

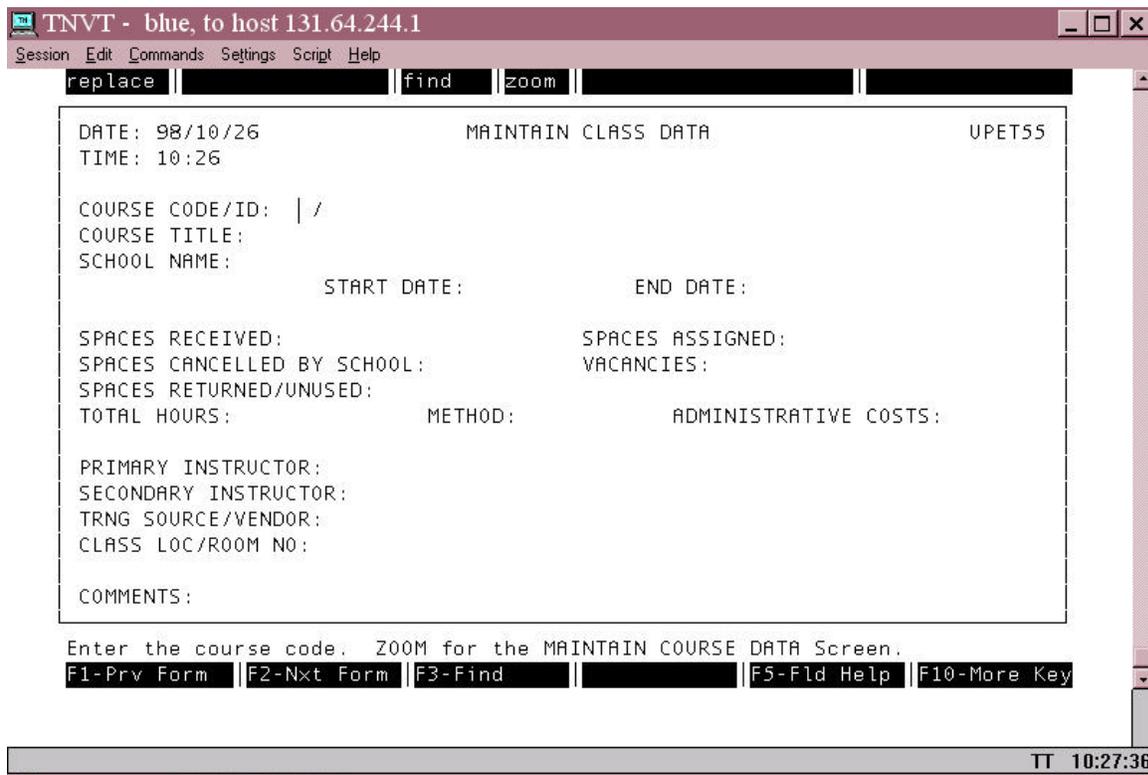
CLASSES

Training Office personnel will use this process to add, update or delete classes. A Class for a Course must be established prior to putting students into a Class Roster (adding Allocations) or filing class roster completions for the course. (exceptions are listed in Chapter 6 - COMPLETIONS).

NOTE: The Class being established must be for a Course that exists in the system (See Chapter 1 - COURSE DATA to establish a Local Course). By establishing a class, the system will keep track of the spaces received, spaces assigned and the vacancies that exist in the Class. When spaces are assigned or allocated to individuals through the Class Roster option, the system will be able to associate the individuals' SSN or student names with the Class and the Course data. It will also allow you to file mass completions through the class roster process.

MAINTAIN CLASS DATA (UPET55)

This screen can be accessed by selecting option 7 - CLASSES, from the TRAINING OFFICE MENU.



ZOOM FUNCTIONS AVAILABLE:

- a. From the COURSE CODE field to the MAINTAIN COURSE DATA screen.
- b. From the COURSE ID field to the CLASS SCHEDULE screen.
- c. From the START DATE field to the INQUIRE CLASS ROSTER screen.
- d. From the PRIMARY INSTRUCTOR field to the MAINTAIN COURSE INSTRUCTOR DATA screen.
- e. From the SECONDARY INSTRUCTOR field to the MAINTAIN COURSE INSTRUCTOR DATA screen.
- f. From the TRNG SOURCE/VENDOR field to the TRAINING SOURCE/VENDOR DATA screen.

ADDING A CLASS FOR A COURSE

- a. When first accessed the screen will be in the find mode.
- b. Depress the CLR/ADD function key.
- c. Input the required fields and any desired optional fields.
- d. Depress the ADD/UPD function key. If the Class was successfully added, the message ADDED will be displayed at the top right corner of the screen.
- e. To start another add, return to step b. above.
- f. To return to the TRAINING OFFICE MENU, depress the PRV FORM function key.

CHANGING AN EXISTING CLASS

- a. If the system is not in the find mode, depress the CLR- FIND function key.
- b. Input the Course Code, Course ID or other data as search criteria.
- c. Depress the FIND function key. If the Class is in the system, the data will be displayed in the update mode. There may be more than one Class for the course with the same Start Date and End Date. You must page through the records using the PRV REC/NXT REC function keys or the positional arrow keys until you find the Class you wish to change.
- d. Make any desired changes to the START DATE, END DATE, SPACES RECEIVED, SPACES CANCELED or other fields allowed.

NOTE: If there are completions tied to the Class, you cannot change the Start Date and/or End Date of the Class.

- e. Depress the ADD/UPD function key. If the record was successfully updated, the message UPDATED will appear at the top right corner of the screen.
- f. To make additional changes for records for the input Class, return to step d. above.
- g. To make changes to another Class, return to step a. above.
- h. To return to the TRAINING OFFICE MENU, depress the PRV FORM function key.

DELETING AN EXISTING CLASS

- a. If the screen is not in the find mode, depress the CLR- FIND function key.
- b. Input the Course Code, Course ID or other data as search criteria.
- c. Depress the FIND function key. If the Class is in the system, the data will be displayed in the update mode. There may be more than one Class for the course with the same Start Date and End Date. You must page through the records using the PRV REC/NXT REC function keys or the positional arrow keys until you find the class you wish to delete.
- d. Depress the DEL REC function key on the Class you wish to delete. The message WAS THE CLASS HELD (YES or NO)? will be displayed. A yes or no answer will display the message ENTER YES TO CONFIRM DELETE: at the bottom of the screen.
- e. Confirm the delete by answering YES and depress the ENTER/RETURN key. If the delete was successful, the message DELETED will appear at the top right corner of the screen.
- f. If you enter anything other than YES and depress the ENTER/RETURN key, the delete will not take place.
- g. To delete another Class, return to step a. above.
- h. To return to the TRAINING OFFICE MENU, depress the PRV FORM function key twice.

NOTE: If the Class was conducted and you decide to delete the Class, all completions for the Class will remain intact. All allocations will be converted to requirements. The administrative class cost will remain.

If the Class was not conducted and you decide to delete the Class, the administrative cost and all completions tied to the class will be deleted. If the completions are tied to a skill the skill record will be updated and a requirement will be generated to replace the completion. All allocations will be converted to requirements.