

How to Create a Class

34 Steps [View most recent version](#) 

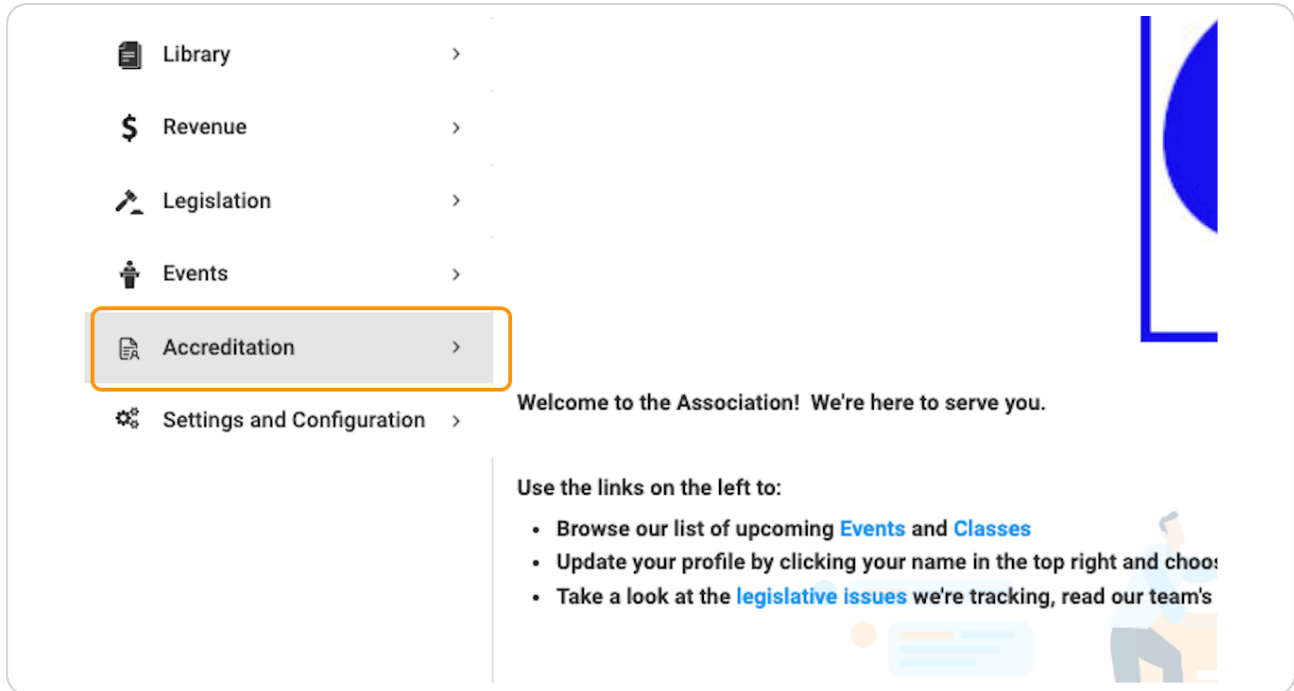
Created by
Engagifii Inc.

Creation Date
October 11, 2023

Last Updated
October 11, 2023

STEP 1

Click on Accreditation



The screenshot shows a dashboard interface. On the left is a vertical navigation menu with the following items: Library, Revenue, Legislation, Events, Accreditation (highlighted with an orange border), and Settings and Configuration. To the right of the menu is a large blue graphic consisting of a vertical line and a semi-circle. Below the menu, the main content area contains a welcome message: "Welcome to the Association! We're here to serve you." followed by a list of instructions: "Use the links on the left to:" and a bulleted list: "Browse our list of upcoming Events and Classes", "Update your profile by clicking your name in the top right and choos", and "Take a look at the legislative issues we're tracking, read our team's". There is also a small illustration of a person sitting at a desk with a computer monitor.

Library >

Revenue >

Legislation >

Events >

Accreditation >

Settings and Configuration >

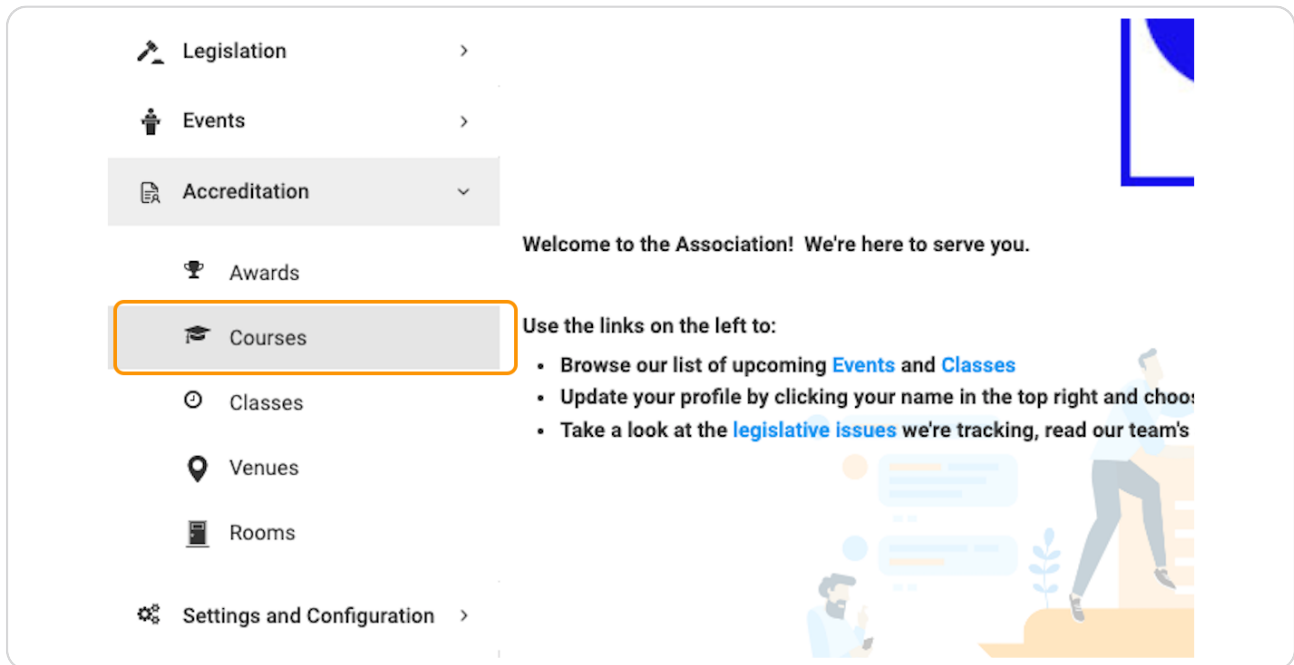
Welcome to the Association! We're here to serve you.

Use the links on the left to:

- Browse our list of upcoming [Events](#) and [Classes](#)
- Update your profile by clicking your name in the top right and choos
- Take a look at the [legislative issues](#) we're tracking, read our team's

STEP 2

Click on Courses



The screenshot shows a navigation menu on the left side of a website. The menu items are: Legislation, Events, Accreditation, Awards, Courses, Classes, Venues, Rooms, and Settings and Configuration. The 'Courses' item is highlighted with an orange border. To the right of the menu, there is a welcome message: 'Welcome to the Association! We're here to serve you.' Below this, there is a section titled 'Use the links on the left to:' followed by three bullet points: 'Browse our list of upcoming Events and Classes', 'Update your profile by clicking your name in the top right and choo:', and 'Take a look at the legislative issues we're tracking, read our team's'. There is also an illustration of a person standing on a staircase next to a laptop.

Legislation >

Events >

Accreditation v

Awards

Courses

Classes

Venues

Rooms

Settings and Configuration >

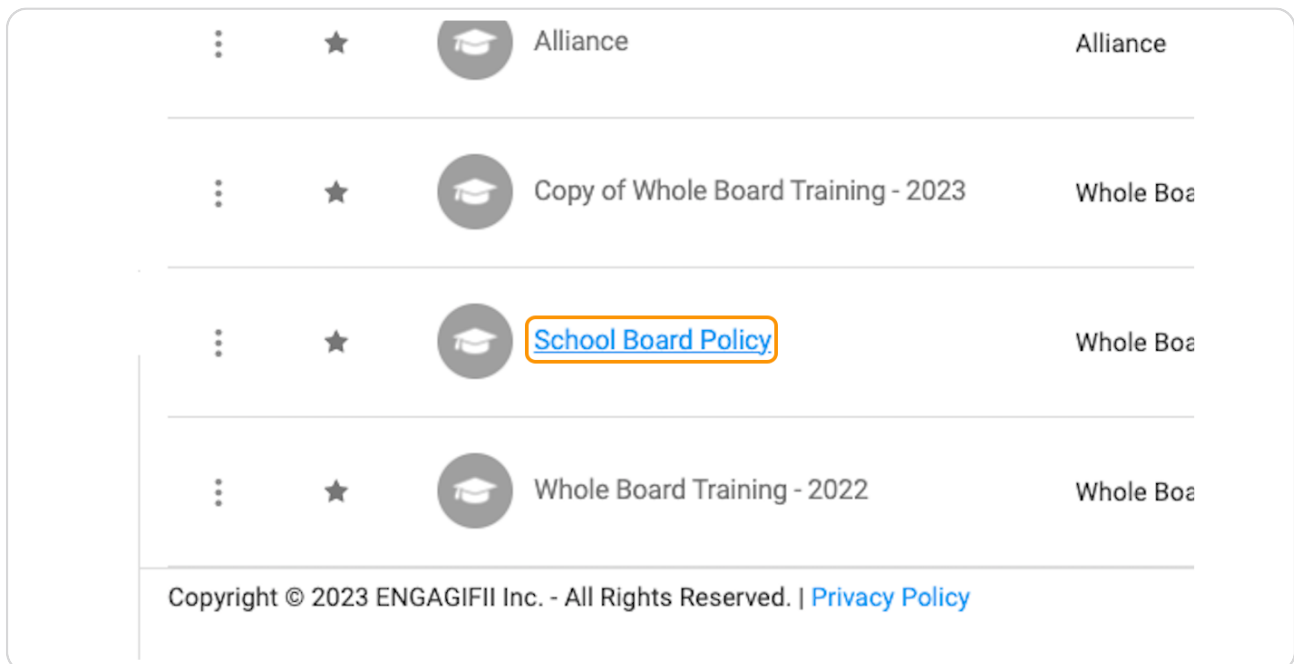
Welcome to the Association! We're here to serve you.

Use the links on the left to:

- Browse our list of upcoming [Events](#) and [Classes](#)
- Update your profile by clicking your name in the top right and choo:
- Take a look at the [legislative issues](#) we're tracking, read our team's

STEP 3

Click on School Board Policy



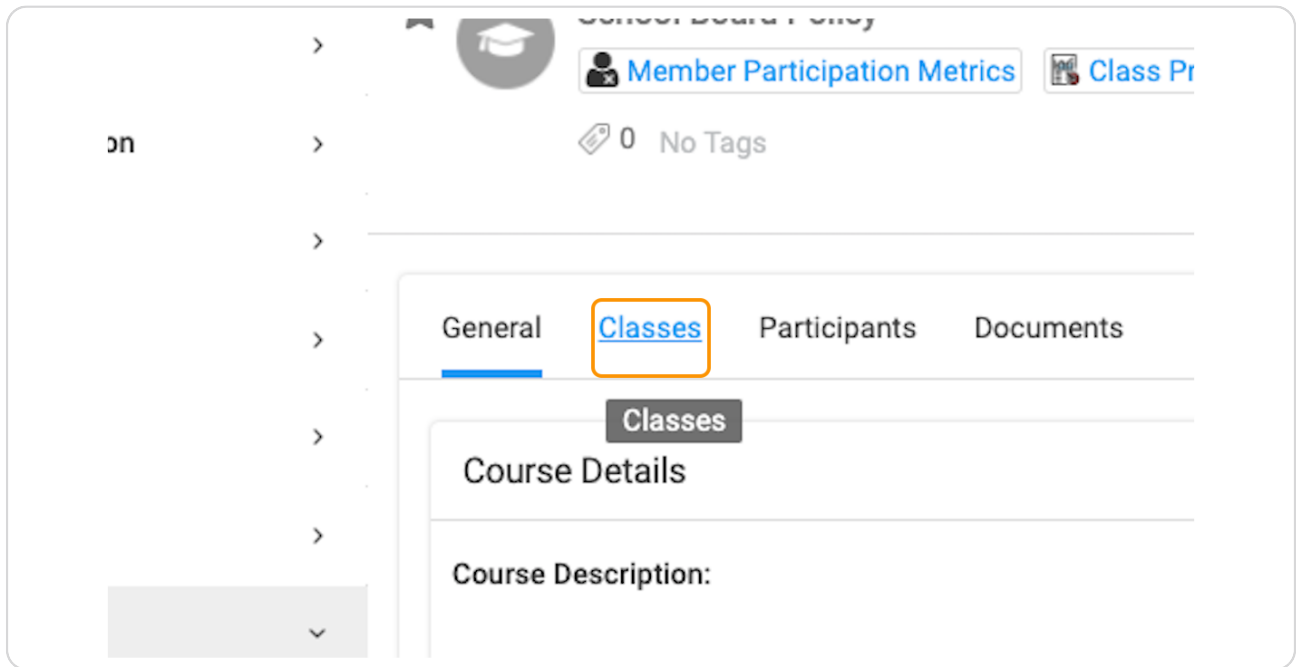
The screenshot shows a list of documents in a table. Each row has a vertical ellipsis icon, a star icon, a graduation cap icon, a title, and a category. The 'School Board Policy' row is highlighted with an orange border. At the bottom of the list, there is a copyright notice: 'Copyright © 2023 ENGAGIFII Inc. - All Rights Reserved. | [Privacy Policy](#)'.

⋮	★	🎓	Alliance	Alliance
⋮	★	🎓	Copy of Whole Board Training - 2023	Whole Boa
⋮	★	🎓	School Board Policy	Whole Boa
⋮	★	🎓	Whole Board Training - 2022	Whole Boa

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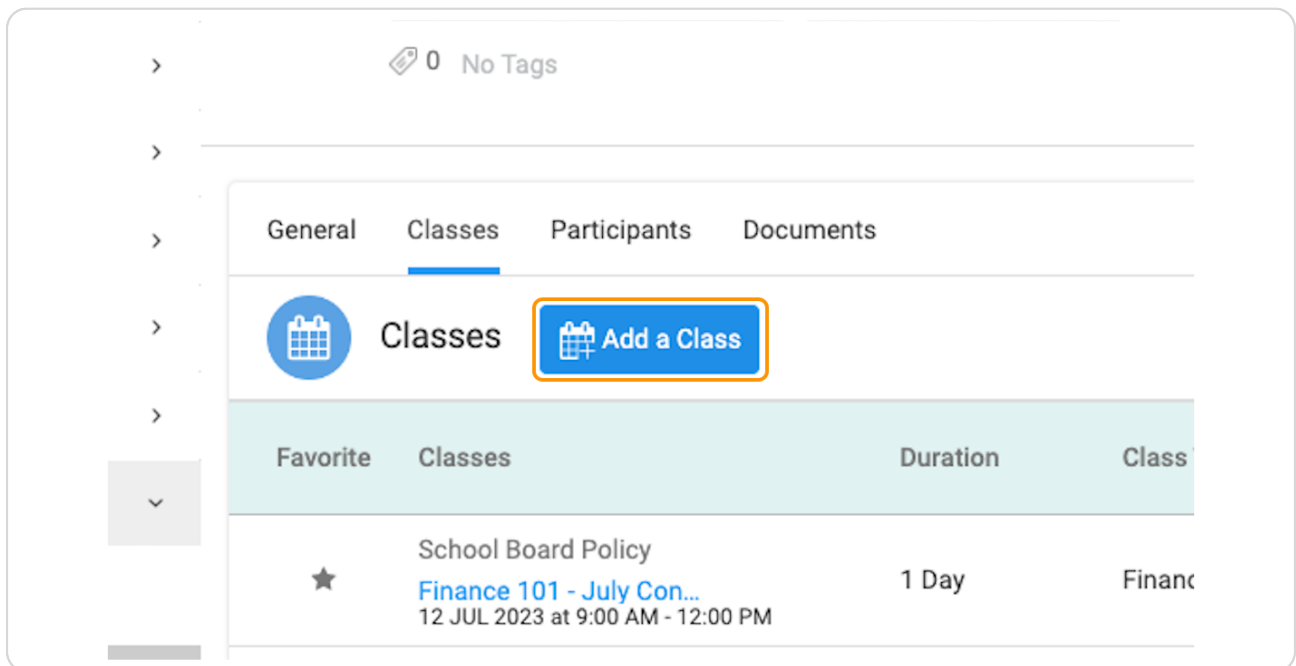
STEP 4

Click on Classes



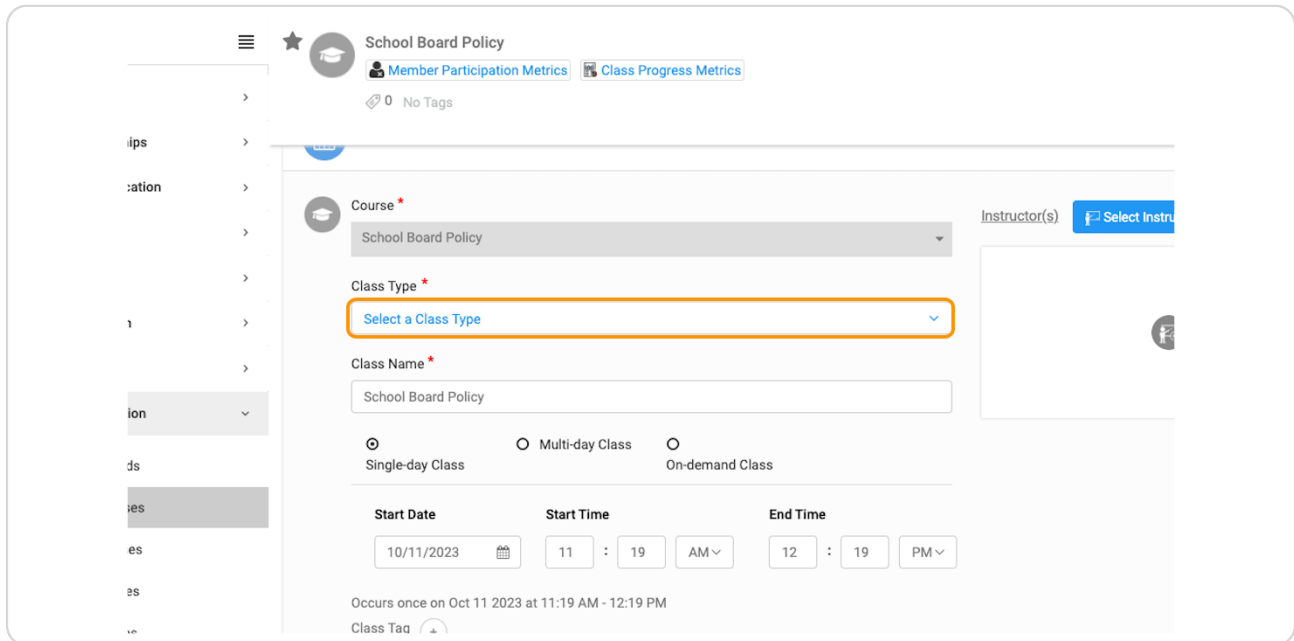
STEP 5

Click on Add a Class



STEP 6

Click on Select a Class Type



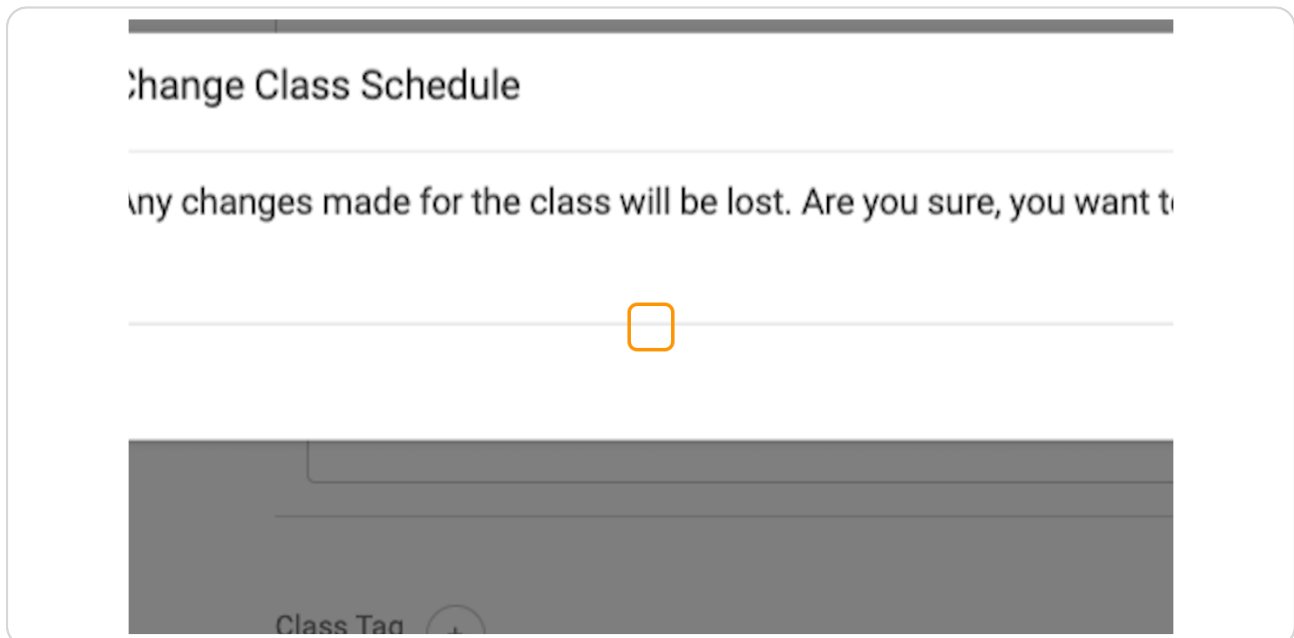
The screenshot shows a class creation interface for a course titled "School Board Policy". The form includes the following fields and options:

- Course:** School Board Policy
- Class Type:** A dropdown menu with "Select a Class Type" highlighted in orange.
- Class Name:** School Board Policy
- Class Type Selection:** Radio buttons for "Single-day Class" (selected), "Multi-day Class", and "On-demand Class".
- Start Date:** 10/11/2023
- Start Time:** 11 : 19 AM
- End Time:** 12 : 19 PM
- Summary:** Occurs once on Oct 11 2023 at 11:19 AM - 12:19 PM
- Class Tag:** A field with a plus icon.

STEP 7

Select Single Class or Multi-Day Class

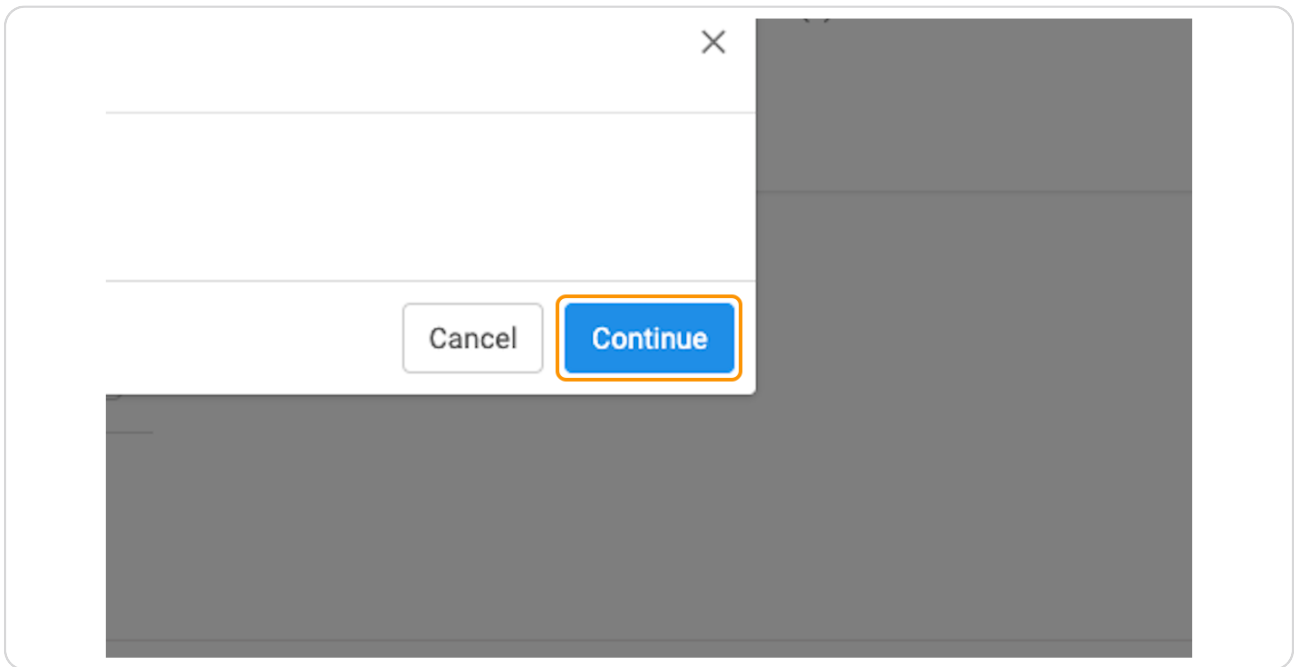
For this example I will set up a multi-day class.



The screenshot shows a confirmation dialog titled "Change Class Schedule". The text reads: "Any changes made for the class will be lost. Are you sure, you want to...". A small orange square is positioned in the center of the dialog, likely indicating a confirmation button. The bottom of the dialog shows a "Class Tag" field with a plus icon.

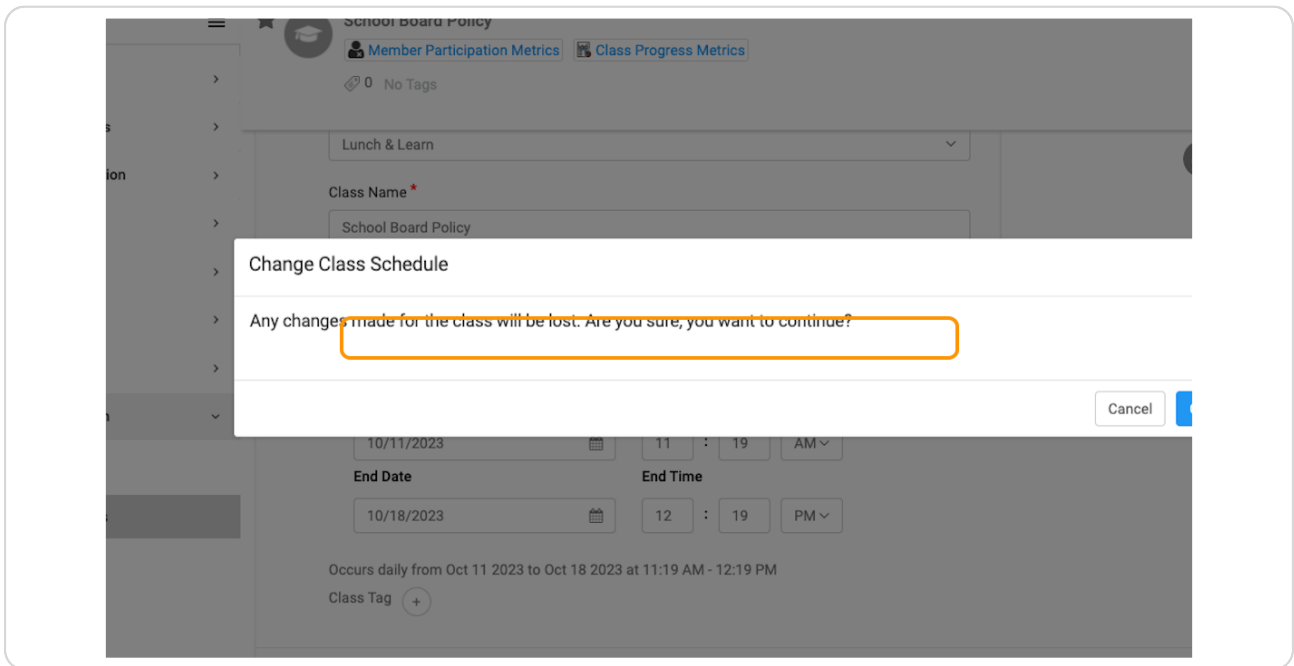
STEP 8

Click on Continue



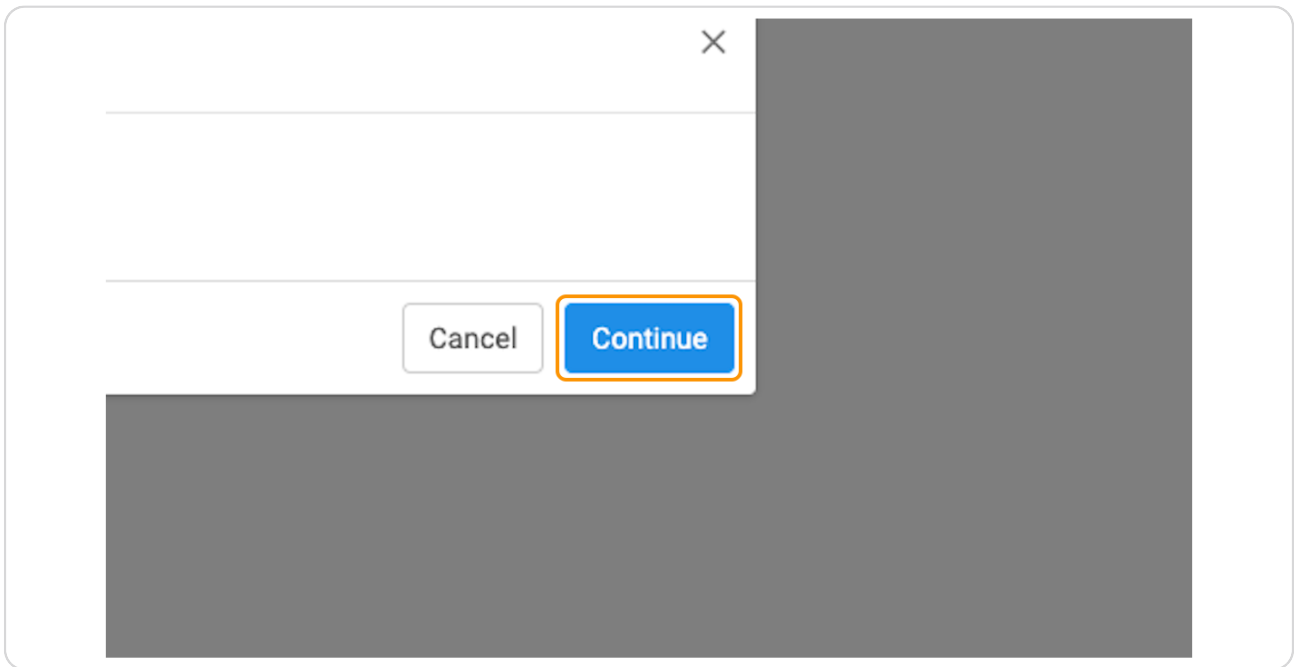
STEP 9

Select the Cadence of you Class, Weekly, Monthly etc.



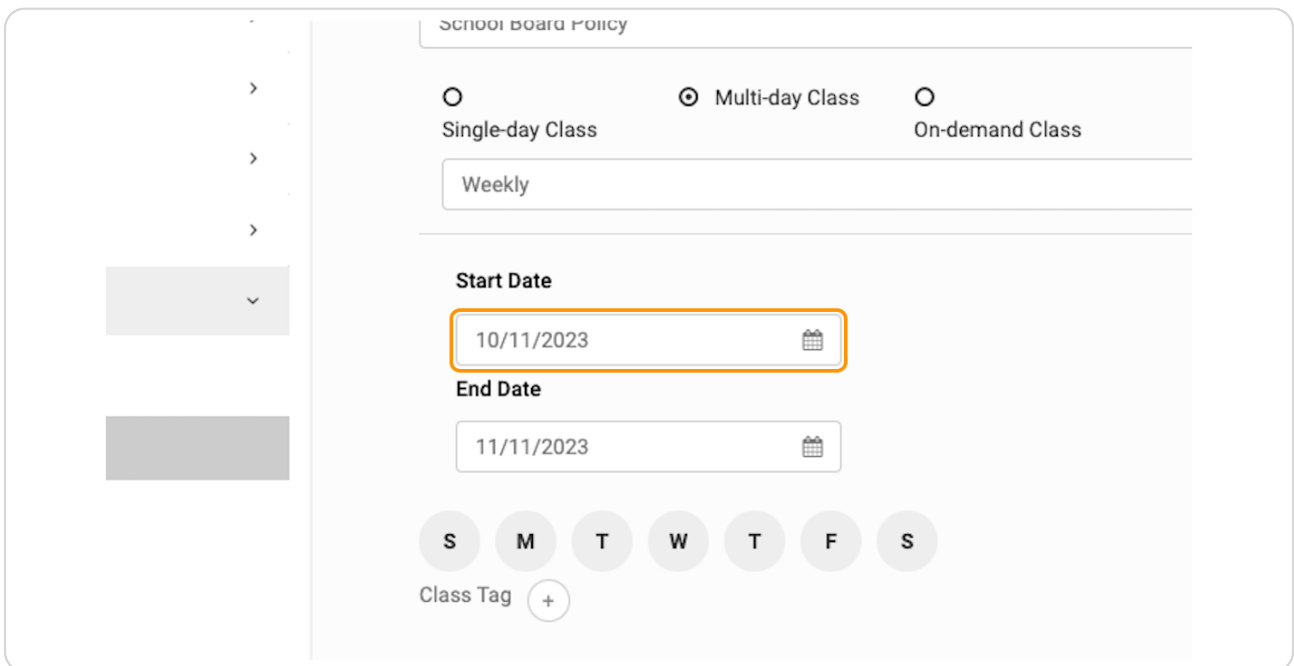
STEP 10

Click on Continue



STEP 11

Choose your Start and End date



STEP 12

Choose your Start and End date continued...

The screenshot shows the Engagifii interface for editing a class. The left sidebar contains navigation options like 'My Area', 'Relationships', 'Communication', 'Library', 'Revenue', 'Legislation', 'Events', 'Accreditation', 'Awards', 'Courses', 'Classes', 'Venues', 'Rooms', and 'Settings and Configuration'. The main content area is titled 'School Board Policy' and includes fields for 'Lunch & Learn', 'Class Name' (School Board Policy), and class type options (Single-day Class, Multi-day Class, On-demand Class). The 'Start Date' is set to 10/11/2023, and a calendar for November 2023 is open, highlighting the 10th. A table at the bottom lists existing classes:

Favorite	Classes	Duration	Class Type	Class dates	Instructors	Attendees	Status	Credit Hours	Tags
★	School Board Policy Finance 101 - July Con... 12 JUL 2023 at 9:00 AM - 12:00 PM	1 Day	Finance				Not Setup	6	
★	School Board Policy School Board Policy...	1 Day	Board Training				Not Setup	6	

STEP 13

Choose your Start and End date continued...

The screenshot shows the Engagifii interface after saving the class. A green notification bar at the top right displays 'Data saved successfully' with an 'Edit' button. The class details are the same as in Step 12, but the 'Start Date' is now set to 10/11/2023, and the calendar for December 2023 is open, highlighting the 10th. The table at the bottom remains the same:

Favorite	Classes	Duration	Class Type	Class dates	Instructors	Attendees	Status	Credit Hours	Tags
★	School Board Policy Finance 101 - July Con... 12 JUL 2023 at 9:00 AM - 12:00 PM	1 Day	Finance				Not Setup	6	
★	School Board Policy School Board Policy...	1 Day	Board Training				Not Setup	6	

STEP 14

Select you meeting times

S M T **W** T F S

Class Day	Start Time	End
Wednesday	11 : 21 AM	12

Occurs weekly starting from 01/10/2024 to 06/12/2024 on:
Wednesday at 11:21 AM - 12:21 PM

Class Tag

STEP 15

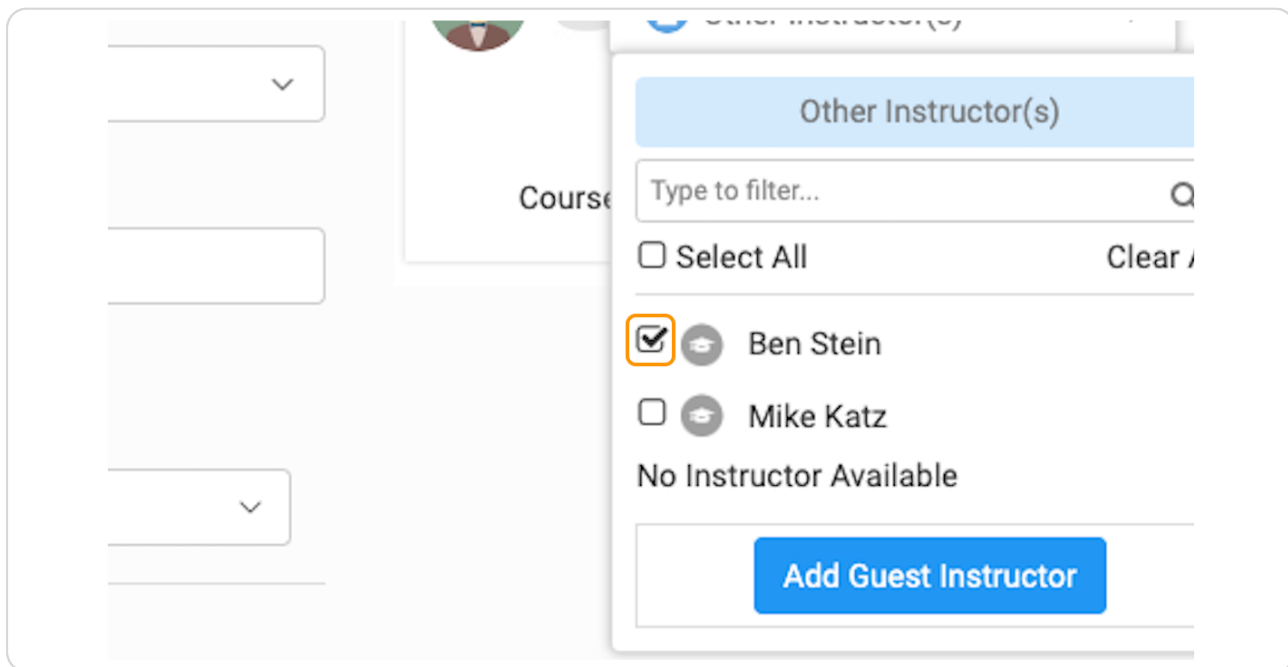
Click on Select Instructor(s)

Instructor(s)

Instructor(s)

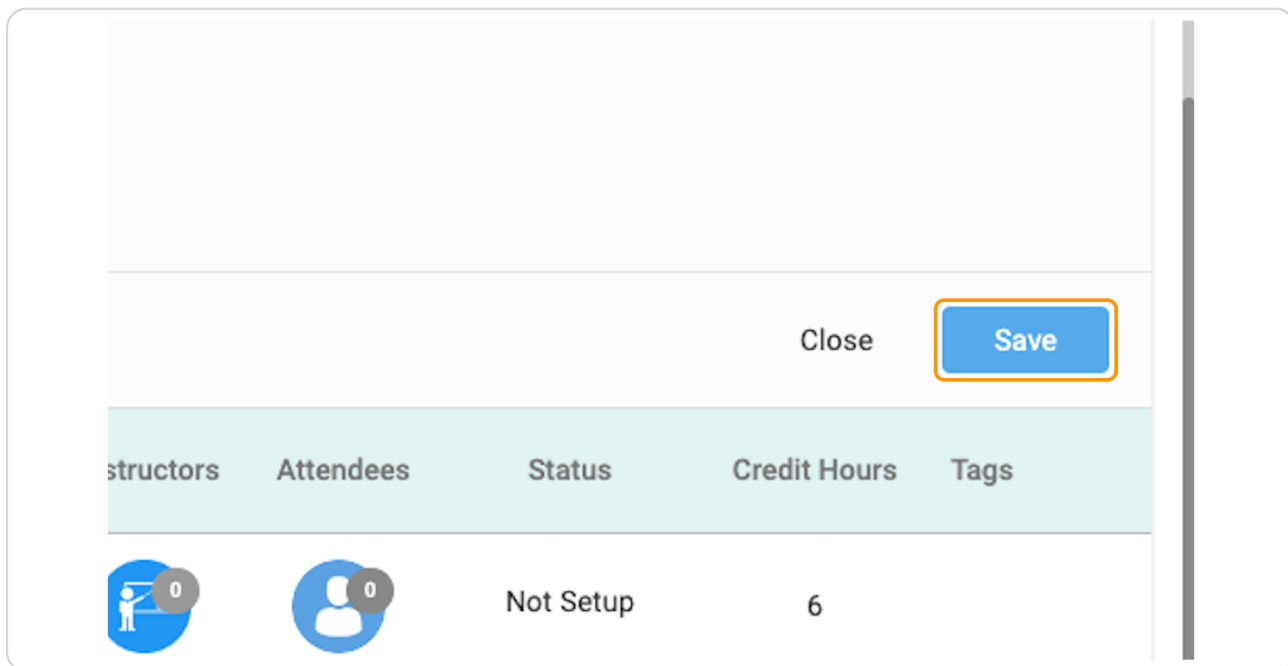
STEP 16

Click on **Select Instructor(s)** continued...



STEP 17

Click on **Save**



STEP 18

Select the class you just created

The screenshot shows a user interface for managing classes. At the top, there is a 'Classes' header with a calendar icon and an 'Add a Class' button. Below this, there is a section titled 'Favorite Classes'. The first class listed is 'School Board Policy', which is highlighted in green. Its title is circled in orange. The details for this class are: '10 JAN 2024 - 12 JUN 2024' and 'every W at 3:00 PM - 5:00 PM'. Below it are two other classes: 'Finance 101 - July Con...' (12 JUL 2023 at 9:00 AM - 12:00 PM) and 'School Board Policy - ...' (12 JUL 2023 at 11:00 AM - 4:00 PM).

STEP 19

Click on Edit

The screenshot shows a user interface for editing a class. At the top right, the user is identified as 'Crescerance Admin'. Below this, there is a class card. The card has an 'Edit' button circled in orange, a 'Register' button, and a 'Registration Not Setup' message. There are also icons for a calendar and a close button (X) in the top right corner of the card area.

STEP 20

Check over details to ensure accuracy.

The screenshot shows the 'Class Schedule' configuration page. At the top, there is a 'School Board Policy' dropdown menu, a search bar, and a 'Save' button. Below this, there are status indicators: 'Not Setup', 'Registration Not Setup' (with a red error icon), and 'Participation 0 / 0'. A 'Tag(s): +' button is also present. The main section is titled 'Class Schedule' and includes three radio buttons for 'Single-day Class', 'Multi-day Class' (which is selected), and 'On-demand Class'. A 'Weekly' dropdown menu is on the right. The 'Start Date' is set to 01/10/2024 and the 'End Date' is 06/12/2024. A day selector shows 'W' (Wednesday) selected. The 'Class Day' is 'Wednesday', 'Start Time' is '3:00 PM', and 'End Time' is '5:00 PM'. A summary line states: 'Occurs weekly starting from 01/10/2024 to 06/12/2024 on: Wednesday at 03:00 PM - 05:00 PM. Total Sessions: 23'.

STEP 21

Turn on Class Registration and set your registration limit and pricing..

The screenshot shows the 'Pricing & Registration Details' configuration page. On the left is a sidebar menu with items: 'Revenue', 'Registration', 'Events', 'Accreditation', 'Awards', 'Courses', and 'Classes'. The 'Courses' item is highlighted. The main content area is titled 'Pricing & Registration Details' and contains a toggle switch for 'This class requires registration' which is turned on. Below this is the 'Registration Limit' field, which is set to '30' and is highlighted with an orange box. The 'Default Price for All' field is set to '\$0.00'.

STEP 22

Turn on Class Registration and set your registration limit and pricing..

Home >

Accreditation ▾

Awards

Courses

Classes

Venues

Rooms

This class requires registration

Registration Limit ⓘ

30

Default Price for All

\$100

Class Detail

Description

STEP 23

Turn on Class Registration and set your registration limit and pricing..

Library >

Venue >

Legislation >

Events >

Accreditation ▾

Awards

Courses

Classes

Venues

Rooms

Settings and Configuration >

Total Sessions: 23

Pricing & Registration Details

This class requires registration

Registration Limit ⓘ

30

Default Price for All

\$100

Class Detail

Description

↩ ↪ Paragraph ▾ A ▾ **B** *I* U ~~S~~ x² x₂ $\frac{1}{2}$ = ▾ := ▾ ↶ ↷ AI ▾

STEP 24

Set your registration period

The screenshot shows a sidebar on the left with navigation options: 'Registration', 'Events', 'Accreditation', 'Awards', 'Courses', 'Classes', 'Venues', 'Rooms', and 'Settings and Configuration'. The 'Courses' option is selected. The main content area contains the following settings:

- This class requires registration
- Allow registrants with "Pending" status to count toward total registrations
- Registration Limit: 30
- Registration Start on: 10/11/2023
- Start Time: 00 : 00 AM
- Default Price for All: \$100

At the bottom, there is a 'Class Detail' section.

STEP 25

Set your registration period

The screenshot shows a top navigation bar with a search field containing 'School Board Policy', a 'Save' button, and a 'Participation 0 / 0' indicator. The main content area contains the following settings:


- This class requires registration
- Allow registrants with "Pending" status to count toward total registrations
- Registration Limit: 30
- Registration Start on: 11/08/2023
- Start Time: 10 : 00 AM
- End Date: 12/06/2023
- End Time: 11 : 59 PM
- Default Price for All: \$100

Below the settings is a 'Class Detail' section with a 'Description' field and a rich text editor toolbar.

STEP 26

Edit your class description

Not Setup | Registration Not Setup | Participation 0 / 0
Tag(s): +

Class Detail
Description


Class Type *
Lunch & Learn
Class Survey Link

Class Format *

STEP 27

Select your class type

dition >

ts >

editation v

Awards

Courses

Classes

Class Type *
Board Training

Class Survey Link

Class Format *
 In-person Class Online

STEP 28

Add a link to a survey if needed.

School Board Policy

School Board Policy

Not Setup Registration Not Setup Participation 0 / 0

Tag(s): +

the legal and ethical frameworks that guide their decision-making.
Policy Development: Learn the step-by-step process of creating, reviewing, and revising school board policies. Develop skills in drafting clear, concise, and effective policy language

Class Type *

Board Training

Class Survey Link

Class Format *

In-person Class Online Class

Class Location & Address:

Venue: *

Select Venue

Room: *

STEP 29

Select your class format - In Person or Online or Both. If in Person - Click on Select Venue and Room If Online - A link will need to be provided. You Can input "TBD" and edit this at a later time if needed, For this example I will be setting up an in person class.

ry >

nue >

ilation >

ts >

editation ▾

Awards

Courses

Classes

Venues

Rooms

ngs and Configuration >

Class Format *

In-person Class Online Class

Class Location & Address:

Venue: *

Select Venue

Room: *

Select Room

Contacts Select Contact(s)

No Contact Person selected.

STEP 30

Select In Person Venue:

Classes

Venues

Rooms

Tags and Configuration >

Address: The Gathering Spot ATL, 384 N
Atlanta, GA, 30313
United States
[Show Map](#)

Room: *

Select Room

Contacts [Select Contact\(s\)](#)

STEP 31

Click on Select Room

Area *

Relationships

Communication

Priority

Venue

Registration

Tags

Editation

Awards

Courses

Classes

Venues

Rooms

School Board Policy

Not Setup [Registration Not Setup](#) [Participation 0 / 0](#)

Tag(s): +

Address: The Gathering Spot ATL, 384 Northyards Boulevard Northwest
Atlanta, GA, 30313
United States
[Show Map](#)

Room: *

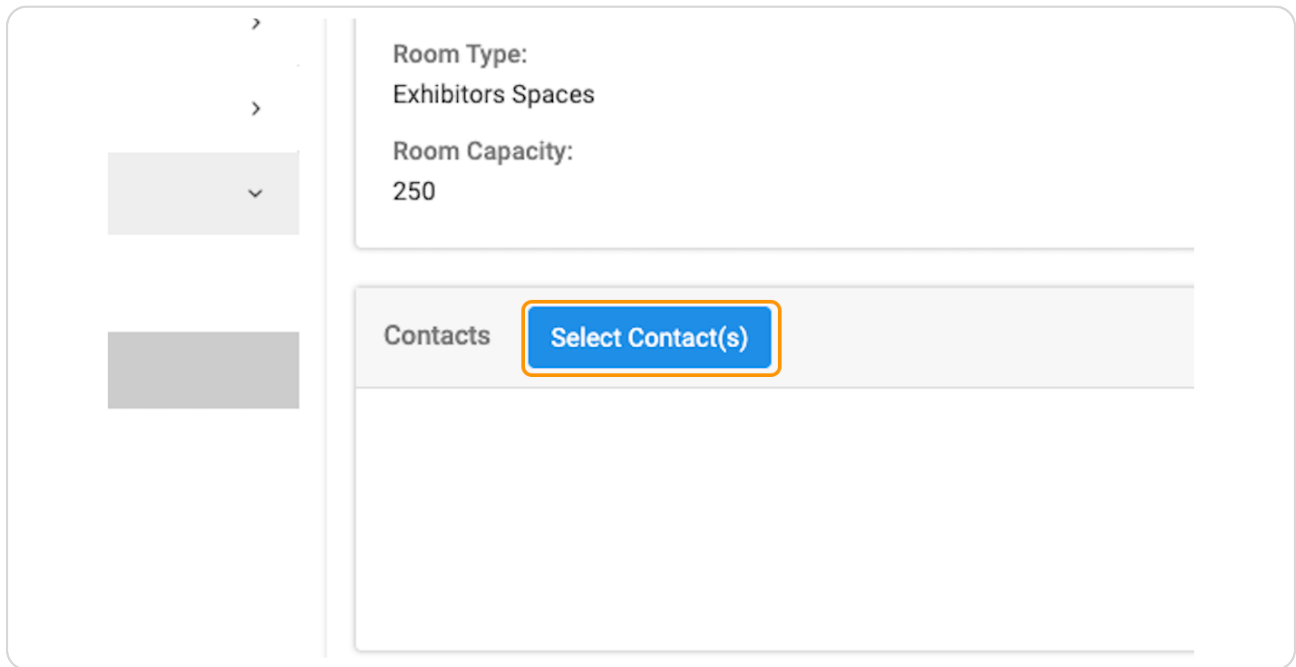
Select Room

Contacts [Select Contact\(s\)](#)

No Contact Person selected.

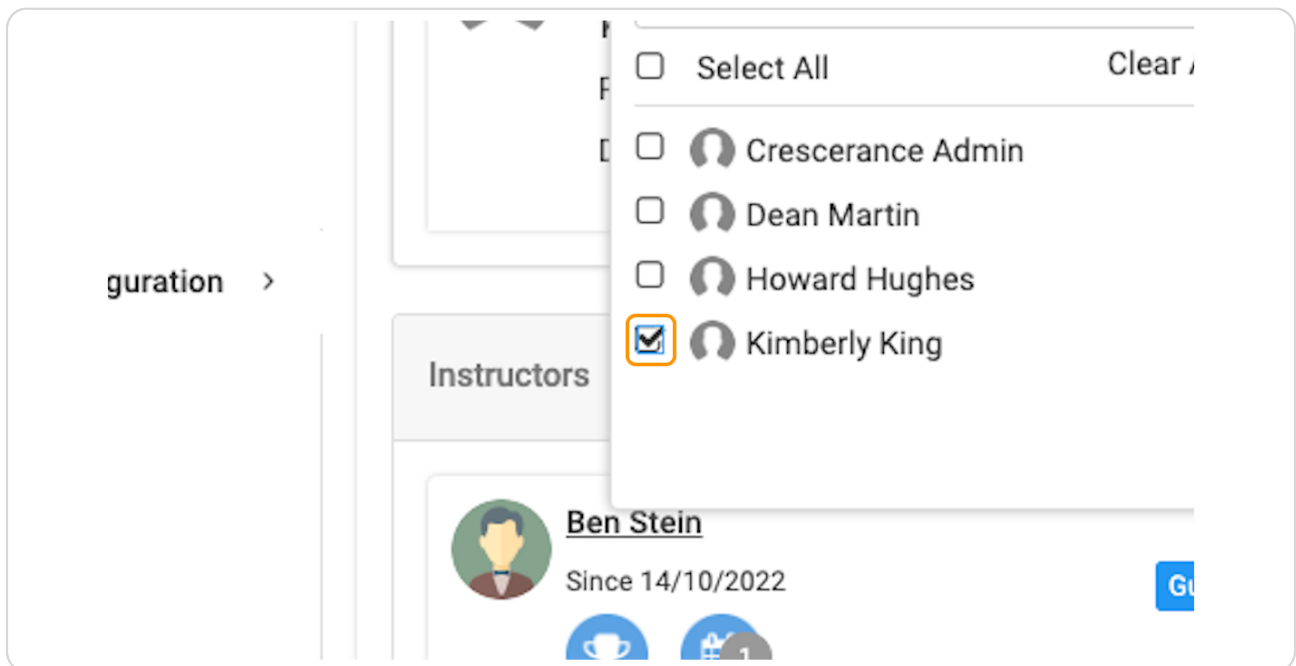
STEP 32

Click on Select Contact(s) for this class



STEP 33

Click on Select Contact(s) for this class



STEP 34

Click on Save

