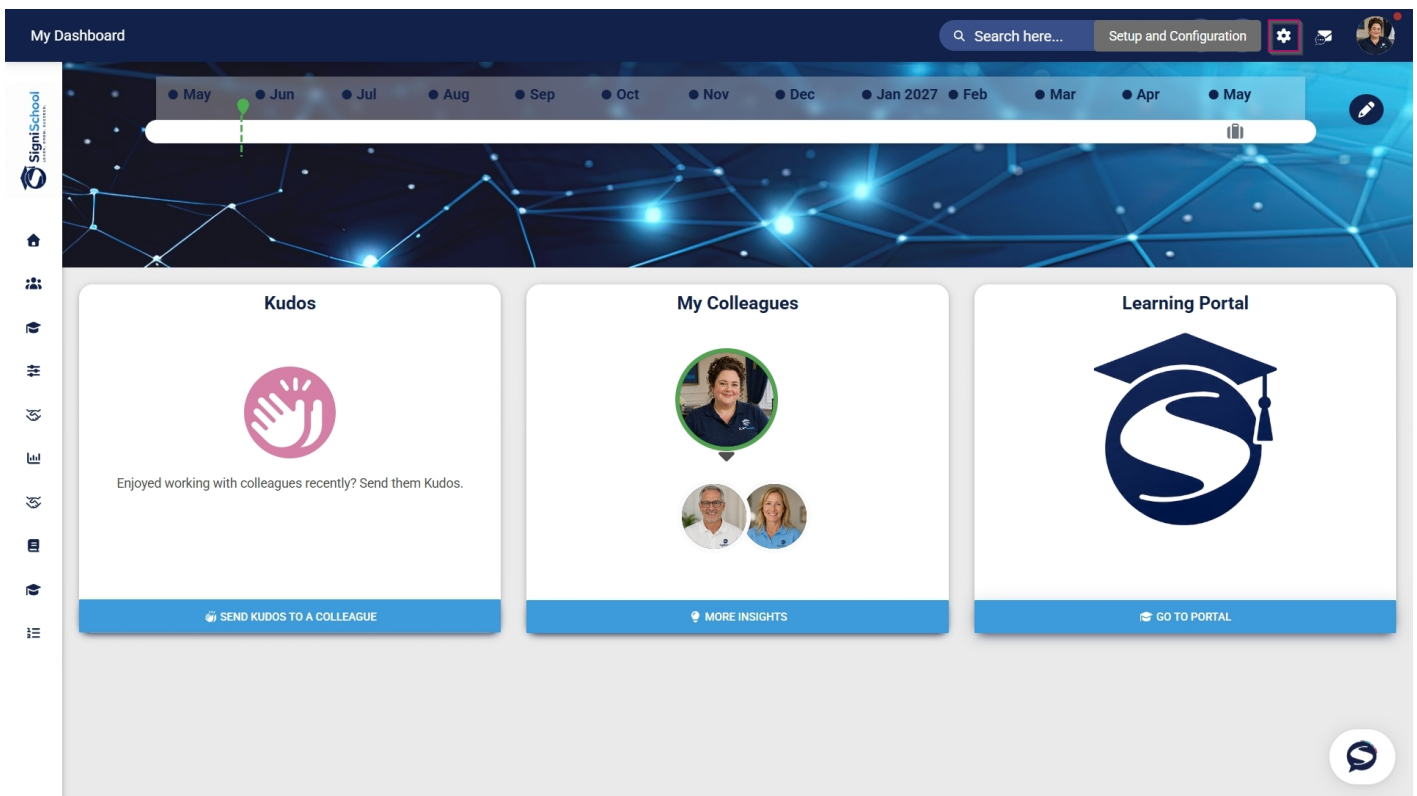
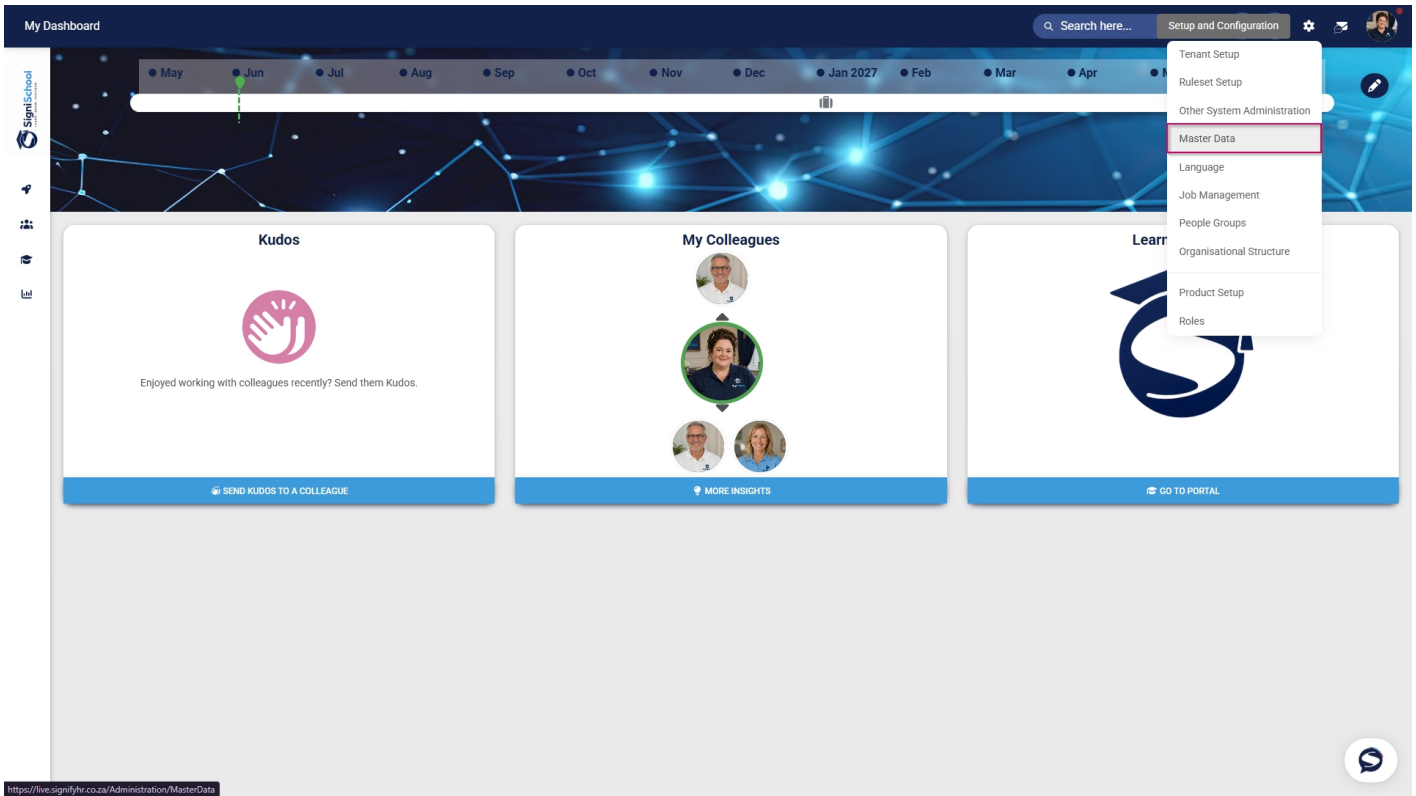


Create Class Periods

- 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**.

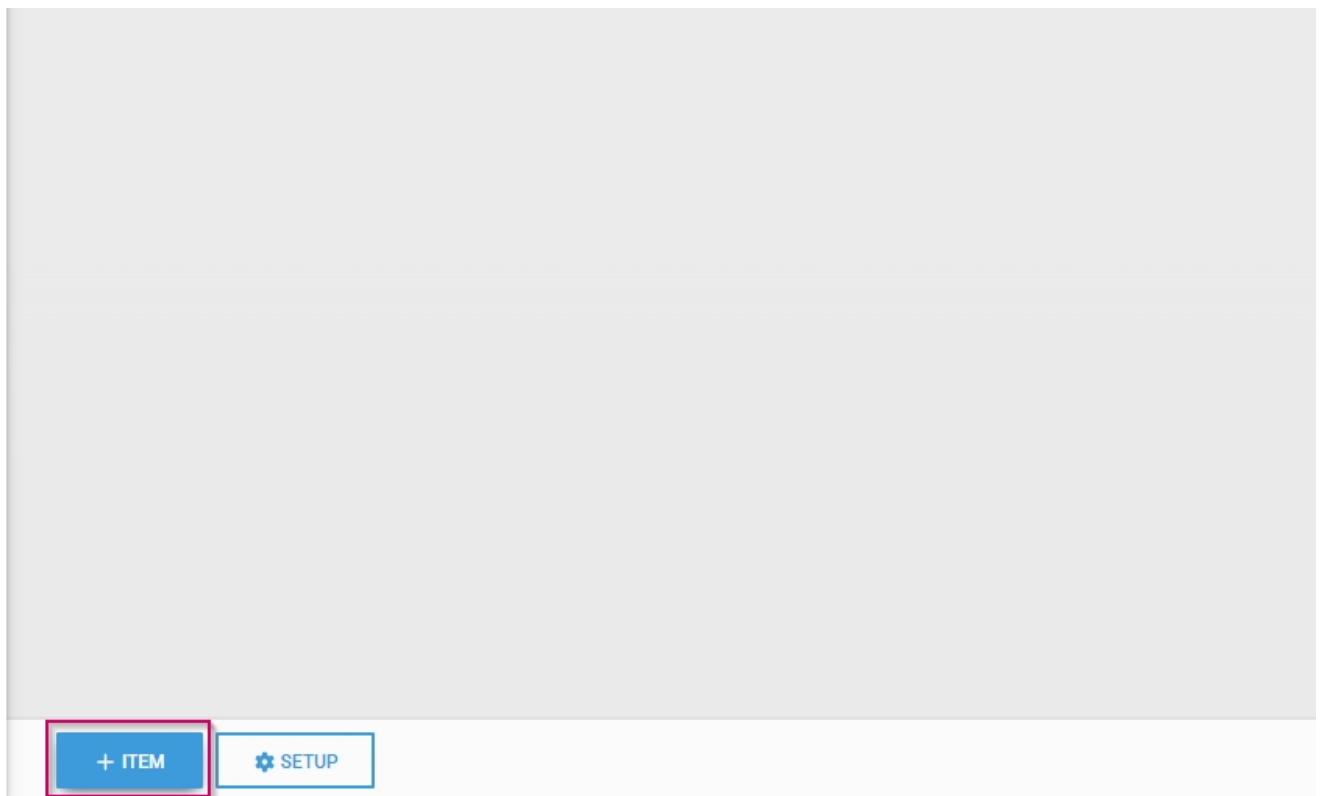
TITLE	DESCRIPTION	PRIMARY PRODUCT
Performance Management Section Items		Performance Management
Organisational Units		Job Profiler
Appointment Types		Job Profiler
Grading Scales		Job Profiler
Grading Types		Job Profiler
OFO Codes		Job Profiler
Occupational Categories		Job Profiler
Occupational Levels		Job Profiler
Termination Reasons		Job Profiler
Training Intervention Competencies		Job Profiler
Citizenships		People Management
Currencies		People Management
Disabilities		People Management
Genders		People Management
Home Languages		People Management
Initials		People Management
Marital Statuses		People Management
Permit Types		People Management
Races		People Management
Titles		People Management
People Document Categories		People Management
Report Folder Categories		Report Builder
Assets		People Management

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

Master Data learning management

TITLE	DESCRIPTION	PRIMARY PRODUCT
ClassPeriods		Learning Management
Comments		Learning Management
Comment Categories		Learning Management
Cycles		Learning Management
Grades		Learning Management
Years		Learning Management

- 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.

ADD NEW CLASSPERIODS ITEM

Please note that you are creating/editing the stored value of master data directly, and not the translated value.

1 Active

2 EndTime: 08:15

3 Name * Lesson 1

4 StartTime: 07:30

CANCEL SAVE ADD NEW **SAVE** 5

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

← Master Data | ClassPeriods

ORDER	ACTIVE	NAME	SET ORDER BY	STARTTIME
1	<input checked="" type="checkbox"/>	Lesson 1		07:30:00
2	<input checked="" type="checkbox"/>	Lesson 2		08:20:00
3	<input checked="" type="checkbox"/>	Lesson 3		09:10:00
4	<input checked="" type="checkbox"/>	Lesson 4		10:10:00
5	<input checked="" type="checkbox"/>	Lesson 5		11:00:00
6	<input checked="" type="checkbox"/>	Lesson 6		12:00:00
7	<input checked="" type="checkbox"/>	Lesson 7		12:50:00

Revision #2

Created 2025-11-11 07:44:07 UTC by Chanan Stenden

Updated 2026-06-23 10:20:35 UTC by Chanan Stenden