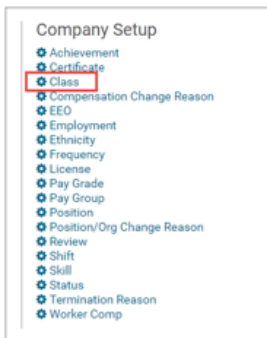


## Classes Screens in Advanced HR 2.0

Available **Classes** will appear in the employee's **My HR** menu tab when they login to their Employee Dashboard. It is here that the employee will sign up for classes. These classes need to be created first, however, and then made available to the employee. You can easily create classes, you can acknowledge it, and you can report on it (who signed up for a class, who acknowledged it, etc.).

Training classes allows the employee to sign up for classes. These training classes need to be created first, and then made available to the employee.

Let's create a Training Class by going to **HR Admin - Company Setup - Class**:



### Creating a Class

You create a Class by going to **HR Admin - Company Setup - Class**. To learn [how to create a Class Type](#), refer to the *Advanced HR 2.0 Administrator Guide*.

If the user is not locked into a company, they will see all the classes for all the companies that they have access to. To create a new class, click the green **New**



button.

Classes

+ NEW ↻ DOWNLOAD filter grid..

Actions	Class Title	Class Description	Class Time	Location	Class Is Open
	Auto Software	Training on how to use the Auto Software. This software is used for scheduling customer appointments and billing customers.	09/10/2018 05:30 AM	Off site	NO YES
	New Hire Orientation	New Hire Orientation Items covered are the company policies, confirming benefits enrollment forms completed during the onboarding process and any questions the employee might have. Each Department head will do a presentation on what their team does and how best to communication with them. Conclusion of a Office Tour.	05/25/2018 09:30 AM	Room C	NO YES
	Sexual Harassment	Sexual Harassment required annual training for all staff.	09/06/2018 07:00 PM	West Boardroom	NO YES

Page: 1 of 1 GO Page size: 3 CHANGE Item 1 to 3 of 3

A New Record will popup where you can begin to create your class. As you can see from the example, we are creating a **Fork Lift Operation** training class.

Class: **New Hire Orientation**

Company  
Company\*  
Brown's Auto Supply (BAR) (WEB1200)

**Class Info**

Title  
New Hire Orientation

Description  
New Hire Orientation Items covered are the company policies, confirming benefits enrollment forms completed during the onboarding process and any questions the employee might have. Each Department head will do a presentation on what their team does and how best to communication with them. Conclusion of a Office Tour.

- If you haven't yet, select your **Company** from the dropdown.
- Give your class a **Title**.
- Give your class a **Description**.
- Enter any class details like start **Time** and **Location**, and maybe any credits.
- The **Class is Open** Yes/No toggle is where you make the class available for people to enroll in.

Enter the **Class Details**.

**Class Details**

Instructor  
HR Admin

Duration (in hours)  
2.00

Class Time **UTC**  
05/25/2018 09:30 AM

Location  
Room C

Credits  
12.00

Class Is Open  
NO YES

**RESET EMPLOYEE ACKNOWLEDGEMENTS**

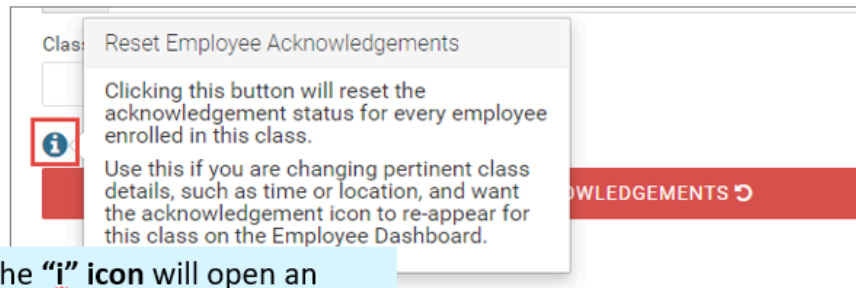
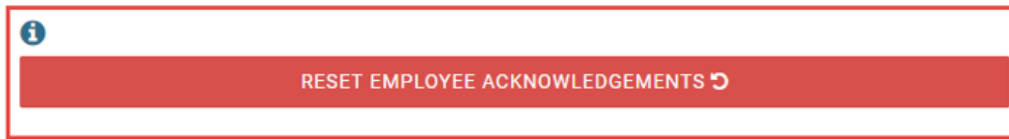
Let's take a closer look at the red **Acknowledgements** button:

For any previously created Class, the user can **Reset the Employee Acknowledgements**.

For any previously created Training Class, the user can **Reset the Employee Acknowledgements**.

Class Is Open

NO YES

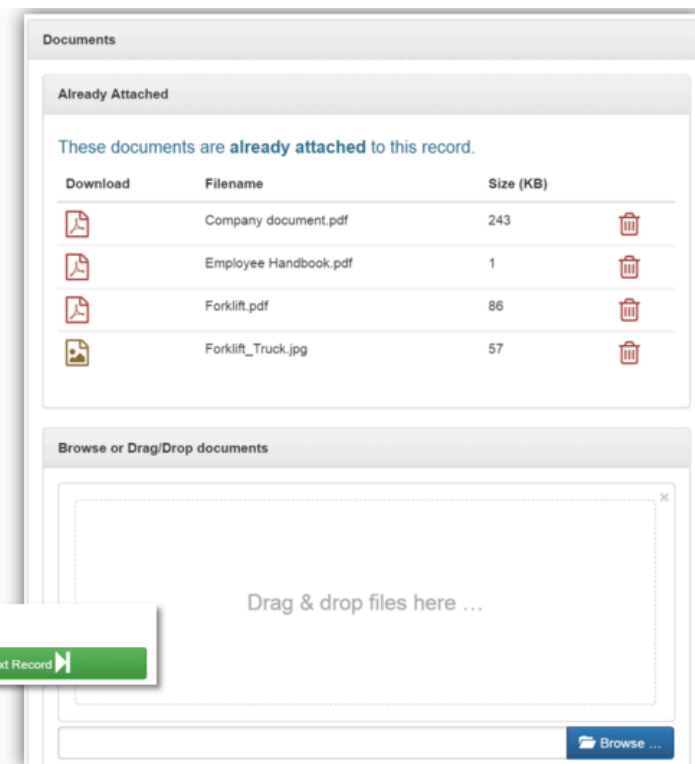


Note that clicking on the “i” icon will open an information popup.

Classes can be **Acknowledged** by the employee on their Dashboard. Once a class is created, saved, and assigned to the employee, they can Acknowledge that they are going to attend the class. Below you can see a sample employee Dashboard with an acknowledgement icon showing in the **My Upcoming Training Classes** section of the screen.

The final step is to attach documentation or images to the class. These will be available to the employee when they enroll.

Remember to click **Save Changes** when complete:



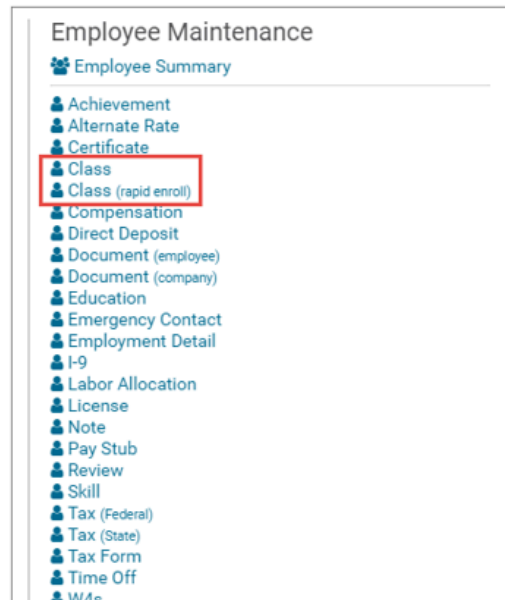
## Enrolling Employees in Classes

There are two ways to enroll employees in Training Classes:

Go to **HR Admin - Employee Maintenance - Class**  
or **Class Rapid Enroll**.

**Class Rapid Enroll** allows the user to enroll multiple employees at once into a particular class.

**Note:** Unless the **Class** is assigned to the employee(s), they won't be enrolled.



There are two ways to enroll employees in Classes:

- Go to **HR Admin - Employee Maintenance - Class**

or

- **Class Rapid Enroll**.

**Class Rapid Enroll** allows the user to enroll **multiple employees at once** into a particular class.

**Note:** Unless the **Class** is assigned to the employee(s), they won't be enrolled.

### Class Method - Enrolling One Employee in a Class

With the **Class** menu option, you enroll **one employee** in a class.

Classes

[+ NEW](#) [DOWNLOAD](#)

Actions	Name	Employee ID	Title	Description	Class Time	Expiration Date	Location
	Garcia, Monique	6	Auto Software	Training on how to use the Auto Software. This software is used for scheduling customer appointments and billing customers.	09/10/2018 05:30 AM		Off site
	Brown, Stephen	2	Auto Software	Training on how to use the Auto Software. This software is used for scheduling customer appointments and billing customers.	09/10/2018 05:30 AM		Off site
	Brown, Stephen	2	New Hire Orientation	New Hire Orientation Items covered are the company policies, confirming benefits enrollment forms completed during the onboarding process and any questions the employee might have. Each Department head will do a presentation on what their team does and how best to communication with them. Conclusion of a Office Tour.	05/25/2018 09:30 AM	05/25/2018	Room C
	Perry, Jackson	5	New Hire Orientation	New Hire Orientation Items covered are the company policies, confirming benefits enrollment forms completed during the onboarding process and any questions the employee might have. Each Department head will do a presentation on what their team does and how best to communication with them. Conclusion of a Office Tour.	05/25/2018 09:30 AM	06/08/2018	Room C
	Garcia, Monique	6	New Hire Orientation	New Hire Orientation Items covered are the company policies, confirming benefits enrollment forms completed during the onboarding process and any questions the employee might have. Each Department head will do a presentation on what their team does and how best to communication with them. Conclusion of a Office Tour.	05/25/2018 09:30 AM		Room C
	Marks, Jefferson	10	Sexual Harassment	Sexual Harassment required annual training for all staff.	09/06/2018 07:00 PM		West Boardroom

The Classes Dashboard will show a list of which employees are enrolled in what classes.

Click the green **New** button to enroll an employee.

Class: **NEW RECORD**

Employee  
Company\*  
Brown's Auto Supply (BAR) (WEB1200)

Employee\*  
Marks, Jefferson (10)

Class Info  
Class Type\*  
Sexual Harassment - Sexual Harassment Required Ann...

Grade or Result  
Grade or Result

Completion Date **UTC**  
Completion Date

Expiration Date **UTC**  
Completion Date

Employee Acknowledged  
NO YES

Send Email notification to Employee?  
NO YES

Notes

Select the **Employee** you wish to enroll.

Select the **Class Type**.

Once enrolled, you can **Send an Email Notification**.

Remember to **Save Changes**.

You use this screen, not to create a new record, but to enroll an employee into a class. Select the Class from the **Class Type** dropdown. Since this is the first time enrolling the employee into the class, there is no acknowledgement yet. However, as a manager, you could come into this screen later to see if the employee ever did acknowledge the class. You can also set up a stock **Email notification** to the employee for classes using a template editor in the **Company** tile. You can also enter any **Notes** about the class here. Once you click **Save Changes**, the employee is enrolled in the class.

Now that we've enrolled the employee, for that employee, their **My Upcoming Classes** tile will display all classes that have been assigned to the employee. They can **Acknowledge** the class by clicking the "thumbs up" icon.

## Rapid Enroll Method - Enrolling Multiple Employees in a Class

Rapid Enroll lets the user enroll multiple employees at once into a class. It also allows you to assign grades or add notes to employees all at one time.

It's important to remember that Rapid Enroll cannot create a class. Its function is enrollment only.

Go to the **Classes Rapid Enroll Dashboard**. Click on a class row to open it.

Classes

Actions	Class Title	Class Description	Class Time	Location
	Sexual Harassment	Sexual Harassment required annual training for all staff.	09/06/2018 07:00 PM	West Boardroom
	Auto Software	Training on how to use the Auto Software. This software is used for scheduling customer appointments and billing customers.	09/10/2018 05:30 AM	Off site

Page: 1 of 1 GO Page size: 2 CHANGE Item 1 to 2 of 2

Here is our **Sexual Harassment** class with the attendee list. Use the **No/Yes** toggles to enroll as many employees as you would like. Remember to click **Save Changes** when complete.

Class: **Sexual Harassment - Sexual Harassment required annual training for all...**

Send Email notification to Employee?

Enrolled	Name	ID	Division / Branch / Department / Team / Position	Grade or Result	Notes
<input type="button" value="NO"/> <input type="button" value="YES"/>	Baker, Don	22	1 / 1e / / / 03	<input type="text" value="Grade"/>	<input type="text"/>
<input type="button" value="NO"/> <input type="button" value="YES"/>	Baker, Tammy	20	1 / 1e / / / 01	<input type="text" value="Grade"/>	<input type="text"/>
<input type="button" value="NO"/> <input type="button" value="YES"/>	Blaine, Betty	23	1 / 1e / / / 03	<input type="text" value="Grade"/>	<input type="text"/>
<input type="button" value="NO"/> <input checked="" type="button" value="YES"/>	Brown, Stephen	2	1 / 1e / / / 150	<input type="text" value="Grade"/>	<input type="text"/>
<input type="button" value="NO"/> <input checked="" type="button" value="YES"/>	Couture, Thomas	1	1 / 1e / / / 01	<input type="text" value="Grade"/>	<input type="text"/>

## Employees View their Assigned Classes

To learn how the employees view the classes they are assigned to, click on the following link:

## Notification Related to Employee Enrollment in Training Classes

Note that there is a **Notification** that Admins can set up to inform employees when they have been successfully enrolled in a training class or were enrolled by a manager/admin. Admins go to **HR Admin – Communications – Notifications** and select the **Classes** Category, to set up this item.

<input checked="" type="checkbox"/>	Classes	Enrollment in Class	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	Target Employee	Delivery when event occurs	Confirmation Email sent to Employee when they successfully enrolled or were enrolled by an Admin/Manager in a class.
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