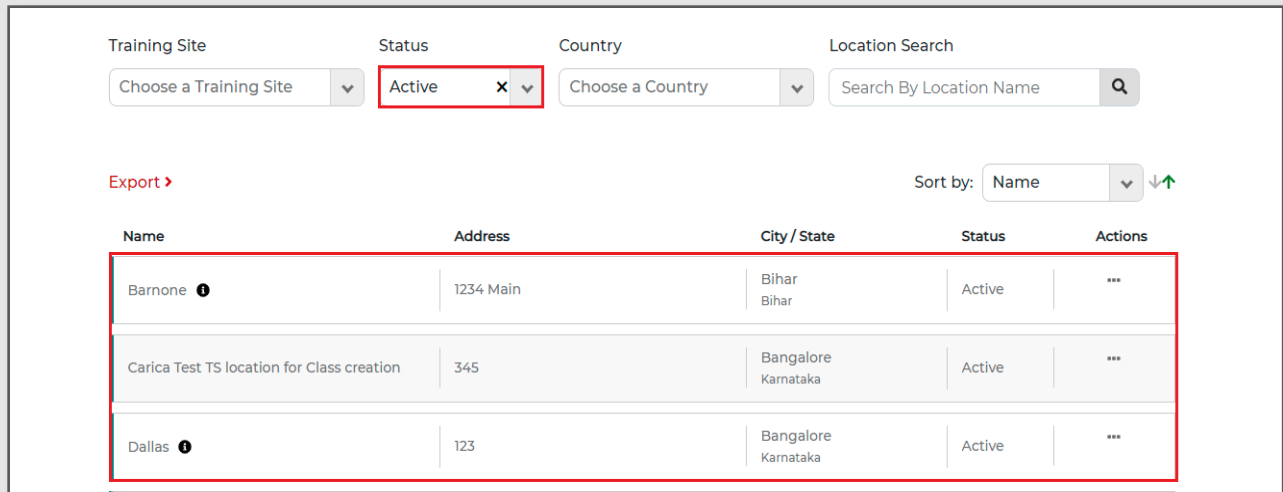


Figure 162. Class Locations List – Status filter.

Note

- While creating a class, only **Active** class locations appear in the **Location** drop-down list.
- Select an option from the **Country** drop-down list and display the **Class Locations** list accordingly (Figure 163).

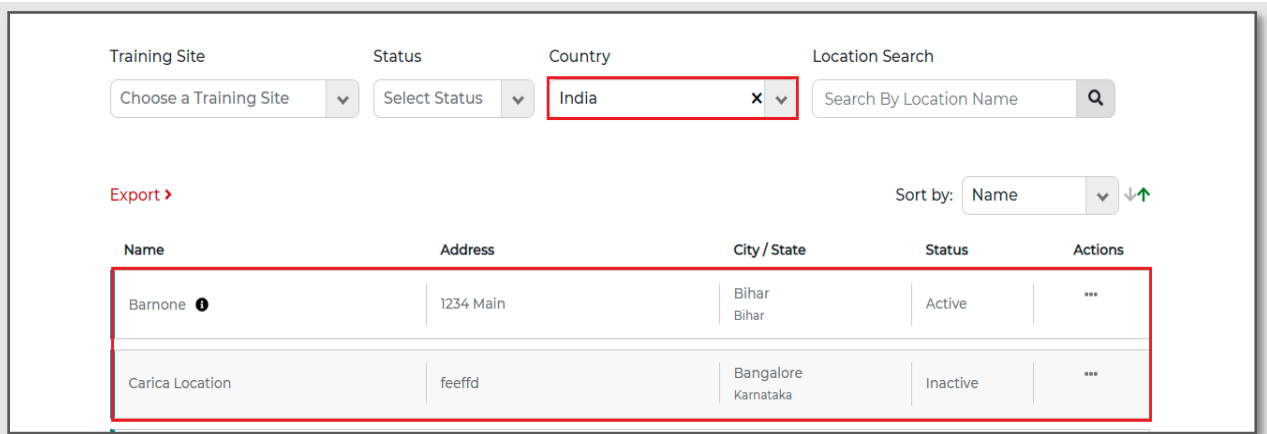


Figure 163. Class Locations List – Country filter.

- Enter a location name in the **Location Search** text box and display the **Class Location** accordingly (Figure 164).

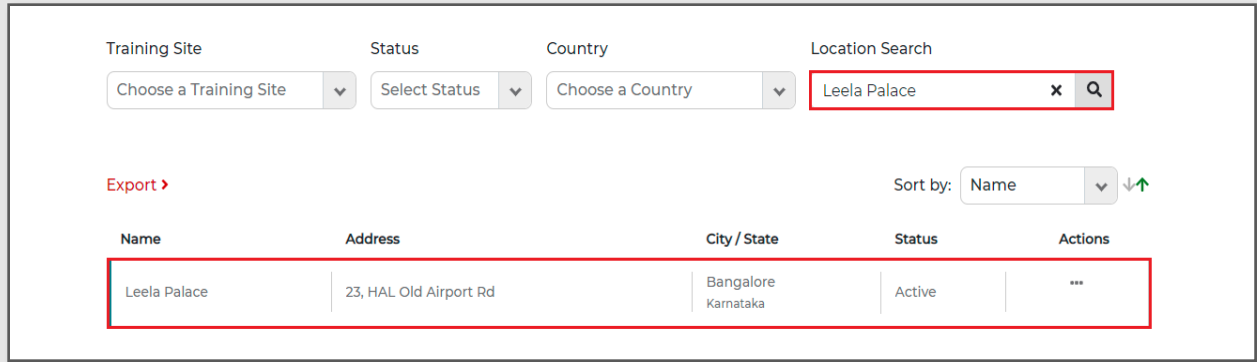


Figure 164. Class Location display – Location Search filter.

Export and Sort by

- Export the **Class Locations** list by clicking the **Export** link (Figure 165).

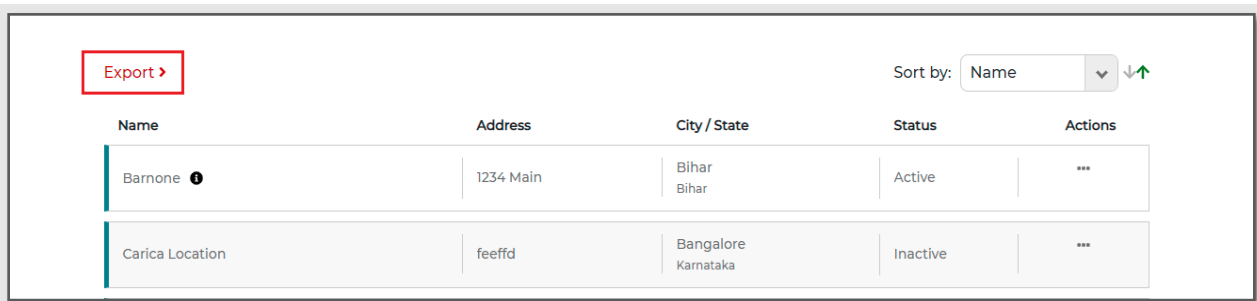


Figure 165. Class Locations List – Export link.

- The exported **Class Locations** list downloads as a CSV file (Figure 166).

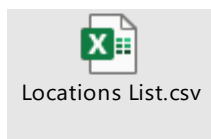


Figure 166. Locations List CSV file.

- Sort the **Class Locations** list in the ascending or descending order by selecting **Name** or **City** from the **Sort by** drop-down list (Figure 167).

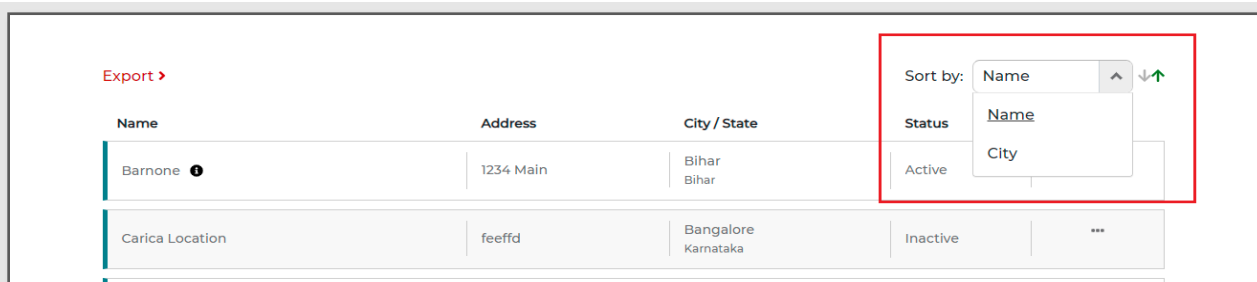


Figure 167. Class Locations List – Sort by drop-down list.

6.1.2 Add a Location

- From the top-right corner of the **Class Locations** page, click the **Add a Location** link (Figure 168).

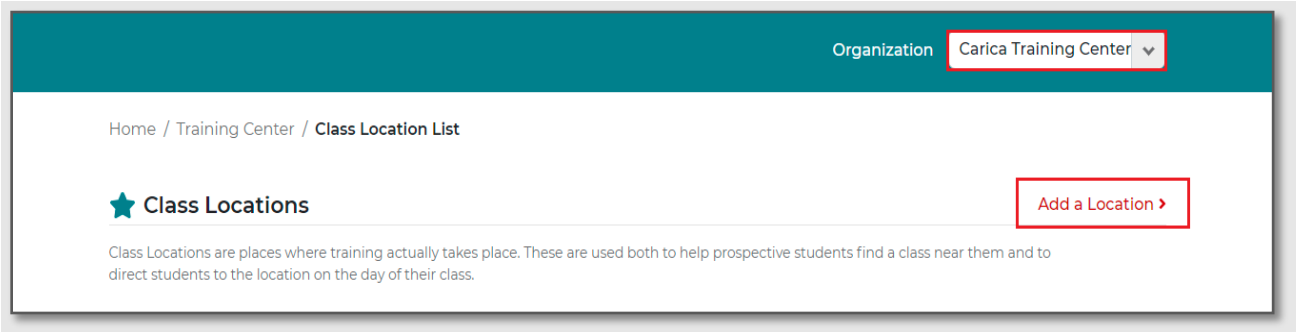


Figure 168. Class Locations page – Add a Location link.

- When the **Add Class Location** page appears, fill in all the mandatory fields and click on **Proceed** (Figure 169).

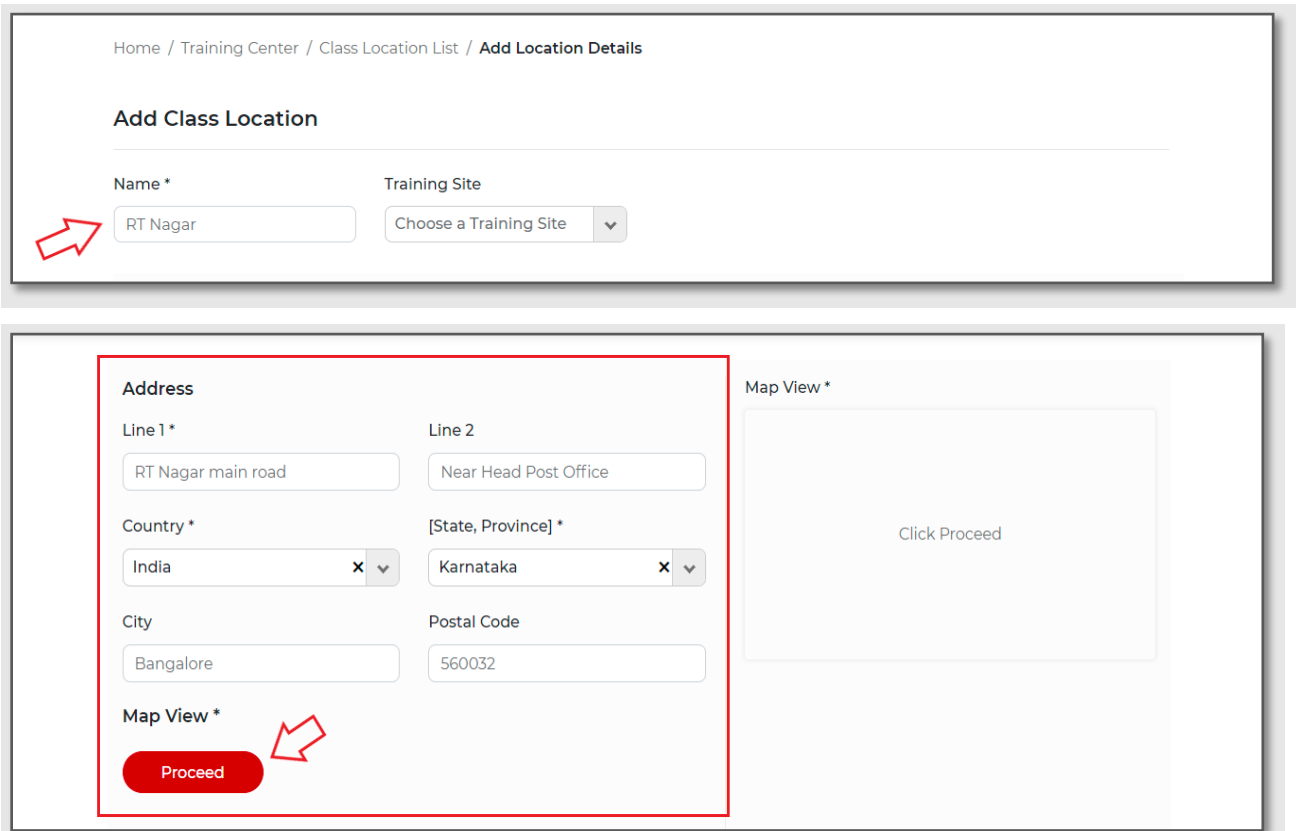


Figure 169. Add Class Location fields.

Note

- Users can choose a **Training Site**, if the intended class location is being created for the Training Site.

- When **Proceed** is selected, Google will automatically point to the address on the map and displays the **Map View** of the same (Figure 170).

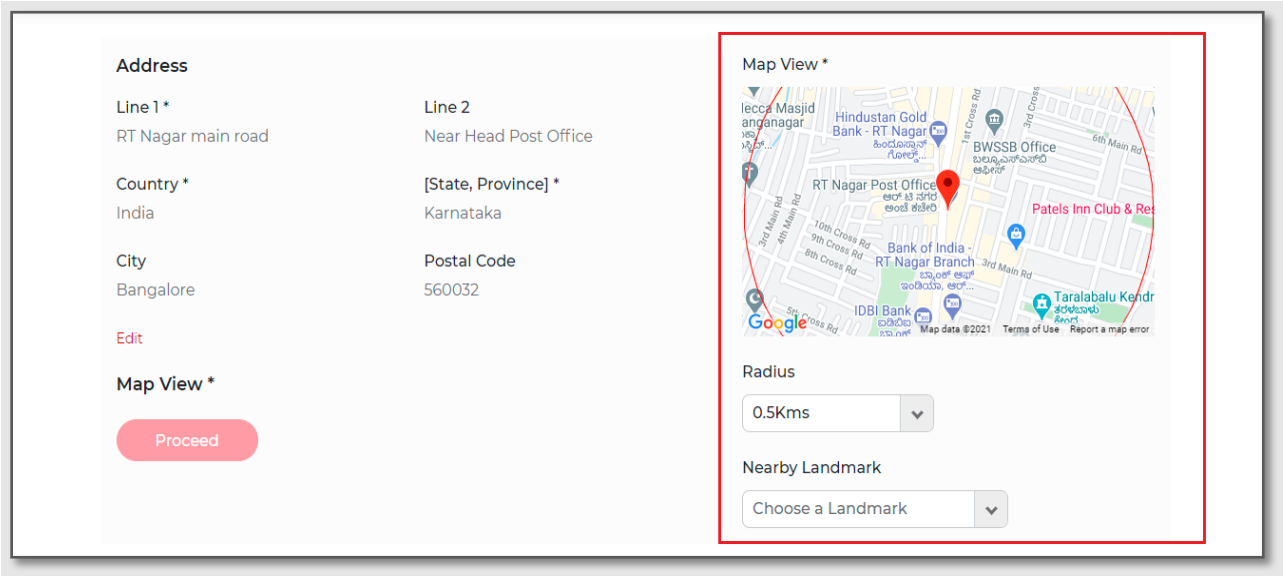


Figure 170. Add Class Location – Map View.

- The radius automatically sets at **0.5 km**. If the location cannot be found within this radius, then the radius can be increased.
 - For countries like the United States, the radius displays in **Miles**.
 - The radius can be customized by selecting an option from the **Radius** drop-up list (Figure 171).

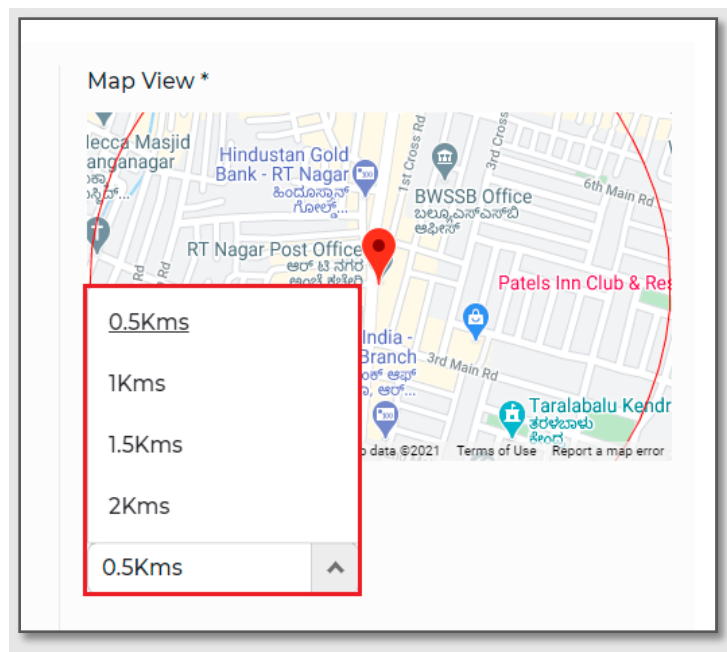


Figure 171. Map View – Radius selection.

- Drop the pin anywhere inside the selected radius, per the address (Figure 172).

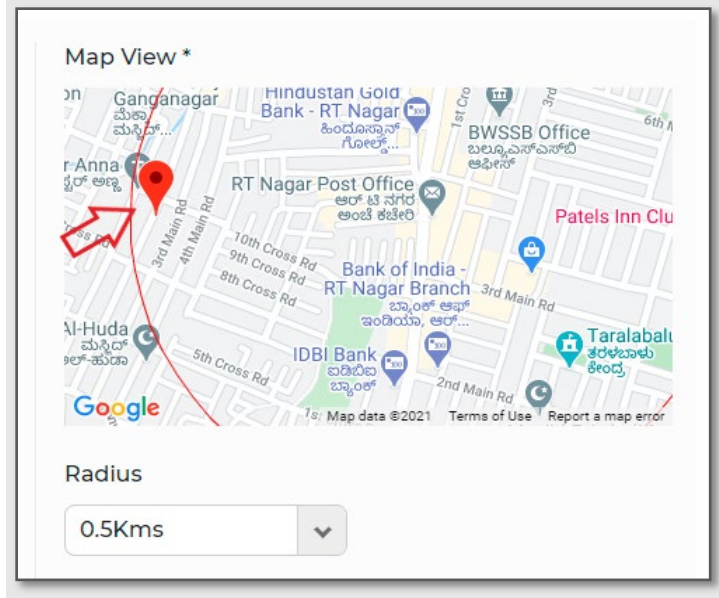


Figure 172. Map View – Pin Drop.

- The **Radius** ensures accuracy and restricts the from user dropping the pin too far from the selected address pointed to by Google maps.
 - If the user tries to drop the pin beyond the selected **Radius**, then an error message displays saying, “Pin drop is too far from the selected address” (Figure 173).

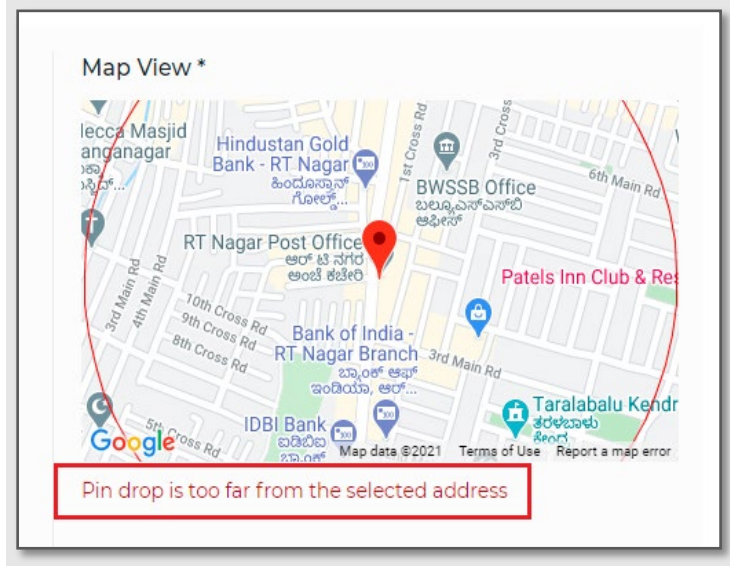


Figure 173. Pin Drop too far error message.

- Choose an option from the **Nearby Landmark** drop-up list (Figure 174).

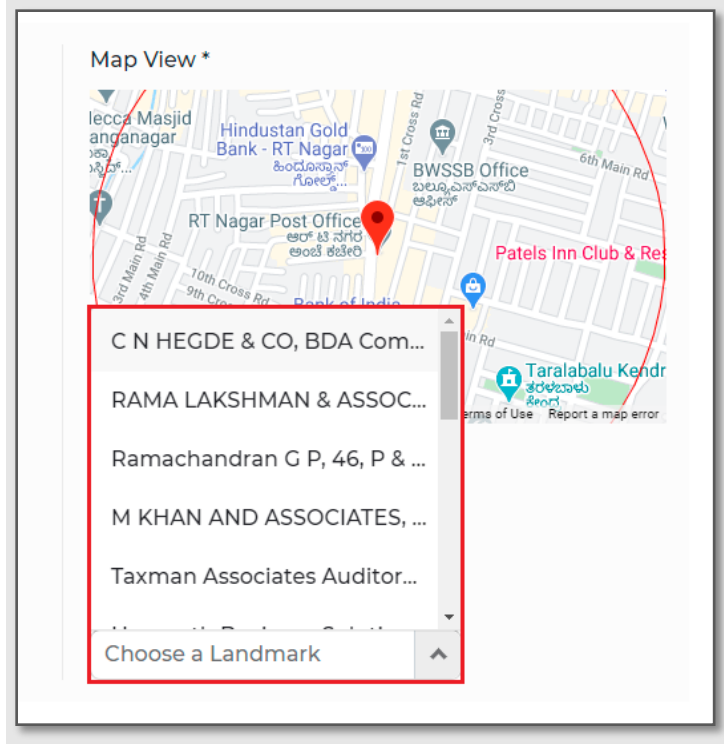


Figure 174. Map View – Landmark selection.

- Choosing a **Landmark** allows the user to drop the pin closer to the address and improve the location accuracy.
- The class location addresses dropped as pins display in the **Map** view of the **Class Search Results** page (Figure 175).

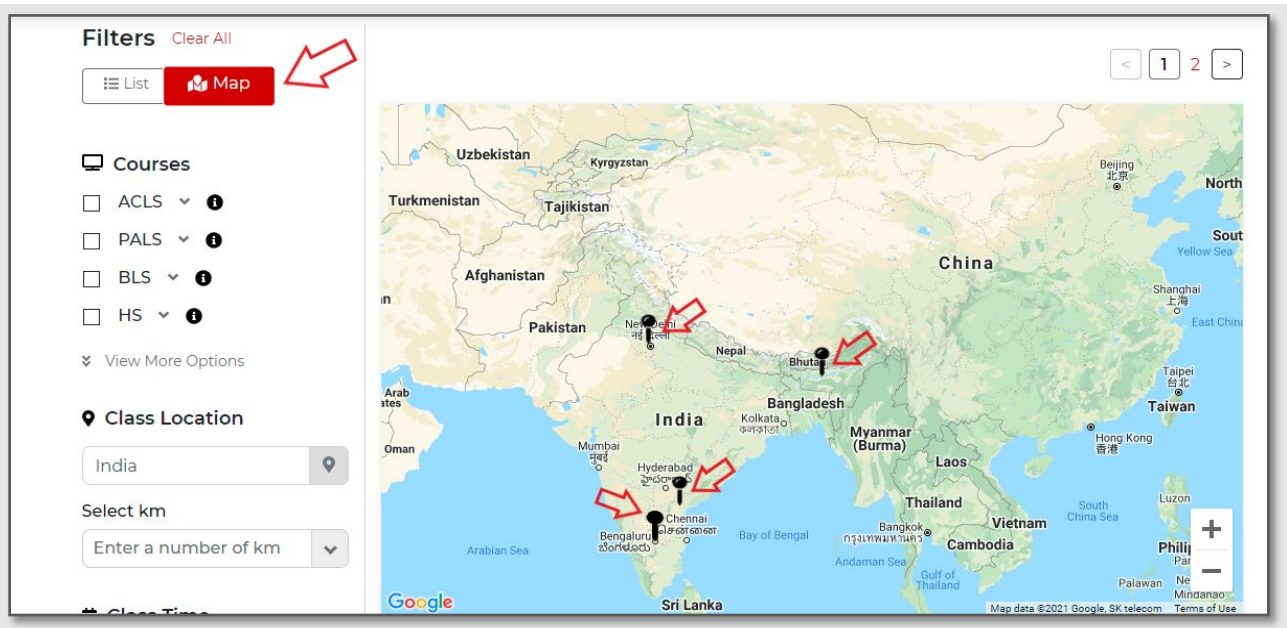


Figure 175. Class Search Results page – Location addresses dropped as pins displaying on the map.

Edit Address

- Click on **Edit** from the **Address** section (Figure 176).

Address

Line 1 * RT Nagar main road	Line 2 Near Head Post Office
Country * India	[State, Province] * Karnataka
City Bangalore	Postal Code 560032

Edit

Map View *

Proceed

Figure 176. Address section – Click on Edit.

- User can edit the fields shown in Figure 177.

Name * RT Nagar

Training Site Choose a Training Site

Address

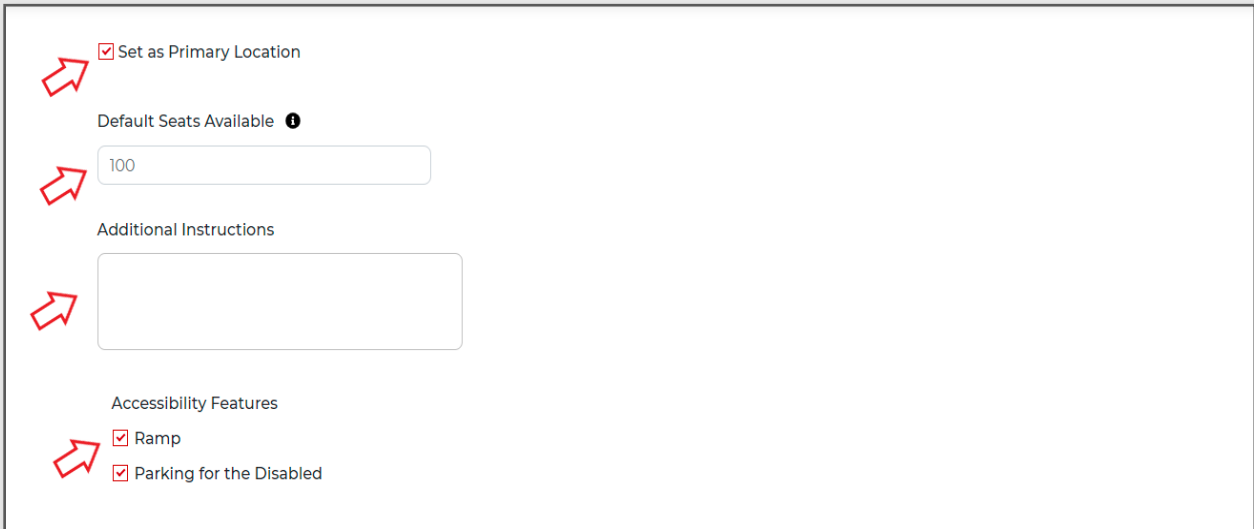
Line 1 * RT Nagar main road	Line 2 Near Head Post Office
Country * India	[State, Province] * Karnataka
City Bangalore	Postal Code 560032

Map View *

Proceed

Figure 177. Add Class Location – Edit fields.

- Configure **Set as Primary Location**, **Default Seats Available**, **Additional Instructions**, and **Accessibility Features** from the **Add Class Location** page (Figure 178).



The screenshot shows a form with the following fields and options:

- Set as Primary Location (indicated by a red arrow)
- Default Seats Available ⓘ (indicated by a red arrow) with a text input field containing '100'
- Additional Instructions (indicated by a red arrow) with a large empty text area
- Accessibility Features (indicated by a red arrow) with two checked checkboxes:
 - Ramp
 - Parking for the Disabled

Figure 178. Add Class Location fields.

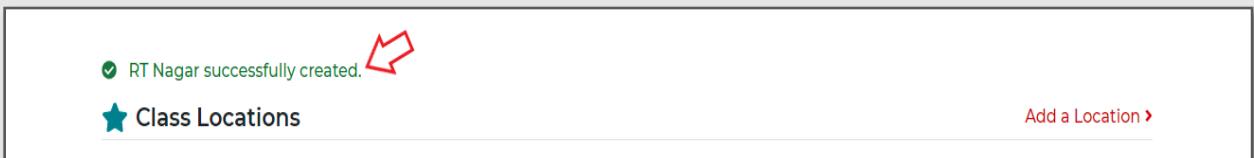
- Creating a location for a Training Center or Site for the first time automatically selects the **Set as Primary Location** checkbox.
 - The newly created location automatically becomes the Training Center or Site's primary location.
- Upload the location image from the **Upload Image** section and click on **Create Location** (Figure 179).



The screenshot shows the 'Upload Image' section with a text input field and a 'Browse' button. Below the input field are two buttons: 'Cancel' and 'Create Location'. Red arrows point to the 'Browse' button and the 'Create Location' button.

Figure 179. Add Class Location fields – Upload Image section and Create Location button.

- After **Create Location** is selected, a confirmation message appears on the **Class Locations** page (Figure 180).



The screenshot shows a confirmation message: "RT Nagar successfully created." with a green checkmark icon. Below the message is a star icon and the text "Class Locations". In the bottom right corner, there is a link "Add a Location >". A red arrow points to the confirmation message.

Figure 180. Location created confirmation message.

6.1.3 Actions: View/Edit

- Select a record from the **Class Locations** list, navigate to **Actions**, and click on the 3 dots (...). From the pop-up box, select the **View/Edit** link (Figure 181).

Name	Address	City / State	Status	Actions
RT Nagar	Opposite FM Silks	- Karnataka	Active	...
RT Nagar 📍	RT Nagar main road	Bangalore Karnataka	Active	<div style="border: 1px solid red; padding: 5px;"> View / Edit Open Map Delete </div>

Showing 1 to 2 of 2 results

Figure 181. Class Locations list – View/Edit.

- The **View** page opens, displaying the location details (Figure 182).

Organization : Carica Training Center 📍

Home / Training Center / Class Location List / **RT Nagar**

RT Nagar Change Address >

Name	Status
RT Nagar	Active

Address

Line 1	Line 2
RT Nagar main road	Near Head Post Office
Country	[State, Province]
India	Karnataka
City	Postal Code
Bangalore	560032

Map View

Nearby Landmark
 Hemanth Business Solutions (HBS), near 108B Bus Stand, No.8/A, 1st Floor, near 108B Bus Stand, 1st Main Road, R.T.Nagar, Ganganagar, Bengaluru

✓ Set as Primary Location

Default Seats Available
100

Additional Instructions

Accessibility Features

- ✓ Ramp
- ✓ Parking for the Disabled



Delete

Back

Figure 182. Location details – View.

Edit a Location

- Change the location details by clicking the **Change Address** link (Figure 183).

Organization : Carica Training Center ⓘ

Home / Training Center / Class Location List / **RT Nagar**

RT Nagar [Change Address >](#)

Name	Status
RT Nagar	Active

Figure 183. Location Details – Change Address link.

- Edit the **Name** field from the **Edit Location Details** page (Figure 184).

Home / Training Center / Class Location List / **Edit Location Details**

RT Nagar

Name *

RT Nagar

Figure 184. Edit Location Details – Name field.

- Edit the **Address** section details by clicking on **Edit** (Figure 185).

Address	
Line 1 *	Line 2
RT Nagar main road	Near Head Post Office
Country *	[State, Province] *
India	Karnataka
City	Postal Code
Bangalore	560032
Edit	
Map View *	
Proceed	

Figure 185. Edit Location Details – Address section Edit link.

- Make necessary changes to the **Address** section fields and click on **Proceed** (Figure 186).

Address		Map View *
Line 1 *	Line 2	
RT Nagar main road	Near Head Post Office	
Country *	[State, Province] *	
India x v	Karnataka x v	
City	Postal Code	
Bangalore	560032	
Map View *		Click Proceed
Proceed		

Figure 186. Edit Location Details – Address section fields edit and Proceed button.

- Edit the **Radius** and **Nearby Landmark** (Figure 187).

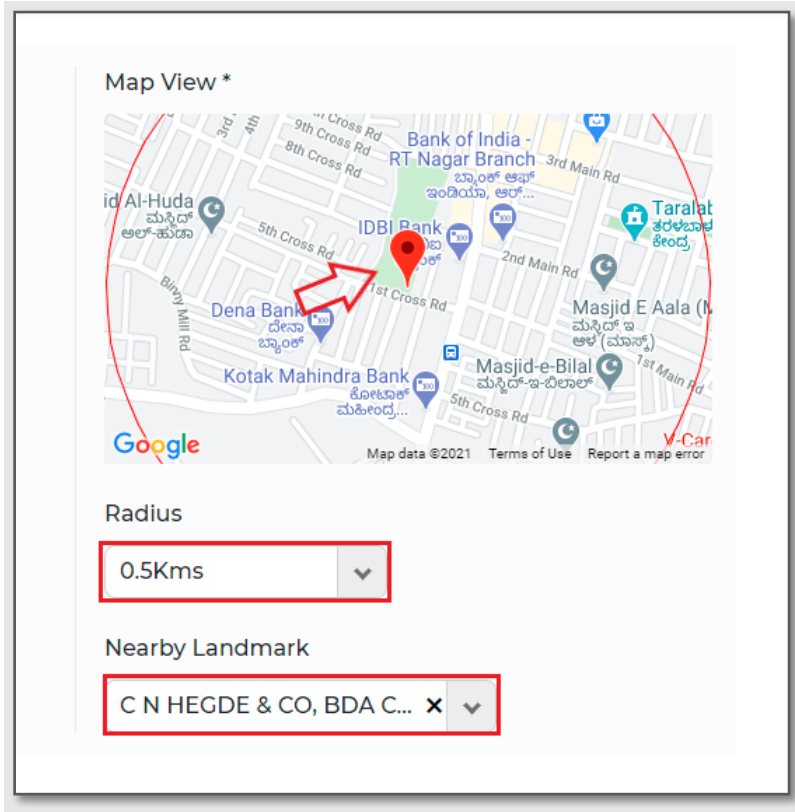


Figure 187. Edit Location Details – Radius, Nearby Landmark edit.

- Drop a new pin after all the edits or changes are made, because the old pin drop will be removed or erased.
- Edit **Set as Primary Location**, **Default Seats Available**, **Additional Instructions**, and **Accessibility Features** from the **Edit Location Details** page (Figure 188).
 - The **Set as Primary Location** checkbox will be editable only if the Training Center or Site already has a primary location and needs to be replaced with a new one.

Figure 188. Edit Location Details fields.

- Change the location image from the **Upload Image** section and click on **Update** (Figure 189).

Figure 189. Edit Location Details page – Upload Image section and Update button.


- After **Update** is selected, a confirmation message appears on the **Class Locations** page saying, “**Location details updated successfully**” (Figure 190).

Figure 190. Location details updated confirmation message.

6.1.4 Actions: Open Map

Open Map directs the user to the Google map displaying the location pin drop.

- Select a record from the **Class Locations** list, navigate to **Actions**, and click on the 3 dots (...). From the pop-up box, select the **Open Map** link (Figure 191).

Name	Address	City / State	Status	Actions
RT Nagar	Opposite FM Silks	Karnataka	Active	...
RT Nagar 	RT Nagar main road	Bangalore Karnataka	Active	... <div data-bbox="1110 380 1263 506">View / Edit Open Map Delete</div>

Showing 1 to 2 of 2 results

Figure 191. Class Locations list – Open Map.

- A pop-up will appear, prompting confirmation about Leaving the AHA. Click on **Proceed** (Figure 192).

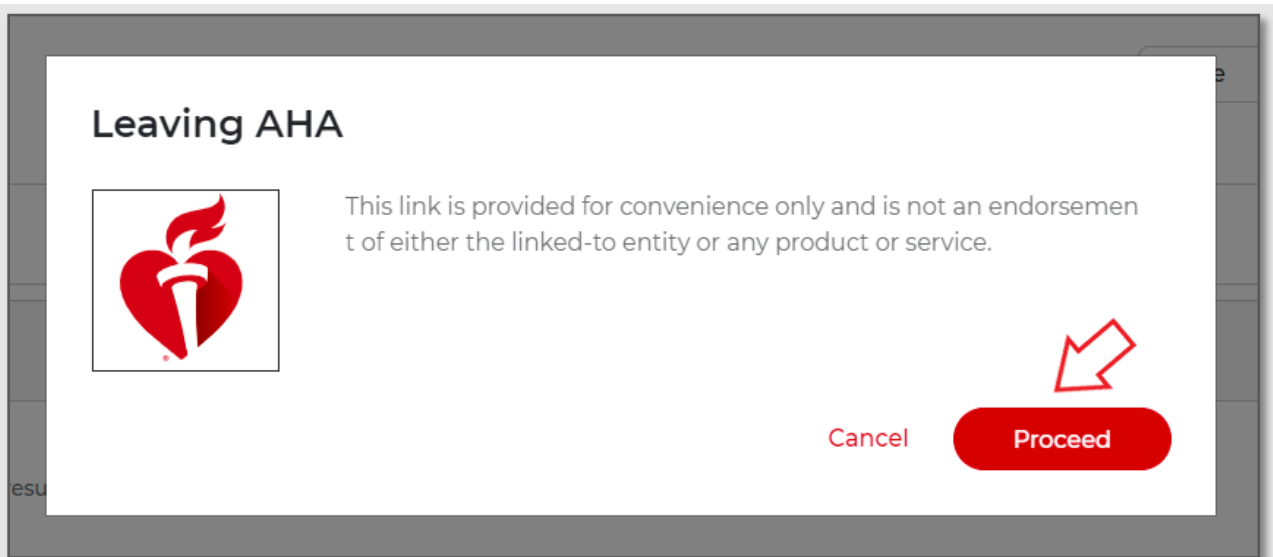


Figure 192. Leaving AHA site confirmation pop-up.

- Clicking on **Proceed** directs the user to the Google map displaying the location pin drop (Figure 193).

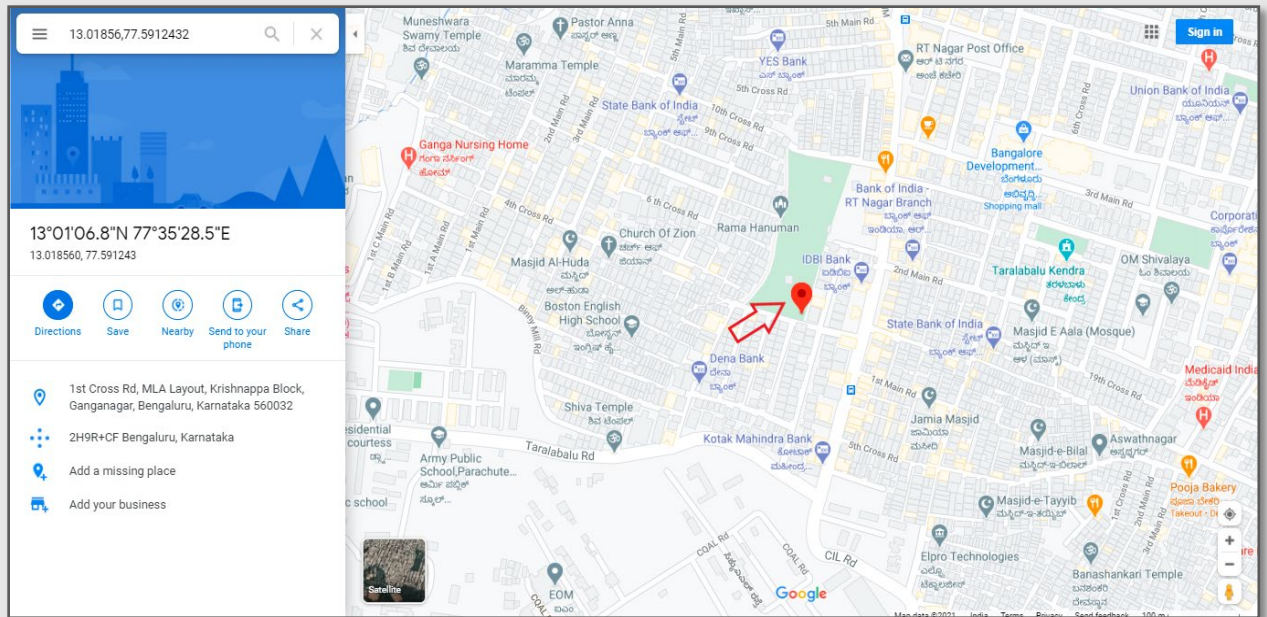


Figure 193. Google map displaying location pin drop.

6.1.5 Actions: Delete

If there are no classes created for a location, users can **Delete** such class locations.

- Select a record from the **Class Locations** list, navigate to **Actions**, and click on the 3 dots (...). From the pop-up box, select the **Delete** link (Figure 194).

Name	Address	City / State	Status	Actions
RT Nagar	Opposite FM Silks	- Karnataka	Active	⋮
RT Nagar 📍	RT Nagar main road	Bangalore Karnataka	Active	⋮

View / Edit
Open Map
Delete ➡

Showing 1 to 2 of 2 results

Figure 194. Class Locations list – Delete.

- Alternatively, from the **Class Location View/Edit** page, click on **Delete** (Figure 195).



Figure 195. Class Locations View/Edit page – Delete link.

- A pop-up will appear, prompting **New Primary Location** and confirmation about deleting the location (Figure 196). This pop-up appears only when the user tries to delete a primary location of a Training Center or Site.

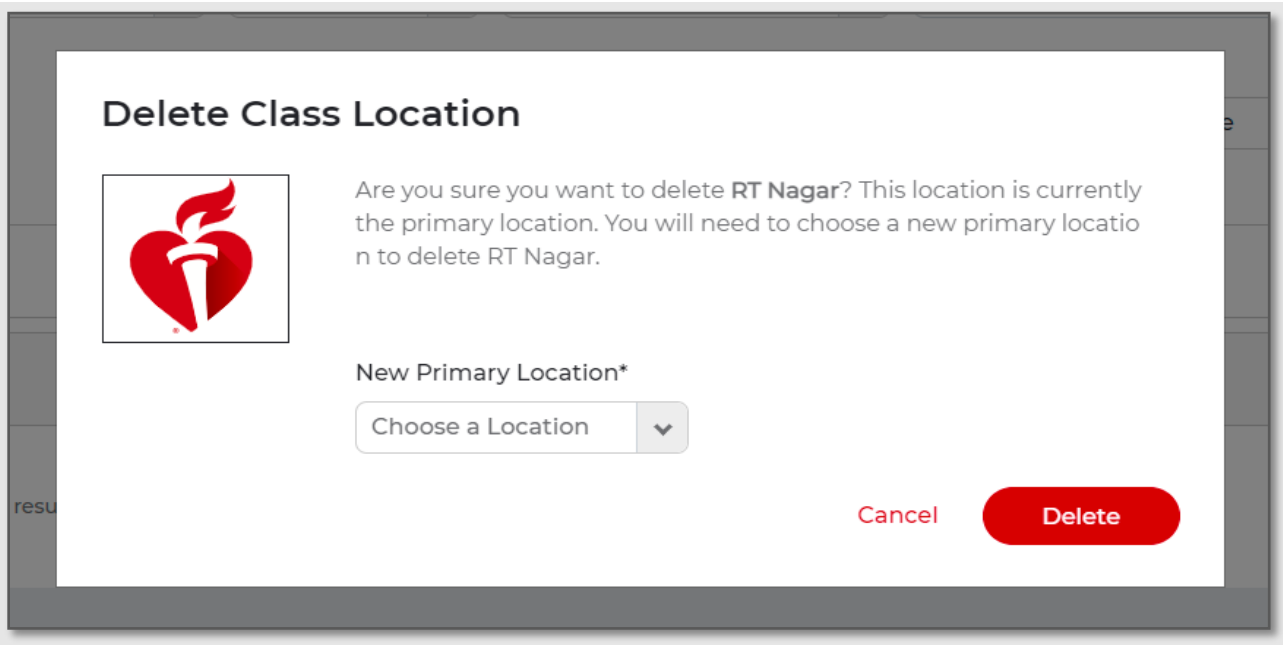


Figure 196. Delete Class Location confirmation pop-up.

- Select the **New Primary Location** and click the **Delete** button (Figure 197).

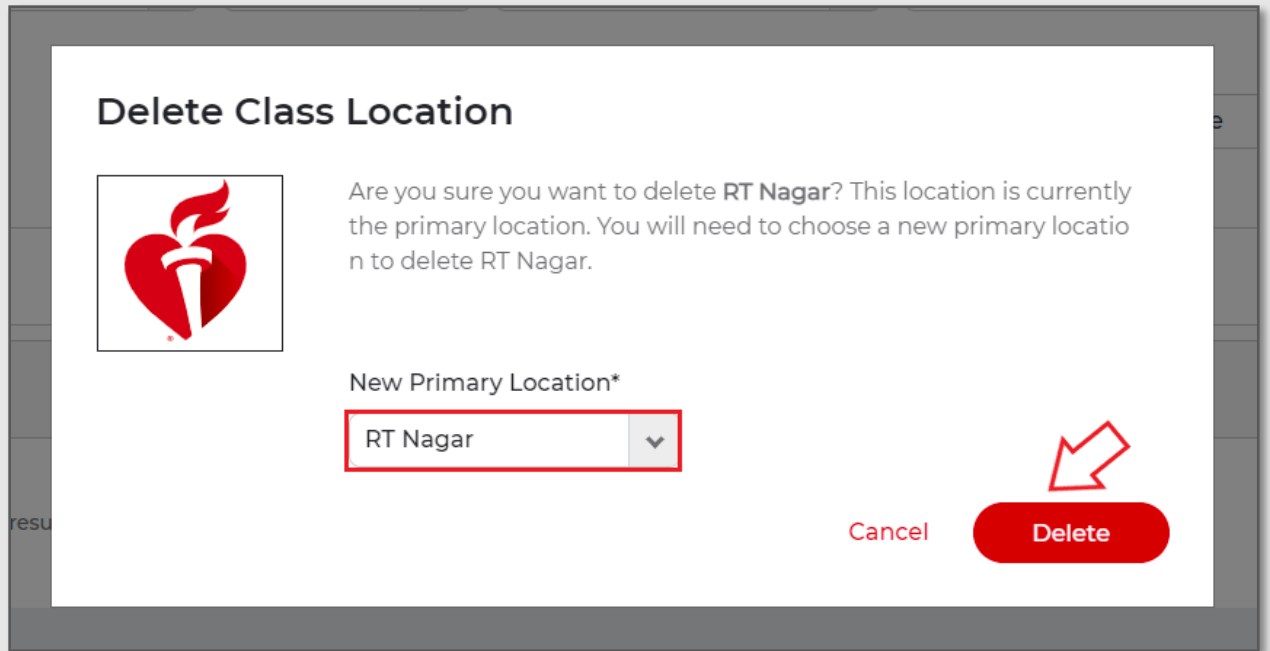


Figure 197. New Primary Location selection and Delete button on confirmation pop-up.

- After **Delete** is selected, a confirmation message appears on the **Class Locations** page (Figure 198).

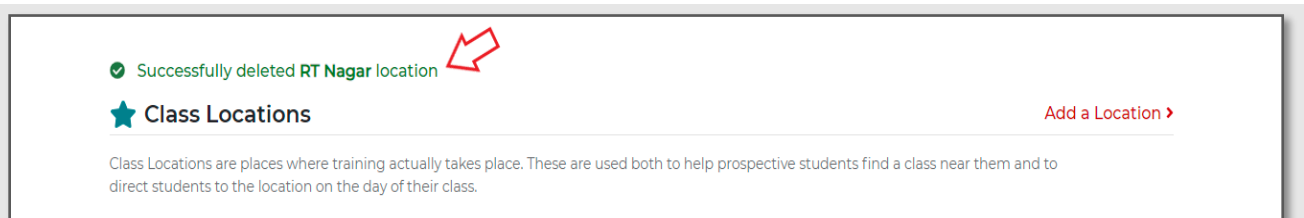


Figure 198. Location delete confirmation message.

Note

- If a user wants to delete a location that is not a primary location of a Training Center or Site, then a pop-up will appear as shown in Figure 199.

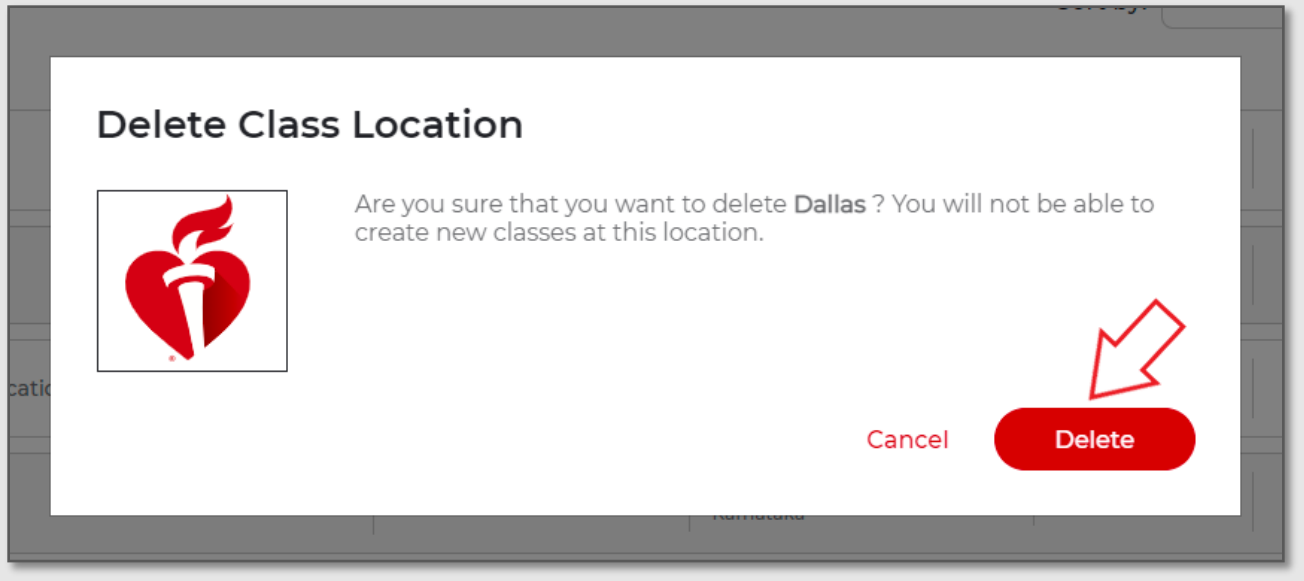


Figure 199. Delete Class Location confirmation pop-up.

6.1.6 Actions: Disable

If there is at least 1 class created for a location, then users can only **Disable** that class location. Disabled class locations move into inactive state and will not be available for class creation.

- Select a record from the **Class Locations** list, navigate to **Actions**, and click on the 3 dots (...). From the pop-up box, select the **Disable** link (Figure 200).

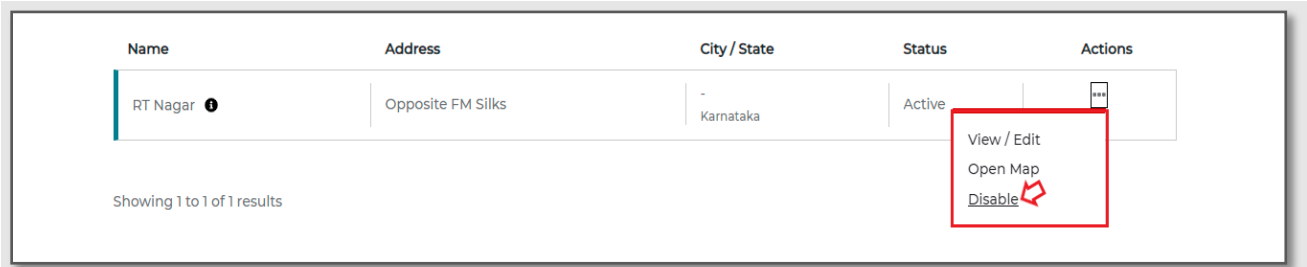


Figure 200. Class Locations list – Disable.

- Alternatively, from the **Class Location View/Edit** page, click on **Disable** (Figure 201).



Figure 201. Class Locations View/Edit page – Disable link.

- A pop-up will appear, prompting **New Primary Location** and confirmation about disabling the location (Figure 202). This pop-up appears only when the user tries to disable a primary location of a Training Center or Site.

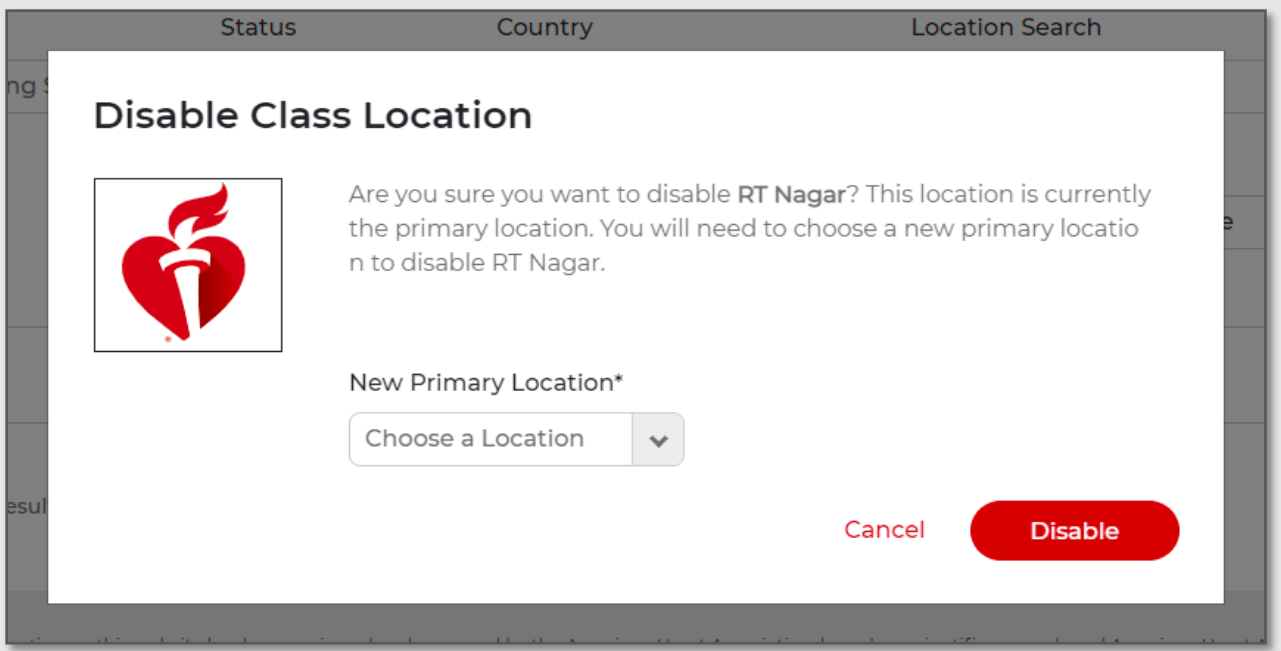


Figure 202. Disable Class Location confirmation pop-up.

- Select the **New Primary Location** and click the **Disable** button (Figure 203).

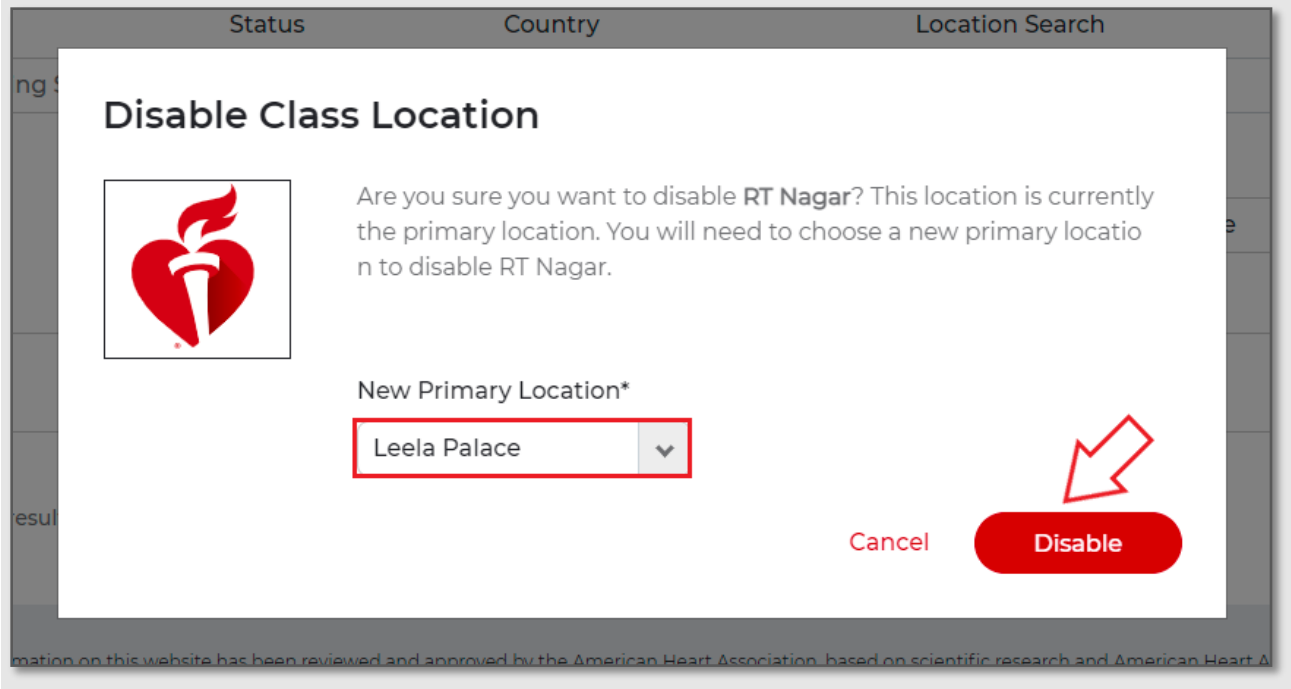


Figure 203. New Primary Location selection and Disable button on confirmation pop-up.

- After **Disable** is selected, a confirmation message appears on the **Class Locations** page (Figure 204).

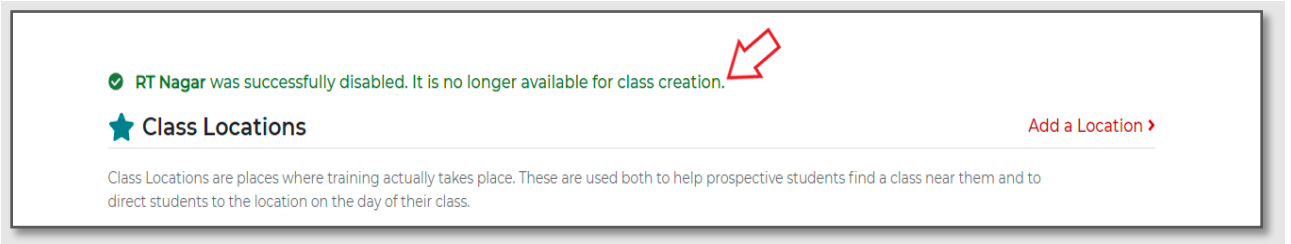


Figure 204. Location disabled confirmation message.

Note

- If a user disables a location that is not a primary location of a Training Center or Site, a pop-up will appear as shown in Figure 205.

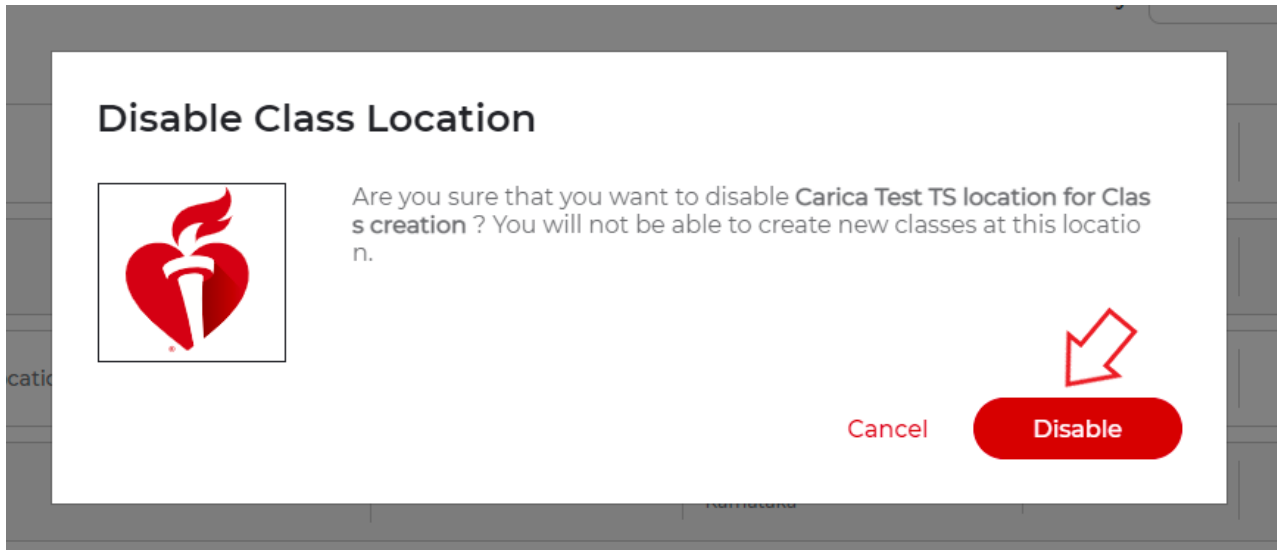


Figure 205. Disable Class Location confirmation pop-up.

- The disabled class location **Status** will show as **Inactive** (Figure 205).

Name	Address	City / State	Status	Actions
RT Nagar	Opposite FM Silks	- Karnataka	Inactive	...

Figure 206. Disabled Class Location – Inactive Status.

6.1.7 Actions: Enable

Users can **Enable** the inactive class locations.

- Select a record from the **Class Locations** list, navigate to **Actions**, and click on the 3 dots (...). From the pop-up box, select the **Enable** link (Figure 207).

Name	Address	City / State	Status	Actions
RT Nagar	Opposite FM Silks	- Karnataka	Inactive	...

Showing 1 to 1 of 1 results

View / Edit

Open Map

Enable

Figure 207. Class Locations list- Enable.

- Alternatively, from the **Class Location View/Edit** page, click on **Enable** (Figure 208).



Figure 208. Class Locations View/Edit page – Enable link.

- A confirmation pop-up will appear. Click on **Enable** (Figure 209).

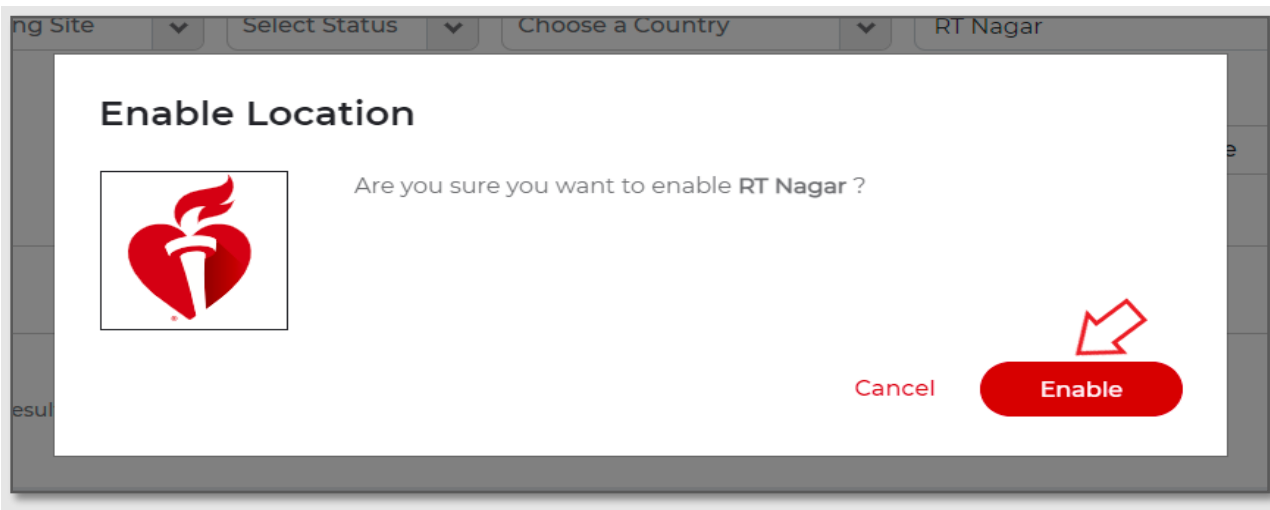


Figure 209. Enable Class Location confirmation pop-up.

- After **Enable** is selected, a confirmation message will appear on the **Class Locations** page (Figure 210).

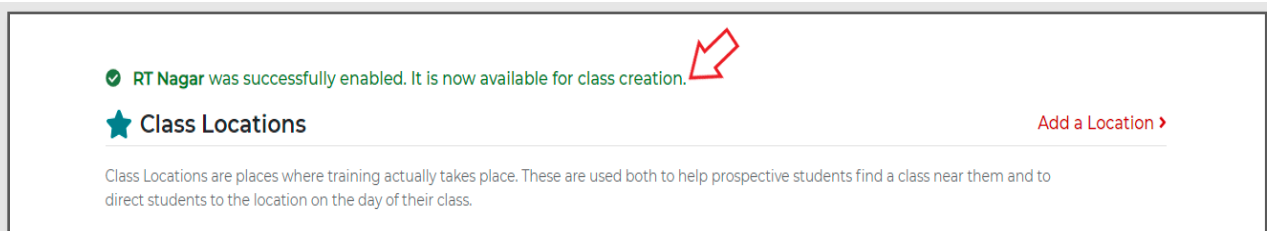


Figure 210: Location enabled confirmation message