

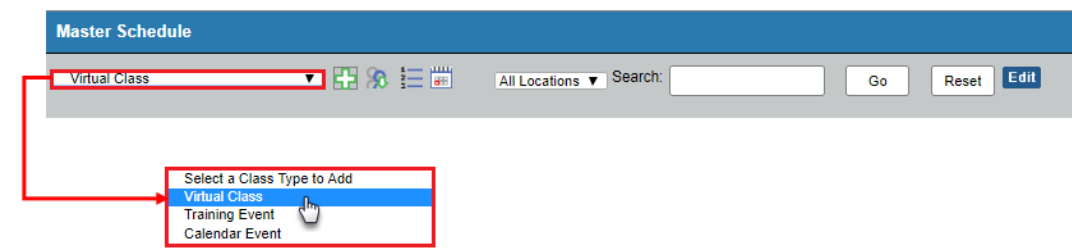
## Add Virtual Class to Master Schedule

### INSTRUCTOR TASKS

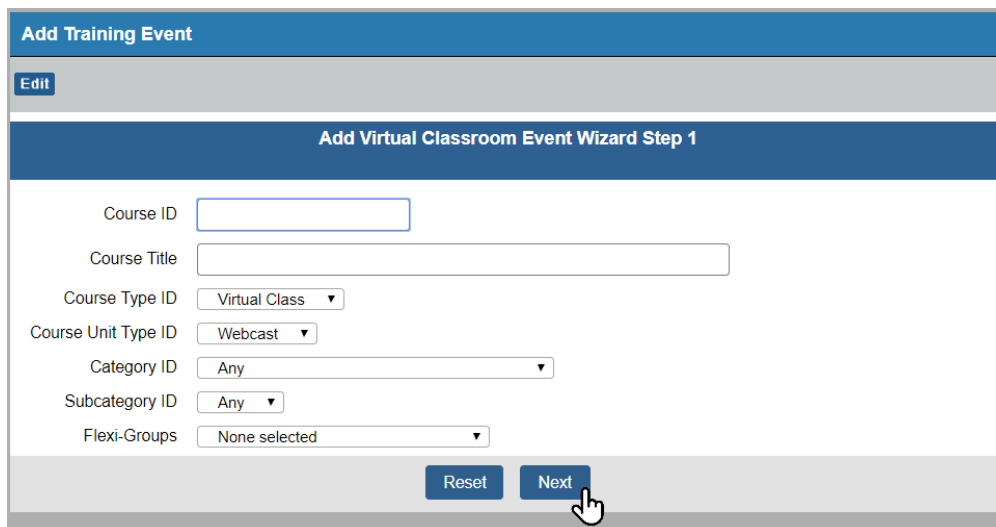
At least one Virtual Class must exist in the Course page before any can be added to the Master Schedule. Open the Master Schedule to schedule a Virtual Class or webinar.

Your Zoom or other virtual meeting software login details must be pre-set as a virtual venue in order to have it as an option when creating events. Contact the Ability helpdesk with requests for virtual courses and virtual venues.

1. Select VIRTUAL CLASS from the drop-down menu. If already selected, click the Green Plus (+) icon.



2. Enter data into one or more fields to filter the list of target Virtual Classes. Otherwise, leave everything blank and press NEXT to see a list of every Virtual Class course or 'container' previously created.

The screenshot shows the 'Add Training Event' form. At the top, there is a blue header with the text 'Add Training Event'. Below the header, there is a button labeled 'Edit'. Below the 'Edit' button, there is a blue header with the text 'Add Virtual Classroom Event Wizard Step 1'. Below the header, there are several input fields: 'Course ID' (text box), 'Course Title' (text box), 'Course Type ID' (dropdown menu with 'Virtual Class' selected), 'Course Unit Type ID' (dropdown menu with 'Webcast' selected), 'Category ID' (dropdown menu with 'Any' selected), 'Subcategory ID' (dropdown menu with 'Any' selected), and 'Flexi-Groups' (dropdown menu with 'None selected' selected). At the bottom of the form, there are two buttons: 'Reset' and 'Next'. A mouse cursor is pointing at the 'Next' button.

3. Select the required Virtual Class from the list and enter the start date and time, as required. Noe that the LOCATION lists only those screen-share utilities that have associated accounts. When ready, click NEXT to continue.

**Add Training Event**

Edit

**Add Virtual Classroom Event Wizard Step 2**

\*Courses: (VCTest01) Dealing with Young Children Webinar  
(VC\_Test) Virtual Class - Webinar

\*Start Date: 09/28/2018

\*Start Time: 8:00AM

\*Course Unit Type ID: Webcast

Time Zone ID: Eastern Standard

\*Location Key: Select one

Trainers: Join Me (Join Me for Mike Arroyo)  
Join Me (Join.Me for Phil Baruch)

Class Directions: 0 characters typed so far

Back Reset Next

4. Finally, click the first option and press NEXT to complete the process.

**Add Training Event**

Edit

**Add Virtual Classroom Event Wizard Step 3**

Next Action:
 

- Save the class and exit the wizard
- Save the class and jump to the Class Enrollment wizard
- Save the class and jump to the Marketing Email wizard
- Exit the wizard without saving the class

Reset Next

- Once saved, AbilityLMS opens the PROPERTIES for the scheduled Virtual Class. Note in this example, the COURSE and CLASS TITLE are modified. Press SAVED whenever any changes are made to this page.

Properties Sessions Trainers Participants Event Workflow Event Audit Allocate Seats Class Documents Event Log Viewer Virtual Class Settings

**Calendar Edit**

[Edit](#)

Class ID 4748  
 Course ID VC\_Test  
 \*Course Title **Introduction to AbilityLMS Webinar**  
 Class Status ID Active - Open Seats  
 \*Class Title **Introduction to AbilityLMS Webinar**  
 Virtual Class Webinar  
 \*Class Description  
 0 characters typed so far  
 Class Type Name Virtual Class  
 \*Enrollment Rule ID User can Enroll - Open Enrollment  
 \*Start Date 09/28/2018  
 \*Start Time 8:00AM  
 \*End Date 09/28/2018  
 \*End Time 9:00AM  
 \*Enrollment Open Date 07/30/2018 0:00AM  
 \*Enrollment Close Date 09/27/2018 8:00AM  
 Minimum Class Size 2  
 \*Maximum Class Size 10  
 \*Waitlist Size 2  
 Duration 1.00  
 Class Directions  
 0 characters typed so far  
 External Event URL

[Save](#) [Reset](#)

Changes made to the title are displayed in the Master Schedule, but it will always be linked to the CourseID from the original course or 'containers.

**Master Schedule**

Training Event All Locations Search: Go Reset [Edit](#)

◀ Previous September 2018 Go Next ▶

| Mon    | Tue | Wed | Thu   | Fri  |
|--------|-----|-----|---|--|
| Aug 27 | 28  | 29  | 30  | 31<br>2:00PM <a href="#">Dealing with Young Children Webinar</a> |
| 3      | 4   | 5   | 6   | 7  |
| 10     | 11  | 12  | 13  | 14   |
| 17     | 18  | 19  | 20<br>8:00AM <a href="#">Mastering AbilityLMS Scheduling Training</a> | 21   |
| 24     | 25  | 26  | 27  | 28<br>8:00AM <a href="#">Introduction to AbilityLMS Webinar</a>  |
| 1      | 2   | 3   | 4   | 5  |

## LEARNERS

### Registering for a Virtual Class

Just like scheduled instructor-led training, any Virtual Class course or ‘containers must be added to a Catalog or Learning Track, if the Learner or employee is to see it in their Calendar as a scheduled event. Learners.

1. From the Calendar page, click on the target Virtual Class.

The screenshot shows a calendar for September 2018. The interface includes a search bar, navigation buttons for 'Previous' and 'Next', and a grid of dates. A red arrow points to the date 28th, which has an event titled 'Introduction to AbilityLMS Webinar' scheduled for 8:00AM. A mouse cursor is hovering over the event.

2. This opens the corresponding Course Home Page. A list of every scheduled day for this webinar appears in a list. Click the ENROLL button to start the registration process.

The screenshot shows the 'Virtual Class - Webinar' course home page. It displays course details and a table of available classes. A red arrow points to the 'Enroll' button in the 'Action' column of the table.

**Course Details:**

- Course Description: Virtual Class Webinar
- Category Name: Webinar
- Course Type: Webcast
- Duration: 1.00
- Credit Amount: 0.00
- Days Valid: Non-expiring

**Your current status for this Course:** Status: Not Taken

The following classes are available (\* denotes equivalent):

| Start Date        | Location             | Venue | Event Name                         | Status              | Seats | Action |
|-------------------|----------------------|-------|------------------------------------|---------------------|-------|--------|
| 09/28/2018 8:00AM | Global Training Area |       | Introduction to AbilityLMS Webinar | Active - Open Seats | 12    | Enroll |

**Assignments** | History | Documents (None) | Equivalents (None)

| Learning Track        | Date Assigned | Required | Date Due | Status    |
|-----------------------|---------------|----------|----------|-----------|
| Custom Learning Track | 09/19/2018    | Yes      |          | Not Taken |

3. Click the Register button to enroll into the webinar.

| Introduction to Computer Programming (CLS002) |                                    |                  |         |         |                   |        |              |
|---|------------------------------------|------------------|---------|---------|-------------------|--------|--------------|
| Scheduled For                                 | 09/28/2018                         | Time             |         |         | 8:00AM            |        |              |
| Register By                                   | 09/27/2018                         | Class Status     |         |         | Open              |        |              |
| Class Size                                    | 10                                 | Available Seats  |         |         | 10                |        |              |
| Duration                                      | 1.5 Hours                          | Cost             |         |         | N/A               |        |              |
| <a href="#">Register</a>                      |                                    |                  |         |         |                   |        |              |
| Session Number                                | Session Name                       | DeliveryLocation | Venue   | Date    | Start             | End    | Instructions |
| 1   | Introduction to AbilityLMS Webinar | Not Set          | Not Set | Not Set | 09/28/2018 8:00AM | 9:30AM |              |
| Instructors                                   |                                    |                  |         |         |                   |        |              |
| • Max Trainer                                 |                                    |                  |         |         |                   |        |              |
| <a href="#">Close Window</a>                  |                                    |                  |         |         |                   |        |              |

4. This confirmation box displays. Press the CLOSE WINDOW button, when ready.

**Classes**

**Enroll in Training**

- Course Title: **Introduction to AbilityLMS Webinar**
- Course Id: **VC\_Test**

You have been successfully enrolled into this course.

To add to your calendar click [Here](#). If a warning prompt displays, click the "Always accept files of this type" to prevent the warning message appearing in the future. Click Open to have the event be added to your Calendar.

Please indicate if you have any special requests or requirements in connection with this enrollment:

0 characters typed so far

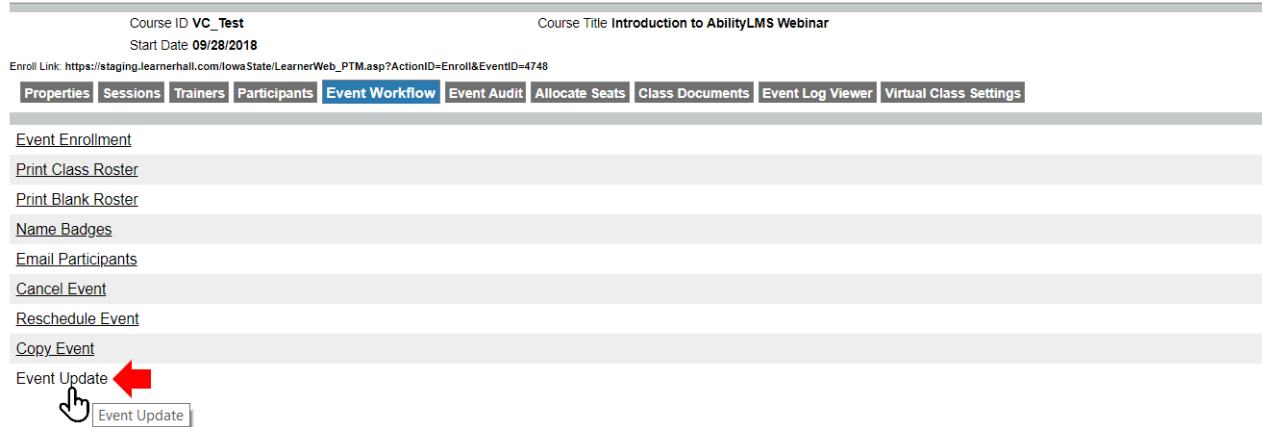
[Close Window](#)

TIP: The present should consider recording the webinar for future viewing. The link to the recorded video can be linked to the completed webinar.

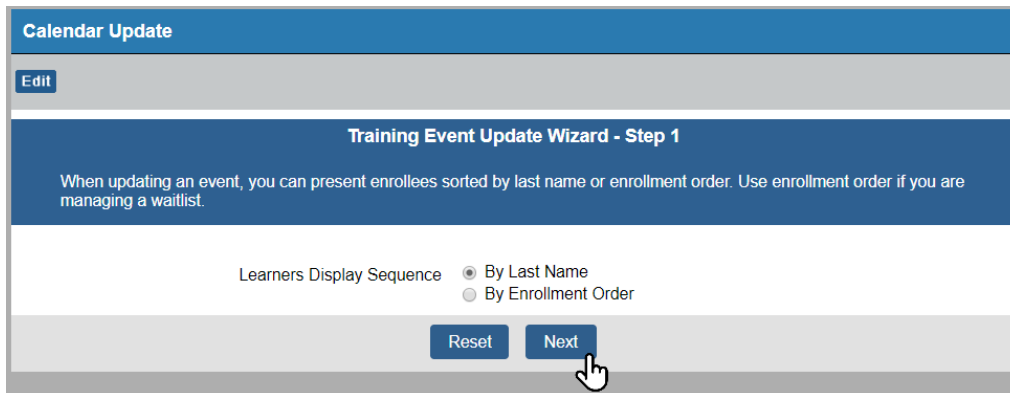
### Updating the Virtual Class Event - POST TRAINING INSTRUCTOR TASKS

Just liked scheduled instructor-led training, the Virtual Class event must record who attended the training. As a System Administrator, open the Master Schedule and click on the link to the webinar.

From the EVENT WORKFLOW tab, click on the EVENT UPDATE link.



Click NEXT to continue.



Record those who attended or didn't attend as required. When ready, press NEXT to complete the process.

**Calendar Update**

[Edit](#)

**Training Event Update Wizard - Step 2**

In the grid below please enter the appropriate details for each learner.  
When you have finished click the **Next** button to update the history for each learner.

Status Date

Internal Version

History Type ID

| Learner ID | Learner Name Reverse   | Virtual Class - Webinar               |                                   |                                |
|------------|------------------------|---------------------------------------|-----------------------------------|--------------------------------|
|            |                        | Status ID                             | Completion Status ID              | Credit                         |
|            | Default Values         | <input type="text" value="Finished"/> | <input type="text" value="Pass"/> | <input type="text" value="0"/> |
| MAXIT      | Administrator, MaxIT   | <input type="text" value="Finished"/> | <input type="text" value="Pass"/> | <input type="text" value="0"/> |
| TMP101     | <u>Sample, Learner</u> | <input type="text" value="No Show"/>  | <input type="text" value="NA"/>   | <input type="text" value="0"/> |

## Post Virtual Class Event Activity

With the Virtual Class webinar completed and attendance recorded, the last task is to update the link to the recorded webinar or to a follow up website.

1. Open the target webinar properties from the Master Schedule and click on the VIRTUAL CLASS SETTINGS tab. To upload a recording (MP4) video file, click on the CHOOSE button, navigate to the recording and select it. Then press the UPLOAD RECORDING FILE button.

Course ID: WC\_Test
Course Title: Virtual Class Test

Start Date: 08/21/2018
Enroll Link: [http://tagging.learnersmail.com/owa/StateLearnerWeb\\_PTM.asp?ActionID=Enroll&EventID=3747](http://tagging.learnersmail.com/owa/StateLearnerWeb_PTM.asp?ActionID=Enroll&EventID=3747)

[Properties](#)
[Sessions](#)
[Trainers](#)
[Participants](#)
[Event Workflow](#)
[Event Audit](#)
[Allocate Seats](#)
[Class Documents](#)
[Event Log Viewer](#)
[Virtual Class Settings](#)

**Virtual Class Settings**

**Virtual Class Settings**

Collaboration Tool

Collaboration Account

Username

Password

Launch URL

Recording URL  [Show Recording](#)

Upload Recording File

- Once the recorded video file is uploaded, the Learner can open to the webinar's Course Home Page and click the VIEW RECORDING button to play the video.

**Virtual Class Test**

Course Description: Virtual Class Test

Category Name:

Course Type: Webcast

Duration: 1.00

Credit Amount: 0.00

Days Valid: Non-expiring

Virtual Class Test 08/21/2018 10:25AM - 11:25AM

Virtual Class Test

[View Recording](#)

**Assignments** History Documents (None) Equivalents (None)

| Learning Track                                       | Date Assigned | Required | Date Due | Status |
|--|---------------|----------|----------|--------|
| There are no Assignments associated with this Course |               |          |          |        |

Your current status for this Course  
 Status: Finished  
 Status Date: 08/21/2018  
 Score:

- An alternative to uploading a video file is to link to the URL to the cloud where the video is hosted or to a follow-up link to a web page. Enter the target URL into the RECORDING URL Field and press the UPDATE RECORDING URL button.

Course ID VC\_Test Course Title Virtual Class Test  
 Start Date 08/21/2018

Email Link: [http://staging.learnersmax.com/owa/state/LearnerWeb\\_PTM.asp?ActionID=Enroll&EventID=3747](http://staging.learnersmax.com/owa/state/LearnerWeb_PTM.asp?ActionID=Enroll&EventID=3747)

Properties Sessions Trainers Participants Event Workflow Event Audit Allocate Seats Class Documents Event Log Viewer **Virtual Class Settings**

**Virtual Class Settings**

Virtual Class Settings

Collaboration Tool Join Me  
 Collaboration Account Join.Me for Phil Baruch  
 Username pbaruch@maxit.com  
 Password join.me@99  
 Launch URL <https://join.me/> [Start Session](#)

Recording URL  [Show Recording](#)

Upload Recording File

[Reset](#) [Upload Recording File](#) [Update Recording URL](#)