



## 2 Complete the Class Schedule Form

### 2.1 Basic Information

Fill in the **basic information** for the Class Schedule Form.

Class Schedule Form:

[Save](#) [Save and Add](#) [Print](#) [Print Roster](#)

[Basic Information](#) | [Class Roster](#) | [Additional Features](#) | [History Section](#)

### Basic Information

Division \*

Facility \*

Class Name \*

Training Class Category	Training Delivery Method	Vendor
Hours - Classroom	Hours - Field	Retraining Cycle
Description <input type="text"/>		

### 2.2 Class Roster

Complete the Class Roster section and click the **Update Class Roster/Results** button.

### Class Roster

Date Assigned

Start Date \*

Start Time

End Date \*

Location

Instructor 1

Session Notes

Update Class Roster/Results [Update Class Roster/Results](#)

### 2.3 Add / Invite Employees

Find employees using the filters in the Filter Employees box. The list of employees appears in the Available Employees box. You may select multiple employees at once and use the Enroll / Invite buttons to enroll or invite employees. Remove employees from the class by selecting them in the Class Roster box and clicking the withdrawal button.

**Battery Changer-2943**

Start Date: 03/07/2014    Seats Taken: 9/0

Enrolled	Invited No Response	Invite Declined
9	4	0

**Filter Employees**

Business Group: [Dropdown]

Region: [Dropdown]

Division: [Dropdown]

Facility:

Department: [Dropdown]

Job Title: [Dropdown]

Profile: [Dropdown]

Worker Type: [Dropdown]

Name / Employee Id:

Status: Available [Dropdown]

Due: All [Dropdown]

**Filter**

**Available Employees** View: 100

Select All    Unselect All

- Abbott, Sophie (empno10009)
- Abell, Verdell (empno10018)
- Abel, Karri (empno10012)
- Abell, Lamonica (empno10016)
- Abel, Danita (empno10010)
- Abel, Tameka (empno10014)
- Aaron, Dion I. (empno10000)
- Abbott, Evia (empno10006)
- Abel, Misty (empno10013)
- Abell, Fredricka (empno10015)
- Abernathy, Dewitt (empno10019)
- Abbott, Cedrick (empno10005)
- Abbott, Odell (empno10008)
- Abernathy, Ione (empno10020)
- Abell, Shaunda (empno10017)

**Class Roster**

Select All    Unselect All

- Abbott, Gene (empno10007) - A, P
- Abel, Enoch (empno10011) - A, P
- Abrams, Gertie (empno10038) - A, P
- Abrams, Kara (empno10040) - A, P
- Ackley, Hisako (empno10061) - A, P
- Acosta, Dirk (empno10065)
- Acosta, Rima (empno10067) - A, P
- Acuna, Candance (EMPNO10069X) - A, P
- Adair, Antoinette (empno10073)
- Adamson, Young (empno10094)
- Addison, Angelica (empno10099)
- Tara, Tara (23)
- Tompkins2, Gabriel2 (E1038b)

Click **Save** to save your work and remain on the Class Roster page.

Click **Save and Continue** to save your work and open the Class Results page.

Click **Back** to return to the Class Schedule Form.

## 2.4 Update Class Results

Click the **Results** Tab to open the results page.

The screenshot displays the 'Results' page for the class 'Eye Safety (Online)-1116'. At the top, there are navigation tabs for 'Roster' and 'Results', with a blue arrow pointing to 'Results'. Below the tabs are buttons for 'Save', 'Certificates', and 'Back'. A summary bar shows 'Attendee Class' with 3 attendees and 'Passed Class' with 3 passed. A table lists individual employee records with columns for Attendance Status, Hours Attended, Pass Class, Grade, Date Last Accessed, Date Completed, Next Required Date, and Class No Longer Required.

	Attendance Status	Hours Attended	Pass Class	Grade	Date Last Accessed	Date Completed	Next Required Date	Class No Longer Required
								<input type="checkbox"/>
Xavier Acosta (emp00180)	Completed	0.50	<input checked="" type="checkbox"/>	100	11/20/2019	11/20/2019	11/20/2020	<input checked="" type="checkbox"/>
Hayden Adkins (emp00926)	Completed	0.50	<input checked="" type="checkbox"/>	90	11/21/2019	11/21/2019	11/21/2020	<input checked="" type="checkbox"/>
Karley Aguilar (emp00301)	Incomplete	0.20	<input type="checkbox"/>		11/21/2019	mm/dd/yyyy	mm/dd/yyyy	<input type="checkbox"/>
Irene Aguirre (emp00675)	Completed	0.50	<input checked="" type="checkbox"/>	100	11/20/2019	11/20/2019	11/20/2020	<input checked="" type="checkbox"/>

[http://test.industrysafe.com/ISTEST/In/tr/cr/roster.aspx?cc\\_id=16818&ref=tr-cr#roster](http://test.industrysafe.com/ISTEST/In/tr/cr/roster.aspx?cc_id=16818&ref=tr-cr#roster)

On this screen you will be able to mark down who attended the class, the hours attended, if the employee passed the class, and when the class was attended

**Note:** If your organization has purchased IndustrySafe’s training content add-on, training results for an online course will be automatically updated. You will be able to view, but not edit, the results of an online training course.

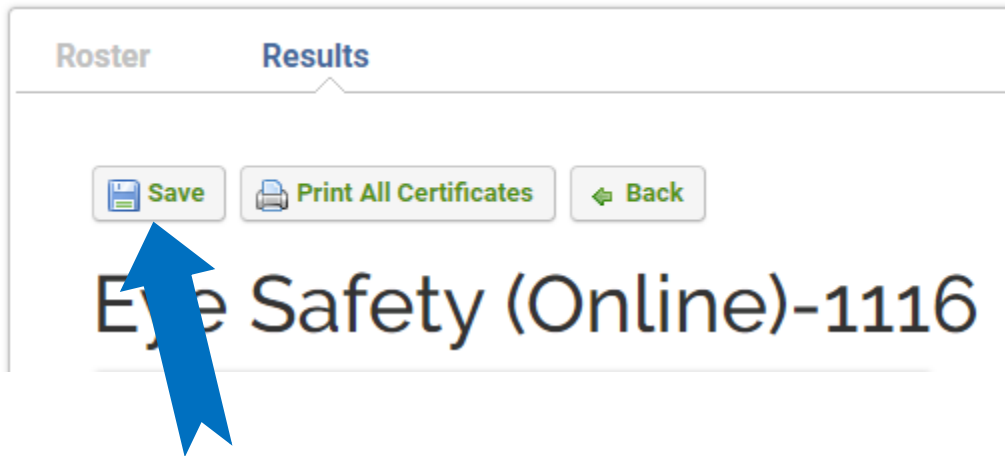
You can see the next required date in this view, as well as mark that the class is no longer required.

Print certificates and attach files to employees using the icons next to the employee names.

Lastly you can quickly view the number of employees who attended and passed the class.

## 2.5 Save and Return to Class Schedule Form

Once you have finished updating the roster and results of the class, **Save** your work and then click **Back** to return to the Class Schedule Form.



**Note:** Click **Print All Certificates** to generate certificates for all employees that passed the class.

- (1) When you return to the Class Schedule form, you can quickly see all the invited and enrolled employees as well as all the employees who attended the class and all the employees who passed the class.

**Update Class Roster/Results** ⓘ

[Update Class Roster/Results](#)

**Employees Invited**

0

**Employees Enrolled**

8 [Zavier Acosta; Hayden Adkins; Karley Aguilar; Irene Aguirre; Mckinley Ali](#) [view more](#)

**Open Enrollment**

Open Enrollment

**Employees Attended**

3 [Zavier Acosta; Hayden Adkins; Irene Aguirre](#)

**Employees Passed**

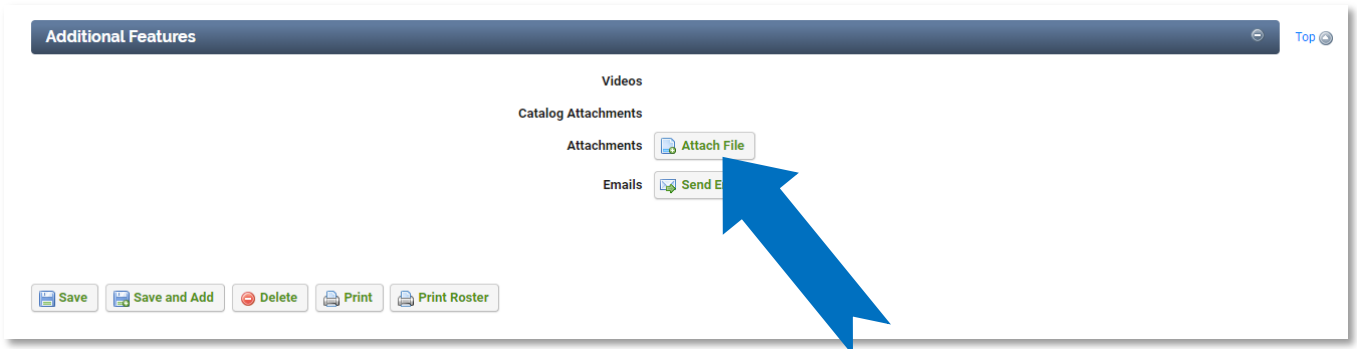
3 [Zavier Acosta; Hayden Adkins; Irene Aguirre](#)

(2) You can also enable the open enrollment feature to allow any user to enroll in the class using the calendar feature and restrict the open enrolment to users at specific location.

If you enable open enrollment, the enrollment will be capped at the number of employees specified in the Max Size field.

### 3 Additional Features

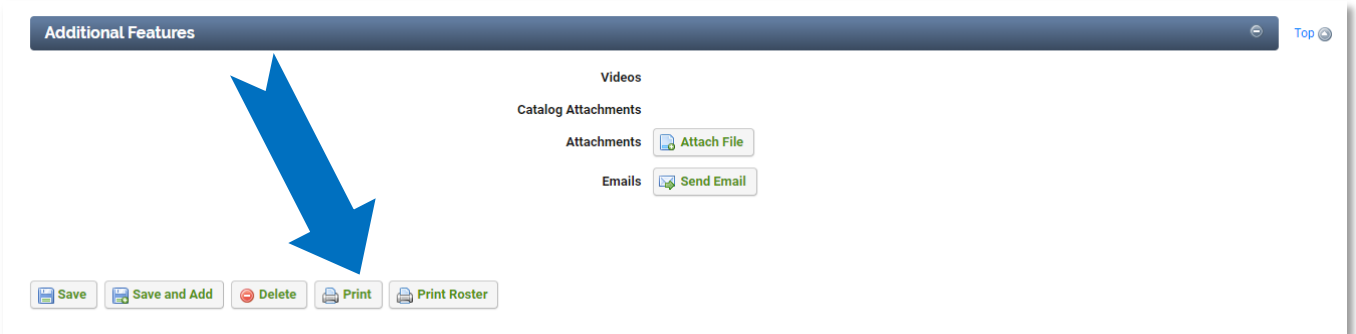
#### 3.1 Attach a File



To attach supporting documents (Photos, etc.), click the **Attach File** button.

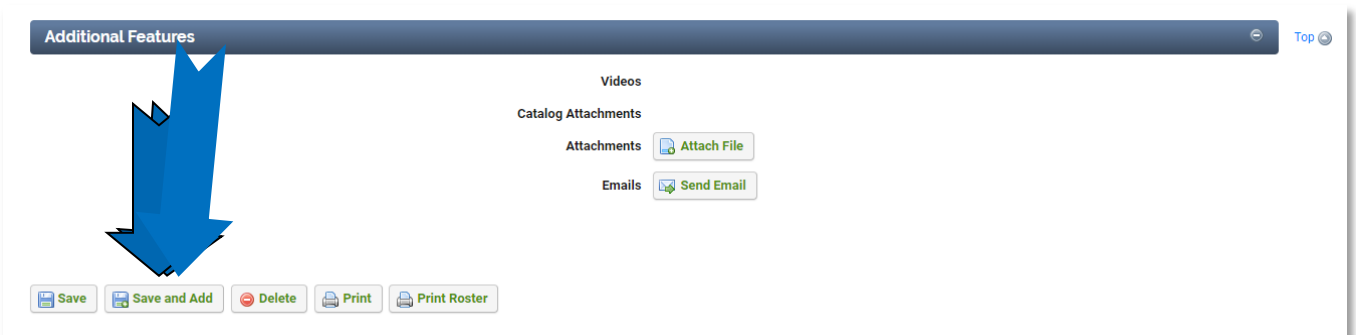
#### 3.2 Print

To view a print-out of the Class Roster, click the **Print** button.



#### 3.3 Copy Employees and Results to a New Class

To copy the list of employees to a new class, click the **Save and Add** button.



When using the Save and Add feature, the list of Employees and attendance results are copied to the new class.

## 4 General Notes about IndustrySafe

- Fields with a red \* are required.
- Ensure that your browser allows pop-ups from IndustrySafe. This is required for certain features such as printing reports and attaching supporting documents.
- You may save the form at any time to ensure that you do not lose your work (even if you have not completed all required fields).
- If you do not save or refresh the screen for 30 minutes you will be logged out due to inactivity. Upon automatic logout, any form that you may have open on the screen will be saved. A pop-up will alert you before this happens.
- Additional help may be obtained by clicking the Help icon within the navigation pane at the top of the screen.

