This QRG will guide you through the steps for creating a virtual class offering.

1. After a course has been created, click on the Delivery Types tab.
2. Select the Add Delivery Type link.
3. Select Virtual Class.
4. Select Next.

Figure 1 – Delivery Types tab in the course offering
5. Complete the fields in the **Delivery Mode Information** section.

6. Select **Finish**.

Figure 2 – Delivery Mode Information
7. From the Delivery Types tab, select **New Virtual Class Offering**.

![Image of Delivery Types tab](image1)

**Figure 3 – Adding a New Virtual Class Offering**

8. Use the picker for the **VLE Provider** to select the “Default VLE Provider”.

![Image of New Virtual Class Offering window](image2)

**Figure 4 – New Virtual Class Offering Window**

**IMPORTANT!** Virtual class offerings MUST have the default VLE selected, otherwise the virtual class link (i.e., Zoom, WebEx) will not save in the course offering.
9. Complete the fields in the **Scheduling Details** section including Start Date, Session Template, Duration (if different), Location, Welcome URL (this is the virtual class link), Teleconference Call Number, Teleconference Access Code and Language.

**NOTE:** The Welcome URL (virtual class link) must be added at this time. This link cannot be added or changed later.

![Figure 5 – Scheduling Details Section](image)

10. Complete the fields in the **Pricing Information** section.

11. Complete the fields in the **Registration Information** section.
12. Complete the fields in the **Availability Information** as appropriate.

13. Select **Finish**.

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**Figure 6** – Pricing Information and Registration Information Sections

**Figure 7** – Availability Information Section
14. In the Owner section, select the **Add Owner** link, search for the person(s), and designate them as the content owner(s).

![Figure 8 – Owner Section on Offering Main Tab](image)

15. Upon enrollment, learners will receive a confirmation email with a calendar invite that includes the link to the virtual class.

![Figure 9 – Registration Email Notification](image)

If you experience trouble with this process, please refer to the [LMS Support Page](#).