

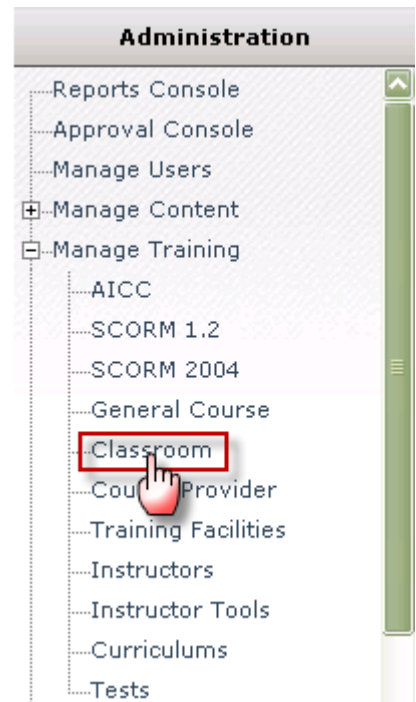
ILEARNOREGON

CREATING A NEW CLASSROOM COURSE

This job aid provides you with the minimum steps that you need to take in order to create a new classroom course.

To create a new classroom course in iLearnOregon you need to complete the following steps:

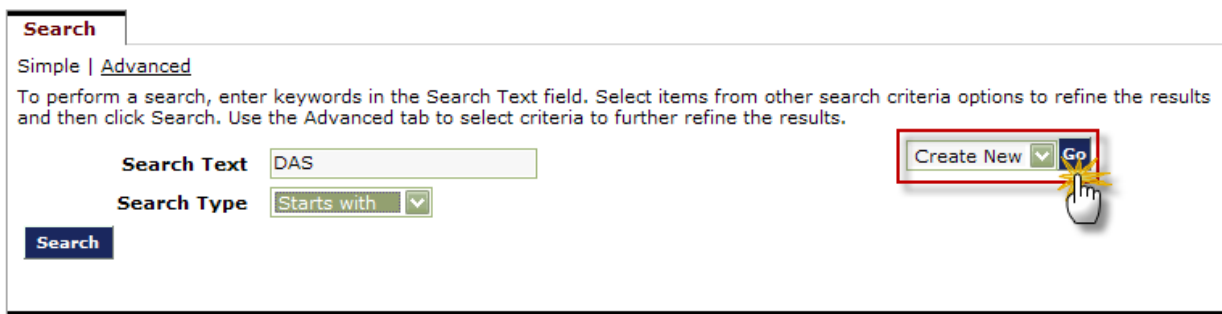
1. Click **Administration**.
2. Click the plus sign next to **Manage Training**.
3. Click **Classroom**.



4. Select **Create New** from the Page menu.
5. Click **Go** to access the Edit Summary page.

Classroom

Create and manage classroom courses (including course sections and other events). When managing a course, use the workflow steps to enter information for the course. Click the Calendar View link (after performing a search) to quickly view section events by month.



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6. Complete the form by entering data in the fields as explained below. *All required fields are marked with an * asterisk.*

Summary
Section
Categories
Certificate
Access Approval
Permissions
Activity
Content Sharing

Edit Summary
Comments
Preview

Type new or change existing summary information about this course. The system also uses this information to find the course when users perform searches.

*** Title**

*** Description**

*** Keywords**

Course Cost

Course Provider

Duration (Hours)

Course Number

Credit Type

Credit Value

- Title:** The title must contain the agency acronym followed by the course name (i.e. DAS – Excel Introduction).
- Description:** An explanation of the course.
- Keywords:** Words and phrases that relate to the course that may not already be included in the title or description.
- Course Provider:** The name of the organization furnishing the course.
- Duration:** The length of the course.
- Course Number:** The numeric identifier of the course.
- Credit:** The type of credit (Continuing Education Units, College Credit, or Other).
- Credit Value:** The numeric value of the credit (e.g., 1, 2.5, 3.5).

7. Click *Create*. The Manage Sections tab displays.

To create a single event section:

8. On the right hand side of the Sections page, select *Single Event* and then click on *Go*.

Summary
Section
Categories
Certificate
Access Approval
Permissions
Activity
Content Sharing
Check In

Manage Sections
Comments

Section List | [Section Calendar](#)

Use the Page menu to create sections. Use the search area to find existing sections for this course and perform actions for them. Click the plus sign (if present) to view section events.

Section Status

Start Date

End Date

Section Activity

Single Event

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9. Complete the form by entering data in the fields as explained below. *All required fields are marked with an * asterisk.*

Edit Section Location Instructor

Enter information using the fields and menus below and then click Create (new event) or Save (editing an event) for the single event section.

* **Section Title**

Section Code

* **Minimum Capacity**

* **Maximum Capacity**

* **Waitlist Option** Automatic None

* **Collaboration Space Option** Yes No

* **Event Start Date** Month Day Year Time All Day

* **Event End Date** Month Day Year Time

* **Recurrence Type** No Recurrence

Recurrence End Date Month Day Year

Week

Sunday

Monday

Tuesday

Days Wednesday

Thursday

Friday

Saturday

* **Enrollment Start Date** Month Day Year 12:00 AM

* **Enrollment End Date** Month Day Year Midnight

Enrollment Cancellation Deadline Month Day Year Midnight

- Type in a Section Title. This can be the same as the course title.
- Enter the minimum and maximum capacity allowed for the course.
- Select if you want an automatic waitlist.
- Select if you want a Collaboration Space.
- Enter the Start and End dates from either the calendar icons or drop down menus.
- Enter Start and End time from drop down menu. If you select All Day Event the times that will show are midnight to midnight.
- Recurrence type generally remains at default "One Day."
- Select the day when users can start enrolling for the course and the day when enrollment is closed.

Create Cancel



10. Click *Create*.

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Home >> Administration >> Manage Training >> Classroom >> Section List >> Edit Events

Test

The section and event were created without the collaboration space.

Create and manage classroom courses (including course sections and other workflow steps to enter information for the course. Click the Calendar View section events by month.

The Edit Events tab displays with a message at the top of the page indicating that the section was created.

Section **Events** Expenses Permissions Activity

Edit Events

Use the Page menu to create events for the section displayed below. Click the plus sign (if present) to edit events. If there is a date, time, location or instructor conflict, edit the event to resolve the conflict.

Create New

Records found: 1

| Section | |
|--------------------------|--|
| <input type="checkbox"/> | <p>Test</p> <p>Title: Test Code: Number: 4 Dates: 8/14/2009 - 8/14/2009 Enrollment Cancellation Deadline: Waitlist Type: Automatic Capacity (Min/Max): 1/1 Enrolled/Waitlisted/Pending: 0/0/0</p> |

| Event | Details |
|--------------------------|---|
| <input type="checkbox"/> | <p>Test</p> <p>First Occurrence : 8/14/2009 1:00 PM - 8/14/2009 1:30 PM Recurrence Type: No Recurrence Rekurs Until : Days: Location : Instructors :</p> |

11. To add a location and instructor, from the edit events tab select *Edit Event* and *Go*.

| Event | Details | Conflict | Action |
|--------------------------|---|-------------------------------------|---|
| <input type="checkbox"/> | <p>Test</p> <p>First Occurrence : 8/14/2009 1:00 PM - 8/14/2009 1:30 PM Recurrence Type: No Recurrence Rekurs Until : Days: Location : Instructors :</p> | <input checked="" type="checkbox"/> | <input type="button" value="Edit Event"/> <input type="button" value="Go"/> |

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To assign the location:

12. Select the **Location** tab. Enter your agency acronym in the **Search Text** field.

Edit Section **Location** Instructor

Use the fields and menus below to enter search criteria for the type of room you need. Click Search and select a room to assign as the location for the event. Click Save to save the location information if you are editing an event.

No location has been assigned.

Minimum Capacity

Maximum Capacity

State

Search Text

Equipment Type

Room Type

Search

Records found: 0

13. Click **Search**. A list of room locations that match the search criteria displays. Only locations that do not have schedule conflicts with other section events or calendar events for the dates and times indicated on the Edit Event tab are displayed.

Edit Event **Location** Instructor

Use the fields and menus below to enter search criteria for the type of room you need. Click Search and select a room to assign as the location for the event. Click Save to save the location information if you are editing an event.

No location has been assigned.

Section Title Conflict Management

Section Number 2

Minimum Capacity

Maximum Capacity

State

Search Text das

Equipment Type

Room Type

Search

Records found: 3

| | | Room Name/Number | Location | Capacity | Action |
|----------------------------------|--|--|-----------|----------|--|
| <input type="radio"/> | | DAS - Center for Business and Industry | Salem, OR | 26 | View Schedule Go |
| <input checked="" type="radio"/> | | DAS Executive Bldg Conference Room A | Salem, OR | 50 | View Schedule Go |
| <input type="radio"/> | | DAS Executive Bldg Conference Room B | Salem, OR | 25 | View Schedule Go |

Assign

Save **Return**

14. Review the list and click the button next to the desired location.

15. Click **Assign**. Note: You may only assign one location for an event.

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DAS - Domestic Viol

The location was updated.

Create and manage classroom course workflow steps to enter information section events by month.

You will see a confirmation that the location has been added for the event.

ents). When managing a course, use the : (after performing a search) to quickly view

Section **Events** Expenses Permissions Activity

Edit Event **Location** Instructor

Use the fields and menus below to enter search criteria for the type of room you need. Click Search and select a room to assign as the location for the event. Click Save to save the location information if you are editing an event.

Records found: 1

| | Room Name/Number | Conflict | Location | Capacity | Action |
|--------------------------|--|-------------------------------------|-----------|----------|---|
| <input type="checkbox"/> | DAS - Executive Bldg Conference Room A | <input checked="" type="checkbox"/> | Salem, OR | 50 | View Schedule <input type="button" value="Go"/> |

To assign an instructor:

16. Select the **Instructor** tab. Enter the last name of the instructor.

17. Click **Search** to view a list of instructors that match your search criteria.

Edit Event Location **Instructor**

Use the fields and menus below to enter search criteria for the type of instructor you need and click Search. Assign an instructor (s) to teach the course by clicking the checkbox next to their name. Click Save to save the instructor information if you are editing an event.

No instructor(s) has been assigned.

Section Title DAS - HRSD - Access XP/2003- Introduction
Section Number 63

Last Name
First Name

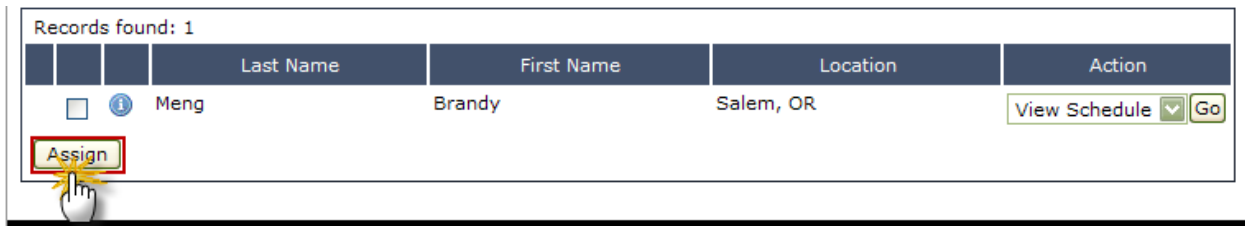
Qualifications

City
U.S. State
Non-U.S. State/Province
Country

Only include instructors selected to teach this course

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- Review the list and click the checkbox next to the desired instructor. Multiple instructors can be selected.
- Click **Assign**. The Edit Event tab displays, and the instructor is saved for the event.



- Click **Return** twice to go back to the course page.
- Select the **Check In** tab when you have completed setting up the course so that users may access it, and the "Available" icon displays for the course in the Editing Status column in search results.

