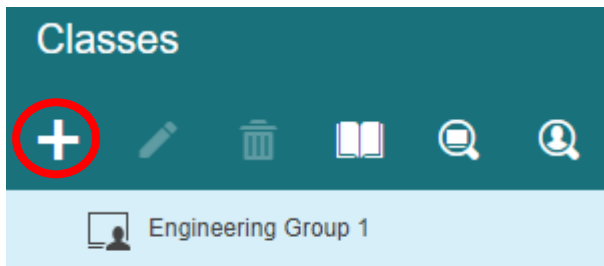
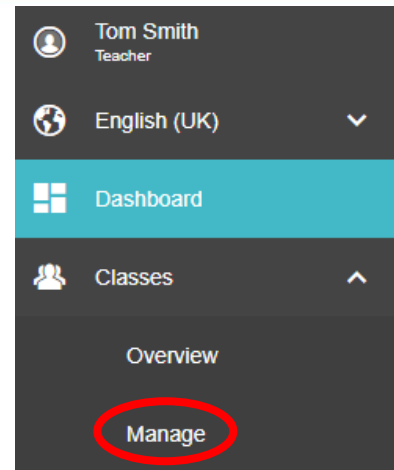




# LJ LMS Cloud Adding Classes and Courses

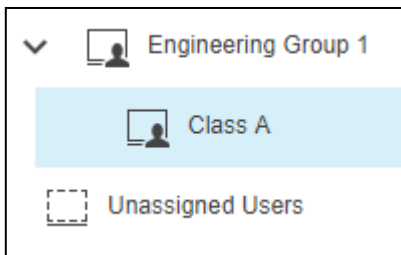
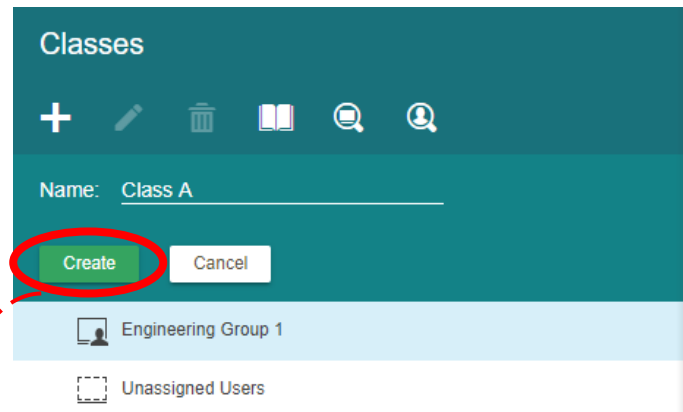


1) Select **Classes** and **Manage** from the left side menu or dashboard.

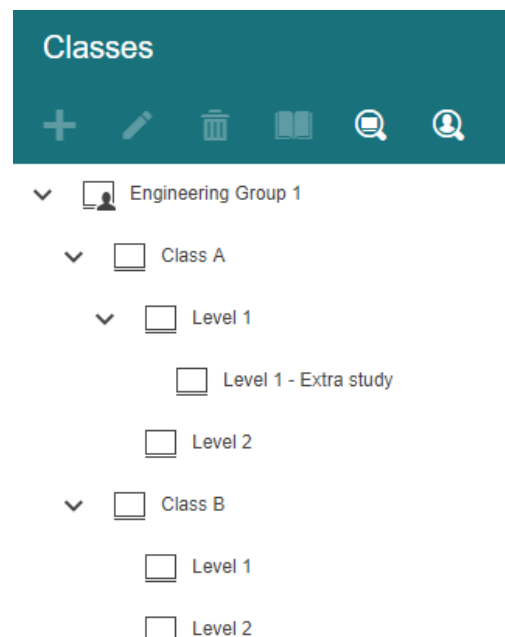


2) Select the group that you would like to add additional classes to and click the + icon.

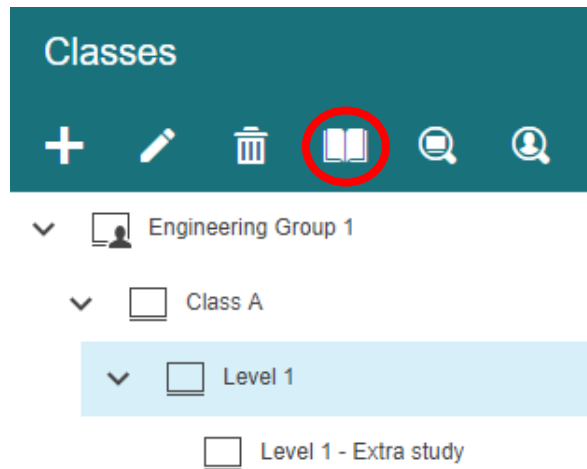
3) Enter a name for the new class and click **Create**. The new class will appear as a sub-group of the previously selected parent group.



It is possible to create a tiered structure of classes simply by selecting a class and then repeating steps 2 and 3. Right is an example of a three tier structure.



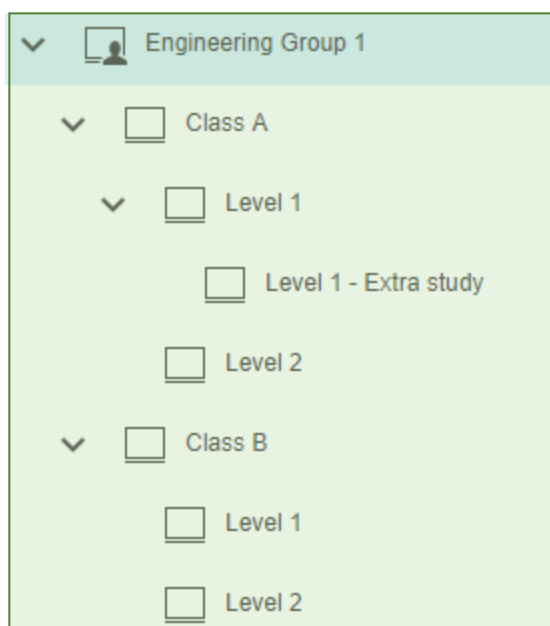
- 4) To add learning material to a class first select it and then click the book icon.



- 5) Tick the applicable course(s) and then click **Apply**. Custom courses appear in the lower "My Courses" section. See the guide on Creating Custom Courses for more details.

It is important to note that the system uses a hierarchy based structure therefore content can be seen by the group it is applied to and any subsequent sub-groups. Below are three examples of how applying content to different levels effects who can see it.

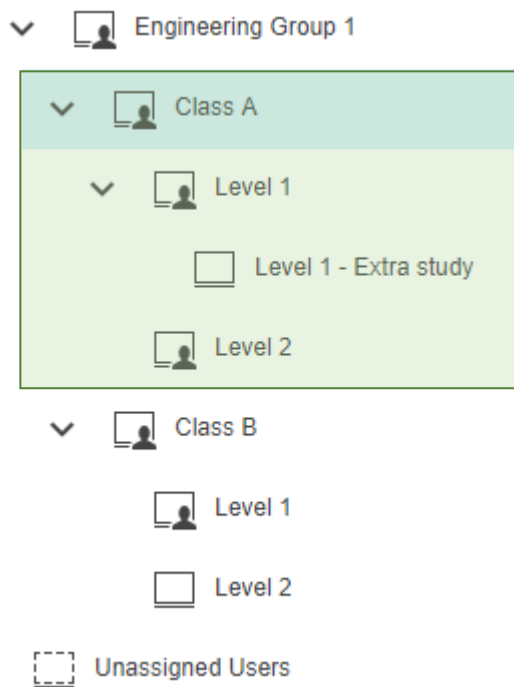
### Example 1 – Content applied to **Engineering Group 1**



Content seen by all users

Unassigned Users

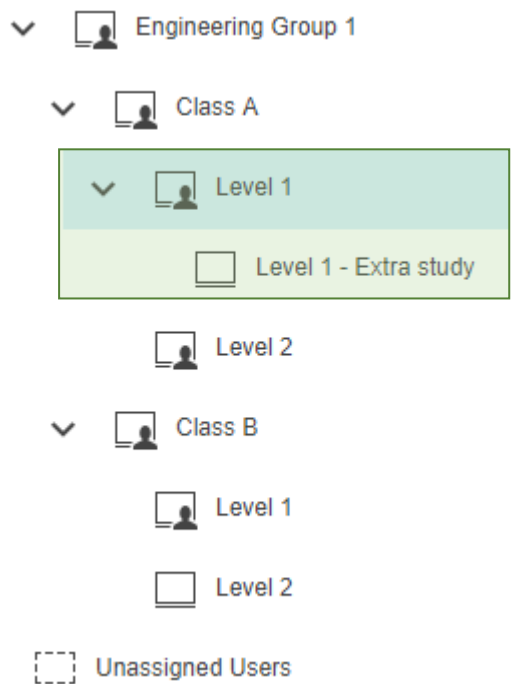
## Example 2 – Content applied to **Class A**



The screenshot shows a hierarchical tree structure. At the top is 'Engineering Group 1' with a dropdown arrow and a person icon. Below it is 'Class A', also with a dropdown arrow and a person icon. Under 'Class A' are 'Level 1' (dropdown arrow, person icon) and 'Level 2' (person icon). Under 'Level 1' is 'Level 1 - Extra study' (checkbox icon). A light green box highlights the 'Class A' node and its entire subtree. Below 'Class A' is 'Class B' (dropdown arrow, person icon), which has 'Level 1' (person icon) and 'Level 2' (checkbox icon) under it. At the bottom is 'Unassigned Users' (dashed box icon).

Content seen by Class A and sub-groups

## Example 3 – Content applied to **Class A > Level 1**



The screenshot shows a hierarchical tree structure. At the top is 'Engineering Group 1' with a dropdown arrow and a person icon. Below it is 'Class A' (dropdown arrow, person icon). Under 'Class A' are 'Level 1' (dropdown arrow, person icon) and 'Level 2' (person icon). Under 'Level 1' is 'Level 1 - Extra study' (checkbox icon). A light green box highlights the 'Level 1' node and its subtree. Below 'Class A' is 'Class B' (dropdown arrow, person icon), which has 'Level 1' (person icon) and 'Level 2' (checkbox icon) under it. At the bottom is 'Unassigned Users' (dashed box icon).

Content seen by Class A Level 1 groups only

If in doubt it is best to apply courses to lower levels in the hierarchy. This ensures your students only see content that is relevant to their studies.