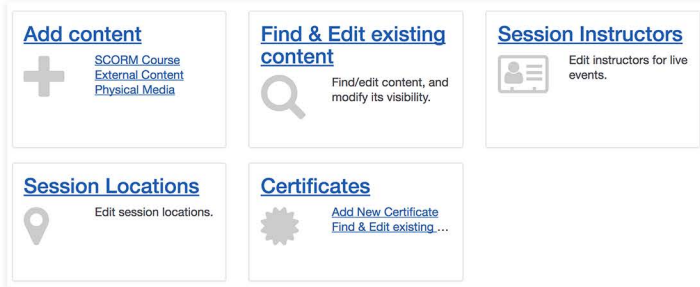


Session Locations

Accessing the Session Locations Page

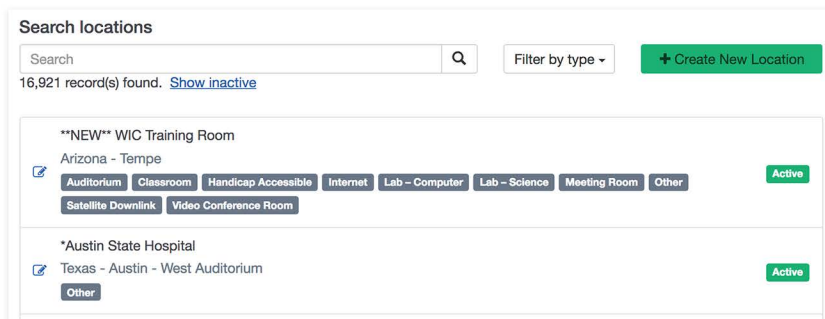
▶ To add a new or edit an existing session location in TRAIN, click the 'Admin' link, then the 'Content' link, followed by the 'Session Locations' link to access the Session Locations page.



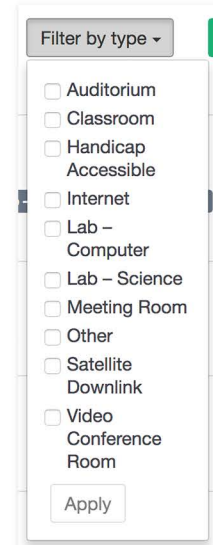
For a walkthrough on how to add a course to TRAIN, please refer to the 'General TRAIN Course Wizard' tutorial. There you will receive details regarding page sections that are shared between all course formats. This tutorial focuses on adding and editing Session Locations. The "+Create New Location" functionality described here can also be accessed through the TRAIN Course Wizard for those with the appropriate role.

Searching for an Existing Location in TRAIN

▶ When you access the Session Locations section, the search bar will be available for you to perform a search for a location that may already be listed in TRAIN. To perform the search, simply type the locations' name in the provided text field then click the magnifier icon or press the 'Enter' key on your keyboard to begin the search.



The number of records found will be listed under the search bar. To narrow your search focus, click the 'Filter by type' dropdown menu, click your selections, then click the provided 'Apply' button to generate the search instead of the magnifier icon. You may also include inactive locations in your search by clicking the 'Show inactive' link found under the search bar. Each location will be listed with its name, city and state, location type and 'Active/Inactive' status. Once you've found the location you would like to edit, click the 'Edit' icon to the left of the location name.



Creating a New Location in TRAIN

▶ If the location is not listed, you can add it to TRAIN by clicking the green '+ Create New Location' button to the right of the search bar. The Add Location and Edit Location pages are the same. The pages are divided into five unique sections – General, Address, Contact, Equipment, and Availability.

General

Under the 'General' section, enter the locations' name in the provided text field. This is a required field. By default, the 'Active' box is checked. You may uncheck the 'Active' checkbox and still add the location to the system and place it in an active status at a later point in time. You can also choose to uncheck the 'Active' checkbox for an existing location if it is no longer used.



Check the appropriate location types in the 'Location Type' section. This is a required field.

Location Type

- Auditorium
- Classroom
- Handicap Accessible
- Internet
- Lab - Computer
- Lab - Science
- Meeting Room
- Other
- Satellite Downlink

You may also add custom directions for the location by entering them in the 'Directions' text box. Please note that content items (i.e., hyperlinks, images, formatted text, etc.) will appear in markdown text format; therefore, click the blue 'Preview' button to view your directions entry as it will appear to TRAIN users.

Directions

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🔗 🖼️ 📎
Q Preview

Address

▶ Enter the locations' address, including country in the provided text fields. The locations' Country, City, State, Zip, and Street Address are required. You may also enter in the Building name or number and Room name or number if the location is for a specific building and/or room.

Address

<p>Street Address</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Street Address"/>	<p>Street Address Cont.</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Street Address Cont."/>
<p>City</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="City"/>	<p>Country</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="United States"/>
<p>Zip</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Zip"/>	<p>State</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="--Select--"/>
<p>Building</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Building"/>	<p>Room</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Room"/>

Contact

▶ Use the 'Contact' section of the menu to enter information for a point of contact. It is important that you list site-specific information in the text fields.

Contact information

Contact Name

Contact e-mail

Contact Phone

Phone at Site

Equipment

- Equipment**

 - Blackboard
 - Computers
 - DVD Player
 - Esels
 - Electronic/Whiteboard
 - Internet Access - Broadband
 - Internet Access - Dialup
 - Projector (LCD)
 - Projector (Overhead)

Equipment

▶ Sometimes it is a good idea to inform participants about a locations equipment setup. This is very useful information for participants who are presenting during the session. Click to add each available equipment option for the location.

Availability

▶ The 'Availability' section of the menu shows a tree view of all groups within TRAIN along with a search option and a separate listing of selected groups. There is also a list view that allows you to search through specific groups. By default, all newly created locations are assigned to the group that the admin has the 'Location Manager' role for.

Availability

Selected Groups

✖ National

Add More Groups

Q
↕ ☰

▶ National

At least one group must be selected a location. The group selection for the location determines which ADMINS can see and use the location for their courses within TRAIN. For example, if you select the 'National' group, it makes the location available to all ADMINS within TRAIN, while selecting the 'Arizona' group will make it only available to those ADMINS within the 'Arizona' group. The same is true if you expand the group tree and select a sub-group. In that case, the location will only be available to ADMINS within and below that sub-group.

To select a group when viewing the tree view, simply click the checkbox next to the group name. All ADMINS within that group and all of its sub-groups will have access to the location.

Add More Groups

Search by any part of group name

- National
 - International
 - _National Course Providers
 - Affiliate Administrator
 - Alabama

To select a group while using the list view, click the '+' to the left of the group name. Once selected, a link icon will appear to the left of the name to indicate it has been selected.

Add More Groups

Search by any part of group name

- National
- National/ International
- National/ International/Afghanistan

The selected groups are listed under the 'Selected Groups' section. To remove a group, simply click the 'X' to the left of the group name.

Selected Groups

- National
- National/ International

After you've completed these steps, click the green 'Save' button to save your new Session Location entry or the edits to your existing Session Location.