

Job Aid

Create a Web-Based Training (WBT) Class in ELM

Web-based training (WBT) – is training that is delivered via the internet. It is also known as eLearning or online training.

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>1. Create the New WBT Class</p>	<ul style="list-style-type: none"> ● Select 'Manage Classes' (in the menu on the left side of the Admin page) <ul style="list-style-type: none"> ○ Navigation: Admin > Learning Admin > Manage Classes ● Click 'New Class' (under the Search box on the page) ● Click on the magnifying glass next to the 'Based on Course' field, ● Enter the Course Name or Course ID for the course this class is to be attached to and click 'Search'. ● Select the course ● In Delivery Type, select 'Web-based' from the drop-down options' and then click "Next"
<p>2. Enter Class Details</p>	<p>Class Details Section</p> <p>The Class ID is system assigned. Keep note of this for your records.</p> <ul style="list-style-type: none"> ● Be sure to review the Domain. This should populate with domain from the affiliated course. <p style="margin-left: 20px;">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.</p> ● Description – enter a class description viewable to the learner, if needed. Note that you will see the Course Description displayed beneath the class description.

Enter Class Details, Continued

Scheduling Details

- Click on the magnifying glass next to '**Language**', click on '**Search**' and select '**English**'
- Enter the approximate **Duration** of the time it will take the learner to complete.

Pricing Information

- **Base Price** - you will see that this is inherited from the Course entry and not editable
- **Currency** - leave as US Dollars
- **Class Price** - leave blank (unless there is a fee)
- **Multi-Currency Pricing** - leave as is

Registration Information

- Leave "**Vendor**" and "**Manufacturer**" blank. We do not use these fields.
- Under "**Allow Drop**," select the appropriate option for your class.

Availability Information

- Select the '**Available From**' date. This date must be the same (or later) than the course date. It cannot be prior.
- The **Discontinued From** date is used when you are deactivating a course. Leave blank.
- Select '**Display for Call Center**' and '**Display for Learner**'.
 - Display for Learner makes the course searchable in ELM.
 - If unselected, viewing access is restricted to only those who have been assigned or sent the registration link.
- Trigger after Order Date (days) and Trigger after Completion Date (days) - leave blank. These are used to delay assignments. Speak to an ELM System Admin if this is needed for your rollout.
- Click **FINISH**

The class has now been created, and additional fields appear for access/entry.

<p>Enter Class Details, Continued</p>	<p>Post Class Finish Field Entries</p> <ul style="list-style-type: none"> ● Course URL - 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 - Course Deeplink URL ● Course Owner - 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 <p>Tip! Be sure to click Save whenever you make an update. Save and save often!</p> <p>Now that the main tab of class information is complete, additional tabs appear for your review and/or entries.</p> <p>Next, we will review the details and settings in the remaining tabs.</p>
<p>Activities Tab</p> <p><i>Content must first be imported into the Content folder before it can be attached to a class.</i></p> <p><i>For guidance on uploading content, refer to the Job Aid for Importing Content into ELM & Attaching it to a Class</i></p>	<p>These are the steps to attach content that has already been imported.</p> <ul style="list-style-type: none"> ● Select the 'Activities' tab ● Click 'Add Activities' ● Click 'Attach Content' ● Browse the Content folder or Search for your content either by name or file type ● Select your content ● Click 'Add Activity Details' ● In Activity Type, leave as 'Training Content' ● In Required, leave as 'Required'. Leave as required even if the training is optional. Otherwise, it will never appear as completed in the learner's transcript. ● In Status, leave as 'Enabled' ● In Attempts on Content, select the dropdown to either 'Unlimited' or 'Limited'. If Limited is selected, enter the number of allowed attempts in the text box.

<p>Activities Tab, continued</p>	<ul style="list-style-type: none"> • Leave 'Consider for overall score' checked, unless you don't want it to be included in their grade. If you are attaching a Saba created assessment, indicate the passing grade. • Click 'Save' <p>Now you will see the content attached in the Activity section. You can attach as many activities for the course as needed.</p> <p>Activity Sequencing Section. Set the activity sequencing according to your needs.</p> <ul style="list-style-type: none"> • Suggested - learner can complete in any order • Enforced - learner must complete activities in order • Enforced with successful completion - learner must successfully complete one activity before moving to the next. <p>Resources and Evaluation Sections - leave as is</p> <ul style="list-style-type: none"> • Click 'Save'
<p>Expenses Tab</p>	<p>Leave as is, do not make any changes.</p>
<p>Related Info Tab</p>	<p>Administrative Tasks Section - leave as is</p> <p>Attachments Section 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"> • Click 'Add Attachment' • Enter the 'Attachment Name' • Select type - if it is 'url' or a 'file' • Select the 'category' type • Select the locale = English • Click Save <p>Delivery Type Attachments, Course Attachments, and, Provider Information Sections - leave as is</p>

Policies tab	<p>Domain Level Drop Policies Section Leave as is</p> <p>Delivery Mode Level Drop Policies Section Leave as is</p> <p>Drop Policy Section Leave as is</p> <p>Additional Charges and Price List Sections Leave as is</p> <p>Audience Type/Audience Sub Type Section Leave as is</p> <p>*Approval Required to Register Section - leave as is.</p> <ul style="list-style-type: none">● It is set to 'Do not Override Course Settings', which means that approval is not required for a learner to register for this course <p>*Recurring Registration Section This section allows or prevents a learner from registering multiple times for the same course. Indicate the below to prevent this.</p> <ul style="list-style-type: none">● Select Do not allow recurring registration if current registration is<ul style="list-style-type: none">○ Then in the dropdown, select the drop-down option appropriate for your course:<ul style="list-style-type: none">■ In-Progress or Successfully Completed - this is most common■ In-Progress or Completed,■ In-Progress <p>*Ensure that the settings selected in the class match those selected at the course level.</p> <p>Completion Policy Section - leave at Use inherited policy</p> <p>Click Save</p>
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Notifications tab	<ul style="list-style-type: none">● For WBT, notifications are selected at the Course level, not the class.● Ensure all notifications are deselected at the class level, then select "save" in the bottom right.● Proceed to page two, deselect all checkboxes, then "save" again.
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