Classes and Class Sessions

Functionality Team: Classroom Functionality

Administrator Tab: Education

Feature/Function: Adding a class

Summary
This document will discuss the differences between classroom activities (classes) and class sessions, and make recommendations regarding how to use each one. Using multiple classroom templates within the course will also be addressed.

Rationale
A classroom activity (or class) represents instructor-led learning that covers specific material. A class session is a period of time when the instructor meets with students. A class must have at least one session, but can have more if the material cannot be covered completely in one session. It is the class that is graded and for which attendance is marked, not the sessions. Students registered for a class must attend all sessions (they cannot receive partial credit).

Sometimes classes are offered more than once. Instead of being a continuation of the class content (as with class sessions), each class offering presents the same material.
# How To

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<thead>
<tr>
<th>If you need to…</th>
<th>Then…</th>
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<tbody>
<tr>
<td>Create a class whose material can be covered in a single sitting.</td>
<td>Create a class with one session. Example: Laboratory staff update class that is a one hour class offered only one time.</td>
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<td>Spread the presentation of course material over multiple meetings. For example, the class material might require a total of 12 hours to cover, and you do not want students to have to spend 12 continuous hours in the classroom.</td>
<td>Create multiple sessions for the class. Example: Advance practice nursing class that requires participants to attend Monday through Friday for one week.</td>
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<td>Offer multiple instances of instructor-led learning as part of a course. For example, you might want to give students a selection of dates and times from which to choose, or there might be too many students to fit in the classroom at once.</td>
<td>Create multiple classes using the Class Copy feature. Example: General orientation day, which is offered every other week.</td>
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## Resources

See the Classes section in the online help system.

*Disclaimer: This document is meant to serve as a recommended practice for fundamental and common administrator tasks. Some of the features described in this document are option or role-specific, and might not be available to you.*