


Requesting a class

If you want to attend a course and there are no classes available, you must request new one. Classes can be requested in the course listing by clicking “**Request a Class**”.



Presentation skills
(COURSE PresentSkills_CI)
Not available in your currency

[Assign to Me](#) [↑ Less](#)

×

Presentation skills
Not available in your currency

[Assign to Me](#)
Request a Class
[Recommend](#)

[Preview Details](#)

During this course, participants will gain and improve its knowledges and skills necessary to ... [More](#)

Instructor-led Course

After clicking on “Request a Class”, a dialog will appear (see screenshot). Specify the date, location, and optionally add a comment. Click “Request” to send the request.

The screenshot shows a web interface for requesting a class. At the top, it displays course information: "Presentation skills", COURSE PresentSkills_CI, Revision: 1 - 5/18/2020 01:43 PM Europe/Prague, and Item Description: No Description. Below this are sections for "ASSIGNMENT INFORMATION" (Required Date, Completion Date, Days Remaining, Assignment Type: REQ, Assignment Date: 5/21/2020, Assigned By: AdminMK, Kršková, Markéta Super), "CURRENT REGISTRATION", and "AVAILABLE CLASSES". The "REQUEST A CLASS" section is highlighted with a red border and contains the following fields: "Need By Date" (05/31/2020), "Preferred Region" (dropdown), "Preferred Location" (Pardubice (PCE)), and "Comments" (Based on superior request I need to be trained). A "Request" button is located at the bottom right of this section.

A confirmation dialog will appear showing the requested date and location.

The screenshot shows a confirmation dialog titled "Registration" with a "Back" button. It displays the same course information as the previous screenshot. Below the "REQUEST A CLASS" section, a table lists the requested class details:

Request Date	Need By Date	Preferred Region	Preferred Location	Reason to Highlight	Comments	Remove
6/24/2020	6/26/2020		Pardubice			<input type="checkbox"/>

A "Remove" button is located at the bottom right of the table.

When a class of the given course is made available, you will receive an email about it and you can register.