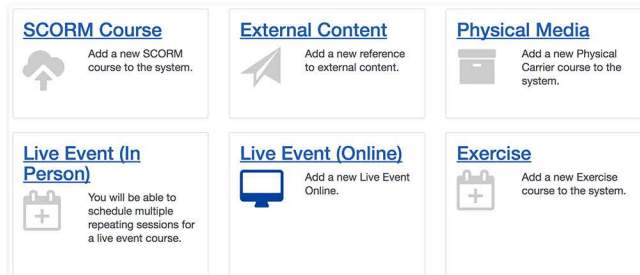


The General TRAIN Course Wizard: Live Event (Online)

Accessing the Add Content Page

► To create a new Live Event (Online) course in TRAIN, click the 'Admin' link, then the 'Content link,' followed by the 'Add Content' link to access the Add Content page. From here, click the 'Live Event (Online)' selection to launch the course wizard.



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 the Live Event (Online) section of the TRAIN Course Wizard.

Creating a Live Event (In Person) Course Type in TRAIN

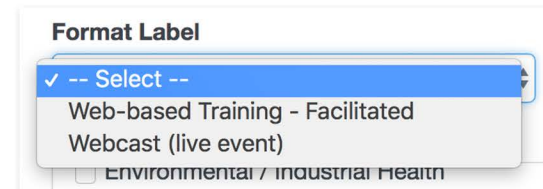
► When you launch the Live Event (Online) Course Wizard, the title field for the course will be the only available field to edit with the 'Create Course' button listed next to it. To create a new course, enter a course name in the text field then click the 'Create Course' button. Your new Live Event (Online) course listing will be created and all other course fields will now be available for you to enter necessary content. By default, your new course will be listed on TRAIN as incomplete until you request approval later in the course creation process. Courses are not available for learners to view or register for until they have been approved.

Please note that once you've created a course, the course format cannot be changed; however, you can clone the course and create a new course of a different format in its place.

Format Labels

► For the Live Event (Online) format, the following format labels are available:

- Web-based Training - Facilitated
- Webcast (Live Event)



Sessions

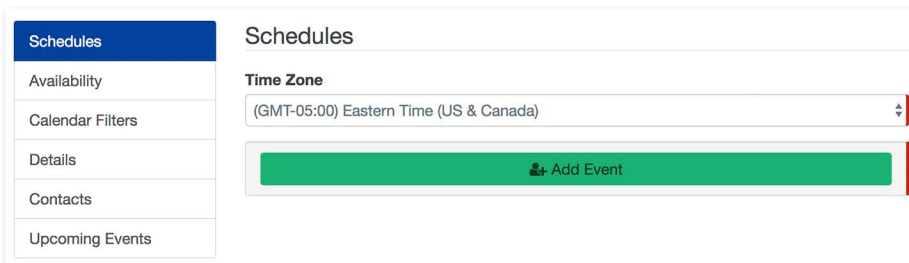
► Now we will review the 'Sessions' section. The 'Sessions' section allows you to add new sessions to your course listing or edit existing sessions. At least one session is required. To begin, you are given the opportunity to specify whether course registration is required outside of TRAIN. If so, click to place a checkmark in the provided check box. You must then enter the information or registration URL in the provided text field.

☒ **Registration is required outside of TRAIN**

Registration or Information URL:

+ Add Session

If there are any sessions that have already been added to the course, they will be shown underneath the 'Registration or Information URL' textbox. To add a session, simply click the '+Add Session' button, and TRAIN will present a popover prompt that allows you to save your live event online listing. If you do not want to add a session to your live event online listing, click 'Cancel.' If you do, click 'OK,' and TRAIN will direct you to the 'Add Online Session' page.



- Schedules
- Availability
- Calendar Filters (Only available to certain groups)
- Details
- Contacts
- Upcoming Events

Schedules
Availability
Calendar Filters
Details
Contacts
Upcoming Events

Availability

Selected Groups

National/Texas

National/Texas/Not State-Level Admins/Course Provider

National/Texas/Not State-Level Admins/Emergency Management Agency

Add More Groups

Search by any part of group name

Texas

- ☐ Not State-Level Admins
 - ☐ Central Office
 - ☒ Course Provider
 - ☒ Emergency Management Agency
 - ☐ Emergency Medical Services
 - ☐ Fire Service
 - ☐ Governmental Administrative

► By default, the ‘Time Zone’ page is pre-populated with your time zone; however, you may change this option by clicking the dropdown menu and selecting a different time zone.

- (GMT-06:00) Central Time (US & Canada)
- (GMT-06:00) Guadalajara, Mexico City, Monterrey - Old
- (GMT-06:00) Saskatchewan
- (GMT-05:00) Bogota, Lima, Quito, Rio Branco
- ✓ (GMT-05:00) Eastern Time (US & Canada)
- (GMT-05:00) Indiana (East)
- (GMT-04:00) Atlantic Time (Canada)
- (GMT-04:00) La Paz
- (GMT-04:00) Santiago

If each online session has a separate

Add Event

All events for this session must be attended by registered learner(s)

Date

Date

Start Time

End Time

08

00

AM

09

00

AM

Launch URL

Launch URL

► The 'Availability' section shows a 'Selected Groups' control, and the you will have access to select any group. This determines who can view the session and is the same functionality as the general course but specific to the individual session. For more in depth look at availability, see the general course wizard tutorial. You must select at least one group.

▶ If you select a group that has the 'Selected Calendar Filters' configured, it will appear in this section; otherwise, this section will be blank.

Schedules

Roles

Availability

Calendar Filters

Details

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Calendar Filters

Selected Calendar Filters

Add More Groups

► By default, an active session will appear in reports and will accept new user registrations. If you want to change this option, simply click to uncheck the 'Active' checkbox. Your session will appear on the learner's calendar by default as well. You may change this option by unchecking the provided 'Show in Calendar' checkbox. You have additional options here such as providing a description, registration deadline, seating limit, and/or a notification message.

- Schedules
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Details

Active
An active session will appear in reports and will accept new user registrations

Show in calendar
This session will appear on the learner's calendar

Description

B I H [List Icon] [Table Icon] [Quote Icon] [Link Icon] [Image Icon]
Q Preview

Registration Deadline

/

↑
11
↓

⏪
59
⏩

PM

You can leave this blank for no deadline

Seat limit

You can leave this blank for an unlimited capacity

Notification

0

Number of days prior to session to send notification

Seat limit

25

You can leave this blank for an unlimited capacity

☒ **Wait list**

The session will allow learners to continue to add themselves to a wait list past the session limit. If seats become available these users will be registered for this session.

☒ **Auto register next wait user**

5

Max number of people on wait list (Leave blank for unlimited capacity)

☒ **Allow Over Registration**

If you enter a seating limit, the waitlist option will appear. If you check this option, your session will allow learners to continue to add themselves to a waitlist past the session limit. If a seat(s) become available, waitlisted learners will be registered for the session, and you may set a limit on

the number of people allowed on the waitlist. You are given even more control over this option by deciding if you want TRAIN to auto register the next waitlisted user, and you may click the provided checkbox to allow over registration.

If you want to send a notification to learners, you may click the dropdown menu to set the number of days to send the notification prior to the session. Follow up on this option by entering your notification message in the provided textbox. Your message will be received by users who are opted in to receive emails from TRAIN. The email subject will be titled, 'Reminder: Upcoming Session' followed by your message in the email, which is taken from the 'Notification' content field.

Notification

0 Number of days prior to session to send notification

B I H [List Icon] [Text Icon] [Link Icon] [Image Icon] [Preview Icon] Q Preview

The 'COPE - Event ID Number (COPE)' field is for sessions that offer COPE credit. This allows for reporting later on.

COPE - Event ID Number (COPE)

The 'Session language(s)' selection indicates in which language the session is available. English is selected by default.

Your final option in this section is to either search for or create a new instructor. Simply enter a keyword in the 'Search' field or click the '+Add New Instructor' button to create an instructor. This option is useful to provide learner's information about the individual(s) who will be conducting the session. If you click the '+Add New Instructor' option, you are required to enter a first and last name followed by an instructor profile/biography in the provided text field.

Instructors

Search Instructors

Search

[+ Create New Instructor](#)

Contacts

▶ Adding a contact is optional; however, for the purpose of establishing a point of contact for your session, you may do so by clicking the '+Add a Contact' button in the Contacts portion of the menu. You must provide a name, phone number, and email address then click the checkmark icon to save your changes.

Schedules

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Contacts

New contact

Name

Name

Phone

() - -

Email:

Email

Upcoming Events

▶ Finally, the 'Upcoming Event' option allows your session to be displayed in the Upcoming Events section on the Classic TRAIN platform. By default, this option is unchecked.

Schedules

Roles

Availability

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Details

Contacts

Upcoming Events

☐ **Show this session in upcoming events**

This session will not be displayed in upcoming events

Once you have completed this section, click the 'Create Session' button to save your changes.

Editing Session Options

► When viewing sessions on the 'Sessions' page, you will have options for each session. You can expand the session to see additional information by using the down arrow on the right side. The session will include the date and time. It will also show the number of seats available. The expanded information includes all additional details about the session.

On the left side of the session is the three-dot menu. For sessions, this allows you to edit, remove or clone a session. If you want to create a new session that is a copy of an existing sessions, use the 'clone' feature. Once cloned, the session will be 'Inactive.' You will need to edit the session to change either the date/time or location and activate it.

The screenshot shows a session editing interface. At the top, there is a three-dot menu icon on the left and an upward-pointing arrow on the right. The title bar displays "May 31, 2018 8:00 am - 9:00 am - (EST)" and "Internet". Below the title bar, the "Languages" section is visible, with "English" selected. The main content area shows a blue box with "31 May 2018" and a text input field containing "Internet". Below this, there is a text input field with "8:00 am - 9:00 am (EST)".

Completion Options

► The completion options for a Live Event course are as follows:

- User must complete course manually
 - This option requires that after the session has completed, the user must return to TRAIN to complete the course.
- Course completes and moves to the next step on the last day of the session
 - This allows the course to complete as soon as the session has completed and move to the next step automatically, whether that's an assessment or evaluation or the course being complete.
- Course completes and verifies on the last day of the session
 - This will verify the users' completion immediately upon the session ending and will grant them access to any associated certificates.