

Getting Started with AirClass: How to Create Courses and Classes

Now that you've set up your AirClass account, it's time to schedule your first live event.

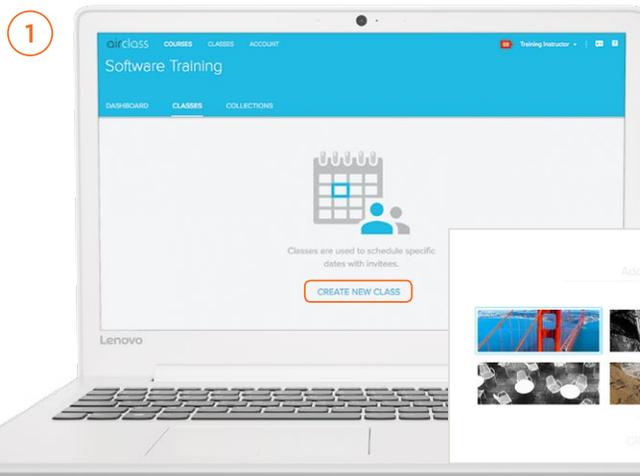
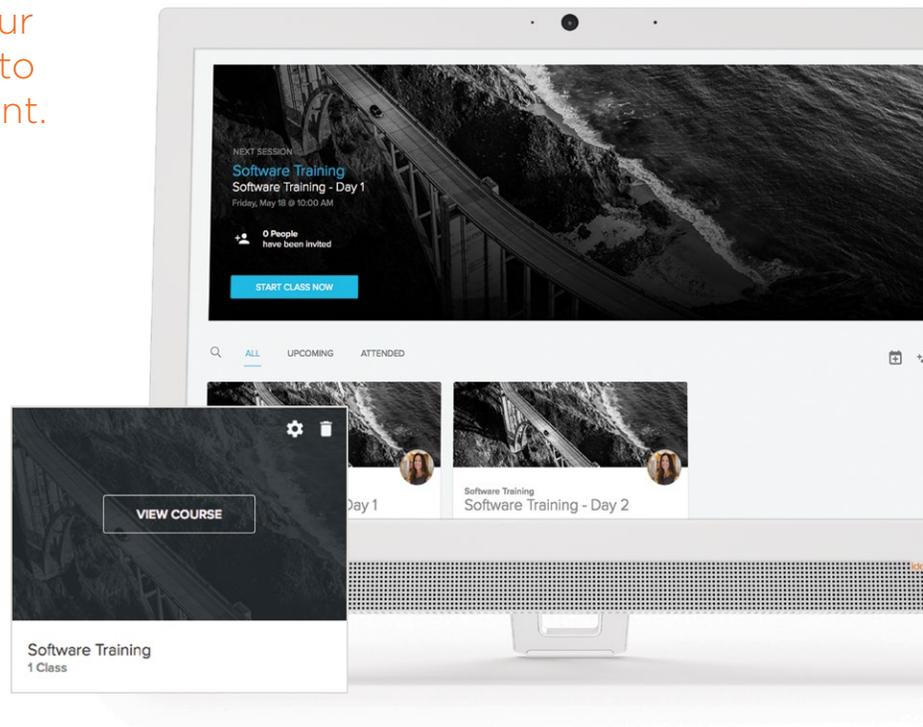
i Let's start by defining some AirClass terminology:

Course: a set of classes that contain the same collections

Collection: the organization of content (files, videos, polls, etc.)

Class: a virtual classroom

Session: the live event



First, you'll need to create a course.

By default, when you log into AirClass, you'll be taken to your courses page. Select **"Create New Class"** to get started:

Here, you can name your course and choose a theme:

- 2 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:"**

- 3 This will take you to a screen where you can name your class. Click on **"Advanced"** to choose whether it will meet once or for multiple sessions and select your desired date(s) and time(s):

airclass COURSES CLASSES ACCOUNT

Software Training

DASHBOARD CLASSES COLLECTIONS

Classes are used to schedule specific dates with invites.

CREATE NEW CLASS

Tell us a little about your class

Class Name

Software Training

This class will take place

for 2 days, starting May 18, 2018

From 10:00 AM to 11:00 AM each day

AirClass Replay On

Let people in your class relive this event, just like they were really there. With the ability to watch video and view incoming chats, your class will never miss an important moment again.

Emotion Insights On

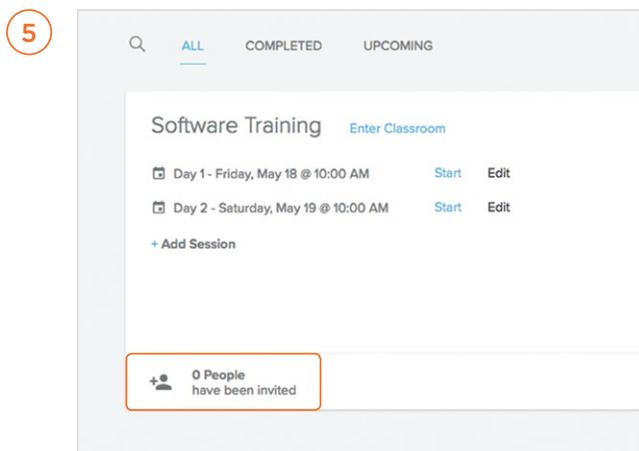
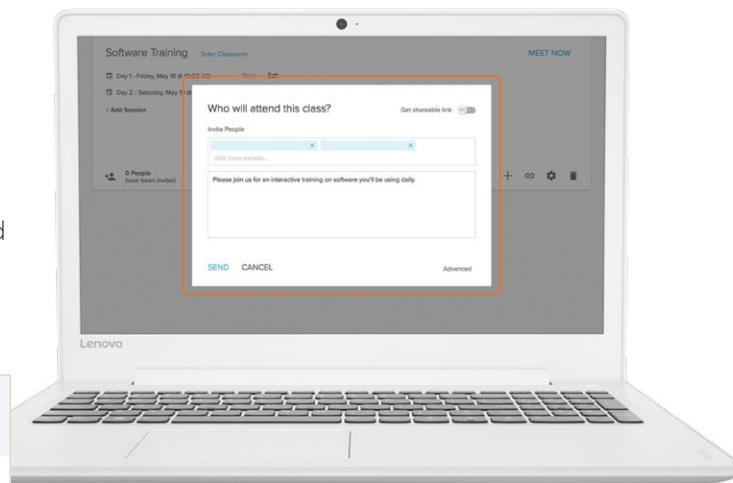
Gain more insight with AirClass' ability to determine the attention and engagement of your class during live events.

CREATE CLASS CANCEL Simple

- i By default, AirClass Replay and Emotion Insights will be turned on. Replay allows your attendees 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 Emotion Insights, you can use the sliders to turn one or both of them off.

- 4 Next, you'll be prompted to list class attendees. You can add email addresses and a note to invite attendees now, or save this step for later. You can also turn on the shareable link feature which provides a link to this specific class (and all future sessions). This link can be copied and distributed.



To invite attendees 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 course! 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.

- i 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.