

Creating a Classroom Course

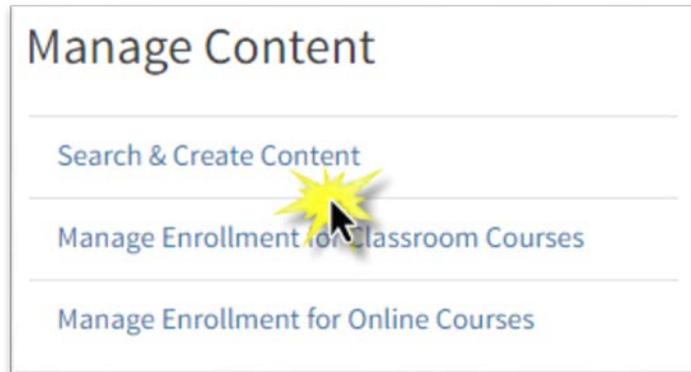
This job aid provides you with the minimum steps you need to take in order to create a classroom course. You must have an elevated role to perform this task; Course Manager or Domain Administrator.

****If you want content to be shared with all state agencies you need to send an email to iLearnOregon@oregon.gov with the course title, description and date you want it pushed to the other domains. There is a minimum of a three (3) business day response period that each agency has the opportunity to decline having the content in their domain.****

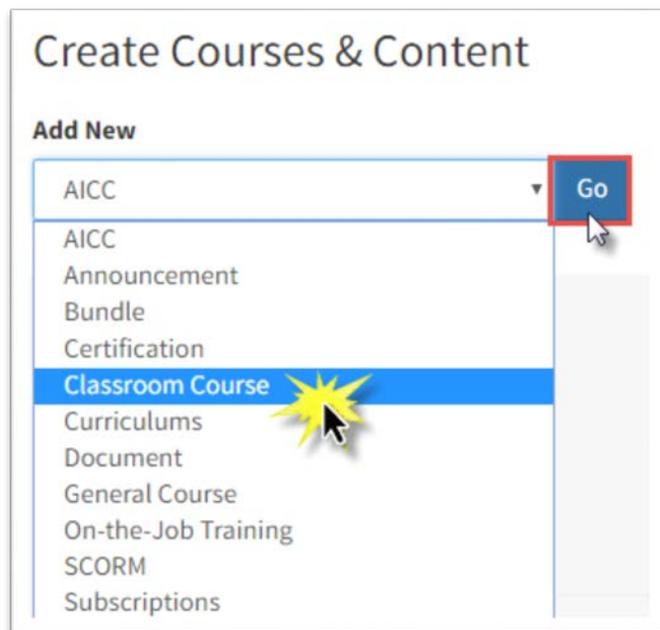
1. On the top menu bar *click* on **Responsibilities**.



2. Under Manage Content, *click* on **Search & Create Content**.



3. Under Create Courses & Content, *click* on the drop-down menu under Add New and select **Classroom Course** and *click* **Go**.



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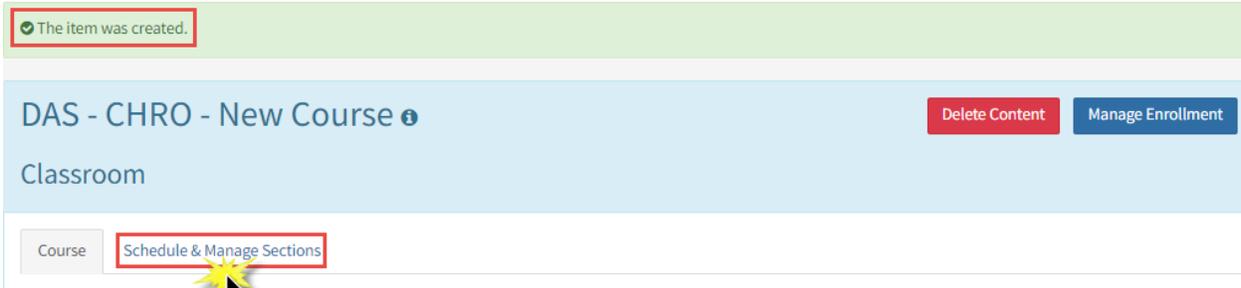
4. At a minimum, you need to add a title, description, and keywords. *Select Create.*

The screenshot shows a web form titled "Create New Classroom Course". At the top, there is a text box for the title. Below it is a rich text editor for the description, with a toolbar containing icons for bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, table, unlink table, undo, redo, and source code. Below the description editor is a checkbox for "Display entire description on the Details page for the item". There is a text box for keywords. Below that is a "Search Priority" dropdown menu. At the bottom, there are two checkboxes: "Enable full text indexing for this content item." and "Allow users to access this content without logging in." with a lock icon. A dropdown menu for "Content Item Owner Domain" is set to "Administrative Services, Department of". There are "Cancel" and "Create" buttons at the bottom right.

- **Title** – Must include your agency acronym, it may be helpful to also include the division/unit responsible for the course (DAS – CHRO – Emerging Manager).
- **Description** – Near the top of the description, please include contact information if the learner has questions about the course, or point them to an agency resource (website). Other information could be; training objectives, preparation and course overview.
- **Keywords** – Think of common misspellings or jargon that could be associated with your training, use your initials if you want to quickly find items you have created. If you add something unique to your keywords that you can share with your customers when they are looking for the course, it will help narrow down their search results.

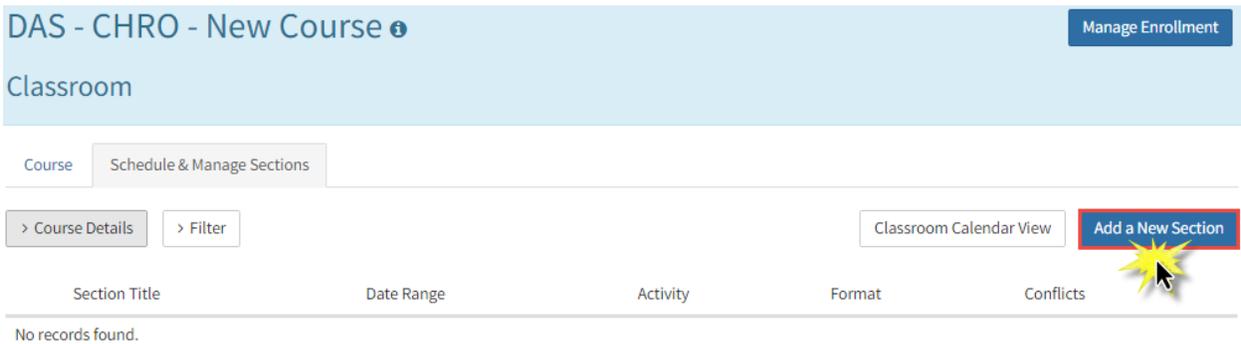
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5. You will see the screen showing that the classroom course was created. To create a new section, *click* on the **Schedule & Manage Sections** tab.



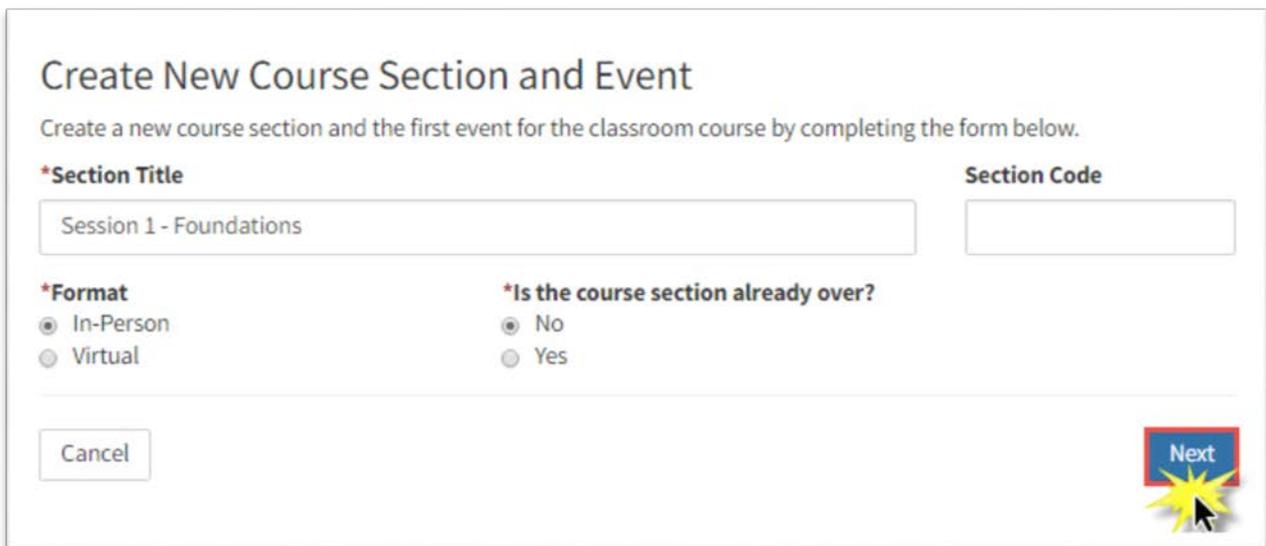
A green notification bar at the top contains a checkmark icon and the text "The item was created." Below this is a blue header for "DAS - CHRO - New Course" with an information icon and two buttons: "Delete Content" (red) and "Manage Enrollment" (blue). Underneath is the word "Classroom". A navigation bar shows "Course" and "Schedule & Manage Sections" (highlighted with a red box and a yellow starburst cursor).

6. From the Schedule & Manage Sections page, *click* on **Add a New Section**.



The page header shows "DAS - CHRO - New Course" with an information icon and a "Manage Enrollment" button. Below is "Classroom" and a navigation bar with "Course" and "Schedule & Manage Sections" (highlighted with a red box). A secondary navigation bar includes "> Course Details", "> Filter", "Classroom Calendar View", and "Add a New Section" (highlighted with a red box and a yellow starburst cursor). Below this is a table header with columns: "Section Title", "Date Range", "Activity", "Format", and "Conflicts". The table content shows "No records found."

7. Add the section title, *click* **Next**. The *Section Title* can be the same as the *Course Title*, or you can designate the class location, date, or if there are several sessions.



The form is titled "Create New Course Section and Event" and includes the instruction: "Create a new course section and the first event for the classroom course by completing the form below." It features two input fields: "Section Title" (containing "Session 1 - Foundations") and "Section Code". Below these are two groups of radio buttons: "Format" with options "In-Person" (selected) and "Virtual"; and "Is the course section already over?" with options "No" (selected) and "Yes". At the bottom left is a "Cancel" button, and at the bottom right is a "Next" button (highlighted with a red box and a yellow starburst cursor).

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8. Under schedule, *select* the **start** and **end dates** and **times**.

Schedule

Dates and Times

All Day Event

*Start Date:

*End Date:

*Start Time:

*End Time:

Recurrence
No Recurrence

9. Under schedule, *click* on **Select Location** to assign a location to the course.

IMPORTANT If the section is one or two days a week over multiple weeks **do not** set the location at this point (you will assign it under the individual Event). If you do it will schedule that location for the entire block of time from the first day until the last.

Location

No location selected.

Select Location

10. In the Select Location, do a search for the location. Select the radio button next to the location and then *click* **Save**. You'll get a confirmation that the location has been saved for the section.

Select Location

Use the fields and menus below to enter search criteria for the type of facility you need, and click Search.

Search Text: Minimum Capacity: Maximum Capacity:

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

[> See more search criteria](#)

Room Name	Capacity	Location	Actions
<input checked="" type="radio"/> DAS - Cache Mountain Room	20	Salem, OR	<input type="button" value="View Schedule"/>

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- Under Instructors, *click* **Select Instructor** to assign an instructor to the course.
 - Instructors MUST be members of the domain the training is created in.** If you have someone from a different agency instructing your course, you need your iLearn Administrator to give them membership to your domain.

IMPORTANT If the section is one or two days a week over multiple weeks **do not** select the instructor at this point (you will assign it under the individual Event). If you do it will schedule the instructor for the entire block of time from the first day until the last.

Instructors

No instructor selected.

Select Instructor

- Do a search for the instructor. Select the radio button next to the instructor and then *click* **Save**. You'll get a confirmation that the instructor has been saved for the section.

Select Instructor

Enter search criteria and then select Search. Assign instructors to teach the course by selecting the checkboxes next to their names. Select Save to save the instructor information if you are editing an event.

Last Name **First Name**

Only include instructors selected to teach this course
 Include instructors with a conflict for only the current course
> See more search criteria

Name	Location	Actions
<input checked="" type="checkbox"/> Brandy Meng	Salem	<input type="button" value="View Schedule"/>

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13. In the Course Section Information, put in the minimum and maximum size of the class and select if you want to have a waitlist or not. For the Enrollment Period, *click Change*.

Course Section Information

Enrollment Settings

Capacity			
*Minimum	<input type="text" value="1"/>	*Maximum	<input type="text" value="25"/>
		Waitlist	<input type="radio"/> Use Waitlist <input checked="" type="radio"/> No Waitlist
*Enrollment Period	Enrollment Cancellation Deadline		Notes
Select enrollment period.	No Deadline		<input type="text" value="Change"/>
<input type="button" value="Change"/>	<input type="button" value="Change"/>		

14. Enter the date and time you want the enrollments to start and the enrollment end date and time. *Click Save*.

Enrollment Period

Select dates and times for the enrollment period, which is the time frame in which users can enroll in a course section.

*Enrollment Start Date	<input type="text" value="12/1/2017"/>	*Enrollment End Date	<input type="text" value="12/31/2017"/>
*Enrollment Start Time	<input type="text" value="8:00 AM"/>	*Enrollment End Time	<input type="text" value="5:00 PM"/>
<input type="button" value="Cancel"/>		<input type="button" value="Save"/>	

15. Once you have completed adding all the information you can either **Add Another Event** or **Save**.

Other Information

Expenses	
\$0.00	<input type="button" value="Change"/>
Reminder Emails	
No reminder emails are sent to enrolled users	
<input type="button" value="Change"/>	<input type="button" value="Preview Email"/>