### Putting the Pieces Together
As a Training Coordinator, there may be times when you need to adjust specific details of an event after it has already been created. This process allows you to make these updates to an existing event without having to create a new event.

### Roles and Responsibilities
In order to complete these steps, you must have Training Coordinator access within Learning Space.

### Which Outcome to Expect
This guide will demonstrate how to modify details of an existing event such as the Instructor, Room, and Date/Time. It also demonstrates how to cancel or reinstate an event.

### Where to Find Additional Resources
For step-by-step guides on how to complete other tasks within Learning Space, check out the [Learning Space Resource Center on The Commons](https://learning.space/resource-center).

### Who to Contact
For questions about this process, please contact BIS at [ProductionSupport_BIS@dpsk12.org](mailto:ProductionSupport_BIS@dpsk12.org).
From the upper-left of the Learning Space home page, click on the Learner (a) dropdown under your name, then select Administrator (b).

From administrator view, click Courses (a) on the left.

Using the course filter (a), locate the course for the event you are modifying, then click Apply. Once you’ve found the course, click on the course (b) to open it.
To Add/Remove a Room:

- Click on the **Course Events** (a) tab.
- Select **Edit Events** (b).

- From the list of events on the right, select the event that you would like to add a room to by clicking on it (a), then click **Next** (b).
• Click on the **Classroom (a)** tab.

• Scroll down to see all scheduled sessions for this event.

• Click on the **date (b)** of the session that you would like to adjust.
  - You will notice the event will highlight yellow.

• Scroll up to the **Facility Room** field, and click the **Lookup (c)** button.
  - A pop-up will appear.

**Please Note**

• You can select different rooms for each day of the event, if needed.

• Select your facility from the Facilities list on the left (a).

• Click on the **Show Rooms (b)** button to view all available rooms in that facility.

• Select the room you will be holding your event in to view the room information (c), then click **Select Room (d)** to assign this room to the event. The pop-up will automatically close.

**Please Note**

• Only available rooms will be listed. If another event is already scheduled at that time, the room will simply not appear in the list.
• Click **Send Change Notification (a)**.
  - A pop-up will appear allowing you to enter a Change Description that will be sent to all registered users. After typing your description, click **Submit (b)** to send the notification.
• Click **Apply (c)** to save your changes.

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**Important**

- Users will only be notified of the change if the Send Change Notification feature is used.
To Add/Remove an Instructor:

- Click on the **Course Events** (a) tab.
- Select **Edit Events** (b).

- From the list of events on the right, select the event that you would like to add a room to by clicking on it (a), then click **Next** (b).

- Click on the **Classroom** (a) tab.
- Scroll down to see all scheduled sessions for this event.
- Click on the **date** (b) of the session that you would like to adjust.
  - You will notice the event will highlight yellow.
- Scroll up to the Instructor field, and click the **Lookup** (c) button.
  - A pop-up will appear.
• Select your event instructor from the middle column (a) to review their information, then click Select Instructor (b) on the right to assign the instructor to the event. Repeat this process for as many instructors as needed, then click Close Window (c).

• Note: There are multiple pages of instructors to choose from, so you may need to click the >> to move to the next page.

Please Note
• Multiple Instructors can be added to each event.
  • To remove an instructor, click on their name, then click the Remove button in the Instructor field.
  • To remove all instructors, click the Clear button in the Instructor field.

• Click Send Change Notification (a).
  • A pop-up will appear allowing you to enter a Change Description that will be sent to all registered users. After typing your description, click Submit (b) to send the notification.
  • Click Apply (c) to save your changes.

Important
• Users will only be notified of the change if the Send Change Notification feature is used.
To Change the Date/Time:

- Click on the **Course Events** (a) tab.
- Select **Edit Events** (b).

- From the list of events on the right, select the event that you would like to add a room to by clicking on it (a), then click **Next** (b).

- Click on the **Classroom** (a) tab.
- Scroll down to see all scheduled sessions for this event.
- Click on the **date** (b) of the session that you would like to adjust.
- You will notice the event will highlight yellow.
- Scroll up to the **Date**, **Start Time**, **End Time**, and **Time Zone** fields.
- You can adjust any of these fields to reflect the new date/time of the event.

**Time Zone Standard**
- In order for calendar invites to go out properly, (UTC-07:00) **Mountain Time (US & Canada)** must be selected in the **Time Zone** dropdown.
• Click **Send Change Notification (a).**
  - A pop-up will appear allowing you to enter a Change Description that will be sent to all registered users. After typing your description, click **Submit (b)** to send the notification.
• Click **Apply (c)** to save your changes.

**Important**
• Users will only be notified of the change if the Send Change Notification feature is used.
To Cancel/Reinstate an Event:

- On the next screen, you will see a message indicating *The event is active*. Click on the [Cancel Event](#) link.

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Please Note
- Notifications are automatically sent to all registered users when events are cancelled/reinstated.
• A message will appear indicating that the event was cancelled successfully (a).

• Once cancelled, you will see a message indicating **The event has been cancelled**. Click on the **Reinstate Event** link if you have a need to reinstate the cancelled event.