

Set-up and Manage Scheduled Class

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Built into AbilityLMS is a dynamic calendar-driven scheduler called Master Schedule. It is used to add instructor-led classes, activities and special events.

In order to add an in-person or online event, there must be an existing course. Contact the Ability system adminstrators for assistance at training@ora.msu.edu.

Add a Class to the Master Schedule

Remember that Learners can ONLY review the scheduled training events if they are assigned to the associated Catalog and/or Learning Track.

| | Home | My Menu Cou | urse Search Calendar R | esources Mana | ager Tiles Man | ager Menu | | | | |
|---|------------|----------------------|----------------------------------|--|---------------------|-----------------|----------------|--|----------------------------|--|
| | Calendar | | | | | | | | | |
| Н | E A | I Locations V Search | Go | Reset Edit | | | | | | |
| | 0 | | < Previous | lay 🔻 🕻 | 2018 🔻 Go | Next > | | | | |
| | | Mon | Tue | Wed | | Thu | | Fri | | |
| | Apr 30 | | 1 | 2 9:20AM Introduction Computer R | n to Programming | | 4 | | | |
| ľ | 7 Calendar | | | | | | | | | |
| ľ | 14 | 📰 Ali L | ocations V Search: | Go | Reset | 📸 Edit | | | | |
| | | Start Date | Course Title | Locati | on Name Class | Status Name Se | eats Available | Session List | Action | |
| | 21 | 05/02/2018 | Introduction to Computer Program | nming TBD | Active | - Open Seats 12 | 2 | 05/02/2018 9:20AM-1 Instructor Led TBD | 11:00AM EST | |
| | 28 | | | | | | | | Showing 1 - 1 of 1 records | |
| | 4 | | 5 | 6 | 7 | | 8 | | | |

Here is the process for adding a new training event to the Master Schedule:

1. Click on ADMINISTRATION | MASTER SCHEDULE. Choose TRAINING EVENT (or SCHEDULED EVENT) and click on the Green Plus (+) icon to add an event.

| Master Schedule | | | | | | | | | |
|-----------------|--------------|--------------------|-----------|---|--|--|--|--|--|
| Training Event | | ocations V Search: | Go Reset | Edit | | | | | |
| | < Previous N | May ▼ 2018 ▼ | Go Next > | | | | | | |
| Mon | Tue | Wed | Thu | Fri | | | | | |
| Apr 30 | 1 | 2 | 3 | 4 9:00AM Introduction to AbilityLMS | | | | | |
| 7 | 8 | 9 | 10 | 11 | | | | | |
| 14 | 15 | 16 | 17 | 18 | | | | | |

2. Enter any part of the Course ID or Title to filter by a keyword or number. Otherwise, left both fields blank and click NEXT to search from a list of available class containers.

| Add Training Event | Add Training Event | | | | | | | | |
|---|---|--|--|--|--|--|--|--|--|
| Edit | | | | | | | | | |
| | Add Training Event Wizard | | | | | | | | |
| This wizard walks you th The first step is to selec You can enter a partial v | This wizard walks you through the steps of adding a new Training Event to the Master Schedule. The first step is to select the Course upon which the Training Event will be based. You can enter a partial value and all matches will be returned. To list all Courses, click the Next button. | | | | | | | | |
| Course ID | | | | | | | | | |
| Course Title | | | | | | | | | |
| | Reset Next | | | | | | | | |

3. Select the target class title and set all of the required values associated with the training event. Keep in mind that these settings can be adjusted later, if necessary. Press NEXT to continue.

| | Select and Configure the Classroom Training |
|-------------------------|---|
| There were 1 | class titles that matched your filter(s). |
| Select th | e target class title from the list. Only one title can be selected. |
| Set the t | ime and location, as required. |
| PIESS NEAT I | o continue. |
| *Courses | (CLS002) Introduction to Computer Programming |
| *Start Date | 07/27/2018 |
| *Start Time | 08 V 00 V AM V |
| *Course Unit Type ID | Instructor Led |
| Time Zone ID | Eastern Standard • |
| *Location Key | Messer Hall (BLD001) • |
| Room | None selected V |
| | None selected |
| | Trainer, Max Trainer, Sample |
| Trainers | nano, campo |
| | |
| | · · |
| | |
| | |
| Class Directions | |
| | |
| | |
| | Back Reset Next |

Modified with permission from CLA-104-3.18.07 Copyright ©2015-2018 MaxIT. All Rights Reserved. 4. The final step is to confirm the creation of the scheduled class. In the illustration below, the first option is selected. Press **NEXT** to complete the process.



 The class is created and opens to the associated Properties tab. The settings assigned to the class was cloned from the class container. Adjust the CLASS TITLE, especially if the Course (Container) Title is generic, as well as the SIZE and DURATION, as needed. Press SAVE when appropriate.

| Course TO a | CL \$007 | | | | | | |
|--|---|---------------------------|---------------|----------------------------|------------------|------------|--|
| *Course Title | | | | | | | |
| | Introduction to Compute | r Programming | *Class Tiftle | Introduction to Computer | Drogramming I | avascripts | |
| Class Status ID | Active - Open Seats | • | | introduction to computer P | Flogramming - Ja | avascripts | |
| Class Title | Introduction to Computer | Programming - Javascripts | | d | | | |
| | Instiduction to Compute | r Programming | | | | | |
| *Class Description | | | | | | | |
| | | | | | | | |
| Cass Type Name | 0 characters typed so far Scheduled Classroom Tr | aning | | | | | |
| *Ervolment Rule ID | User can Enroll - Open | Envolment | 1 | | | | |
| "Start Tane o | 07/27/2018 | | | | <u> </u> | | |
| "End Date | 07/27/2018 | | | Minimum Class Size | 0 | | |
| "End Time y | 11.00AM | | | initiatit class class | 3 | | |
| nvoliment Open Dalle | 05/25/2018/0.00448 | | | th favring un Olago Cine | | - | |
| wollment Close Date | 07262018-8-00444 | | | -Maximum Class Size | 10 | | |
| | 1.3 | | | | | = | |
| Momum Class Size | | | | #Maillist Oine | 0 | | |
| Minimum Class Size | 10 | | | Waltist Size | 2 | | |
| Mnimum Class Size Makimum Class Size "Wattist Size Duration | 10 | | | Waltist Size | 2 | | |
| Mnimum Class Size Maximum Class Size "Wadist Size Duration | 10 2 1.50 | | _ | Duration | 2 | | |

Class Enrollment

The scheduled training event, as illustrated now displays in the CALENDAR¹ page, available to all Learners assigned to the associated Catalog or Learning Track, where the class container was added as a course.

When a Learner clicks on the Class Title on the Calendar, the corresponding Course Home Page is opened, revealing the ENROLL link. The

| Home My Me | enu Course Searc | h Schedule | Resources Mar | nager Tiles Mar | ager Menu | |
|--------------|--|---------------|---------------|-----------------|---|-----|
| Calendar | | | | | | |
| All Location | IS V Search: | Go | Reset Edit | | | |
| | ۲ | Previous July | • 2018 | • Go I | iext > | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 8:00AM Fast Track to AbilityLMS | 24 | 25 | 26 | 27 8:00AM Introduction to Computer Programming | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |

Learner clicks on the ENROLL button to start the process.

| | | Introdu | iction to Comp | outer Programming | 9 |
|--------------------------------|----------------------|---|---------------------------|---------------------------|--|
| Course Description: | Introduction | to Computer Programming | | | Your current status for this Course Status: Not Taken |
| Duration: | 1.50 | Days Valid: Non- | expiring | | |
| The following o | classes are avail | able (* denotes equivalent): | | | |
| Start Date 07/27/2018 8:0 | Locatio | n Venue Event Name Introduction to Hall Computer Programming | Status Active - Open S | Seats Action Seats 12 | |
| Assignment | ts History | Documents (None) | | | _ |
| Learning Trac Custom Learni | k ng Track | Date Assigned 05/02/2018 | Required Date Yes | e Due Status Not Taken | |
| Back To | | | | | |

The Registration Box opens, displayed all of the class details. The final step to completing the enrollment process is for the Learner to press the REGISTER button.

¹ The menu item 'Calendar' is a standard term used by MaxIT. However, there are alternatives replacement labels requested by clients that best reflects their culture, save as SCHEDULE or MY TRAINING SCHEDULE.

| 10 1.5 Hours | Available S Cost | Seats | 10 N/A | | | F | Registe | r "tm |
|---------------------------------|--|---|---|--|---|---|---|---|
| Session Nan | ne | Delivery | Location | Venue | Date | Start | End | Instructions |
| troduction to Computer Pro 1 | ogramming - Part | Instructor Led | Messer Hall | Not Set | 07/27/201 | 88:00AM1 | 1:00AN | 1 |
| Max Train | er | | | | | | | |
| | 1.5 Hours Session Nam troduction to Computer Pro 1 • Max Train | 1.5 Hours Cost Session Name troduction to Computer Programming - Part 1 • Max Trainer | 1.5 Hours Cost Session Name Delivery troduction to Computer Programming - Part 1 Instructor Led • Max Trainer | 1.5 Hours Cost N/A Session Name Delivery Location troduction to Computer Programming - Part Instructor Messer 1 Led Hall • Max Trainer Max Trainer Max Trainer | 1.5 Hours Cost N/A Session Name Delivery Location Venue troduction to Computer Programming - Part Instructor Messer Not 1 Led Hall Set • Max Trainer Kather Kather Kather | 1.5 Hours Cost N/A Session Name Delivery Location Venue Date troduction to Computer Programming - Part Instructor Messer Not 07/27/2016 1 Max Trainer Max Trainer Max Not Not | 1.5 Hours Cost N/A Session Name Delivery Location Venue Date Start troduction to Computer Programming - Part Instructor Messer Not 07/27/20188:00AM1 1 Led Hall Set 07/27/20188:00AM1 • Max Trainer Max Trainer | 1.5 Hours Cost N/A Session Name Delivery Location Venue Date Start End troduction to Computer Programming - Part Instructor Messer Not 07/27/20188:00AM11:00AM 1 Led Hall Set 07/27/20188:00AM11:00AM • Max Trainer Max Trainer |

A confirmation message now displays inside the Registration Box. Click CLOSE WINDOW to complete the process.

| Classes |
|--|
| |
| Enroll in Training |
| Course Title: Introduction to Computer Programming Course Id: CL S002 |
| You have been successfully enrolled into this course. |
| To add to your calendar click <u>Here</u> . 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 |

When the Learner refreshes the Course Home Page (F5+CTRL), the STATUS changes to ENROLLED.

| Course Description: | Introduction to | Computer Programming | | | Your current status for this Course Status: Enrolled |
|-------------------------------|----------------------|-----------------------------|---|-----------------------------|--|
| Duration: | 1.50 | Days Valid: Non-6 | expiring | | Class Start Date: 07/27/2018 Class Start Time: 8:00AM |
| The following cla | isses are availa | ble (* denotes equivalent): | | | |
| Start Date 07/27/2018 8:00 | Locatic AM Messer | Hall Programming | Status ^{puter} Active - Open Seat | Seats Action s 11 Enroll | |
| Assignments | History | Documents (None) | | | |
| Learning Track | Track | Date Assigned 05/02/2018 | Required Date Yes | Due Status Not Taken | |

TIP: Note in the illustration above that the CANCEL link is NOT displayed. That is because this option is not set to YES inside the corresponding class container. Open the COURSE PROPERTIES, locate the USER CAN CANCEL IF ENROLLED/WAITLISTED? Option and set to YES. Save the changes.

| *Course ID CL S002 *Class Title Introduction to Computer Programming | |
|---|---|
| *Course ID CL S002 *Class Title Introduction to Computer Programming | |
| *Class Title Introduction to Computer Programming | |
| | 7 |
| *Record Status ID Active • | |
| Date Last Changed 05/02/2018 | |
| Training Area None Selected | |
| *Class Type Scheduled Classroom Training • | |
| *Class Activity Type Instructor Led • | |
| *Multi-Session Class? No Yes | |
| Show In Storefront No Yes | |
| Category ID Information Technology | |
| Introduction to Computer Programming | |
| "Class Description | |
| | |
| 0 characters typed so far | |
| *Enrollment Rule ID User can Enroll - Open Enrollment | |
| Days Valid | |
| *User can cancel if Enrolled/Waitlisted? | |
| User can print Certifcate No Ves | |

Go back as the Learner and open the corresponding Course Home Page for the scheduled training event. Notice that the CANCEL option now appears.

| My Enrollment | S My Enrollments | | |
|-------------------------------------|--------------------------------------|---------------------------------|---|
| ine enrollments | 🔒 🗞 Edit | | |
| ssroom enroliments | Click on the Course Tile to open the | corresponding Course Home Page. | Color Tile Legend: Enrolled In Progress |
| | Introduction to Computer | Annual Training Report F | 02 Courses |
| to see enrollments | Delivery: Instructor Led | Delivery: On-Line courses | Delivery: On-Line courses |
| to see enroinnents. | Duration: 1.50 | Duration: | Duration: 1.00 |
| | Status Date: 07/27/2018 | Status Date: 06/25/2018 | Status Date: 06/22/2018 |
| | Status: Enrolled | Status: In Progress | Status: In Progress |
| Please click here if you want | to Cancel this enroliment | | |
| The following classes are available | (* denotes equivalent): | | |
| Start Date Location | Event Name Status | Seats Action | |
| 07/27/2018 8:00AM Messer Ha | Active - Open Seats | 11 Enroll | |
| | rogramming | | |
| Assignments History D | ocuments (None) | Ð | |

Batch Enrollments

Managers and System Administrators have an option to assign participants to any Training Event using Master Schedule. Keep in mind that Managers are limited to adding Learners who report directly to them. Open the Master Schedule page and click on the class training event to view the options.

1. The EVENTS WORFLOW tab opens, the key page for managing the various options for the opened training event. In the illustration below, notice there are two links for accessing the same ADD PARTICPANTS wizard.

| Course ID CL S002 | Course Title Introduction to Computer Programming |
|---|--|
| Start Date 07/27/2018 | oosies niis muouseen to computer riografiliiliig |
| Enroll Link: https://sandbox2018.abilitylms.com/Sandbox2018/L | earnerWeb_PTM.asp?ActionID=Enroll&EventID=4749 |
| Properties Sessions Trainers Class Particip | Dents Event Workflow Event Audit Allocate Seats Class Documents Event Log Viewer |
| Add Participants | |
| <u>Filit Class Roster</u> | |
| Print Blank Roster | |
| Name Badges | |
| Email Participants | |
| Cancel Event | |
| Reschedule Event | |
| Copy Scheduled Class | |
| Update Class Event | |

2. For this example, click on the **PARTICIPANTS** tab. The grid page is empty as no one is assigned. Click on the Green Plus (+) icon to add people to the class.

| Properties Sessio | ns Trainers Meal Choices Particip | ants Event Workflow Event Au | udit Allocate Seats Class | Documents Event Log | Viewer | |
|-------------------|-------------------------------------|------------------------------|---------------------------|---------------------|------------------|--------------------|
| Calendar Partie | cipants | | | | | |
| 🗄 🔒 🔂 🛙 | dit | | | | | |
| There are no reco | rds matching the selection criteria | 3 | | | | |
| Learner ID | Learner Name Reverse | Email Address | Status Name | Status Date | Action Code Name | Action |
| | | | | | There are | no records to show |

3. Use the form to identify the Learners to assign to this class event. Working from left to right, in this example, SAMPLE is entered into the NAME filed and the FIND QUALIFYING LEARNERS button pressed. Names meeting the filter criteria display inside Column 2. Hold the CTRL key and select the target Learners. When ready, click the right-arrow button to move the selected names to Column 3. Finally, press NEXT to contiue.

| | Sched | luled Class Event Enrollment — Choose Partic | cipant(s) |
|--|--|---|--|
| Enroll people in this | scheduled training by makir | ng selections in these three columns: | |
| Column 1 — E or Location. Cl Column 2 — 7 names. When Column 3 — 7 | Enter a Learner ID or Name lick FIND QUALIFYING LE Those people meeting the s ready, click the RIGHT arro These are the names that w | e to locate a single person, or select one or more filters ARNERS to display lists inside Column two. search criteria are displayed here. Hold down the CTRL w to move the selected names to Column 3. vill be selected. Click on any name and the LEFT arrow | to identify groups of people by Title, Department key and use your mouse to select multiple to unselect. To continue, press the NEXT button. |
| Scanaria: | Select on criteria | | Columb |
| Scenano. | | | Demoto2 Sample2 Demo () |
| Learner ID | | Demo104 Demo, Sample104 (-) Demo204 Demo, Sample204 (-) | < Demo109 Sample109, Demo (-) |
| Learner Name Reverse | Sample | Demo107 Sample107, Demo (-) Demo108 Sample108, Demo (-) | Demo108 Sample108, Demo (-) Demo107 Sample107, Demo (-) |
| Record Status ID | Active Inactive | Demo109 Sample109, Demo (-) Demo103 Sample3, Demo (-) TRN003 Trainer, Sample (-) | |
| Learner Title ID | Any | | |
| | × Any | | |
| Learner Department ID | Ψ. | | |
| Learner Location Key | Any | | |
| Flexi-Groups | None selected • | | v |
| Find Qualifying L | earners | 6 F | 4 |
| Reset Search | | | |
| | | Next | |

4. The select list of Learners is displayed. The **UPDATE THE CLASS ROSTER AND EXIT THIS WIZARD** is selected and the **NEXT** is pressed to complete the process.

| Add Participants |
|---|
| Edit |
| Enroll Participant(s) in Class |
| Below is a list of the selected people to be enrolled into this class. |
| Click the BACK button to modify the list of selected people. To continue, select one of thet two options to update the class roster. |
| Click NEXT to complete the enrollment process. |
| Learners Sample107, Demo (Demo107) Sample108, Demo (Demo108) Sample109, Demo (Demo109) Sample3, Demo (Demo103) |
| Update the class roster and send e-mail confirmations Update the class roster and exit this wizard |
| Back Reset Next |

5. The list of selected people now displayed, in addition to anyone else that was previously enrolled into the training event.

| Class Part | icipants | | | | | | |
|------------------|----------------------|-------------------------|-------------|-------------|------------------|-------|----|
| 0 🗎 C | Edit | | | | | | |
| <u>earner ID</u> | Learner Name Reverse | Email Address | Status Name | Status Date | Action Code Name | Actio | n) |
| MX001 | Malijan, Haziel | malijanhaziel@gmail.com | Enrolled | 07/27/2018 | Approved | 0 | х |
| Demo107 | Sample107, Demo | marroyo@maxit.com | Enrolled | 07/27/2018 | Approved | 0 | x |
| Demo108 | Sample108, Demo | demo108@test.com | Enrolled | 07/27/2018 | Approved | 0 | x |
| Demo109 | Sample109, Demo | demo109@test.com | Enrolled | 07/27/2018 | Approved | 0 | x |
| Demo103 | Sample3, Demo | | Enrolled | 07/27/2018 | Approved | B | x |

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Class Roster and Badges

AbilityLMS provides and option for Trainers and System Administrators to print a roster of those registered or enrolled into a class, as well as print Name Badges or tags. Start by opening Master Schedule and clicking on the target scheduled class training event.

1. From the **EVENT WORKFLOW** tab, click on the **PRINT CLASS ROSTER** link. A new tab or window opens to display a list of registered Learners and a column for their signature once the class starts.

| Course Title Introduction to Computer Program | mming | |
|---|---|--|
| earnerWeb_PTM.asp?ActionID=Enroll&EventID=4749 | | |
| ants Event Workflow Event Audit Allocate Seats Clas | ss Documents Event Log Viewer | |
| | | |
| ability | | Training Attendance Sheet |
| UDIIIY | | |
| LEARNING | | |
| Course Title: Introducti | on to Computer Programming | Course ID: CLS002 |
| Start Date: Eriday July 27, 2018 | Start Time: 8:00014 to 11:00014 | |
| Location Name: Messer Hall | Trainer: Max Trainer | |
| Name | Status | Signature |
| 1 Malijan, Haziel | Enrolled | |
| 2 Sample107, Demo | Enrolled | |
| 3 Sample108, Demo | Enrolled | |
| 4 Sample109, Demo | Enrolled | |
| 5 Sample3, Demo | Enrolled | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |
| 18 | | |
| 19 | | |
| 20 | | |
| 21 | | |
| | Course Title Introduction to Computer Program | Course Title Introduction to Computer Programming amerWeb_PTM asp?ActionD=Erroll&EventD=2749 TITS Event Workflow Event Audit Allocate Stats Class Documents Event Log Viewer Print page Course Title: Introduction to Computer Programming Start Date: Friday July 27, 2018 Start Time: 8:00AM to 11:00AM Cocation Name: Friday July 27, 2018 Start Time: 8:00AM to 11:00AM Name Status Name Status Name Status Mailjan, Haziel Enrolled Sample109, Demo Enrolled Sample109, Demo Enrolled Sample109, Demo Enrolled Sample3, Demo Enrolled Sample109, Demo Enrolled Sample100, Demo Enrolle0, Demo Enrolle0, Demo Enrolle0, Demo Enrolle0, |

2. There is a link just below entitled PRINT BLANK ROSTER that opens a blank roster that only includes the related class details.

| Course ID CL S002 Start Date 07/27/2018 | Course Title Introduction to Computer Programming |
|---|--|
| nroll Link: https://sandbox2018.abilitylms.com/Sandbox2 | 018/LearnerWeb_PTM.asp?ActionID=Enroll&EventID=4749 |
| Properties Sessions Trainers Class Pa | ticipants Event Workflow Event Audit Allocate Seats Class Documents Event Log Viewer |
| Add Participants | |
| Print Class Roster | |
| Print Blank Roster | |
| Name Badges | |
| Email Participants | |
| Cancel Event | |
| Reschedule Event | |
| Copy Scheduled Class | |
| Update Class Event | |

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3. Just below is the NAME BADGE link. Click this link and the list of name badges display in a new window. These badges are laid out to fit standard labels found in most office supply stores.



Cancel and Reschedule Class Event

There are occasions when a class must be cancelled or rescheduled. AbilityLMS provides two links to perform such tasks.

- 1. With the target schedule training event opened to the EVENT WORKFLOW tab, click on the CANCEL EVENT link.
- 2. Choose an email template expressly prepared for cancelation notices, who is sending the email and one of the settings that declares one of five actions., such as cancel the class and send an email. Press NEXT to complete the process.



3. An alternative to cancelling the scheduled training is to reschedule the event. Click on the RESCHEDULE EVENT. Set the new Date and Time, as well as choose the email template to send out. An optional reason for the class is rescheduling and the action to take, such as reschedule and send email. When ready, press NEXT to complete the process.

| | Reschedule Event |
|--|---|
| | Edl |
| | Reschedule Classroom Event |
| | Review the class details before continuing. Confirm this the correct class to reschedule. |
| | Change the START DATE and START TIME. Select email fremplate, as required. Choose the email FROM address. Enter reason for rescheduling, if appropriate. Select one of the options, whether or not to send an email, including those who have cancelled their enrollment. Press NEXT to continue. |
| Properties Sessions Trainers Class Participants Event Workflow | Course ID CLS002 |
| Add Participants | Course Title Introduction to Computer Programming |
| Print Class Roster | Start Date 07/27/2018 |
| Print Blank Roster | Start Time 8:00AM |
| Name Badges | New Start Date 07/31/2018 |
| Email Participants | New Start Time 08 V 00 V AM V |
| Deschedule Event | Cancellation Confirmation |
| Copy Scheduled Class | Class Rescriedule |
| Update Class Event | Email Template |
| | |
| | w. |
| | Email From Address |
| | Reschedule Reason |
| | Reschedule the class and send an e-mail to the participants Reschedule the class and send an e-mail to the participants and their supervisors Reschedule the class without sending e-mails Exit the wizard without rescheduling the class |
| | Include cancelled participants in the e-mails Do not include cancelled participants in the e-mails |
| | Reset |

Copy Scheduled Event

Rather than recreate the same training event manually, AbilityLMS offers a function that clones and existing schedule class. Make sure the target class is opened in Master Schedule to the EVENT WORKFLOW tab.

- 1. Click on the COPY SCHEDULED CLASS link.
- 2. Set the new Start Date and Time, as well as the Location and the action step to complete, such as proceed to make a copy.

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3. Press NEXT to continue. The new class appears inside the Master Schedule, cloned with all the same settings but WITHOUT any assigned participants or Learners.

| Master Schedule | | | | | | |
|--------------------|--|---|-----------------|---------|------|-----|
| Scheduled Classroo | om Training 🔹 🚼 🛞 🗄 | All Locations V | Search: | Go Re | eset | |
| | | Previous Jul | y v 2018 | Go Next | > | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 1 | 2 | Class copie | ed | 5 | 6 | 7 |
| 8 | 9 | | | 12 | 13 | 14 |
| 15 | 16 8:00AM <u>Introduction to</u> <u>Computer</u> <u>Programming</u> | 17 | Original | Class | 20 | 21 |
| 22 | 23 8:00AM <u>Fast Track to</u> <u>AbilityLMS</u> | 24 | | | 27 | 28 |
| 29 | 30 | 31 8:00AM Introduction to Computer Programming | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |

Update Class Event

Eventually, the scheduled training event is conducted and completed. At this point, either the assigned Trainer or System Administrator must update the status of the attendees before their history displays the class as completed or finished.

- 1. Open the finished training event through Master Schedule. From the EVENT WORKFLOW tab, click on the **UPDATE CLASS EVENT** link.
- 2. Press NEXT to access the list of registered Learners.

| Update Class Event |
|--|
| Edit |
| Update Class and Participant Status |
| Choose one of the options before to sort by Last Name or by Enrollment Order. when ready, click on NEXT to continue. |
| Learners Display Sequence By Last Name By Enrollment Order |
| Reset |

3. Set the DEFAULT VALUE so it applies the settings to everyone on the list. Then manually change the individual Learners, as necessary. For example, Sample 109 status is changed to NO SHOW. Press NEXT to complete the process.

| Edit | | | | | |
|--|--|---|---|---------------------------------------|--|
| | 1 | Update Participant(s) St | atus | | |
| All enrolled p | articipant names display below as a se | ries of rows. | | | |
| Set the Use the in the lis Otherwi example | STATUS DATE as required to reflect th DEFAULT VALUES drop-down to appl st. ise, change the STATUS ID and COMP e, if someone didn't attend (No Show). | e actual completion of the trai y the STATUS ID and COMPI LETION STATUS values for the Drie closes the class and und | ning. LETION STATUS value he individuals if they ar | es to all particip re not the same | ants , for ticinant |
| Stat | tus Date 07/16/2018 | | | ory for each par | in aparts. |
| | | 1 | | | |
| Internal | Version None selected T | | | | |
| Internal History | Version None selected Type ID Internal | | | | |
| Internal History Learner ID | Version None selected Type ID Internal Learner Name Reverse | Intro | duction to Computer | Programming | i |
| Internal History Learner ID | Version None selected Type ID Internal Learner Name Reverse | Intro Status ID | duction to Computer Completion Sta | Programming atus ID | Credit |
| Internal History Learner ID | Version None selected Type ID Internal Learner Name Reverse Default Values | Intro Status ID Finished V | duction to Computer Completion Sta | Programming atus ID | Credit 0 |
| Internal History Learner ID Demo107 | Version None selected Type ID Internal Learner Name Reverse Default Values Sample 107, Demo | Intro Status ID Finished V Finished V | duction to Computer Completion Sta Pass Pass | Programming atus ID | Credit 0 |
| Internal History Learner ID Demo107 Demo108 | Version None selected Type ID Internal Learner Name Reverse Default Values Sample 107, Demo Sample 108, Demo | Intro Status ID Finished V Finished V Finished V | duction to Computer Completion Sta Pass Pass Pass | Programming stus ID | Credit 0 0 0 0 0 |
| Internal History Demo107 Demo108 Demo109 | Version None selected Type ID Internal Learner Name Reverse Default Values Sample107, Demo Sample108, Demo Sample109, Demo | Intro Status ID Finished V Finished V Finished V No Show V | duction to Computer Completion Sta Pass Pass Pass NA | Programming atus ID V V | Credit 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 |
| Internal History Learner ID Demo107 Demo108 | Version None selected Type ID Internal Learner Name Reverse Default Values Sample107, Demo Sample108, Demo | Intro Status ID Finished V Finished V Finished V | duction to Computer Completion Str Pass Pass Pass | Programming atus ID V | Credit 0 0 0 |

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| Properties Ser Class Partic | Properties Sessions Trainers Class Participants Event Workflow Event Audit Allocate Seats Class Documents Event Log Viewer Class Participants | | | | | | | | |
|--------------------------------|---|-------------------|-------------|-------------|------------------|----------------------------|--|--|--|
| ⊕ ⊜ 66 | | | | | | | | | |
| Learner ID | Learner Name Reverse | Email Address | Status Name | Status Date | Action Code Name | Action | | | |
| Demo107 | Sample107, Demo | marroyo@maxit.com | Finished | 07/16/2018 | Approved | 8 x | | | |
| Demo108 | Sample108, Demo | demo108@test.com | Finished | 07/16/2018 | Approved | 8 x | | | |
| Demo109 | Sample109, Demo | demo109@test.com | No Show | 07/16/2018 | Approved | 8 x | | | |
| Demo103 | Sample3, Demo | | Finished | 07/16/2018 | Approved | 8 x | | | |
| | | | | | | Showing 1 - 4 of 4 records | | | |

Adding Sessions and Assigning Trainer(s)

There is a way to add to the number of sessions currently assigned to a training event, beyond what was define by the class container. Open the target training event inside Master Schedule and click on the SESSIONS tab.

1. In the illustration below, the class already has a single session. Click on the Green Plus (+) icon to add another session.

| c | ourse ID CL 5002 tart Date 07/31/2018 | Course | Title Introducti | on to Computer | r Programming | 9 | | | |
|------------------|---|-----------------|------------------|----------------|---------------|-----------------------|---------------|--------------------|---------|
| Properties Sessi | ONS Trainers Class Participants Event Workflow Ev | vent Audit Allo | cate Seats Cla | iss Documents | Event Log V | liewer | | | |
| Event Sessions | 5 | | | | | | | | |
| + ⊜® ∎ | all | | | | | | | | |
| Session Number | Session name | Start Date | Start Time | End Date | End Time | Course Unit Type Name | Location Name | Venue Room | Action |
| 1 | Introduction to Computer Programming - Part 1 | 07/31/2018 | 8:00AM | 07/31/2018 | 9:30AM | Instructor Led | Messer Hall | Not Set | 0 |
| | | | | | | | | Showing 1 - 1 of 1 | records |

2. Enter another Session Name, as required, as well as set the meeting details. When ready, press SAVE AND CLOSE WINDOW.



| vent Session Add | | |
|----------------------|--------------------------------|--------------------------------------|
| | | |
| *Session Number 2 | | |
| "Session Name | Introduction to Computer Pr | rogramming - Part 2 |
| *Start Date | 08/02/2018 | |
| *End Date | 08/02/2018 | |
| *Start Time | 8:00 am | |
| *End Time | 9:30 am | |
| "Duration | 1 | |
| Time Zone ID | None Selected | T |
| "Course Unit Type ID | Instructor Led V | |
| *Location Key | Messer Hall (BLD001) | |
| Classroom | None selected | |
| | | |
| | | |
| Other Information | | |
| | | |
| 0 | characters typed so far out of | of 1024 maximum |
| | Saus and Class Window | Sama and Add Anothers Daniel Control |

3. The new session now appears below the first one. **TIP:** Participants assigned to the first session are automatically registered for the second session.

| Properties Sessi Event Session | ONS Trainers Class Participants Event Workflow | Event Audit All | ocate Seats | Class Documer | its Event Lo | g Viewer | | | | |
|-----------------------------------|--|-----------------|-------------|---------------|--------------|-----------------------|---------------|---------------|----------|------|
| + 88 | Edit | | | | | | | | | |
| Session Number | Session name | Start Date | Start Time | End Date | End Time | Course Unit Type Name | Location Name | Venue Room | Action | • |
| 1 | Introduction to Computer Programming - Part 1 | 07/31/2018 | 8:00AM | 07/31/2018 | 9:30AM | Instructor Led | Messer Hall | Not Set | 0 | |
| 2 | Introduction to Computer Programming - Part 2 | 08/02/2018 | 8:00AM | 08/02/2018 | 9:30AM | Instructor Led | Messer Hall | Not Set | 8 | x |
| | | | | | | | | Showing 1 - 2 | of 2 rec | ords |

Finally, click on the TRAINERS tab to assign one or more trainers to the class event.

1. Click on the Green Plus (+) icon. Click on the target instructor and press the ADD button to move the name to the right column. When ready, press NEXT.

TIP: Click on the SHOW ALL TRAINERS button to display the trainers added to the system.

| Event Trainer Add | | | | |
|---|---|---|--|------------------|
| Edit | | | | |
| | | Assign Trainer(s) to Class | | |
| Assign one or more trainers to this of add trainers to Ability I MS | class. TIP: If no na | ames appear in the lest column l | list, then select Administration Tra | ining Manager to |
| | | | | |
| Hold down CTRL key and sele Then click on the ADD button | ct name(s) from le to move the selec | eft column. ted name(s) to the right column. | | |
| Click NEXT to complete the trainer | assignment. | | | |
| | | | | |
| | | Add >> | | |
| Demo2, Trainer | | | Trainer, Max | * |
| Trainer, Sample | | << Remove | | |
| | | | | |
| | | Move Up | | |
| | | Move Down | | |
| | ~ | | | ~ |
| | | Show All Trainers | | |
| | | | | |
| | | Reset Next | | |

 The assigned trainer(s) now displays in the Trainer page. Since there are two sessions for this class, the PART 2 session display a box. Click on this box if the same trainer is conduct both sessions. Otherwise, add another trainer and click the box for the appropriate trainer teaching the class.

| Properties Sess | ions Trainers Class Participants Even | nt Workflow Event Audit Allocate Seats Class Documents Event Log Viewer | |
|------------------------|---------------------------------------|---|-----------------------------|
| Event Trainer | (5) | | |
| 🕂 Edit | | | |
| | | | |
| | | | |
| | | | |
| Trainer | Introduction to Computer Prog | gramming - Part 1 Introduction to Co | mputer Programming - Part 2 |
| Trainer Max Trainer | Introduction to Computer Prog | gramming - Part 1 | mputer Programming - Part 2 |

Miscellaneous Settings

Select CONFIGURATION | CONFIGURATION MANAGER and search for SHOWS. Locate two
options – ShowSaturday and ShowSunday. When set to 1, Saturday and Sunday are included in
the calendar. Any one of these options set to 0 means that corresponding day IS NOT displayed.

| Configuration Manager | | | | | | | | |
|--------------------------------|----------|--------------|-------|--------|--|--|--|--|
| 🗘 Search: ShowS Go Reset 🖨 🏠 🖆 | | | | | | | | |
| Configuration ID | Section | Key Name | Value | Action | | | | |
| | MClasses | ShowSaturday | 1 | 🛃 🗙 | | | | |
| | MClasses | ShowSunday | 1 | 对 🗙 | | | | |

 If either option doesn't display when searched, then it must be added manually. Click on the Green Plus (+) icon and enter the appropriate text, as shown below. Click SAVE AND CLOSE WINDOW when ready.

| Add a Configuration It | em |
|------------------------|---|
| Edit | |
| Configuration ID | |
| *Section | MClasses |
| *Key Name | ShowSaturday |
| Value | 1 |
| | |
| Description | |
| 0 | characters typed so far out of 1024 maximum |
| | Save and Close Window Save and Add Another Reset Cancel |

3. Another Calendar option is to set the starting day in the week. Search for START and locate the option StartDay. The number value assigned determines which day in the week to start the Calendar. In the example below, the value is set to 2 or Monday.

| Configuration Manager | | | | | | | |
|-----------------------|----------|------------|--------|----------------------------|--|--|--|
| Go Reset 😑 🗞 Edit | | | | | | | |
| Configuration ID | Section | Key Name | Value | Action | | | |
| | Labeis | StartLabel | Launch | 对 🗙 | | | |
| | MClasses | StartDay | 2 | 🛃 🗙 | | | |
| | | | | Showing 1 - 2 of 2 records | | | |

4. Below is the result of starting the Calendar on Monday.

| Calendar | | | | | | | |
|--|---|-----------------|--|-----------|-----|-----|--|
| All Locations V | Search: | Go Reset | Edit | | | | |
| | X6 | < Previous July | ▼ 2018 ▼ | Go Next > | | | |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| 23 8:00AM <u>Fast Track to</u> <u>AbilityLMS</u> | 24 | 25 | 26 | 27 | 28 | 29 | |
| 30 | 31 8:00AM Introduction to Computer Programming | 1 | 2 8:00AM Introduction to Computer Programming | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | |