

## Editing a Class

Sometimes you may need to finish setting up a class that you already created... For example:

- adding the school that will be hosting the class
- assigning the teacher who will be teaching the class
- assigning a section identifier (such as a number)
- etc...

... or, you may have to make changes to a class... For example,

- opening or closing a class
- changing the school that is hosting the class
- changing the teacher who is teaching the class
- changing the semester in which the class is hosted (see **Caution and Important Notes below**)
- changing the class size
- changing the maximum number of Out-of-Board, OOB, students
- turning visibility to other Boards on or off
- changing the Boards with which the class is shared
- etc.

To make changes to a class, please:

Go to **Course Management – Manage Course Offerings**. Use the filters or search functions, if required, to locate the class you wish to edit.

Click the Action  button next to the class you wish to cancel and select **Edit**.

TIP: Notice that when you click on the action button, you also have the option to **Close** the class (if it is currently open) OR **Open** the class (if it is currently closed) without having to go into **Edit**.

Make necessary changes to any of the following, then click **Update**:

- **School**
- **Semester**



When moving class to another 'semester' (as per Step 2 below), **it is essential that the following steps be taken in order:**

1. Ensure dates are set up for the new semester: **Course Management - Manage Semesters - [action button] - Edit - Select Default Dates - Save**
2. Move your class to the new semester: **Course Management - Manage Course Offerings - [action button] - Edit - Select Semester** then update the class dates: **Pre-fill Default Dates - Update**

**It is extremely important that you do not leave the original semester dates tied to the class as these populate acceptance/moved emails and the Attendance Module.**

NOTE:

1. Accepted Students move with the class.
2. PRISM auto-generates an email informing stakeholders of the semester and date changes ([http://bit.ly/PRISM\\_Emails](http://bit.ly/PRISM_Emails)).
3. Home Board Waitlisted Students move with the class...

Waitlist positions continue to be determined by Status Date (e.g., original waitlist date).

Non-Home Board Waitlisted Students DO NOT move with the class. They still need to be moved manually, if required: Registration - Verify, Remove, Cancel, and Move - [status] Waitlisted - [action button] - Move.

NOTE: If the class being moved is the last class in the original 'semester', these Non-Home Board Waitlisted Students will have their status changed from 'W' to 'WC'. PRISM will auto-generate the [Waitlist Cancelled](#) email informing stakeholders ([http://bit.ly/PRISM\\_Emails](http://bit.ly/PRISM_Emails))

4. A report entitled, [Students in Moved Courses](#), is available under [Reporting](#). This report lists all Accepted Students and all Home Board Waitlisted Students in classes that have been moved from one 'semester' to another 'semester' (via Course Management - Edit, as described above).

- [Course Type](#)
- [Teacher](#)
- [Course Dates](#)
- [Ministry Content](#)
- [Learning Module Tracking](#)
- [Visible to Out of Board Users](#)
- [Class Section Identifier](#)
- [Class Size](#)
- [Maximum # of Out of Board Students](#)
- [Open or Closed](#)