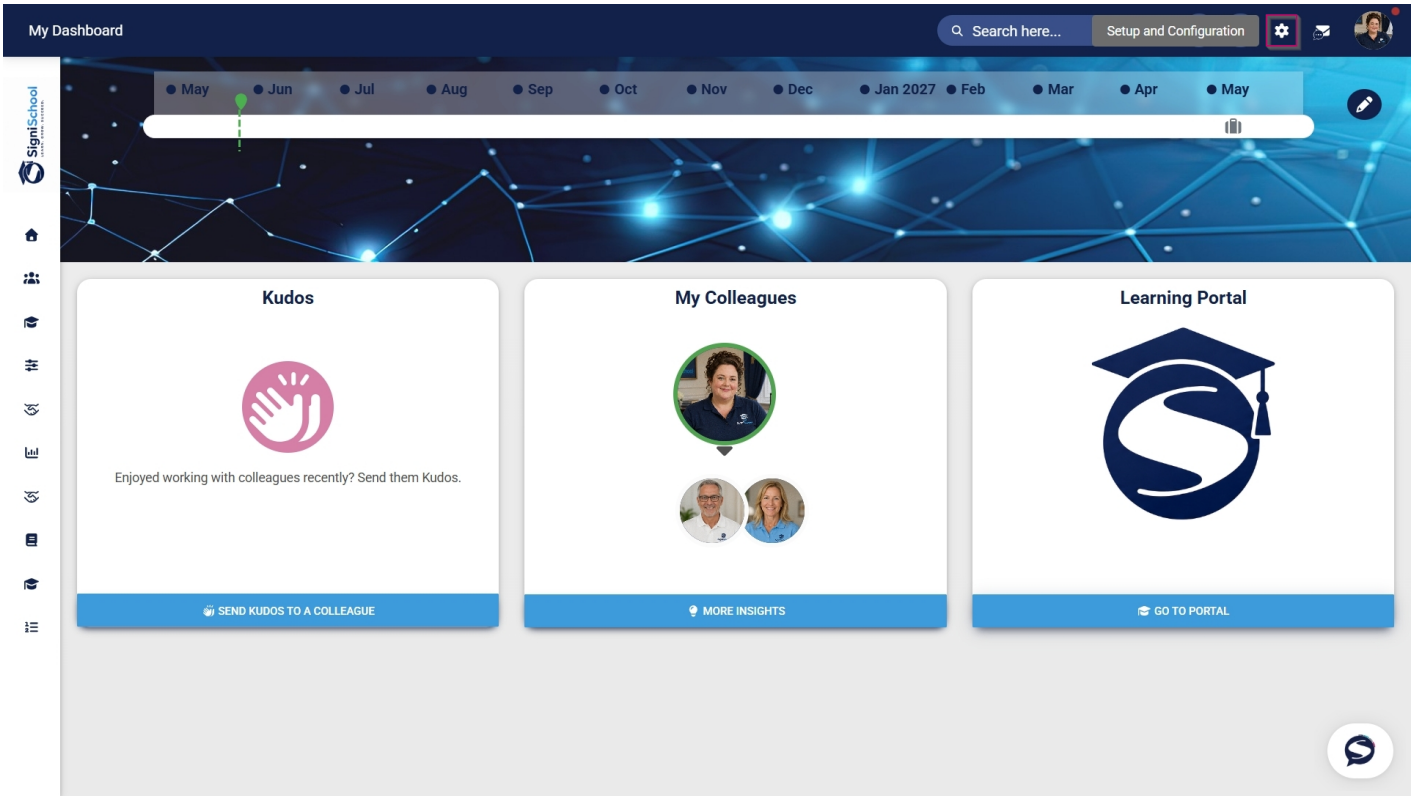
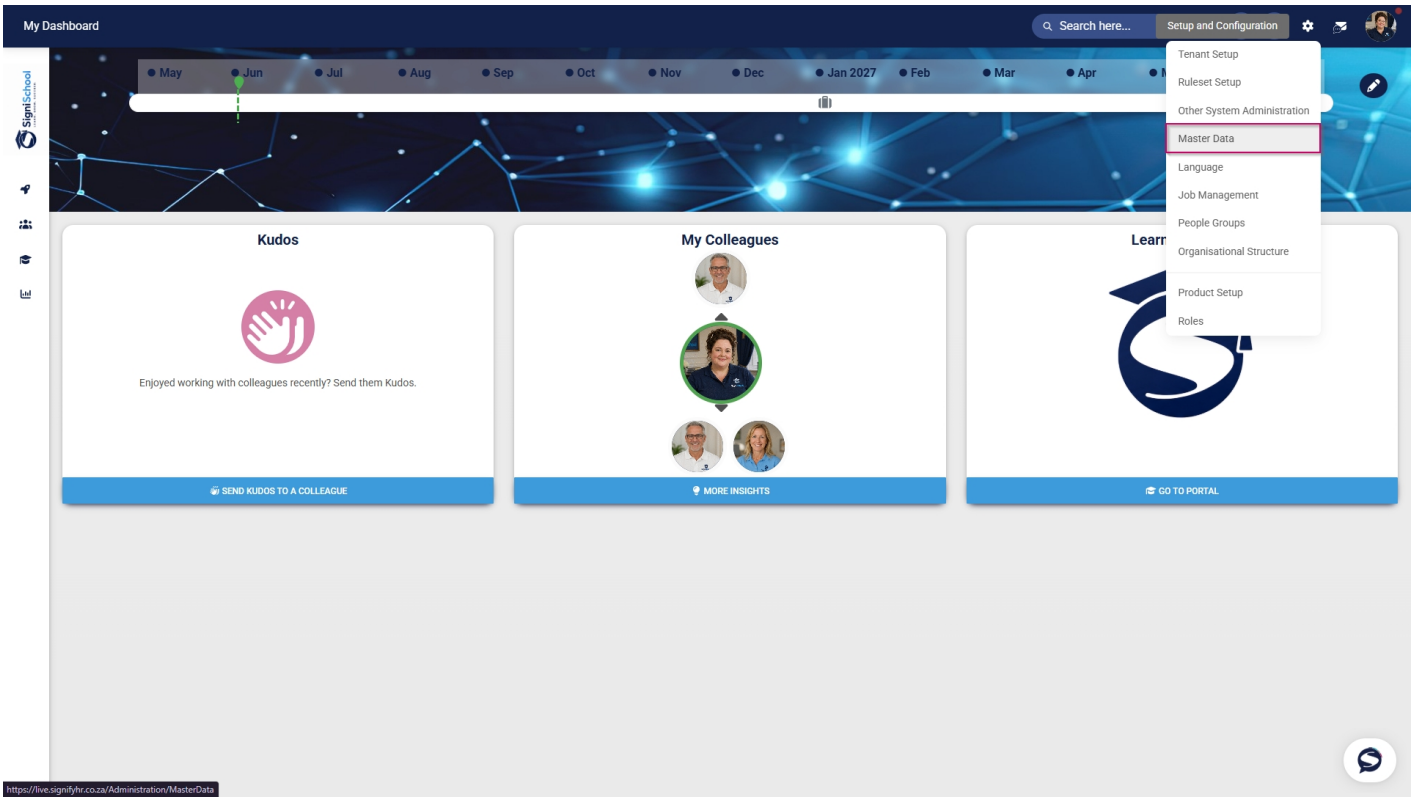
Create Class Periods

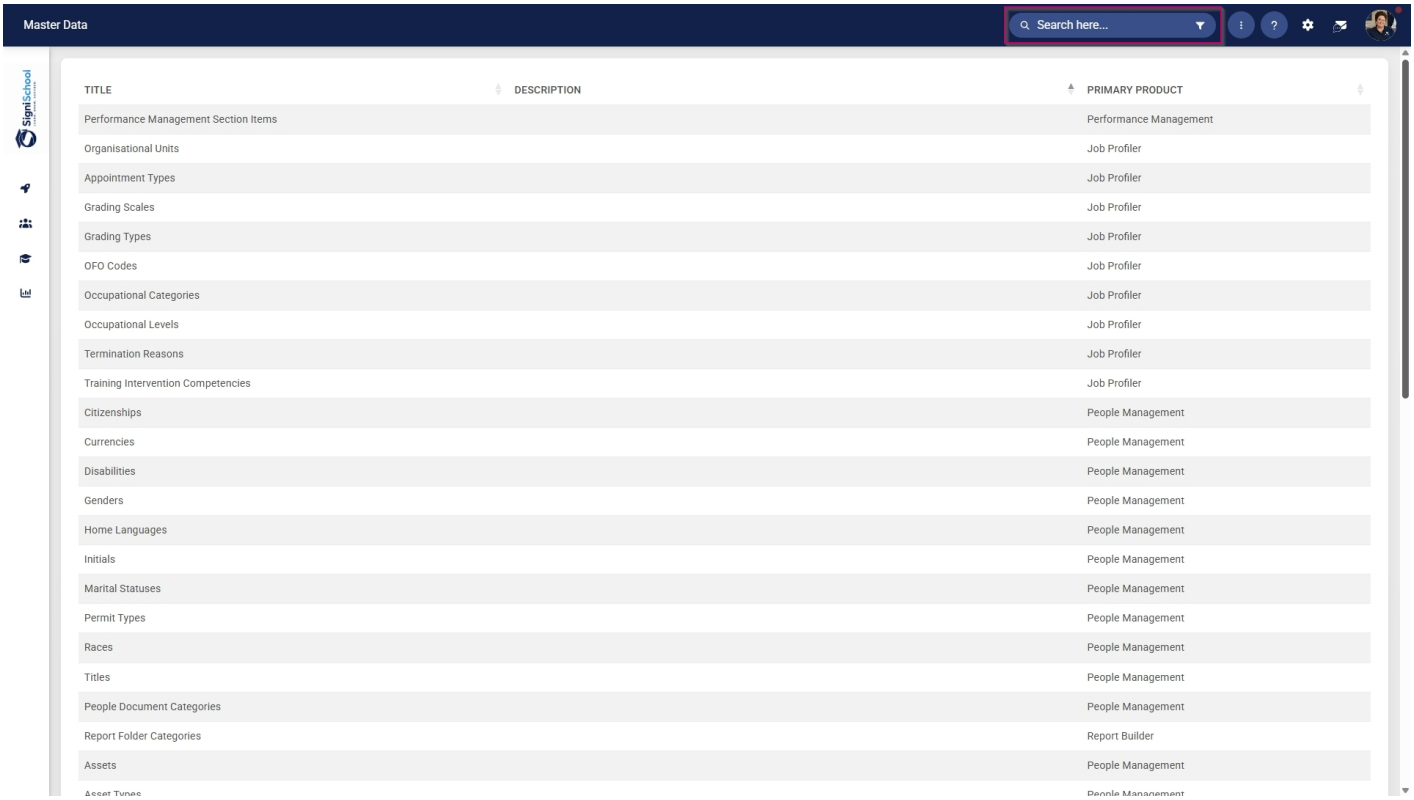
- Click the **gear icon** to access the **Setup and Configuration** menu.



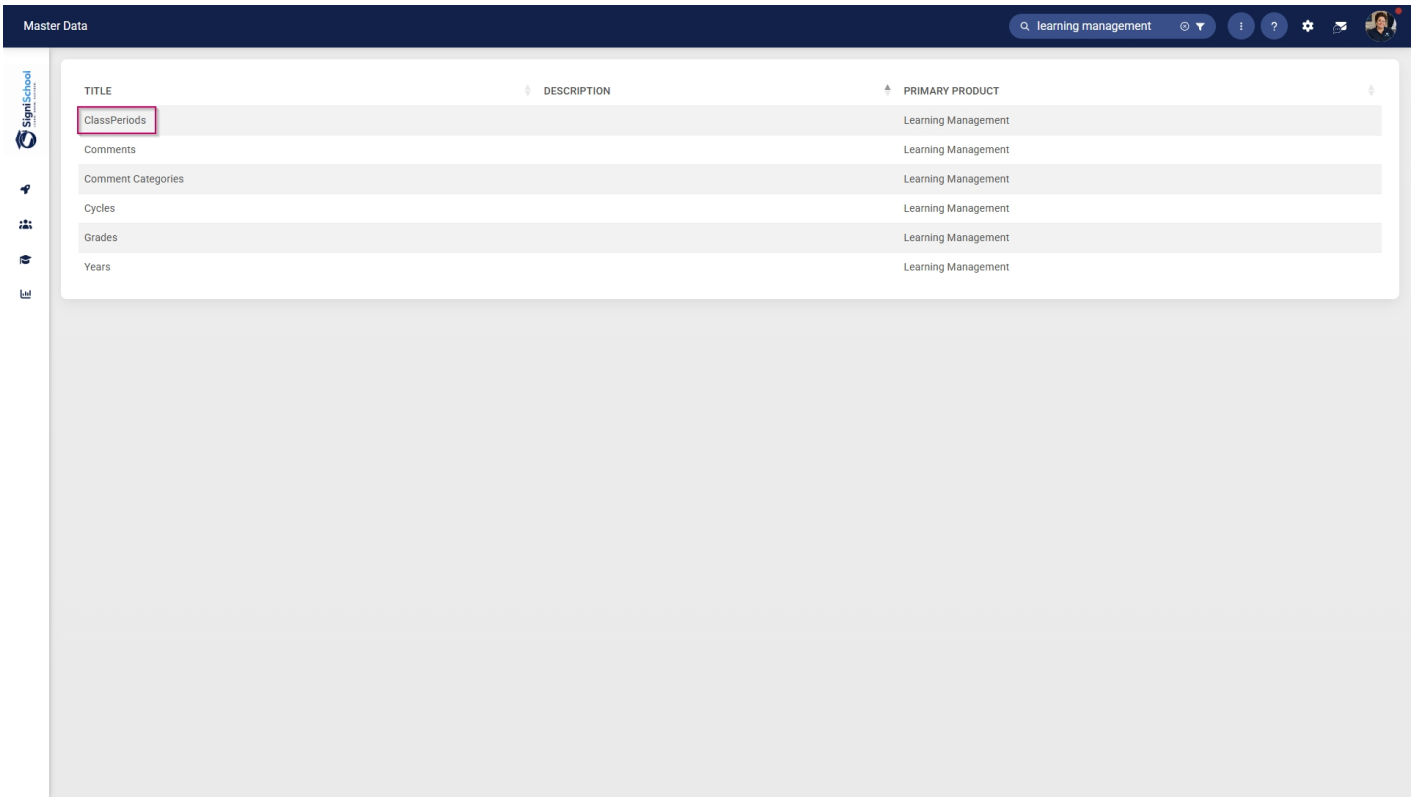
- Click **Master Data**.



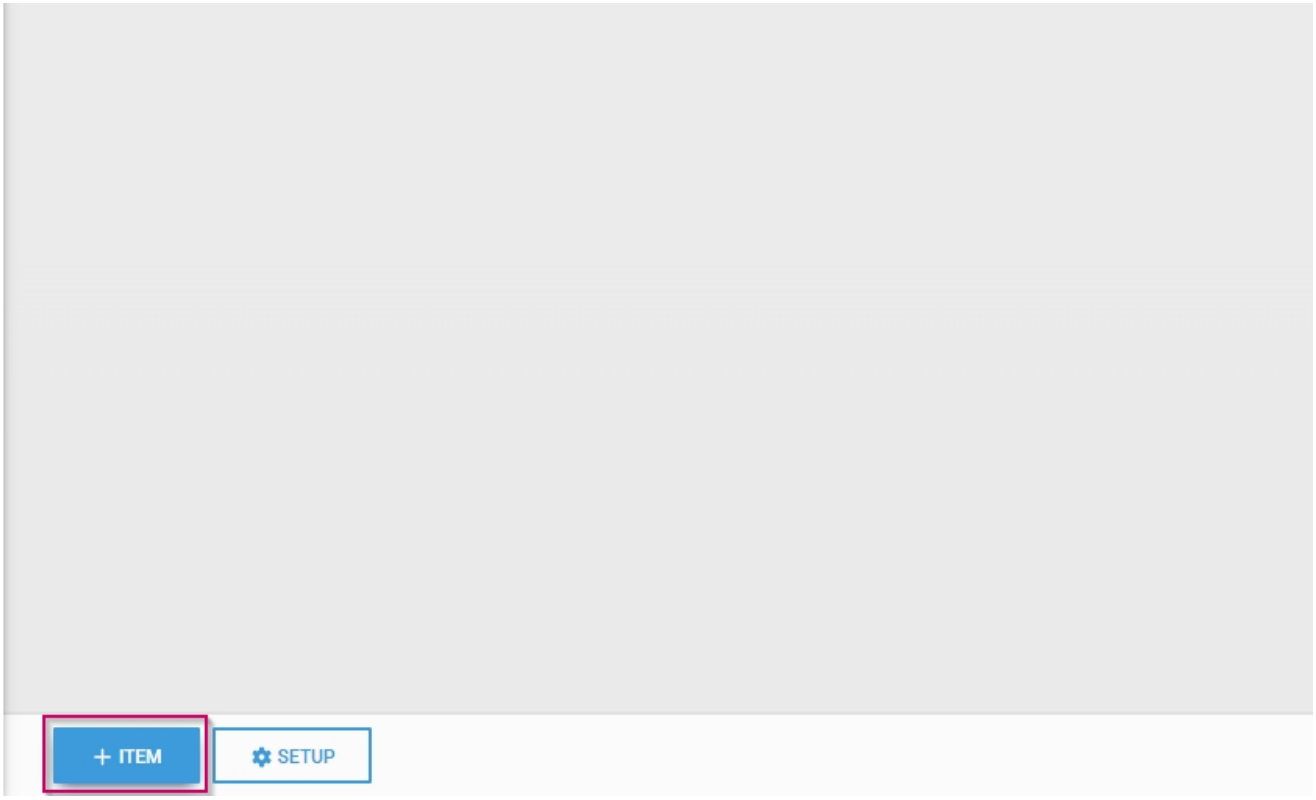
- The **Master Data Library** lists the categories for which administrators can create master data. Use the **search bar** at the top of the screen to filter the search results by **Learning Management**.



- Click on the **ClassPeriods** category to continue.

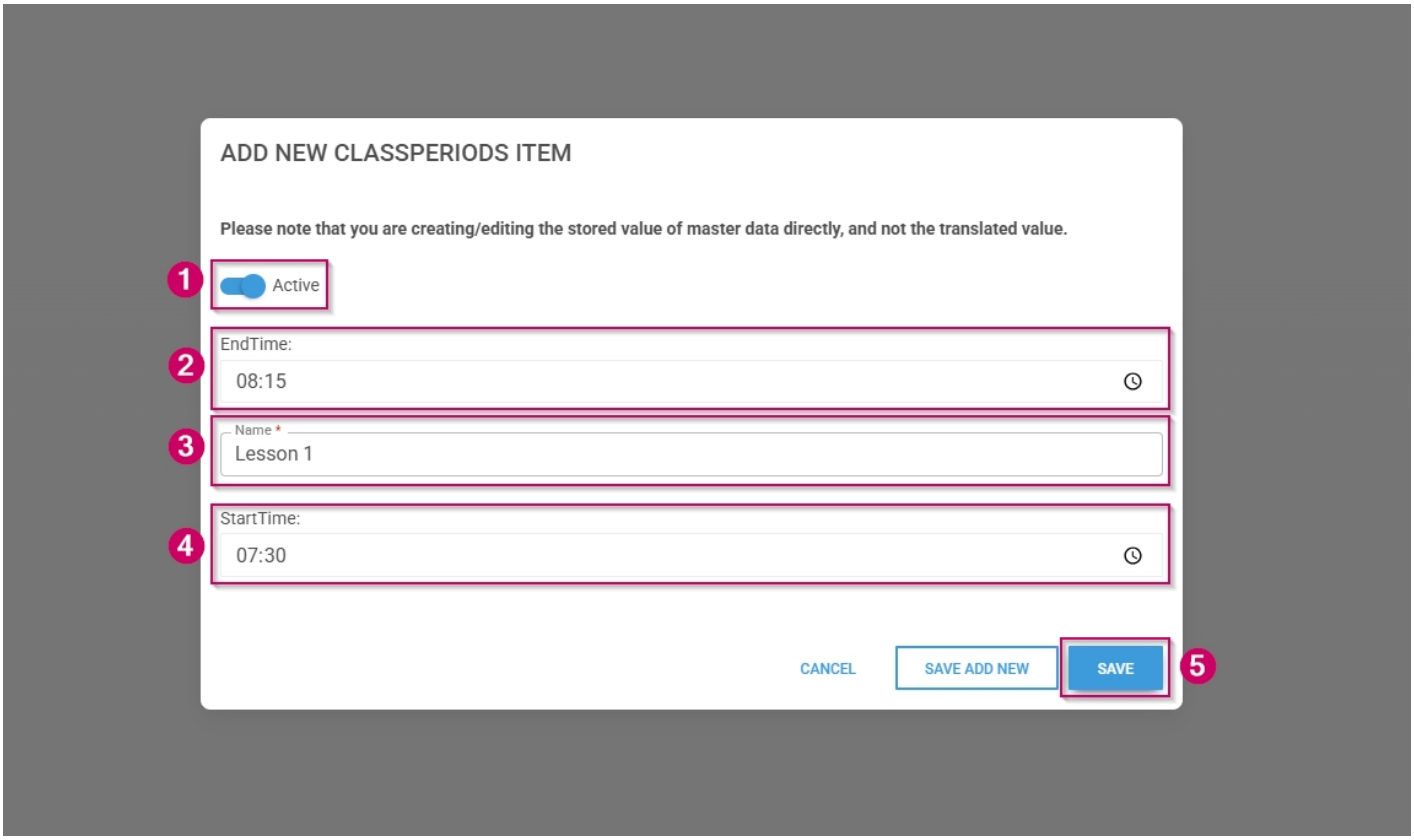


- To add a new master data item, click on **+ITEM**.

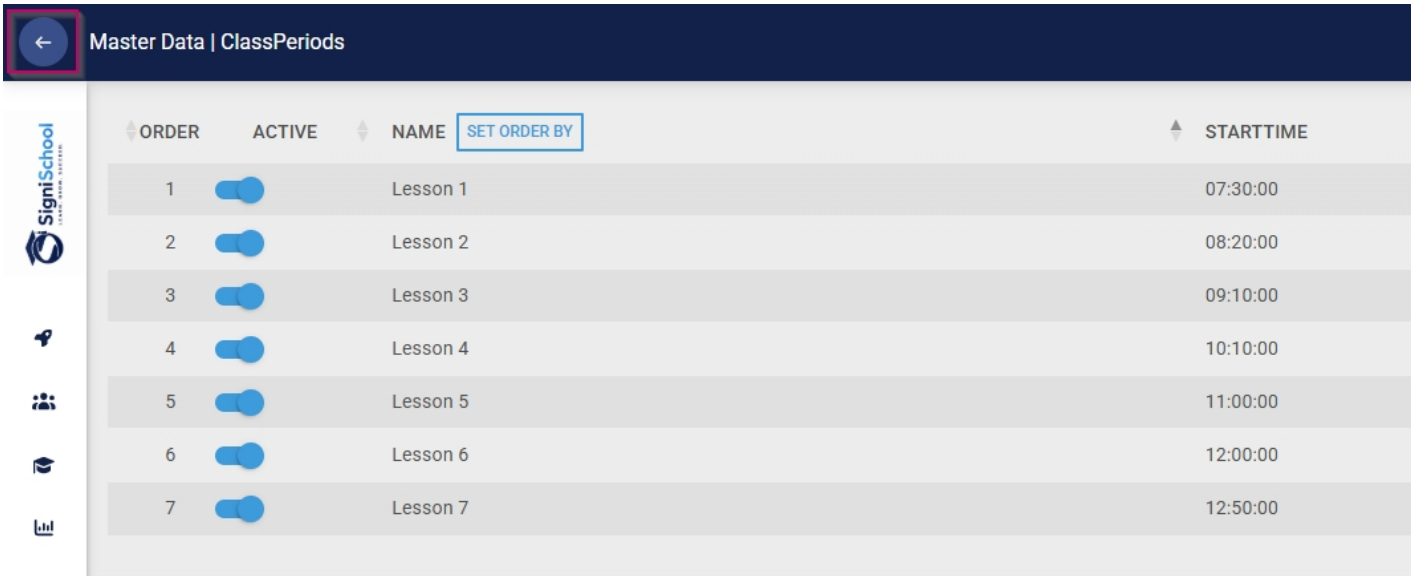


- Click the **toggle button** to set the class period's status to **Active**.
- Enter an end time for the period.
- Add a name for the period.
- Enter a start time for the period.

- Click **SAVE** when you are finished, **SAVE ADD NEW** to add another master data item or click **CANCEL** to discard your edits.



- Click the **back arrow** to navigate back to the **Master Data Library** once you are finished.



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