Classes are defined by Categories and Subcategories for ease of navigation on our website.
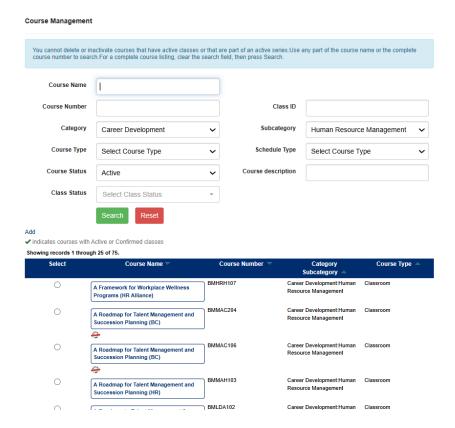
Before entering information: ask the following:
● Is the Instructor in the system and are the payroll forms complete? Check the Instructor Profile tab. If your instructor does not appear on the list, complete the New Instructor Employment process.
● Is Location in the system? Search under Room Mgmt, Location.
● Do you have all the required information available?
● Did you reserve a room through Ad Astra?

Documentation References to help build a class: Course Master and Class Instruction Fields

Create a class
● From the Coursemaster, determine the category, sub-category and course. If it is a NEW course – one not previously entered into LUMENS - complete Course Request form and submit to Data Systems Program Manager for course master entry. Please allow 3 days for return.
● On left menu, click **COURSE MGMT > Courses/Classes**
● All courses will be displayed. Search the list to find the course you need.
● Select the *Category* from the drop list. When you select a category, the list of sub-categories will be
● filtered.
● Select the appropriate *Subcategory*.
● Click **{Search}**.

The courses available will be displayed. Locate the course under which to list your class. - Click on the *Course Name*.

If there are any classes already scheduled, they will be listed. Click Add to add a class.

Classes
Course: Coaching for Success HR (HR Alliance: HRA2025) [BMLDH155]

Select	Class Name (ID)	Start Date	Remaining Seats
Add			
Back to Course List			
Back to Current Course			
Action ▾	Coaching for HR Success (100501)	03/11/2025	45

Add a Class

Note that some information is filled in for you. **Note:** The red asterisk indicates the fields are required.

Class name: Enter complete class name up to 150 characters.

Catalog: Select the online-display catalog you want associated with this class.

Alternate Catalogs: Select from options

Alternate Subcategories: Classes can be displayed in multiple category/subcategories. Click on the alternate subcategory to select. Hold down the **{Ctrl}** key to select multiple alternate subcategories.

Edit Class Description: The description entered at the course will pull in. Update with the description for this class. Enter an appropriate amount of information, but be brief. Too much text will be overwhelming to the student.

- Click on ***Edit Class Description*** to open the text editor. If you have your description in a text document, you can copy and paste to the editor.
- When pasting copy into Lumens **from an outside source (somewhere other than within Lumens) ALWAYS USE the "copy from word/paste from word" feature !!** Paste your text into the box, make sure both checkboxes are selected and click **OK**
- Click on **{Submit}** to save the description.

Special Notice: Placing data here, creates a link on the class listing as Please Read on the web.

Comments: Text entered here will appear on the Confirmation of Registration letter and the Reminder letter for students under Things to Bring/Remember.

Internal Comments: Text entered here will display a link for messages available to staff only. Include information such as parking validation information.

Total seats: Defaults to number set at Course Level. Change if appropriate, as this controls registrations.

URL: Use if you want to link a class to a specific webpage.

URL Text: What appears as the name of the webpage. Use if you want to link a class to a specific webpage.

Add Graphic: Use jpeg, gif, or png file to attach a graphic

Listing Icon: Logo added to class. recommended approximate 15x15 png file format, less than 50 kb.

Number of CEUs: The number of Continuing Education Units determined by Licensing boards that can be earned (0 if none) Example: 2.00

Instruction Type: Select the primary type of instruction used from the drop list.

IBON Contact Hours: The number of hours approved by the Iowa Board of Nursing.

Code Set: Verify that you have selected the correct code from the Course Master, as it identifies eligibility for state reporting. If this is a 260E, F, or WTED use code appropriate from Course Master. Select from the drop list.

State EMS Class Approval Number: If you have a provider/approval number, enter it here.

Program Developer: Select your name from the list.

NICC Clock Hours: Enter the actual number of hours the class meets, minus breaks.

NICC Contact Hours: Multiply the number of clock hours times 1.2 to get the number of Contact hours.

NICC CEHs: The number of Continuing Education hours determined by the licensing boards. If none, enter 0.

Instructor Travel: Are you reimbursing your instructor for travel? Defaults to 'NO'.

Instructor Travel Notes: If 'Yes' was selected above, indicate the details of the travel reimbursement. This will print on the Instructor Confirmation letter.

Certificate Distribution: Are certificates to be produced for this class? Defaults to 'Yes'. When are the certificates given to students? Defaults to 'At Last Class'.

Include in Transcript: Defaults to YES

Colleague Syn: If a call is connected to a College Credit course, enter the Credit Number.

Class Competency: Free form text box to enter all required competencies. Will be used for Certificate of Completion text.

New/ Repeat: If the class has never been offered, at a new location or a new format ,it is considered NEW. All offerings after the initial class will be listed as REPEAT.

Instructor Letter: Select from the drop down menu.

File Storage: DO files need to be kept and how? Select the appropriate answer.

LMS Delivery: Leave set to NONE and contact the Data Systems Program Manager to connect to Brightspace.

Proof of Completion Template: Select appropriate template used to develop the Certificates of completion.

Use online evaluation: Yes or no

Online Evaluation URL: Paste the URL for evaluation form.

Default Text for Call message: Defaults to Call 844.642.2338 ext 1399. If you want to advertise a different extension, change it to the appropriate extension.

Confirmation Email Template: Choose from drop down options.

Student Class Reminder Template: Choose form drop down options.

Instructor class Reminder Template: Choose from drop down options.

Add Class

* denotes required information.
Important! When editing classes, only one browser tab should be open. Using multiple tabs frequently results in class data being mixed between the two records.

Expand All | Collapse All

Class Information

Course Name/Number	Coaching for Success HR (HR Alliance: HRA2025)/BMLDH155
Category/Subcategory	Career Development/Human Resource Management
Class name*	Coaching for Success HR (HR Alliance: HRA2025)
Catalog*	All Catalogs
Alternate Catalog(s)	Select one or more alternate
Alternate Subcategories (optional, for display only) 0 selected	Select one or more alternate
Edit Class Description*	Coaching for Success HR (HR Alliance: HRA2025)
Special notice	
Comments	
Internal comments	
Total seats*	45
URL		**URL Text**	
Add Graphic	Choose File — Use jpg, gif, png file format, recommend max 50KB
Listing Icon	Choose File — Recommend approx. 15x15 png file format, <50KB
Listing Icon Alt Description	
Number of CEUs*	0 — Enter CEUs with tenths only unless expressing a 1/2 hour. Format: nn.nn
Instruction Type*	Entirely online — Primary type of instruction used.
IBON Contact Hours	

Enter CEUs with tenths only unless expressing a 1/2 hour. Format: nn.nn

Instruction Type*

Entirely online ▾

Primary type of instruction used.

IBON Contact Hours

Iowa Board of Nursing approved hours

Code Set*

▾

State EMS Approval Number

Number issued by the state for EMS license certification

Program Developer*

▾

NICC Clock Hours*

Number of Hours class actually meets minus breaks

NICC Contact Hours*

(NICC Clock Hrs) * 1.2

NICC CEHs*

Number of CEHs granted for class

Instructor Travel*

○ No ○ Yes
Do they travel >30 miles round trip?

Instructor Travel Notes

Arrangement for payment of travel

Certificate Distribution

At Last Class ▾

When are certificates handed out?

Include in Transcript?*

Yes ▾

Should this class be included on the official transcript

Colleague Synonym

If a corresponding class is created in Colleague, list here.

Class Competencies

NewRepeat*

▾

Is this class New, Revised or a Repeated class

Instructor Letter*

▾

Should the instructor be sent a letter and if so, which template?

File Storage*

▾

Do files need to be kept and how?

LMS Delivery*

None ▾

Proof-of-Completion Template

None Selected
0_DEFDentalExpFunctionsSect3Nov2023_template
0_SemiTruckELDTNov2023_template.tx
0_DEFDentalEXPFunctionsSect1Nov2023_templat
0_MedAIDE_June2024_template.tx

Use Online Evaluation

○ Yes ● No

Online Evaluation URL

URL for online evaluation

Default Text for Call Message

Enter default text for call message

Power User Default Text Setting: Call 844-642-2338 ext. 1399 to Register

Confirmation Email Template*

Learner Confirmation ▾

Student Class Reminder Template*

Class Reminder ▾

Instructor Class Reminder Template*

Instructor Class Reminder ▾

Class Schedule Information Section

Term: Select appropriate Fiscal Year based on Start Date.

Class Dates: First and last day of class. Use the calendar to assist in selecting the date.
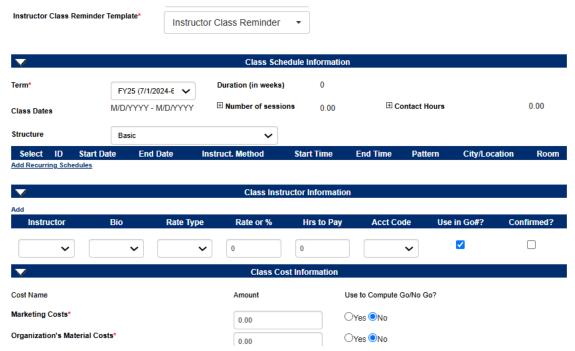
Number of Sessions: Verify the number of times the class meets.

Contact Hours: Update with correct number of hours from NICC Clock Hours above

Structure: Choose Basic, Flexible, Combination:
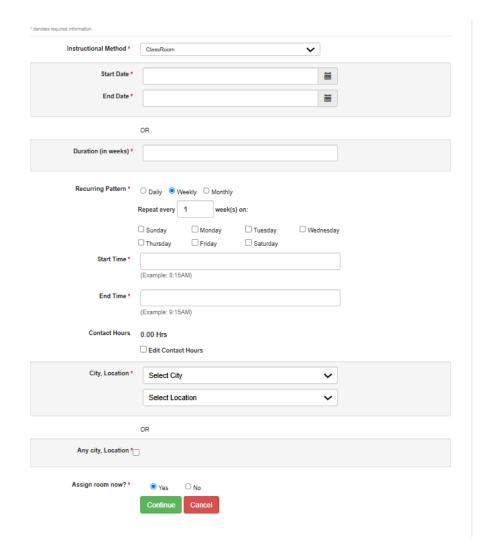
1/21/2025 Class Entry into Lumens

- *Basic Schedule:* Recurring schedules: example- Mon, Wed, Friday for 4 weeks.
- *Flexible Schedule:* 1 day classes, or multiple days that vary. Example: Monday, Thursday- Week 1 and Tuesday, Friday for Week 2.
- *Combination Schedule:* Blending Basic recurring schedule with Flexible. Example- Monday, Wednesday, Friday for 4 weeks with a Saturday Lab date.

Instructor Class Reminder Template*	Instructor Class Reminder ▾

Class Schedule Information

Term*	FY25 (7/1/2024-6 ▾)	Duration (in weeks)	0		
Class Dates	M/D/YYYY - M/D/YYYY	⊞ Number of sessions	0.00	⊞ Contact Hours	0.00
Structure	Basic ▾				

Select	ID	Start Date	End Date	Instruct. Method	Start Time	End Time	Pattern	City/Location	Room

Add Recurring Schedules

Class Instructor Information

Add

Instructor	Bio	Rate Type	Rate or %	Hrs to Pay	Acct Code	Use in Go#?	Confirmed?
▾	▾	▾	0	0	▾	☑	☐

Class Cost Information

Cost Name	Amount	Use to Compute Go/No Go?
Marketing Costs*	0.00	○Yes ●No
Organization's Material Costs*	0.00	○Yes ●No

Duration (in weeks): How many calendar weeks will the class cover? Take note of any skipped weeks and add.
City, Location: Select the city where your class will meet. When you select the City, the locations list will filter.
Assign room now?: You can choose to assign the room at a later date, or now, if you have confirmed a room. **Note:** If you do not select a room now, you must remember to come back and update the class once the room is secured!

If you selected the *Assign room now?*, the system will search the available rooms in the requested location and display options. **Note:** Rooms will be displayed by Match Status:
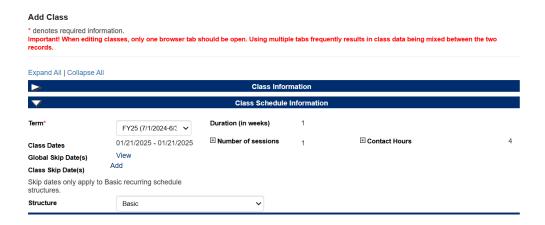- Match, No Conflict
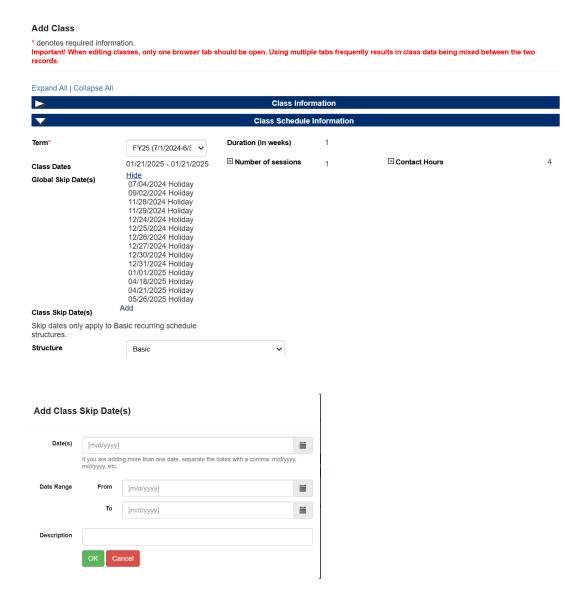- Match, Conflict
- No Conflict
- Conflict

Instructional Method *	ClassRoom ⌄
Start Date *	[ ] 📅
End Date *	[ ] 📅

OR

Duration (in weeks) *	[ ]

Recurring Pattern *	○ Daily ● Weekly ○ Monthly
	Repeat every [1] week(s) on:
	☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday
	☐ Thursday ☐ Friday ☐ Saturday
Start Time *	[ ]
	(Example: 8:15AM)
End Time *	[ ]
	(Example: 9:15AM)
Contact Hours	0.00 Hrs
	☐ Edit Contact Hours
City, Location *	Select City ⌄
	Select Location ⌄

OR

Any city, Location *	☐

Assign room now? *	● Yes ○ No

[Continue] [Cancel]

Global Skip Dates: These are dates that will not be scheduled.
Add Class Skip Date: If there are dates within the schedule scheme that you know you will not be meeting, enter those in, so that the class will not be scheduled on those days. You do not need to include Global Skip Dates. Example, class meets 4 Mondays, but the instructor will be unavailable the 3rd Monday. If your schedule covers any of the Global Skip Dates, this message will appear, giving you the option to override and schedule those Skip Dates.
- Click on **Select** to assign the room.

Add Class

* denotes required information.
Important! When editing classes, only one browser tab should be open. Using multiple tabs frequently results in class data being mixed between the two records.

Expand All | Collapse All

Class Information		

Class Schedule Information		
Term* FY25 (7/1/2024-6/3 ⌄)	**Duration (in weeks)** 1	
Class Dates 01/21/2025 - 01/21/2025	⊞ **Number of sessions** 1	⊞ **Contact Hours** 4
Global Skip Date(s) View		
Class Skip Date(s) Add		
Skip dates only apply to Basic recurring schedule structures.		
Structure Basic ⌄		

Add Class

* denotes required information.
Important! When editing classes, only one browser tab should be open. Using multiple tabs frequently results in class data being mixed between the two records.

Expand All | Collapse All

►	Class Information
▼	Class Schedule Information

Term[*]   FY25 (7/1/2024-6/3 ▼)   **Duration (in weeks)**   1

Class Dates   01/21/2025 - 01/21/2025   ⊞ **Number of sessions**   1   ⊞ **Contact Hours**   4

Global Skip Date(s)   Hide
07/04/2024 Holiday
09/02/2024 Holiday
11/28/2024 Holiday
11/29/2024 Holiday
12/24/2024 Holiday
12/25/2024 Holiday
12/26/2024 Holiday
12/27/2024 Holiday
12/30/2024 Holiday
12/31/2024 Holiday
01/01/2025 Holiday
04/18/2025 Holiday
04/21/2025 Holiday
05/26/2025 Holiday
Add

Class Skip Date(s)

Skip dates only apply to Basic recurring schedule structures.

Structure   Basic ▼

Add Class Skip Date(s)

Date(s)	[m/d/yyyy]	📅

If you are adding more than one date, separate the dates with a comma: m/d/yyyy, m/d/yyyy, etc.

Date Range	**From**	[m/d/yyyy]	📅
	To	[m/d/yyyy]	📅

Description		

OK   Cancel

Class Instructor Information
Instructor Name: Select the instructor from the drop list.
Instructor Bio: Instructors can have multiple bios. Select the one appropriate for this class.
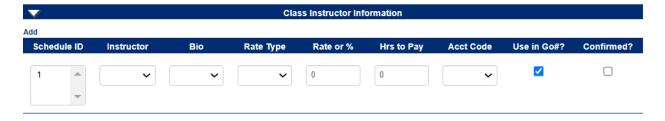*Rate Type:* Select the method used to calculate the instructors pay.
Rate or Percentage: Indicate the hourly rate, total flat fee, or percentage to calculate the amount of payment. Do not use '$'.
Hours to be paid: Verify the number of hours instructor is to be paid, if Hourly Rate was selected in *Rate Type*.
Accounting code for Instructor Pay: Enter the accounting code to be used for the payment to the instructor:
- 11-00-13-xxxxx-52101 (Employee)
- 11-00-13-xxxxx--60100 (Professional Services)
- Replace 'y's with appropriate GL Program Code

Confirmed with Instructor: If PD knows the instructor can support the schedule provided - Instructor is confirmed, check here. Class will appear as confirmed in the "Go / No Go" list and instructors will receive all automated emails.

Class Instructor Information

Schedule ID	Instructor	Bio	Rate Type	Rate or %	Hrs to Pay	Acct Code	Use in Go#?	Confirmed?
1	⌄	⌄	⌄	0	0	⌄	☑	☐

Add

Class Cost Information

*Marketing Costs: (Optional entry)*Defaults to $20, $5 for Personal Interest, Add in any additional Marketing cost such as newspaper or radio ads, billboards, posters, etc

Organization's Material Cost: (Optional entry) Enter any organization's actual expenses, such as textbooks, catering, supplies, printing,etc.

Other Costs: (Optional entry) Enter instructor(s) total mileage.

Class Cost Information

Cost Name	Amount	Use to Compute Go/No Go?
Marketing Costs*	0.00	○Yes ◉No
Organization's Material Costs*	0.00	○Yes ◉No
Other Costs*	0.00	○Yes ◉No

Class Price Information

Class Price Information - Class Prices are what is charged to the student to reserve a seat in the class and includes mark up prices. Accounting codes for this section will be pulled from the Course. Refer to the GL Code Reference Sheet or CourseMaster. **Update ALL Accounting codes, even if it is zero fees!**

Tuition: Enter the amount collected as tuition.

Lab: Enter amount to cover cost of internal supplies. Must include at least $1 for marketing.
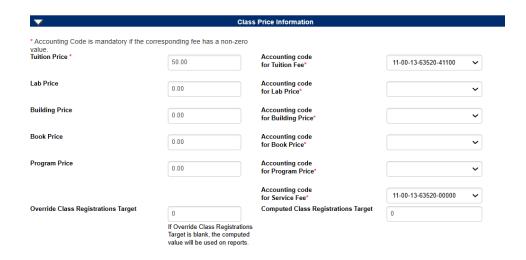
Building: Enter the amount collected for non-refundable fees (background check, e-codes).

Books: Enter the amount collected for the cost of books * 1.25 (25% markup suggested).

Program: Enter $10.00 for Certificate of Completion or CEH's for licensing boards

Override Go number: Is the minimum number needed to run the class and make a 40% profit.

Computed Go Number?: System will calculate the number of students to break even. Ignore this entry.

Class Price Information

* Accounting Code is mandatory if the corresponding fee has a non-zero value.

Tuition Price *	50.00	Accounting code for Tuition Fee*	11-00-13-63520-41100 ⌄
Lab Price	0.00	Accounting code for Lab Price*	⌄
Building Price	0.00	Accounting code for Building Price*	⌄
Book Price	0.00	Accounting code for Book Price*	⌄
Program Price	0.00	Accounting code for Program Price*	⌄
		Accounting code for Service Fee*	11-00-13-63520-00000 ⌄
Override Class Registrations Target	0	Computed Class Registrations Target	0

If Override Class Registrations Target is blank, the computed value will be used on reports.

Class Registration Information

*Public Display starts on:*Enter the date the class should appear on the web.

Public Display ends on: Enter the date the class should no longer appear on the web.
Featured Class display starts: Marketing Liaison will set date to feature.
Featured Class display ends: Marketing Liaison will set date to feature
Public Registration Begins: Enter the date that students can register online for the class.
Public Registration Ends: Enter the date that students can no longer register online for the class.
Staff Display Starts On: Enter the date staff can view the class.
Staff Display Ends on: Enter the date the display will end for staff. Default: Last day of current Fiscal Year.
Staff Registration Begins: Enter the date that staff can register online for the class.
Featured Speaker: Yes or No
Minimum Age: If your class has a minimum age requirement, enter that here.
Maximum Age: If your class has a maximum age restriction, enter that here.
Requires Release Form: Is a release form required to attend this class? Yes or No
Release form name: Select the name of the release form from the drop list. Required if 'Requires Release Form' is Yes.
Display to public: Yes or No. If set to no, it will not display on the web.
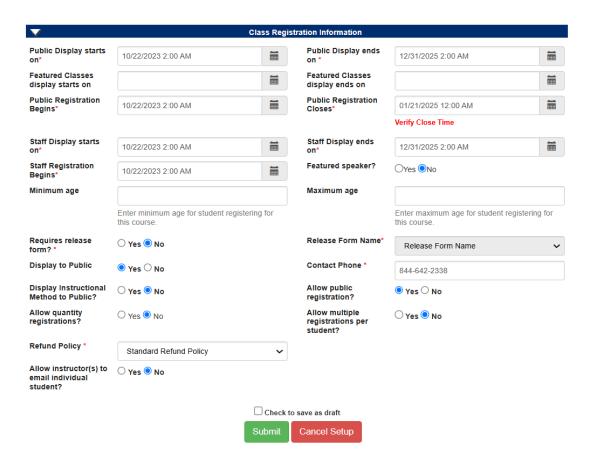*Contact Phone:* Required if 'Allow public registration' is No.
Display Instructional Method to Public? Yes or no
*Allow public registration: Y*es or No. If set to 'No', the class will still display, but students will not be able to self register.
Allow Quantity Registrations: Defaults to NO. If set to YES it will allow a student to register for the class multiple times under their name
Allow multiple registrations per student: yes or no
Refund Policy: Default = Standard Refund.
Allow Instructor to email individual students: Yes or no

Class Registration Information		
Public Display starts on*	10/22/2023 2:00 AM	**Public Display ends on *** 12/31/2025 2:00 AM
Featured Classes display starts on		**Featured Classes display ends on**
Public Registration Begins*	10/22/2023 2:00 AM	**Public Registration Closes*** 01/21/2025 12:00 AM
		Verify Close Time
Staff Display starts on*	10/22/2023 2:00 AM	**Staff Display ends on*** 12/31/2025 2:00 AM
Staff Registration Begins*	10/22/2023 2:00 AM	**Featured speaker?** ○Yes ●No
Minimum age		**Maximum age**
	Enter minimum age for student registering for this course.	Enter maximum age for student registering for this course.
Requires release form? *	○ Yes ● No	**Release Form Name*** Release Form Name ⌄
Display to Public	● Yes ○ No	**Contact Phone *** 844-642-2338
Display Instructional Method to Public?	○ Yes ● No	**Allow public registration?** ● Yes ○ No
Allow quantity registrations?	○ Yes ● No	**Allow multiple registrations per student?** ○ Yes ● No
Refund Policy *	Standard Refund Policy ⌄	
Allow instructor(s) to email individual student?	○ Yes ● No	

☐ Check to save as draft

Submit   Cancel Setup

- Select the Check to save as Draft checkbox and Submit to save.
Save the class as a Draft. CSA will review class and take out of draft status.

1/21/2025 Class Entry into Lumens