



# Centre Manager Basics

How to create classes / cohorts



# Creating classes / cohorts

Classes can be created to group learners together. The most common way of grouping learners is by subject area and intake year, for example “Business Administration 2019”. The term Classes can also be customised by Centre Managers in the Centre Settings e.g. cohorts/groups.

## User Restrictions

Only Centre Managers and User Managers can create classes.

## Creating a class

To create a new class, follow the steps below.

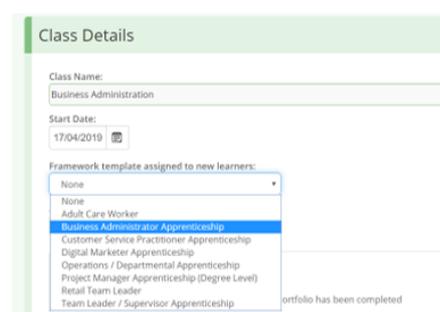
1. Go to the Quality icon.
2. Select the Classes icon.
3. Click on the Create new class link.
4. Enter the name of your class in the Class name field.
5. Enter a start date in the Start date field.

Note – User Managers access the Classes icon through the Centre area.

## Framework

It’s possible to link a framework template to a class. When creating a new learner, the framework template will automatically be selected based on the class you choose.

Select a Framework from the drop down list if appropriate.



The screenshot shows a 'Class Details' form with the following fields:

- Class Name: Business Administration
- Start Date: 17/04/2019
- Framework template assigned to new learners: A dropdown menu is open, showing options: None, None, Adult Care Worker, Business Administrator Apprenticeship (highlighted), Customer Service Practitioner Apprenticeship, Digital Marketer Apprenticeship, Operations / Departmental Apprenticeship, Project Manager Apprenticeship (Degree Level), Retail Team Leader, and Team Leader / Supervisor Apprenticeship.

## Completion Tasks

For each class of learners, it’s possible to set a final task for the IV and for the Learner.

Send Learner Completion Task	IV Final Sign Off
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Tick if the IV must sign off the e-portfolio on completion.

# Continued...

Tick if a completion task should be sent to the learner on completion.

You have the ability to customise the text that will appear as a task for the learner. You can use this to send the learner a link to a survey or to download a document from the resources.

## Assessment Methods

Tick if a completion task should be sent to the learner on completion.

You have the ability to customise the text that will appear as a task for the learner. You can use this to send the learner a link to a survey or to download a document from the resources.

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