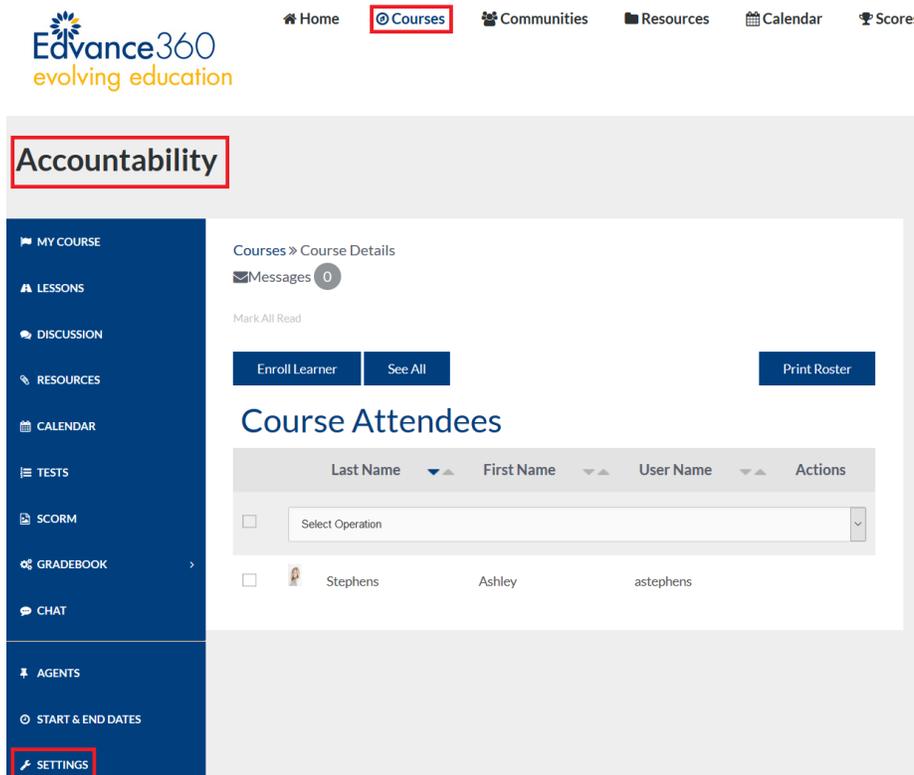


How to Setup Class Limiting (v8.1.2)

The ability to limit course participants and create waitlists via self-registration is now available per course by navigating to the Course Settings tool. These tools are also available when creating courses.

1. **Login** to Edvance360

2. Navigate to **Course > Select desired Course > Course Settings**



3. Select **Class Limiting** Tab

Courses » Course Settings

Modules	Details	Other	LTI	Offline Reporting	Badges	Class Limiting
▶ Class Total						
▶ Email						
▶ Waitlist						

4. **Class Total:** will allow the course designer to edit the number of seats (or enrollments) available for the course; **Unlimited through 100 via dropdown menu.** Select **Save** once you make your selection.

Modules	Details	Other	LTI	Offline Reporting	Badges	Class Limiting
Class Total						
Number of seats in course						
<input type="text" value="Unlimited"/>						
<input type="button" value="Save"/>						

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5. The **Email** section has four options:

- *Send approved email:* Select Yes or No. If yes, the pre-created approval email (directly below) will be sent to the learner as they register for the upcoming course.
- *Approved email:* Create the approval email here to be sent to learners requesting access to the upcoming course.
- *Send wait list email:* If the course has met its Class Total capacity, select Yes or No if you wish to allow/not allow the requesting learner to be placed on a waiting list. If Yes, the learner would be added to the course once space is available.
- *Wait list email:* Create the wait list email here to be sent to learners requesting to be added to the wait list after the class limit has been reached.

Email

1 Send approved email

No

2 Approved email

Rich text editor toolbar with icons for Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Source, and Help. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by font color and background color pickers.

Paragraphs: 0, Words: 0

3 Send wait list email

No

4 Wait list email

Rich text editor toolbar with icons for Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Source, and Help. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by font color and background color pickers.

Paragraphs: 0, Words: 0

Save

6. Wait List: Select **Yes/No** to enable/disable > Select **Save**



Waitlist

Allow wait list

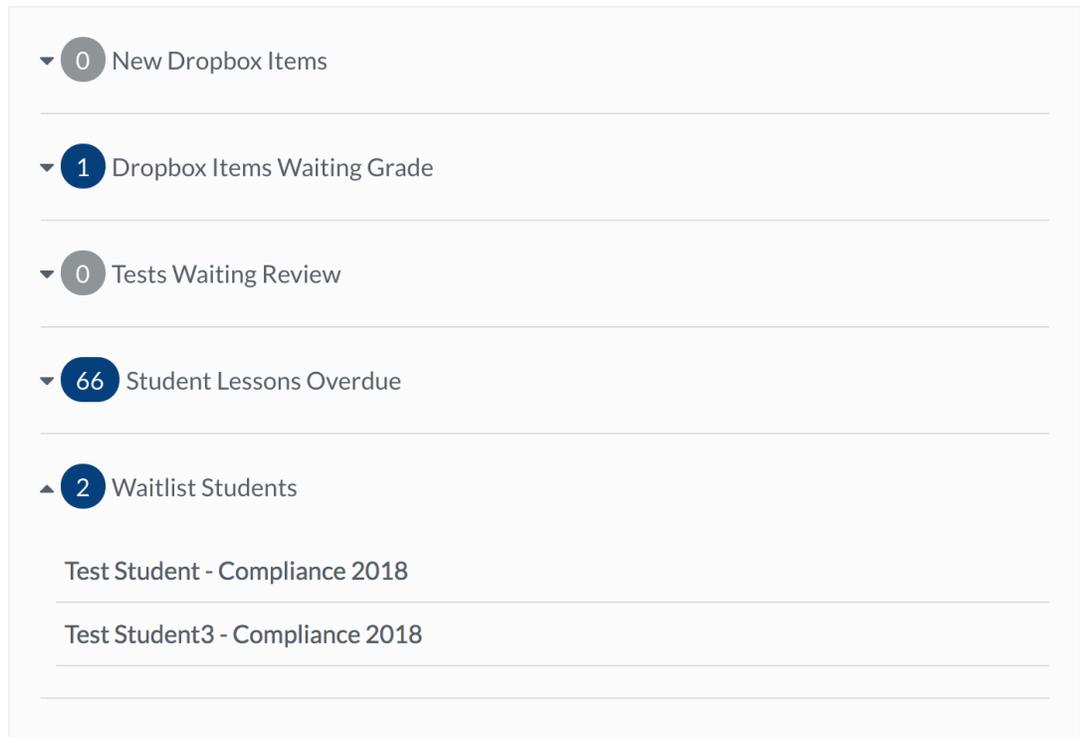
No

Save

7. HomePage > Course Alerts

If a waitlist has been turned ON for a course, and the total number of seats have been filled, Users will request access to the Waitlist for the selected course, and their names will be added to a new Course Alert on the facilitator/instructor HomePage:

Course Alerts



- 0 New Dropbox Items
- 1 Dropbox Items Waiting Grade
- 0 Tests Waiting Review
- 66 Student Lessons Overdue
- 2 Waitlist Students
 - Test Student - Compliance 2018
 - Test Student3 - Compliance 2018

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If the Admin/Instructor clicks on either the Learner name of the Course title within the above Course Alert, they will be redirected to the Waitlist tab within their course where they can then ADD requesting Learners from the waitlist to the Course roster as selected.

Class Limiting

- ▶ Class Total
- ▶ Email
- ▶ **Waitlist**

Allow wait list

Yes

Waitlist Users

Last Name	First Name	User Name	Actions
Student	Test	tstudent1	Add
Student3	Test	tstudent3	Add

Save

QuickStart Guide: How to Setup Class Limiting

8. For Admin who wish to make all Class Limiting feature changes from their Admin Panel – Navigate to **1-Admin > 2-Course & Communities > 3-Course > 4-Select Term > 5-Add New**

The screenshot shows the Edvance360 Admin Panel interface. At the top, there is a navigation bar with the following items: Home, Courses, Communities, Resources, Calendar, Scores, Admin (highlighted with a red box and a '1'), and Help. Below the navigation bar is the Edvance360 logo with the tagline 'evolving education'. The main content area is titled 'Administration' and contains a sidebar on the left with the following menu items: CONFIG & SETTINGS, USER MANAGEMENT, APPLICATION MANAGEMENT, COURSES & COMMUNITIES (highlighted with a red box and a '2'), CAMPUS, TERMS, CATEGORIES, GROUPS, COURSES (highlighted with a red box and a '3'), and COMMUNITIES. The main content area displays 'Admin > Terms' with a search bar and a 'Search' button. Below the search bar, there are radio buttons for 'All', 'Active', and 'Deactivated'. A table titled '16 Quick Term' (with a '4' next to it) is shown, with columns for Course, Facilitator, and Status. The table contains two rows of data: one for '12345' with facilitator 'Matt Contento' and status 'Active', and another for 'course tech:306' with facilitator 'Asim Sarwar' and status 'Active'. A green plus sign icon (highlighted with a red box and a '5') is located in the top right corner of the table area.

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9. Scroll down to Class Limiting options

The screenshot displays a series of settings for a course. The following options are highlighted with red boxes:

- Number of seats in course: Unlimited
- Instructor can control class limiting settings: No
- Send approved email: No
- Approved email: [Empty text area]
- Allow waitlist: No
- Send waitlist email: No
- Waitlist email: [Empty text area]

Each text area is accompanied by a rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, link, unlink, source, and text color. The status bar at the bottom of each editor shows "Paragraphs: 0, Words: 0".

Note: Highlighted line above “Instructors can control class limiting features” is the permission setting to allow the Instructor/Faciliators access to the Class Limiting feature within the Course Settings.