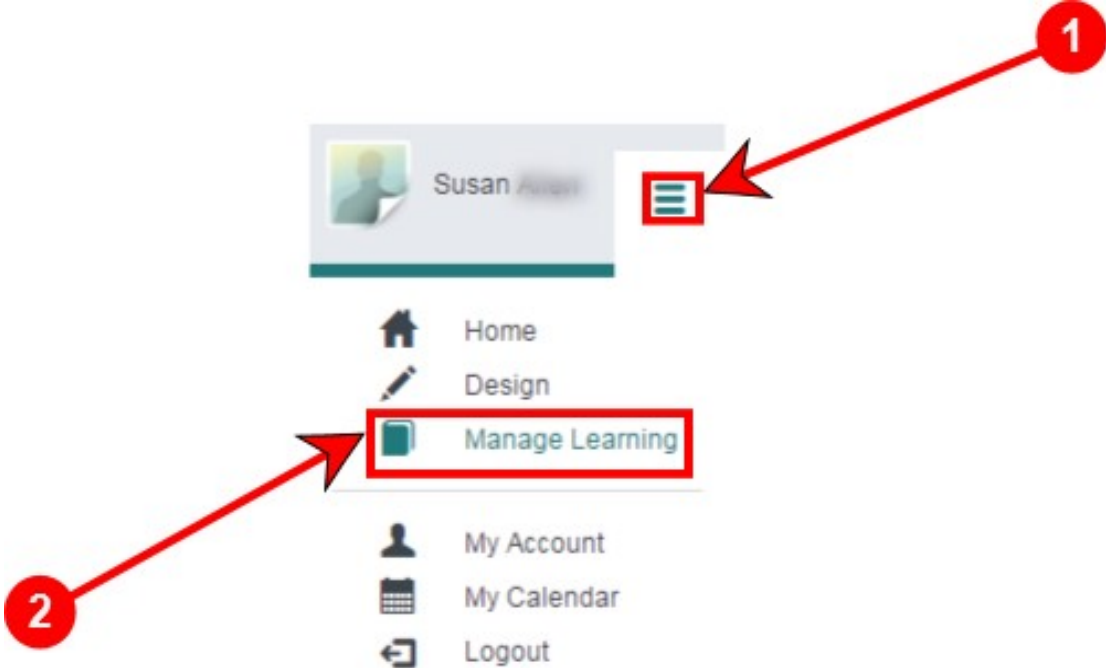


Schedule a Session for an Existing Course

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



Step 1: Select 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' and a downward arrow points 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 link to 'Restore your previous search'. A red circle with the number '4' and an upward arrow points to the search bar. At the bottom of the main 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)

5

6

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 pagination controls showing '1' of 1 items and an 'Archive' button.

<input type="checkbox"/>	Learning Asset ▲	Type	Last Updated On
<input type="checkbox"/>	Child Protection Update 2016 - school staff RG00299	Learning Event	19/09/2016 11:06 AM

1 - 1 of 1 items

Archive

Step 7: Select 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. A red circle with the number '8' is positioned above the 'Add Session' button, with a red arrow pointing down to the button, which is enclosed in a red rectangular box. The page title is 'Learning Event: Child Protection Update 2016 - school staff'. Below the title, there are two buttons: 'Edit Learning Event' and 'Add Session'. At the bottom, there is an 'Attachments' section with a plus icon.

Learning Event: Child Protection Update 2016 - school staff

Edit Learning Event Add Session

Attachments

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

New Learning Event Session

Learning Event* Child Protection Update 2016 - school staff

Status Published

Time Zone (UTC+10:00) Canberra, Melbourne, Sydney

9 Start Date* 5/10/2016 9:00 AM

10 End Date 5/10/2016 10:00 AM

11 Registration Open 28/09/2016 2:00 AM

12 Registration Closed 4/10/2016 9:00 AM

13 Duration* Specify Hours
 Specify Days

Duration Measure 2

Min Attendance 1

14 Max Attendance 50

15 Venue Bankstown Trotting Recreational Club

16 Show Map

17 Upload Files

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

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

Step 11: Choose a Date and time you will allow enrolments to begin by selecting 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 selecting 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: Select 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.

The screenshot displays a web interface for scheduling a session. On the left, there is a label 'Instructions' with a red circle containing the number '18' and an arrow pointing to it. The main area contains a rich text editor with a menu bar (Edit, Insert, View, Format, Table) and a toolbar with various formatting options. The text in the editor reads: 'Session Contact details: Dominic [redacted] 9244 [redacted] [dominic.\[redacted\]@det.nsw.edu.au](mailto: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

 Below the editor, there is a 'Provider' dropdown menu with a red circle containing the number '19' and an arrow pointing to it. The dropdown menu is currently set to 'Principals Network Ultimo'.

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 choose 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: Select the **Add** button to add session support officers.

▼ Pricing

Price

Payment Method

Step 23: The **Price** field is the price that will be charged to DoE staff for the session of professional development.

The non-DoE premium (% increase or decrease) has been set at the course level and will flow down into every session.

Step 24: Leave the **Payment Method** blank. This has already been setup at the course level.

▼ Extended Information
Must be filled in completely for the system to recover costs. If not completed no cost recovery will be attempted for this session

GL

WBS

Cost Centre

Fund

This information is required for the system to recover costs.

Step 25: GL (General Ledger) is normally 401670 for all sessions

Step 26: The WBS code normally begins with RDP/

Step 27: The Cost Centre must be 8 digits

Step 28: The Fund code must be 4 digits

Save Learning Event Session or Cancel



Step 29: Select the **Save Learning Event Session** button to save and publish your session.