

Start to finish — getting a class ready

The whole job in order: from a new cohort in Transition Enroll to students opening their first lesson.

1 What this page is for

THE SHORT VERSION

1. The cohort exists in Transition Enroll (it is created there, not here).
2. Create a lesson plan for it — usually by copying last cohort's plan.
3. Tidy the topics and items: dates, instructions, links.
4. Decide what students see now (posted) and what waits (draft or a not-before date).
5. Check it from the student side in the Student Portal.

Copying last cohort's plan is the fastest route. The copy keeps every topic, item and attachment, and clears the not-before dates so you can set new ones.

2 Step by step

1. Make sure the cohort exists

1. The cohort (class) must already be set up in Transition Enroll with its start and end dates.
2. The Classes site reads cohorts from Transition Enroll. If a cohort is missing from the menus here, it has not been created there yet.

2. Create the plan

1. On **Lesson plans** press + **New plan**. A side panel opens on the right.
2. Step 1 **Program**: choose the program and press **Next**.
3. Step 2 **Cohort**: choose the class dates. You can pick *Not yet — attach later*. Press **Next**.
4. Step 3 **Start from**: choose **Copy an existing plan** and pick last cohort's plan (the menu shows its start date and item count), or choose **Empty plan**.
5. Check the **Plan name** (it is filled in for you as program and start date) and press **Create plan**. The new plan opens.

3. Build or tidy the content

1. Press + **Add topic** to add a day or week heading, for example *Week 1 Monday*.
2. Press + **item** on a topic (or + **Add item** at the top) to add a material, assignment, quiz or question.
3. Click an item's title to edit it; add links in the **Attachments** area after the item is saved.
4. Use the up and down arrow buttons to put topics and items in order.

4. Control what students see

1. On each item set **Students can see it** to **Yes (posted)** or **No (draft)**.
2. To release an item on a set day, keep it posted and fill in **Not before**.
3. Make sure the line under the plan title shows the cohort dates. If it says *not attached to a cohort*, press **Attach to cohort**.

5. Check from the student side

1. Press **Student portal** in the header.
2. Open **Staff sign-in** and sign in with the same login.
3. Search for a student in that cohort and press **Open portal**.
4. Scroll to **My lessons**. You see exactly what they see: posted items whose date has arrived.

3 If something looks wrong

Students say My lessons is empty.

Check three things in order: the plan is attached to
their

cohort; the items are

Visible

(not Draft); and no

from <date>

is still in the future. Then check the student is registered as enrolled in that cohort in Transition Enroll.

4 Flip-book edition

The same subject as a page-turning flip-book. Opens in a new tab.

FLIP-BOOK

Overview

Page-turning edition. Opens in a new tab.

FLIP-BOOK

Module 9: Start-to-finish walkthroughs (slide deck)

Page-turning edition. Opens in a new tab.