

Classifications

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Course Classification setup lets you designate classifications for your courses, and break these down further into subclassifications. To help logically gather Classifications into useful groups, you will give each Classification a Classification Type.

Take a moment to plan your Classification setup – with 3 levels of coding (Types have Classifications, and Classifications have Sub Classifications) you have a lot of flexibility in configuring your database.

Classification Types

This top-level collection allows you to group Classifications – several Classifications can fall within each Classification Type.

Example Classification Types might include:

- Course Type
- Delivery Method
- On-site Courses
- Off-site Courses

Simply enter the name of your new Classification Type, and press **Save**.

Classifications

Continuing our example above, we might create the following Classifications under the "Delivery Method" Type:

- Web-based training
- Instructor-based training

Simply enter the name of your new Classification, select your pre-defined Classification Type, and press **Save**.

Sub Classifications

Sub Classifications are optional; only set them up if they will be useful to you.

Continuing our example above, we might create the following Sub Classifications under the "Web-based training" Classification:

- One hour exam
 - Two hour exam
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