

Setting Up Your Classes



Prior to creating your classes in PRISM, **you should first set up your semesters** (please see separate [Setting Up Your Semesters](#) instructions) by entering the dates that each will comprise. Though you can always go back later to do this please know that, until dates are entered, **'Registered' emails that are sent to students, parents, and GCs will contain BLANK entries for Start and End Dates AND your eTeachers will NOT be able to use the Attendance Module.**



PRISM has two categories of semesters that are delineated by **COURSE TYPE**. **When setting up classes in PRISM, it is essential to use:**

- **REGULAR** semesters for **REGULAR, REMOTE, CREDIT RECOVERY, and UPGRADE** Course Types
- **CON ED** semesters for **ADULT, ALTERNATIVE, NIGHT SCHOOL** Course Types

NOTE:

Instructions on the [Bulk Class Import / Create](#) and [Bulk Class Export](#) tools can be found at the end of this guide.

To set up your classes in PRISM, please:

Go to [Course Management – Add Course Offering](#)

Select your [School Board](#)

Select the [School](#)

If you are not certain, you can edit the class information later by going to [Manage Course Offerings – \[action button\] Edit](#)

Select the [Semester](#)

Select the appropriate semester based on Course Type:



**REGULAR, REMOTE, CREDIT RECOVERY, and UPGRADE courses
MUST be placed into these semesters**

Full Year – Continuous Intake – Credit Recovery
Full Year – Continuous Intake – Regular

Semester 1 – Continuous Intake – Regular
Semester 1 – Regular
Semester 1 – Term 1 – Regular
Semester 1 – Term 2 – Regular

Semester 2 – Continuous Intake – Regular
Semester 2 – Regular
Semester 2 – Term 1 – Regular
Semester 2 – Term 2 – Regular



**ADULT, ALTERNATIVE, and NIGHT SCHOOL courses
MUST be placed into these semesters**

Full Year – Continuous Intake – MPLAR
Full Year – Continuous Intake – Con Ed

Semester 1 – Continuous Intake – Con Ed
Semester 1 – Con Ed
Semester 1 – Block 1 – Con Ed
Semester 1 – Block 2 – Con Ed
Semester 1 – Block 3 – Con Ed

Semester 2 – Continuous Intake – Con Ed
Semester 2 – Con Ed
Semester 2 – Block 1 – Con Ed

Summer - August - Regular
Summer - August - Credit Recovery
Summer - August - Upgrade
Summer - July - Regular
Summer - July - Credit Recovery
Summer - July - Upgrade
Summer - July/August - Regular
Summer - July/August - Credit Recovery
Summer - July-August - Upgrade

Semester 2 – Block 2 – Con Ed
Semester 2 – Block 3 – Con Ed

Select the **Subject**

Select the **Course**

If the course does not appear in the list, please email coordinator@oelc.ca.

Select the **Course Type**

If this is a **REMOTE** OR **F2F** course AND you will be making it available to certain other Boards, you can click the **Visible to Out of Board Users** box, then select the appropriate Boards in the **Select School Boards** pull down. **If no selections are made, the course will be available to ALL Boards.**

Check the **Teacher(s)**

You can assign multiple teachers to a class by checking each of their names.

If a teacher does not appear in the pull-down list, they either do not have a user account set up yet OR they do have a user account but are not tied to the selected school (please see [Managing and Creating Users](#) instructions).

If you are not certain, you can edit the class information later by going to **Manage Course Offerings – [action button] Edit**

Click **Prefill Semester Default Dates**



This option will not be available if you have not yet followed the separate [Setting Up Your Semesters](#) instructions. Until dates are entered here, **'Registered' emails that are sent to students, parents, and GCs will contain BLANK entries for Start and End Dates AND your eTeachers will NOT be able to use the Attendance Module.**



If you click this button, then make later changes to the semester dates as per the separate [Setting Up Your Semesters](#) instructions, **the changes will NOT filter down to the course.** You must return to this screen (by going to **Manage Course Offerings – [action button] Edit**) and click the **Prefill Semester Default Dates** button again.

Select **Yes** or **No** for **Ministry Content**

If materials provided by the Ministry of Education is the primary source of content for this class, select **Yes**.

If you are not certain, you can edit the class information later by going to **Manage Course Offerings – [action button] Edit**

Check the box to turn **Learning Module Tracking** **On** or **Off**

Typically Learning Tracking is only used for classes that are reported on registers based on the completion of modules – e.g., correspondence courses.

Check the box to turn **Visible to Out of Board Users On** or **Off**

Turn **On** if you want other Boards to be able to see and register their students for the class. Turn **Off** if the class is only being used internally for your own Home Board (HB) students and no Out-of-Board (OOB) students are being permitted.

This can be changed at any time by going to **Manage Course Offerings – [action button] Edit**

Select the **Number of Classes** you wish to create

Use only if creating multiple sections of the same course.

(optional) **Select School Boards** with which you would like to share the class.



This feature is only used for the rare occurrence in which you have a class into which you are allowing only students from specific Boards (as opposed to all Consortium students). If no selection is made, ALL Boards will be able to see the course and register their students for its waitlist(s).

(optional) Set the **Class Section Identifier**

This is an open field into which numbers or text can be entered; If creating multiple sections of the same course in the same semester, it is highly recommended a section identifier be entered; Often, DeLCs will set this to the class's section number or the teacher's name.

This can be changed at any time by going to **Manage Course Offerings – [action button] Edit**

Set the **Maximum Class Size**

Once a class reaches its **Maximum Class Size**, it automatically becomes **Closed**. All students from your Board (Home Board, HB) who register for the course when it is **Closed** are added to the waitlist instead of being accepted automatically. Students from other Boards (Out-of-Board, OOB) are always added to the waitlist whether the class is **Open** or **Closed** and must be manually accepted.

This can be changed at any time by going to **Manage Course Offerings – [action button] Edit**

Set the **Maximum # Out of Board Students** (if you turned on Visible to Out of Board Users above)

Once a class reaches its **Maximum # Out of Board Students**, you will not be able to manually accept any more (Out-of-Board, OOB) students.

This can be changed at any time by going to **Manage Course Offerings – [action button] Edit**

Set class **Status** to **Open** or **Closed**.

When a class is set to **Open**, students from your Board (Home Board, HB) are automatically accepted when they are registered. When a class is set to **Closed**, HB students are placed on the waitlist and will remain waitlisted until you manually accept them (or a System User from another Board offering the course during the same semester manually accepts them). Students from other Boards (Out-of-Board, OOB) must always be manually accepted from the waitlist... they are never automatically accepted.

This can be changed at any time by going to **Manage Course Offerings – [action**

button] Edit

Click [Save](#)

Bulk Class Import / Create Tool

Multiple classes may also be created simultaneously in bulk using the [Import Course Offerings from CSV](#) option.

TIP: You may wish to reduce the amount of work and speed up the process by first exporting your current or previous year's courses in CSV format, making any necessary edits in Excel, then importing them directly into PRISM using the [Bulk Class Export](#) tool (instructions at the end of this guide). The Export and Import and fields are the same so there is little to do in order to replicate/mirror your current year's offerings in the following year.

The following are the required CSV fields. **They must be in this order and they must all be populated:**

School MIDENT, Semester, Course, Course Type, Class Section Identifier, Prefill Semester Default Dates, Ministry Content?, Learning Module Tracking?, Visible to Out of Board Users? Maximum # of Out of Board Students?, Class Cap?, Open?

NOTE:

[School MIDENT](#) - must match a MIDENT contained in PRISM

[Prefill Semester Default Dates](#) – (Y/N) Set to 'Yes' only if you already have dates set up under Manage Semesters

There is a base file and instructions located [HERE](#) that will be helpful in creating your CSV.



If a class contained in the CSV upload file is already contained in PRISM, a second course will be created.

To use the [Bulk Class Import / Create Tool](#), please:

Go to [Files - Import Course Offerings from CSV](#).

Select your [School Board](#).

Click [Choose File](#), locate and select your CSV file, click [Open](#), then click [Upload File](#).

Bulk Class Export Tool

See [TIP](#) above...

To use the [Bulk Class Export Tool](#) in order to export your current or previous year's classes for import into PRISM, please:


Go to [Files - Export Course Offerings To CSV](#).

Select your [School Board](#), [Semester](#) (optional), and [Course Type](#) (optional).

Click [Download File](#).

Export Course Offerings From CSV

 This export allows you to bulk import your Board's classes for next year.

 CSV File Format: School Mident, Semester, Course, Course Type, Class Section Identifier, Prefill Semester Default Dates (Yes/No), Ministry Content (Yes/No), Learning Module Tracking (Yes/No), Visible to Out of Board Users (Yes/No), Maximum # of Out of Board Students, Class Cap, Open (Yes/No)

Select School Board

Other

Select Semester

Select Course Type

DOWNLOAD FILE