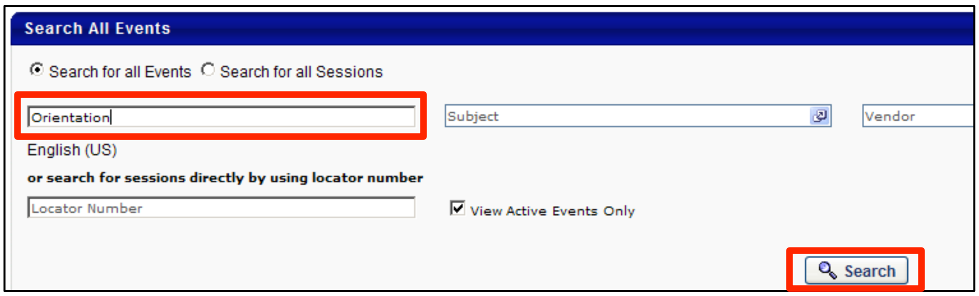
Creating a Session With Scores, Pass/Fail

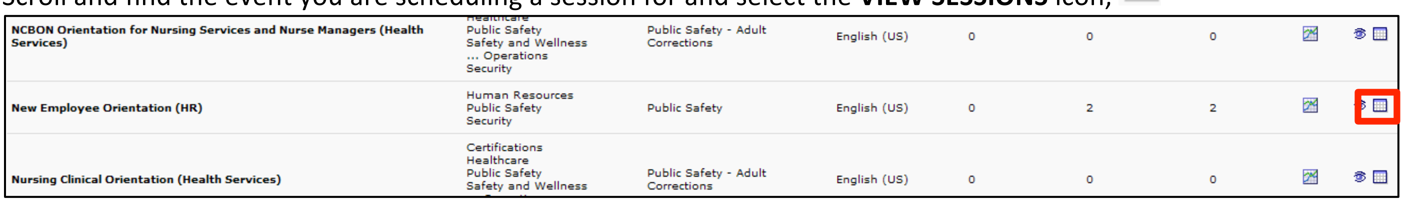
1. After logging on to the LMS through BEACON, click the **ILT ADMIN** tab and select **MANAGE EVENTS & SESSIONS**

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**

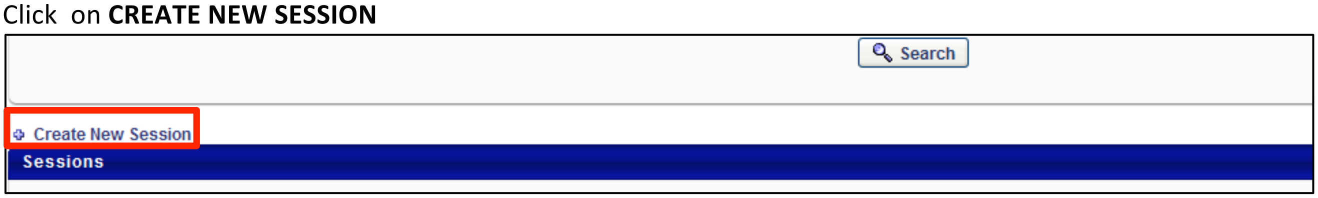


Once you click **SEARCH**, your results will generate below.

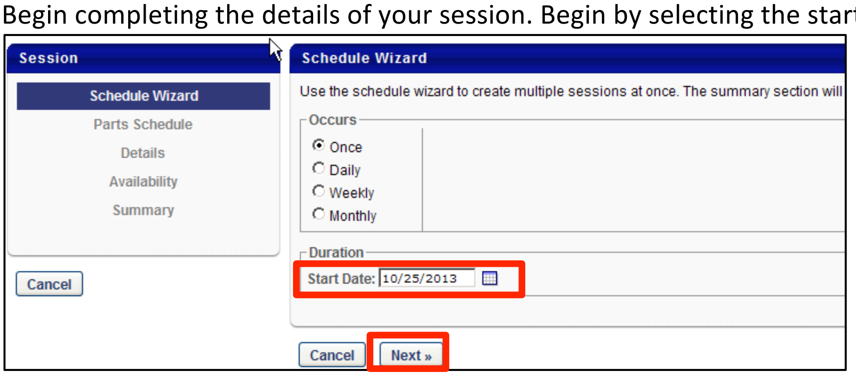
3. Scroll and find the event you are scheduling a session for and select the **VIEW SESSIONS** icon, 



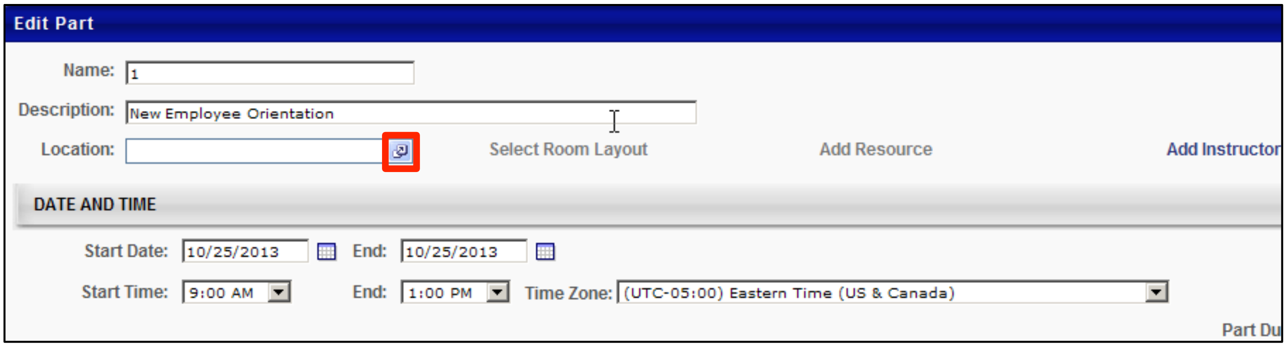
4. Click on **CREATE NEW SESSION**



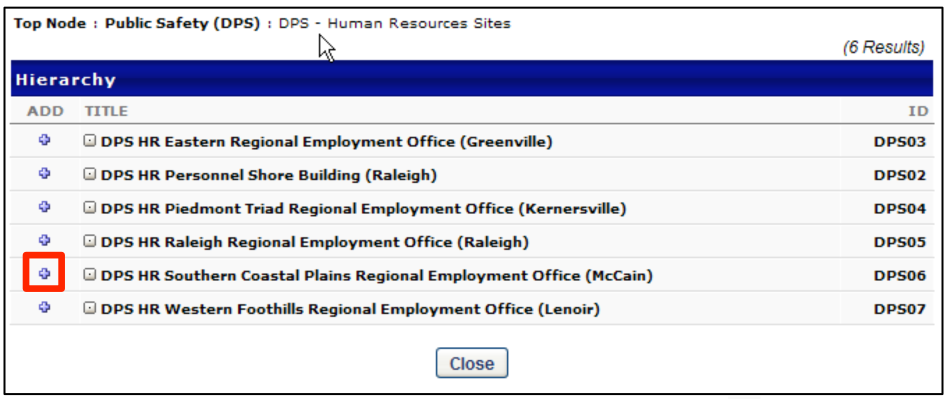
5. Begin completing the details of your session. Begin by selecting the start date of your session. Then click **NEXT**



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,

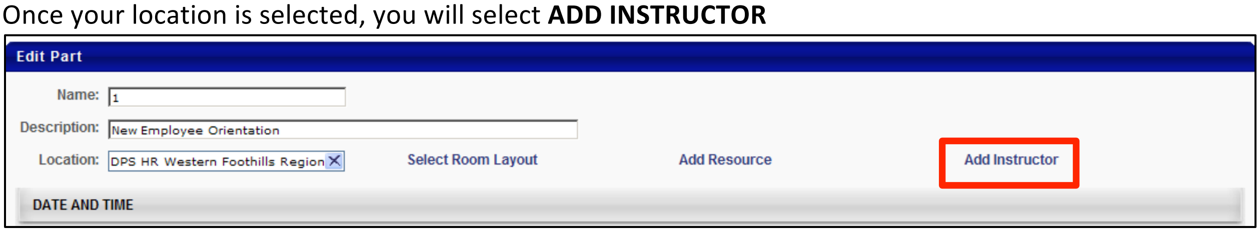


This will open another window to allow you to find the location for your session. To find DPS Locations, go the **PUBLIC SAFETY** section. Then drill down through the nodes to find your specific location. When there is a beside a location, this means there are subsections. To continue drilling down,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

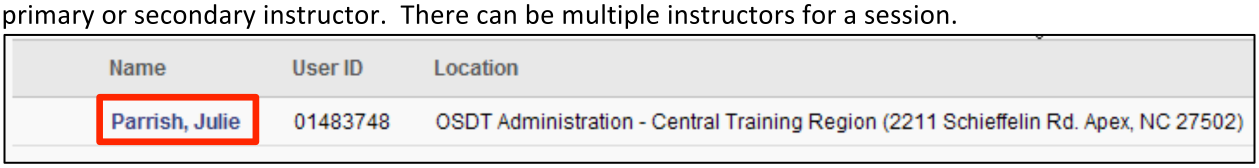


When you have found the location for your session, click the in the add column.
A second step window will open, click **DONE** as DPS does not utilize this feature for facility reservations.

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

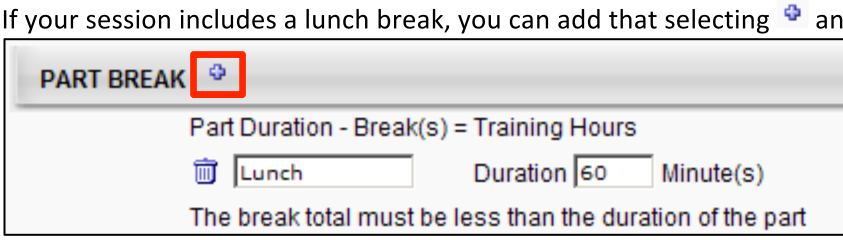


Find the instructor for your session and click on their name to select them. You may designate them as the primary or secondary instructor. There can be multiple instructors for a session.



Then click **DONE**.

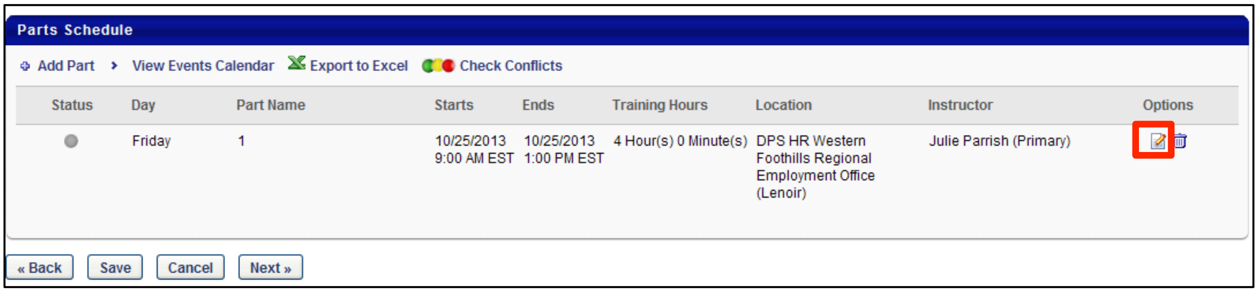
If your session includes a lunch break, you can add that selecting and completing the details of that break.



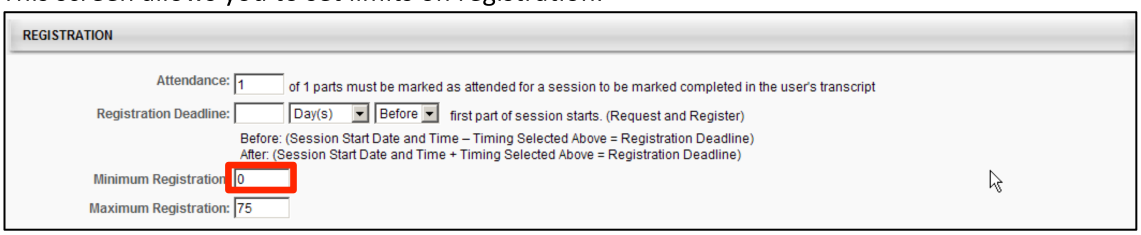
NOTE: Any break subtracts from the class hour credit for the session.

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

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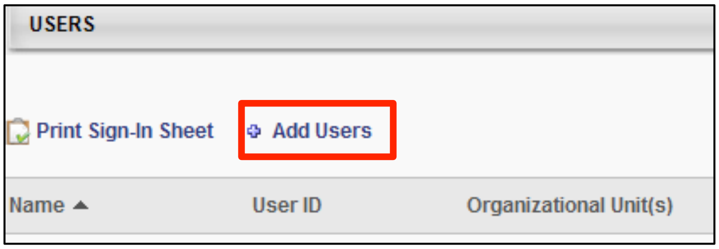
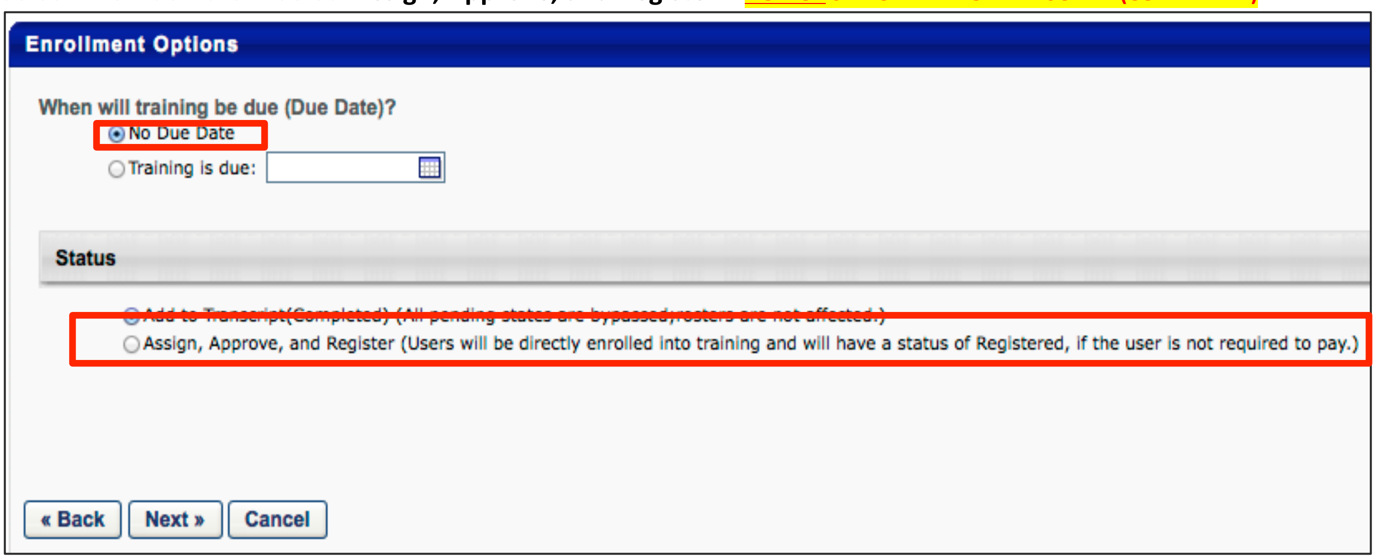
Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Tuesday	10/29/2013	10/29/2013		16933	DPS HR Personnel Shore Building (Raleigh)	1 of 75		Approved	
Friday	10/25/2013	10/25/2013		17035	DPS HR Western Foothills Regional Employment Office (Lenoir)	0 of 75		Approved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

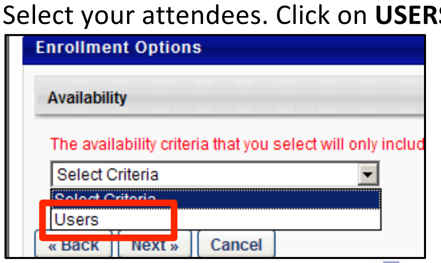


12. Select "No Due Date". Select **Assign, Approve, and Register –** <u>**DO NOT**</u> **SELECT ADD TO TRANSCRIPT (COMPLETED)**

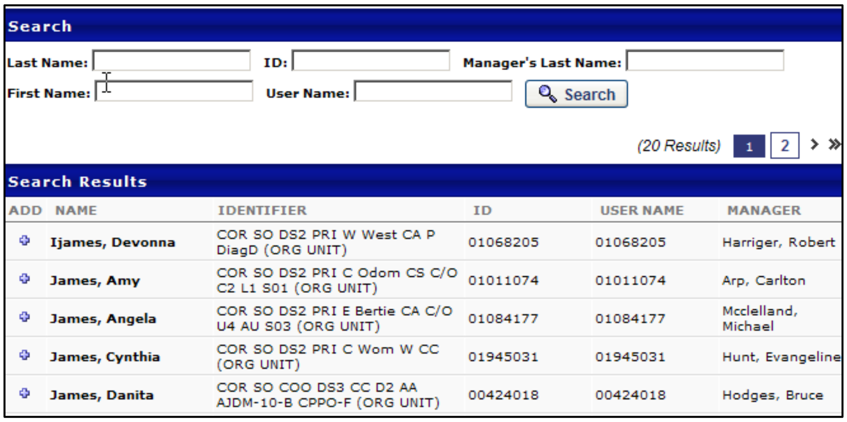


Please note: For sessions that require a score documented, or a Pass/Fail selected you MUST select **ASSIGN, APPROVE, and REGISTER.**
Then click **NEXT**

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



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.

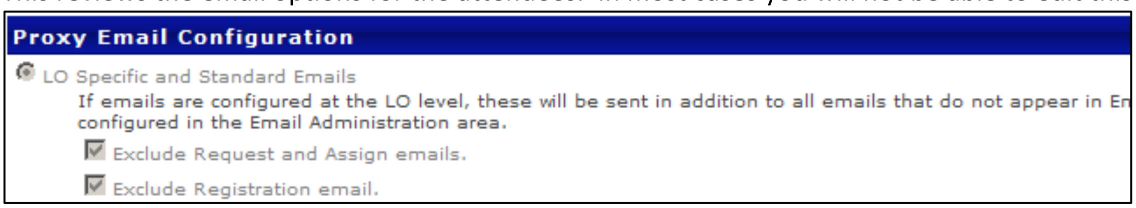


Continue to add your attendees. When you have selected all of your attendees, click **DONE**.
Note: you may only add 10-15 people at a time. It may be necessary to click DONE and then click on the pop out box again to select more users.

Then click **DONE**.

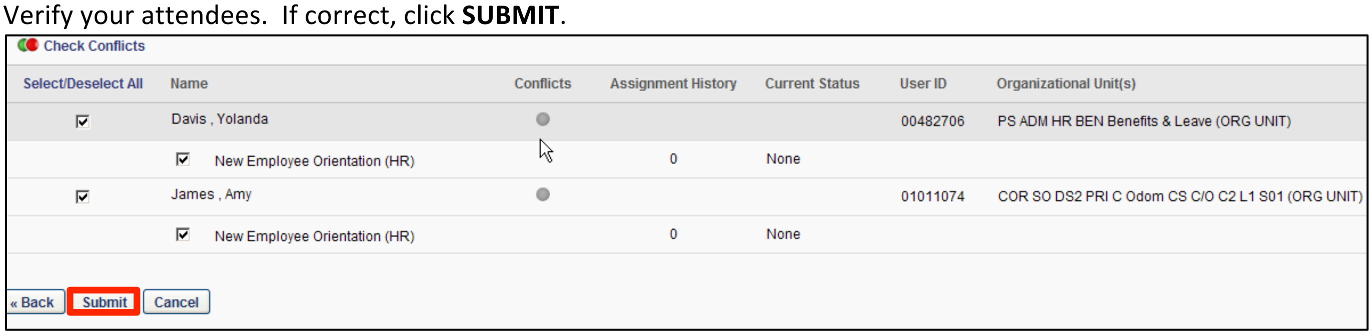
Then click **NEXT**

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

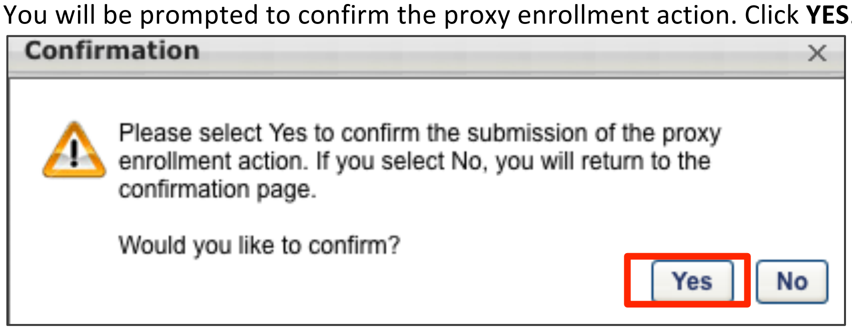


Click **NEXT**.

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



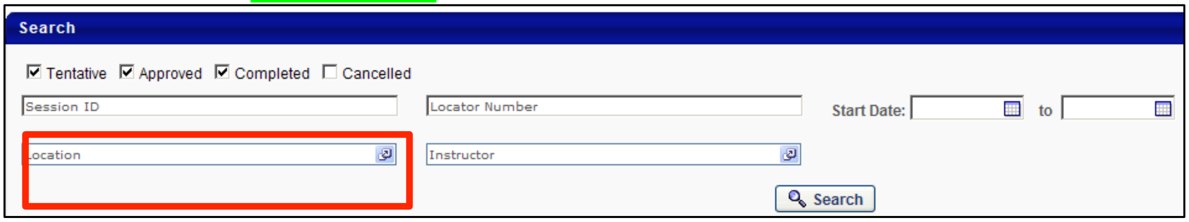
15. You will be prompted to confirm the proxy enrollment action. Click **YES**.



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

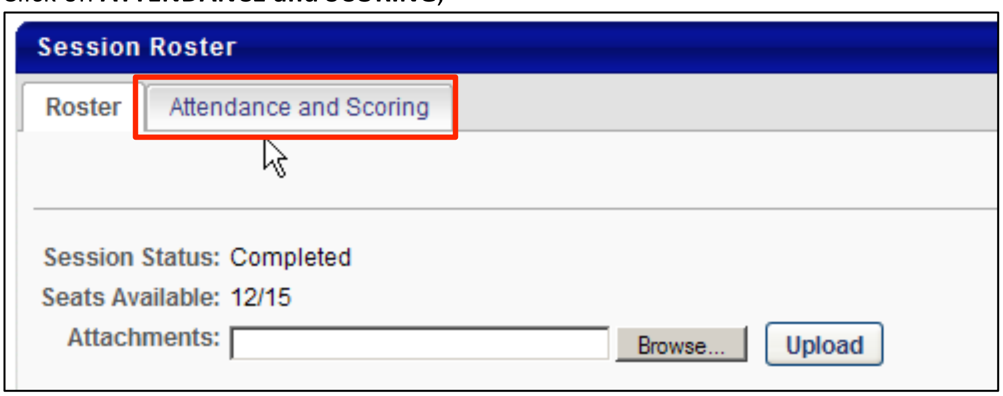
16. To complete your session, click on the **ILT ADMIN** tab and select **MANAGE EVENTS & SESSIONS.**

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

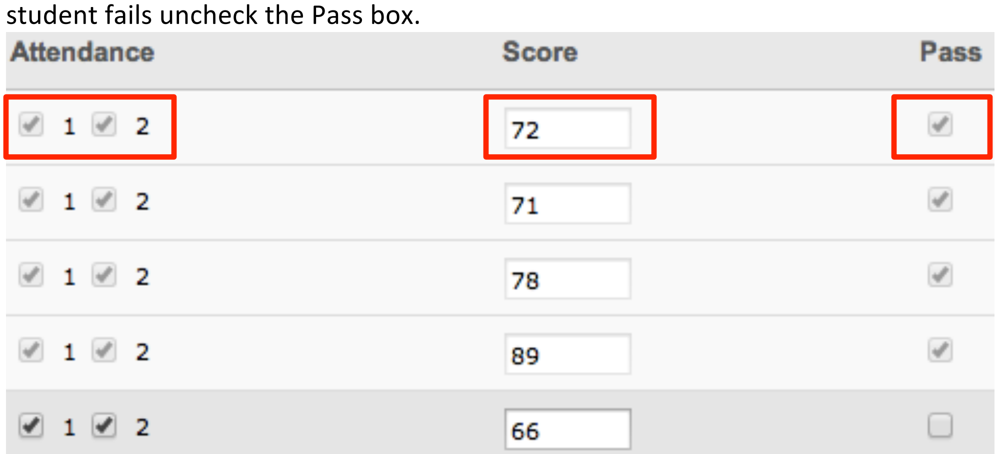


17. When you have found your session, click on the **VIEW ROSTER** icon,

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



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.



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

20.