After configuring your new item, you will need to schedule your class(es).

1. **Navigate to Learning Admin in the Learning menu**

![Learning Admin in the Learning menu](image)

KL Documentation - How to Create and Change Classes
2. Search for your new item:

1. Click Learning Activities
2. Click Items
3. Search for your item with a keyword or exact title or ID
4. Select your item
3. If this is a brand-new item, add an Agenda Template

This is the default format of classes you schedule for this item. (e.g. x hours, or x hours each day over y days etc.)

4. This example is a 1.5 hour class held on one day.
5. Click Schedule in the Actions menu to start scheduling.

6. Put in the Start date and Time

Note: The length of the item determines the end time and the time must be in hh:mm AM/PM format as noted.

7. Use the drop-down to select your Building from the Facility menu (In this example I'm selecting VIRTUAL)
8. To select the room/tool, use the drop-down for Primary Location

In this example I’m selecting Microsoft Teams. If you do not see a Location/Tool of your choice, please reach out to the Knowledge Link team.

![Primary Location Drop-down]

9. For instructor, use the drop-down to select their account. They should be in last-name order.

![Instructor Drop-down]

10. Click Save at the bottom

![Save Button]

11. You can now edit your newly created Class!

12. Fill in the Contact information if you anticipate questions about this session and edit the registration settings.

- Registration Close date/time keeps folks from registering after you set this deadline
- Last Date to Withdraw: Same as above, except keeps folks from withdrawing
- Minimum/Maximum Enrollments: Controls how many people can register
• User can Waitlist: (enables waitlist function).
• Auto Enroll from Waitlist: As someone withdraws, the first person on the waitlist is automatically registers.

13. When allowing a Waitlist, be sure to change Auto Enroll from Waitlist to Yes

This allows those waitlisted to be automatically enrolled if someone drops the class.
14. If you need to change a room, instructor, or other information, you still can. Click Agenda to access this information.

Click the menu for your time slot and "Edit Time Slot"
15. In this window you can adjust the start/end time and add or change a classroom or instructor.
16. Paste the meeting link to your Description here. It will be included in the calendar file attached to the registration email

[Image]

17. If you make edits, you can trigger new registration notifications automatically.

Click either 1. Send Email Notification to customize your message or 2. Resend Registration Notifications

[Image]

18. If you are holding a virtual class:

You may want to add the meeting link to the description beforehand and send a notifications as above.
The link will appear directly in the registration email, and, if you added it to the agenda description, in the calendar attachment as well.