

The logo for LearnConnect is centered within a large, stylized white cloud with a soft drop shadow. The word "Learn" is in a bold, black, sans-serif font, and "Connect" is in a bold, orange, cursive script font.

**Learn**Connect

# HOW TO CREATE NEW LEARNING EVENTS

Hello and welcome to LearnConnect Help. I'm going to show you how to create an event.

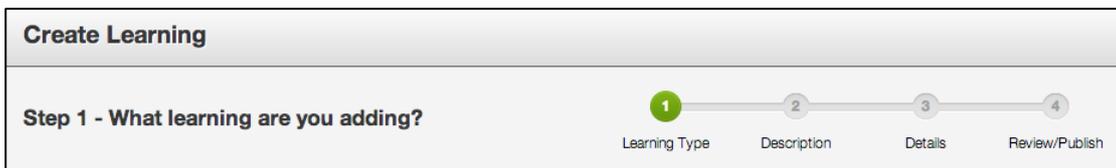
A learning event covers a variety of training types, such as facilitated sessions, conferences, lectures, workshops and webinars.

Let's begin by selecting the "Create Learning" tab under "Manage Learning" in the top menu.



You'll notice that "Create Learning" is a wizard split into four steps:

1. "Learning Type", where you define what type of learning you're adding;
2. "Description", where you describe your learning;
3. "Details", where you add or define the learning; and
4. "Review/Publish", where you get to see your learning in action before it's added to your library.



Let's start with step 1 – "What type of learning are you creating?"

This wizard allows you to create different types of learning within the LMS. For this demonstration, I'll show you how to create an event.

First of all, I want you to select a "Learning Type", which in this case will be an event, and select 'Next', which takes you step 2 – "Tell us about your learning event?"



Step 2 asks you to describe the learning that you want to create. Here you'll provide the information that'll be shown in the library. It informs users what they can expect to achieve once they have completed their learning.

Begin this step by adding the name or title of the learning, which should be short and succinct.

Next, you'll need to enter an identifier. An identifier is a term that you can use to help locate your learning behind the scenes. For example, an identifier might be the learning title with a date, a year or perhaps even an accreditation code or any other unique terms that can help you to track the learning.

Next, you can use the overview to provide a detailed description of the learning. I'd encourage you to use descriptions which include an overview of the learning, what the expected learning outcomes should be and a list of the learning objectives.

Once you've typed this information into the editor field provided, you can then use the text editor options to adjust the formatting. When you're happy with your description, add the expected duration of the learning in the field provided.

The screenshot shows a form with the following fields and components:

- Name \*:** A text input field.
- Identifier \*:** A text input field.
- Overview:** A rich text editor with a toolbar containing options for Bold (B), Italic (I), Underline (U), Text Color (T), Font Face (F), Font Size (dropdown), Text Color (dropdown), Background Color (dropdown), Bulleted List, Numbered List, Indent, Outdent, Link, and Unlink. Below the toolbar is a large text area for the overview.
- Approx Duration (minutes):** A text input field.
- Has Certificate:** A checkbox.

There are a number of other descriptors that you can add using the "Description" wizard. For example, you can upload completion certificates by checking the "Has Certificate" box. Users will then receive a certificate on the successful completion of the learning.

The screenshot shows the "Advanced Details" section of the form, which includes a summary and several input fields:

- Advanced Details Summary** (expanded dropdown)
- Archive Date:** A date picker field.
- Version Info:** A text input field.
- Provider:** A dropdown menu currently showing "(Not specified)".
- Internal Cost:** A text input field.
- Points:** A text input field.

Another feature of this wizard is the ability to add tags. Tags are words or phrases that describe the learning and are used to categorise the learning in the LMS. Tags can describe topics like “Compliance”, or the even the type of learning itself such as “Video”, “Audio”, or “Policy”. The tags area allows you to select existing tags, or quickly add your own.

▼ **What tags would describe this Learning Event?**  
 Tags are broad terms that describe the topic of the Learning item. Think of them as topics or category titles.

Description Tags:

New Tags:

You might also want to add a primary contact for an event by using the dropdown menu. Simply start typing the contact details into the field for an auto complete or, alternatively, you can scroll down to select someone from the list provided.

Once you’ve had some practice and become an advanced user, the “Description” tool will also allow you to add archive dates, version names and lots of other information.

And that’s it for step 2. Now let’s move on to step 3 – “What are your learning event details?”

To do this, start by selecting what type of event you want to add. Doing this allows for much easier reporting later on.

▼ **What type of event is your event?**

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

Event Type:

Next, the LMS needs to know who is facilitating the event. Use the auto complete field to type in their name. Now, select the person’s name and press the plus button. If you require more than one facilitator, follow the same process to add more people.

▼ **Who is facilitating this event?**

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

**All Users**

▶ **John Smith**

Steve Smith

Steve Smith

Now you can choose whether or not you want to add a session to your event. For the purpose of the LMS, sessions are defined as the multiple opportunities you have to attend an event. For example, you might have a popular first aid course but your venue has capped class sizes. For this reason, you chose to extend the amount of sessions for the event to run four times a week.

Creating sessions with specific indicators allows you to report on the event in more detail. This is particularly helpful if you have an event that is regularly scheduled or may occur at multiple locations. An example of this would be a face-to-face session that is part of a new employee’s induction.

To add a session, select the “Create a Learning Event Session” button. This will then expand to reveal the fields you’ll need to create a session.

▼ **Your sessions**

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

Location	Date	Status	Places	Actions
Inspiration	6/02/2013 9:00:00 AM	Published	1/10	<a href="#">Edit</a>

Prev **1** Next Displaying items 1 - 1 of 1

**Status:**

**Time Zone:**

**Start Date \*:**

**End Date:**

**Registration Open:**

**Registration Closed:**

**Duration \*:**  Specify Hours  Specify Days

**Min Attendance:**

**Max Attendance:**

**Venue:**

[QuickAdd Venue](#)

**Show Map:**

**Facilitator:**

Start time and duration are mandatory fields. Remember, the more information you include, the easier it becomes for users to decide if they can attend or not, and plan their schedules effectively. In addition, this information will assist you in managing your own events.

Let’s go through some of the fields you might want to use when creating a learning event or session.

The “Time Zone” is the time zone the event will be held in.

The “Start Date” and “End Date” state, well, the start and end date and time of your event

“Registration Open” shows the time when the session will appear in the library and users can start registering to attend.

“Registration Closed” indicates when users can no longer register for the event.

“Duration” states the estimated length of the event, which may be stated in either hours or days.

“Min and Max Attendance” show the number of people attending the event and are used to monitor capacity, which helps you to plan how many facilitators, event locations, or even additional sessions you might need.

If you want to show an event location on a map, you can do this by selecting the “Show Map” check box.

And last, but not least, the “Facilitator” field is used to show the name of the person who will be holding the session on the day. This person will also be responsible for marking people off on the event’s attendance records.

All you need to do now is select “Save” and your session will be added to the list. If you would like to add another session, you can do this by repeating the previous steps. Remember, sessions are not mandatory, and you can come back and edit the session details at any time.

Another option is to elect NOT to register a session and instead allow your users to “Register Interest” in the event. The more people who register their interest, the more of an indication it is that the event is something people are interested in attending.

When you’re happy with your learning selections, select the “Next” button to continue.

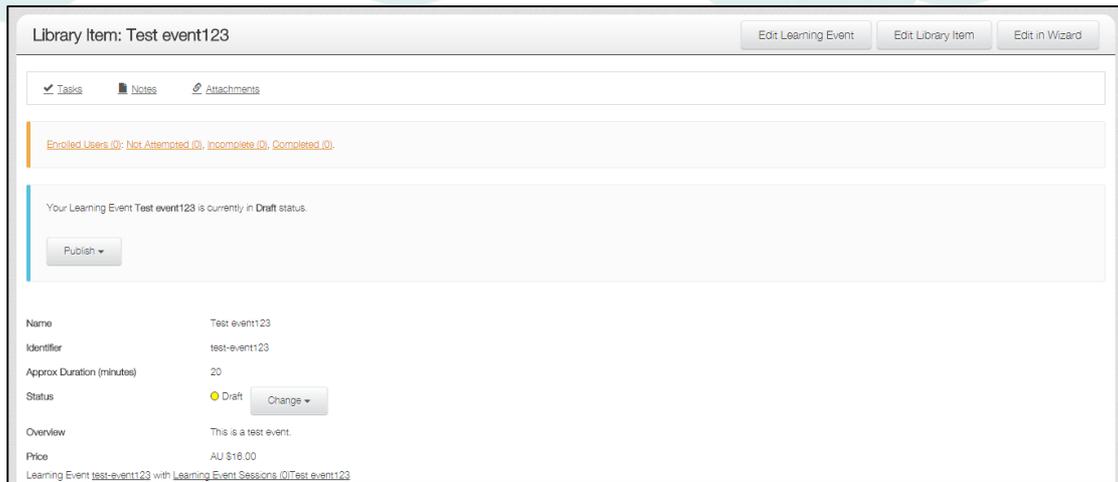
Great work! We’re almost there!

It’s now time for the fourth and final step in the “Create Learning – Events” process – “Success”.

By completing the previous steps, you’ll now have a draft version of your learning.

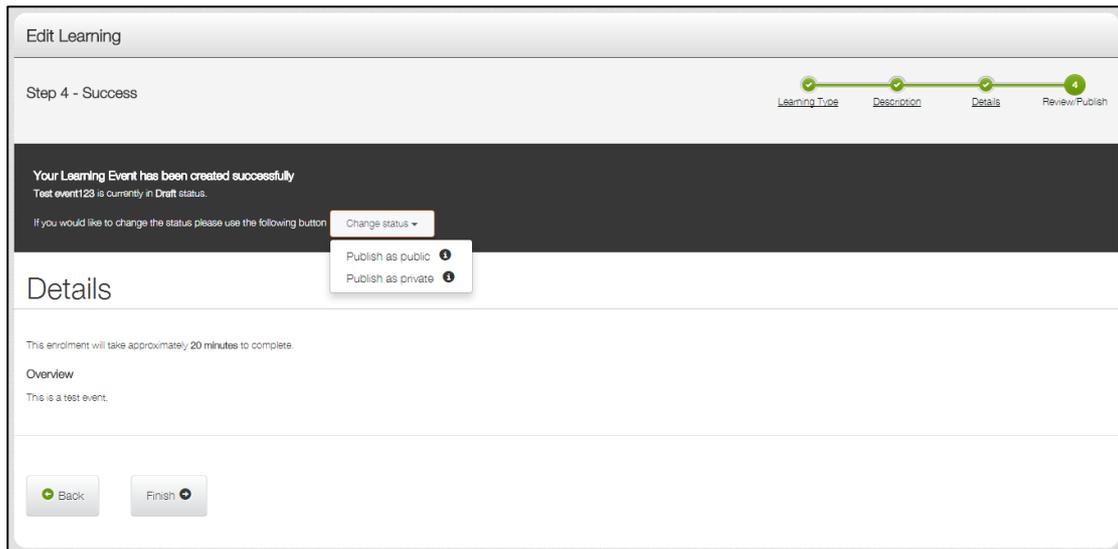
You have two options; to save the event as a draft or to publish the event. Draft learning is the state where a learning item exists in the library but can’t be viewed or assigned to any users. To make this learning available within the system, it will first need to be published.

If you would like to keep your event in draft status, select the “Finish” button. Your event is saved as a draft. When you are ready to publish your draft event, select the “Publish” button.



If you are ready to publish your event, look over all the details and make sure everything is appearing correctly. If not, you can go back and edit the details by selecting the “Back” button, or choosing the related step in the green progress bar at the top.

When you’re happy with everything you see, it’s time to publish your event. To do this, select ‘Change status’ drop down arrow, and then select whether you want your assessment to be published privately, or publically.



Private publishing allows administrators and managers to view your event in the library, but users won’t be given this visibility.

Public publishing means that your event can be seen in your library by anyone. This also allows your users to request to attend an event from your library, provided that your LMS has the functionality for this set to active.

And that’s how to create a new event!