Creating a Classroom Course

This job aid provides you with the minimum steps you need to take in order to create a classroom course. You must have an elevated role to perform this task; Course Manager or Domain Administrator.

**If you want content to be shared with all state agencies you need to send an email to iLearnOregon@oregon.gov with the course title, description and date you want it pushed to the other domains. There is a minimum of a three (3) business day response period that each agency has the opportunity to decline having the content in their domain.**

1. On the top menu bar click on Responsibilities.

2. Under Manage Content, click on Search & Create Content.

3. Under Create Courses & Content, click on the drop-down menu under Add New and select Classroom Course and click Go.
4. At a minimum, you need to add a title, description, and keywords. Select Create.

- **Title** – Must include your agency acronym, it may be helpful to also include the division/unit responsible for the course (DAS – CHRO – Emerging Manager).

- **Description** – Near the top of the description, please include contact information if the learner has questions about the course, or point them to an agency resource (website). Other information could be; training objectives, preparation and course overview.

- **Keywords** – Think of common misspellings or jargon that could be associated with your training, use your initials if you want to quickly find items you have created. If you add something unique to your keywords that you can share with your customers when they are looking for the course, it will help narrow down their search results.
5. You will see the screen showing that the classroom course was created. To create a new section, click on the Schedule & Manage Sections tab.

6. From the Schedule & Manage Sections page, click on Add a New Section.

7. Add the section title, click Next. The Section Title can be the same as the Course Title, or you can designate the class location, date, or if there are several sessions.
8. Under schedule, select the **start** and **end dates** and **times**.

   ![Dates and Times](image)

9. Under schedule, **click on Select Location** to assign a location to the course.
   
   **IMPORTANT** If the section is one or two days a week over multiple weeks do not set the location at this point (you will assign it under the individual Event). If you do it will schedule that location for the entire block of time from the first day until the last.

   ![Select Location](image)

10. In the Select Location, do a search for the location. Select the radio button next to the location and then **click Save**. You’ll get a confirmation that the location has been saved for the section.

   ![Select Location](image)
11. Under Instructors, click **Select Instructor** to assign an instructor to the course.
   - **Instructors MUST be members of the domain the training is created in.** If you have someone from a different agency instructing your course, you need your iLearn Administrator to give them membership to your domain.

   *IMPORTANT* If the section is one or two days a week over multiple weeks do not select the instructor at this point (you will assign it under the individual Event). If you do it will schedule the instructor for the entire block of time from the first day until the last.

12. Do a search for the instructor. Select the radio button next to the instructor and then **click Save**. You’ll get a confirmation that the instructor has been saved for the section.
13. In the Course Section Information, put in the minimum and maximum size of the class and select if you want to have a waitlist or not. For the Enrollment Period, click **Change**.

14. Enter the date and time you want the enrollments to start and the enrollment end date and time. **Click Save**.

15. Once you have completed adding all the information you can either **Add Another Event** or **Save**.