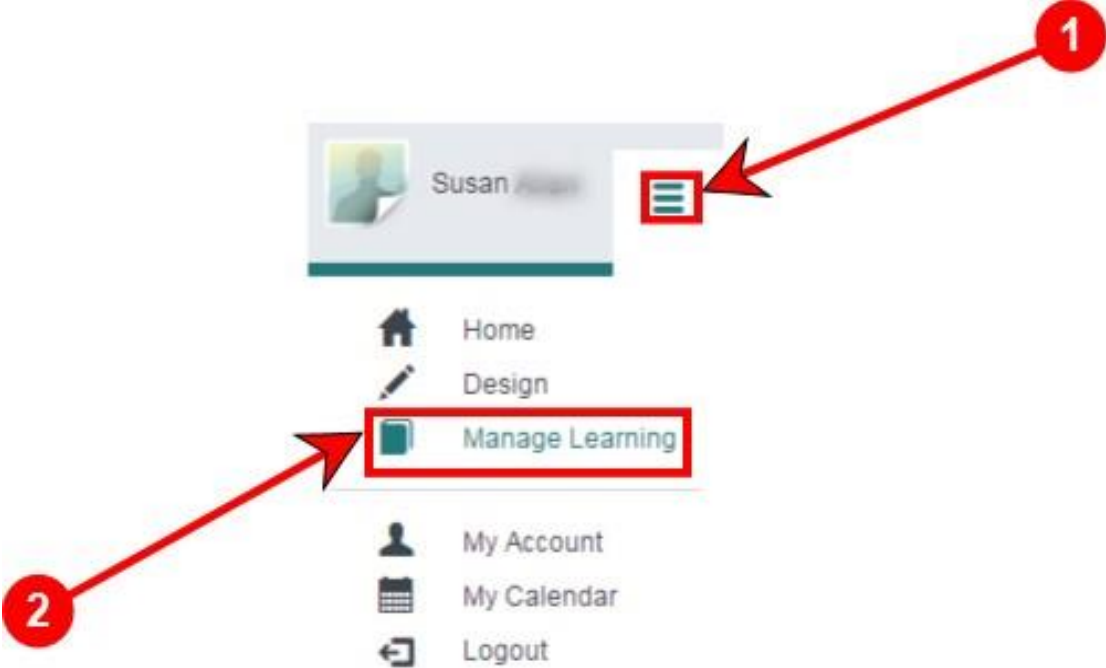


Schedule a Session for an Existing Course

This reference guide explains how to schedule a session of professional learning for a course already published in the catalogue.



The screenshot shows a user profile for 'Susan' in the top right corner. A red circle with the number '1' and an arrow points to the hamburger menu icon (three horizontal lines) next to the profile. Below the profile is a vertical menu with the following items: 'Home' (house icon), 'Design' (pencil icon), 'Manage Learning' (book icon), 'My Account' (person icon), 'My Calendar' (calendar icon), and 'Logout' (door icon). A red circle with the number '2' and an arrow points to the 'Manage Learning' item, which is also enclosed in a red rectangular box.

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

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

The screenshot shows a web interface for managing learning assets. On the left is a navigation menu with the following items: Manage Learning, Manage Catalogue, Manage Learning Assets (highlighted in green), Manage Sessions, Marking, Assignment Submission, Manage Tags, and Report APIs. A red circle with the number '3' has an arrow pointing to the 'Manage Learning Assets' menu item. The main content area is titled 'Manage Learning Assets' and includes an 'Add Learning Asset' button in the top right. Below the title is a search bar with the text 'Search for Learning Assets' and a 'Restore your previous search' link. A red circle with the number '4' has an arrow pointing to the search bar. At the bottom of the main content area, there are two filters: 'Active (6657)' and 'Inactive (9305)'.

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

Step 4: Select the **Search for Learning Assets** title bar

Manage Learning Assets Add Learning Asset

Search for Learning Assets
[Restore your previous search](#)

RG00299

Type

Created (after) Created (before)

Search [Reset Search](#)

Active (6657) Inactive (9305)

Step 5: Enter your search criteria in the dialogue box provided. You can search by course title, keyword or course code. The example shown illustrates a search for Course Code RG00299

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

A screenshot of a Learning Asset list. A red circle with the number '7' is positioned above the list, with a red arrow pointing down to the title of the first item, 'Child Protection Update 2016 - school staff', which is enclosed in a red rectangular box. The list has columns for 'Learning Asset', 'Type', and 'Last Updated On'. Below the list, there are navigation controls including a page number '1', '20 items per page', and a refresh icon. An 'Archive' button is located at the bottom left of the list area.

Learning Asset	Type	Last Updated On
Child Protection Update 2016 - school staff RG00299	Learning Event	19/09/2016 11:06 AM

Step 7: Click on the title of the Learning Asset from the list of displayed results.

A screenshot of the 'Child Protection Update 2016 - school staff' learning event page. The title 'Learning Event: Child Protection Update 2016 - school staff' is on the left. On the right, there are two buttons: 'Edit Learning Event' and 'Add Session'. A red circle with the number '8' is positioned above the 'Add Session' button, with a red arrow pointing down to it, which is also enclosed in a red rectangular box. Below the buttons is an 'Attachments' section with a plus icon and the text 'Attachments'.

Step 8: Select the **Add Session** button.

New Learning Event Session

The screenshot shows a form titled "New Learning Event Session" with the following fields and callouts:

- 9** points to the **Start Date*** field.
- 10** points to the **End Date** field.
- 11** points to the **Registration Open** field.
- 12** points to the **Registration Closed** field.
- 13** points to the **Duration*** field, specifically to the "Specify Hours" radio button.
- 14** points to the **Max Attendance** field.
- 15** points to the **Venue** field.
- 16** points to the **Show Map** checkbox.
- 17** points to the **Upload Files** button.

The form fields are: Learning Event* (Child Protection Update 2016 - school staff), Status (Published), Time Zone (UTC+10:00) Canberra, Melbourne, Sydney, Start Date* (5/10/2016 9:00 AM), End Date (5/10/2016 10:00 AM), Registration Open (28/09/2016 2:00 AM), Registration Closed (4/10/2016 9:00 AM), Duration* (Specify Hours selected), Duration Measure (2), Min Attendance (1), Max Attendance (50), Venue (Bankstown Trotting Recreational Club), Show Map (checked), and Upload Files (Select Files button).

Step 9: Choose a Start date and time for the session by clicking the calendar and clock icons in the Start Date field.

Step 10: Choose an End date and time for the session by clicking the calendar and clock icons for the End Date field.

Step 11: Choose a Date and time you will allow enrolments to begin by clicking the calendar and clock icons for the Registration Open field

Step 12: Choose a date and time you will not allow enrolments to occur after by clicking the calendar and clock icons for the Registration Closed field.

Step 13: Choose **Specify Hours** for the Duration field and type in the time value in the Duration Measure field.

Step 14: Enter values for the maximum and minimum number of participants for this session. Once the maximum enrolments have been reached, the session will not allow further enrolments.

Step 15: Choose a venue for your session. The system uses type ahead functionality. Simply start typing the venue and you will be presented with a list of possible matches.

Step 16: Click the checkbox for **Show Map** to add a Google Map to the enrolment information.

Step 17: The **Upload Files** button can be selected to add documents as attachments to the session.

18

Instructions ⓘ

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

Font Family ▾ Font Sizes ▾ ↶ ↷ Formats ▾ **B** *I* [List Icons] [Link Icon] [Code Icon]

A ▾ A ▾

Session Contact details: Dominic [redacted] 9244 [redacted] dominic.[redacted]@det.nsw.edu.au
This session will be held in the Grand Ballroom of the Bankstown Trotting and Recreational Club.
Tea and coffee will be available from 8:30am
Registration starts from 8:30am

p Words: 35

Provider Principals Network Ultimo [x] ▾

19

Step 18: Any text entered into the Instructions memo field are included in enrolment emails to guide users.

Make sure you enter contact details for the session.

Step 19: In the **Provider** drop down list Select the most appropriate provider for your work location. School users should select one of the 4 networks of Principals (Ultimo, Macquarie Park, Tamworth/Coffs Harbour, or Dubbo/Wagga Wagga).

Corporate users should select their Directorate (eg. Learning and Business Systems)

User	Role	Actions
Anna [redacted]	Session Support Officer	<input type="button" value="Add"/>



Step 20: Expand the **Session Permissions** section and add any users who will be responsible for managing this session as **Session Support Officers**. These users will be able to assist with marking attendance for the session etc...

This is useful if there will be a large number of enrollees, or if multiple users need to have access to the list of enrolled users.

PLEASE NOTE: You will need to add yourself to this list if you want to manage the session.

Step 21: Select the **Session Support Officer** role in the **Role** drop down list.

Step 22: Click the **Add** button to add session support officers.

 <p>23</p> <p>▼ Pricing</p> <p>Price ? <input type="text"/></p> <p>Payment Method ? <input type="text"/></p>	<p>Step 23: The Price field is the price that will be charged to DoE staff for the session of professional development.</p> <p>The non-DoE premium (% increase or decrease) has been set at the course level and will flow down into every session.</p>
 <p>Save Learning Event Session or Cancel</p> <p>24</p>	<p>Step 23: Click the Save Learning Event button to save and publish your session.</p>