NCDPS Learning Management System (LMS) Knowledge Base

Title
Basic ILT: Editing a Session

Overview
Session information is incorrect and needs to be corrected.

Resolution

1. Select **ILT ADMIN / MANAGE EVENTS AND SESSIONS**
2. Enter your locator number in the **LOCATOR NUMBER** field, click on **SEARCH** – the session will be found
3. Under the **OPTIONS** column, click on the **edit icon** (looks like paper and pencil)
4. The session will open, under the **OPTIONS** column, click on the **edit icon** (looks like paper and pencil).
   Note: To delete a session part, click on the trash icon beside the session part.
   a. Edit the **DATE and TIME** and **PART BREAK** if needed.
   b. Edit the **INSTRUCTOR** and **LOCATION** if needed.
      Important: You must have one (1) Primary Instructor selected to the session, if a DPS instructor delivered the class session. If the desired instructor is not listed, please send an email to DPS_LMSHelp to have the instructor added.
5. Select **SAVE PART**.
6. Select **SAVE** under PARTS SCHEDULE.