



CLASS Course Request Form

OMB# 0925-0753
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Instructions: Submit the completed form to CLASSHelpDesk@westat.com. Please contact the CLASS team for any questions regarding the form. All questions marked with a red asterisk (*) must be completed.

SECTION I – Course Request Information		
1.1 *	Name of Person Submitting Form	
1.2 *	Email of Person Submitting Form	
1.3 *	Course Title:	
1.4	Course Description:	
1.5	Thumbnail Image?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, then for best resolution provide a 229 x 173px attachment)
1.6 *	Training Content Format (e.g., SCORM, video, etc.)	
1.7	Unique Course Tags/Key words/Folder?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, then provide here:
1.8 *	New or Replacement Course/Process?	New Course <input type="checkbox"/> Replacement <input type="checkbox"/> If replacement, then provide effective or cutoff date:
SECTION II – Course Setup		
2.1 *	Course Availability Rules Who should be enrolled in the course, e.g., based on role, study approval, other? Are there any restrictions to this?	Self-Enrollment <input type="checkbox"/> Auto-Enrollment <input type="checkbox"/> Other <input type="checkbox"/> Explanation:
2.2 *	Is this Training Associated with a Protocol Specific Requirement (PSR)? Implies the training is required for site registration approval or other requirement, e.g., ability to be selected in OPEN.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, indicate which protocol and type of PSR.

2.3*	Does this Training Control Access to a System/Application?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, indicate which system:
2.4*	Is this Training Associated with a Task on a Delegation of Tasks Log(s) (DTL) Template?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, indicate which protocol and task:
2.5	Is There a Due Date? 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.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide date or timeframe (e.g., 60 days from enrollment).
2.6	Is There an Expiration? Sets a date beyond which the course will no longer be available to the learner.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide date or timeframe (e.g., 60 days from enrollment).
2.7*	Prerequisite Required? Learners will be allowed to enroll in the course but will be unable to take it until all prerequisite courses are completed.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide course(s) that must be completed first.
2.8	Allow Video Seeking? Seeking allows learners watching a video to move around within the timeline of the video.	Always allow seeking <input type="checkbox"/> Allow seeking only after learner has completed the lesson (i.e., for subsequent viewings of the video) [default] <input type="checkbox"/>
2.9	Resource Documentation Attachments? Materials that are to be posted in the course's Resources section but are not officially part of the course.	Yes <input type="checkbox"/> No <input type="checkbox"/>
SECTION III – Course Completion		
3.1	Completion Certificate?	Default is Yes for all courses. Standard <input type="checkbox"/> Custom <input type="checkbox"/> (If custom, provide as PDF attachment).
3.2	Attestation for Completion?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, then provide attestation wording here:
3.3	Is There a Quiz?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, then provide quiz questions and answers here or as attachment.

3.4	Can Learners Fail the Course?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, then can learners retake the course? Yes <input type="checkbox"/> No <input type="checkbox"/> Additional details:
SECTION IV – Emails		
4.1	Custom Email Message? Can be sent at assignment, at completion, or as reminders.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, then provide custom email message here or as an attachment:
4.2	Nudge Emails? These are reminder emails sent if a course is not completed.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, indicate frequency and number (e.g., weekly for three weeks):
4.3	Automated Reporting? The CTSU can program course activity reports to be generated automatically and sent via email.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, then: Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Email address for user(s) receiving report: