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

Welcome	NC Learning Center
Home Learning Reports	ILTAdmin
Helle Deider Jeffe met started	Manage Events & Sessions
Hello, Deldra, let's get started	Vendors & Instructors
	Facilities & Resources
M	View Your 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**

Search All Events		
$\ensuremath{\mathfrak{S}}$ Search for all Events $\ensuremath{^{\ensuremath{\mathbb{C}}}}$ Search for all Sessions		
Orientation	Subject	Vendor
English (US) or search for sessions directly by using locator number		
Locator Number	View Active Events Only	
		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,

NCBON Orientation for Nursing Services and Nurse Managers (Health Services)	Public Safety Safety and Wellness Operations Security	Public Safety - Adult Corrections	English (US)	0	0	0	2	۲
New Employee Orientation (HR)	Human Resources Public Safety Security	Public Safety	English (US)	0	2	2	24	®
Nursing Clinical Orientation (Health Services)	Certifications Healthcare Public Safety Safety and Wellness	Public Safety - Adult Corrections	English (US)	0	o	0	24	۲

4. Click on CREATE NEW SESSION

	Search
Create New Session	
Sessions	

5. Begin completing the details of your session. Begin by selecting the start date of your session. Then click NEXT

Session	Schedule Wizard
Schedule Wizard	Use the schedule wizard to create multiple sessions at once. The summary section will
Parts Schedule	Occurs
Details	© Once
Availability	O Daily O Weekly
Summary	C Monthly
	_ Duration
Cancel	Start Date: 10/25/2013
	Cancel 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	Ţ		
Location:	ھ	Select Room Layout	Add Resource	Add Instructor
DATE AND TIME				
Start Date: 10/25/2	012 End: 10/25/	2012		
Start Date. 10/25/2				
Start Time: 9:00 AM	End: 1:00 P	M Time Zone: (UTC-05:00)	Eastern Time (US & Canada)	•
				Dort D

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 B beside a location, this means there are subsections. To continue drilling down, click B until you find your facility or location.

Top Noc	le : Public Safety (DPS) : DPS - Human Resources Sites	
	\sim	(6 Results)
Hiera	rchy	
ADD	TITLE	ID
Ф	DPS HR Eastern Regional Employment Office (Greenville)	DPS03
ф	DPS HR Personnel Shore Building (Raleigh)	DPS02
ф	DPS HR Piedmont Triad Regional Employment Office (Kernersville)	DPS04
ф	DPS HR Raleigh Regional Employment Office (Raleigh)	DPS05
Ф	DPS HR Southern Coastal Plains Regional Employment Office (McCain)	DPS06
ф	DPS HR Western Foothills Regional Employment Office (Lenoir)	DPS07
	Close	

When you have found the location for your session, click the ⁹ 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

Duration Start Date: 10/	25/2013	
Save Part	Save & Add New Part	Cancel

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 Sched	ule							
Add Part	 View Events (Calendar 🛛 🛣 Export to Excel	Check C	onflicts				
Status	Day	Part Name	Starts	Ends	Training Hours	Location	Instructor	Options
0	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)	∎ <mark>2</mark> ā
« Back Sa	ave 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	
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	R
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**.



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	TI	TLE		
ф	Ð	Public Safety		

iera	rchy	
ADD		
Φ	COR SO D52 PRI DIR E ADMIN SVCS	2101
Φ	B COR SO DS2 PRI DIR E BERTIE	2101
Φ	B COR SO DS2 PRI DIR E CARTERET	210
Φ	COR SO D52 PRI DIR E COR DIST MGR	2101
٠	B COR SO DS2 PRI DIR E CRAVEN	210
Φ.	🗄 COR SO D52 PRI DIR E DUPLIN	210
φ.	B COR SO DS2 PRI DIR E EASTERN	210
ø	B COR SO DS2 PRI DIR E GREENE	210
Φ	B COR SO DS2 PRI DIR E HYDE	210
۰,	B COR SO DS2 PRI DIR E MAURY	210

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 ⁴ in the add column. Then click **NEXT**.

10. Review your summary information.

Session	Summary
Schedule Wizard Parts Schedule	Description: The purpose of this course is to provide new NCDPS employee conducted on the employee's first day of hire.
Dataila	Event Number: HDL-ILT-DPS-001
Details	Content Owner: DPS Human Resources
Availability	Current Version: October 2013
Summary	Last Revision Date: 10/18/2013
	Subject(s): Human Resources, Public Safety, Security
Save Cancel	Training Contact: Kathy Reitzel KATHY.REITZEL@NCDPS.GOV (Tel) 919-716-3700 (Fax) 919-716-3944
	Available Languages: English (US)

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, 🅯

Create New	Session	\mathcal{A}							
Sessions									
									(3 Resu
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	2*	Approved	🎫 🗹 🗈 🗟 🗙
Friday	10/25/2013	10/25/2013		17035	DPS HR Western Foothills Regional Employment Office (Lenoir)	0 of 75	24	Approved	🎫 2 🗈 Q 🗙
Tuesday	10/22/2013	10/22/2013		16932	Corrections Enterprise Large Conf Rm	1 of 75	24	Approved	🎫 📝 🖹 🗟 🗙

Click ADD USERS

USERS						
🕞 Print Sign-In Sheet	Add Users					
Name 🔺	User ID	Organizational Unit(s)				

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.**

Enrollment Options
When will training be due (Due Date)?
O Training is due:
Status
O Assign Training (Items may still need approval)
C Assign & Approve Training (Item may not be registered) C Assign, Approve, and Register (Users will be directly enrolled into training and will have a status of Registered, if the user is not required to pay.)
«Back Next » Cancel

Then click **NEXT**

13. Select your attendees. Click on USERS

Enrollment Opti	ons						
Availability							
The availability criteria that you select will only includ							
Select Criteria	Select Criteria						
Palact Critoria							
Users							
« Back Next	Cancel						

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

Sea	Search						
Last Name: ID: Manager's Last Name							
		oser name,	-6.300	(20 Results) <u>1</u> 2 > >>		
Sea	rch Results						
ADD	NAME	IDENTIFIER	ID	USER NAME	MANAGER		
ф	Ijames, Devonna	COR SO DS2 PRI W West CA P DiagD (ORG UNIT)	01068205	01068205	Harriger, Robert		
ø	James, Amy	COR SO DS2 PRI C Odom CS C/O C2 L1 S01 (ORG UNIT)	01011074	01011074	Arp, Carlton		
Ф	James, Angela	COR SO DS2 PRI E Bertie CA C/O U4 AU S03 (ORG UNIT)	01084177	01084177	Mcclelland, Michael		
0	James, Cynthia	COR SO DS2 PRI C Wom W CC (ORG UNIT)	01945031	01945031	Hunt, Evangeline		
ø	James, Danita	COR SO COO DS3 CC D2 AA AJDM-10-B CPPO-F (ORG UNIT)	00424018	00424018	Hodges, Bruce		

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.

Proxy Email Configuration
EO Specific and Standard Emails A Standard Emails
If emails are configured at the LO level, these will be sent in addition to all emails that do not appear in Er configured in the Email Administration area.
🗹 Exclude Request and Assign emails.
🗹 Exclude Registration email.

Verify your attendees. If correct, click SUBMIT.

Check Conflicts						
Select/Deselect All	Name	Conflicts	Assignment History	Current Status	User ID	Organizational Unit(s)
1	Davis , Yolanda	٠			00482706	PS ADM HR BEN Benefits & Leave (ORG UNIT)
	New Employee Orientation (HR)	R	0	None		
	James , Amy	۰			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	sions								
				A					(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	28	Approved	🚨 📝 🗎 🍳 🗙
Friday	10/25/2013	10/25/2013		17035	DPS HR Western Foothills Regional Employment Office (Lenoir)	2 of 75	28	Approved	🏼 🖉 🖹 🗟 🗙
Tuesday	10/22/2013	10/22/2013		16932	Corrections Enterprise Large Conf Rm	1 of 75	24	Approved	SS 2 🗊 🗟 🗙

16. Then click on ATTENDANCE and SCORING.

Ĩ	Session Roster					
ſ	Roster Attendance and Scoring					
	Inventory Unassigned	(0) Pendir				
	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	I 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	
	٩	Search