


# Job Aid

## Create a Virtual Class in ELM

**Virtual Class** – A **virtual class** is where instructors and learners connect online, and occurs at a specified date and time, rather than in a physical location utilizing video conferencing tools, such as Zoom.

A **Class** is based on existing **Course** details. A course must exist/be created in ELM and is where the class will be connected. Refer to the *Create a Course in ELM* job aid for steps on how to create a course.

<p><b>1. Log in to ELM at <a href="http://columbia.sabacloud.com">columbia.sabacloud.com</a></b></p>	
<p><b>2. Navigate to the Admin Section in ELM</b></p>	
<p><b>3. Select Learning Admin</b></p>	
<p><b>4. Create the New Class</b></p>	<ul style="list-style-type: none"> <li>• Click <b>New Class</b> (under the Search box on the page)</li> </ul> <p>Locate the course for the class</p> <ul style="list-style-type: none"> <li>• Click on the magnifying glass next to the <b>'Based on Course'</b> field</li> <li>• Enter the <b>Course Name</b> or <b>Course ID</b> for the course this class is to be attached to and click <b>'Search'</b></li> <li>• <b>Select the course.</b> Double check the Course is the correct one</li> <li>• In <b>Delivery Type</b>, select <b>'Virtual Classroom'</b> from the drop-down options' and then click <b>"Next"</b></li> </ul>

## Enter Class Details

## Class Details Section

The Class ID is system assigned. Keep note of this for your records.

- Be sure to review the **Domain**. This should populate with domain from the affiliated course.
  - Note: Courses and Classes **should not be in the Columbia domain**. If a change is needed here (at the class level), you will also need to go back to the Course and update.
- **Description** – enter a class description viewable to the learner, if needed. Note that you will see the Course Description displayed beneath the class description.

## Scheduling Details

- **Start Date** - Select the start date of the class
- **End Date** - Leave as is
- **Session Template** - Select the session template tool and find the appropriate time slot. Then close the window via **SELECT AND CLOSE**

1. Select Session Template ...> 2. View Details

Name  Start Day

Duration (HH:MM)

[Configure](#) | [Save Search Query](#)

Select Session Template Print | Export | Modify Table

Select	Name	Start Day	Number of Sessions	Duration (HH:MM)
<input type="radio"/>	Tue 9:00 AM -5:00 PM;Wed 9:00 AM -5:00 PM;	Tuesday	2	16:00
<input type="radio"/>	Tue 9:30 AM -11:00 AM;	Tuesday	1	01:30
<input type="radio"/>	Tue 9:30 AM -11:00 AM;	Tuesday	1	01:30
<input type="radio"/>	Tue 9:30 AM -11:30 AM;	Tuesday	1	02:00
<input type="radio"/>	Tue 9:30 AM -11:30 AM;	Tuesday	1	02:00
<input type="radio"/>	Tue 9:30 AM -12:30 PM;	Tuesday	1	03:00
<input checked="" type="radio"/>	Tue 9:30 AM -4:30 PM;	Tuesday	1	07:00
<input type="radio"/>	Tues 10:00 AM -12:00 PM	Tuesday	1	02:00
<input type="radio"/>	Tues 1-4:20	Tuesday	1	03:20

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## Enter Class Details, continued

- In the event the Session Template you need is not available, you must select **Create a New Session Template** from the class details page. Proceed to enter the details (ex: day of week, start and end time of class) and **SAVE**.

Name

Configure | Save Search Query

Locations Print | Export | Modify Table

Select	Name	City	Administrator	Phone 1	Email	Fax
<input type="checkbox"/>	ColumbiaDoctors White Plains					
<input type="checkbox"/>	Columbia University Irving Medical Center (CUIMC)					
<input type="checkbox"/>	Lamont-Doherty Earth Observatory	Palisades				
<input type="checkbox"/>	Manhattanville					
<input type="checkbox"/>	Morningside					
<input type="checkbox"/>	USA (North America)					
<input type="checkbox"/>	Virtual					
<input type="checkbox"/>	Virtual Workshop					
<input type="checkbox"/>	Webinar					
<input type="checkbox"/>	Zoom					

- **Duration** - Leave as is (should match the time amount from the Session Template)
- **Location** - Select **Search** to identify all results.
  - Select **“Zoom”** if using Zoom, or **“Virtual Workshop”** if using another provider such as **Microsoft Teams**.
  - Select **CLOSE**
- **Language** - Select English

### Pricing Information

Base Price

Currency

Class Price

Multi-Currency Pricing

This Class is available only in inherited currencies and currency selected above.

This Class is available in inherited currencies, the currency selected above and default currency.

This Class is available in all the active currencies in the system. Note: Prices are converted using exchange rates defined in the system.

### Pricing Information

- Leave as is, unless the class has a fee. The "BASE" price carries over but class price can be further adjusted. See image on left for a visual.

### Enter Class Details, continued

### Registration Information Section

Details carryover from the course. You may change these details should you choose for this particular class.

- Min Count
- Max Count
- Max In Wait List
- Vendor and Customer Service rep: leave blank
  
- **Allow Drop:** Select the appropriate option:
  - **Yes** - If class is not required
  - **No** - If class is required by the University or Department

### Availability Information Section

- Select '**Display for Call Center**' and '**Display for Learner**'.
  - Display for Learner makes the course searchable in ELM. *\*ONLY check off when you are ready for the classes to be publicly displayed, because learners will be able to register. If the class is not officially finalized, do not check this box, and revisit at a later time.*
  - If unselected, viewing access is restricted to only those who have been assigned or sent the registration link.
  
- **Stop Waitlist Auto-Promotion Date** – Leave blank or update (optional).

**Enter Class Details, continued**

- **Complete the following fields according to your discretion:**
  - Open Enrollment Date – date class is open for registration in ELM
  - Open Enrollment for All Audience Subtypes Date
  - Enrollment Close On - date class is closed for registration in ELM
- **Class Reminder before Start Date (days) – OPTIONAL** - This is a custom date. This will reflect the number of days prior to the class start that a learner will receive a notification. Only populate this field if it is different from the standard notification periods in the Notifications tab.
- **Class Completion Reminder after End Date (days)** - Leave blank

**Meeting Details Section**

Leave all fields blank except for:

- **VLE Provider: Use** the magnifying glass to select **Non Integrated VLE Provider**. **Zoom** and **Microsoft Teams** are considered a Non-Integrated VLE
- Select **“Zoom”** if using Zoom, or **“Virtual Workshop”** if using another provider such as **Teams**.

**Enter Zoom details for the class as follows:**

- LOCAL TEL # in the Dial-in Number 1 box
  - MEETING ID in the Access Code box
  - PASSCODE in the Host Code box
  - MEETING LINK in the Guest Attend URL box.
- Click **FINISH**

<p><b>Enter Class Details, continued</b></p>	<p>The class has now been created, and additional fields appear for access/entry.</p> <p><b>Post Class Finish Field Entries</b></p> <ul style="list-style-type: none"> <li>• <b>Course URL</b> - several deeplink urls appear at the bottom of the Class Details section. To provide a direct link to a learner or place on a website, use the top link listed - <b>Course Deeplink URL</b></li> <li>• <b>Course Owner</b> - Beneath the URLs within the Class Details section, you can now add the course owner. The course owner is the individual responsible for the training and its content</li> </ul>
<p><b>Activities Tab</b></p>	<p>For virtual classes, attaching content is optional. Examples of content include tasks, checklists, documents, evaluations, and supporting materials.</p> <p>Refer to the <i><b>How to Import Content and Attach it to a Class</b></i> job aid for steps on how to import content.</p>
<p><b>Expenses Tab</b></p>	<p>Leave as is, do not make any changes.</p>
<p><b>Related Info Tab</b></p>	<p><b>Administrative Tasks Section</b> - leave as is</p> <p><b>Attachments Section - Optional</b> Use this section to attach documents to your course/class. The learner will be able to access them from the course.</p> <ul style="list-style-type: none"> <li>• Click <b>'Add Attachment'</b></li> <li>• Enter the <b>'Attachment Name'</b></li> <li>• <b>Select type</b> - if it is 'url' or a 'file'</li> <li>• Select the <b>'category'</b> type</li> <li>• Select the locale = <b>English</b></li> <li>• Click <b>Save</b></li> </ul> <p><b>Delivery Type Attachments, Course Attachments, and Provider Information Sections</b> - leave as is</p> <p>If making edits on this page, be sure to navigate back to the main page to <b>Save</b>.</p>

<p><b>Policies tab</b></p>	<p>Policy settings are defaulted from the Domain level.</p> <p>Any changes to the Policies settings should be made at the course level.</p> <p>You should leave the settings in this section as is, unless your class requires otherwise.</p> <ul style="list-style-type: none"> <li>• <b>Domain Level Drop Policies Section</b></li> <li>• <b>Delivery Mode Level Drop Policies Section</b></li> <li>• <b>Drop Policy Section</b></li> <li>• <b>Additional Charges, Registration Questions, and Price List Sections</b></li> <li>• <b>Audience Type/Audience Sub Type Section</b></li> </ul> <p><b>*Approval Required to Register Section -</b></p> <ul style="list-style-type: none"> <li>• It is set to 'Do not Override Course Settings', which means that approval is not required for a learner to register for this course. Leave as is.</li> </ul> <p>Click <b>Save</b>, if applicable.</p>
<p><b>Notifications tab</b></p>	<p>For <b>Virtual Classes</b>, notifications are selected at the <b>Class level</b>.</p> <p>*Ensure that no notifications are selected at the Course level for virtual classes (all boxes are unchecked within the course).</p> <p><b>Page 1 - Notifications</b> According to your Domain settings, boxes in the Notifications section will automatically be checked for a class.</p> <p>You may check or uncheck any of the boxes you would like. However, first check with ELM System Admins to acquire the list of enabled notifications for your domain.</p> <p>There is also a report that you can run that will list the notifications enabled for your domain.</p>

## Notifications tab, continued

Following is a guideline for basic boxes you may want to have marked (see screenshots below)

<input type="checkbox"/>	Events	Description	Format
<input checked="" type="checkbox"/>	Change StartDate/SessionTemplate of Virtual Classroom	Triggered when the start date or session template for a virtual classroom has changed	Triggered
<input type="checkbox"/>	Class CSR Changed (Virtual Classroom)	Triggered when the customer service representative for a virtual classroom has changed	Triggered
<input type="checkbox"/>	Discontinue course for self-registered Virtual Classroom in X days	Triggered X days before the discontinue date of a course for users registered to its Virtual class, where X is defined in the Reminders field in the event.	Periodic
<input checked="" type="checkbox"/>	Virtual Class Reminder(x days)	Triggered a specified number of days before a Virtual class commences	Periodic
<input checked="" type="checkbox"/>	Virtual classroom attendance	Periodic function query that retrieves attendance information for virtual classroom.	Periodic
<input checked="" type="checkbox"/>	Virtual Classroom Cancelled	Triggered when a virtual classroom is cancelled	Triggered
<input checked="" type="checkbox"/>	Virtual Classroom Commencement Reminder as per Registration	Triggered X days before a Virtual Classroom commences, based on learner registrations for the class, where X is defined in the Reminders field of an event	Periodic
<input type="checkbox"/>	Virtual Classroom Completion	Triggered two days after a virtual classroom has ended	Periodic
<input type="checkbox"/>	Virtual Classroom Completion(x days)	Triggered a specified number of days after the virtual Classroom was completed	Periodic
<input type="checkbox"/>	Virtual Classroom Created	Triggered when a virtual classroom is created	Triggered
<input type="checkbox"/>	Virtual Classroom Delivered	Triggered when a virtual classroom is delivered	Triggered
<input type="checkbox"/>	Virtual Classroom Evaluation completed by all	Triggered when an evaluation has been completed by all respondents	Periodic
<input checked="" type="checkbox"/>	Virtual Classroom Facility Changed	Triggered when the facility for a virtual classroom has changed	Triggered
<input type="checkbox"/>	Virtual Classroom Has Free Seats	Triggered when a virtual classroom has available seats	Triggered
<input type="checkbox"/>	Virtual Classroom Level is Pending for Approval	For a virtual classroom registration in pending approval state, this notification is triggered for the initial level. Also, on approval of initial level, this notification is triggered for the next level of approval.	Triggered
<input checked="" type="checkbox"/>	Virtual Classroom Location Changed	Triggered when the location for a virtual classroom has changed	Triggered
<input checked="" type="checkbox"/>	Virtual Classroom -Offered Seat Cancelled	Triggered when a seat offered for a virtual classroom has been cancelled	Triggered
<input checked="" type="checkbox"/>	Virtual Classroom -Offered Seat Confirmed	Triggered when a seat offered for a virtual classroom is confirmed	Triggered
<input checked="" type="checkbox"/>	Virtual Classroom Pending Approval Level is Approved	For a virtual classroom registration, this notification is triggered on approval of the pending level by approve. It also notifies learners and immediate prior approvers about this approval.	Triggered
<input checked="" type="checkbox"/>	Virtual Classroom Pending Registration is Approved	Triggered for a virtual classroom registration when all levels of approvers in the approval flow have approved	Triggered

- Click **Save** then navigate to page 2

<input type="checkbox"/>	Events	Description	Format
<input checked="" type="checkbox"/>	Virtual Classroom Pending Registration is Denied	Triggered when a virtual classroom registration is denied	Triggered
<input type="checkbox"/>	Virtual Classroom person resource added	Triggered when a person resource is added to a Virtual class.	Triggered
<input type="checkbox"/>	Virtual Classroom Recording Available	Periodically marks virtual classrooms with recording availability	Periodic
<input type="checkbox"/>	Virtual Classroom Reg in Pending Approval State	Triggered when a virtual classroom registration is created in a pending approval state	Triggered
<input checked="" type="checkbox"/>	Virtual Classroom Registration Cancelled	Triggered when a registration for a virtual classroom is cancelled	Triggered
<input checked="" type="checkbox"/>	Virtual Classroom Registration Created	Triggered when a registration for a virtual classroom is created	Triggered
<input type="checkbox"/>	Virtual Classroom Registrations Enrollment closing Reminder(1day)	Triggered one day prior to the virtual classroom registration close date only if the actual count of learners in a class is less than the minimum count	Periodic
<input checked="" type="checkbox"/>	Virtual Classroom Registration Waitlisted	Triggered when a registration for a virtual classroom is waitlisted	Triggered
<input checked="" type="checkbox"/>	Virtual Classroom Reg No Approval Required	Triggered when a virtual class registration is created that does not require approval	Triggered
<input checked="" type="checkbox"/>	Virtual Classroom Reminder(15days)	Triggered fifteen days before a virtual classroom commences	Periodic
<input checked="" type="checkbox"/>	Virtual Classroom Reminder(1day)	Triggered one day before a virtual classroom commences	Periodic
<input type="checkbox"/>	Virtual Classroom Reminder(30days)	Triggered thirty days before a virtual classroom commences	Periodic
<input type="checkbox"/>	Virtual Classroom Reminder(3days)	Triggered three days before a virtual classroom commences	Periodic
<input type="checkbox"/>	Virtual Classroom Reminder(7days)	Triggered seven days before a virtual classroom commences	Periodic
<input checked="" type="checkbox"/>	Virtual Classroom Rescheduled	Triggered when a virtual classroom is rescheduled	Triggered
<input checked="" type="checkbox"/>	Virtual Classroom Room Changed	Triggered when a virtual classroom has changed	Triggered
<input checked="" type="checkbox"/>	Virtual Classroom Waitlisted Registration Confirmed	Triggered when a waitlisted registration for a virtual classroom is confirmed	Triggered

- Click **Save**

**The Virtual Class is now officially set up.**

**\*It is important to make notes of the Course ID and Class ID, for locating later.**

**They are located on the main course page.**