

iLearn

Edit Learning Event settings via Manage Catalogue

Edit Learning Event settings via Manage Catalogue

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

Queensland Government | iLearn

Search

Content Administrator U 15

1

2

3

Manage Learning

Manage Catalogue

Manage Sessions

Enrolments

Assign Learning

Add Learning Wizard

Manage Learning Assets

Approve Learning

Reports

Customisable Reports

Catalogue Manager

Add Catalogue Item

Search for Catalogue Items

Available in Catalogue (423)

Not in Catalogue (2)

Draft (4)

Archived (2006)

1

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

2

Select 'Manage Catalogue' from the left menu. This should be the default selection.

3

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

Catalogue Manager

Add Catalogue Item

Add Learning Wizard

Search for Catalogue Items

Clouds

Search

Reset Search

Available in Catalogue (1)

Not in Catalogue (0)

Draft (0)

Archived (0)

All (1)

Type	Catalogue Name	Number Of Enrolments	Created
<input checked="" type="checkbox"/>	TEST-Clouds test-clouds-20141031	1	21 Oct

1

20 items per page

1 - 1 of 1 items

Archive

Make Private

4

Click on the name of the catalogue item.

Manage Learning

- Manage Catalogue
- Manage Sessions
- Enrolments
- Assign Learning
- Add Learning Wizard
- Manage Learning Assets
- Approve Learning
- Reports
- Customisable Reports

Recently Viewed

Catalogue Item: TEST-Clouds

[Tasks](#)
[Notes](#)
[Attachments](#)
[Tags \(1\)](#)

[Enrolled Users \(0\): Not Attempted \(0\), Incomplete \(0\), Completed \(0\).](#)

Name	TEST-Clouds
Identifier	test-clouds-20141031
Approx Duration (minutes)	120
Status	● Available in Catalogue Change

Overview

How to create an event for Content Administrators

[Archive](#) ⓘ
 [Make private](#) ⓘ

Tags

[DCCSDS](#)

Learning Event clouds with Learning Event Sessions (2)Clouds

[Competencies](#)

[Extended Information](#)
 Additional information about this Catalogue Item.

Code	L&OD
Cost Centre	4000

[Recent activities](#)

Actions 5

- Edit Learning Event
- Edit Catalogue Item
- Edit in Wizard
- Assign Learning

5

Click 'Actions' and select 'Edit Learning Event' from the menu.

Edit Learning Event:Clouds

Name*

Identifier*

Description

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

← → Formats ▾ **B** *I* [List icons] [Link icon] [Code icon]

This training is specific for Event Facilitators and Course Administrators

Active

▼ Learning Event Settings 6

We have a whole range of events that help you categorise the type of event you're organising.

Event Type 6

Allow users to register interest

Allow users to withdraw themselves from a session they are attending

When user withdraws keep them on the event waitlist for future sessions

When user withdraws don't add them to the event waitlist for future sessions

When user withdraws present them with the above options

Learning Event Settings screen.

6
Click 'Learning Event Settings' to edit.

Click the arrow to change event type.

This setting is optional.

This setting is the preferred option.

Select one of the three options.
NOTE: Option 1 'When user withdraws keep them on the event waitlist for future sessions' is the default option. Select the option you require to assist you in managing your Learning Event and the Learning Event Session.

Who is facilitating this event?

These people can add/remove attendees to/from each session.

Search box with a plus key (+)

Your sessions

Sessions are when, where and capacity of the event. These can change from session to session.

Location	Date	Status	Places	Actions
BRISBANE CBD - Level 1 Training Room, 111 George Street	31/10/2014 9:00 AM	Published	1/10	Edit
	21/10/2014 9:00 AM	Cancelled	No limit	Edit

1 - 2 of 2 items

Add Session

Competencies

Save Learning Event Cancel

Click the drop down arrow and search for the facilitator's name. Click the 'Plus Key' to add the name.

NOTE: You can search by typing the name of the person in the box at the top of the list or using the scroll bar on the right.

Sessions can be edited or added at this point if required.

- Click 'Edit' to bring up the edit session screen
- Click 'Add Session' if an additional session is to be created

TIPS

If the fields are not available click on the relevant heading to expand, e.g. 'Your Session'.

7

Click 'Save Learning Event' to save the changes.