

# iLearn

**Add a session to an existing learning event**

# Add a session to an existing learning event

This guide provides a general overview on how to add a new session to an existing learning event.





For	Session manager/Content Administrator
Last Updated	November 2017 (Version 2.1)
Menu	<a href="#">Manage Learning- Manage Sessions</a>
Department	DCCSDS, DATSIP, DPC, NPSR, EHP, PSC

*Note: iLearn is customised for your department and therefore the menu and layout of your site may be slightly different to the images in this guide.*

## In this guide:

- **Add a session to an existing learning event - step by step instructions** **Pages 3-10**
- **Interpreting the Learning Event screen** **Pages 11-14**


Legend:

 Steps	 TIPS Extra Info	 Important information	 End of process
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# Add a session to an existing learning event

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

2 Select 'Manage Sessions' from the left menu.

 Before adding a session, please conduct a search to avoid duplication. Follow below steps 3-4 to search for an existing session.

3 From the Manage Sessions screen, click the 'Search for Learning Event Sessions' and enter a keyword or phrase in the search box.

**TIP**  
The more specific you are with your Learning Event Name, the easier it is to find your session.

**TIPS**  
You can refine your search by typing in the venue or location e.g. Wacol, and/or selecting the **Start date (after)** and **Start date (before)**.

4 Click 'Search'.

Manage Learning

Manage Sessions

- Enrolments
- Assign Learning
- Approve Learning
- Customisable Reports

Recently Viewed

Manage Sessions

5 Add Session

Search for Learning Event Sessions

cloud

Search for Venue and Location including name, state, postcode, or suburb

Start date (after) Start date (before)

Search Reset Search

Published (1) Completed (1) Setup (1)

Start date and time	Location	Learning Event Name	Attendees	Actions
24/02/2015 9:00 AM	111 George Street, Brisba...	Test - Cloud Janison Learning	Attended(0), Attending(2), Did Not Attend(0)	View Edit Add

1 20 items per page 1 - 1 of 1 items

TIPS

In this example, a session already exists in the 'Published' tab.

The details are as follows:

- Start date and time: 24/02/15
- Location: 111 George Street, Brisbane..
- Learning Event Name: Test – Cloud Janson Learning
- Attendees: Attended(0), Attending(2), Did Not Attend(0)

TIPS

The 'Completed' tab indicates one (1) session marked and closed off.

TIPS

The 'Setup' tab indicates one (1) session in the setup stage and might be available for future use.

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If you are satisfied that you are not creating a duplicate session, and the session in 'Setup' is not available for use, click 'Add Session'.

Manage Learning

Manage Sessions

- Enrolments
- Assign Learning
- Approve Learning
- Customisable Reports

Recently Viewed

## New Learning Event Session

Learning Event \*

None ▲ 6

cloud x 🔍

Test - Cloud Janison Learning

Status

Published ▲

Setup

**Published**

Archived

Completed

Cancelled

Time Zone

(UTC+10:00) Brisbane

Start Date\*

20/05/2016 9:00 AM 📅 ⌚ 7

End Date

20/05/2016 4:00 PM 📅 ⌚

Registration Open

📅 ⌚

Registration Closed

📅 ⌚

TIPS

The asterisks \* denotes a required field.

6

Click the 'Learning Event' drop down arrow and enter a key word for the applicable Learning Event. Select the Learning Event Name.

TIPS

'Status' defaults to 'Published'. Leaving your session status as published will make it available for enrolment. You can change the status to 'Setup' if you do not have all the session details (i.e. venue, start time etc.) confirmed yet and do not want learners to enrol.

TIPS

'Time Zone' defaults to (UTC+10:00) Brisbane. No change required.

7

Use the date and time pickers to set the Start and End dates and times.

TIPS

For sessions across multiple consecutive days, enter the date of the first session in the 'Start Date' and the date of the last session in the 'End Date'.

Please refer to the 'Marking Attendance' user guide for assistance on marking a 'consecutive days' session.

**Note:** You cannot create a session that runs across multiple non-consecutive days. Please contact iLearn Support for assistance on this.

TIPS

The 'Registration Open' and 'Registration Closed' fields are used to control when users are allowed to enrol. Optionally complete these fields if required.

## Duration ?

8

6h30m

9

## Min Attendance

1

## Max Attendance

20

8

Enter the duration of the session.

### TIPS

Duration can be specified in Xd, Xh, or Xm – representing days (d), hours (h) and minutes (m).

Recommend Duration be specified in hh:mm format.

Do not use the Days(d) method as iLearn will convert 1d to 24h.

Please only use hours (h) and minutes (m).

E.g.

- Seven hours and fifteenth minutes is entered as 7h15m, OR 7:15
- 9am to 5pm session, the duration entered as “8h”, or “7h 30m”.



**NOTE:** Days (d) are converted to 24 hours.

Please do not enter your session duration as 1d (one day) as this is recorded as 24 hours or 1440 minutes. It does not represent one work day which is equal to 7 hours and 15 minutes.

9

Enter the ‘Minimum’ and ‘Maximum’ attendance numbers.

### TIPS

You will be warned later if you enter a value for the maximum attendance that is larger than the capacity of the venue you choose at step 10. You can choose to ignore this warning. The system will still allow you to create the session.

If you leave the ‘Maximum’ attendance field empty, it automatically populates with the capacity number attached to the venue once you have selected the venue at step 10.

## Venue

### Request a Venue and Location ?

level 1 training

BRISBANE CBD - [Level 1 Training Room, 111 George Street](#)

MAROOCHYDORE - [Level 1 Training Room 1.01, Mike Ahern Building, 12 First Avenue](#)

NUNDAH - [Level 1 Training Room, 1159 Sandgate Road](#)

ROCKHAMPTON - [Level 1 Training Room, 80 Denham Street](#)

UPPER MOUNT GRAVATT - [Level 1 Training Room, Block B, Garden Square, 643 Kessels Road](#)

BRISBANE CBD - [Level 1 Training Room, 111 George Street](#)

None

to be advised

[BEENLEIGH - Venue to be advised](#)

[BRISBANE CBD - Venue to be advised](#)

[CAIRNS - Venue to be advised](#)

[HERVEY BAY - Venue to be advised](#)

[IPSWICH - Venue to be advised](#)

[LONGREACH - Venue to be advised](#)

[MACKAY - Venue to be Advised](#)

[MAROOCHYDORE - Venue to be advised](#)

[MARVOROUGH - Venue to be advised](#)

## Venue

### Request a Venue and Location ?

BRISBANE CBD - Level 1 Training Room, 111 George Street

Show Map

10

Type a key word in the 'Venue' field to search for the venue and then select the venue from the display list.

#### TIPS

You will be warned if you select a venue that is already in use by another session. A message will appear below the 'Session Permissions' section on your screen. You can choose to ignore this warning, but it would be advisable to confirm that the venue is available for use outside of iLearn.

**Note:** By selecting a venue on the session, does not constitute a venue booking. You still need to create the actual venue booking outside of iLearn.

#### TIPS

For Teleconferences, webinars and Skype sessions, you can use 'WEBINAR – Online Event' as your venue.

#### TIPS

If your venue is not listed, click the 'Request a Venue and Location' link and complete the online form to request the creation of a new venue and location.

Save your session with the 'Status' as 'Setup' to prevent enrolments. Once the venue is created, add it to the session and change the 'Status' back to 'Published' before you save the session.

#### TIPS

You can set the venue as 'To be advised' as an interim measure if the venue is not listed or have not been finalised.

#### TIPS

You can remove the venue using the little cross icon on the right hand side.

11

Optionally select the 'Show Map' check-box to show learners a map for the location of the session.

## Upload Files

Select Files 12 Done

Pre-season Readiness PPT\_V3\_M... 100%

## Instructions

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

↶ ↷ Formats ▾ **B** *I* <>

Please look at the upload file before you come along to your session as it lists the questions we will discuss.

Click the below link to access the upload file via the session details screen in iLearn.

p Words: 36

12

Optionally click 'Select Files' to include attachments for learners.

### TIPS

Click 'Select Files' one or more times to include one or more attachment/s.

You can remove a file using the little **cross** icon on the right hand side.

**Note:** These attachments are not sent directly to attendees. Instead, they receive a link in their Outlook Calendar appointment email that allows them to view the attachment/s via the Session Details screen in iLearn.

13

Optionally enter extra information about the session in the 'Instructions' box.

### TIPS

Do not repeat session information previously captured (i.e. start/end dates and times, venue information etc.) in the instruction box.

Keep instructions short and unformatted.

### TIPS

When you include an upload file/s, it is highly recommended that you add instructions advising users on how to access the upload file/s.

E.g. 'Click the below link to access the upload file via the Session Details screen in iLearn:'

The link to the Session Details page in iLearn is automatically added to the Outlook Calendar appointment email – no action on your part is required here, apart from adding instructions.

### TIPS

Instructions are included in the Outlook Calendar appointment emails to guide enrolled users. Users not attending a session, will not see these instructions in the 'View Session Information' screen under Browse Learning.

Provider

None

14

▼ Session Permissions (0)

15

Select a learning event to see full list of available users

User	Role	Actions
------	------	---------

Lola \*Citizen

16

Session Manager

17

Add

18

Lola \*Citizen

Session Manager



Select User

Select Role

Add

► Extended Information

Additional information about this Learning Event Session.

19

Save Learning Event Session or Cancel

14

Optionally select a 'Provider' from the drop-down box.

TIPS

Providers are set at the Catalogue item level. However, sometimes a single Learning Event is provided by a different organisation. In this case, you can enter a 'Provider' for each session. If your provider is not listed, please contact iLearn Support to have it added to the list.

15

Click the 'Session Permissions' drop-down to add a facilitator/s.

16

Enter the facilitator name in the 'Select User' box and select the name when it appears.

17

Click the 'Select Role' drop-down arrow and select 'Session Manager'.

18

Click 'Add'. You can add more Session Managers by repeating above steps 16-18.

TIPS

To remove a name, click the minus icon on the right hand side.

TIPS

Extended Information fields are not required click on 'Extended Information' to close and go to step 19.

19

Click 'Save Learning Event Session'.

## Learning Event: Test - Cloud Janison Learning

Add Session

Attendees Waitlisted(1), Attending(0), Attended(1), Interviewed or Rpl(0), Did Not Attend(1) across 5 venues at 3 locations

1

People on Waitlists

**Name** Test - Cloud Janison Learning  
**Identifier** test-cloud-janison-learning20140307  
**Register Interest Option** None  
**Withdraw Option** Add learners to event waitlist  
 Enable session waitlist  
 Active  
 There are no custom attributes with a value assigned.

You will be presented with the **Learning Event** screen as apposed to the **Manage Sessions** screen.  
 Please refer to pages 11-14 for further information pertaining to all the settings on this screen.

**TIPS**

The **'Learning Event Sessions'** section displays all the sessions that have been added to the Learning Event.  
 This section includes the **'Cancelled'** and **'Archived'** sessions. Should you need to access an archived session to re-use it, this is where you would locate it.

### Learning Event Sessions

Location	Date	Status	Duration	Actions
BRISBANE CBD - Level 1 Training Room, 111 George Street	20/05/2016 9:00 AM	Published	6 hours 30 minutes	
BEENLEIGH - Venue to be advised	26/01/2015 9:00 AM	Setup	1 day	

1 - 10 of 15 items

20

The session has been added and the session can be edited if required by clicking the **'Edit'** pencil.

- Attendee Questions
- Competencies
- Users who have registered interest
- Learning Event Permissions (0)
- Recent activities
- Associated Catalogue Items (1)

# Interpreting the Learning Event screen

**Manage Learning**

- Manage Sessions
- Enrolments
- Assign Learning
- Approve Learning
- Customisable Reports

Recently Viewed

## Learning Event: Test - Cloud Janison Learning

Add Session

Attendees Waitlisted(1), Attending(0), Attended(1), Interviewed or Rpl(0), Did Not Attend(1) across 5 venues at 3 locations **a** 1  
People on Waitlists

**Name** Test - Cloud Janison Learning

**Identifier** test-cloud-janison-learning20140307

**Register Interest Option** None **b**

**Withdraw Option** Add learners to event waitlist

Enable session waitlist

Active

There are no custom attributes with a value assigned.

### Learning Event Sessions **c**

Location	Date	Status	Duration	Actions
BRISBANE CBD - Level 1 Training Room, 111 George Street	20/05/2016 9:00 AM	Published	6 hours 30 minutes	
BEENLEIGH - Venue to be advised	26/01/2015 9:00 AM	Setup	1 day	

1 - 10 of 15 items

Attendee Questions

Competencies

### Users who have registered interest

Name	Date Registered Interest	Comments
Lola *Citizen	18 Jan 2017 03:45 PM	Comments (Optional)

1 - 1 of 1 items

### TIPS

This screen shows:

- A summary of 'Attendees Waitlisted', 'Attending', 'Attended', 'Did Not Attend' across all scheduled sessions.
- The Learning Event Settings affecting your sessions.
- A list of all the Sessions that have been created for the Learning Event i.e. 'Published', 'Completed', 'Cancelled', 'Setup', and 'Archived'.

### TIPS

Register Interest Option will determine if users can register interest in your Event:

- None** – the feature is not enabled and users will not be able to register their interest in your Learning Event.
- Event Waitlist (User Enrolled)** – when a user clicks the register interest button, it will enrol them into the Learning Event and put them on the Learning Event Wait List. When a session is scheduled, you can select to notify users on the waitlist and they can select to attend the session. Alternatively a Session Manager or Content Administrator can move the user to an available session.
- Register Interest List (User not Enrolled)** – when a user clicks the register interest button they will not be enrolled. It will simply keep a record of the interested users for reporting and notification purposes.
- The 'Users who have registered interest' section will show who have registered interest and their comments. Users will be allowed to unregister themselves. Remember, these users are not enrolled and thus will not be automatically notified when a session is scheduled.

## Learning Event: Test - Cloud Janison Learning

Add Session









Attendees Waitlisted(1), Attending(0), Attended(1), Interviewed or Rpl(0), Did Not Attend(1) across 5 venues at 3 locations

1  
People on Waitlists

Name	Test - Cloud Janison Learning
Identifier	test-cloud-janison-learning20140307
Register Interest Option	None
Withdraw Option	Add learners to event waitlist
<input checked="" type="checkbox"/> Enable session waitlist	
<input checked="" type="checkbox"/> Active	

There are no custom attributes with a value assigned.

### Learning Event Sessions

Location	Date	Status	Duration	Actions
BRISBANE CBD - Level 1 Training Room, 111 George Street	20/05/2016 9:00 AM	Published	6 hours 30 minutes	   
BEENLEIGH - Venue to be advised	26/01/2015 9:00 AM	Setup	1 day	   

1 - 10 of 15 items

### Attendee Questions

### Competencies

### Users who have registered interest

### Learning Event Permissions (0)

### Recent activities

### Associated Catalogue Items (1)

### TIPS

#### b) Learning Event Settings:

**Withdraw Options** will determine what happens to the user's enrolment, if allowed to withdraw from a session they are attending.

Knowing what Withdraw Options are enabled on the Learning Event will assist Session Managers and Content Administrators to manage enrolments and waiting lists.

- **Add learners to event waitlist** – when a user withdraws from a session, their enrolment is not cancelled. They remain enrolled but will be placed on the Event Waiting List. They can then select to attend a future session or they can be moved from the waiting list to a future session by a Session Manager or Content Administrator.
- **Don't add learners to event waitlist** – when a user withdraws from a session, their enrolment is cancelled, and their attendance status on the session will show as withdrawn. They will have to re-enrol should they wish to attend a session in the future.
- **Present learners with withdraw options** – when a user withdraws from a session, they will be presented with the option to either cancel their enrolment or be placed on the Event Waiting Lists (remain enrolled).
- **Learners can't withdraw themselves** – users will not be able to withdraw themselves from a session they are attending. This also means that they will not be able to cancel their own enrolment.

## Learning Event: Test - Cloud Janison Learning

Add Session

Attendees Waitlisted(1), Attending(0), Attended(1), Interviewed or Rpl(0), Did Not Attend(1) across 5 venues at 3 locations









1  
People on Waitlists

Name	Test - Cloud Janison Learning
Identifier	test-cloud-janison-learning20140307
Register Interest Option	None
Withdraw Option	Add learners to event waitlist
<input checked="" type="checkbox"/> Enable session waitlist	
<input checked="" type="checkbox"/> Active	

There are no custom attributes with a value assigned.

b



### Learning Event Sessions

Location	Date	Status	Duration	Actions
BRISBANE CBD - Level 1 Training Room, 111 George Street	20/05/2016 9:00 AM	Published	6 hours 30 minutes	   
BEENLEIGH - Venue to be advised	26/01/2015 9:00 AM	Setup	1 day	   

1 - 10 of 15 items

### Attendee Questions

The custom attributes in the set selected here will be presented to users when they self select a session in this event.

Attendee Question Set  Attendee Contact, Dietary and Other Requirements 

**Save** or Cancel

### Associated Catalogue Items (1)

### TIPS

#### b) Learning Event Settings:

Generally, when there is an attendance limit specified on a session (i.e. setting a maximum capacity number), and this limit is reached (i.e. the session is full), users will not be able to enrol into the session and will optionally have to choose another session if available.

When the 'Enable session waitlist' checkbox is 'checked', it will allow users to enrol and join the waiting list for your session when it is full (i.e. there are no more places available on your session) to wait for a space to become available. The system will not notify the user, the Session Manager, or the Content Administrator when a place on the session becomes available. The user will periodically have to check the session capacity under 'My Learning'. Alternatively, the Session Manager or Content Administrator will have to keep an eye on the session attendance and move the user to the session when someone withdraws from the session.

When the 'Enable session waitlist' checkbox is left 'un-checked', users will not be presented with the option to join the waitlist for the session upon enrolment and hence not be able to enrol. They can however, choose to attend another session, if available to enrol.

### TIPS

Click the edit pencil to add an 'Attendee Questions' set if applicable. The user will be presented with a set of questions to complete upon enrolment. The users answers are viewable in the 'Manage Session' screen.

# Learning Event: Test - Cloud Janison Learning

Add Session

Attendees Waitlisted(1), Attending(0), Attended(1), Interviewed or Rpl(0), Did Not Attend(1) across 5 venues at 3 locations

1  
People on Waitlists

<b>Name</b>	Test - Cloud Janison Learning
<b>Identifier</b>	test-cloud-janison-learning20140307
<b>Register Interest Option</b>	None
<b>Withdraw Option</b>	Add learners to event waitlist
	<input checked="" type="checkbox"/> Enable session waitlist
	<input checked="" type="checkbox"/> Active

There are no custom attributes with a value assigned.

## Learning Event Sessions

Location	Date	Status	Duration	Actions
BRISBANE CBD - Level 1 Training Room, 111 George Street	20/05/2016 9:00 AM	Published	6 hours 30 minutes	
BEENLEIGH - Venue to be advised	26/01/2015 9:00 AM	Setup	1 day	

1 - 10 of 15 items

### Attendee Questions

### Competencies

### Users who have registered interest

### Learning Event Permissions (1)

User	Role
Mary *Citizen	Session Manager

#### TIPS

The 'Competencies' section lists the competencies attached to the Learning Event if applicable.

#### TIPS

The 'Learning Event Permissions' section lists the names of the users that have been set up as **Session Managers** at the Learning Event level as appose to adding them at the Session Level.

Note that when a user is given the role of **Session Manager** at the Learning Event Level, this person will automatically appear as an **Administrator** on all sessions created. You will still be able to add additional **Session Managers** when creating a session.