



CLASS Course Setup Request Form

OMB# 0925-0753 Expiration: xx/xx/20xx
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<p>Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0753). Do not return the completed form to this address.</p>

Instructions: Complete the items below and submit this form and/or any questions to CLASSHelpDesk@westat.com.

Name of Person Submitting Form	Required
Email of Person Submitting Form	Required
Course Title:	Required
Course Description:	Optional
Thumbnail Image?	Optional (229 x 173px)
Training Content Format:	Required (e.g., SCORM, video, etc.)
Self-Enrollment Availability Rules <i>Who can see and/or self-enroll in the course?</i> <i>Are there any restrictions to this?</i>	None or define rules for enrollment.
Auto Enrollment Availability Rules <i>Who should be automatically enrolled in the course, e.g., based on role, study approval, other?</i>	None or define rules for enrollment.
Is this Training Associated with a Protocol Specific Requirement (PSR)? <i>Implies the training is required for site registration approval or other requirement, e.g., ability to be selected in OPEN.</i>	If yes, indicate which protocol and type of PSR.
Does this Training Control Access to a System/Application?	If yes, indicate which one.
Is There a Due Date? <i>Sets a "soft" expectation that the learner will complete the course by the date/timeframe entered. When the due date passes, the course is still available to the learner to take and complete.</i>	Optional; If yes, provide date or timeframe (e.g., 60 days from enrollment).
Is There an Expiration? <i>Sets a date beyond which the course will no longer be available to the learner.</i>	Optional; If yes, provide date or timeframe (e.g., 60 days from enrollment).

<p>Prerequisite Required? <i>Learners will be allowed to enroll in the course but will be unable to take it until all prerequisite courses are completed.</i></p>	Optional; If yes, provide course or courses that must be completed first.
<p>Completion Certificate?</p>	Optional
<p>Attestation for Completion?</p>	Optional
<p>Is There a Quiz?</p>	Optional
<p>Can Learners Fail the Course?</p>	Optional
<p>Custom Email Message? <i>Can be sent at assignment, at completion, or as reminders.</i></p>	Optional
<p>Nudge Emails? <i>These are reminder emails sent if a course is not completed.</i></p>	Optional; If yes, indicate frequency and number (e.g., weekly for three weeks).
<p>Resource Documentation Attachments? <i>Materials that are to be posted in the course's Resources section, but are not officially part of the course.</i></p>	Optional
<p>New Process/Course or Replacing Preexisting?</p>	Effective or Cutoff Date if replacing a process
<p>Automated Reporting? <i>The CTSU can program course activity reports to be generated automatically and sent via email.</i></p>	Optional; If yes, include preferred frequency and recipients for report emails.