<table>
<thead>
<tr>
<th><strong>Putting the Pieces Together</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating a Classroom Course is the foundation of being able to offer training through Learning Space. Once a Course is created in the system, individual events can be built to accommodate multiple course offerings.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Roles and Responsibilities</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>In order to complete these steps, you must have Training Coordinator access within Learning Space.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Before You Begin</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>You should have specific details around your Course (Description, Objectives, Audience, etc.) as you will enter these details during this process.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Which Outcome to Expect</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>This guide will walk you through using the Course Management Wizard to create a Classroom Course in Learning Space. After creating your course, your first event will also be created. To add additional events, reference the Learning Space TC Guide - Adding a Classroom Event.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Where to Find Additional Resources</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>For step-by-step guides on how to complete other tasks within Learning Space, check out the Learning Space Resource Center on The Commons.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Who to Contact</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>For questions about this process, please contact BIS at <a href="mailto:ProductionSupport_BIS@dpsk12.org">ProductionSupport_BIS@dpsk12.org</a>.</td>
</tr>
</tbody>
</table>
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, then click the ellipses (b) in the upper-right and select Course Management Wizard (c) from the drop-down.
Step 1:
- Select the **Create a New Course** (a) radio button to begin the process.
- Click **Next** (b) to move to Step 2.

Step 2:
*Complete the following:*

**IMS Course ID**: 
- Character Limit: 20
- This field is required and has to exactly match the Course Short Name in order for the Infor HR interface to work properly. It must be unique and cannot be changed later.

**Course Name**: 
- Enter the name of the course.

**Course Short Name**: 
- Character Limit: 20
- This field is required and has to exactly match the IMS Course ID and follow DPS naming convention standards. It must be unique and cannot be changed later.

*IMS Course ID/Course Short Name Standard*:
- Department - Division - Course Identifier

*IMS Course ID/Course Short Name Examples:*
- HR-CELT-DPSSkillsEQ
- FM-OPS-ELE

(Continued on next page)
Step 2 (continued):

Complete the following:

**Course Description***:
- Enter the description or overview of the course.

**Course Objectives***:
- Enter the goals/objectives of the course.

**Audience***:
- Enter the intended audience of the course.

**Course Credit**:
- Enter the amount of credit the user will obtain from successfully completing this course.
- We recommend entering the total number of hours the learner will attend.

**Automatic Waitlist Removal**:
- Always check this box. This will ensure that the system automatically moves users off of the waitlist when seats are available in the event.

**Enable Automatic Distribution**:
- Always check this box. This will allow the course to be assigned to groups in the LS outside of catalog distribution.

(Font Standard)*
- When entering information into the Course Description, Course Objectives, and Audience fields, the font formatting box below will appear.

(The following font must be used in these fields):
- Arial
- Size 3

(Continued on next page)
Step 2 (continued):

Scroll down to complete the following:

Add Course to Children:

- Always check this box to add the new course to all sublevels in the Hierarchy.

Interface to Schoology:

- This field indicates if this course will interface to Schoology and is required. If you are unsure, choose No.

Payment Eligible:

- This field indicates if this course will be eligible for payment and is optional.

Course Sponsor:

- This field indicates who is the sponsor of the course and is optional.

- Click Apply to save your changes.

- Click Next to move to Step 3.
Step 3:
- Select the Create a New Event (a) radio button.
- Click Next (b) to move to Step 4.

Step 4:
- Select an Event Template from the dropdown list (if applicable), then enter the name of the event in the Event Name* (a) field.
- Use the Notes (b) field to leave notes that will be included in the Outlook calendar invite that is sent to users upon registration (Optional).
- Use Cancellation (c) dropdown to assign the Cancellation Template if tracking cancellation reasons is needed for your course (Optional).

If your course is being interfaced to Schoology, you must complete the following (c) fields, otherwise leave them blank:
- Schoology Grading Period: identifying which grading period the course should align to in Schoology
- DPS ID of Schoology Admin: listing the DPS Employee ID of the course administrator in Schoology
- Total Hours: identifying the total classroom hours

- Click Apply (d) to save your changes.
- Click Next (e) to move to Step 5.
Step 5: (Optional)

- Click the **Browse** (a) button to locate any file(s) you want attached to the event.
  - If you do not have any event files to attach to your event, simply click **Next (d)** to skip these steps.
- Once you have selected your file(s), click the **Upload** (b) button to send the file to the server.
  - To select where the file will be visible, check the box(es) beside the relevant fields.
- Click **Apply (c)** to save your changes.
- Click **Next (d)** to move to Step 6.

**Event Files Options**

- Event files can be set to Show in the Portal, or be attached to the following email notifications:
  - **Event Modification** Sent when the Event is modified by an admin.
  - **Event Cancellation** Sent when the Event is cancelled by an admin.
  - **Event Reinstate** Sent when the Event is reinstated.
  - **Event User Registration** Sent when User registers for the Event.
  - **Event User Cancellation** Sent when User cancels from an Event.
  - **Event Reminder** Sent with the Event Reminder.
  - **Post Event Notification** Sent with the Post Event Notification.
Step 6: (e-Learning only)
• Click **Next** to skip this step and move to Step 7.

Step 7:
• From the **Event (a)** dropdown box, select the event you are adding a classroom session to.
• Check the box next to classroom portion, then choose to add a single session or multiple sessions, and select the time zone.

(Continued on next page)

---

**Add Single Session vs. Add Multiple Sessions**

• If your session will take place on a single date, click the radio button next to **Add Single Session**. Enter the date it will be held in the **Date** field, the **Start Time**, and the **End Time**. Choose the **Time Zone* (b)** using the dropdown.

• If your session will take place across multiple days, click the radio button next to **Add Multiple Sessions**. Enter the date it will begin in the **Start Date** field; and the final class date in the **End Date** field. Enter the **Start Time**, the **End Time**, and choose the **Time Zone* (b)** using the dropdown. In addition, place checkmarks next to the days of the week that the session will occur.

---

**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.
Step 7 (continued):

Scroll down to complete the following:

• Click the **Lookup** (a) button next to the Facility Room field.
  • Select your facility from the Facilities list on the left (b).
• Click on the **Show Rooms** (c) button to view all available rooms in that facility.
• Select the room you will be holding your event in to view the room information (d), then click **Select Room** (e) to assign this room to the event.
• Click the **Lookup** (f) button next to the Instructor field. This will allow you to search for, and assign an instructor to your training event.
  • Select your event instructor from the middle column (g) to review their information, then click **Select Instructor** (h) on the right to assign the instructor to the event. Repeat this process for as many instructors as needed, then click **Close Window** (i).
• Click **Apply** (j) to save all selections.
• Click **Next** (k) to move to Step 8.
Step 8: (Not in Use)

• Click **Next** to skip this step and move to Step 9.
  
  • This feature is currently not being used at Denver Public Schools.

Step 9:

*Complete the following:*

*(Some of these fields may be pre-populated if you selected an Event Template.)*

**Minimum Enrollment:**

• Enter the minimum number of people required for the training to occur in this field.

**Maximum Enrollment:**

• Enter the maximum number of people that can attend the training in this field.

**Maximum Waitlist Users:**

• Enter the maximum number of people allowed on the waitlist in this field.

• If an unlimited number of users can enroll to the waitlist, check the **No Maximum Limit** box.

**Automatic Enrollment From Waitlist Deadline**

• Using the calendar icon, select the latest date in which users can be moved from the waitlist to the enrollment list.

• If users can be moved from the waitlist to the enrollment list up until the day the event takes place, check the **Automatic Enrollment Until Event Start Date** box.

*(Continued on next page)*
Step 9 (continued):

Scroll down to complete the following:

**Registration**
- Using the calendar icons, enter the Start and End Dates for the time period during which users can register for the event.
- If users can register at any time, check the **Always Available** box.

**Self Cancellation Deadline**
- Using the calendar icon, enter the latest date at which users can cancel themselves from an event. (Note: This will not prevent an administrator from cancelling users after this date.)
- If users can cancel themselves out up until the day the event takes place, check the **Always Available** box.

**Evaluation Dates**
- Using the calendar icons, enter the Start and End Dates for the time period during which users can access the course evaluation.
- If users can access the course evaluation at any time, check the **Always Available** box.

(Continued on next page)
Step 9 (continued):

Scroll down to complete the following:

First Reminder Before Start of Event in Days

- To send an initial reminder to users before the event begins, enter the number of days prior to the event Start Date you would like the reminder to be sent in this field.
- If you do not wish to use this feature, simply type a “0” in this field.

Last Reminder Before Start of Event in Days

- To send a second reminder to users before the event begins, enter the number of days prior to the event Start Date you would like the second reminder to be sent in this field.
- If you do not wish to use this feature, simply type a “0” in this field.

Post Event Notification

- To send Post Event Notifications to users, enter the number of day(s) after the End Date of the event that you would like the notification to be sent.
- If you do not wish to use this feature, simply type a “0” in this field.
- Click Apply to save your changes.
- Click Next to move to Step 10.

Post Event Notification Options

- You can include a personal message in the Please enter instructions to be sent out with the notification field, and choose who receives the notification using the Send the Post Event Notification to options.
- If you attached a file in Step 5, the settings in that step will determine if a file will be attached to the Post Event Notification or not.
Step 10:

- To assign a Completion Deadline to your event (Optional), place a checkbox next to **Enable Completion Deadline (a)**. If you do not want to assign a Completion Deadline, leave this box unchecked and skip this step.

- Using the **radio buttons (b)** below, you can set the completion deadline to be a specific date, or based on a number of days after registration/access.

- In the **Completion Criteria (c)** section, indicate how users will satisfy the completion deadline, and select if you want users to have access to the course after the deadline has passed.

- In the **Completion Reminders (d)** section, you have the ability to set an initial reminder, resend the initial reminder, and send a different message if learners pass the completion deadline. To set these up, you’ll enter the number of days prior to the deadline that you want these reminders to go out. If you’d like to disable any of them, simply put a ‘0’ in the field. In addition, you have the ability to customize the messages of both the reminder and past deadline messages, and to CC or BCC any email address in the reminder notifications.

- Click **Apply (e)** to save your changes.

- Click **Next (f)** to move to Step 11.
Step 11:
- To have an event added to other system levels along with the course, select the desired event from the Event (a) dropdown list.
- Select the DPS level (b), and make sure the box next to Add Event to All Levels Below Selected Level (c) radio button is selected, then click Apply (d) to save your changes.
- Click Next (e) to move to Step 12.

Step 12:
- To enable Self-Registration, Approval Requirements, or Self-Cancellation, select the DPS level on the left.
  - To allow users to self-register for the event, check the Self Registration Available box.
  - To require manager approval for users who register for the event, check the Approval Required box.
  - To allow users to self-cancel out of the event, check the Self Cancellation Available box.
- Click Apply to save your changes.
- Click Next to move to Step 13.
Step 13: *(Not in use)*
- Click **Next** to skip this step and move to Step 14.
- This feature is currently not being used at Denver Public Schools.

Step 14:
- Click the **Make Course Active** button to make the course active and available to end-users.
- If the course is already active and you wish to make it inactive, click the **Make Course Inactive** button.

**Putting the Pieces Together**
- In order for your course to show up in the LS Portal, you must first add it to a Curricula/Catalog.
- For step-by-step instructions on how to do this, please reference the **Learning Space TC Guide: Add Course to a Curricula/Catalog**.