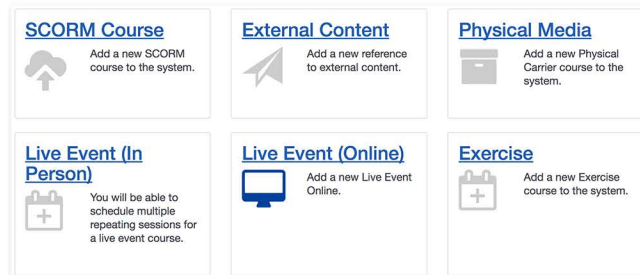# The General TRAIN Course Wizard: Live Event (In Person)

Accessing the Add Content Page

▶ To create a new Live Event (In Person) 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 (In Person)' selection to launch the course wizard.

SCORM Course
Add a new SCORM course to the system.

External Content
Add a new reference to external content.

Physical Media
Add a new Physical Carrier course to the system.

Live Event (In Person)
You will be able to schedule multiple repeating sessions for a live event course.

Live Event (Online)
Add a new Live Event Online.

Exercise
Add a new Exercise course to the system.

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 (In Person) section of the TRAIN Course Wizard.

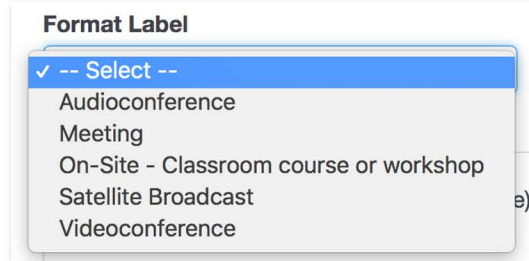## Creating a Live Event (In Person) Course Type in TRAIN

▶ When you launch the Live Event (In Person) 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 (In Person) 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 (In Person) format, the following format labels are available:

- Audioconference
- Meeting
- On Site - Classroom course or workshop
- Satellite Broadcast
- Videoconference

Format Label

-- Select --
✓ -- Select --
Audioconference
Meeting
On-Site - Classroom course or workshop
Satellite Broadcast
Videoconference

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:

Registration or Information URL

Select a Session Type   ▲▼   **+ Add session**

The 'Select a Session Type' dropdown menu offers you three session types – 'Single Session,' 'Master Broadcast Session,' and 'Multiple Sessions.' When you select a session type from the dropdown menu, you must then click the '+Add Session' button. TRAIN will then save your course information before you are allowed to edit your session type.

Registration is required outside of TRAIN ☑

Registration or Information URL:

| Registration or Information URL |

| ✓ Select a Session Type |
| Single Session |
| Master Broadcast Session |
| Multiple Sessions |

+ Add session

The minimum required fields for creating all session types are the time zone, date, start time, end time, and location.

The edit page for each session type is divided into the following sections:

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

Now let's explore each requirement of the session options in greater detail.

Single Session Schedules

▶ 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.

When you click the '+Add Event' button, you must then enter a date in the provided text field followed by a start time and an end time. This will be the date/time for this session.

You may then generate a location search by entering a keyword in the 'Search' text field and filtering your search by selecting a location type. When you click the search icon, a listing of locations will generate. Add your location by clicking the '+' icon, and it will appear in the 'Location' portion of the 'Add Event' page.

To change the location, you must first delete the existing location by clicking the 'X' icon then you may search for a different location. Only one location can be selected per event for the 'Add Single Session' type. Click the checkmark icon to save your event before moving forward. You may also click the 'X' icon to cancel or delete your schedule entry altogether. If your session has multiple events, you may add them by clicking '+Add Event'

> Please note that users are only able to register for a single session, so if your course is taking place at multiple locations at the same day and time, you would add a different session for each location. That way the users can register for the correct location. This can be done using the 'Add Multiple Sessions' option. If your session has multiple events happening that should only require a single registration, then you would add a single session with multiple events. That way, users would register for the session and be registered for all events.

Master Broadcast Session Schedules

▶ As before, the 'Time Zone' page is pre-populated by default with your time zone; however, you may change this option by clicking the dropdown menu and selecting a different time zone.

Schedules

Time Zone
(GMT-06:00) Central America

⋮ May 31, 2018 *8:00 AM - 9:00 AM*   ✕

👥 Add Event

Multiple events may be selected for the 'Master Broadcast Session' type. When you click the '+Add Event' button, you must then enter a date in the provided text field followed by a start time and an end time.

Once you've added a Master Broadcast Session you will be able to add broadcast sessions. This is done within the 'Sessions' section on the main course edit page. On this page, you will see the Master Broadcast session listed with a three dots option menu on the left side. Clicking that menu will allow you to '+Add Broadcast Session.'

Common Information	**Sessions**
Availability	
Description	☑ **Registration is required outside of TRAIN**
Organization & Sponsor	**Registration or Information URL:**
Approval	Registration or Information URL
Sessions	
Preliminary Targets	Select a Session Type ⬍ ➕ Add session
Thumbnail	
Learning Objectives	**May 31, 2018** *9:00 am - 10:00 am - (EST)*
Accreditations & Credit	⋮
Certificates	✏️ Edit
	📋 Clone
	➕ Add Broadcast Session
	🗑️ Remove

When adding a broadcast session, the day and time is non-editable and set as the same day and time as the master broadcast session. You will however be required to add a location by editing the event information and adding in a location. You will also need to fill out the same general sections as described shortly.

Multiple Session Schedules

▶ Again, the 'Time Zone' page is pre-populated by default with your time zone; however, you may change this option by clicking the dropdown menu and selecting a different time zone. When you click the '+Add Event' button, you must then enter a date in the provided text field followed by a start time and an end time. You may then generate a location search by entering a keyword in the 'Search' text field and filtering your search by selecting a location type. When you click the search icon, a listing of locations will generate. Add your location by clicking the '+' icon, and it will appear in the 'Location' portion of the 'Add Event' page. To change the location, you must delete it first by clicking the 'X' icon then you may search for a different location.

Schedules

Time Zone
(GMT-06:00) Central Time (US & Canada)

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
⌄   ⌄   ⌄   ⌄

Location
✕ *Rio Grande State Center (RGSC) - Harlingen*
Texas - Harlingen - 12
Other

✕ *Texas Center for Infectious Disease (TCID) - San Antonio*
Texas - San Antonio - Videoconference Room
Other

Adding multiple locations within a single event creates multiple sessions with the same date, time, availability, details, etc. but with different locations. This allows users to register for the session with the location that best matches their needs. Click the checkmark icon to save your event before moving forward. You may also click the 'X' icon to cancel or delete your schedule entry altogether. When you create the session, as mentioned before, a separate session with the same date and time and general details will be created for each location.
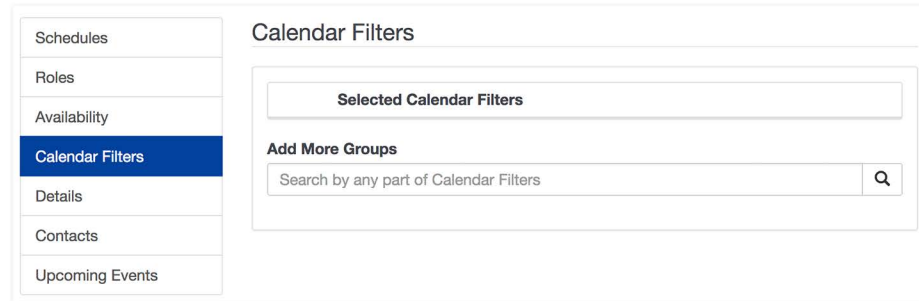
Availability

▶ 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.

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 🔍 1 ☰

▾ ☑ Texas
  ▾ ☐ Not State-Level Admins
    ▸ ☐ Central Office
    ☑ Course Provider
    ☑ Emergency Management Agency
    ☐ Emergency Medical Services
    ☐ Fire Service
    ☐ Governmental Administrative

You want to make sure that the course level availability and the session level availability are in line. You will want the session availability to be at or below the group level of the general course availability. This is helpful if you have multiple sessions for different sub-groups. You can set the general course availability at the top-level group, and then set the individual sessions availability to the specific sub-groups.
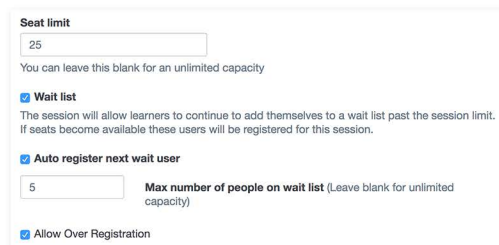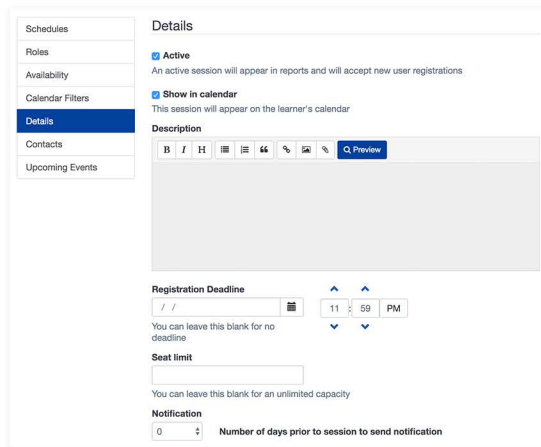
Calendar Filters

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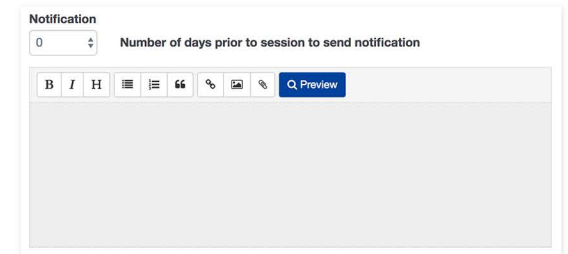
Details

▶ 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.

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.

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

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.

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.

Contacts

New contact ❌ ✅

Name

[Name]

Phone

[(__) ___-____]

Email:

[Email]

Sidebar navigation: Schedules, Roles, Availability, Calendar Filters, Details, **Contacts**, Upcoming Events

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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.

Upcoming Events

☐ **Show this session in upcoming events**
This session will not be displayed in upcoming events

Sidebar navigation: Schedules, Roles, Availability, Calendar Filters, Details, Contacts, **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 along with the location name and distance (if a location is selected). 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.

For Master Broadcast sessions, the option menu also allows you to add broadcast sessions as previously shown. Once a broadcast session is added, it will be shown underneath the master broadcast session.

May 31, 2018 *9:00 am - 10:00 am - (EST)*
Master Broadcast Session

⋮ *Rio Grande State Center (RGSC) - Harlingen (1,117.4 miles away)*   **Inactive**

Languages

English

31 May 2018

Rio Grande State Center (RGSC) - Harlingen: **Room 12, Building 503** *(1,117.4 miles away)*

.
Harlingen, Texas
United States 75701

📍 (map)

Contact: Benjamin Perez Jr.
📞 956-364-8464

9:00 am - 10:00 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.