

Event and Session Management

Events

All events will be created by POD staff. If you are organizing a new event that isn't yet in the system, please fill out the [MyCareer@PCC Event Request Form](#). When filling out the form, you will be asked to provide some basic details about your event as well as a course description and learning objectives for your course.

Course Descriptions

Here are some basic tips for writing an effective course description:

- Identify your audience
- Address the learner directly
- Start with an attention-grabbing statement
- Avoid acronyms or jargon
- Keep it short

The course description is your opportunity to market your course to prospective learners. The best course descriptions are concise, three to four sentences, and stay high-level. Do your best to avoid simply restating or rephrasing the title of the event. Use words that engage your audience and motivate them to action.

Learning Objectives

Learning objectives are brief, measurable statements that help a learner understand the desired outcome of instruction. A well-written learning objective contains 3 parts:

- An observable **behavior** the student will gain
- The **condition** in which the behavior is performed
- The **criterion** for success


Here is an example of a well-constructed learning objective:

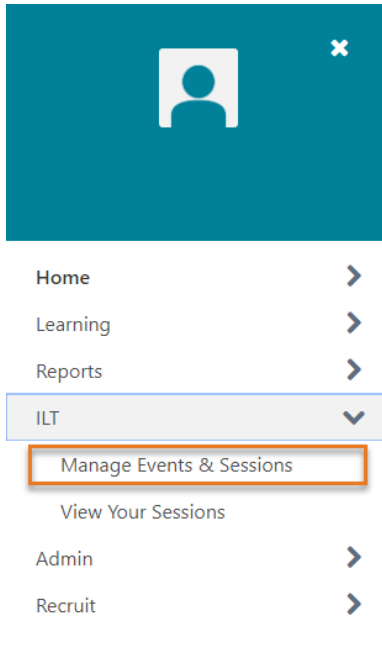
Given a scenario, the student will be able to correctly determine whether they can provide student data over the phone.


condition **criterion** **behavior**

Sessions






Existing Sessions






To view existing sessions for your events, click on the Show Navigation Menu icon () in the upper right corner of the screen to reveal the Navigation Menu. Select **ILT** to open a submenu and click on **Manage Events & Sessions**.



On the **Manage Events & Sessions** page, you will see a list of events delivered by your department. To review existing sessions, click on the View Sessions icon () from the Options column.

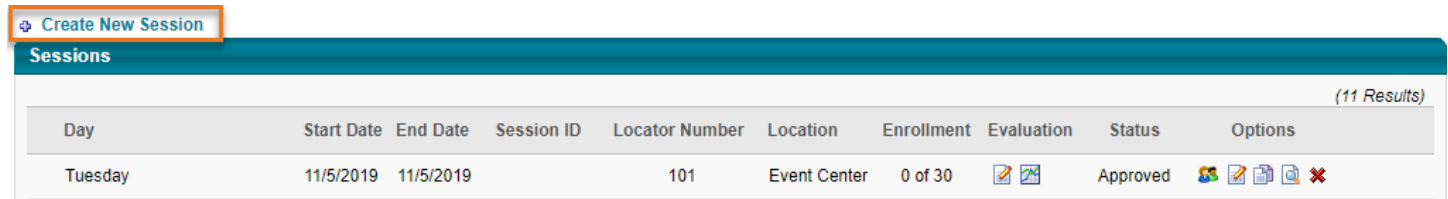
Events								
Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	Evaluation	Options
New Employee Safety Orientation	Safety + Risk Legal + Compliance	PCC - FMS	English (US)	0	11	0		








On the resulting page you will see a list of all sessions for the selected event. You can use the search feature if you are looking for a specific session. In the options column for each session is a set of icons (    ) which facilitate several actions you can take:

- Click the View Roster icon () to complete roster management functions
- Click the Edit Session icon () to make changes to sessions details
- Click the Copy Session icon () to create a new session based on the copied session's configuration
- Click the View Session Details icon () to view basic information about the session like instructor and facility
- Click the Cancel Session icon () to cancel the session

Creating a New Session

From the Sessions page, click on **Create New Session** above the left corner of the Sessions box to open the session creation tool.



Sessions (11 Results)									
Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Tuesday	11/5/2019	11/5/2019		101	Event Center	0 of 30	 	Approved	    

Complete the various sections of the tool and review the session summary before you save your session(s).

Schedule Wizard

The **Schedule Wizard** section allows you to create multiple sessions at once by configuring recurrence. If you choose to have your session recur, you will be asked to select a frequency and define a duration.

Part Schedule

The **Part Schedule** section is where you will schedule and name the parts of your session, define the location and set the start and end dates/times. Typically, sessions will consist of only one part. However, you may need to configure multiple parts if you require learners to attend one hour of training each day for a week, for example. You should name your parts as follows: “Month Day, Year Session” (e.g. March 14, 2019 Session).

Note: Buildings and rooms must be entered manually at this point. If you are hosting an event and the room you have scheduled is not in the system please reach out to POD@pcc.edu so it can be added to the system.


Details

The **Details** section allows you to give your session an ID which will display to the learner when they select a session. Your **Session ID** should be formatted the same as the **Part Name**: “Month Day, Year Session” (e.g. March 14, 2019 Session).

Note: If you configured your sessions to recur, you will be given an opportunity to edit the **Part Name** and **Session IDs** for subsequent sessions in the Summary section.

You will also be given the opportunity to define registration and waitlist preferences. Further, you can configure prerequisites, pre-work and post-work for your session if desired.

Availability


The **Availability** section allows you to constrain registration for your session. If registration is open to all employees set the criteria to “All Users” and click the Add button (). You can constrain registration to a particular department, a group defined in the system or even individual users that you select. If you need assistance with defining session availability please reach out to POD@pcc.edu.

You may also choose to use the Assignment Tool to directly assign a session to a subset of employees. For more information about the **Assignment Tool**, please review the Assignment Tool Guide.

Emails

In the Emails section you can configure what automatic emails will be sent regarding your event. We recommend that you select **System Default**. The default option will send a registration confirmation, reminders beforehand and a notice of completion.

Saving Your Session

After completing the sections above, you will be directed to the **Summary** section where you can review your selections and save your session(s). To do so, click the Save button () at the bottom of the page. This will return you to the Sessions list where you will see your newly created session(s).