

# How to Create and Change Scheduled Offerings

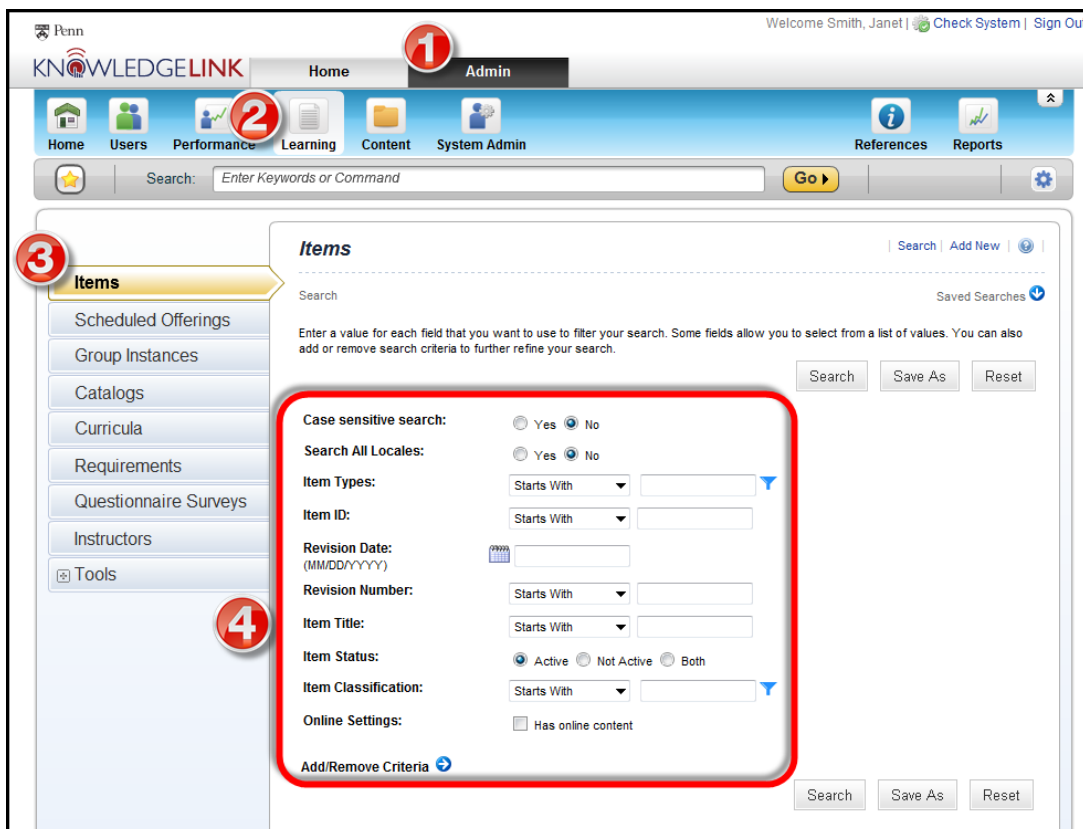
The purpose of this 'How To' is to guide administrators through the step-by-step process of creating a new scheduled offering for an instructor-led item and changing a pre-existing one.

- A. Search for a new ILT item
- B. Add scheduled offerings to a new ILT item (i.e., adding classes at specific times and places)
- C. Change a pre-existing scheduled offering.

## A. Search for a New ILT Item

**PENN EXAMPLE:** You requested a new item/scheduled offering - "Species Specific Hands-on Training-Shark-ULAR" - to be created in KL. You received an email that the new offering is now available so you configured it and now need to add scheduled offerings.

Select in order (1) **Admin** tab, (2) **Learning** button, (3) **Items**, and the **Search** screen opens as the default (4).



# How to Create and Change Scheduled Offerings

**PENN EXAMPLE:** Since it's hard to remember the exact Item ID for searching, you can just use the 'Item Title' field with "contains" as the delimiter and the word "shark".

1. Enter most suitable search criteria for your purposes, here we used the word "shark" contained in the **Item Title (1)**.
2. Click **Search (2)** button.
3. Click on the results title of the item **(3)** you need to configure.

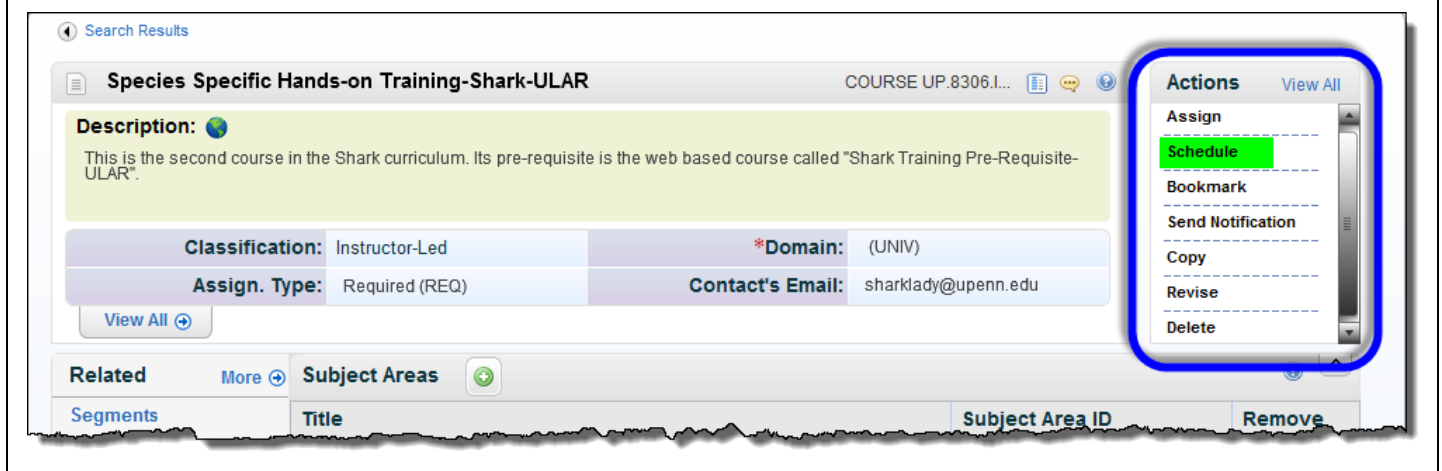
The screenshot shows the 'Search > Search Results' page. On the left is a navigation menu with 'Items' selected. The main area contains search filters: 'Case sensitive search' (No), 'Search All Locales' (No), 'Item Types' (Starts With), 'Item ID' (Starts With), 'Revision Date' (MM/DD/YYYY), 'Revision Number' (Starts With), 'Item Title' (Contains shark), 'Item Status' (Active), 'Item Classification' (Starts With), and 'Online Settings' (Has online content). A red circle highlights the 'Item Title' field with a '1' icon. Below the filters are 'Add/Remove Criteria', 'Search', 'Save As', and 'Reset' buttons. A '2' icon points to the 'Search' button. Below is a 'Field Chooser' and a table of results. A red circle highlights the first result with a '3' icon.

Item	Title
COULFUP.8306.ITEM.SSHOTSHA (Rev 1 - 8/16/2012 02:39 America/New York)	Species Specific Hands-on Training-Shark-ULAR

# How to Create and Change Scheduled Offerings

## B. Add Scheduled Offerings to a New ILT Item

Look up at the **Actions** area of the record and click on **Schedule** to start scheduling the offerings.



The screenshot shows a course record for "Species Specific Hands-on Training-Shark-ULAR" (COURSE UP.8306.I...). The "Description" field contains the text: "This is the second course in the Shark curriculum. Its pre-requisite is the web based course called 'Shark Training Pre-Requisite-ULAR'." Below the description, there are two rows of metadata: "Classification: Instructor-Led" and "\*Domain: (UNIV)" in the first row; "Assign. Type: Required (REQ)" and "Contact's Email: sharklady@upenn.edu" in the second row. A "View All" button is located below the metadata. On the right side, an "Actions" menu is open, listing several options: Assign, Schedule (highlighted in green), Bookmark, Send Notification, Copy, Revise, and Delete. Below the actions menu, there are sections for "Related" (with a "More" dropdown) and "Subject Areas" (with a "+" icon). At the bottom, a table header is visible with columns for "Segments", "Title", "Subject Area ID", and "Remove".

# How to Create and Change Scheduled Offerings

Much of the information in the Summary section is already filled in.

- (1) Enter a brief description (Not the same text as the title or item ID!)
- (2) Check the box 'Publish in all associated catalogs' to help make it easier to find.

In the Schedule Information section, Time Zone is defaulted to Eastern Standard:

- (3) Enter the date of the first offering of the class - **Start Date**.
- (4) Enter the time when the class starts - **Start Time**.

In the Resources section:

- (5) Look up your facility by clicking on the magnifying glass, enter "quad" with a "contains" delimiter for our example and select Old Vet Quad with a code of 0600.
- (6) To find the Primary Location in the drop down, just start typing "Old Vet Quad..." and the drop down will jump to it. (You must know the first word of the location for this.)
- (7) Type in a Penn ID for the Primary Instructor
- (8) Click the **Save** button.

**Schedule**

*Add New Scheduled Offering* Help

---

\* = Required Fields

**1. Summary Information**

\* Type:  Item  Schedule Block

\* Item Type: Course (COURSE)

\* Item ID: UP.8306.ITEM.SSHO1  
Species Specific Hands-on Training-Shark-ULAR

Description: Hands-on Shark, August29, 2012

\* Domain: UNIV

Catalogs:  Publish in all associated catalogs (1)  
Catalogs may be individually removed from the Scheduled Offering.

**2. Schedule Information**

**3** \* Start Date: 08/29/2012

\* Start Time: 10:00 am

**4** \* Time Zone: Eastern Standard Time (America/New York)

Preview

**Schedule Date/Time**  
Schedule  
8/29/2012 10:00 AM - 12:00 PM

**3. Resources**

**5** Facility: 0600

Primary Location: **6** Old Vet Quad- ULAR (0600- 277E)

Primary Instructor: **7** 10051662

Equipmen: **7**

Resource Usage View: Instructor

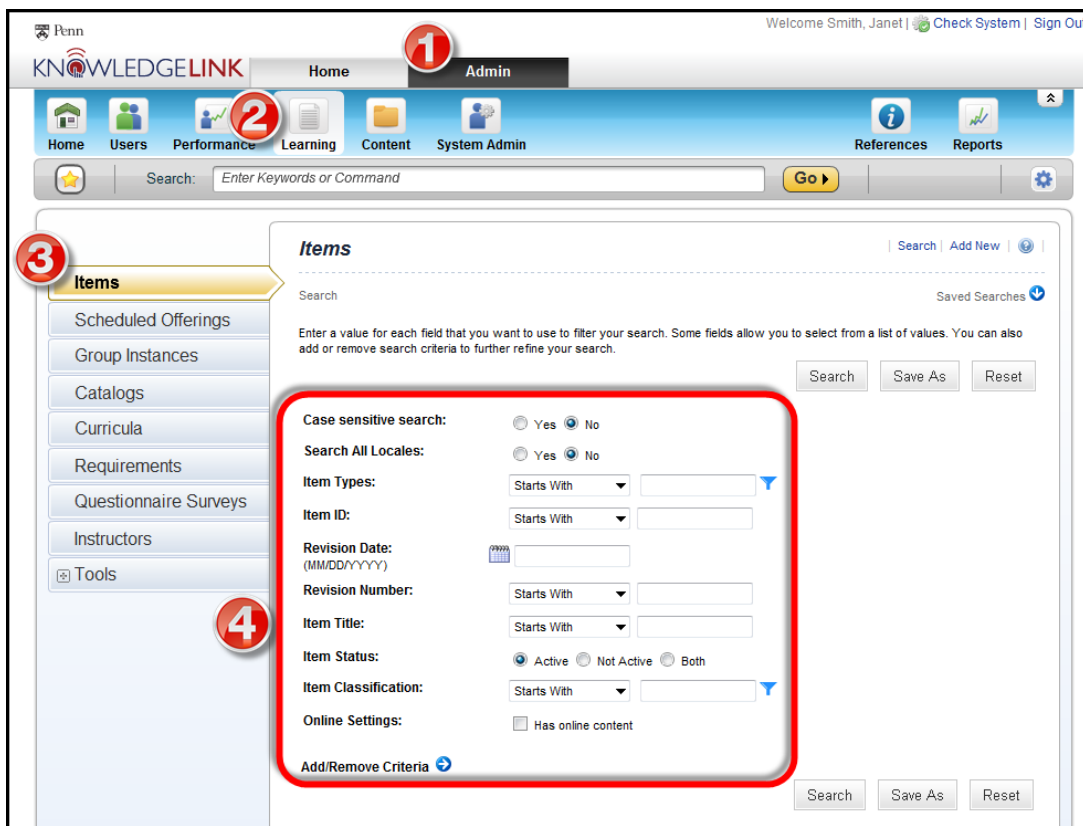
**8**

# How to Create and Change Scheduled Offerings

## C. Change a Pre-Existing Scheduled Offering

**PENN EXAMPLE:** Your Introduction to Shark Handling ILT scheduled offering needs to be moved forward an hour.

Select in order (1) **Admin** tab, (2) **Learning** button, (3) **Items**, and the **Search** screen opens as the default (4).



# How to Create and Change Scheduled Offerings

1. Enter "shark" in the "Item Title" box and select the delimiter "Contains"
2. Click on the 'Introduction to Shark Handling' title to take you to the course details.
3. Click on **Scheduled Offerings** in the **Related** section
4. Click on the date link of the scheduled offering that you need to change.

Item Types: Starts With [dropdown]

Item ID: Starts With [dropdown]

Revision Date: (MM/DD/YYYY) [calendar icon]

Revision Number: Starts With [dropdown] **1**

**Item Title:** Contains shark

Item Status:  Active  Not Active  Both

Item Classification: Starts With [dropdown]

Online Settings:  Has online content

Field Chooser [Download Search Results](#)

Item	Title
★ COURSE UP.8306.ITEM.INTROSHARK (Rev 1 - 8/27/2012 05:35 PM America/New York)	Introduction to Shark Handling
★ COURSE UP.8306.ITEM.SSHOTSHARK (Rev 1 - 8/16/2012 02:39 PM America/New York)	Species Specific Hands-on Training-Shark-ULAR

Search Results

### Introduction to Shark Handling

**Description:** For those who have not worked previously with sharks.

**Classification:** Instructor-Led

**Assign. Type:** Required (REQ)

[View All](#)

Related	Scheduled Offerings		
	Date	Time	Location
<ul style="list-style-type: none"> <li>Segments</li> <li>Online Content</li> <li>Catalogs <b>4</b></li> <li>Competencies</li> <li>Curricula</li> <li>Prerequisites</li> <li>Subject Areas</li> <li>Substitutes <b>3</b></li> <li><b>Scheduled Offerings</b></li> </ul>	9/24/2012	11:00 AM America/Ne...	Old Vet Quad- ULAR

# How to Create and Change Scheduled Offerings

1. Click on **Segments** to see the scheduled offering in **Calendar** or **List View**.
2. For more functionality, click on **List View** if you happen to open on **Calendar View**.
3. Click on the title link.

Description	Primary Location	Primary Instructor	Actions	Remove
Mon 9/24/2012 11:00 AM - 01:00 PM Introduction to Shark Handling for beginners	Old Vet Quad- ULAR	10051662	Attendance	<input type="checkbox"/>

# How to Create and Change Scheduled Offerings

The **Edit Segment** dialog box opens.

1. Change the **Start and End Times** can be changed to **10:00 AM** and **12:00 PM**.
2. Click **'Save and Close'**

**NOTE: You can also change the Start and End Dates as well as Locations and Instructors in this dialog box.**

### Edit Segment ✕

\*Required

\* Start Date:   \* Start Time:  1

\* End Date:   \* End Time:

\* Time Zone:  ▼

Description:

Resources

Type & Title	Primary	Remove
<input type="checkbox"/> Location		
LABORATORY - Old Vet Quad- ULAR	<input type="radio"/>	<input type="checkbox"/>
<input type="checkbox"/> Instructor		
10051662	<input type="radio"/>	<input type="checkbox"/>

2



# How to Create and Change Scheduled Offerings

Notice that the times have changed in the **Core** section as well as in the **Related/Segments** section.

1. Click '**Resend Registration Notification**' to automatically send an email with the new Scheduled Offering's details.
2. You could also click on the '**Send Notifications**' link in the **Actions** section if you want more control over the configuration of the notification.

The screenshot shows the course management interface for 'Introduction to Shark Handling'. The course ID is 1062. The description is 'Introduction for beginners to shark handling'. The item is 'COURSE UP.8306.ITEM.INTROSHARK (Rev 8/2...)'. The domain is '(UNIV)'. The end time is 12:00 PM, end date is 9/24/2012, facility is 'Veterinary Medicine Old Quad (0600)', instructor is 'No Name', start time is 10:00 AM, start date is 9/24/2012, and time zone is 'Eastern Standard Time (America/New York)'. The registration status is '0 of 5 enrolled, 0 waitlisted'. The 'Actions' menu includes 'Bookmark', 'Copy', 'Cancel the Sched...', 'Delete', and 'Send Notification'. The 'Related' section shows a table of segments for 'Mon 9/24/2012' with a description of '10:00 AM - 12:00 PM Introduction to Shark Handling for beginners', primary location 'Old Vet Quad- ULAR', primary instructor '10051662', and an 'Attendance' checkbox. A red circle with the number 1 highlights the 'Resend Registration Notifications' link in the 'Actions' column of the segments table. A red circle with the number 2 highlights the 'Send Notification' link in the 'Actions' menu.

Related	Description	Primary Location	Primary Instructor	Actions	Remove
Registration					
Catalogs					
Segments	Mon 9/24/2012			<input checked="" type="checkbox"/> Resend Registration Notifications	<input type="checkbox"/> Select All
	10:00 AM - 12:00 PM Introduction to Shark Handling for beginners	Old Vet Quad- ULAR	10051662	Attendance	<input type="checkbox"/>