

iLearnOregon

Creating a Classroom Course

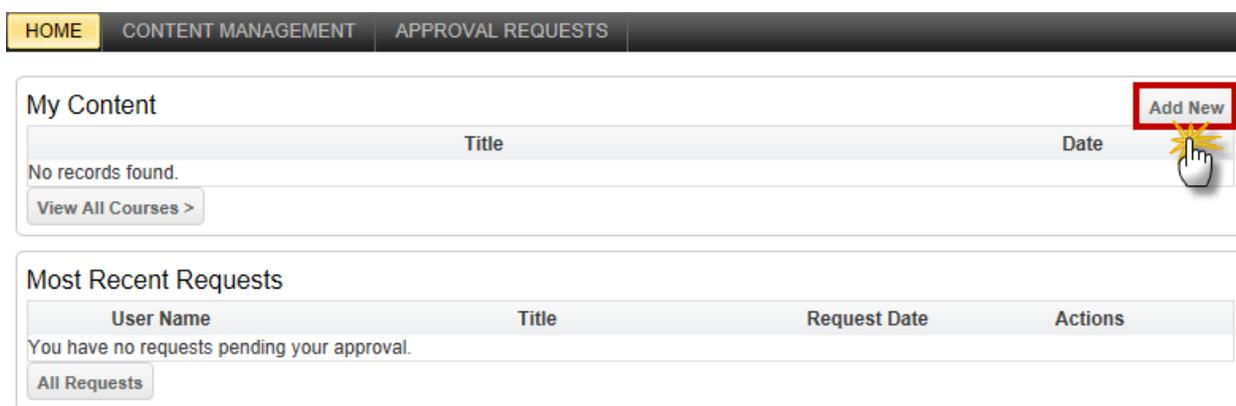
This job aid provides you with the minimum steps that you need to take in order to create a classroom course and assign a course survey.

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

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



2. Under My Content, click on *Add New*. The course summary page will appear.



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

A screenshot of the 'Create New Classroom Course' form. The form title is 'Create New Classroom Course'. Below the title is a note: 'Enter new or change existing summary information about the item and then click Create or Save. The system uses the information to find the item when users perform searches.' The form contains several fields: '* Title:' (text input), '* Description:' (text area), a checkbox for 'Display entire description on the Details page for the item', '* Keywords:' (text area), '* Content Item Owner Domain:' (dropdown menu with 'iLearnOregon - Core Domain' selected), and '* Locale:' (dropdown menu with 'English (US)' selected). At the bottom left is a 'Cancel' button, and at the bottom right is a 'Save' button highlighted with a red border and a hand cursor clicking on it.

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

✓ The item was created.

My Responsibilities

DAS - CHRO - Family Medical Leave i

Classroom

Course **Schedule & Manage Sections**

SUMMARY Edit

Title: DAS - CHRO - Family Medical Leave
Keywords: FMLA OFLA

Description:
This course will go over how to manage family medical leave.

[Expand All](#) | [Collapse All](#)

COURSE INFORMATION		Edit ⌵
CATEGORIES	0 Assigned Categories	Edit
PREREQUISITES	No prerequisites are currently assigned.	Edit
EQUIVALENCIES	No equivalencies are currently assigned.	Edit
ACCESS APPROVAL	None	Edit
CERTIFICATE	No certificate is currently assigned.	Edit
CONTENT SHARING	Offered to 0 Domains	Edit
PERMISSIONS	Available to 1 1	Edit
IMAGE	No image is currently assigned.	Edit
MANAGE ACTIVITY	Active	Edit

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

My Responsibilities > DAS - CHRO - Family Medical... >

DAS - CHRO - Family Medical Leave Manage Enrollment

Course Schedule & Manage Sections

Course Provider: Local: English (United States) Credit Hours: Duration (Hours): Total Sections: 0

Add a New Section Classroom Calendar View

Search for Section Status: Current Activity: Active Start Date: End Date: Filter Clear Filter

Section Title	Date Range	Activity	Format	Conflicts
No records found.				

6. Add the section title (this can be the same as the course title).

My Responsibilities > DAS - CHRO - Family Medical... > Schedule & Manage Sections >

Create New Course Section and Event

Create a new course section and the first event for the classroom course by completing the form below.

* Section Title:

Section Code:

* Format: In-Person Virtual

Cancel **Next**

7. Under schedule, select the start and end dates and times.

SCHEDULE

DATES AND TIMES

* Start Date: * End Date:

* Start Time: * End Time:

Recurrence: No Recurrence Change

All Day Event

LOCATION

Location: No location selected.
Select Location

INSTRUCTOR(S)

Instructor(s): No instructor selected.
Select Instructor

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

SCHEDULE

DATES AND TIMES

* Start Date:  * End Date: 

* Start Time:  * End Time:  All Day Event

Recurrence: No Recurrence [Change](#) 

LOCATION

Location: No location selected.

Select Location

INSTRUCTOR(S)

Instructor(s): No instructor selected.

[Select Instructor](#)

9. In the Select Location pop-up window, do a search for the location. Select the radio button next to the location and then click **Save & Exit**. 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

Search Text [Search](#)

Minimum Capacity Maximum Capacity

U.S. State

Non-U.S. State/Province

Country

[See more search criteria](#) 

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

[Cancel](#) [Save & Exit](#)

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10. Under schedule, click **Select Instructor** to assign an instructor to the course.

SCHEDULE

DATES AND TIMES

* Start Date: * End Date:

* Start Time: * End Time: All Day Event

Recurrence: No Recurrence [Change](#)

LOCATION

Location: No location selected.

[Select Location](#)

INSTRUCTOR(S)

Instructor(s): No instructor selected.

[Select Instructor](#)

11. In the Select Instructor pop-up window, do a search for the instructor. Select the radio button next to the instructor and then click **Save & Exit**. You'll get a confirmation that the instructor has been saved for the section.

Select Instructor

Enter search criteria 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.

Search

Last Name First Name [Search](#)

Only include instructors selected to teach this course

Include instructors with a conflict for only the current course

[See more search criteria](#)

	Name	Location
<input checked="" type="checkbox"/>	Brandy Meng	Salem, OR

[Cancel](#) [Save & Exit](#)

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12. In the Course Section Information section, put in the minimum and maximum size of the class; select if you want to have a waitlist or not; select the enrollment period date. Click on **Save & Exit** once you have the information added.

COURSE SECTION INFORMATION

ENROLLMENT SETTINGS

* Capacity: Minimum: Maximum:

* Waitlist: Use Waitlist No Waitlist

* Enrollment Period: Select enrollment period. [Change](#)

Enrollment Cancellation Deadline: No Deadline [Change](#)

Notes: [Change](#)

OTHER INFORMATION

Expenses: \$0.00 [Change](#)

Reminder Emails: No reminder emails are sent to enrolled users: [Change](#) [Preview Email](#)

[Cancel](#)

[Add Another Event](#)

[Save & Exit](#)



To assign a survey to the classroom course that users will be required to complete before their certificate becomes available, complete the following steps:

1. On the top menu bar you will see a button for Administration. Click on the **Administration** button.



2. Under My Content, click on the name of the course you want to assign a survey to. The course summary page will appear.

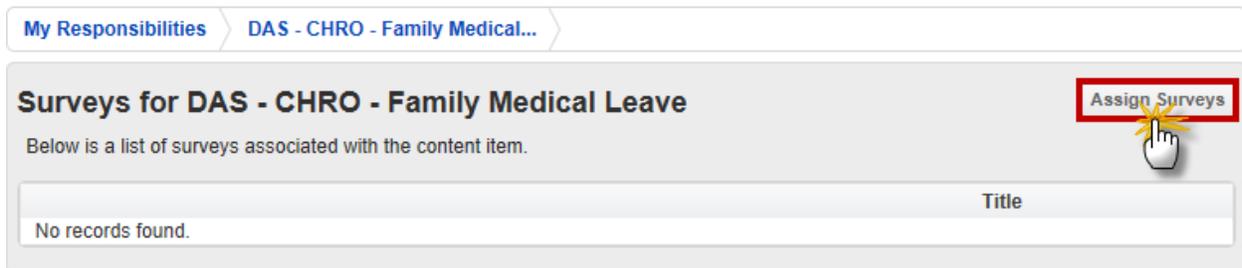


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- On the right-hand side of the screen, click on **Manage** next to the Surveys box.



- On the right-hand side of the screen, click on **Assign Surveys**.



- Search for the survey that you want to assign to the course. Click on the radio button next to the name of the survey. Click **Save**. You'll get a confirmation screen that shows the survey was assigned.

