

# BIZ LIBRARY

## MANAGING CLASSROOM

Training doesn't just take place online, it happens everywhere! Streamline and organize your classroom management, and create a comprehensive transcript history for your learners with our seamless classroom management feature.

### Benefits to Administrators



#### Classroom Management

Keep track of everyone who is a designated instructor, and easily select who will deliver training when scheduling classroom sessions.



#### Classroom Roster

Administrators can use the classroom roster to mark attendance once training has been delivered.



#### Manage Registration

Once a classroom course has been created, administrators will have the ability to add learners to the roster or enable self-registration for the class.



#### Manage Facilities

Administrators can create and maintain facilities to indicate where classroom training is going to be conducted.



#### Classroom Reporting

Run reports on classroom activity from one central location, including viewing all classrooms, classroom events, and learner statuses.

### Benefits to Learners



#### Advanced Search Filters

Easily find the information you need by filtering events by date or instructor.



#### Calendar and List View

Dynamic viewing capabilities that place important information right in front of you and help keep you organized.



#### Add to Outlook

Add sessions to your Outlook calendar to keep teammates and managers informed about your availability.



#### Add to Waitlist

Get the latest on your registration status without leaving the calendar view.



#### Training Fit For Everyone

Everyone has different learning needs. Classroom provides yet another way administrators can utilize a learning method that suits their employee's learning needs best.



#### Reinforcement Tool

Classroom can also be used to help support and reinforce online training sessions. That way, learners have a better chance to retain all the new information they're constantly being surrounded by.