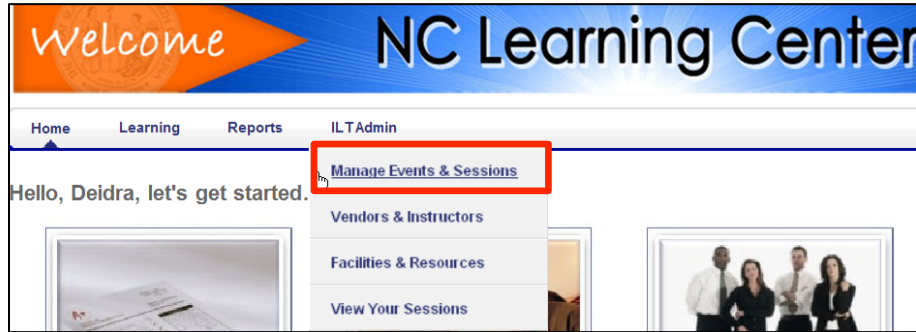


Creating a Session With Scores, Pass/Fail

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**

The screenshot shows the 'Search All Events' form. It has two radio buttons: 'Search for all Events' (selected) and 'Search for all Sessions'. Below these, there's a search box containing 'Orientation', a 'Subject' dropdown, and a 'Vendor' dropdown. There's also a section for 'English (US)' and a checkbox for 'View Active Events Only'. The 'Search' button is highlighted with a red box.

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,


Event Name	Department	Location	Language	Enrollment	Openings	Waitlist	Actions
NCBON Orientation for Nursing Services and Nurse Managers (Health Services)	Public Safety - Adult Corrections	Public Safety - Adult Corrections	English (US)	0	0	0	[Icons]
New Employee Orientation (HR)	Human Resources	Public Safety	English (US)	0	2	2	[Icons]
Nursing Clinical Orientation (Health Services)	Certifications Healthcare	Public Safety - Adult Corrections	English (US)	0	0	0	[Icons]

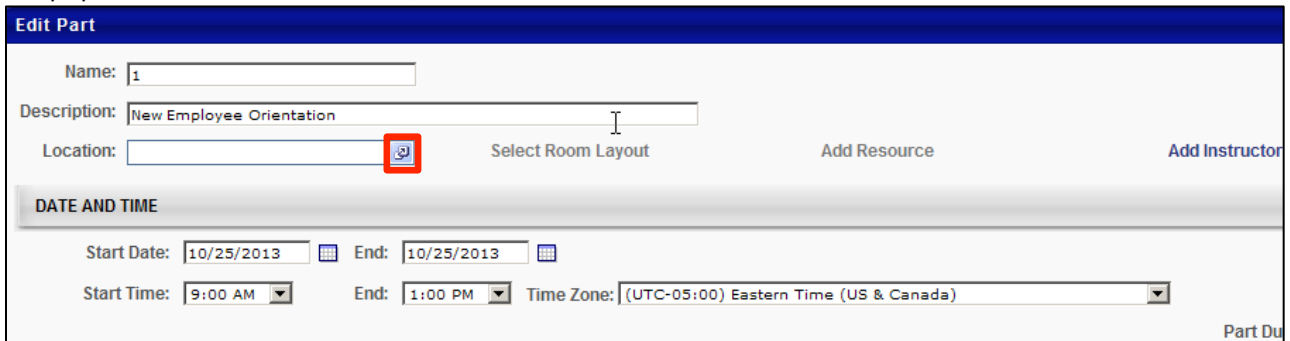
4. Click on **CREATE NEW SESSION**

The screenshot shows a search bar at the top with a 'Search' button. Below it, there's a 'Create New Session' button, which is highlighted with a red box. Below the button, there's a 'Sessions' section.

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

The screenshot shows the 'Session Schedule Wizard' form. It has a sidebar with 'Schedule Wizard', 'Parts Schedule', 'Details', 'Availability', and 'Summary'. The main area has a 'Occurs' section with radio buttons for 'Once', 'Daily', 'Weekly', and 'Monthly'. Below that, there's a 'Duration' section and a 'Start Date' field with a calendar icon. The 'Start Date' field is highlighted with a red box. At the bottom, there are 'Cancel' and 'Next »' buttons, with the 'Next »' button also highlighted with a red box.


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:

Description:



Location:  [Add Resource](#) [Add Instructor](#)

DATE AND TIME







Start Date:  End: 

Start Time: End: Time Zone:


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)

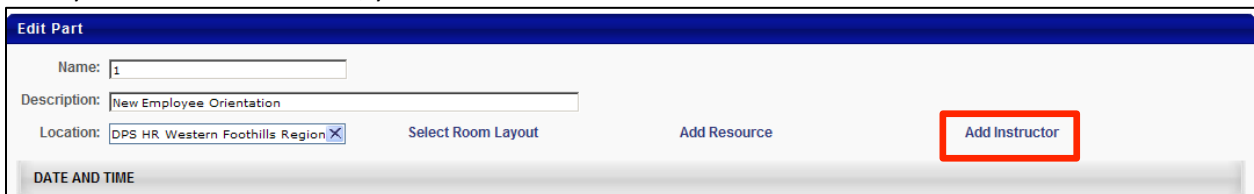
Hierarchy		
ADD	TITLE	ID
	DPS HR Eastern Regional Employment Office (Greenville)	DPS03
	DPS HR Personnel Shore Building (Raleigh)	DPS02
	DPS HR Piedmont Triad Regional Employment Office (Kernersville)	DPS04
	DPS HR Raleigh Regional Employment Office (Raleigh)	DPS05
	DPS HR Southern Coastal Plains Regional 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:

Description:


Location: [Select Room Layout](#) [Add Resource](#) [Add Instructor](#)

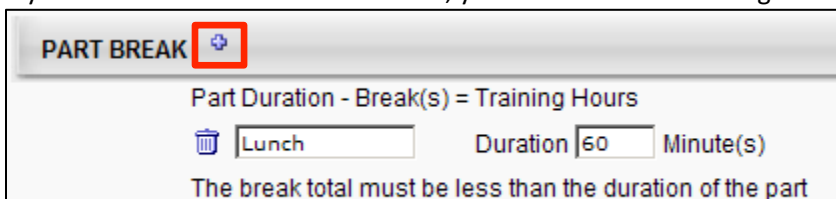
DATE AND TIME


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


 Duration 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.

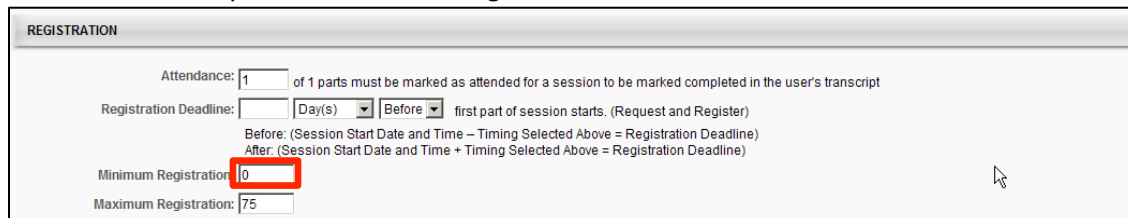
Once you have entered all of your details, select **SAVE PART**



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**



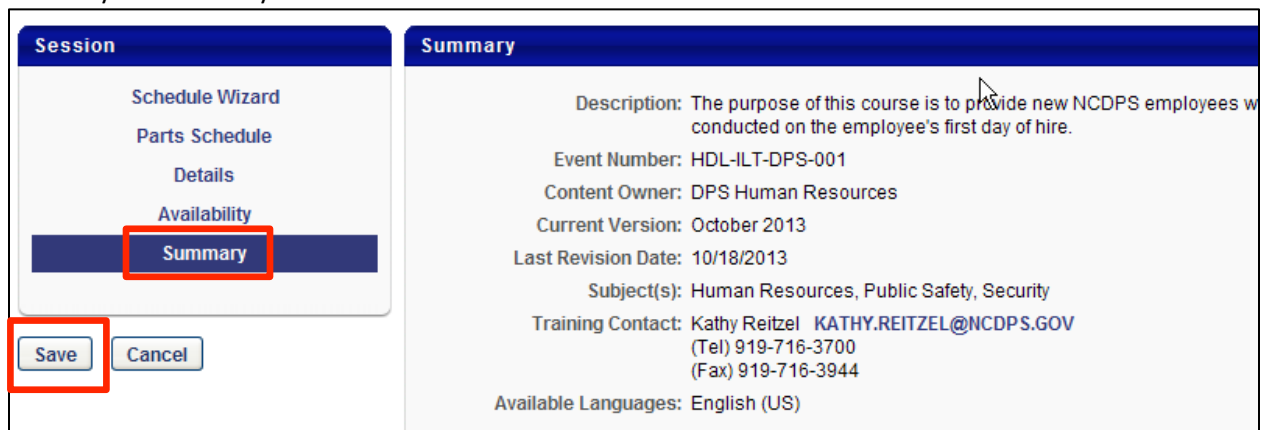
8. This screen allows you to set limits on registration.



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. **Skip Setting the Availability Since You Are Entering a Training Roster After the Event has Occurred**

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. Click on the view roster icon, 

Create New Session									
Sessions									
(3 Results)									
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)	0 of 75		Approved	  
Tuesday	10/22/2013	10/22/2013		16932	Corrections Enterprise Large Conf Rm	1 of 75		Approved	  

Helpful Hint: It is a good idea to write the **locator number** for your session (highlighted in green above) on your sign-in sheet. This will help you locate your session later.

Click **ADD USERS**

USERS

 Print Sign-In Sheet  Add Users

Name ▲

User ID

Organizational Unit(s)

12. Select "No Due Date". Select **Assign, Approve, and Register** – **DO NOT SELECT ADD TO TRANSCRIPT (COMPLETED)**

Enrollment Options

When will training be due (Due Date)?
☒ No Due Date
☐ Training is due:

Status
☐ Add to Transcript(Completed) (All pending states are bypassed, rosters are not affected.)
☒ 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.)



Please note: For sessions that require a score documented, or a Pass/Fail selected you **MUST** select **ASSIGN, APPROVE, and REGISTER**.

Then click **NEXT**

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

Enrollment Options

Availability
The availability criteria that you select will only include
Select Criteria
Select Criteria
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.

Search


Last Name: ID: Manager's Last Name:
 First Name: User Name:

(20 Results) 1 2 > >>

Search Results

ADD	NAME	IDENTIFIER	ID	USER NAME	MANAGER
<input checked="" type="checkbox"/>	IJames, Devonna	COR SO DS2 PRI W West CA P DiagD (ORG UNIT)	01068205	01068205	Harriger, Robert
<input checked="" type="checkbox"/>	James, Amy	COR SO DS2 PRI C Odom CS C/O C2 L1 S01 (ORG UNIT)	01011074	01011074	Arp, Carlton
<input checked="" type="checkbox"/>	James, Angela	COR SO DS2 PRI E Bertie CA C/O U4 AU S03 (ORG UNIT)	01084177	01084177	McClelland, Michael
<input checked="" type="checkbox"/>	James, Cynthia	COR SO DS2 PRI C Wom W CC (ORG UNIT)	01945031	01945031	Hunt, Evangeline
<input checked="" type="checkbox"/>	James, Danita	COR SO COO DS3 CC D2 AA ADDM-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**.


Note: 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



 LO Specific and Standard Emails
 If emails are configured at the LO level, these will be sent in addition to all emails that do not appear in En configured in the Email Administration area.

☒ Exclude Request and Assign emails.
☒ Exclude Registration email.

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)
<input checked="" type="checkbox"/>	Davis, Yolanda				00482706	PS ADM HR BEN Benefits & Leave (ORG UNIT)
<input checked="" type="checkbox"/>	New Employee Orientation (HR)		0	None		
<input checked="" type="checkbox"/>	James, Amy				01011074	COR SO DS2 PRI C Odom CS C/O C2 L1 S01 (ORG UNIT)
<input checked="" type="checkbox"/>	New Employee Orientation (HR)		0	None		

« Back Cancel

15. You will be prompted to confirm the proxy enrollment action. Click **YES**.

Confirmation

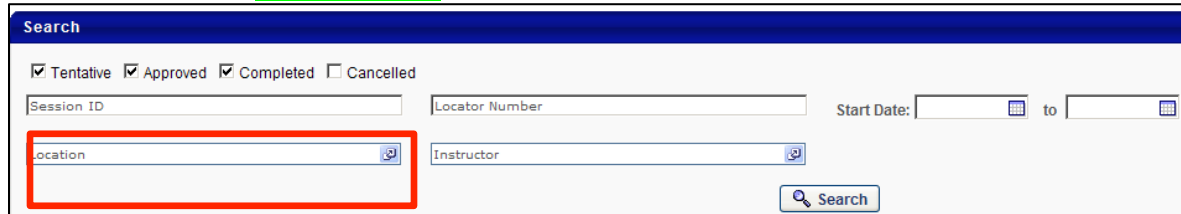
 Please select Yes to confirm the submission of the proxy enrollment action. If you select No, you will return to the confirmation page.

Would you like to confirm?


NOTE: The system could take 15-20 minutes to process this request and update the user's transcript and your training session.

16. To complete your session, click on the **ILT ADMIN** tab and select **MANAGE EVENTS & SESSIONS**.

You can also use the **locator number** that you noted in Step 11 above to search by Locator Number.



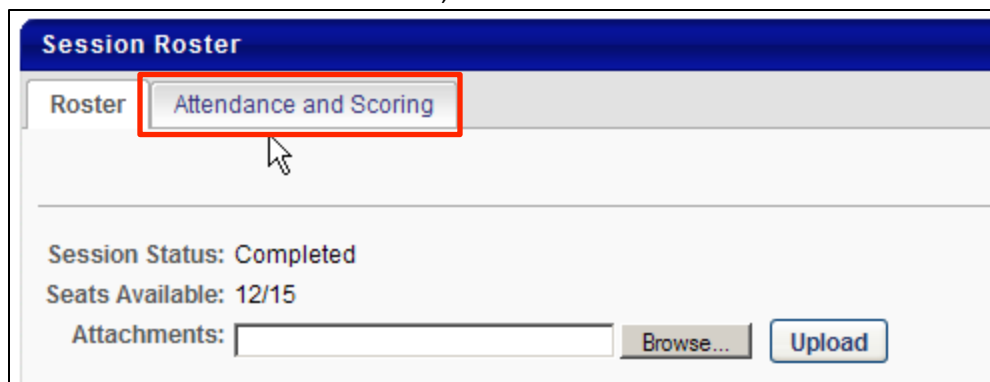
A search form with a blue header bar labeled "Search". Below the header, there are four checkboxes: "Tentative" (checked), "Approved" (checked), "Completed" (checked), and "Cancelled" (unchecked). There are four input fields: "Session ID", "Locator Number", "Start Date" (with a calendar icon), and "to" (with a calendar icon). Below these, there are two more input fields: "Location" and "Instructor", each with a dropdown arrow icon. A "Search" button with a magnifying glass icon is at the bottom right.

17. When you have found your session, click on the **VIEW ROSTER** icon, 



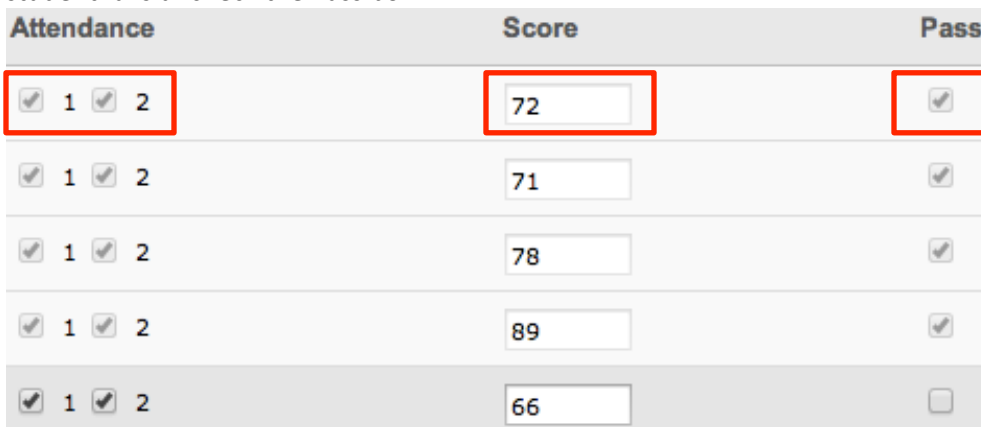
Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Tuesday	10/29/2013	10/29/2013		16933	DPS HR Personnel Shore Building (Raleigh)	1 of 75		Approved	
Friday	10/25/2013	10/25/2013		17035	DPS HR Western Foothills Regional Employment Office (Lenoir)	0 of 75		Approved	
Tuesday	10/22/2013	10/22/2013		16932	Corrections Enterprise Large Conf Rm	1 of 75		Approved	

18. Click on **ATTENDANCE and SCORING**,



A form titled "Session Roster" with a blue header. Below the header, there are two tabs: "Roster" and "Attendance and Scoring". The "Attendance and Scoring" tab is highlighted with a red box. Below the tabs, the text "Session Status: Completed" and "Seats Available: 12/15" is displayed. At the bottom, there is an "Attachments:" label, a text input field, a "Browse..." button, and an "Upload" button.

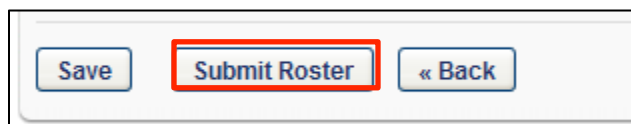
19. Check the attendance boxes for students, enter scores (firearm scores should be highest pass or fail score), if the student fails uncheck the Pass box.



Attendance	Score	Pass
<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	72	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	71	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	78	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	89	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	66	<input type="checkbox"/>

Click on **SUBMIT ROSTER**. (You are finished with entering a session.)

20.



A form with three buttons: "Save", "Submit Roster", and "« Back". The "Submit Roster" button is highlighted with a red box.