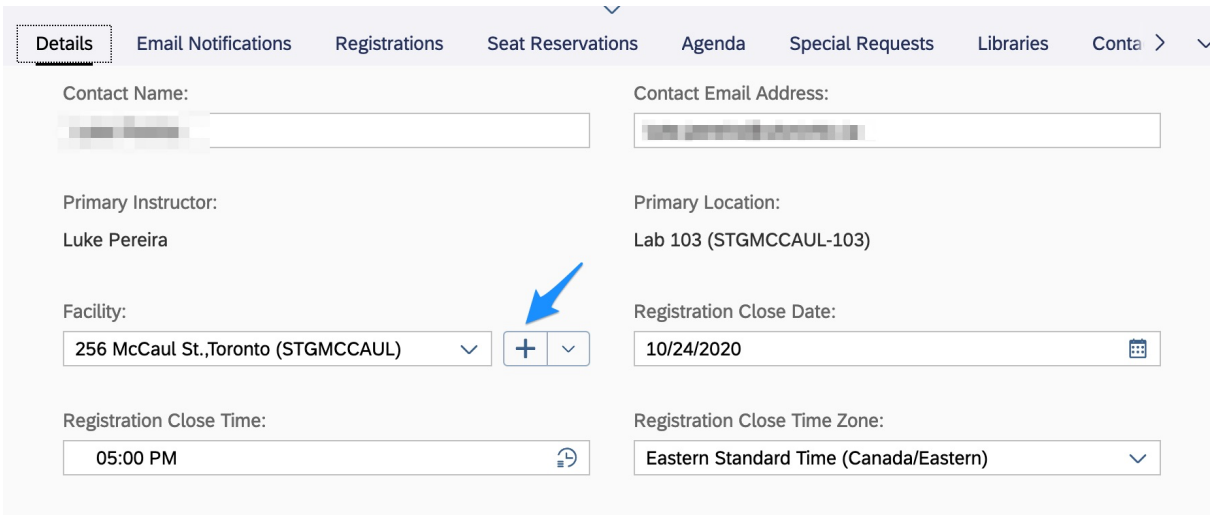
University of Toronto, LLC
SuccessFactors LMS
Change Class Location & Time

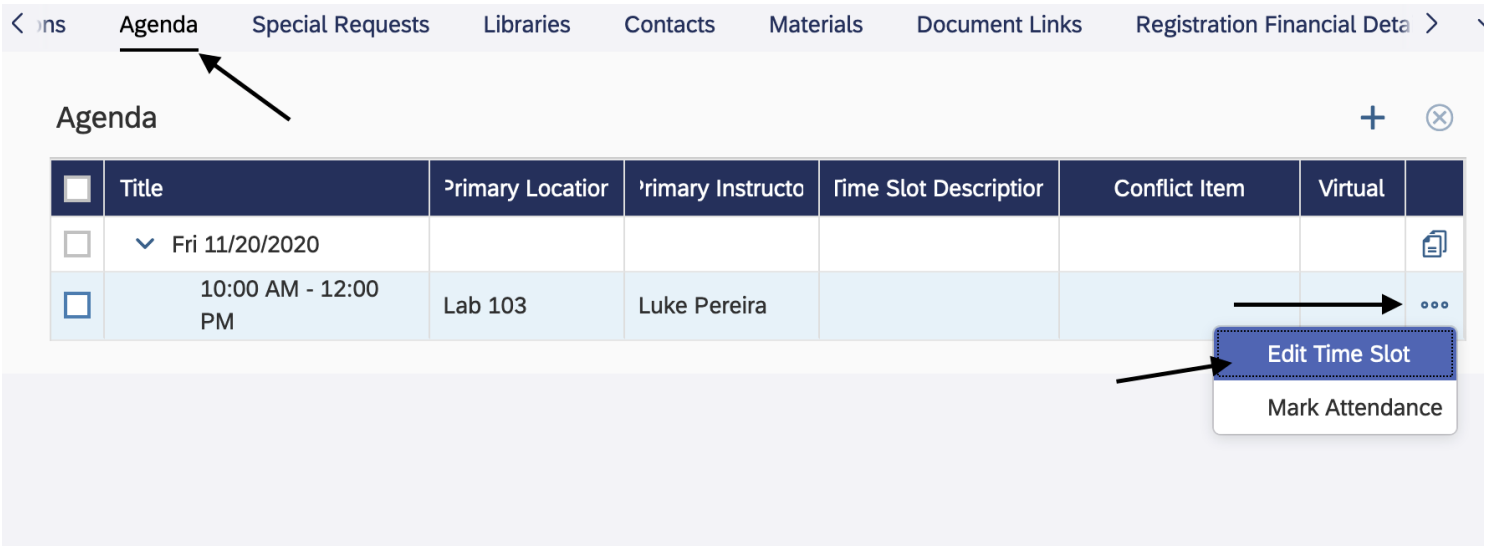
3.2 - Job Aid
This job aid allows learning administrators to change location, add instructors, and change time for their scheduled classes.

Please pay attention when changing location date and time for classes with staff that have already registered. The system does not automatically update registrants nor send out notification of any changes to date, time or location you make. You will have to manually process that as shown below.

To change location, make sure to **change facility** in the **details** of the class first. The Primary Location 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.

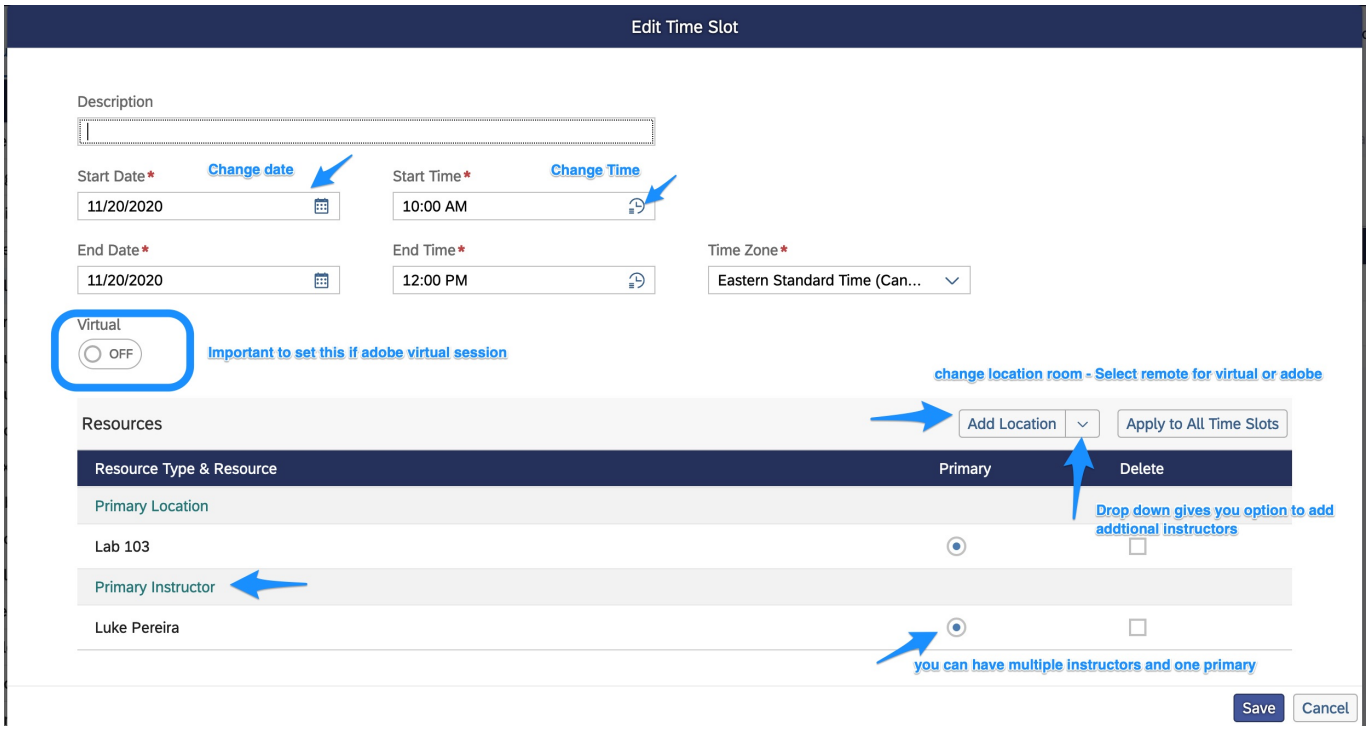


University of Toronto, LLC
SuccessFactors LMS
Change Class Location & Time

3.2 - Job Aid
This job aid allows learning administrators to change location, add instructors, and change time for their scheduled classes.

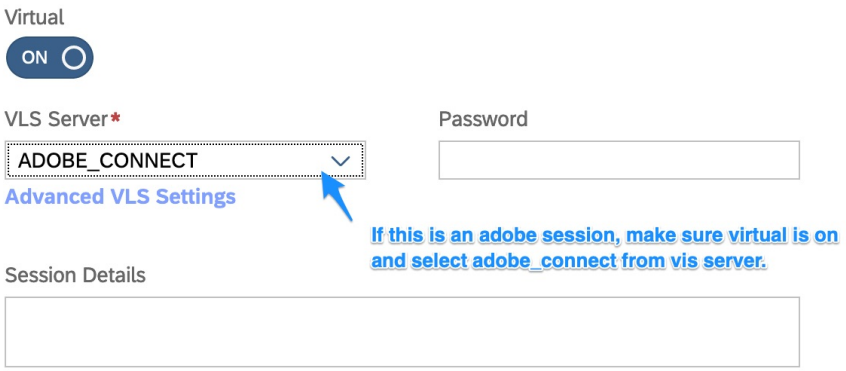
In the screenshot below, you are able to see the edit time slot pop up where you can make changes to date, time and also add location, select additional instructors. click Save when one.

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

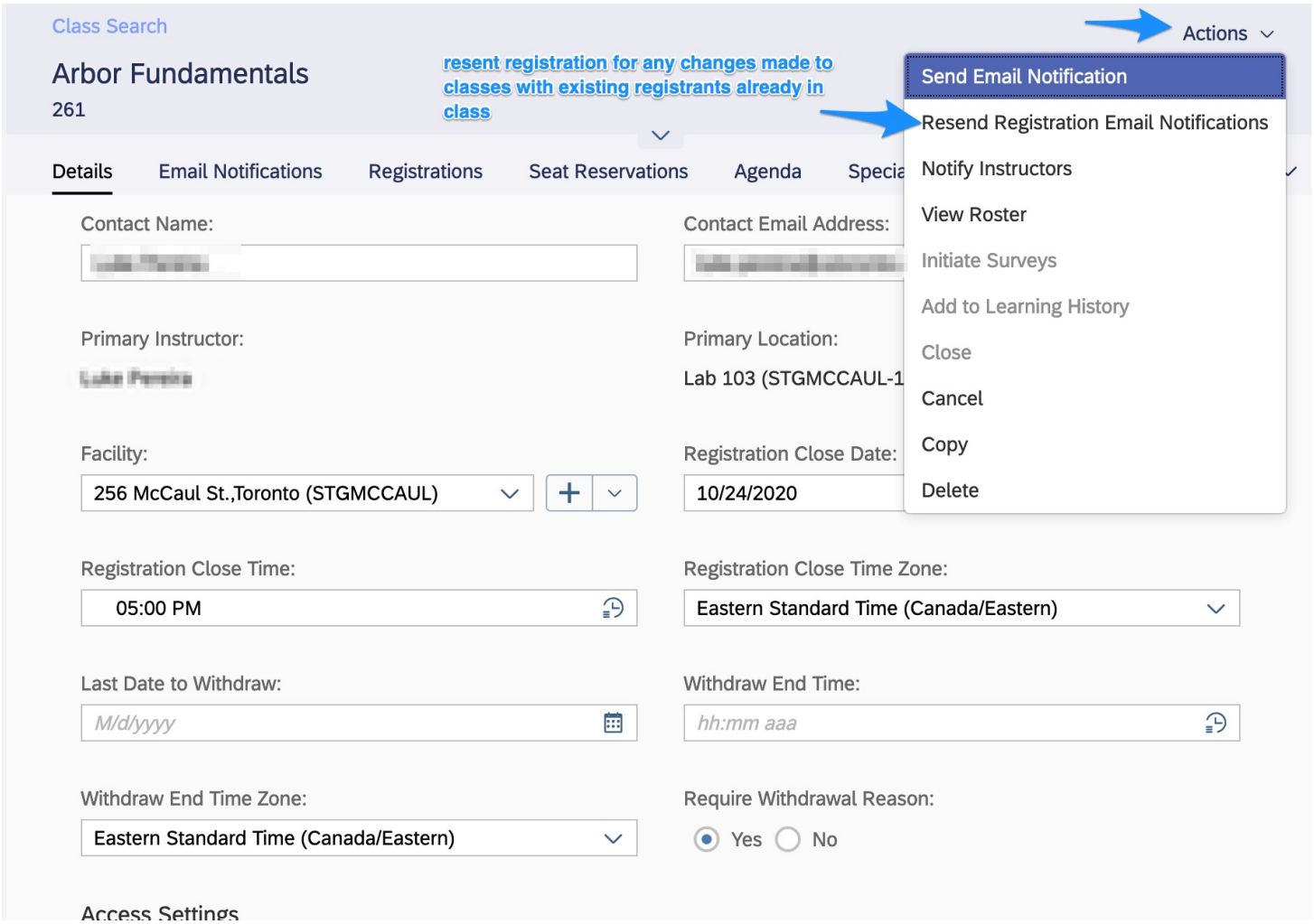


VLS Settings

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.



University of Toronto, LLC
SuccessFactors LMS
Change Class Location & Time

3.2 - Job Aid
This job aid allows learning administrators to change location, add instructors, and change time for their scheduled classes.

When all change have been made to date, time and location, you can go back to the class and resend the registration email notification to existing registrants. They will receive updated registration confirmation including date and time calendar invites.