

How to Add an Extra Class in the Batch?

Adding an extra class to a batch in an online learning platform lets trainers give extra help, make up for lessons that were missed, or cover important topics quickly. It allows them to adjust when schedules change and explain hard subjects again.

After that, it helps in preparing learners better for exams. This way, learners can learn everything they need without interrupting the main course plan. Overall, it makes learning easier and more effective for everyone.

Through this documentation, we will guide you through the process of adding an extra class in a batch.

Let's get started 

Prerequisite

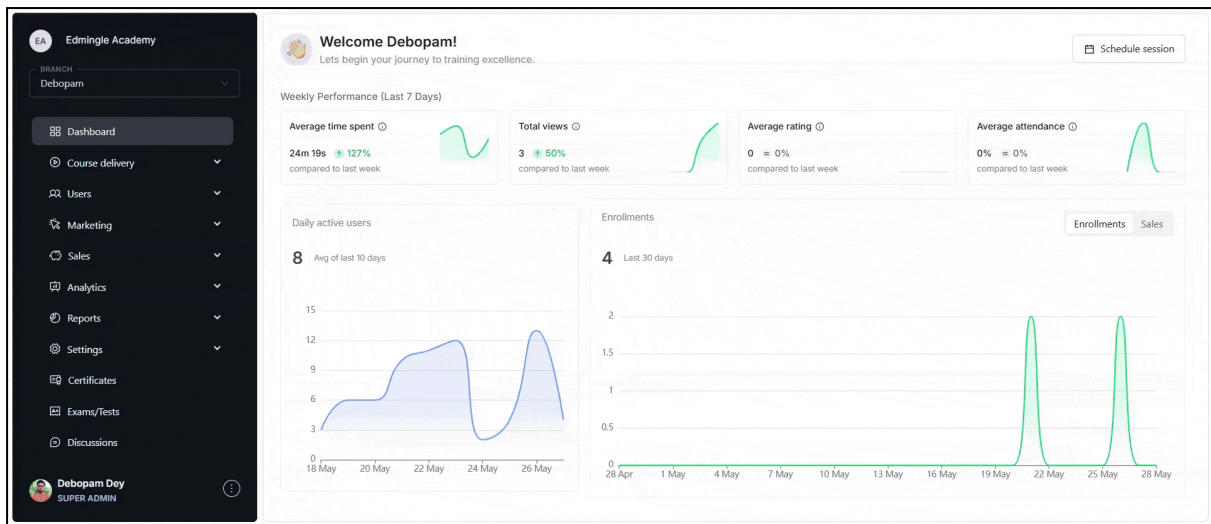
Before proceeding, please read the "[How to Add a Batch to the Course?](#)" document. It provides the necessary steps for setting up your batch structure, which is required before adding a batch.

Navigation

Adding an extra class in the batch lets teachers easily schedule more lessons outside the regular schedule. This helps to make up for any missed classes, gives students extra practice, or explains important topics better. It also ensures that all students can learn everything they need.

Carefully follow the instructions below to learn how you can efficiently navigate to the "**Batches**" section in your organization's learning platform.

Step 1: Navigate to the left sidebar of your learning platform, click on the "**Course Delivery**" dropdown to expand it, then select the "**Batches**" option.



Step 2: Click on a specific batch in which you want to add an extra class.

Batches							
Manage batches and curriculum for your courses							
Active Batches 220							
#	Batch name	Course	Duration	Subject & Instructor	Batch manager	Actions	
01	Introduction to Computer Vision ✓ DEFAULT 3 Learners UPCOMING	Introduction to Computer Vision	Not set	First Principles of Computer Vision Specialization (Debopam Dey) Basics in computer vision Specialization (Debopam Dey) Computer Vision with Embedded Machine Learning (Debopam Dey)	Debopam Dey	...	
02	Digital Design with FPGA ✓ DEFAULT 5 Learners UPCOMING	Digital Design with FPGA	Not set	Digital Design with FPGA (Debopam Dey)	Debopam Dey	...	
03	Digital Design with FPGA IT ✓ DEFAULT 13 Learners OLD	IBM Data Science	1st Aug, 2024 31st Aug, 2024	Business Analytics (Debopam Dey) Physics (Sajal Dubey) Virtual class (Atul) TestCurri (Gaurav) efefe (His Devine Grace A. C. Bhaktiviedanta Swami Prabhupada) Testing the Curriculum (Debopam Dey)	Debopam Dey	...	
04	Digital Design with FPGA Aug-1-2022 7 Learners OLD	IBM Data Science	1st Jan, 2022 14th Nov, 2022	Digital Design with FPGA (Demo Tutor) ABCD (Debopam Dey)	Debopam Dey	...	
05	asd	IBM Data Science	24th Jan, 2022	Digital Design with FPGA (Debopam Dey)	Debopam Dey	...	

Step 3: After accessing a specific batch, a new window will open on the screen with the list of learners.

Introduction to Computer Vision
3 Curriculums Linked [View List](#)

Learners Enrolled: 3 | Class Progress: 27/315 (9%)

[Learners](#) | [Sessions](#) | [Attendance Report](#) | [Content Progress](#) | [Assessment Progress](#)

Admitted: 03 | Search by Name, Email, Mobile... | First Principles of Computer Vi... | Actions

Learner name	Contact Details	Enrolled On	Attendance	Progress	Actions
<input type="checkbox"/> Saurav Sharma # 12345		26/05/2025	0% 0/0/0	0%	
<input type="checkbox"/> Saurav Sharma # 12347		26/05/2025	0% 0/0/0	4%	
<input type="checkbox"/> Harshit S # 0092		06/12/2022	1% 1/3/104	0%	

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Adding an Extra Class

Adding an extra class to a batch in the online learning platform helps teachers make up for missed lessons, teach new topics, or give students more practice. This way, students can keep up with the course and understand the material better without falling behind.

Carefully follow the instructions below that will guide you on how to efficiently add an extra class to the batch in your organization's online learning platform.

Step 1: Click on the “**Actions**” dropdown and click on the “**Add Extra Class**” option.

Introduction to Computer Vision
3 Curriculums Linked [View List](#)

Learners Enrolled: 2 | Class Progress: 12/418 (3%)

[Learners](#) | [Sessions](#) | [Attendance Report](#) | [Content Progress](#) | [Assessment Progress](#)

Admitted: 02 | Search by Name, Email, Mobile... | First Principles of Computer Vi... | Actions

Learner name	Contact Details	Enrolled On	Attendance	Progress	Actions
<input type="checkbox"/> Harshit S # 0092	harshit@edmingle.com +91 8870686747	06/12/2022	0% 0/3/110	0%	
<input type="checkbox"/> Demo Student # 3	demo1@edmingle.com +91 9999999999	20/01/2023	2% 2/1/110	4%	

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Step 2: While editing a batch, you'll need to fill in important details as illustrated in the table below. Then click the “**Save Session**” button.

Field Name	Description	Mandatory/ Optional
Session Name	Enter the name of the session.	Mandatory

Session Timings	Set the start and end times for the session.	Mandatory
“ Instructor ” Dropdown	Select the instructor for the session.	Mandatory
Mode of Conducting	Select whether the session will be conducted online or offline.	Mandatory
“ Meeting Platform ” Dropdown	Select the meeting platform for the session (e.g., Zoom).	Mandatory
Link Sharing	Generate and share the session link with learners.	Optional
Notifications	Click on the options to send notifications to learners, including immediate scheduling and reminder options.	Optional

Adding Topics, Session Type, and Batches

Adding Topics, Session Types, and Batches in a Batch on the Online Learning Platform makes it easier to organize your lessons and schedule. This helps create clear steps for learning, supports different ways of teaching, and keeps student groups well managed. Together, these make the learning process smoother and more organized.

Carefully follow the instructions below that will guide you on how to efficiently add extra topics, session types, and batches in your organization’s online learning platform.

Step 1: Enter the session topic(s) in the “**Topics**” text box, select the type of session, select the batches, and click on the “**Save Session**” button.

Field Name	Description	Mandatory/ Optional
Topics	Use the text editor to define the topics or agenda covered in the session.	Mandatory

“Class Feedback Form” Dropdown	Select a feedback form that will be shown to learners after the class.	Optional
Session Type	Select if the session is scheduled by batch or by subject.	Mandatory
“Batches” Dropdown	Select the batch or multiple batches for scheduling the session.	Mandatory
“View Calendar” Button	Click to view the session calendar for better planning and scheduling.	Optional
“Save Session” Button	Click to save the session and apply the details entered.	Mandatory

Step 2: After clicking on the **“Save Session”** button, a URL will be auto-copied in the clipboard that you can share with the learners.

Also, a modal window will appear on the screen about **“Session Created Successfully”** and a session will be listed in the calendar as in the image below.

If you have any queries, please feel free to reach out to us at support@edmingle.com. We will be happy to help you! :)