Modifying an existing class or session

You may need to make changes to a class and/or session after it has been scheduled and saved (e.g.: reschedule the class to another date/time, alter the class owner, enter additional email reminder information, amend session times, etc).

**Note:** the changes you make will only affect the actual class/session you alter, and not any other class/session instances under the offering. However, any updates that impact historic classes will be reflected in the Training History Report.

**Modify class details**

Retrieve the class record

1. Log in via your UOM Training Administrator responsibility and select the **Catalog Administration** function.
2. Enter the full or partial name of the course (use the % wildcard to widen the search) in the search field and click the **Go** button.
   The Catalog Search results table will display.

3. Click on the **View in Hierarchy** icon in the Catalog Search results table.
   The selected course and all associated offerings will display.

4. Locate the appropriate offering in the Catalog Object table and click on the **Classes** link.
   The Class Results table will display a list of current classes.

5. Click on the appropriate **Class** name link.
   The Class screen will display.

The following details may be updated: The method used will depend on the type of information you wish to update:

- Click on the **Update** button to amend class details such as scheduled date/time or enrolment date/time, class owner, supervisor approval and/or additional information
- Use the Manage drop-down list to amend class status and the maximum number of attendees. Select **Maximum Attendees and Class Status** from the Manage drop-down list (located at the top of the Class screen) then click the **Go** button.
Amend class details

1. Click on the **Update** button.

   The Update Class screen will display

   ![Update Class Screen](image1)

2. Update the class details as required.

   You may update details in the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Center</td>
<td>If training for the selected class is being conducted by another training unit, you may amend this field to reflect this. <strong>Note:</strong> the Location field will update automatically based on the new training centre selected.</td>
</tr>
<tr>
<td>Start Date/Start Time</td>
<td>You may amend the start date or time of the class. If you change the start date, the class Title will update automatically to indicate the new date. For example, the course <em>Fun Times With Themis 15-Dec-13</em> is rescheduled from 15 to 21 December and the Start Date is amended to reflect this. The title will update automatically to <em>Fun Times With Themis 21-Dec-13</em>.</td>
</tr>
<tr>
<td>End Date/End Time</td>
<td>You may amend the end date or time of the class.</td>
</tr>
<tr>
<td>Duration</td>
<td>If you change the end date/time, remember to adjust the course duration to reflect the change, if appropriate.</td>
</tr>
<tr>
<td>Owner</td>
<td>If ownership of the selected class is transferred to another staff member (e.g.: the staff member is no longer responsible for the class, or has left the department).</td>
</tr>
<tr>
<td>Email Reminder Information</td>
<td>You may change or delete existing information or record additional instructions/details.</td>
</tr>
</tbody>
</table>

3. Click on the **Apply** button to save your changes.

   **Note:** if you make changes to the scheduled Start Date/Time or End Date/Time Themis will send a worklist notification to any trainer resource as well as any staff currently enrolled in the course, to advise that the course has been rescheduled.

   ![Worklist Notification](image2)
Update maximum attendees or class status

1. Select *Maximum Attendees and Class Status* from the Manage drop-down list (located at the top of the Class screen) then click the **Go** button.

The Change maximum attendees or class status screen will display.

If updating maximum number of attendees go to step 2. Otherwise go to step 5.

**Updating maximum attendees**

2. Choose **Change Maximum Attendees** from the Select an Option drop-down list.

3. Update the class details and click the **Apply** button.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Attendees</td>
<td>Enter your new maximum number of attendees.</td>
<td></td>
</tr>
<tr>
<td>Enrolled</td>
<td>Displays the number of learners currently enrolled in the class.</td>
<td>This field is for information only. Note: the maximum you specify must be greater than the current enrolments.</td>
</tr>
</tbody>
</table>

A warning message will display.

4. Click on the **Yes** button to confirm your change.

A confirmation message will display.

**Updating class status**

5. Choose **Change Class Status** from the Select an Option drop-down list.
6 Update the class details and click the **Apply** button.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Status</td>
<td>Select <em>Cancelled</em> from the drop-down list.</td>
<td><em>Note:</em> while the LOV does contain other values are available, they are not being used by UOM.</td>
</tr>
<tr>
<td>Enrollment Status</td>
<td>Select the <em>Training Cancelled</em> from the drop-down list.</td>
<td>This LOV is the same as the Reason for Change field on the Update Enrollment Status screen.</td>
</tr>
</tbody>
</table>

A warning message will display.

7 Click on the **Yes** button to confirm your change.

A confirmation message will display.

**Note:** if you cancel a class Themis will send a worklist notification to any trainer resource as well as any staff currently enrolled in the course, to advise that the course has been cancelled.

### Update session details

1 Retrieve the class record and navigate to the Classes results table.

Refer to **steps 1 to 4** in the **Retrieve class record** section above.

2 Click on the appropriate **Sessions** link.

The Session results table will display.

3 Click on the appropriate **Session** name link.

The Session screen will display.
4 Click on the **Update** button.
The Update Session screen will display.

![Update Session Screen](image)

5 Update the session details as required.
The main update fields are listed below, however you may update details in other fields if required.

<table>
<thead>
<tr>
<th>Field</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date / Start Time</td>
<td>You may amend the start date or time of the session. <strong>Note:</strong> the session start date must fall within the class start and end dates.</td>
</tr>
<tr>
<td>End Time</td>
<td>You may amend the end time of the session.</td>
</tr>
<tr>
<td>Session</td>
<td>You may amend the name of the session.</td>
</tr>
<tr>
<td>Supervisor Approval</td>
<td>This value should reflect the value selected in the Supervisor Approval Required field in the Class record.</td>
</tr>
</tbody>
</table>

6 Click on the **Apply** button to save your changes.
A confirmation message will display.

**Delete a class or session**
You may wish to delete a class or a session (e.g.: if a class has been created in error). If the class you wish to delete has associated sessions, you will need to delete them before you can delete the class. **Important:** you will not be able to delete a class in which staff have already enrolled.

**Delete a class record**

1 Retrieve the class record.
   - Log in via your UOM Training Administrator responsibility and select the **Catalog Administration** function.
   - In the Catalog screen, perform a search to retrieve the required course
   - Click on the **View in Hierarchy** icon in the Catalog Search results table.
The selected course and all associated offerings will display.
   - Locate the appropriate offering in the Catalog Object table and click on the **Classes** link.
The Class Results table will display a list of current classes.

2 Click on the **Delete** icon for the class you wish to delete.
A warning message will display, asking you to confirm your action.

![Warning Message](image)

3 Click on the **Yes** button to delete the class.
Delete a session record

1. Retrieve the class record and navigate to the Session results table. Refer to step 1 in the Delete a class section above.

2. Click on the appropriate Sessions link. The Session results table will display.

3. Click on the Delete icon for the session you wish to delete. A warning message will display, asking you to confirm your action.

4. Click on the Yes button to delete the session. A confirmation message will display.