Considerations for Finalizing a Class Roster for an Instructor Class

If you are finalizing the class roster for an Instructor class and are receiving the "Insufficient Inventory" error message, **please read these troubleshooting steps**. Some of these steps are related to your eCard inventory settings and permissions.

Program Administration Manual (PAM) Requirements for Instructor Classes

- As a reminder, only Training Center Coordinators can issue eCards.

Atlas Tips

- Once you have completed the Instructor class, please change the "eCard inventory comes from" from Training Center (TC) inventory back to Individual. You want to switch it back to Individual because this setting impacts all cards issued when creating classes, not just the cards created by the Training Center Administrator (TCA) or TCC.

- Students who register themselves in an "approval-based" designated class, do not receive an email notification via a tile on their Atlas dashboard. Once the Instructor/TCC/Admin views the class, they will have a notification on the roster to approve enrollment of the student.

- Students who register themselves in an "auto-enroll" designated class, do not receive an email or notification via a tile on their Atlas dashboard. The Instructor also will not receive an email or a dashboard notification because there is no action for the Instructor to take. An Instructor can see all enrolled students on their class roster.

- Instructor candidates do not have to accept the invite for you to continue with the process of finalizing the roster and managing the Instructor class.

- The Instructor that has taught or will be teaching the Instructor course, must be listed as a Training Faculty (TF) for them to appear on the dropdown list of Instructors when creating the class. If you have multiple members listed, then you need to find the person who is listed as Training Faculty for the class in which the roster needs to be finalized.

- Any Faculty member who has class management permissions can create and issue instructor classes.

NOTE: The "Insufficient Inventory" message is occurring because the "eCards inventory comes from" option under the Training Center's information has a default setting of "Individual". **Please change this to "TC Inventory."** The system reads "Individual" as if the eCards will be coming from the Instructor's inventory who taught the course instead of the TC's inventory. You may need to change the permissions under your Faculty list to TC or TS inventory as well.

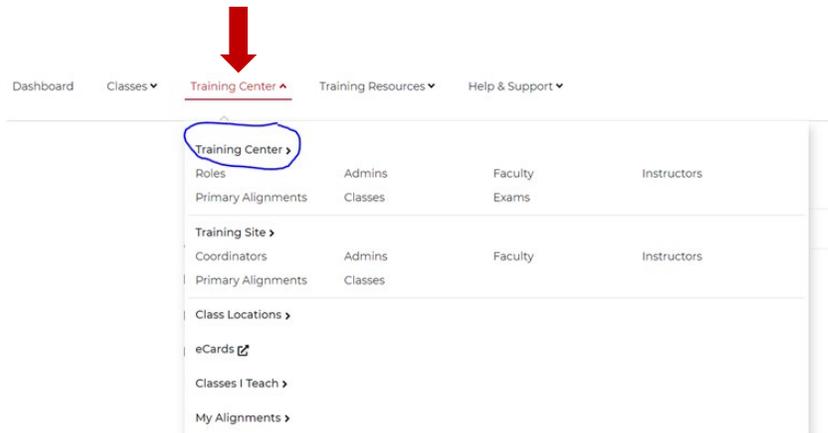1. Click on Training Center tab (Figure 1)

Figure 1

2. Click on Training Center in drop down menu (Figure 2)

Figure 2
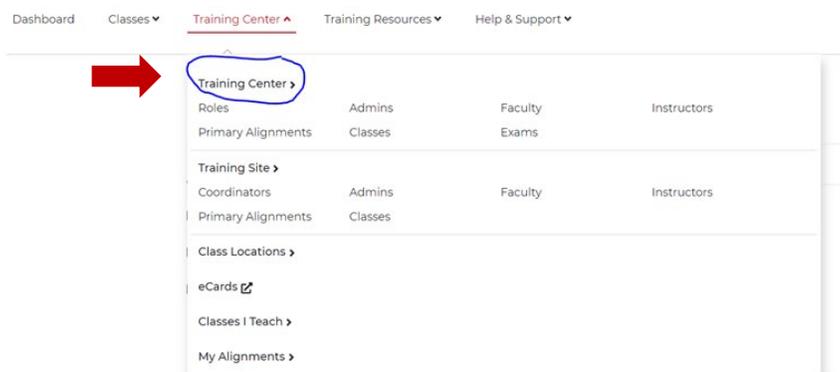
3. After you click on Training Center, you will see "Edit" on the right-hand side. Click Edit (Figure 3)

Figure 3

4. Scroll down and change the "eCards inventory comes from" option from Individual to Training Center (Figure 4)

Figure 4

5. After you complete the above steps, you need to check the Faculty Permissions and change the Permissions setting if needed.

The reason you need to take this step is because when the class is created, the Instructor or Faculty teaching the class needs to be listed. Therefore, the Instructor or Faculty needs to have the correct permissions as well.

6. Click on the Training Center tab and choose Faculty from the drop-down menu (Figure 6)
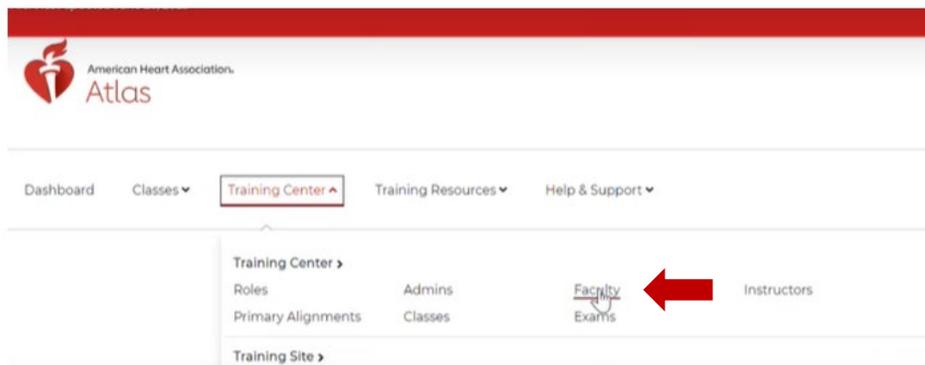

Figure 6

7. Once you're in the Faculty section, click on the elipses under the "Actions" column that are displayed at the end of the row where the person's name is listed.

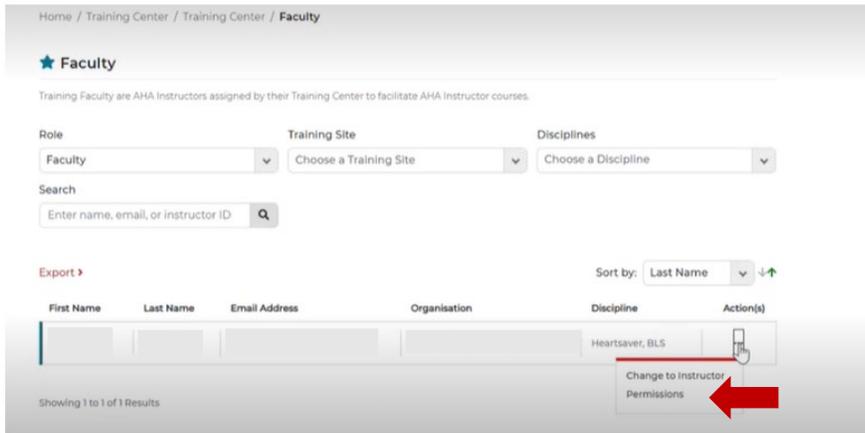   a.   A pop-up menu will appear with two options. Select Permissions (Figure 7)

Figure 7

8. In the "eCard Inventory Comes From," you will want to make sure that Training Center is selected and not Faculty (Figure 8)
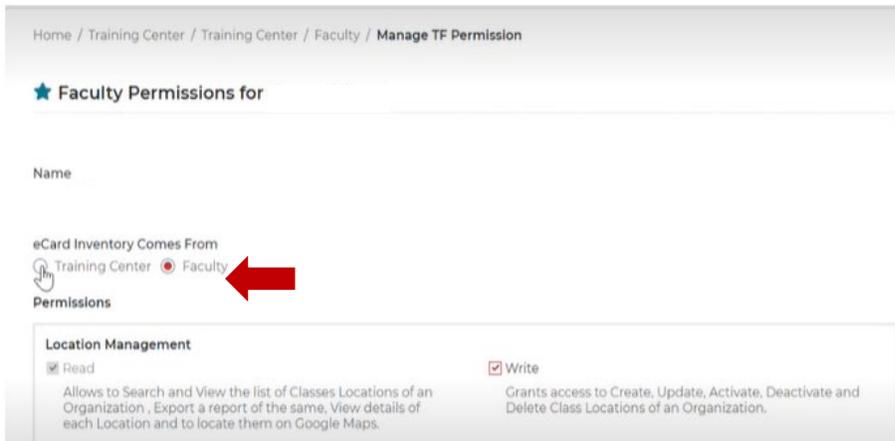

Figure 8

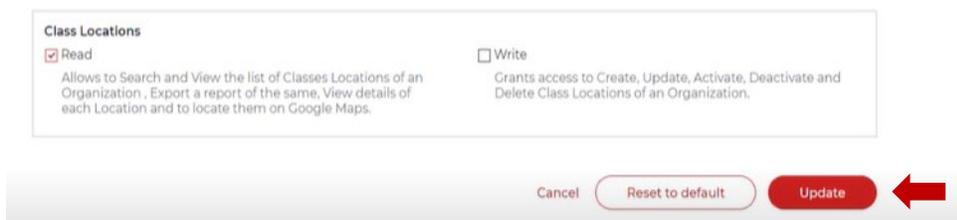9. After Training Center is selected, scroll down and click the Update button (Figure 9)

Figure 9

10. Now you can finalize the roster!