
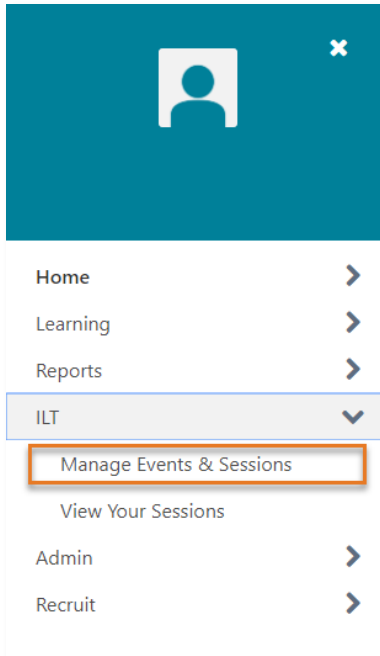




# Session Management






## 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.

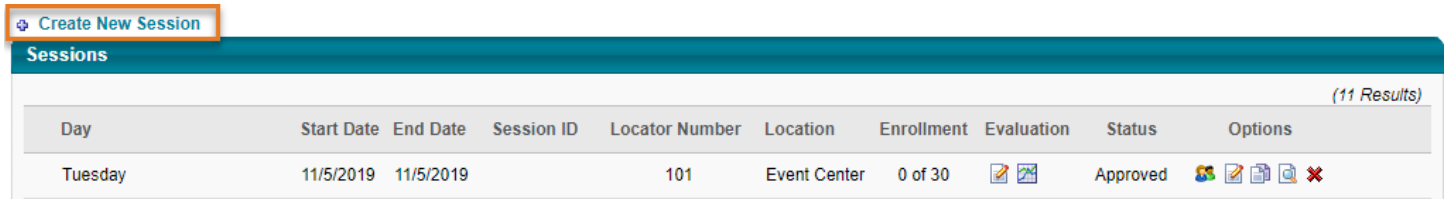
Events								(10 Results)	
Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	Evaluation	Options	
New Employee Safety Orientation	Safety + Risk Legal + Compliance	PCC - FMS	English (US)	0	11	0			








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.



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](mailto: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](mailto: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. To learn more about configuring emails for your session, please review the [Custom Automated Emails guide](#).

## 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).