

Creating Classes in WIN Career Readiness System

Hello, and welcome to the WIN Learning how to video series. Before we start, please note that the products, login, URL access, and person types you see in this video may be different from what you see in your portal, but the functions are the same.

In this video, I will show you how to create classes using class management. Creating classes is a way to group learners so you can easily view their progress as a group as well as individuals.

You might want to create classes if you are working with a group of learners in a courseware or to assign assessments to a cohort group of learners.

In addition to viewing learner progress, you can export the class list to Excel to create a class roster.

To create a class, you should go to the admin tab and then select class management.

If you are an administrator with access to several organizations, you will use the organization drop down to select the organization you wish to work in.

If there are existing classes within that organization, they will be displayed on the left under the organization drop down.

Click the plus sign to create a new class. Here, you need to enter a class name. The name must be unique. Ideas to ensure uniqueness include the year, the class period, or other identifying information about the class.

Reset by date and archive by date are both optional. The reset by date will clear all the learners from the class on the date entered so that new learners can be added to the class shell.

If a date is entered in archive by date, the class and all student information will be archived, and the class will only appear in the archived classes shown at the left.

To assign a facilitator or teacher, you want to click the facilitator drop down menu to see a list of available facilitators. Select the checkbox next to each facilitator to be added to the class.

I have added two teachers. If I would like to search for others, I can go to the search box and enter a name.

After adding the facilitators to the class, I want to be sure to check the create new class box.

Next, I need to add learners to the class that I've just created. To do so, I would select the class assignment tab that appears after the class is created. The newly created class will appear on the right, and the learner pool of students in the organization will be on the left.

Next, you need to select learners from the learner pool and add them to the new class. You can do so by checking the box in front of their name and then add to roster.

You can search for learners by entering learner information in the search cell at the top of the columns.

Continue to build the rosters by selecting the green box next to the each learner in the learner pool, and then add to roster.

You can remove students by selecting the box in the front of their name and then remove from roster.

If I would like to add all students to my homeroom class, I can do so by selecting the box at the top of the column and add to roster.

When my class is complete, I want to be sure to scroll to the bottom and select save changes.

Now that a class has been created, a roster can be generated and exported. To do so, navigate back to the edit class tab and the new class will be displayed as class roster preview.

At this point, you can still edit the class name, add dates, and add or change the facilitators. If you would like to remove learners from the class, select the class management tab and remove students if you'd like to do so.

To export a class to Excel, select the edit class tab.

Using the column chooser function shown here, you can select the learner information that you want to export. If you would like to export a password, you can select it here from the grid. The password will not display on the screen, but it will export. And then after selecting the export tab, the data will be downloaded into an Excel spreadsheet.

Our resource center contains PDFs and information to walk you through how to create classes and other functions of the WIN Learning Career Readiness System.

Thank you for viewing this how to video on how to create classes using class management.

Thank you for watching this WIN Learning how to video. If you have any questions or need assistance, please contact the WIN Learning support team at 888-717-9461, option 3, or email support@winlearning.com.