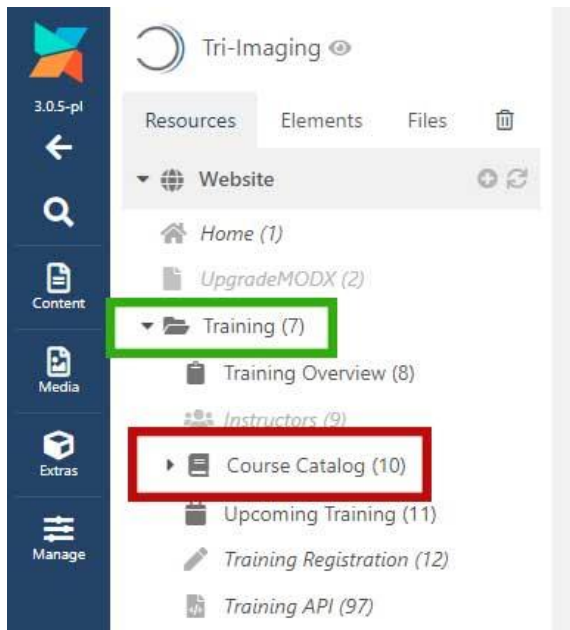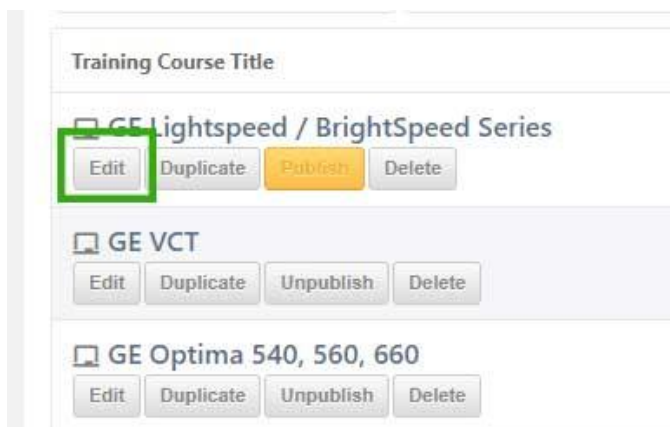# How to Make and Manage Classes

1.) After logging into the Modx dashboard, click the arrow next to **Training** (Green Box) to display its children, and click on **Course Catalog**. (Red Box)


2.) Select a course to add or manage classes for by clicking the **Edit** button (Green Box) of the course you want.

3.) Click on the **Template Variables** top tab (Green Box) and then click on the **Training** side tab (Red Box) to reach the classes related fields.
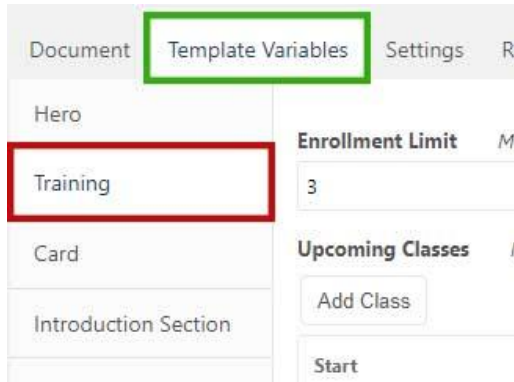

4.) From here you will encounter the one important field that will determine whether a class will still be advertised before its start date: the **Enrollment Limit**.
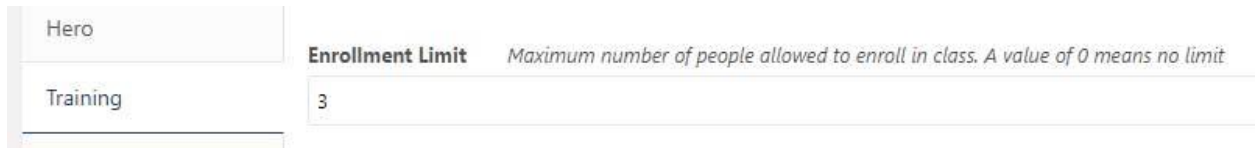
This determines the maximum limit of how many people can enroll for classes on this course. It is set to a default of 0 when the page is created, which will tell the system that there is no limit in how many people can enroll in the class. The role of this field will be further explained in **step 6**.

5.) To add a class, click the **Add Class** button (Red Box). To edit a class, either click the **gear icon** button (Green Box) for the respective class, or right click on it to open the side menu and click **Edit**. For both adding or editing classes, a new pop-up window should appear.
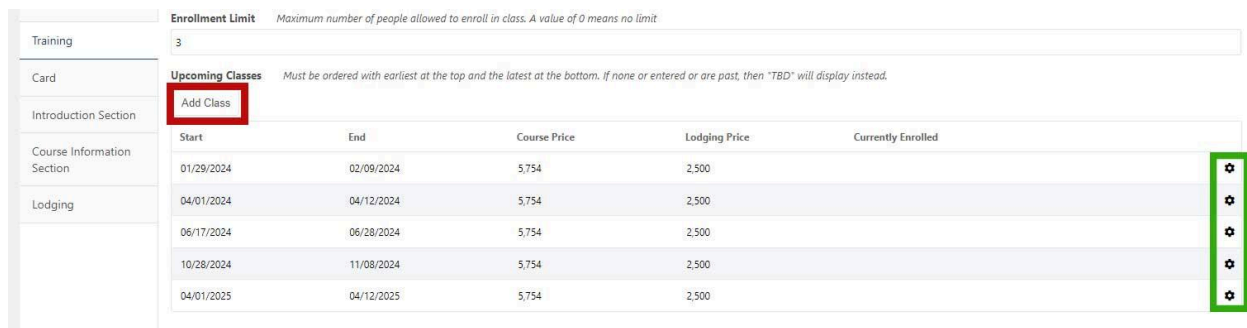
6.) In this pop-up you will manage or create the class. The **Date: Start** and **Date: End** fields are not connected, so if you enter 09/17/2024 into the **Date: Start** field, the **Date: End** field will still be on the default of today's date. This is important to keep in mind when you are adding classes for the next year, especially since this controls the date and day length display for the classes on the site. So always double check that you have the correct dates.

Now the two fields that control whether a class displays before the date entered in **Date: Start** field, are the **Class Status Change** (Red Box) and **Currently Enrolled** (Green Box). The **Class Status Change** field is the main method for controlling whether a class shows, since if it is checked as Full, then the class will no longer show on the site. The **Currently Enrolled** field is where the number of people who registered for the class via the site is stored. You can manually change this number in the pop-up.

Basically, every time someone successfully registers for a class, it adds one to the **Currently Enrolled** amount for that class. And when that amount reaches the **Enrollment Limit**'s set amount, then the class will be checked as Full in the **Class Status Change** field, and no longer show as a registration option on the site. Additionally, the **Currently Enrolled** field will be reset to 0.

Now in order for all of these class additions and/or changes to apply, you need to first click the **Save and Close** button in the Blue Box. Then you need to click the green **Save** button in the top left corner, in a red box as shown below: