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).
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.
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.
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.
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).
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.

![Image of the KnowledgeLink interface showing the steps to create and change scheduled offerings.]

Last revised 9/10/12 -- Page 6 of 9
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.
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.
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.