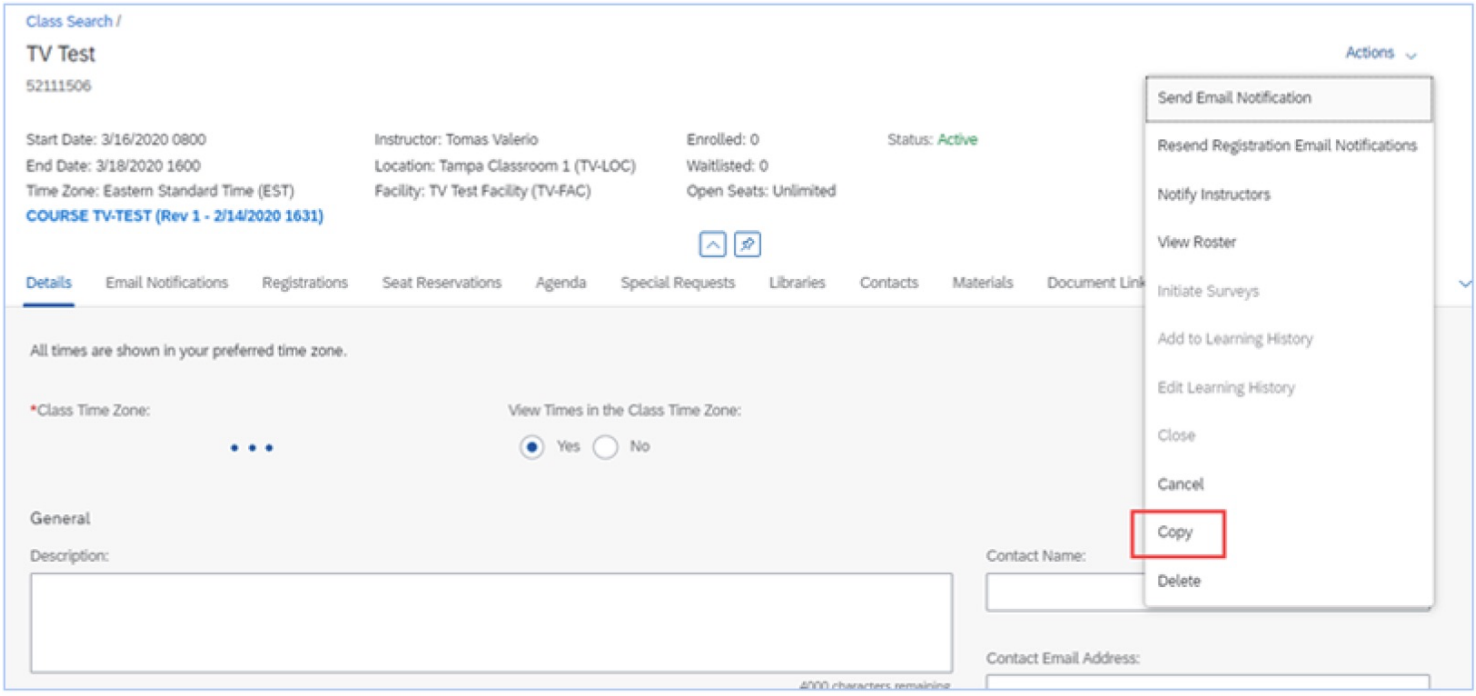
University of Toronto, LLC
SuccessFactors LMS
Copy Classes

3.1 - Job Aid
This job aid allows learning administrators to copy existing classes and assign resource to one or more future dates.

Sometimes items are scheduled to be delivered multiple times. After the original scheduled offering is created, the **copy feature** allows you to create duplicates, complete with associated resources and registration parameters. These copies of the original offering can be scheduled to occur once or repeat according to specific scheduling rules. This Job Aid helps the Administrators to copy scheduled session.

1. Click Copy in the Actions menu of the class entity. You have to be in a schedule class and not the item to perform this.
2. Select Actions from top right and select copy.



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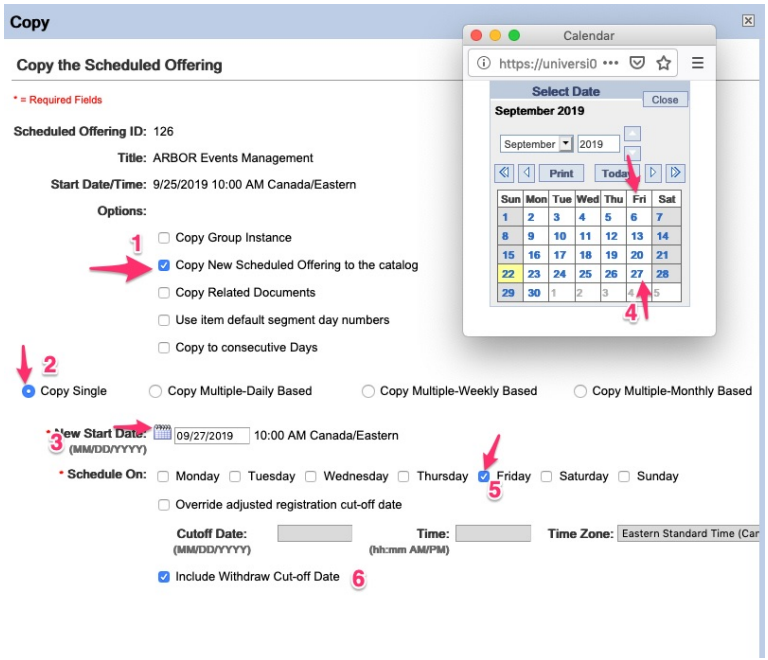
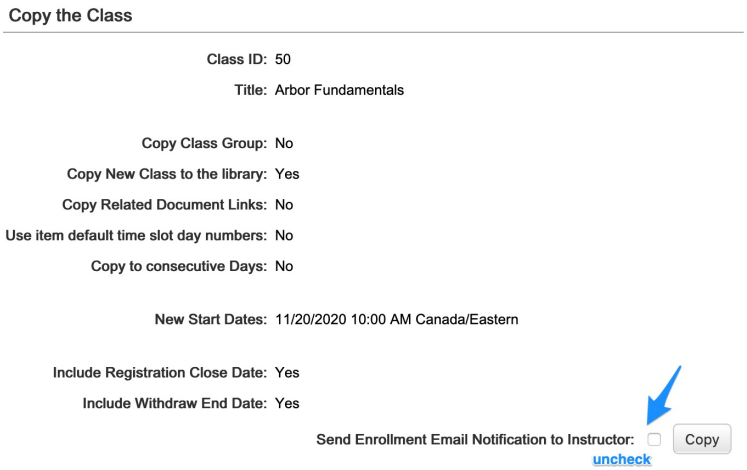
3. Please follow the copy screenshot below. Make sure to select 1 – Copy new SO to catalog
4. Make sure to select at step 2- copy single.
5. Step 3,4 is important as the calendar will pop up, so make a note of the date and day (e.g Friday)
6. Step 5 is where you select the day.
7. Leave step 6 checked.
8. Next screen, uncheck send email notification to instructor. Click **COPY** and next screen select **OK**





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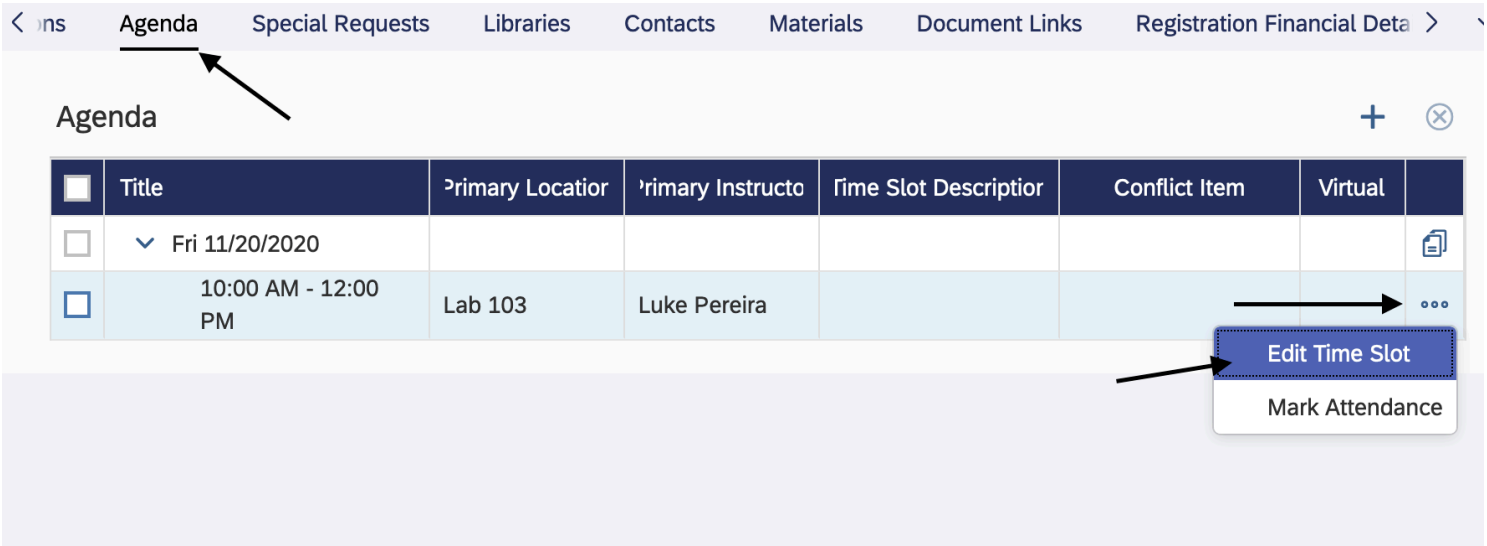
Important things to note when copying classes.

Double check to make sure all details are correct for that class date and time and location.

1. Check Registration date closing time if any.
2. Check Withdrawal date closing time if any.
3. Check enrollment numbers.

To change location, make sure to **change facility** in the **details** of the class first. The room can be selected from the agenda. To change time and location for this particular class, go to **Agenda** and click on 3 dots to the right and edit time slot.



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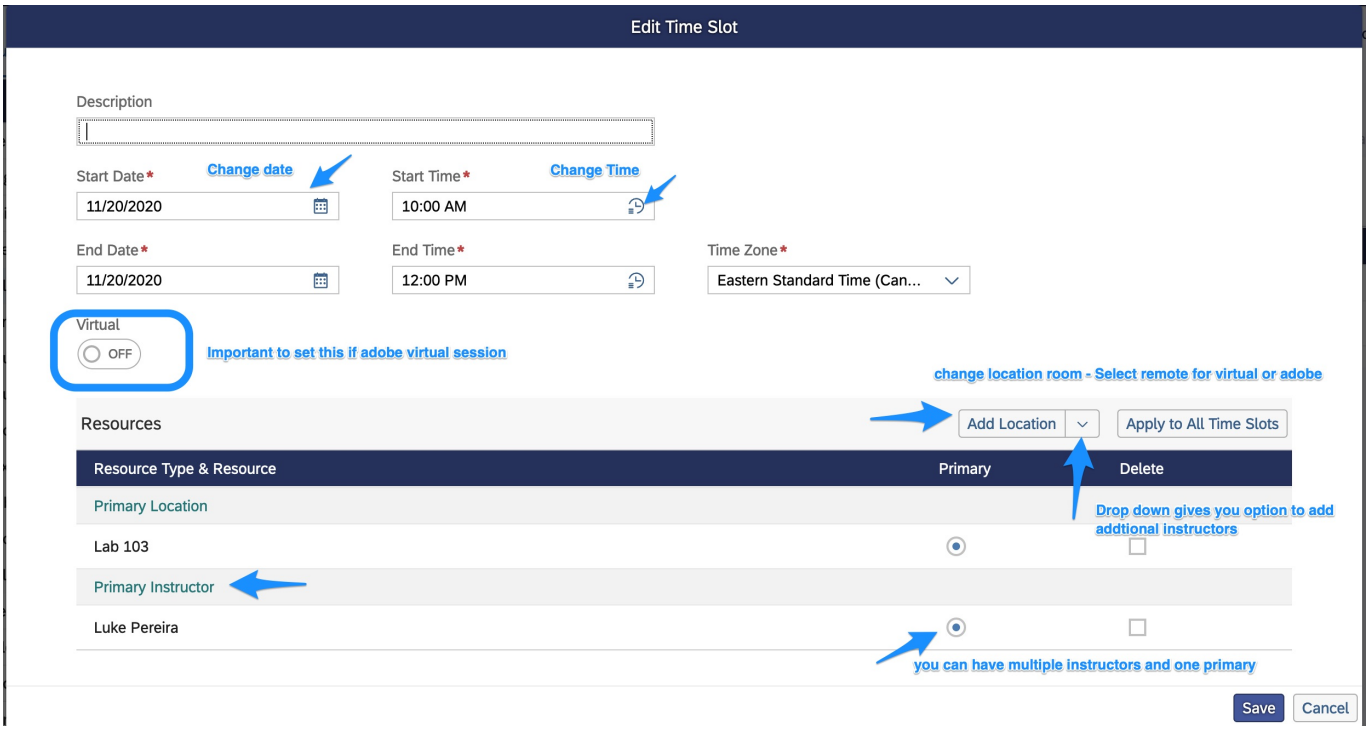
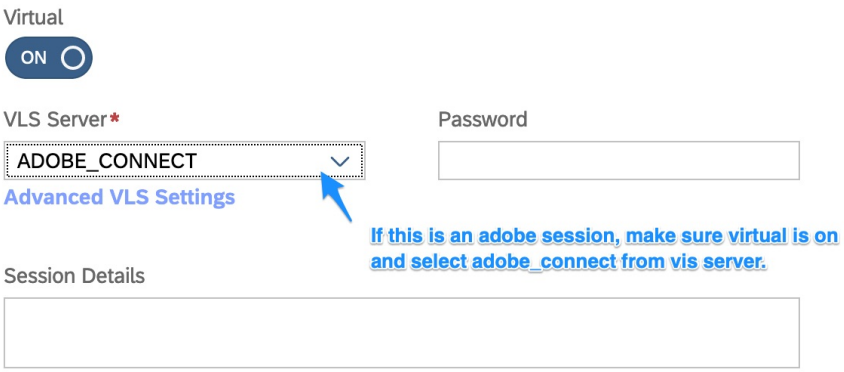
In the screenshot below, you are able to see the edit time slot pop up where you can make changes to date, time and also add location, select additional instructors. click Save when one.

Note: Each instructor would be able to see the classes in their **my classes tab** on the front end of their learning tile.



VLS Settings

When copying existing classes that had Adobe connect as the location, the settings do not transfer over when classes are copied. Please activate Virtual and select VLS server.