

# iLearn

**Edit and publish a draft Learning Event**

# Edit and publish a draft Learning Event

For	Content Administrator
Last Updated	August 2016 (Version 1.2)
Menu	Manage Learning- Manage Catalogue- Edit Learning Event
Department	DCCSDS, DATSIP, DPC, NPSR, EHP

**1**

**2**

**1**

From the menu button '≡' select 'Manage Learning'.

**2**

In the left hand menu click on 'Manage Catalogue'. This should be the default selection

**3**

**3**

Click the 'Search for Catalogue Items', enter keyword or phrase in the search box. Click 'Search'.

Available in Catalogue (2) Not in Catalogue (1) **Draft (1)** Archived (0) All (4)

Type	Catalogue Name ▲	Number Of Enrolments	Created
	<b>Test - Cloud Janison Learning</b> test-cloud-janison-learning20140307	0	

20 items per page 1 - 1 of 1 items

**TIPS**

The default tab is 'Available in Catalogue'.

**4**

Click on the 'Draft' tab and click on the Catalogue item you wish to edit.

**Catalogue Item: test-fox** Edit Learning Event Edit Catalogue Item Edit in Wizard

Tasks Notes Attachments

Enrolled Users (0): Not Attempted (0), Incomplete (0), Completed (0).

Your Learning Event **test-fox** is currently in **Draft** status.

**Publish** ▼

- Publish as private ⓘ
- Publish as public ⓘ

Name test-fox

Identifier test-fox4

Status ● Draft **Change** ▼

Learning Event [test-fox4](#) with [Learning Event Sessions \(1\)test-fox](#)

**TIPS**

Click on 'Publish' or 'Change' to change the status from Draft to published.

# Edit the Overview using 'Edit Learning Event' Selection

Catalogue Item: test-fox

5

Edit Learning Event

Edit Catalogue Item

Edit in Wizard

## Edit Learning Event: test-fox

Name\* test-fox

Identifier\* test-fox4

Description

Edit Insert View Format Table

Formats **B** *I* [List Icons]

6

Words: 0

Active

> Learning Event Settings

> Who is facilitating this event?

> Your sessions

> Competencies

7

Save Learning Event or Cancel

5

From the Catalogue Item page click on the 'Edit Learning Event'.

6

Click in the box and add the overview information for the Learning Event.

TIPS

To edit the 'Learning Event Settings, Who is facilitating this event, etc. click on the title to view the editable information.

7

Click 'Save Learning Event' to save the changes.