
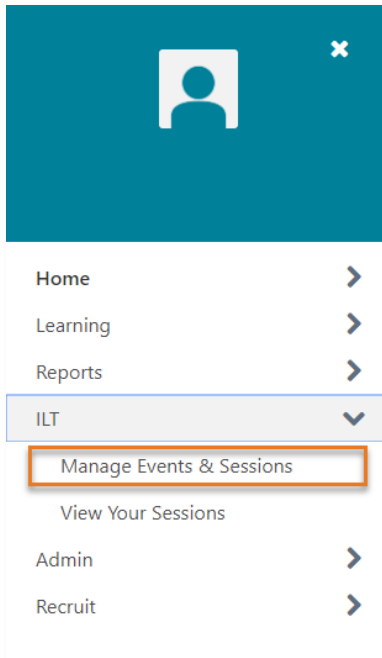


Creating Events

Instructor Led Training

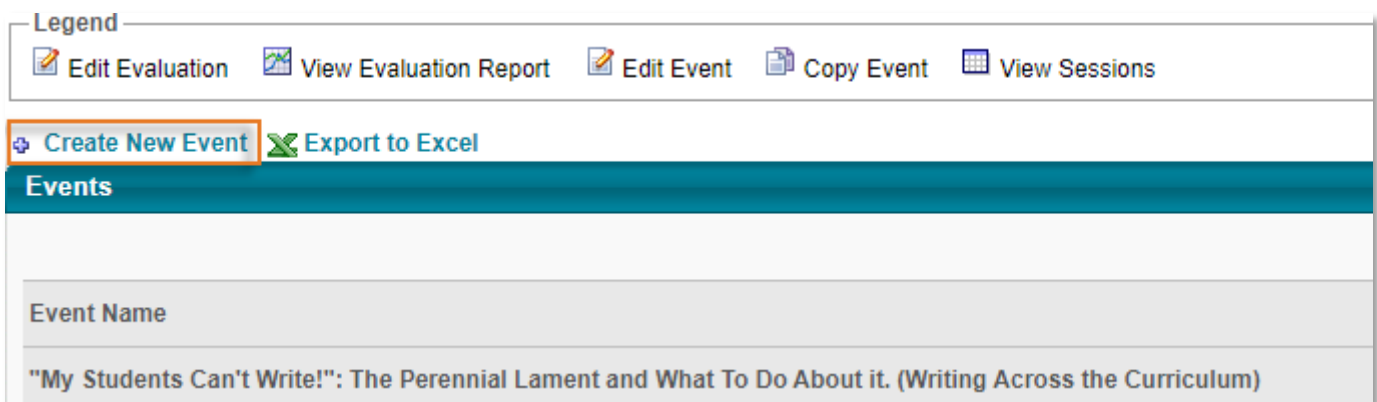
To create a new event, click on the Show Navigation Menu icon () in the upper right corner of the screen to reveal the Navigation Menu. Select **ILT** to open a submenu and click on **Manage Events & Sessions**.



On the **Manage Events & Sessions** page, you will see a list of existing events.

Creating a New Event

To create a new event, click **Create New Event** on the left-hand side of the page.



There are four sections of the event creation tool: **Properties**, **Availability**, **Pricing** and **Session Defaults**.

Properties

The **Properties** section is where you will input basic information about your event.

Properties

Event Name:

Event Number:

Vendor:

Training Hours: hour(s) minute(s)

Object ID: b73e4385-5673-42b0-933d-c2045b876b86

Description:

B *I* U **☰** **☰**

Design HTML

Resources: [Add Attachment](#)

No attachments have been uploaded for this Event

Objectives:

B *I* U **☰** **☰**

Design HTML

Available Languages: Check all the languages that the content in this Event contains. [?](#)

Default Language: English (US) : This is the language in which the event is shown to the user if this event's information is not localized in their language.

Course Code:

Resources: [Add Material](#)

| Type | Title | Location | Notes |
|------|-------|----------|-------|
|------|-------|----------|-------|

Subjects: [Add Subject](#)

Competencies: [Add Competency](#)

Skills: [Add Skill](#)

Options: Active Allow Users To Attend Multiple Sessions Allow interest tracking [?](#)

Ability to Select Sessions: Controls the visibility of the "Select Session" link for an Event on an end user's Transcript and Training Details.

End Users Admins and Managers

Keywords:

Training Contact:

Created By: Matt Coleman on Friday, July 24, 2020

Last Modified By: Matt Coleman on Friday, July 24, 2020

Event Name and **Vendor** are required fields. To set the vendor for your training, click in the **Vendor** field to launch the **Search Providers** popup window and select your vendor from the list.

Be sure to give your event a description and provide learning objectives so learners know the purpose of your training and the skills they can expect to acquire.

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 three 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 learner will be able to correctly determine whether they can provide student data over the phone.

Subjects is also a required field. Click **Add Subject** ([Add Subject](#)) to launch the **Find Subject** popup window and select the desired subject(s) from the list.

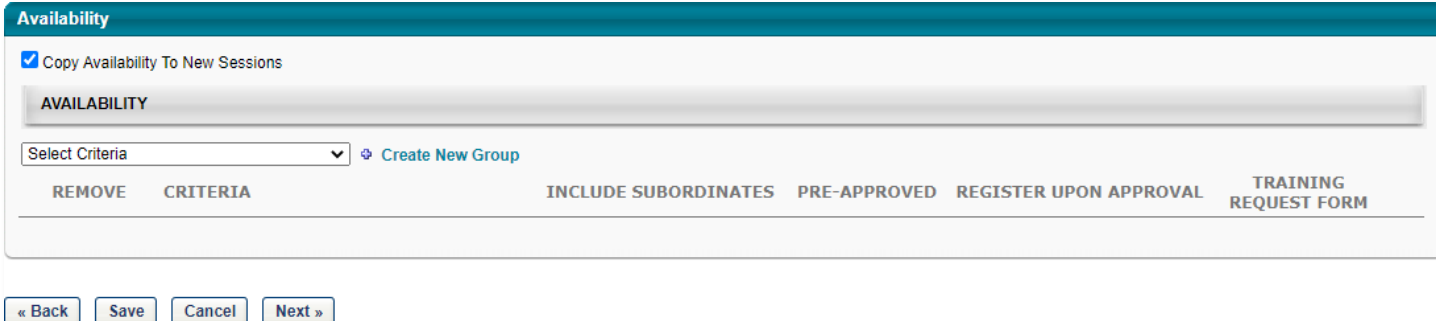
You should also input **Keywords** that can help learners find your event when searching the catalog. You do not need to add words in the title of your event here, as they will already be indexed.

Finally, please add a training contact so learners know whom to contact with questions about your event. To do so, click the open new window icon () to launch the **Find User** popup window and use the search tools to locate and select the appropriate contact.

Once you are happy with the properties you have selected, click the **Next** button ([Next »](#)) to continue to the **Availability** section.

Availability



Availability defines which users have the ability to view and register for your event.



The screenshot shows the 'Availability' configuration window. At the top, there is a checked checkbox for 'Copy Availability To New Sessions'. Below this is a section titled 'AVAILABILITY' with a scrollable list area. A dropdown menu labeled 'Select Criteria' is currently open, and a '+ Create New Group' link is visible next to it. Below the list area, there are several buttons: 'REMOVE', 'CRITERIA', 'INCLUDE SUBORDINATES', 'PRE-APPROVED', 'REGISTER UPON APPROVAL', and 'TRAINING REQUEST FORM'. At the bottom of the window, there are four navigation buttons: '« Back', 'Save', 'Cancel', and 'Next »'.

Most events at PCC will be available to all users. However if your content is specific to a particular set of employees, you can limit access to a division or a location etc. using the Organizational Unit criteria. If you need a group set up that isn't already defined, please reach out to POD@pcc.edu.

To set the availability for your event, click on the **Select Criteria** field to open a dropdown menu:

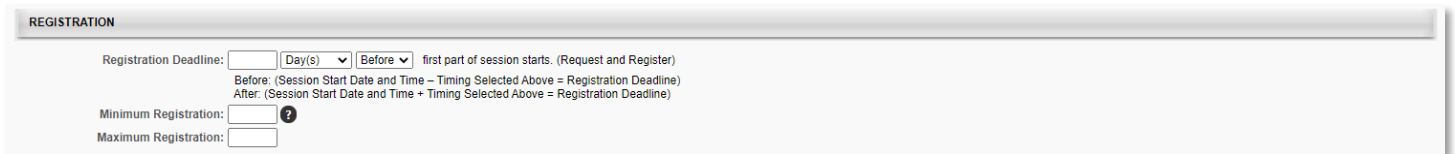
- If your event is available to all users, select **All Users** from the menu. Once the page reloads, click the **Add** button () that is now available to add that criterion to the event.
- If you are limiting access to your event, select the appropriate organizational unit from the list. Once the page reloads, click the Select OU icon () that is now available to launch a popup window. Use the search tools to locate the desired criteria. Click the blue plus sign () associated with the criteria and then click the **Done** button () at the bottom of the window to add your criteria to the event. Make sure that the **Include Subordinates** box is unchecked if you do not want the direct reports of your group members included.

Once you have added the desired criteria to your event, click the **Next** button () to continue to the **Pricing** section.

Session Defaults

The Session Defaults section is used to specify how settings automatically default when creating a new session of your event.

Registration



Registration Deadline: Set a deadline for registration. Users may not register for a session after the registration deadline, but administrators can assign users to a session after this date has passed.


Minimum/Maximum Registration: Enter the minimum and maximum number of learners that can register for each session. The maximum registration for sessions is 1,000 learners per session. These are required fields.

Enrollment



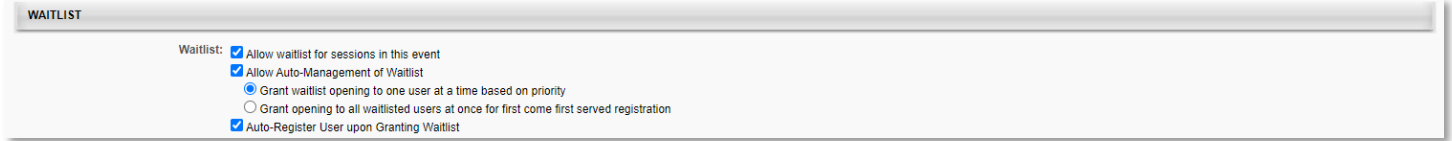
This functionality allows administrators to limit the number of users by Organizational Unit that can enroll for each session of your event.

You can **Place Enrollment Restrictions**, which allows you to set the maximum seats allowed by organizational unit; OR you can **Manage Reservations and Restrictions**, which allows you to set the number of reserved seats AND set the maximum seats allowed by organizational unit.

To use this feature, select the radio button next to the option you would like to use and a dropdown menu will appear. Select the appropriate organizational unit from the list and click the Search OU icon (). On the resulting popup window, use the search tools to locate and select the desired criteria. Once the desired OU appears under the **Enrollment** header, input the number of seats to be reserved and/or the number of maximum seats allowed.

Waitlist

This functionality allows administrators to enable a waitlist for sessions of your event.



WAITLIST

Waitlist: Allow waitlist for sessions in this event
 Allow Auto-Management of Waitlist
 Grant waitlist opening to one user at a time based on priority
 Grant opening to all waitlisted users at once for first come first served registration
 Auto-Register User upon Granting Waitlist

If you would like to enable the waitlist feature, check the box next to **Allow waitlist for sessions in this event**. If you enable the waitlist, you have several options regarding how the waitlist is administered.

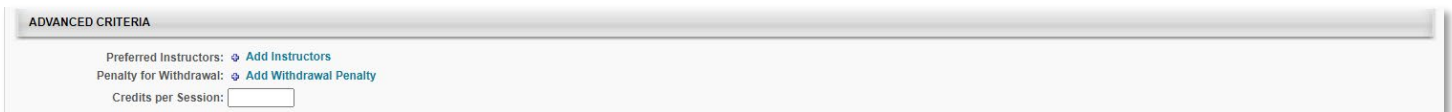
Check the box next to **Allow Auto-Management of Waitlist** to automatically grant openings to waitlisted users. Next, decide whether you would like openings to be granted to one user at a time based on priority OR all waitlisted users at once for first come first served registration. If you select the priority-based option, be sure to set a waitlist deadline.

Do not select the **Auto-register user upon Granting Waitlist** option because it will bypass registration and the learner's schedule may have changed since being placed on the waitlist.

Cost

PCC does not charge for staff training events; you can skip the cost functionality.

Advanced Criteria



ADVANCED CRITERIA

Preferred Instructors: [Add Instructors](#)
Penalty for Withdrawal: [Add Withdrawal Penalty](#)
Credits per Session:

Here, you can set a preferred instructor if the same instructor teaches all the sessions of your event. If you have several instructors that rotate, there is no need to set this default.

To set a preferred instructor, click **Add Instructors** ([+ Add Instructors](#)) to open a popup window and use the search functionality to locate and select the desired instructor.

Prerequisites



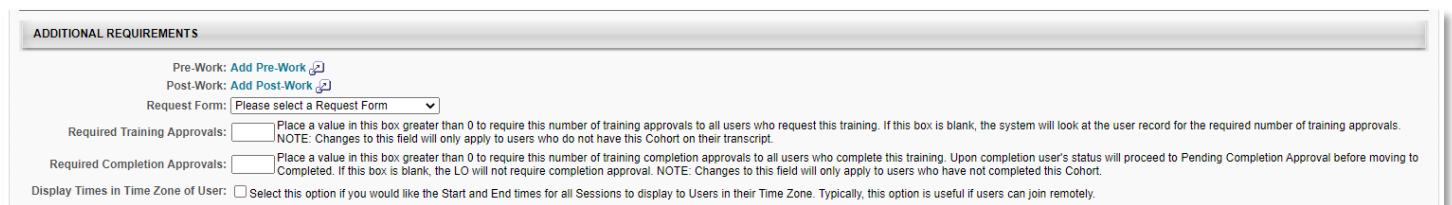
PREREQUISITES

[Add New Option](#)

| NAME | TYPE | OPTIONS |
|------|------|---------|
|------|------|---------|

Administrators can identify a prerequisite. Click on **Add New Option** ([+ Add New Option](#)) to open a popup window and use the search functionality to locate and select the desired prerequisite learning object.


Additional Requirement



ADDITIONAL REQUIREMENTS

Pre-Work: [Add Pre-Work](#)
Post-Work: [Add Post-Work](#)
Request Form: [Please select a Request Form](#)
Required Training Approvals: Place a value in this box greater than 0 to require this number of training approvals to all users who request this training. If this box is blank, the system will look at the user record for the required number of training approvals. NOTE: Changes to this field will only apply to users who do not have this Cohort on their transcript.
Required Completion Approvals: Place a value in this box greater than 0 to require this number of training completion approvals to all users who complete this training. Upon completion user's status will proceed to Pending Completion Approval before moving to Completed. If this box is blank, the LO will not require completion approval. NOTE: Changes to this field will only apply to users who have not completed this Cohort.
Display Times in Time Zone of User: Select this option if you would like the Start and End times for all Sessions to display to Users in their Time Zone. Typically, this option is useful if users can join remotely.

You can set pre-work and post-work at the event level. However, POD recommends you communicate the need for pre-work and post-work directly to your learners instead of configuring it in the system.



PCC does not currently use the **Request Form** functionality for accommodation requests as the ADA coordinator handles ADA accommodations. If a learner reaches out to you about an accommodation, please reach out to the ADA Coordinator directly. If you need to collect information about your learners at the point of registration, please reach out to POD@pcc.edu for further information.

Check the box next to **Display Times in Time Zone of User** if necessary.

Once all session defaults have been configured for your event, click the **Save** button (). Now, your event will appear with your provider's other events on the **Manage Events and Sessions** page.