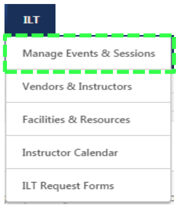
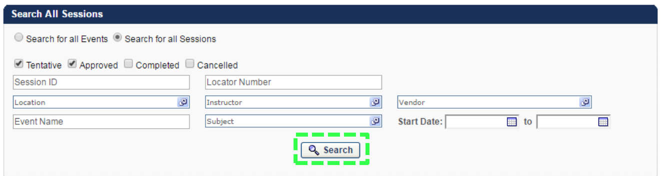
CREATING SESSIONS



Sessions enable administrators to create any type of scheduled instances of instructor-led training courses or individual occurrences of events. Sessions may be ILT courses held in a classroom or virtual webcast sessions.

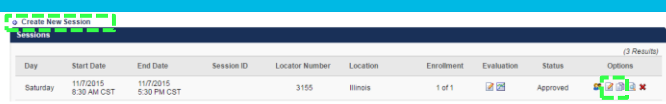
Navigate using tabs and links

Step 1: Search for the Session



Select to view sessions by status, or search by Session Number, Instructor, Location, Locator Number, Vendor, Subject or Start/End Date.

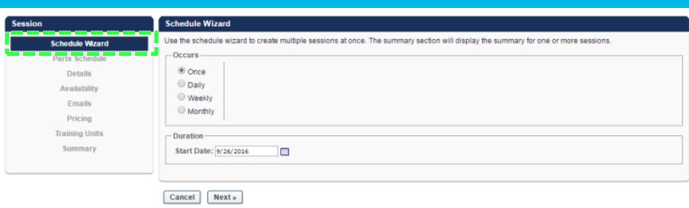
Step 2: Create a new Session



To create a new session:

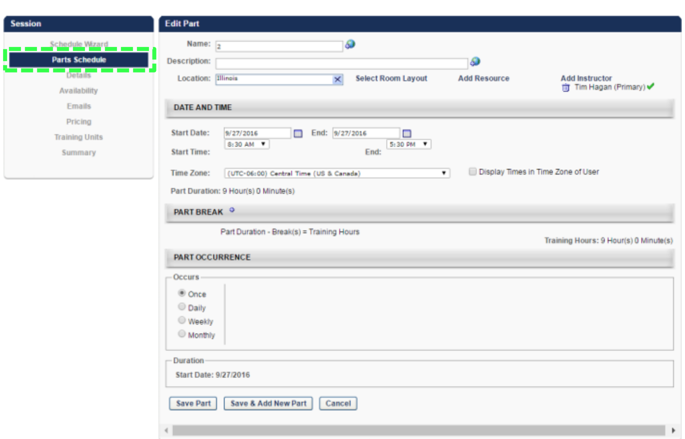
- Click **Create New Session** to create a new session.
- Click **Copy** icon to create a copy of an existing session which can be changed or edited and saved as a new session.
- Click **Edit** icon to modify an existing session.

Step 3: Use the Schedule Wizard to Create Session Part(s)



The Schedule Wizard allows the administrator to create more than one session part at a time and/or create more than one session at a time (Batch Session Creation). Choose to schedule a one-time, daily, weekly or monthly report. At the conclusion of completing all steps of the session creation process, multiple sessions will have cascading dates/parts.

Step 4: Complete the Parts Schedule



Section	Action
Part Name	Session name. The character limit is 50.
Add Instructor	Click to display available instructors for the vendor/provider for this session.
Location	Search for a location by Name, ID, or Owner; add location by clicking the plus icon next to location name.
Start Date/End Date	Enter the session start date/end date with the format (MM/DD/YYYY) or click on the calendar icon to select a date. Start date and end date should be the same unless the session spans across midnight. Multi-day sessions should be scheduled using Part Break functionality.
Part Break	Enter any break duration in minutes. For example, if there is a lunch break or a nighttime break for a multi-day session. Note: Part breaks are not included in the training hours for the part.
Conflicts	Click to check if multiple sessions are being conducted at the same date, time and location. If prior session has been scheduled at the same time as the prior location, a message will appear and detail the session number that conflicts.

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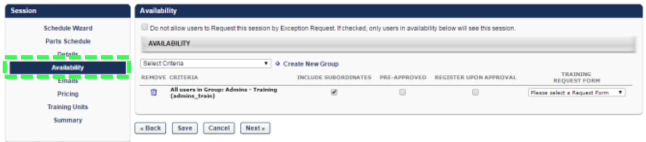
Step 5: Complete the Details Section

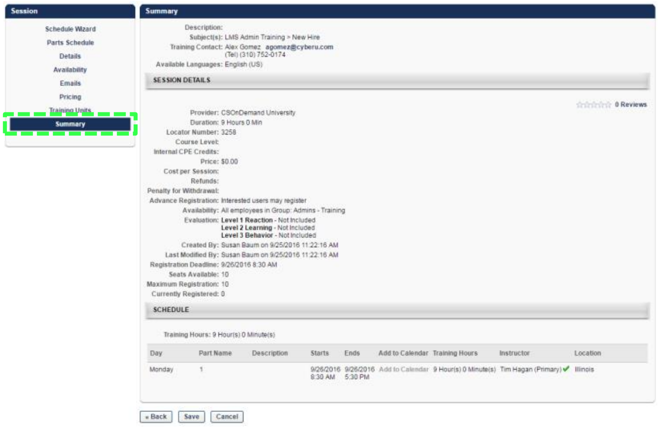
Section	Action
Details	Enter session ID, Available Language, Credits, and Legacy ID.
Registration	Select the number of parts that must be attended to attain completion, set attendance rules, registration rules and deadlines.
Enrollment	Select Enrollment restrictions.
Waitlist	Select Waitlist options, registration and deadlines.
Cost	Select Session costs and penalties (if applicable).
Prerequisites	Select the occurrence of the part, whether it's Once, Daily, Weekly, or Monthly.
Prerequisite	Click the Add icon and search for training by keyword by entering full or partial title or description in Keyword free-text box. Click Search button and click Add icon to add training.
Pre-Work	Click the Add icon and search for training by keyword by entering full or partial title or description in Keyword free-text box. Click Search button and click Add icon to add training. Repeat steps to add more training. Check Req. for each training item that is required for the completion of the class and enter a training sequence.
Post-Work	Click the Add icon and search for training by keyword by entering full or partial title or description in Keyword free-text box. Click Search button and click Add icon to add training. Repeat steps to add more training. Check Req. for each training item that is required for the completion of the class and enter a training sequence.

Step 6: Set Availability



Click Availability to specify the users and/or OUs to have availability to this Session. Check box to include the subordinates of the OU selected, Pre-Approved checkbox to bypass the approval process, and/or Register Upon Approval checkbox to bypass the Register step for the end user.

Step 7: Review Session Details and Save Session



On the Summary page you can edit an individual session's parts. When more than one session is created, each will have copied parts from the Part Schedule template. When selecting to edit a session, open the associated session list page that looks the same as the Part schedule step. This is where you can make unique changes for one session and not impact other sessions created in the same batch. DO NOT return to the Part Schedule step to make edits as it will overwrite, or re-copy, over any unique changes made on the summary page. Click Save to complete the creation of the one or more sessions.