airclass
airclass.com

Learn how to create online classes in AirClass from Lenovo Software, the virtual classroom platform created by trainers, for trainers.
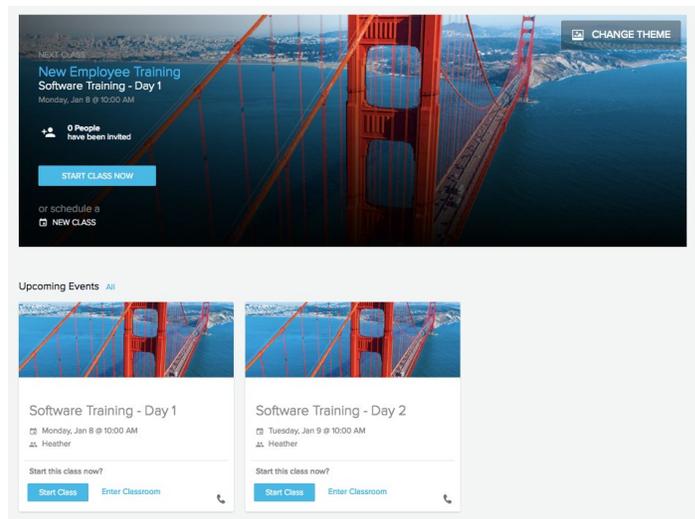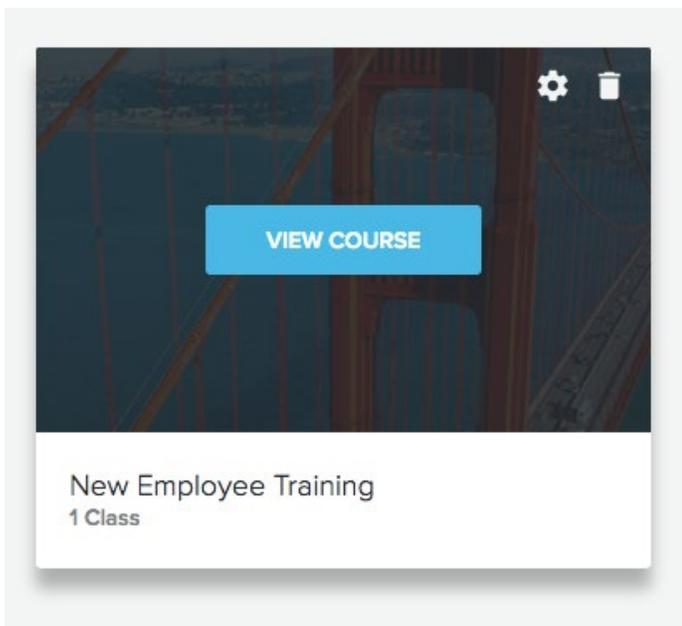
Getting Started with AirClass #2:
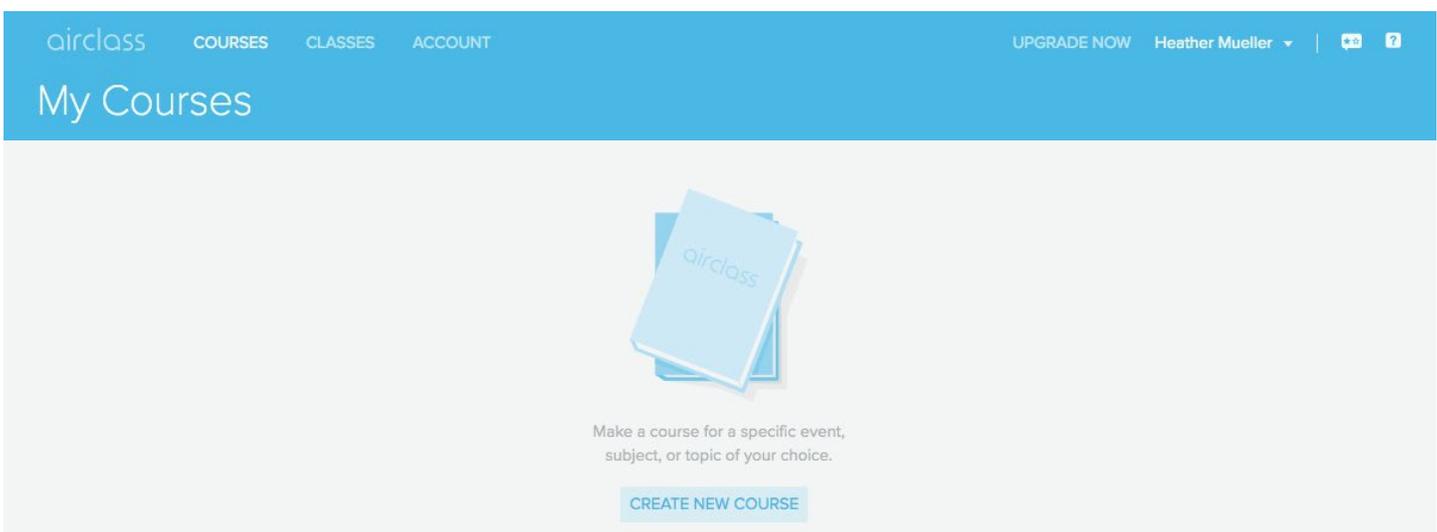How to Create Courses and Classes

Now that you've set up your AirClass account, it's time to create your first session. **This involves a two-step process within the AirClass platform.**

First, you'll need to create a course. An AirClass course is an overarching group, or theme, under which separate training sessions are organized.
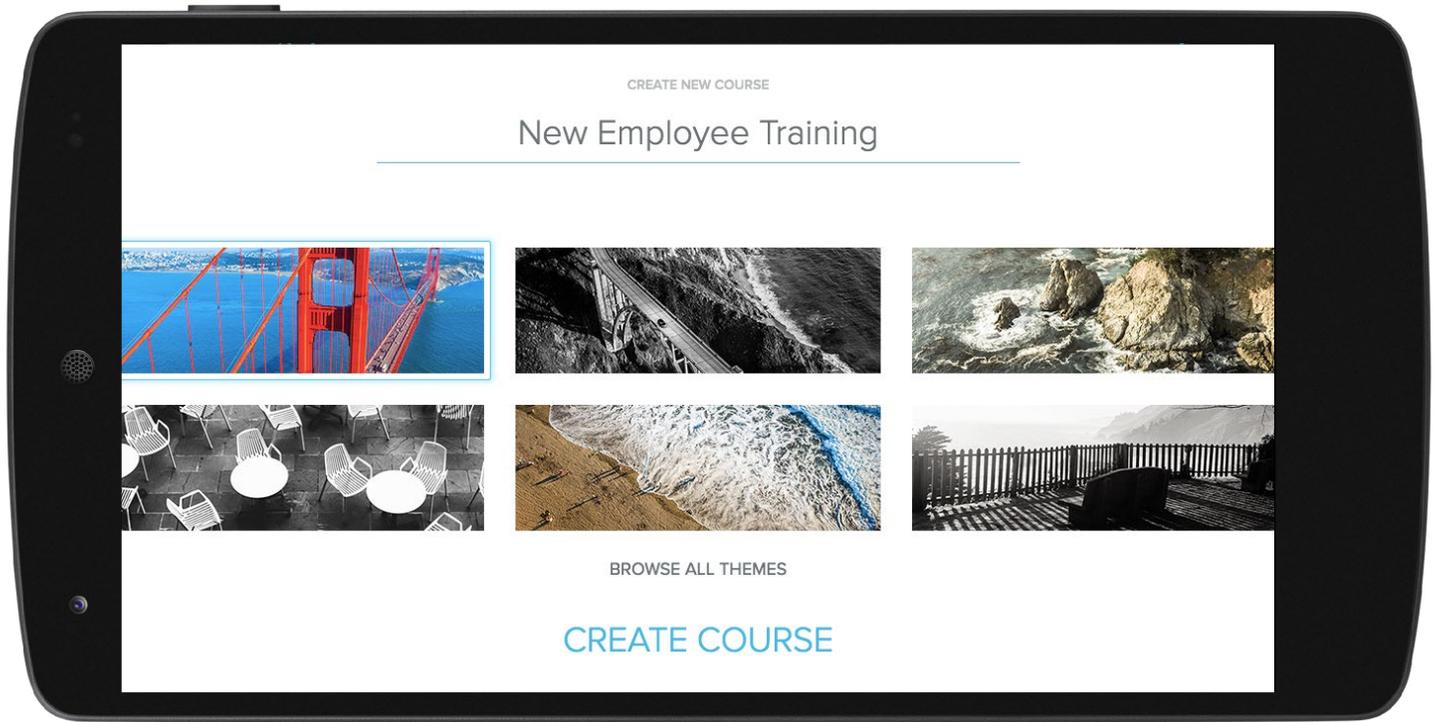

A class is an individual training session housed within the larger course. **Once you've created your first course, you can begin to create your first virtual class** (or series of classes).

By default, when you log into AirClass, you'll be taken to your courses page. Select **"Create New Course"** to get started:
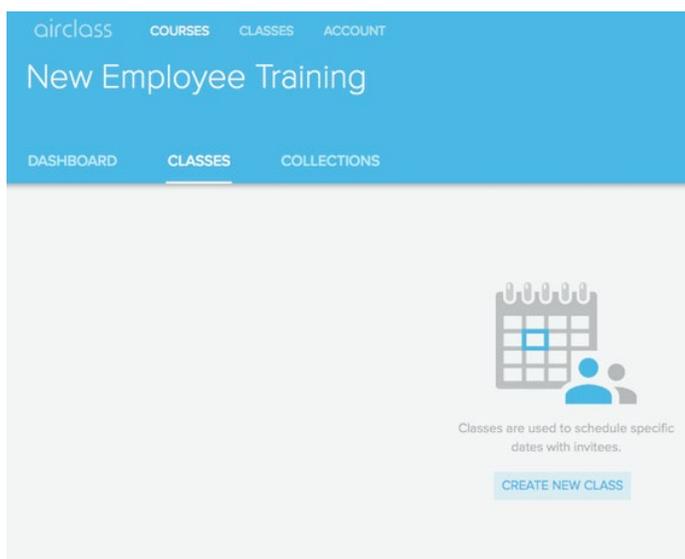
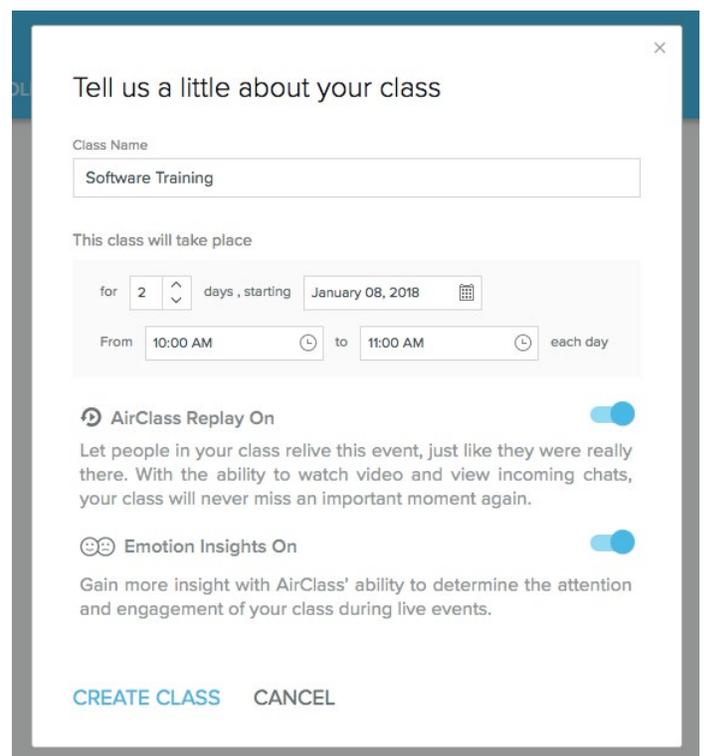Here, you can name your course and choose a theme:

Once you've clicked "Create Course" on this page, you can begin adding virtual classes and scheduling sessions.

To create an online class, first navigate to your desired course (or stay in the one you've just created). Then select **"Create New Class:"**
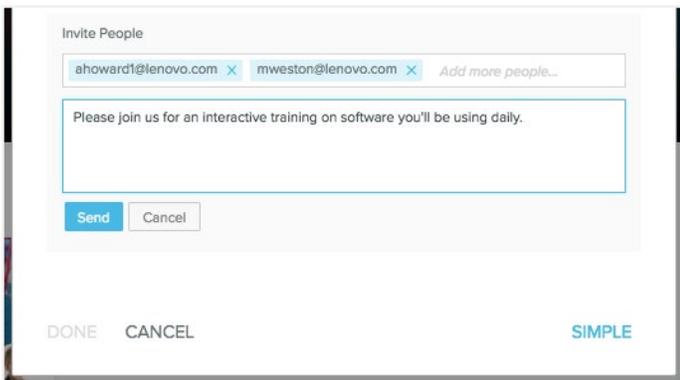

This will take you to a screen where you can name your class, choose whether it will meet once or for multiple sessions and select your desired date(s) and time(s):
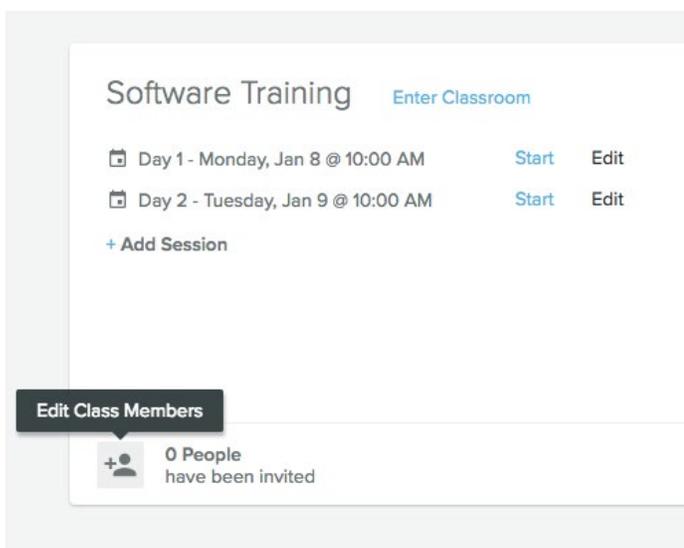
By default, AirClass Replay and Emotion Insights will be turned on. Replay allows your participants to access an interactive recording of the live event after it's completed. Emotion Insights collects anonymous data on non-verbal cues (such as smiling or looking away from the screen) to create a full report that shows when people are confused, excited and more at various stages throughout your class.

The majority of classes will benefit significantly from these two features. However, if you do **not** want to use Replay or Emotions Insights, you can use the sliders to turn one or both of them off.

Next, you'll be prompted to list class attendees. You can add email addresses and a note to invite participants now, or save this step for later:

To invite participants to a class you've already created, navigate to that class in the course library and select **"Edit Class Members:"**

Congratulations - you're ready to stage your first class!

If you're still within your free 30-day trial, this is a great time to experience the full set of premium features while training within the AirClass platform.

In the next several installments of the AirClass user guide, we'll show you how to stage and reuse course content, leverage various collaboration tools and get the most out of features like Engagement Scores and Emotion Insights.