

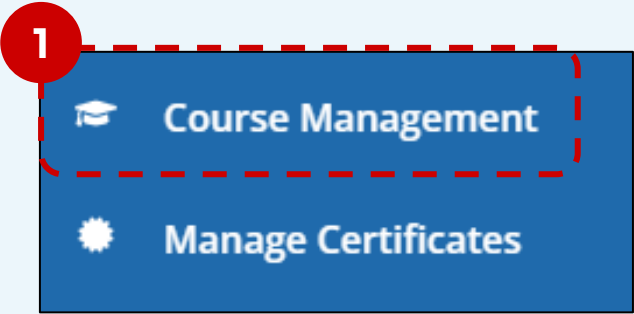
How to Create a Classroom Training Session

GlobalLearn v2.5

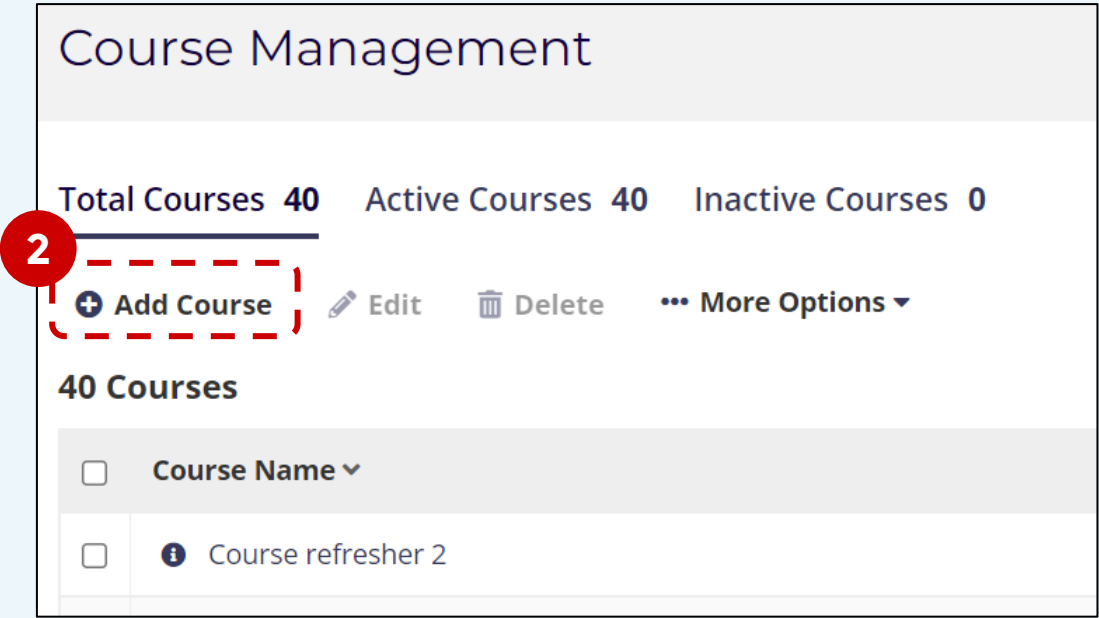
APPLICABLE TO:

- Admin
 - Manager
 - Instructor
 - Learner
- GlobalLearn

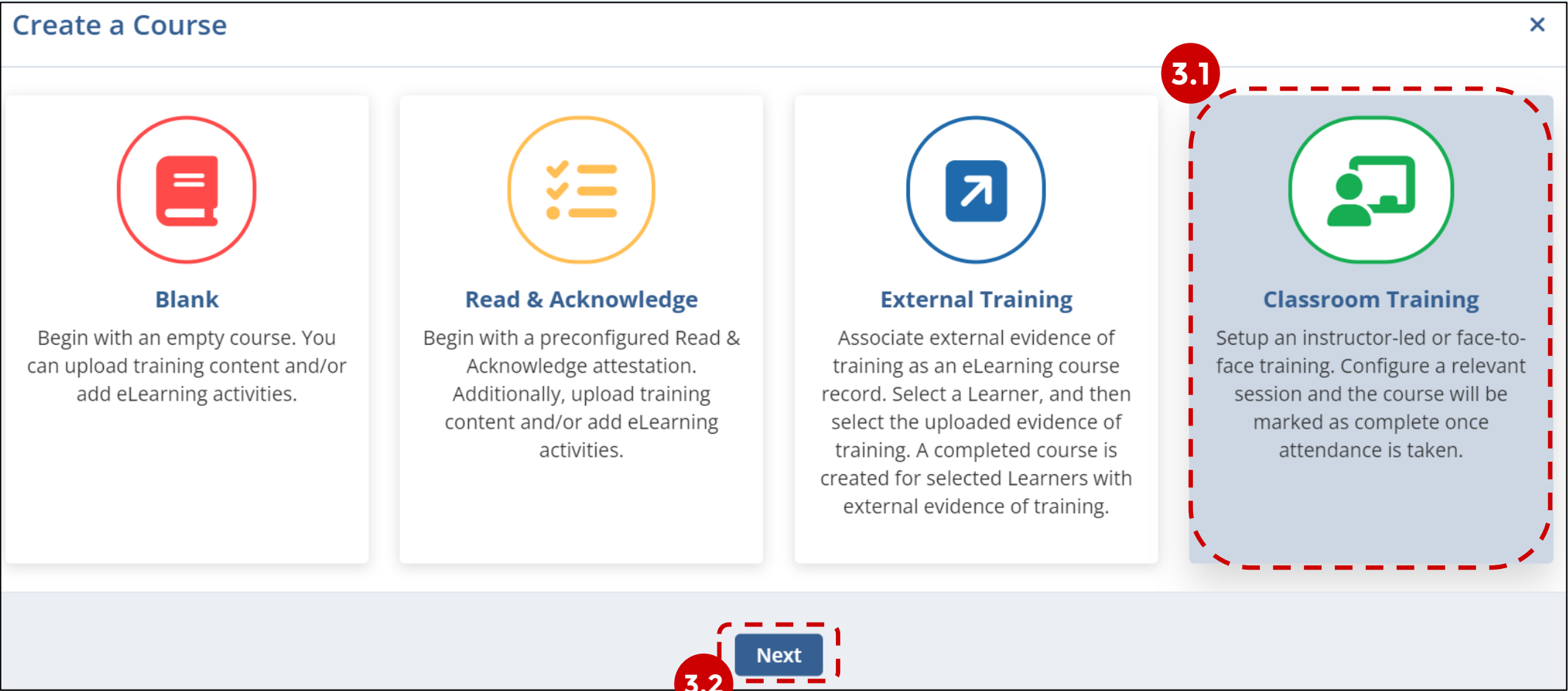
1 Log in to Global Learn and navigate to **Course Management**.



2 Click on **Add Course**.



3 Choose the **Classroom Training** option and then click **Next**.



How to Create a Classroom Training Session

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- 4
- Complete the *General Information* page. Determine if certificates should be issued and whether attendees will have to eSign to confirm their participation. Complete the rest of the page as needed.

Create Classroom Training

1 General Information

2 User Enrollment

3 Review & Confirm

General Information

Course Full Name*

Workshop on Data Standardization

Course Short Name*

February Data Workshop

Version*

1.0

Issue Certificate

☐

☒ eSign ?

- 5
- Select participants for the event.

1 General Information

2 User Enrollment

3 Review & Confirm

User Enrollment

All Users

Q harry

Contact Type (All) v

Study/Site (All) v

Group (All) v

1 Items 1 Selected

<input type="checkbox"/>	Name	Email	Study/Site	Group
<input type="checkbox"/>	Harry Potter			2 ✓
<input checked="" type="checkbox"/>	Harry Secombe		105 - Trainin... B101 - Bathgate - S...	4

+ Add 1 User >

Cancel

Previous

Next

6 Review the settings for each previous step (expand as needed), then click **Create Course**.

1 General Information

2 User Enrollment

3 Review & Confirm

Review & Confirm

▶ General Info

▶ Additional Fields

▶ Users

Cancel

Previous

6 Create Course

7 Click on **View Course**.

Course Created

✓ The Course **Workshop On Data Standardization** Is Successfully Created In

DRAFT

Cancel

Return to Course Management

7 View Course

8 Classroom Training events consist of sessions. Click on the course name to view/add sessions.

▼

○

Your Training Content

1 Activity

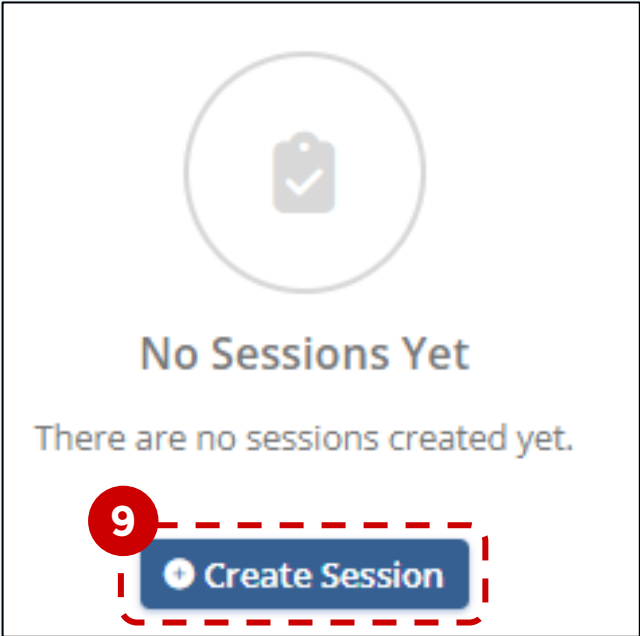
8

○

Workshop on Data Standardization

0 Sessions

9 Click on **Create Session**.



10 Name the session and add optional details. Pick **Allow Self-Booking** to allow learners to choose what sessions to attend, or **Required** to list attendees yourself. Set the date and time for the session.

Create Session

Session Name*

Welcome Session

This is required field

Instructor*

Guest Speaker

Venue

Enter Venue

Location

Enter Location

Room

Enter Room

Session Settings*

10

☒ Allow Self-Booking

☐ Required

Date

05/09/2024

Start Time*

03 : 27 AM

Finish Time*

04 : 27 AM

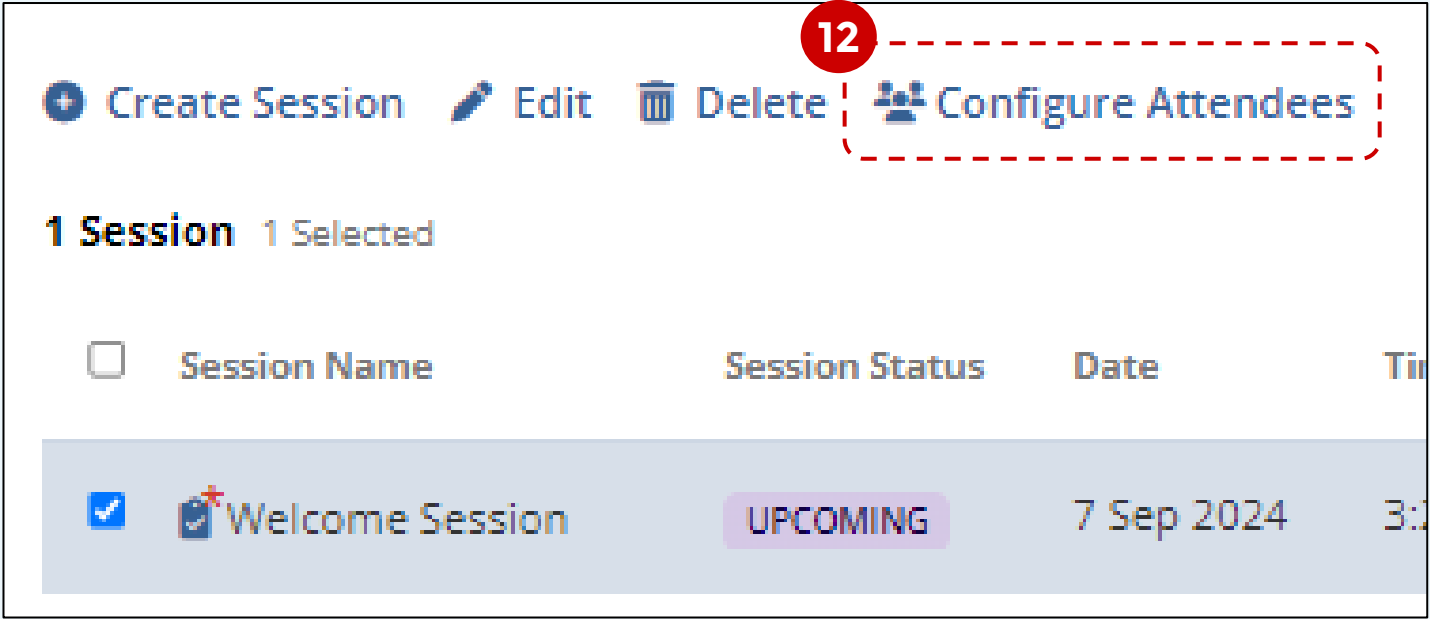
Timezone*

(GMT -04:00) EDT, New York, America


11 Click on **Save** at the bottom of the panel.

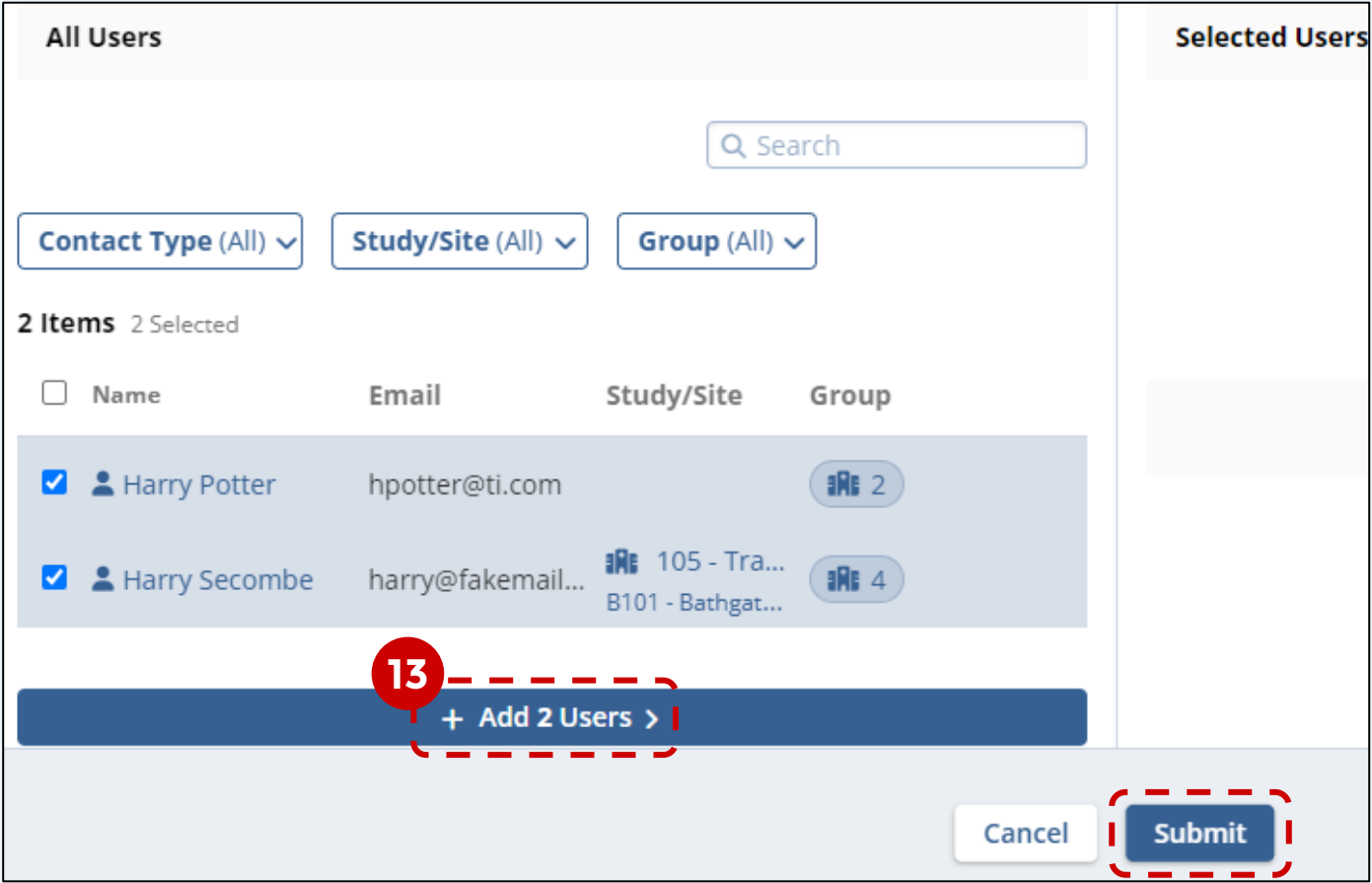


12 The session is now displayed within the course page. Select it and then click **Configure Attendees**.



13 Add the users who will participate to the session, then click **Submit**.


 Only users enrolled in the course (Step 5) can be added here. If you need to add users, enroll them from the Course Details page.




14 Back in the course page, add any other session as needed. Click **Preview**.


Workshop on Data Standardization

14

 Preview

 Edit Settings

15 Publish the course to make it active.

 Continue Editing

15

Publish

16 After the classroom training is performed, an Instructor will record attendance (click on **Manage Activity Completion**).



16

✓ Manage Activity Completion

 Edit Settings

17 Select the completion status for each user, then **Save**, or use **Mark All Completed and Save**.

2 Users

User	Session Progress	Status
 Harry Potter	0 of 0 Attended 0% <div></div>	<div><div><div>17</div><div><div>NOT COMPLETED</div><div></div></div></div></div>
 Harry Secombe	0 of 0 Attended 0% <div></div>	<div><div><div>NOT COMPLETED</div><div></div></div></div>

Cancel

Mark All Completed & Save

Save