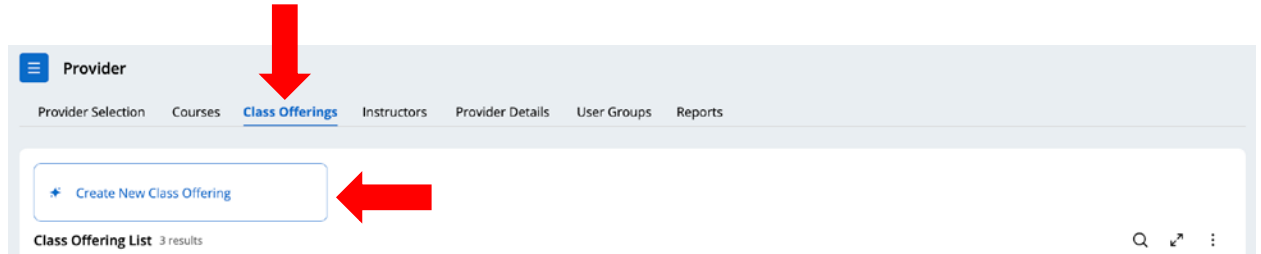


## Create New Class Offering Training Guide

1. To create a new class you need to have an approved provider and class offering to associate the class offering to.
2. Select to navigate to the provider section of your external profile.



3. This will navigate you to the provider page. From there select the Class Offering Tab. And then select to Create a New Class Offering.



4. This will open a Create New Class Offering Screen. You will be prompted to select from the list of approved courses which course you would like to create a new class offering for. Select one of the courses you would like to use.

**Creation**  
Assigned to [John M Bonner](#) • In CO-15020 • Urgency 10

Course \*

Select...

- Fire Services FC 20  
C-19021
- Fire - Third-Party  
C-19018
- FP Third-Party  
C-19013
- Johns Test Fire Course**  
C-20009
- Johns Test Fire Prevention Course  
C-19029

5. Based on the selection the system will populate the course information

**Creation**  
Assigned to [John M Bonner](#) • In CO-15020 • Urgency 10

Course \*

Johns Test Fire Course

Course Name  
**Johns Test Fire Course**

Course Description	Start Date
This is a course to test things	March 13, 2025
Event Type	End Date
Hybrid/Blended	March 31, 2027
Audience Type	Course IDs
Fire Fighters	<a href="#">ATPC-37</a>

6. You will be prompted to enter the Class Schedule If you select “Shift Friendly” The system will update the view to remove the class offering times.

☒ Shift friendly?


























Web URL

Requestor Comments

7. If you unselect “Shift Friendly” the ability to enter day of the week will return

 ☐ Shift friendly?

Class Schedule


























Day of the Week *		Start Time *	End Time *	
	Monday 	09:00 	12:00 	
	Tuesday 	hh : mm 	hh : mm 	
	Wednesday 	09:00 	12:00 	
	Thursday 	hh : mm 	hh : mm 	
	Friday 	hh : mm 	hh : mm 	

[+Add Schedule Time Slot](#)

8. If you would like to add additional schedule slots, select +Add Schedule on below the table and that will add another row to enter data into.

☐ Shift friendly?






Class Schedule

Day of the Week *		Start Time *	End Time *	
	Monday 	09:00 	12:00 	
	Tuesday 	hh : mm 	hh : mm 	
	Wednesday 	09:00 	12:00 	
	Thursday 	hh : mm 	hh : mm 	
	Friday 	hh : mm 	hh : mm 	

 [+Add Schedule Time Slot](#)


9. If the course is not offered on every day, you remove those dates using the trashcan on the right hand side.

### Class Schedule

Day of the Week *	Start Time *	End Time *	
Monday	09:00	12:00	
Tuesday	hh:mm ⚠ Cannot be blank	hh:mm ⚠ Cannot be blank	
Wednesday	09:00	12:00	
Thursday	hh:mm ⚠ Cannot be blank	hh:mm ⚠ Cannot be blank	
Friday	hh:mm ⚠ Cannot be blank	hh:mm ⚠ Cannot be blank	

10. Using the Trash Can Icon will remove those rows from the table.

### Class Schedule

Day of the Week *	Start Time *	End Time *	
Monday	09:00	12:00	
Wednesday	09:00	12:00	

11. Once you have selected the appropriate information you can select to submit at the bottom of the page.

Web URL

Requestor Comments

None

Cancel

Save for later

Submit

12. Once you hit submit the status will update to pending approval.



## Create New Class Offering

CO-15020



Urgency

10

Work Status

PENDING-APPROVAL