

# iLearn

**Create a Learning Event and Session through the wizard**

# Create a Learning Event and session through the wizard

1. The **'Add Learning Wizard'** is best used when there is one Learning Asset to a Catalogue Item.
2. You can create a **'Program'** in the **'Add Learning Wizard'** although the Learning Assets will firstly need to be created in **'Manage Learning Assets'**.

For	Content Administrator
Last Updated	May 2018 (Version 1.4)
Menu	<a href="#">Manage Learning – Add Learning Wizard - Learning Event</a>
Department	DCDSS, CSYW, DATSIP, DPC, PSC, DES, GH

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

2 Select **'Add Learning Wizard'** from the left menu.

## Manage Learning

Manage Catalogue

Manage Sessions

Enrolments

Assign Learning

Add Learning Wizard

Manage Learning Assets

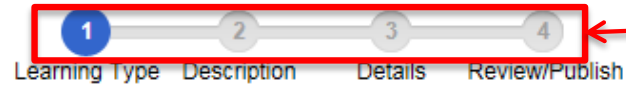
Approve Learning

Reports

Customisable Reports

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## Add Learning Wizard



### 1 Step 1 - What learning are you adding?

Below are all the learning types available for you and your users. Select your preferred learning type to begin building your new learning.

#### What type of learning are you creating?

Click the type of learning you want to create. Rollover each tool tip to learn more about each learning type.

3

Learning Event Other Learning Program SCORM Course

Trackable Document

4 Next or Cancel

#### TIPS

The Wizard indicates the number of steps required to complete this task.

3

Select 'Learning Event'.

4

Click 'Next'.

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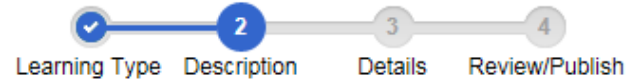
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## Add Learning Wizard



### 2 Step 2 - Tell us about your Learning Event

#### What are the details of the Learning Event?

This should be a short summary.

Name\*  5

Identifier\*

Overview

Edit Insert View Format Table

← → Formats **B** *I* [List icons] [Link icon] [Full screen icon]

How to create an event for Content Administrator 6

Words: 0

5

Enter the Code for your training and the name of the Learning Event.

The 'Identifier' will automatically populate.

6

Enter the description of the Learning Event.

Include:  
Overview  
Target Audience  
Contact Details

#### TIPS

Learning objectives will be added at Step 26.

Duration  **7**

Has Certificate  **8a**

Certificate Code

Certificate Template ()

**8b**

Please note that this certificate will not be generated if this learning item is included in a program.

**▼ What tags would describe this Learning Event?** **9**

Tags are broad terms that describe the topic of the Learning item. Think of them as topics or category titles.

Description Tags

**10**

**> Who is the Manager for this Learning Event**

Primary Contact Summary

**> Advanced Details**

Advanced Details Summary

**13**

**7**

Enter Duration 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).

**8**

**8.a** Tick the box if the Learning Event has a certificate.

**8.b** For Departments other than DCCSDS, please select your certificate by clicking on 'Select files...'. Navigate to locate .pdf certificate file from local directory and select.

**9**

Click 'What tags would describe this Learning Event'.

**10**

Search for the relevant department ie DCCSDS, DPC, DATSIP, NPSR or EHP and select it.

Departmental tagging will allow people from that department to find and enrol into training. Refer to 'Adding and removing tags' user guide for more information on tags.

**NOTE:** If a department tag is not added the item will not be available to learners. You can add more than 1 tag to assist the learners with their search.

**11**

Add the name of the manager of the Learning Event or leave blank.

**12**

Additional event details can be added here if applicable.

**13**

Click 'Next'.

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## Edit Learning

Learning Type Description **3** Details Review/Publish 4

### 3 Step 3 - What are your Learning Event details?

- > Learning Event Settings** 14
- > Who is facilitating this event?
- > Your sessions

Back Next

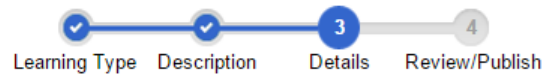
#### TIPS

Click 'Back' at any time to make changes, additions or review.

14

Click 'Learning Event Settings'.

## Edit Learning



### 3 Step 3 - What are your Learning Event details?

#### Learning Event Settings

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

Event Type

Face to face

15

Require provider for sessions

Allow users to register interest

Force session selection on enrolment ?

16

Enable session waitlist ?

Allow users to withdraw themselves from a session they are attending

17

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 Permissions (0)

18

> Your sessions

19

Add Session

20

15

Select the 'Event Type' option in this example we have used 'Face to face'.

16

Tick the box 'Force session selection on enrolment'. This means when a User self-enrols they must select a session when they enrol. This setting stops the User ending up on a waitlist.

17

Tick the box 'Allow users to withdraw themselves from a session they are attending'.

Recommend checking the radio button beside: 'When user withdraws don't add them to the event waitlist for future sessions'

If the Learning Event is part of a Program then the preferred setting is 'When user withdraws keep them on the event waitlist for future sessions'

18

You can leave the Learning Event Permissions blank. Add facilitators at the Session level under Session Permissions section.

19

Click 'Your sessions'.

TIPS

Sessions can be added to the Learning Objective at this stage or at a later date.

20

To create a session click 'Add Session'.

**Session details**

Status:  **21**

Time Zone: (UTC+10:00) Brisbane

Start Date\*:

End Date:

Registration Open:

Registration Closed:

Duration?

Min Attendance:

Max Attendance:

Venue:   **21**

**Session Permissions (0)**

User	Role	Actions
<input type="text" value="Test *Basic User (KI) *"/>	<input type="text" value="Session Attendance Coordinator *"/>	<input type="button" value="Add"/>

**22**

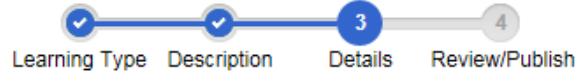
**21**  
Enter session details in the fields as required.

**TIPS**  
Search for Venue/Location and select.  
If Venue does not exist please submit an iLearn Support Request.

**TIPS**  
Important: Add Session Facilitator in Session Permission section. When adding a facilitator ensure you click the 'Add' button. You can add more than one facilitator.

**22**  
Click 'Save Session'.

## Edit Learning



### 3 Step 3 - What are your Learning Event details?

#### > Learning Event Settings

#### > Who is facilitating this event?

#### ▼ Your sessions

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

Location	Date	Status	Places	Actions
BEENLEIGH	27/05/2015 9:00 AM	Published	No limit	23 Edit

1 - 1 of 1 items

Add Session

Back Next 24

23

Click 'Edit' if you wish to make changes to the session.

TIPS

More sessions can be added to this catalogue item as required by repeating steps 20 to 22.

24

Click 'Next' save to continue.

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## Edit Learning

Learning Type Description Details **Review/Publish**

**4 Step 4 - Success!!!**

**Your new Learning Event draft is completed!**

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

Below you can preview your learning. If you are happy with the preview, you can publish it to your library by clicking 'publish' button. However if you would like to make changes to your learning, click 'back' link to make any changes within the add learning wizard.

**Publish** **25**

[Back](#)

**25**

Click '**Publish**' and choose '**Publish Private**' or **Publish public**'.

**26**

The Learning Wizard automatically sets up certain default settings in the background.

Follow the following steps to inspect the Catalogue and ensure all your settings are complete and correct .

Under the '**Actions**' menu, select '**Edit Catalogue Item**'. Add text in the learning objective field.

### NOTES

Under the Actions menu you can make edits to the learning objective. For example:

**Edit Learning Event**, allows you to make changes to sessions, etc.

**Edit Catalogue item**, allows you to make edits to additional items not covered in the Wizard such as Self Enrolment Settings, etc.

**Edit in Wizard**, allows you to make changes covered in the initial wizard setup.

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## Catalogue Item: test-fox

Tasks Notes Attachments

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

Name	test-fox
Identifier	test-fox
Approx Duration (minutes)	120
Status	Available in Catalogue <b>Change</b>

Overview

Creating a session event for Content Administrator

**26 Actions**

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