

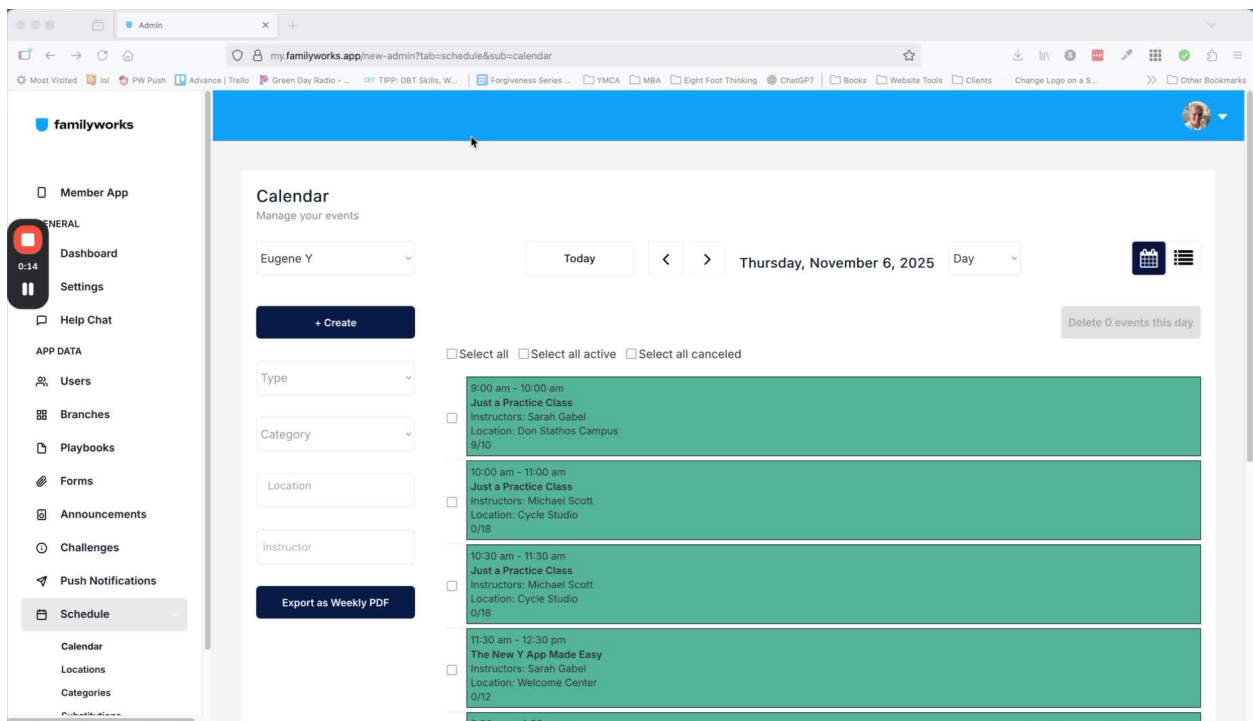
SOP: Editing and Creating Classes on the App Schedule

Objective

This SOP outlines the steps to edit existing classes and create new classes on the schedule, ensuring clarity and consistency in the process.

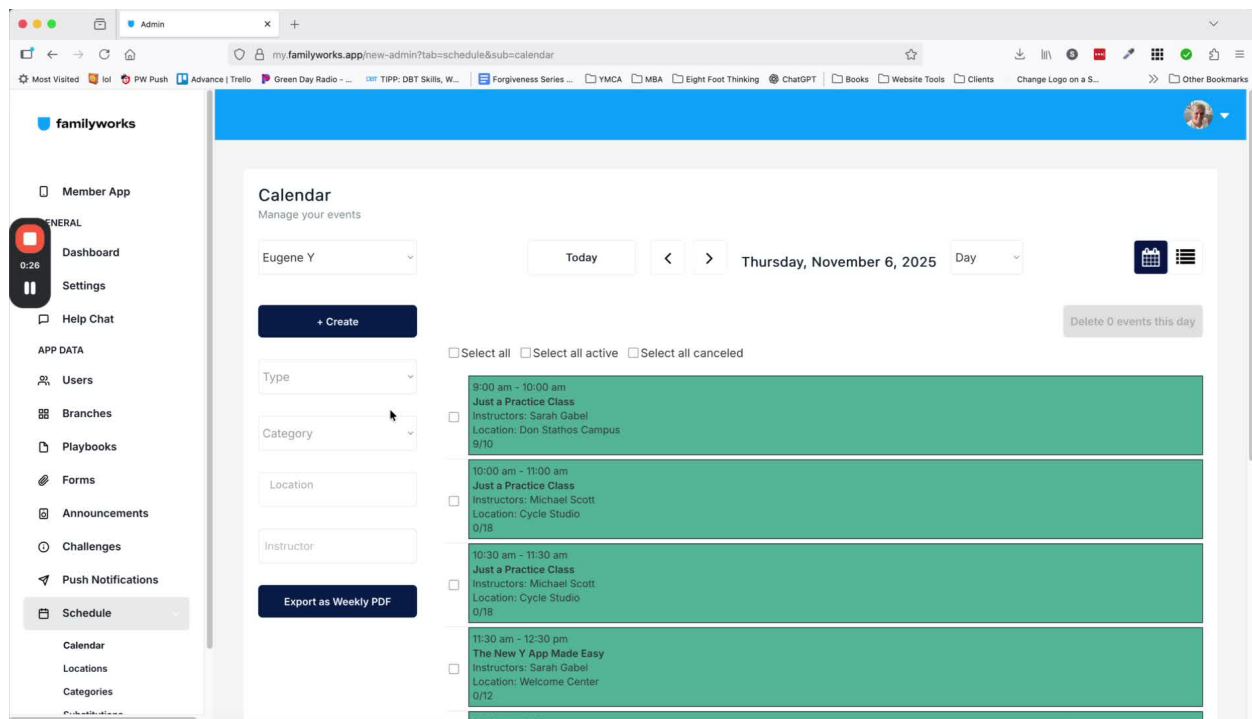
Key Steps

Accessing the Schedule [0:15](#)



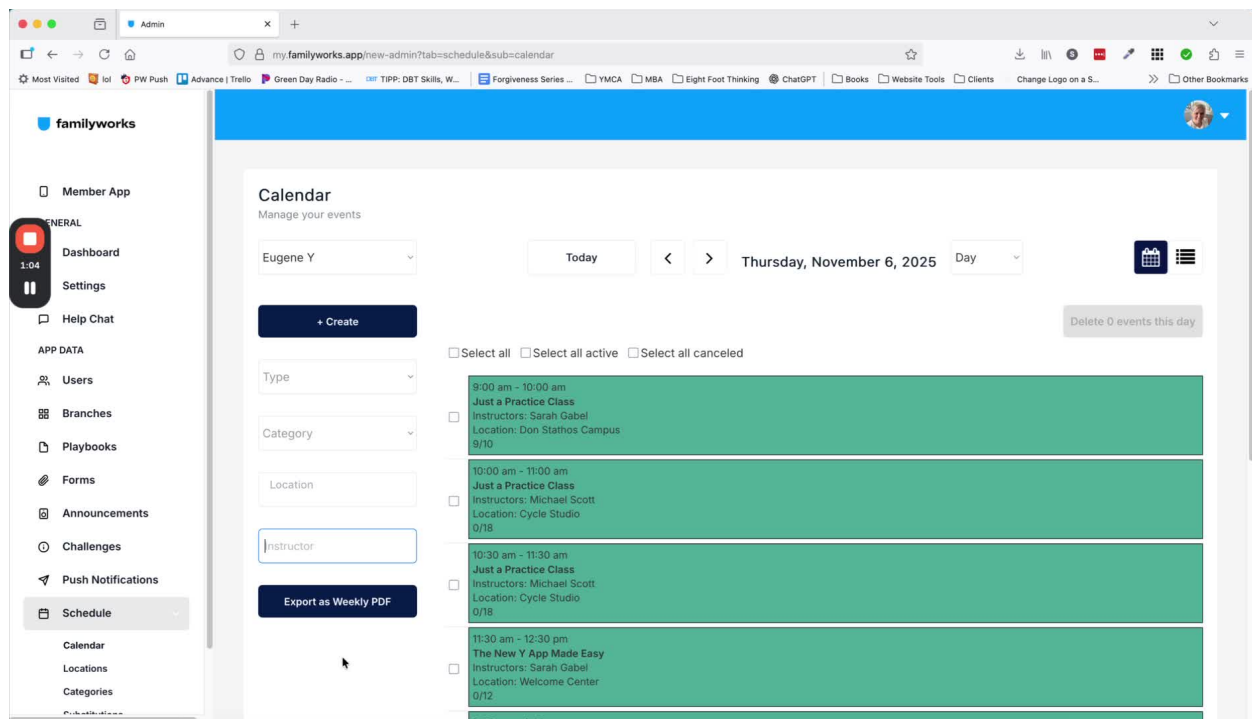
- Click on **Schedule** in the left-hand menu bar to access the calendar view.

Filtering the Calendar View [0:27](#)



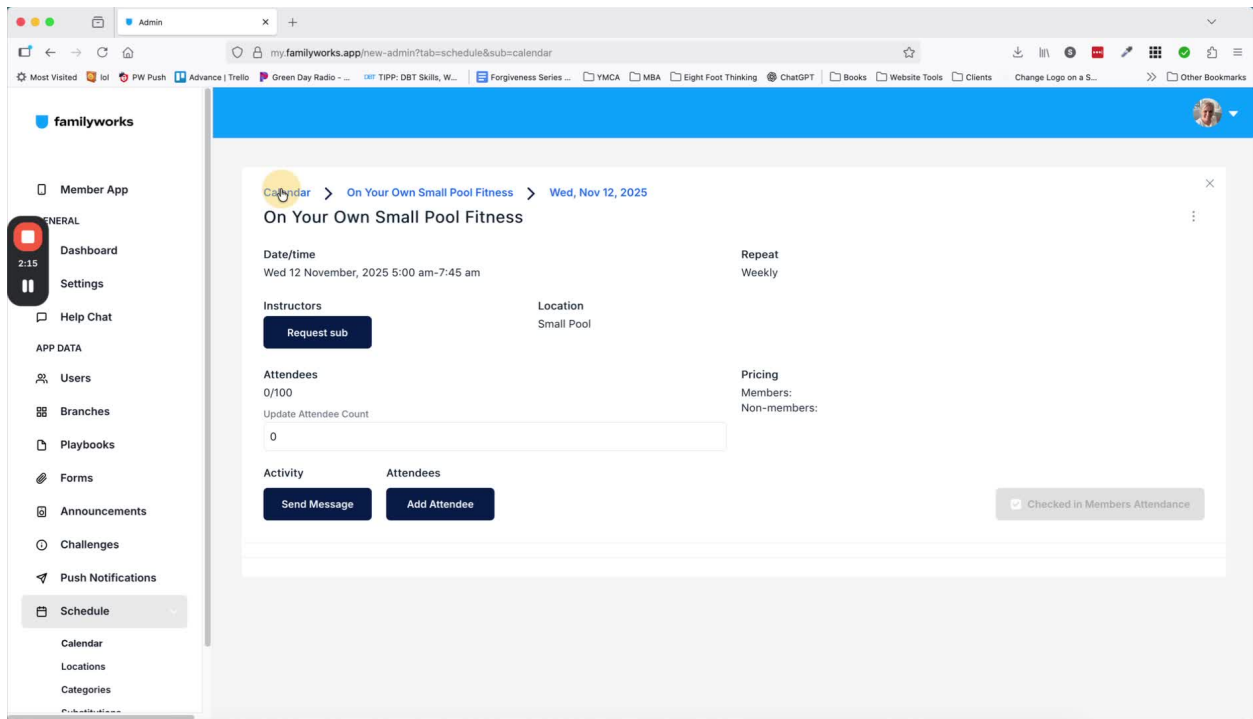
- Use filters to narrow down the calendar view by:
 - **Type** (department's category)
 - **Location** (room where the class is hosted)
 - **Instructor** (search by typing letters of the instructor's name).

Editing an Existing Class [1:05](#)



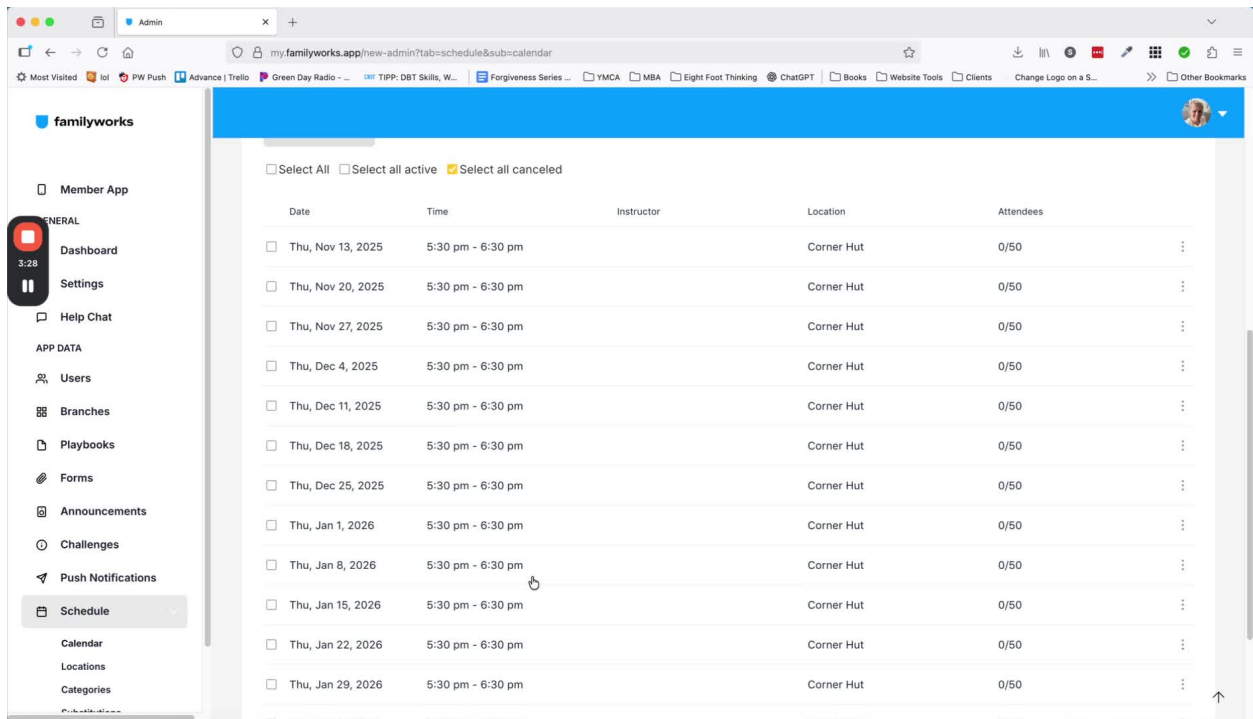
- To edit a class:
 - Click on the class name in the calendar view.
 - Click on the **three dots** to access edit options.
 - Make necessary changes (time, instructor, location, max capacity).
 - Click **Save** to apply changes or **Cancel** to discard.

Using List View for Edits [2:16](#)



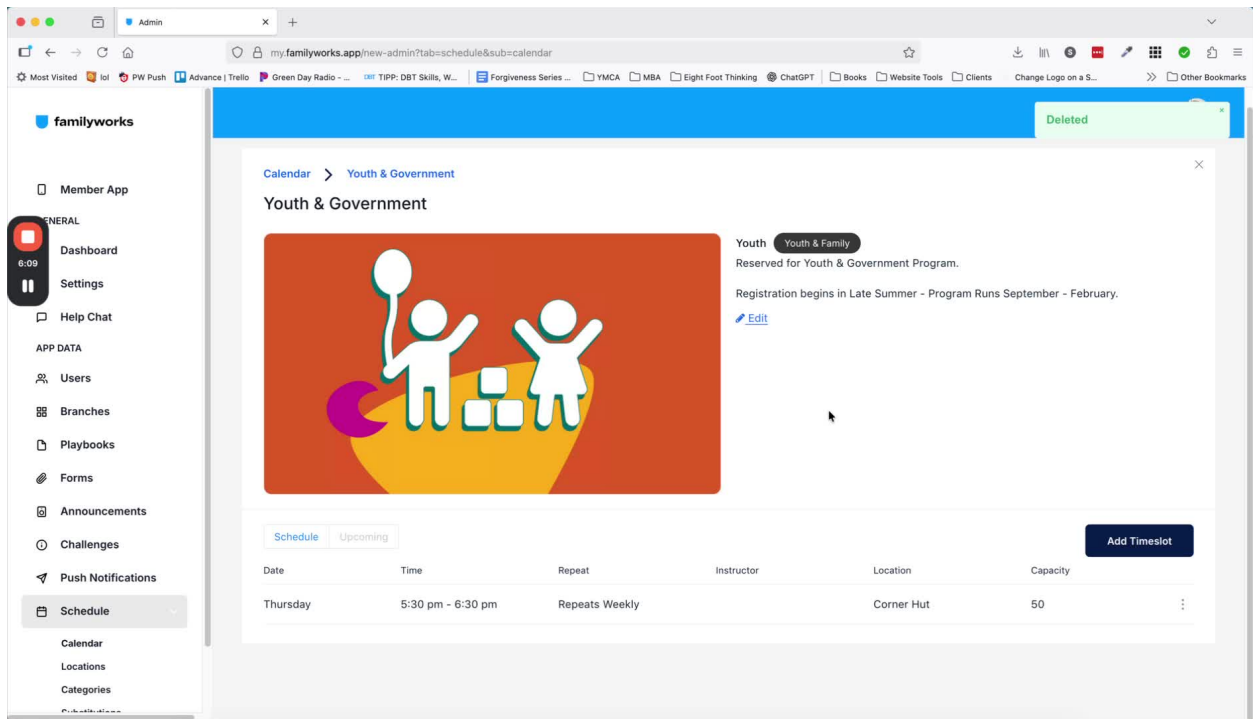
- Alternatively, use the **List View**:
 - Click on the relevant tab for your area.
 - Select the class to view its details.
 - Click on **Upcoming** to see individual sessions.
 - Click on the **three dots** and select **Edit** to make changes.

Adding a Time Slot to an Existing Class [3:29](#)



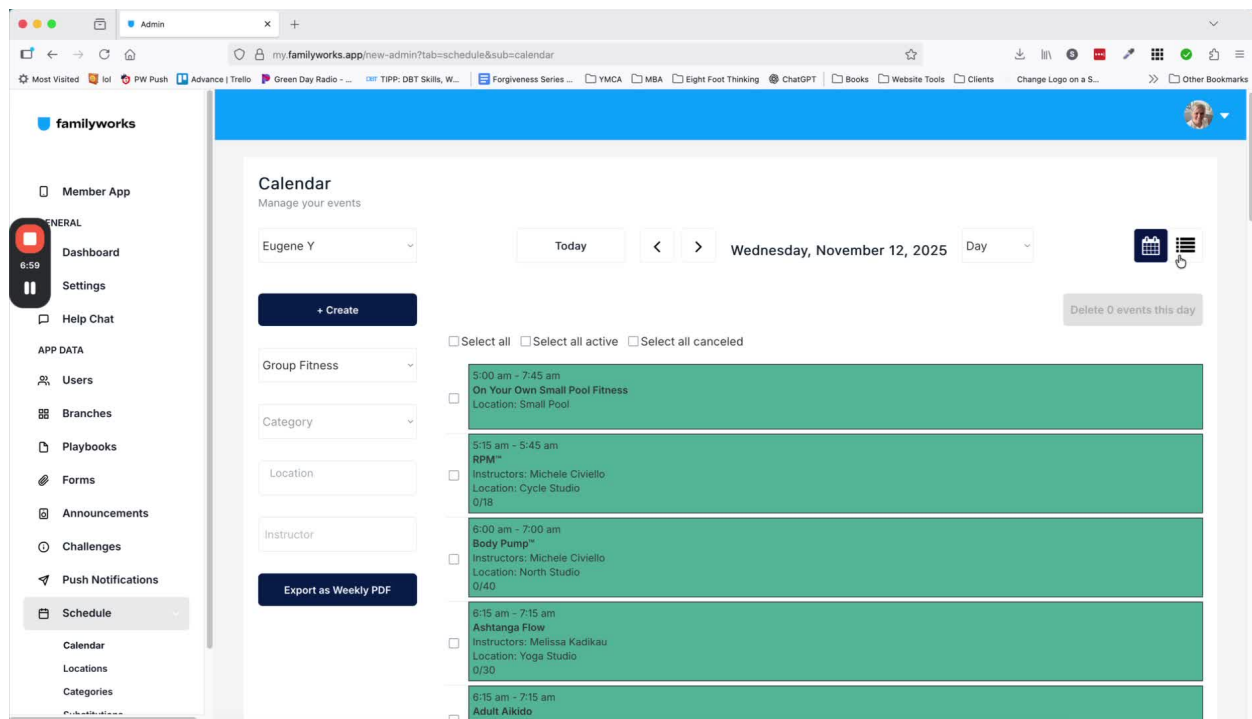
- To add a time slot:
 - Click on **Add a Time Slot**.
 - Set the start date and time, and choose the frequency (weekly).
 - Select registration type (e.g., 73 hours in advance).
 - Choose the location and instructor, then click **Publish**.

Changing Class Descriptions [6:10](#)



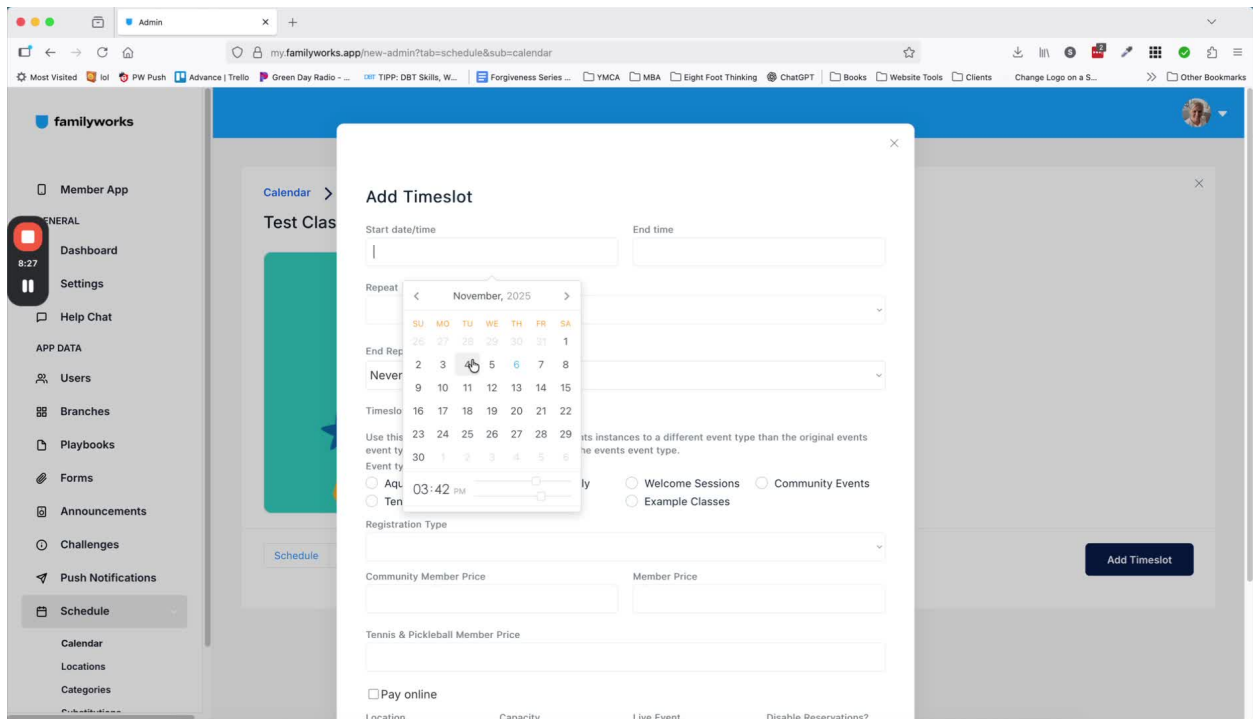
- To change the description of a class:
 - Click on the **edit pencil** icon.
 - Update the description, type, or name as needed.

Creating a New Class [7:00](#)



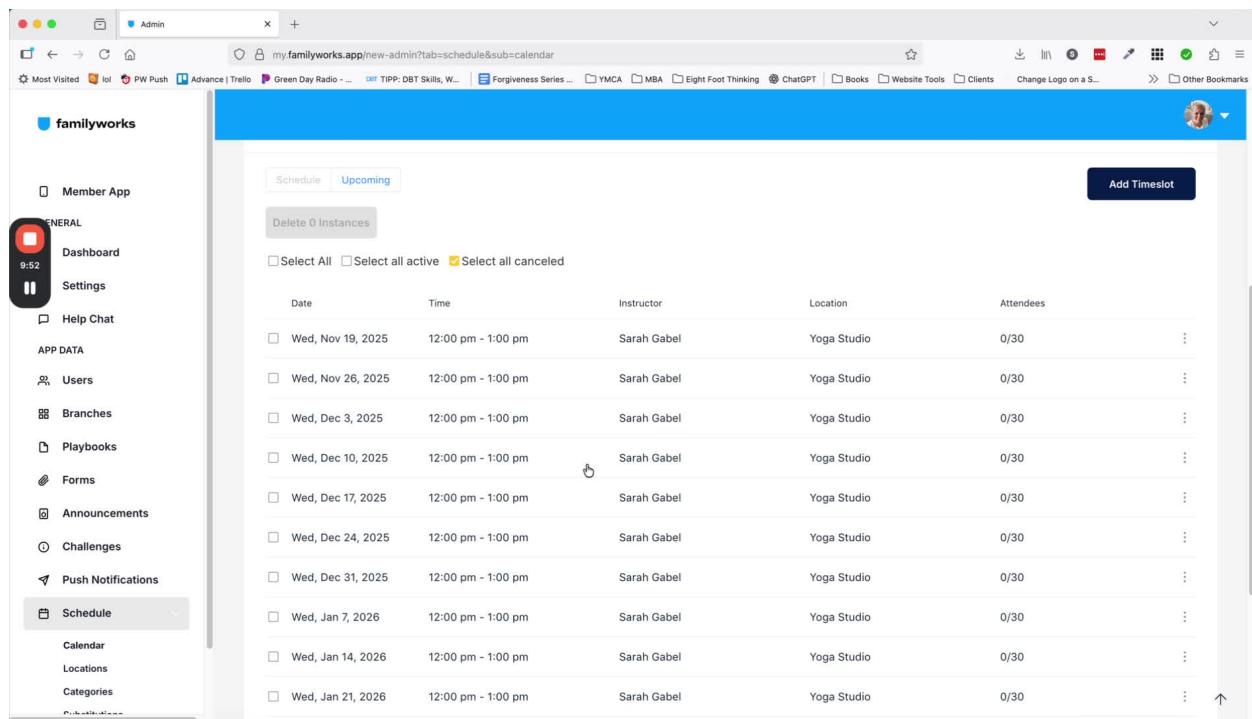
- To create a new class:
 - Click on the **calendar icon** and select **Create**.
 - Enter the class name and select a category.
 - Add a description (type or copy/paste).
 - Click **Publish** to save the class.

Adding Time Slots to a New Class [8:29](#)



- After creating a class, add time slots:
 - Click on **Add a Time Slot**.
 - Set the start date, time, and frequency.
 - Choose registration type and location, then click **Publish**.

Editing Time Slots [9:54](#)



- To edit a specific time slot:
 - Click on the **three dots** next to the time slot.
 - Select **Edit** to adjust details as needed.

Cautionary Notes

- Always double-check the details before saving changes to avoid errors.
- If unsure about any settings, consult with a supervisor before proceeding.

Tips for Efficiency

- Familiarize yourself with the filtering options to quickly find classes.
- Use the List View for a comprehensive overview of class schedules and details.
- Keep a template for class descriptions to streamline the creation process.

Link to Loom

<https://loom.com/share/e6164858249649b1ac88fa6026b61bb3>