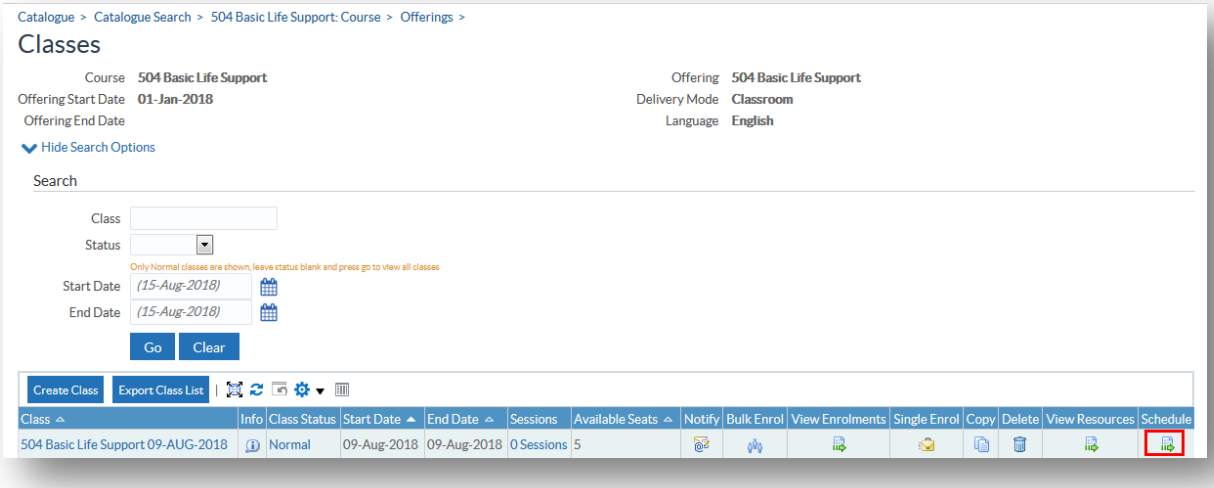
Class Management

Introduction

The workload related to tasks that need to be carried out by with regards to management of classes on ESR can be reduced by making use of the features available to administrators on the Learning Dashboard in the Portal and the Manage Classes form and use of associated ESR BI reports.

Class Scheduler

The class scheduler can be used to create multiple classes in the same offering from the Manage Classes form - Offerings - Manage Classes.



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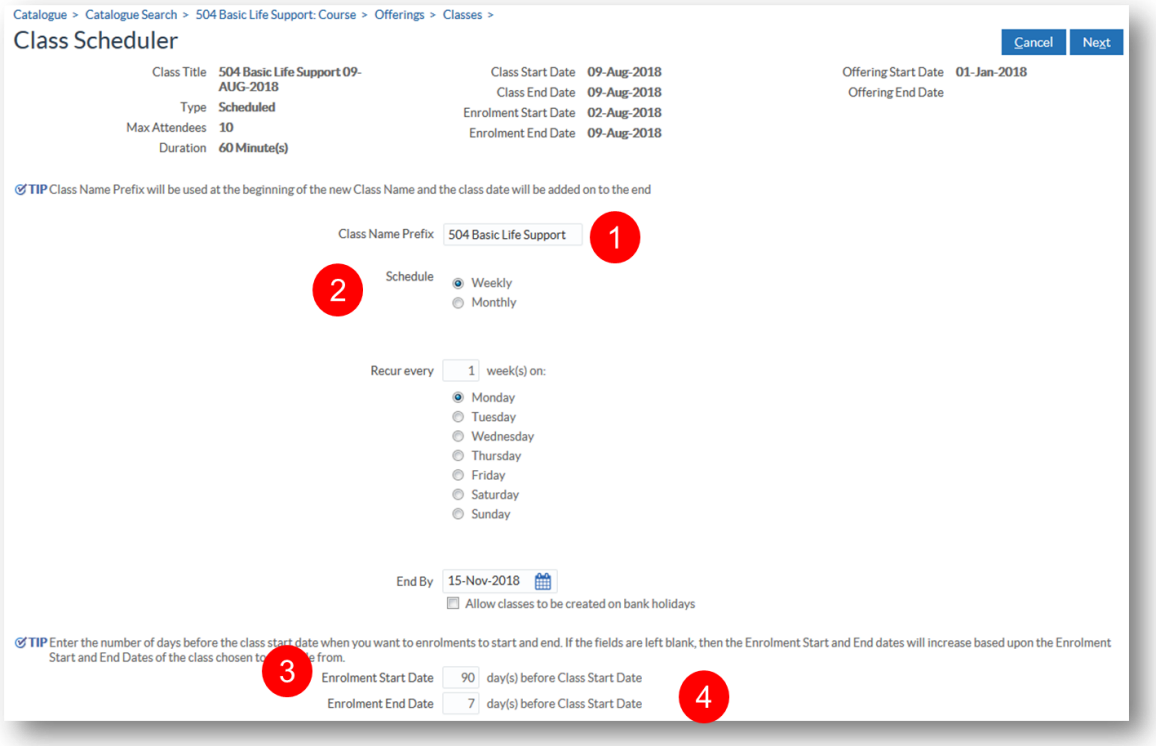
Parameters



1. Choose Prefix for Class Title, Class Names will be suffixed with date in the format - DD-MMM-YYYY
2. Select Weekly or Monthly schedule
3. To maximise attendance on classes, enrolment start date can be set to a number of days before
4. Set Enrolment End Date to be value that corresponds with Waitlisting Withdrawal Restriction Period

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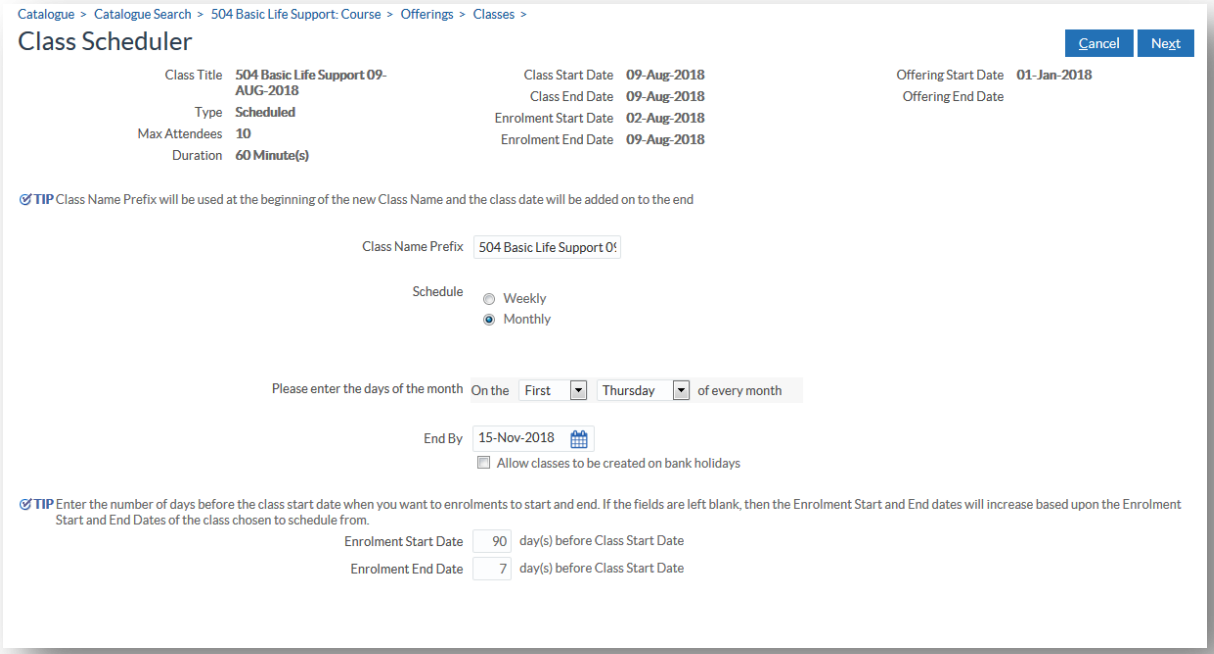
Monthly Parameters

Monthly parameters allow you to choose which week and day of the month that you require the class to run on.



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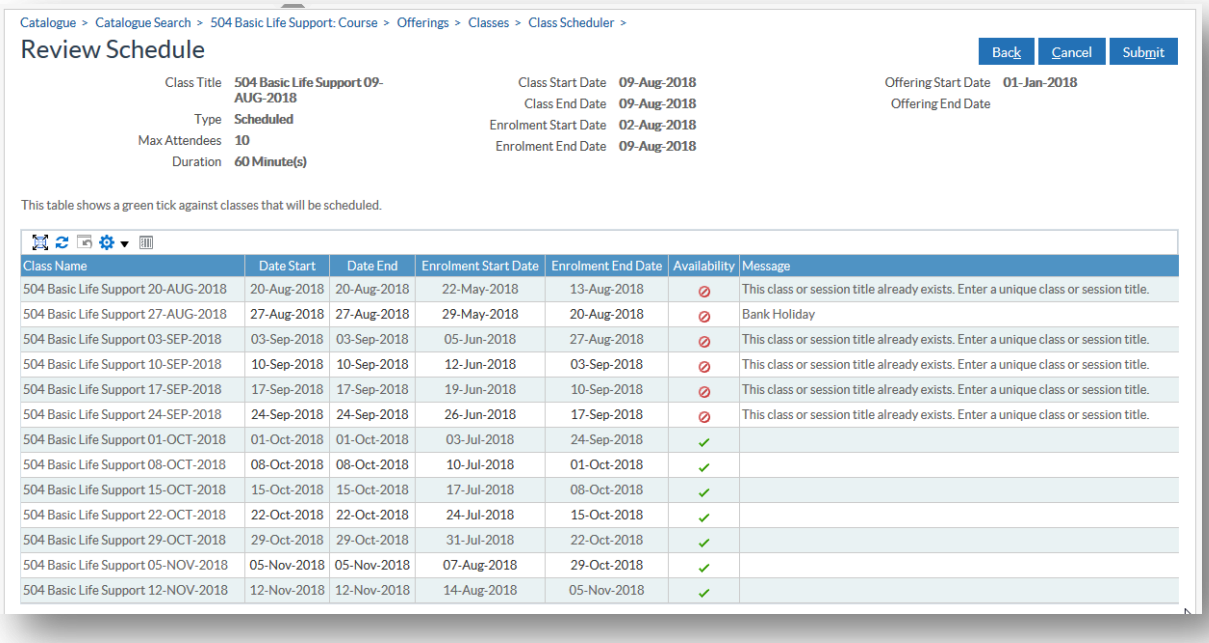
Review Schedule



Catalogue > Catalogue Search > 504 Basic Life Support: Course > Offerings > Classes > Class Scheduler >

Review Schedule

Back Cancel Submit

Class Title 504 Basic Life Support 09-AUG-2018
Type Scheduled
Max Attendees 10
Duration 60 Minute(s)

Class Start Date 09-Aug-2018
Class End Date 09-Aug-2018
Enrolment Start Date 02-Aug-2018
Enrolment End Date 09-Aug-2018

Offering Start Date 01-Jan-2018
Offering End Date

This table shows a green tick against classes that will be scheduled.

Class Name	Date Start	Date End	Enrolment Start Date	Enrolment End Date	Availability	Message
504 Basic Life Support 20-AUG-2018	20-Aug-2018	20-Aug-2018	22-May-2018	13-Aug-2018	⊘	This class or session title already exists. Enter a unique class or session title.
504 Basic Life Support 27-AUG-2018	27-Aug-2018	27-Aug-2018	29-May-2018	20-Aug-2018	⊘	Bank Holiday
504 Basic Life Support 03-SEP-2018	03-Sep-2018	03-Sep-2018	05-Jun-2018	27-Aug-2018	⊘	This class or session title already exists. Enter a unique class or session title.
504 Basic Life Support 10-SEP-2018	10-Sep-2018	10-Sep-2018	12-Jun-2018	03-Sep-2018	⊘	This class or session title already exists. Enter a unique class or session title.
504 Basic Life Support 17-SEP-2018	17-Sep-2018	17-Sep-2018	19-Jun-2018	10-Sep-2018	⊘	This class or session title already exists. Enter a unique class or session title.
504 Basic Life Support 24-SEP-2018	24-Sep-2018	24-Sep-2018	26-Jun-2018	17-Sep-2018	⊘	This class or session title already exists. Enter a unique class or session title.
504 Basic Life Support 01-OCT-2018	01-Oct-2018	01-Oct-2018	03-Jul-2018	24-Sep-2018	✓	
504 Basic Life Support 08-OCT-2018	08-Oct-2018	08-Oct-2018	10-Jul-2018	01-Oct-2018	✓	
504 Basic Life Support 15-OCT-2018	15-Oct-2018	15-Oct-2018	17-Jul-2018	08-Oct-2018	✓	
504 Basic Life Support 22-OCT-2018	22-Oct-2018	22-Oct-2018	24-Jul-2018	15-Oct-2018	✓	
504 Basic Life Support 29-OCT-2018	29-Oct-2018	29-Oct-2018	31-Jul-2018	22-Oct-2018	✓	
504 Basic Life Support 05-NOV-2018	05-Nov-2018	05-Nov-2018	07-Aug-2018	29-Oct-2018	✓	
504 Basic Life Support 12-NOV-2018	12-Nov-2018	12-Nov-2018	14-Aug-2018	05-Nov-2018	✓	

- Classes that will be created marked with a green tick.
- Reasons why classes will not be created are given.
- Click Submit to create classes, click Back to make changes to parameters

Considerations

The class scheduler can only create classes that are at regular intervals. An organisation can still use the class scheduler to create multiple classes and then update the dates accordingly or use the Copy class functionality.

Learner Access and Resource Bookings are not copied, if Learner Access is consistent across all classes then set at course or offering level.

A Resource Checklist can be created on the Offering and used to make resource bookings on individual classes.

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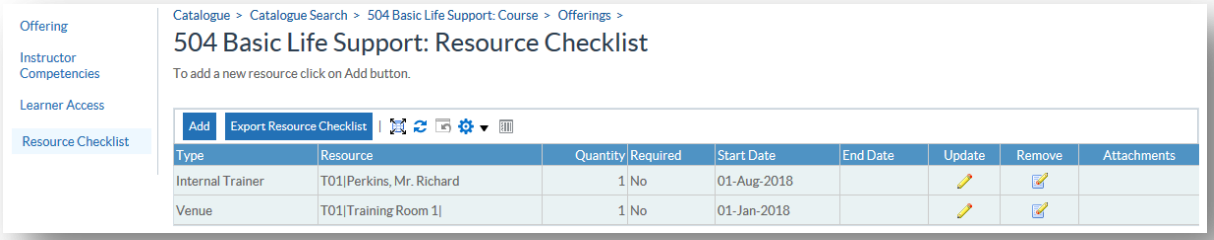
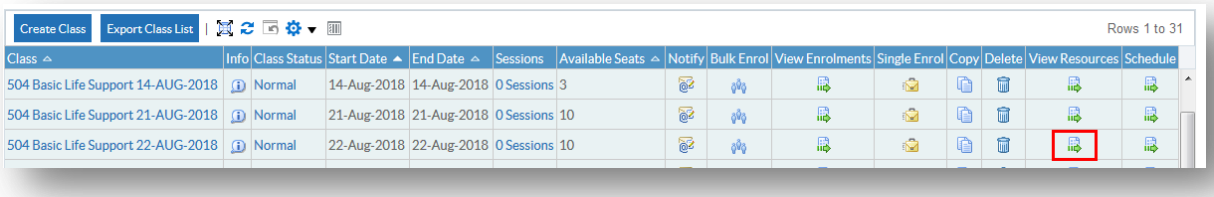
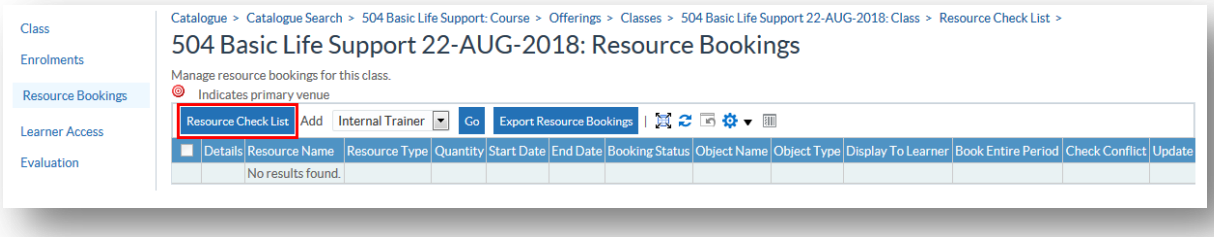


Once created, click View Resources next to the appropriate class on the Manage Classes form



Click Resource Check List



Select required resources and click Apply.

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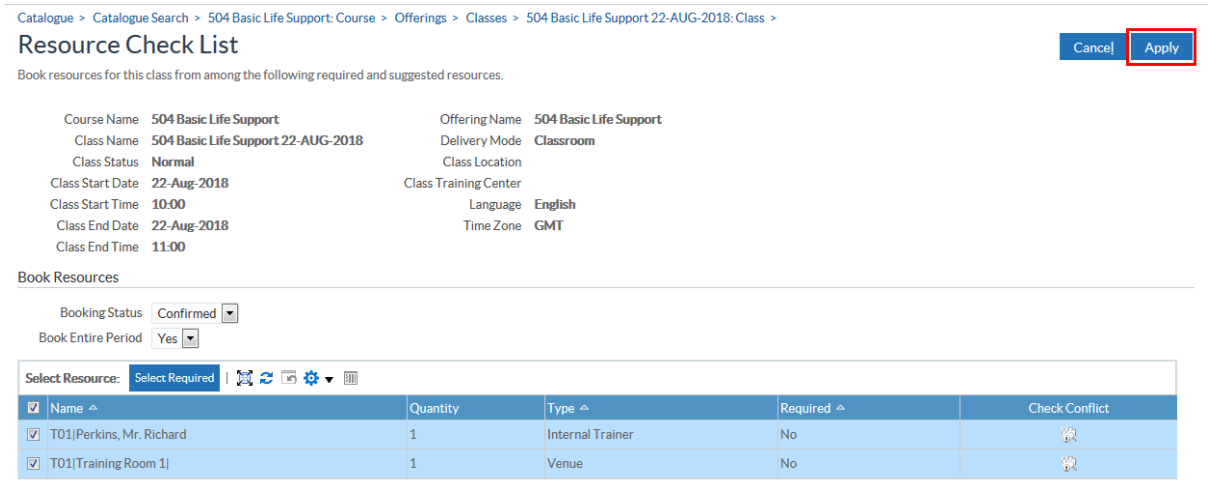
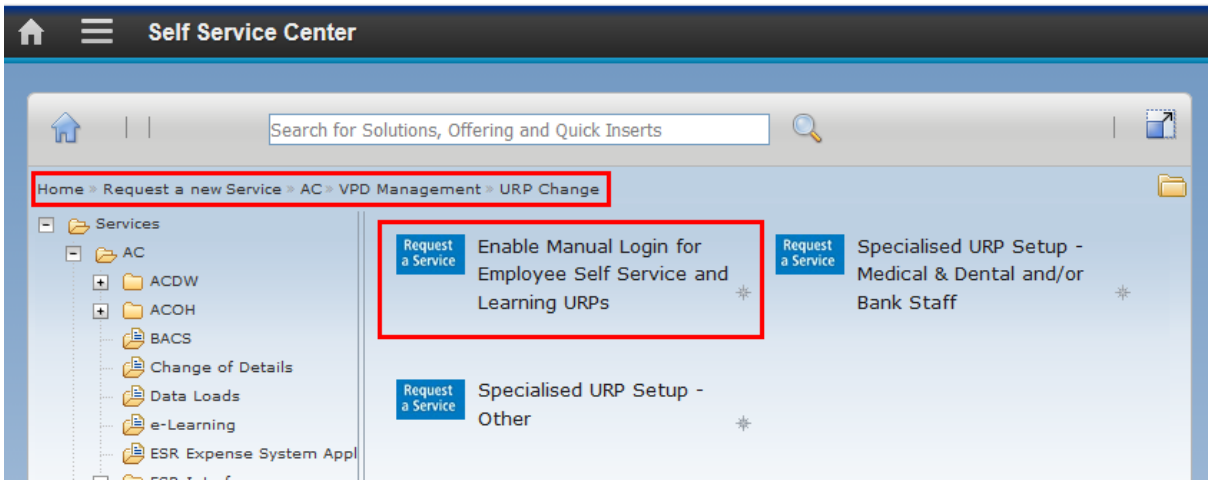


Username and Password Access for Learning URPs

NHS CRS Smartcard is optional for Learning Administration, Class Administration and Learning Instructor URPs. Raise an SR to request access by username and password for these URPs.



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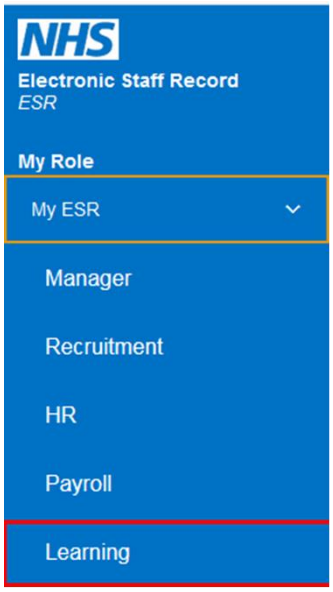
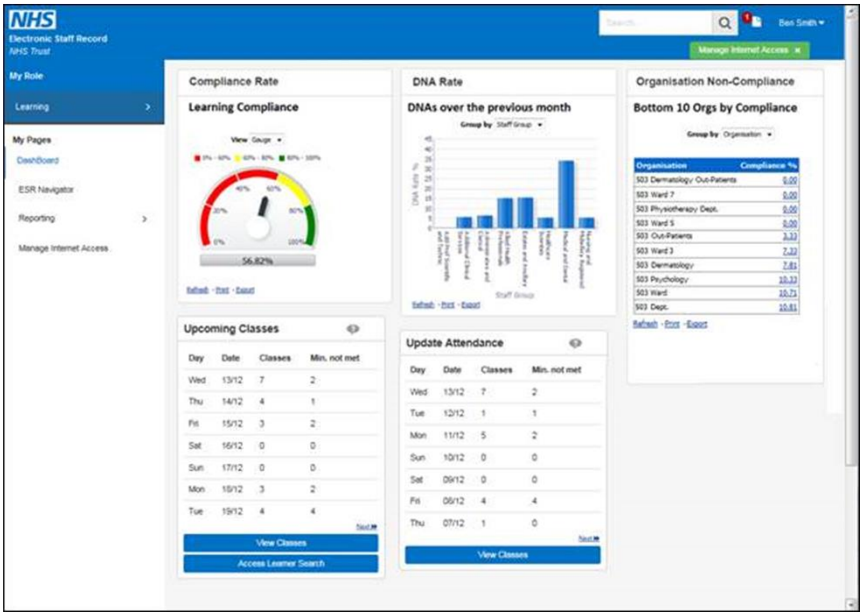
Learning Dashboard

This is available to the Learning Administration, Class Administration and Learning Instructor URPs.





Upcoming Classes Portlet

Upcoming Classes

Day	Date	Classes	Min. not met
Wed	15/08	1	0
Thu	16/08	0	0
Fri	17/08	0	0
Sat	18/08	0	0
Sun	19/08	0	0
Mon	20/08	2	1
Tue	21/08	1	1

Next

View Classes

Access Learner Search

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- Used to view Upcoming Classes within the next 14 days using the Next and Previous buttons.
- Provides direct access to the Learner Search.
- Click View Classes for further details

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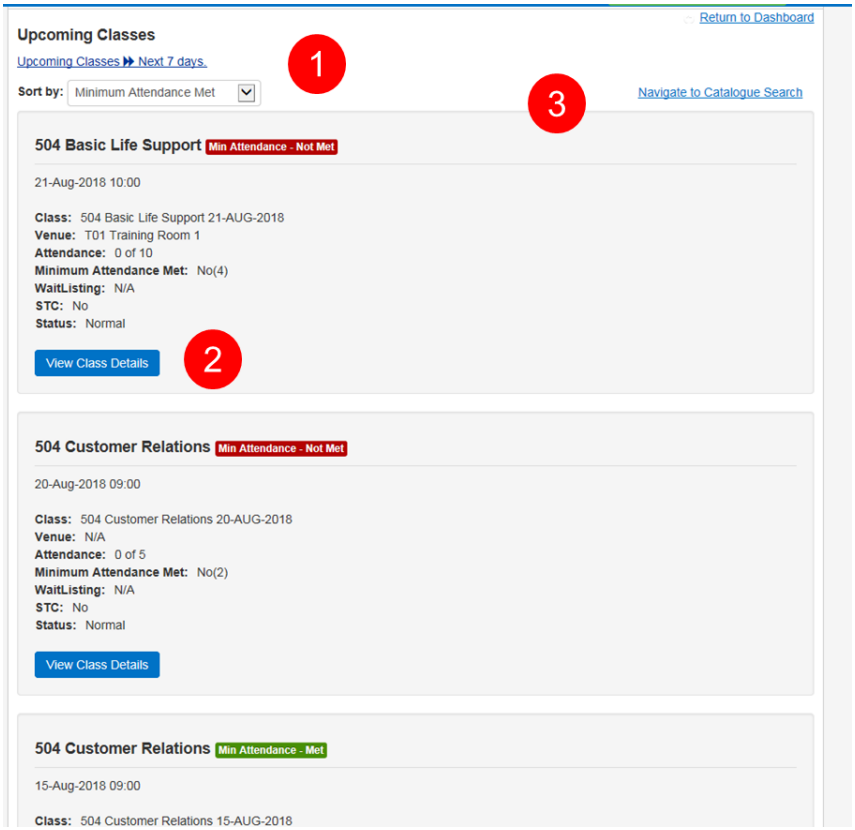
View Classes



1. Change the sort order, default is by Minimum Attendance met.
2. Displays the class in the Catalogue Search, enabling the administrator to view the associated Offering, view the class and manage enrolments.
3. Opens Catalogue Search

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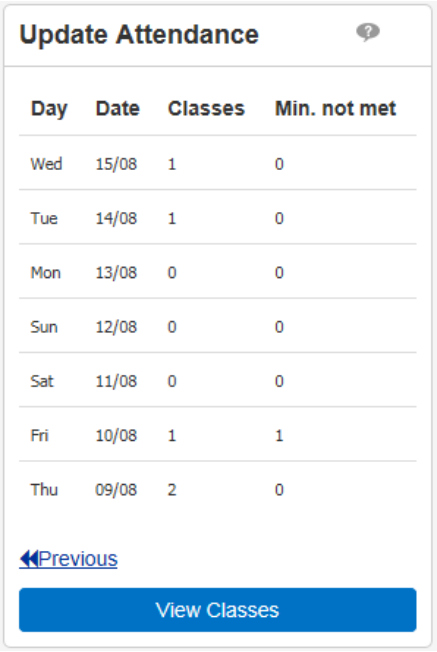
Update Attendance Portlet

This is available on the Learning Administration Dashboard to the Learning Administration, Class Administration and Learning Instructor URPs.



- Used to update attendance on classes within the past 14 days using the Previous and Next buttons.
- Click View Classes for further details.

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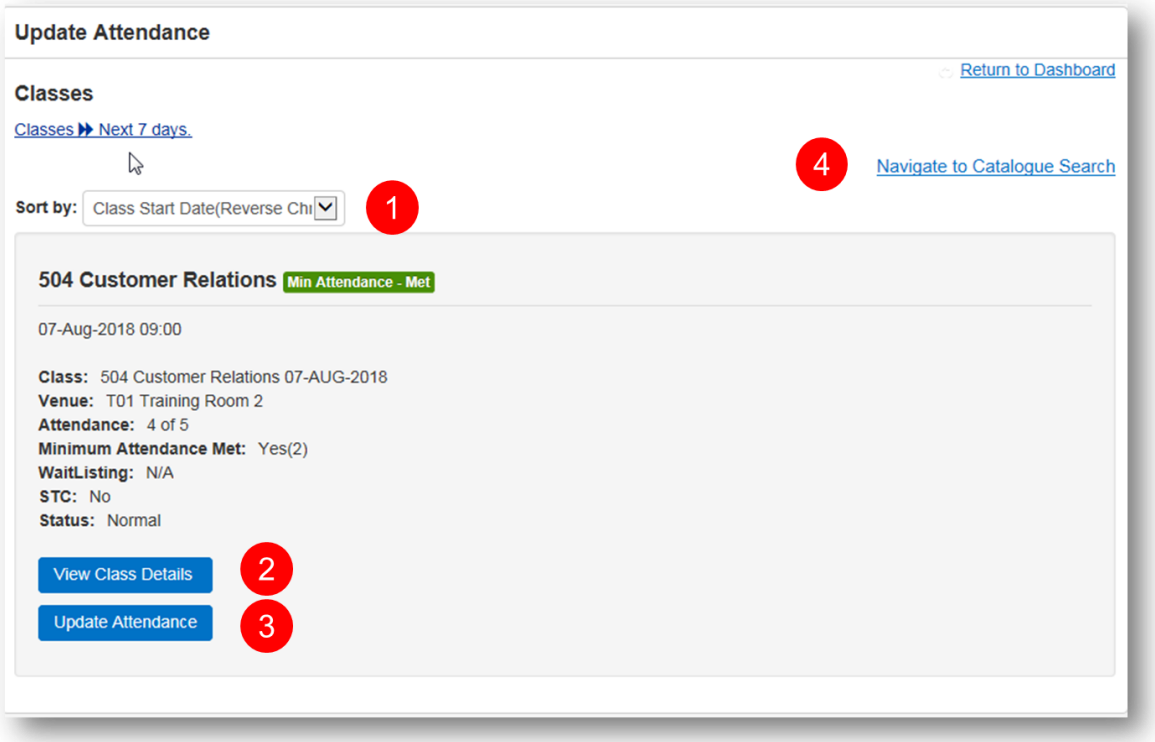
View Classes



1. Change the sort order, default is by Class Start Date.
2. Displays the class in the Catalogue Search, enabling the administrator to view the associated Offering, view the class and manage enrolments.
3. Direct access to an Update Attendance form
4. Opens Catalogue Search.

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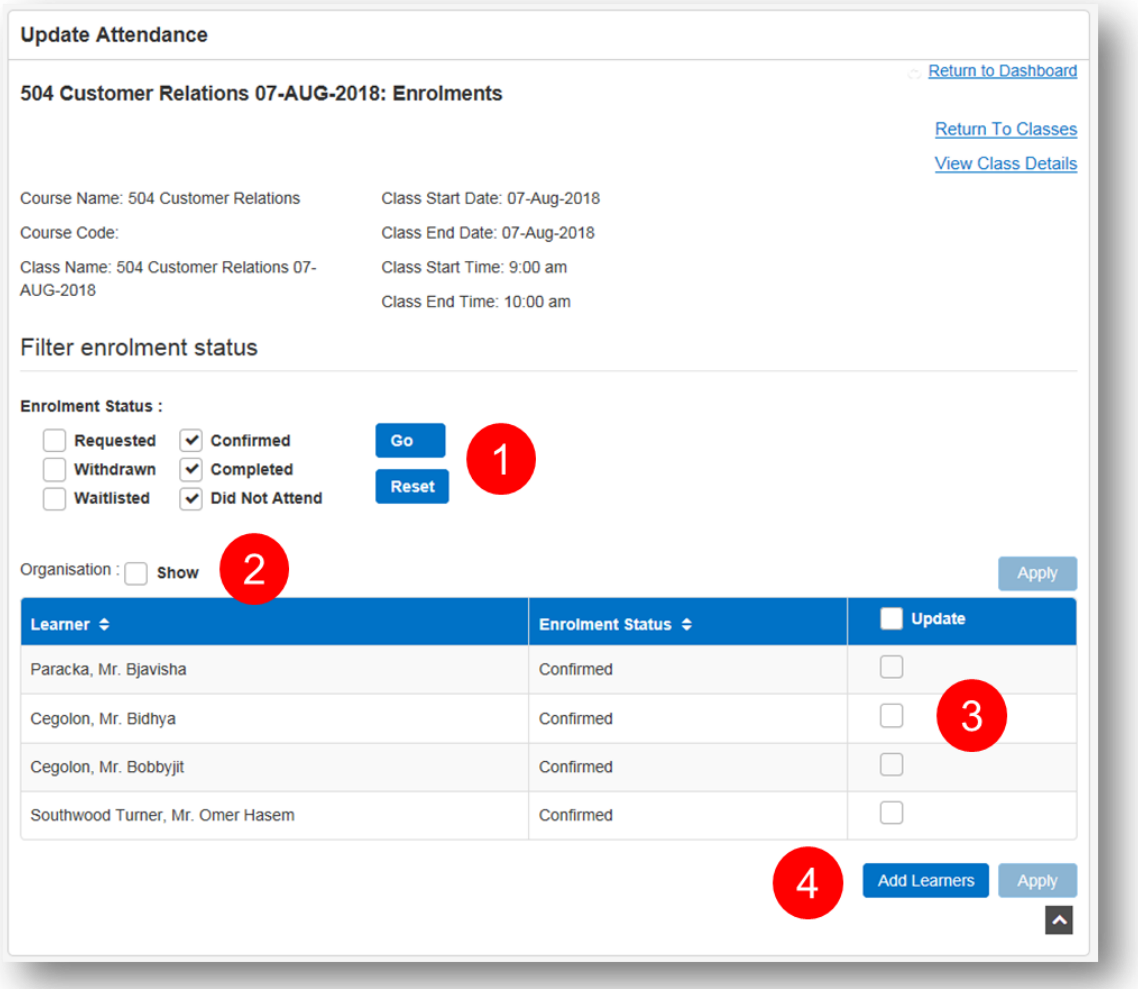
Update Attendance Form



1. Filter for Enrolment Status, the default selected are Confirmed, Completed and Did Not Attend. If changes are made to the defaults, click Reset to revert to these.
2. Toggle Organisation column
3. Update attendance
4. Opens Single Enrolment form

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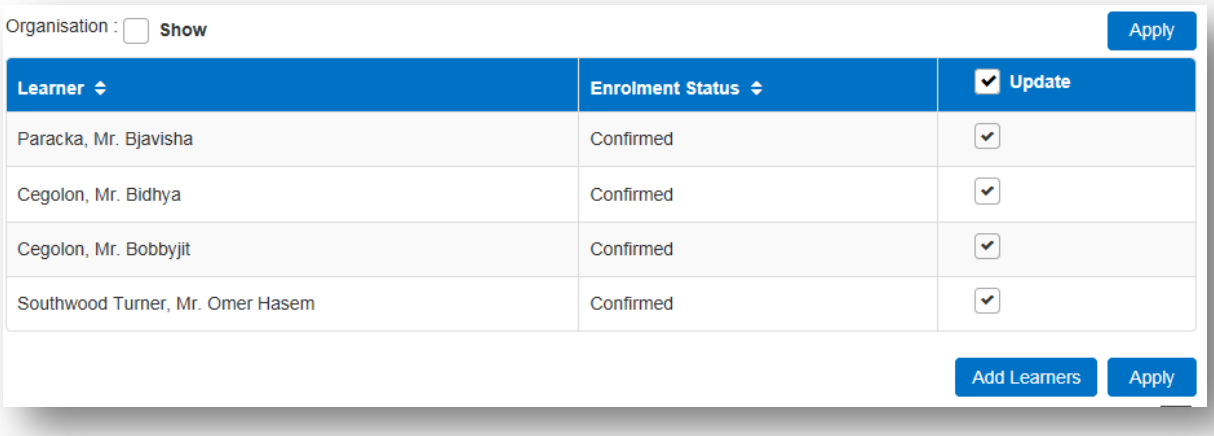
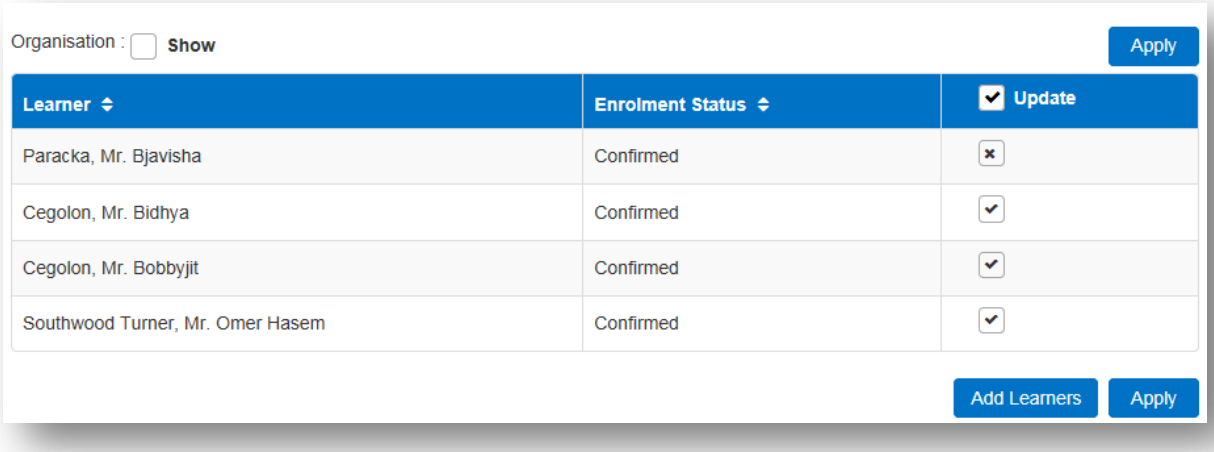
Class Management

Updating Attendance

Selecting once will mark learners as Completed



Selecting twice will mark learners as Did Not Attend



Selecting three times will clear check box

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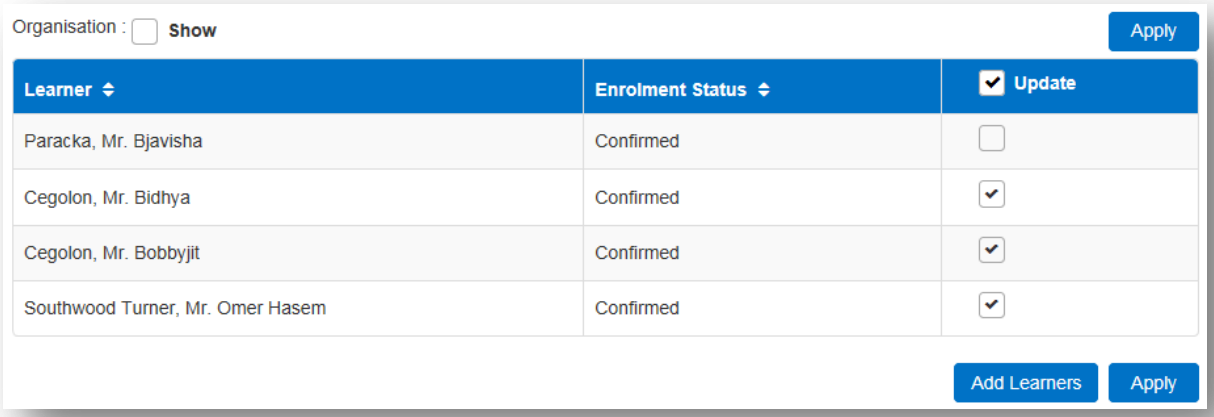
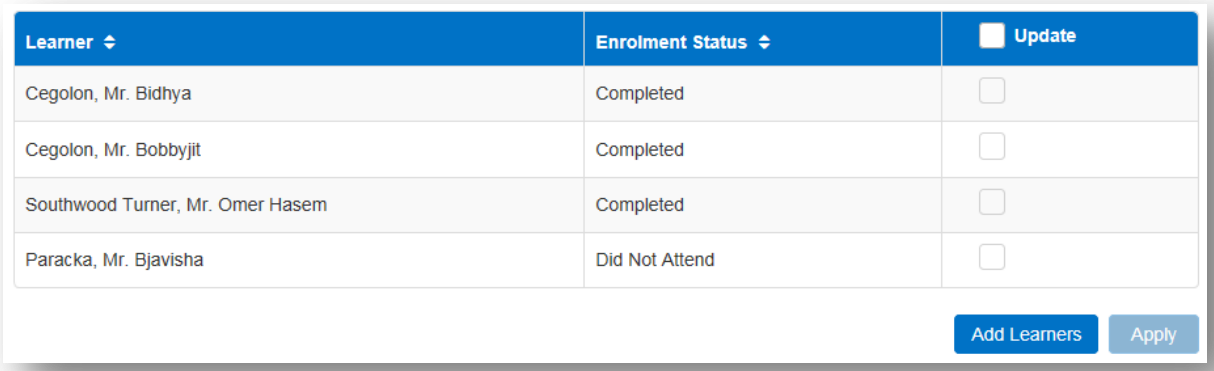


Clicking Apply will update the status, no further changes can be made using the Portlet.



Note – Any learner with a status of Completed will be deemed to have Successfully Attended and will be awarded any competencies associated with the course.

If you do not want to award associated competencies or if further information needs to be added, such as reasons for DNA, then this must be managed via the Enrolment form in ESR.

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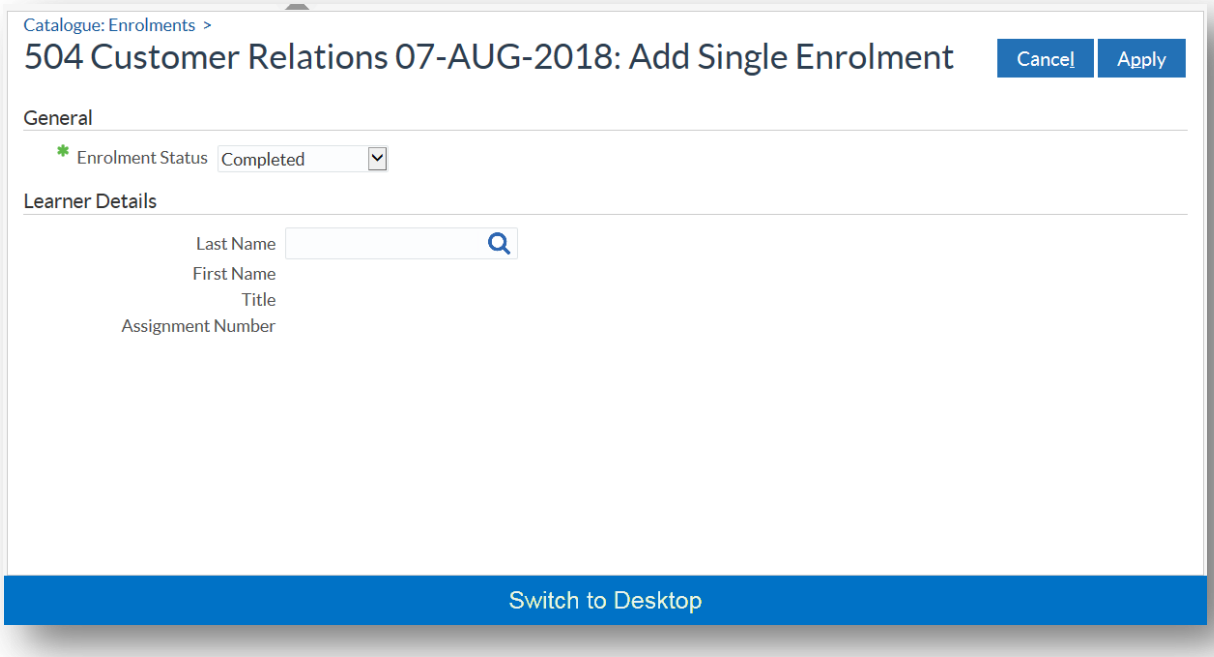
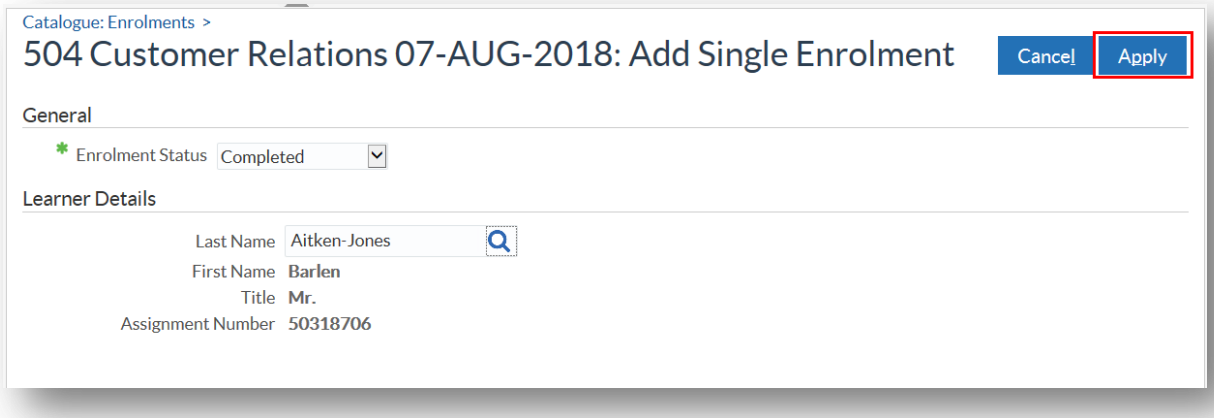
Add Learners

Learners can be added to a class by clicking on the Add Learners button.

The default Enrolment status is set to Completed.



Clicking Apply will add the enrolment to the class with the selected Enrolment status.



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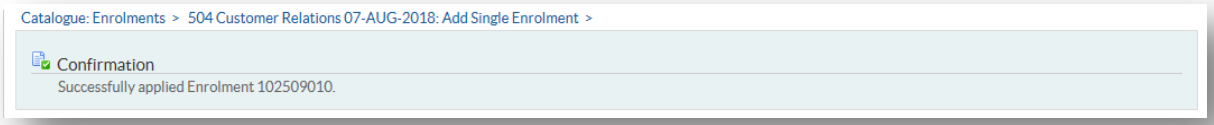
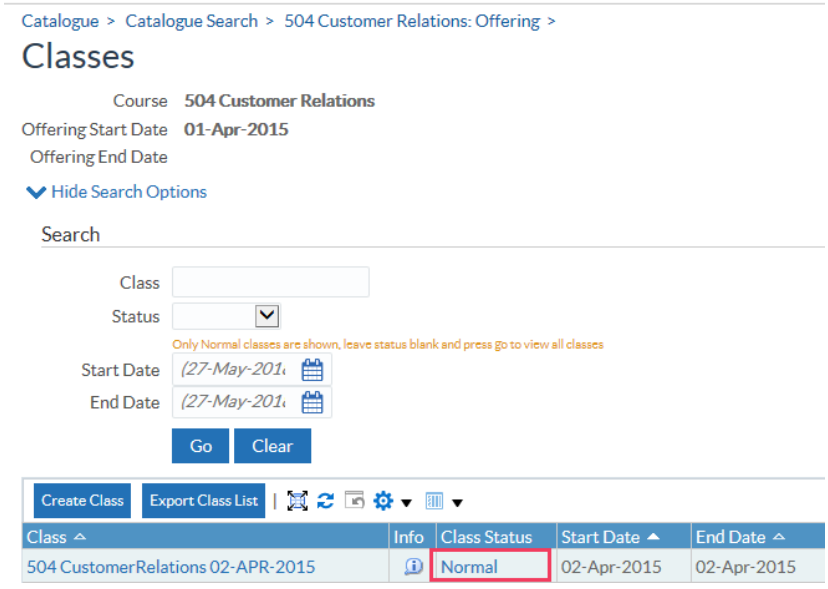


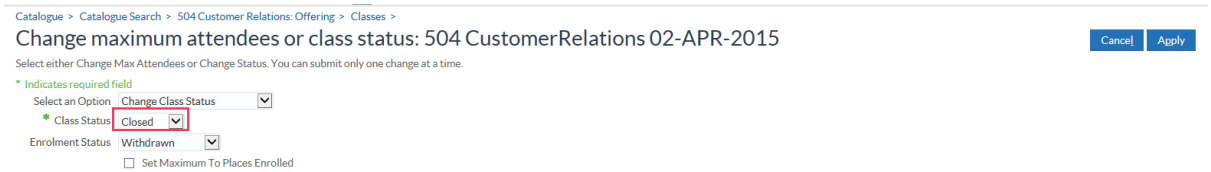
Closing Classes

Classes should be closed once attendance has been updated. This reduces the number of results returned by searches and makes it clear to other administrators that tasks associated with class management have been completed

Select the Class Status hyperlink from the Manage Classes form



Update the Status to Closed



The Enrolment Status of any learner with a value of Requested will be updated to the value chosen.

Note – Multiple classes can be closed using the NHS End Date/Close Course, Offering, Class process.

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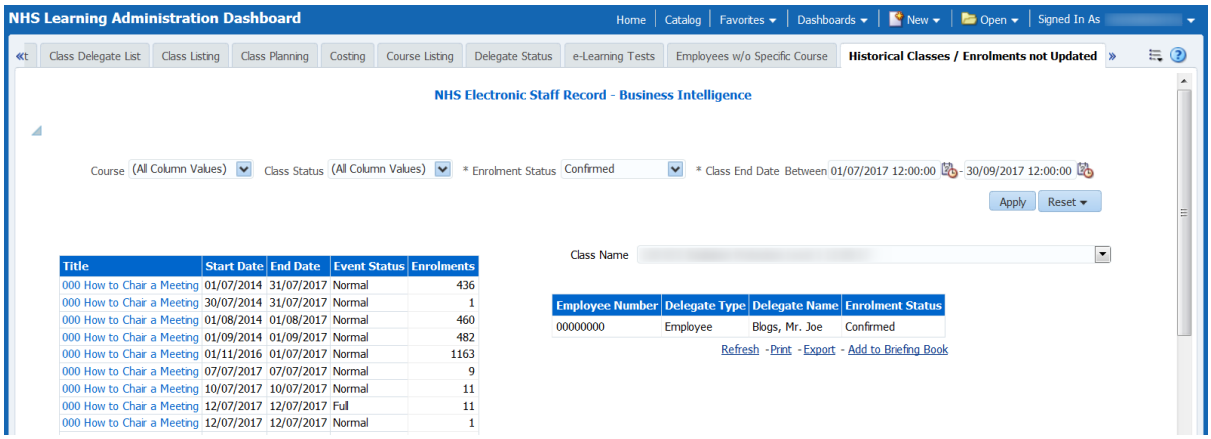
Class Management

ESR BI Reports

Administrators should ensure that Enrolments on classes that have finished are updated to a status other than Confirmed, Waitlisted or Requested.

Use the Historical Classes /Enrolments not Updated analysis in the NHS Learning Administration Dashboard.



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