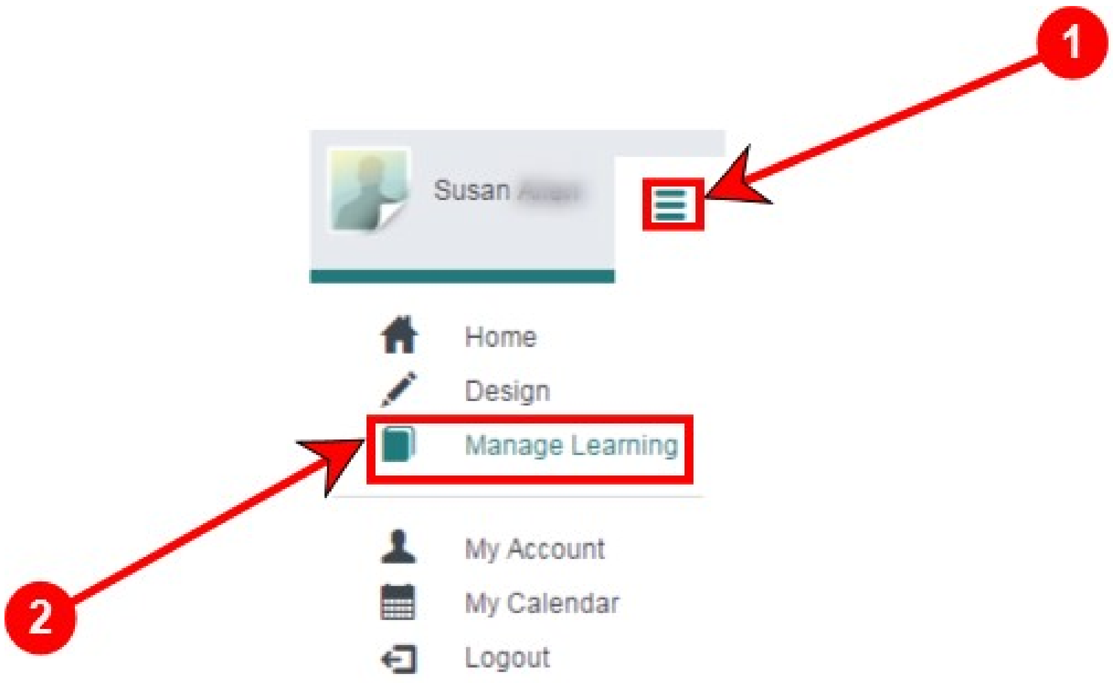
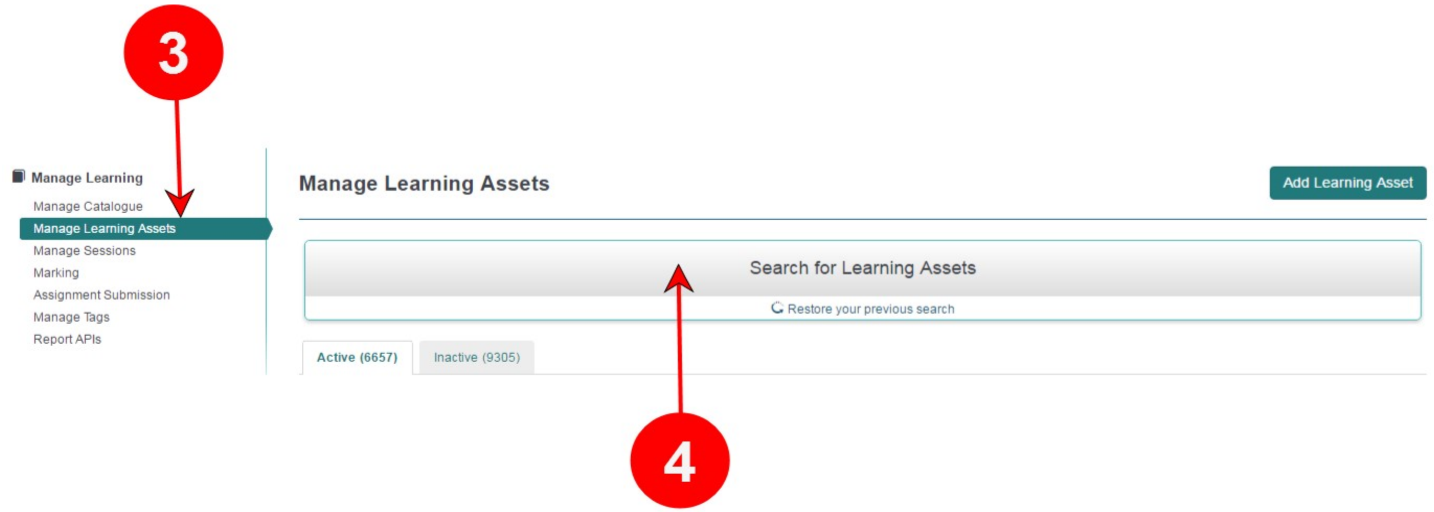
Schedule a Session for an Existing Course

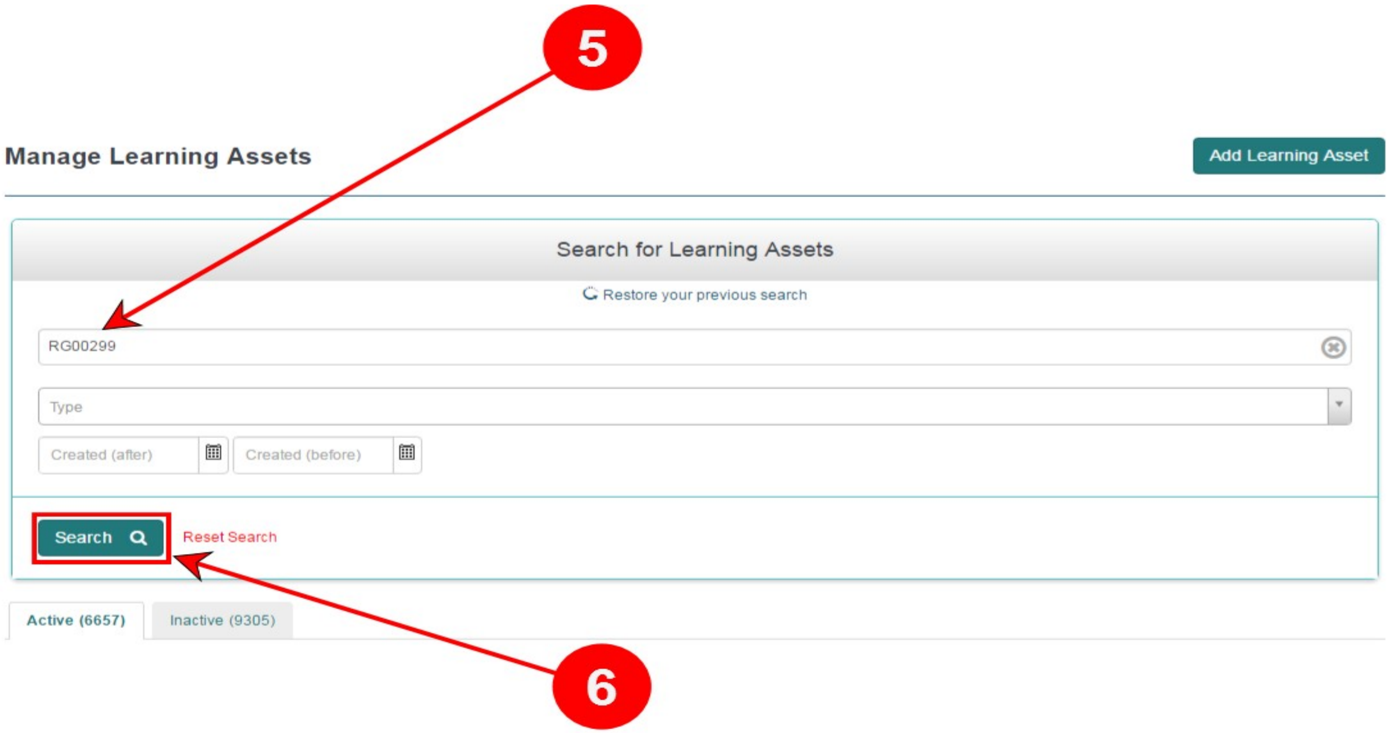
This reference guide explains how to schedule a session of professional learning for a course already published in the catalogue.

	Step 1: Select the hamburger menu in the top right hand corner of the screen. Step 2: Select the **Manage Learning** menu item.



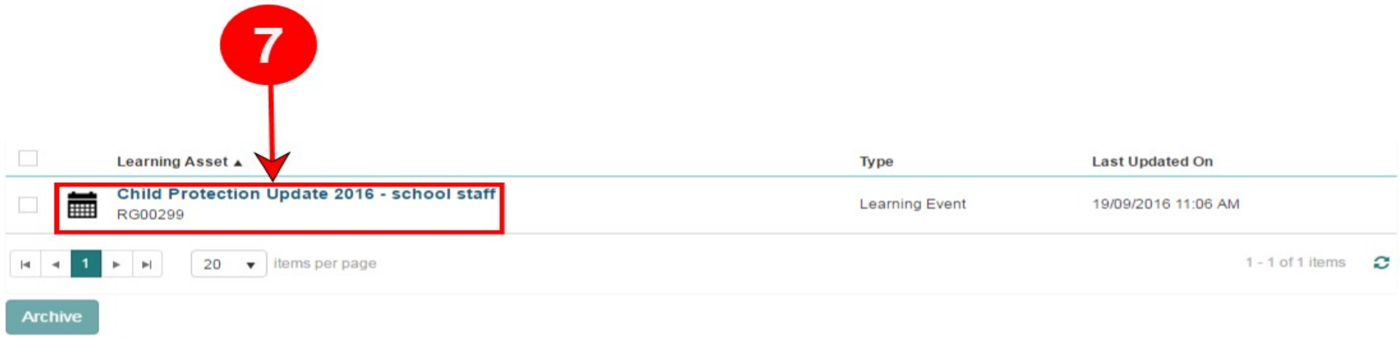
Step 3: Select the **Manage Learning Assets** menu item.

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

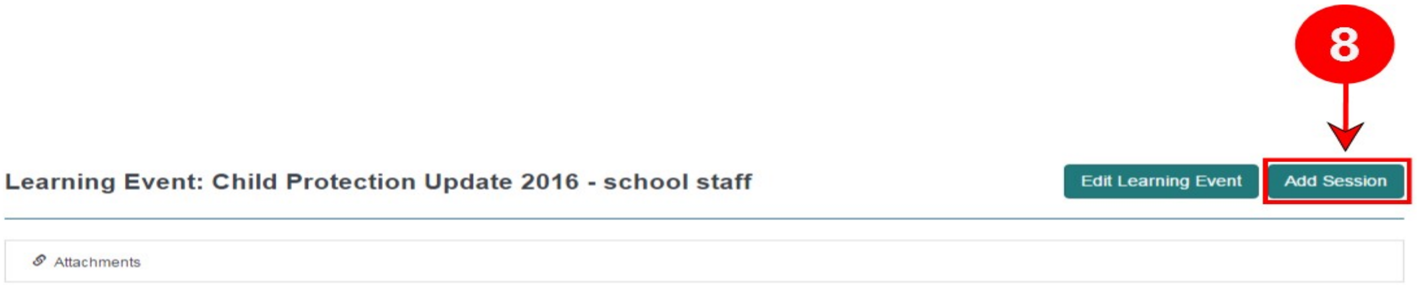


Step 5: Enter your search criteria in the dialogue box provided. You can search by course title, keyword or course code. The example shown illustrates a search for Course Code RG00299

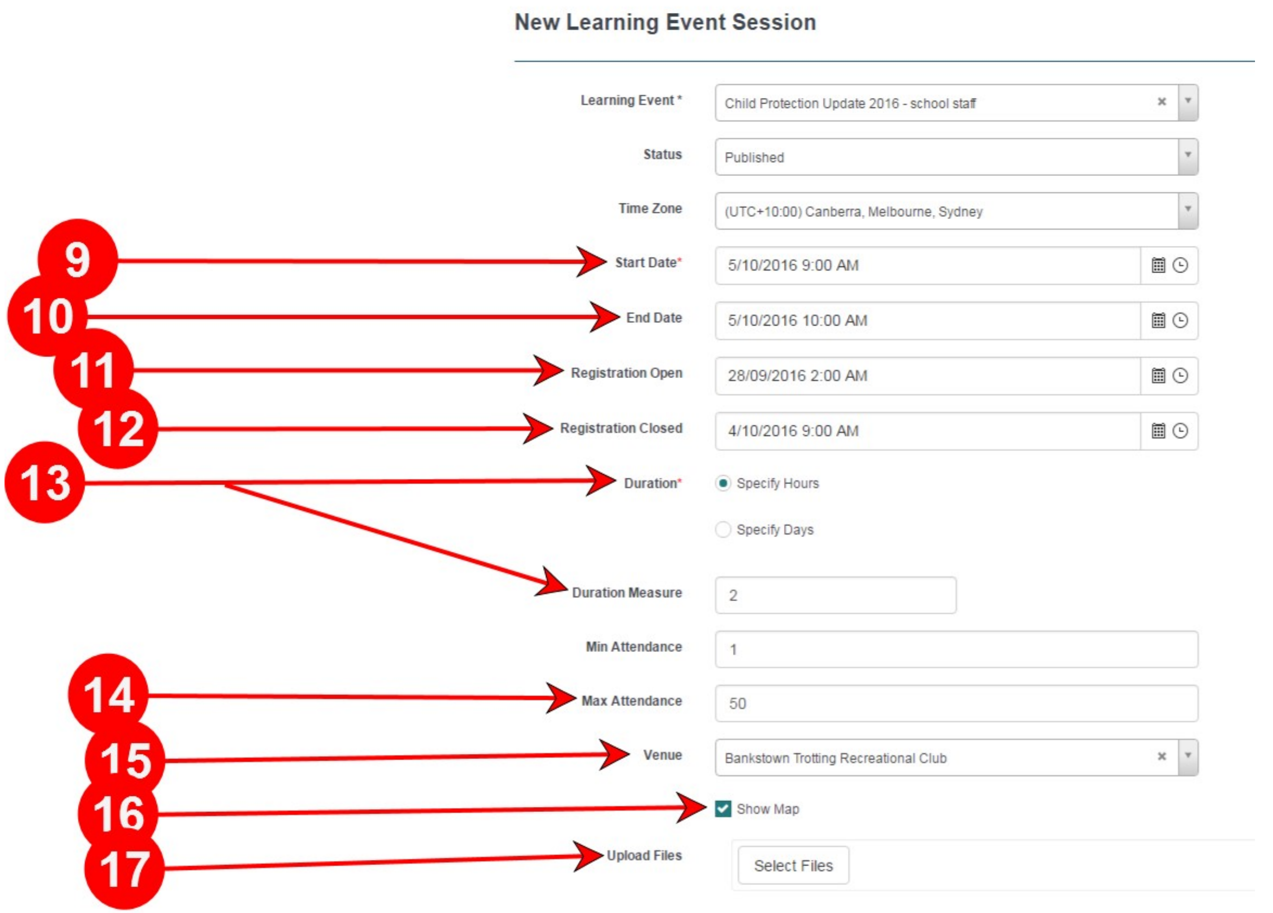
Step 6: Select the **Search** button to begin your search.



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



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



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.

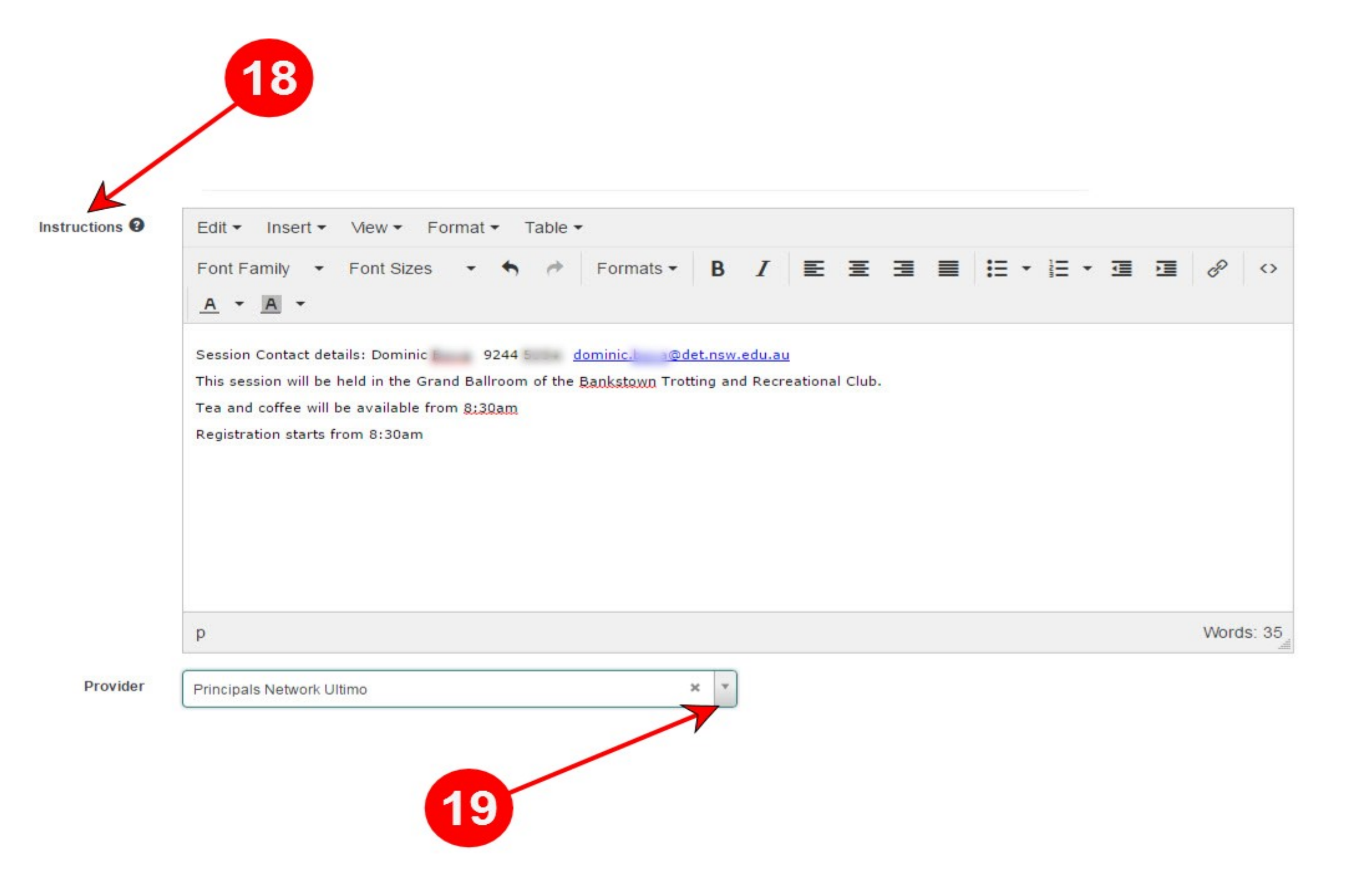
Step 13: Choose **Specify Hours** for the Duration field and type in the time value in the Duration Measure field.

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.

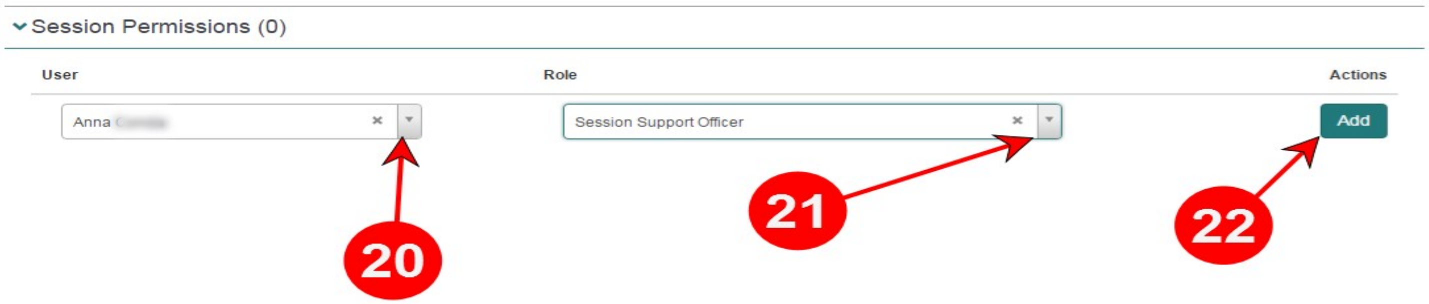


Step 18: Any text entered into the Instructions memo field are included in enrolment emails to guide users.

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)



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.

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.

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

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