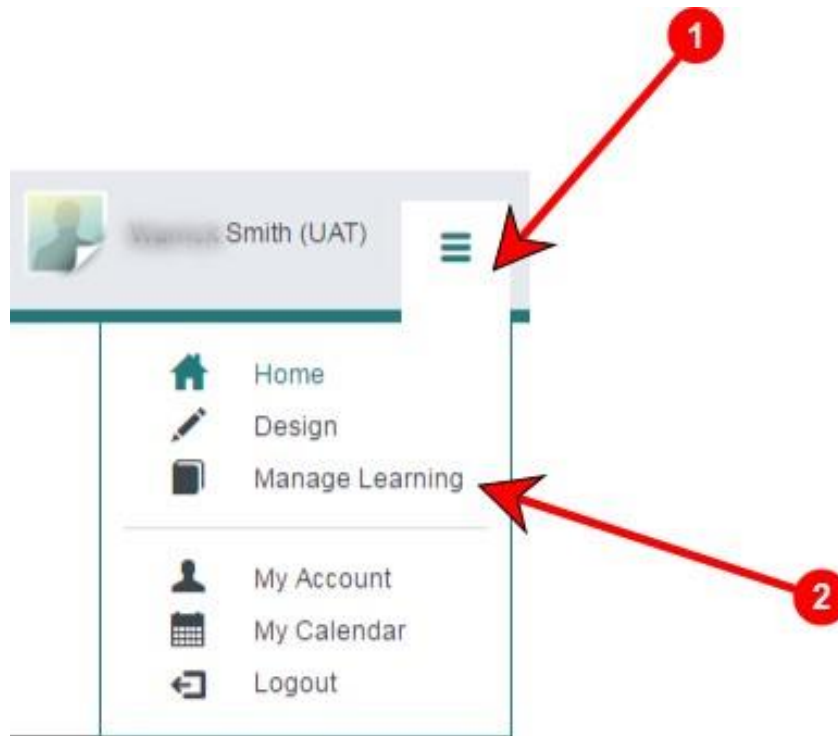


Restrict Session Scheduling

This reference guide explains how to restrict session scheduling to only selected users. This is useful if the course requires specific training/credentials in order to be delivered.

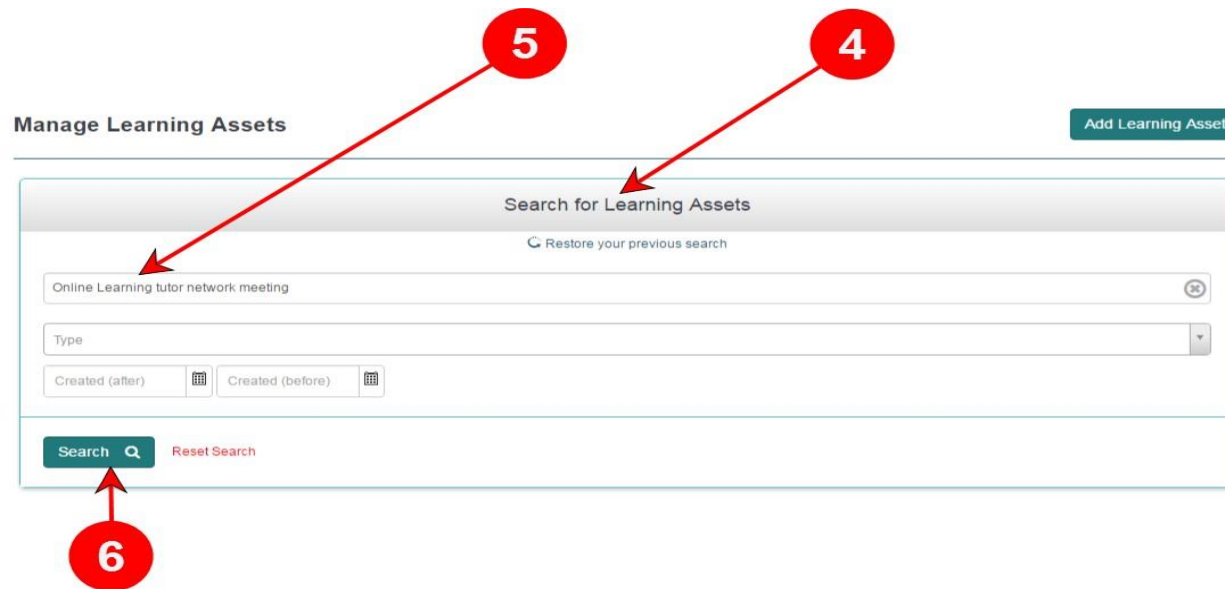


Step 1: Click the hamburger menu in the top right hand corner of the screen.

Step 2: Select the **Manage Learning** menu item.



Step 3: Select the **Manage Learning Assets** menu item.



Step 4: Click the **Search for Learning Assets** title bar.

Step 5: Type in the course title in the dialogue box presented.

Step 6: Click the **Search** button to begin your search.

Active (1) Inactive (0)

<input type="checkbox"/>	Learning Asset ▲	Type	Last Updated On
<input type="checkbox"/>	Online Learning tutor network meeting NR11018	Learning Event	19/09/2016 10:54 AM

20 items per page 1 - 1 of 1 items

Archive

Step 7: Click on the course title presented.

Learning Event: Online Learning tutor network meeting

Edit Learning Event Add Session

Step 8: Click the **Edit Learning Event** button.

The screenshot shows a web interface for managing permissions. At the top, a section titled "Learning Event Permissions (0)" is expanded, indicated by a red circle with the number 9 and an arrow pointing to the section header. Below this, there are three input fields: "User" containing "Dominic", "Role" containing "Session Creator", and "Actions" containing an "Add" button. Red circles with numbers 10, 11, and 12 have arrows pointing to the "User" field, the "Role" dropdown menu, and the "Add" button, respectively.

Step 9: Expand the **Learning Event Permissions** section.

Step 10: Type the user name who will be allowed to schedule sessions for this course in the User dialogue box.

Step 11: Choose **Session Creator** as the role required in the role drop down list.

Step 12: Click the **Add** button to add the user selected.

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▼ Learning Event Permissions (0)

User	Role	Actions
Dominic [Avatar]	Session Creator	[Red minus icon]
<input type="text" value="Select User"/>	<input type="text" value="Select Role"/>	<input type="button" value="Add"/>

> Your sessions

or

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Step 13: Repeat the process to add more users to the list of users who will have permission to schedule events for your course.

Step 14: Click the **Save Learning Event** button to commit the changes you have made.