View Training on the LMS – [add link created in articulate]

Prerequisite

You have to be in a Local Administrator role to be able to perform the steps outlined below. You cannot create a new item as that is done by the super admin. Make sure any new item that doesn’t exist in the catalogue is created before you follow the steps below.

STEP 1

Click on the Learning Activities dropdown and then items. You will see a familiar window on your right-side window. Click either item title or item ID to search for your courses. Click on the course when you find it.

Tip: use keywords to search

Name Change: Scheduled offering is now Classes

1 lms.help@utoronto.ca
STEP 2

1. Before you schedule a class – you need to create the Agenda by clicking on the agenda template tab under the item and add just 2 details in the pop-up window after click on the + icon. Add the Day which is 1 and duration of the session.

2. After completing the first step above, Click the Actions drop down tab on the top right under Agenda template or Classes and click on Schedule.

Tip: Edit, Update, Fill Item details after you edit the class details. See Step 4.
3.0 - Job Aid
This job aid allows learning administrators to schedule training (in-person/virtual) and make it available for learners and managers to self-register and register team members respectively.

3. Fill the required information. Enter the Start Date and Start Time. Select the Facility, Primary Location and Primary Instructor.

4. Click Save at the bottom of the window.

Tip: Enter time format as 9:00AM. Use magnifying glass to search for the instructor you want to add.

Optional 1 - Adding Costs for No-Shows

1. If you plan to charge for No Shows or perform Chargebacks for classes, custom columns will need to be added to the registration form.

2. In the Registration Form Custom Columns section of the screen at the bottom, click the green Add button next to Custom Columns and select Custom Columns in the dropdown list.
3.0 - Job Aid
This job aid allows learning administrators to schedule training (in-person/virtual) and make it available for learners and managers to self-register and register team members respectively.

3. Email lms.help@utoronto.ca if this is your first-time adding costs for guidance.

STEP 3 – Edit Class details

**Layout Change: View all tab replaced by new interface. Please see below**

You will be taken to the Classes Detail page to make additional changes.

After you create your class, you will have to make adjustments and additions to the class details. This is similar to the view all tab in the previous scheduled offering, but the layout has been changed slightly. Highlighted in yellow in the image below is what you need to enter.
### 3.0 - Job Aid

This job aid allows learning administrators to schedule training (in-person/virtual) and make it available for learners and managers to self-register and register team members respectively.

#### General

**Description:**

- **Class Time Zone:**
  - Eastern Standard Time (Canada/Eastern)

**Primary Instructor:**

- Luke Pereira

**Primary Location:**

- OOLC Main Conference Room 610 (STGHURON-610)

**Registration Close Date:**

- Mmm/yyyy

**Last Date to Withdraw:**

- Mmm/yyyy

**Withdraw End Time:**

- hh:mm a.m.

**Facility:**

- 215 Huron St., Toronto (STGHURON)

**Status:**

- Active

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**You can inactivate the class if you don’t want it to be in the LMS font catalogue for users. Good option to have instead of deleting a class.**

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### Email Confirmation for Admin- Initiated Actions

- **Email Confirmation to the Instructor:**
  - Yes [x] No

- **Email Confirmation to the Contacts:**
  - Yes [x] No

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### Email Confirmation for User-Initiated Actions

- **Email confirmation to the User:**
  - Yes [x] No

- **Email confirmation to the Contacts:**
  - Yes [x] No
3.0 - Job Aid
This job aid allows learning administrators to schedule training (in-person/virtual) and make it available for learners and managers to self-register and register team members respectively.

Email confirmation to the Contacts:
- Yes
- No

Email Confirmation for User-Initiated Actions
Email confirmation to the User:
- Yes
- No

Email confirmation to the Contacts:
- Yes
- No

VLS Settings
Automatically add to learning history as part of VLS Attendance Processing:
- Inactive

Minimum Percentage Attendance for Credit:

Registration Settings
Minimum Enrollments:
- 5

Maximum Enrollments:
- 15

User can Self-Register:
- Yes
- No

Manager can Register Others:
- Yes
- No

Auto Enroll from Waitlist:
- Yes
- No

Unassign Item When Admin Withdraws:
- Yes
- No

Approval Process
Approval Required:
- Yes
- No

Withdraw Approval Process:
- One Level of Approval for Internal Items (1 Step ...}

Completion
Certificate Template:

Administrative Use Only
Default Price:
0.00 Canadian Dollar (CAD)

Cancelled:
- No

Cancelled Date:
STEP 4 – Changing and Adding Locations

1. Changing location is still a 2-step process. Under the Class, click on facility and select a physical location. Please note, these just provide you with a list of the buildings. If your building available, please email lms.help@utoronto.ca to have it added in. You still have to change the Primary Location to the left of it. This is done by clicking on the Agenda tab.

   **TIP:** If you have a virtual session, select Virtual Online under Facility

2. After you click the Agenda tab, you will be taken to the screen where you can edit the date, time and location further by clicking the 3 dots on the right and clicking on Edit Time Slot.
3.0 Job Aid
This job aid allows learning administrators to schedule training (in-person/virtual) and make it available for learners and managers to self-register and register team members respectively.

3. You can edit the date time. Add location corresponding to the facility in the previous screen. Add additional instructor also. Click Save when done.
4. **Resend registration confirmation to staff after editing existing classes.**

**Resend Registration:** The location has changed on the UI. Now under Actions.

*If you are editing an existing session* with new date, time or location only *with staff already registered*, you will want to click on re-send the registration confirmation details. Else they will not receive the updated email and calendar invites.

A pop up will follow. Click Yes.
3.0 - Job Aid
This job aid allows learning administrators to schedule training (in-person/virtual) and make it available for learners and managers to self-register and register team members respectively.

For your classes to show up in the catalog, make sure to check the libraries tab and that Global library is showing. If not, click the plus icon to add your class to the category.