Creating a Session in the LMS Before It Has Occurred

1. After logging on to the LMS through BEACON, click the **ILT ADMIN** tab and select **MANAGE EVENTS & SESSIONS**
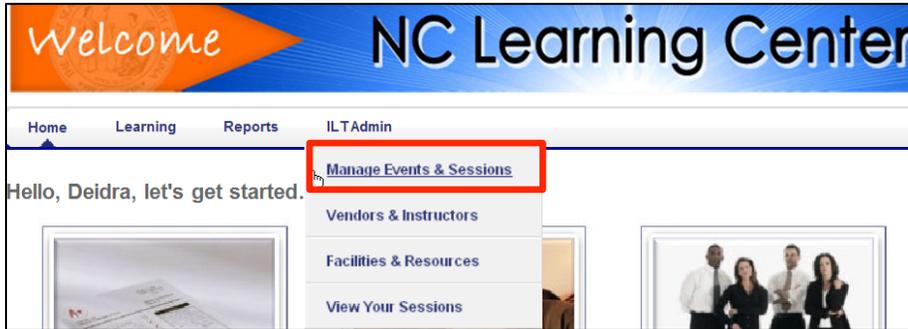
2. Enter a keyword or the title of the event you are creating a session for. In this example, we are setting up a New Employee Orientation session, so the keyword **ORIENTATION** is used. Click **SEARCH**
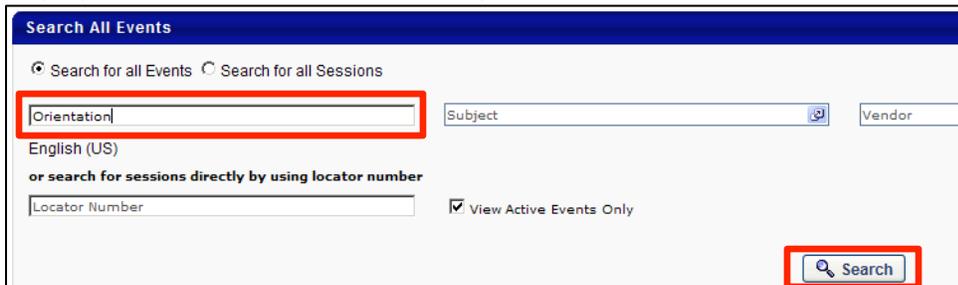
Once you click **SEARCH**, your results will generate below.

3. Scroll and find the event you are scheduling a session for and select the **VIEW SESSIONS** icon,

4. Click on **CREATE NEW SESSION**
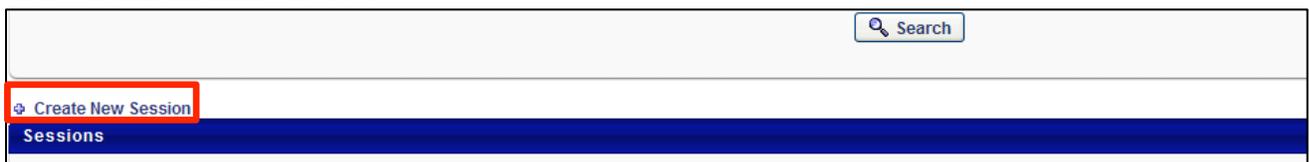
5. Begin completing the details of your session. Begin by selecting the start date of your session. Then click **NEXT**
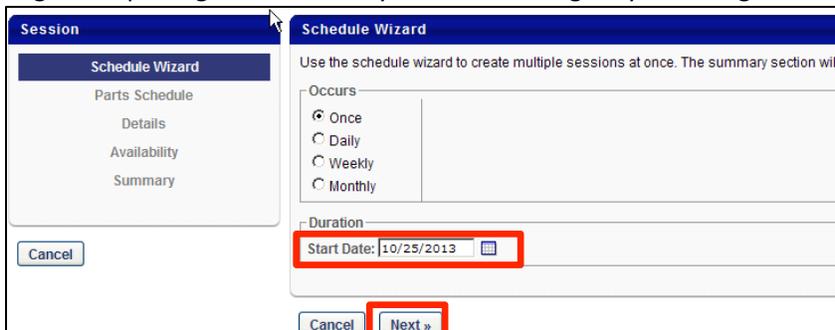
6. You will continue with adding session details for your session. To select the Location for your session, click on the pop-out box beside LOCATION, ⧉

Edit Part

Name:	1
Description:	New Employee Orientation
Location:	[□] Select Room Layout Add Resource Add Instructor

DATE AND TIME

Start Date: 10/25/2013 ▦ End: 10/25/2013 ▦

Start Time: 9:00 AM ▾ End: 1:00 PM ▾ Time Zone: (UTC-05:00) Eastern Time (US & Canada) ▾

Part Du

This will open another window to allow you to find the location for your session. To find DPS Locations, go the **PUBLIC SAFETY** section. Then drill down through the nodes to find your specific location. When there is a ⊞ beside a location, this means there are subsections. To continue drilling down, click ⊞ until you find your facility or location.

Top Node : Public Safety (DPS) : DPS - Human Resources Sites

(6 Results)

Hierarchy

ADD	TITLE	ID
✛	▣ DPS HR Eastern Regional Employment Office (Greenville)	DPS03
✛	▣ DPS HR Personnel Shore Building (Raleigh)	DPS02
✛	▣ DPS HR Piedmont Triad Regional Employment Office (Kernersville)	DPS04
✛	▣ DPS HR Raleigh Regional Employment Office (Raleigh)	DPS05
✛	▣ DPS HR Southern Coastal Plains Regional Employment Office (McCain)	DPS06
✛	▣ DPS HR Western Foothills Regional Employment Office (Lenoir)	DPS07

Close

When you have found the location for your session, click the ✛ in the add column.
A second step window will open, click **DONE** as DPS does not utilize this feature for facility reservations.

Once your location is selected, you will select **ADD INSTRUCTOR**

Edit Part

Name:	1
Description:	New Employee Orientation
Location:	DPS HR Western Foothills Region ✕ Select Room Layout Add Resource **Add Instructor**

DATE AND TIME

Find the instructor for your session and click on their name to select them. You may designate them as the primary or secondary instructor. There can be multiple instructors for a session.

Name	User ID	Location
Parrish, Julie	01483748	OSDT Administration - Central Training Region (2211 Schieffelin Rd. Apex, NC 27502)

Then click **DONE**.

If your session includes a lunch break, you can add that selecting ✛ and completing the details of that break.

PART BREAK ✛

Part Duration - Break(s) = Training Hours

🗑 Lunch   Duration 60 Minute(s)

The break total must be less than the duration of the part

NOTE: Any break subtracts from the class hour credit for the session.

Once you have entered all of your details, select **SAVE PART**

7. Review a summary of the details that you have entered. If edits to any of the details are necessary, click on the icon under OPTIONS. If there are no edits, click on **NEXT**

Parts Schedule

⊕ Add Part › View Events Calendar ✕ Export to Excel ●●● Check Conflicts

Status	Day	Part Name	Starts	Ends	Training Hours	Location	Instructor	Options
⚪	Friday	1	10/25/2013 9:00 AM EST	10/25/2013 1:00 PM EST	4 Hour(s) 0 Minute(s)	DPS HR Western Foothills Regional Employment Office (Lenoir)	Julie Parrish (Primary)	📝 🗑

« Back   Save   Cancel   Next »

8. This screen allows you to set limits on registration.

REGISTRATION

Attendance: [1] of 1 parts must be marked as attended for a session to be marked completed in the user's transcript

Registration Deadline: [ ] Day(s) ▾ Before ▾ first part of session starts. (Request and Register)
Before: (Session Start Date and Time – Timing Selected Above = Registration Deadline)
After: (Session Start Date and Time + Timing Selected Above = Registration Deadline)

Minimum Registration: [0]
Maximum Registration: [75]

You can set the minimum and maximum number of attendees here. The other fields on this screen are not utilized and can be bypassed. Click on **NEXT** at the bottom of the screen.

9. Now set the availability for your sessions. This creates the option for employees within this availability setting to self-register for your session. If you do not want this self-registration option for your session, do not set the availability. If you do, select **ORG UNIT**.

The availability criteria that you select will only
Select Criteria ▾
Select Criteria
ORG UNIT
Position
Cost Center
Location
Group
Employee Group
Employee Subgroup
SOC Code
Personnel Area
Education Level
Statutory Exempt Type Code
Org Path Structure
County Code
Pay Scale Type
Pay Scale Area
Users

Once you select ORG UNIT, you will locate your specific location. To do that, click on the pop out box 🔲 beside ORG UNIT. This will open another window to allow you to find your location.

USER CRITERIA

User Criteria: The availability criteria that you select will only include employees who meet the following criteria: (ORG UNIT is or below Public Safety)
ORG UNIT ▾ [🔲]

Then drill down through the organization to find your specific location. When there is a ⊞ beside a location, this mean there are subsections. To continue drilling down, click ⊞ until you find your facility/location/section.

Hierarchy

ADD   TITLE
⊕   ⊞ Public Safety

Helpful hint: If you need to go back up the hierarchy, you can click on the previous nodes in the header.
Helpful hint: Once you have found your location, make note of the ID Number. You can enter this ID Number in the future instead of having to drill down every time you need to select your location/facility/etc.

When you have found your facility/location/section, click the ✚ in the add column.
Then click **NEXT**.

10. Review your summary information.

If you need to edit any of the information, you can click on the corresponding section.
If it is correct, click **SAVE**.

11. Your session will now appear in the session list. If your session is open for people to self-register then you are done. If you are adding people to the roster for your session, click on the view roster icon, 🖧

Click **ADD USERS**

12. Here a due date for the training to be completed can be assigned. Also the status for your attendees can be determined. If the employee's Supervisor needs to approve their attendance at the session before they can be added to the roster, select APPROVE. In most cases, you will select **Assign, Approve, and Register.**

Then click **NEXT**

13. Select your attendees. Click on **USERS**

Then click on the pop out box beside USERS. Then search for the attendees. When the attendee has been located, click the in the add column.

Continue to add your attendees. When you have selected all of your attendees, click **DONE**. Please note that you may only add 10-15 people at a time. It may be necessary to click DONE and then click on the pop out box again to select more users. Then click **DONE**.
Then click **NEXT**

14. This reviews the email options for the attendees. In most cases you will not be able to edit this option.

Click **NEXT**.

Verify your attendees. If correct, click **SUBMIT**.

Check Conflicts						
Select/Deselect All	Name	Conflicts	Assignment History	Current Status	User ID	Organizational Unit(s)
☑	Davis , Yolanda	⚪			00482706	PS ADM HR BEN Benefits & Leave (ORG UNIT)
	☑ New Employee Orientation (HR)		0	None		
☑	James , Amy	⚪			01011074	COR SO DS2 PRI C Odom CS C/O C2 L1 S01 (ORG UNIT)
	☑ New Employee Orientation (HR)		0	None		

[« Back] [Submit] [Cancel]

You will be prompted to confirm. Click **YES**.

15. Once the session has occurred, you must record attendance. To do this, locate your session by following the steps 1-3 above. When you have found your session, click on the view roster icon, 📇 .

Sessions										
										(3 Result
Day	Start Date	End Date	Session ID	Locator Number	Location		Enrollment	Evaluation	Status	Options
Tuesday	10/29/2013	10/29/2013		16933	DPS HR Personnel Shore Building (Raleigh)		1 of 75	📊	Approved	📇 📝 📋 📄 ✖
Friday	10/25/2013	10/25/2013		17035	DPS HR Western Foothills Regional Employment Office (Lenoir)		2 of 75	📊	Approved	📇 📝 📋 📄 ✖
Tuesday	10/22/2013	10/22/2013		16932	Corrections Enterprise Large Conf Rm		1 of 75	📊	Approved	📇 📝 📋 📄 ✖

16. Then click on **ATTENDANCE and SCORING**.

Session Roster	
Roster	Attendance and Scoring

Inventory Unassigned (0) Pendin

Session Status: Approved
Seats Available: 74/75
Attachments: [_____] [Browse...] [Upload]

Record the attendance for each attendee, their score (if applicable), and whether or not they passed the course.

Name	User ID	Attendance	Score	Pass
Murray, Brian	00938028	☑ 1	0	☑

[Save] [Submit Roster] [« Back]

Once you have done that for each attendee, click **SUBMIT ROSTER**. You will then get an information box that tells you it may take up to 15 minutes to update the roster. Click **OK**.
Note: An attendance roster can NOT be submitted until AFTER the end time of the session. If you attempt to enter attendance before the end time of the session, you will only be able to SAVE the attendance, not submit it.

17. To go back to review the roster for any session, click on the **ILT ADMIN** tab and select **MANAGE EVENTS & SESSIONS.** Then search for your session per steps 1-3 above, but be sure to check the COMPLETED box.

Search	
☑ Tentative ☑ Approved ☑ Completed ☐ Cancelled	
Session ID [_____]	Locator Number [_____] Start Date: [_____] 📅 to [_____] 📅
Location [_____] 🔍	Instructor [_____] 🔍
	[🔍 Search]