

How to Create a Classroom Training Session

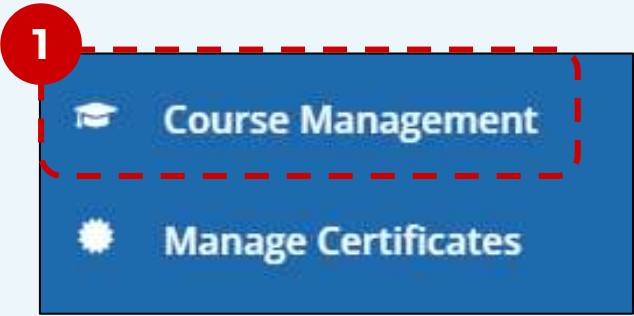
GlobalLearn v2.6

APPLICABLE TO:

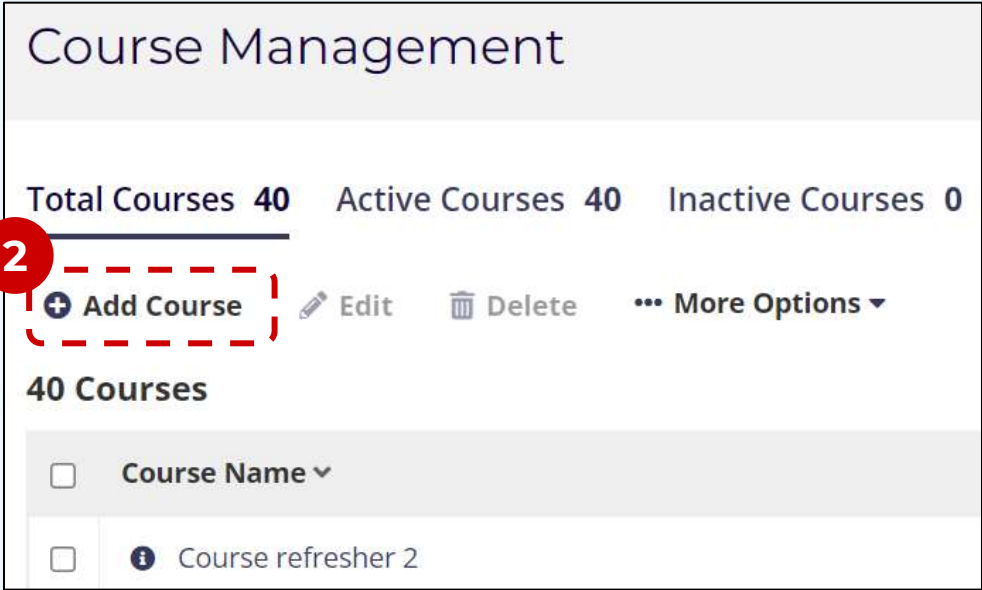
- Admin
 - Manager
 - Instructor
 - Learner
- GlobalLearn

Classroom Training refers to in-person events, like seminars, conferences, etc. Details of the event and attendance are recorded in GlobalLearn.

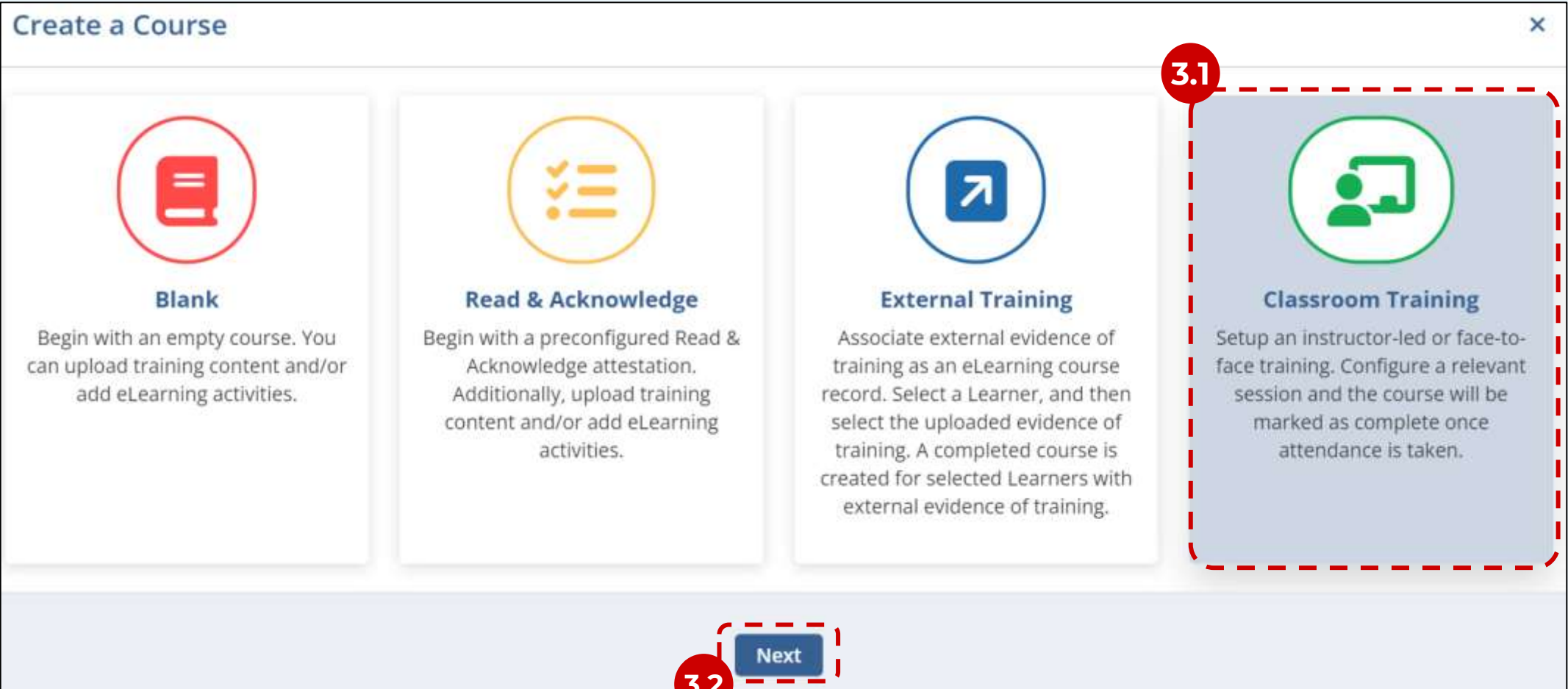
1 Log in to Global Learn and navigate to **Course Management**.



2 Click on **Add Course**.



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



- 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

☐

Name

Email

Study/Site

Group

☐

Harry Potter

2

☒

Harry Secombe

105 - Trainin...
B101 - Bathgate - S...

4

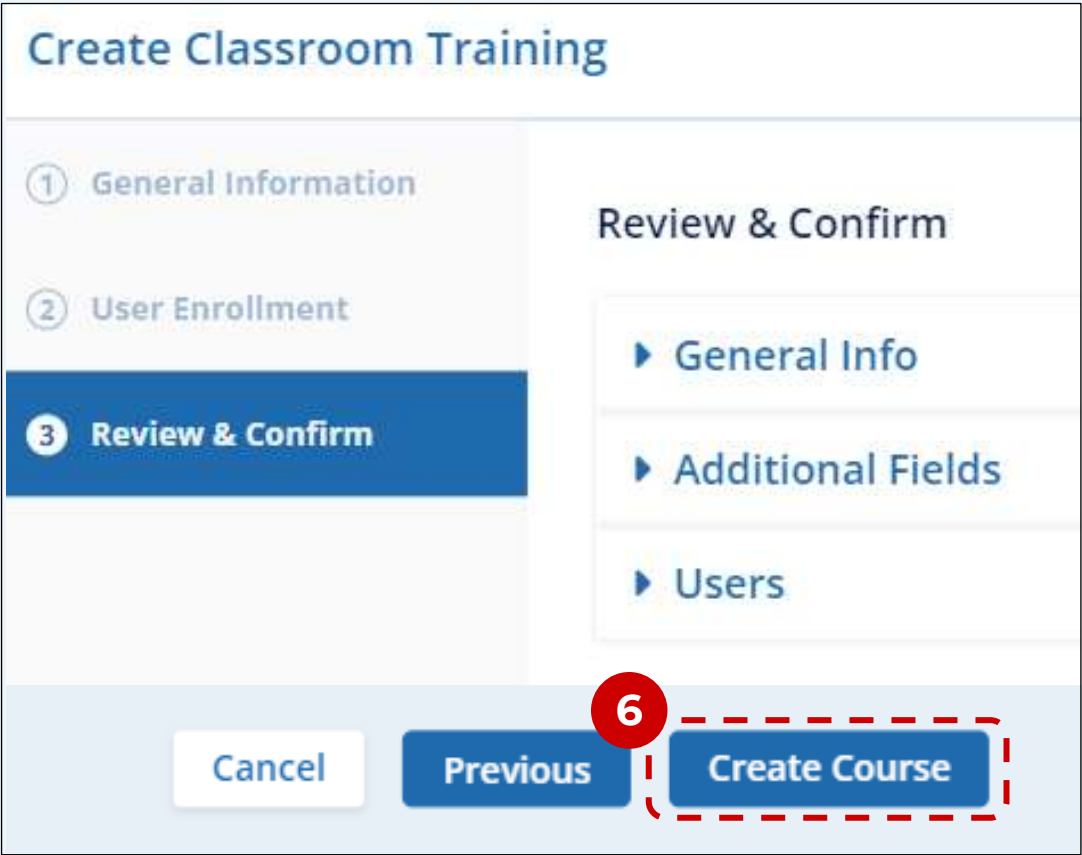
+ Add 1 User >

Cancel

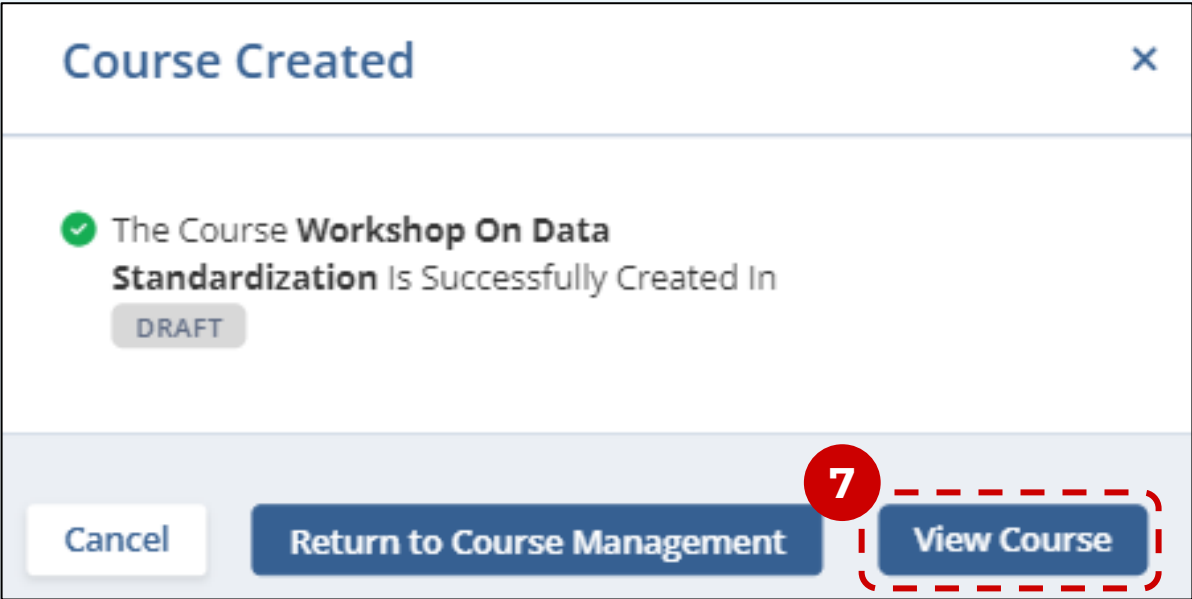
Previous

Next

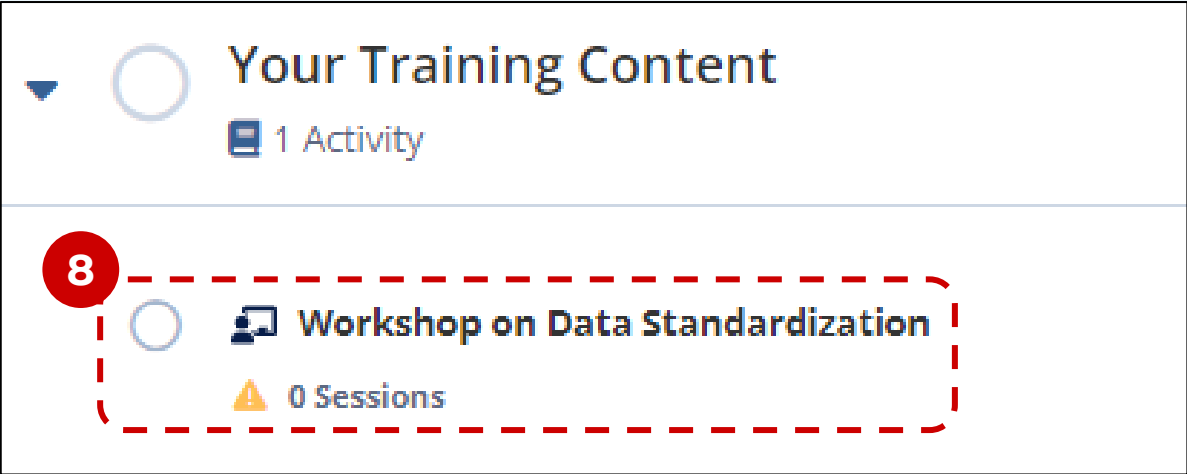
6 Review the settings for each previous step (expand as needed), then click **Create Course**.



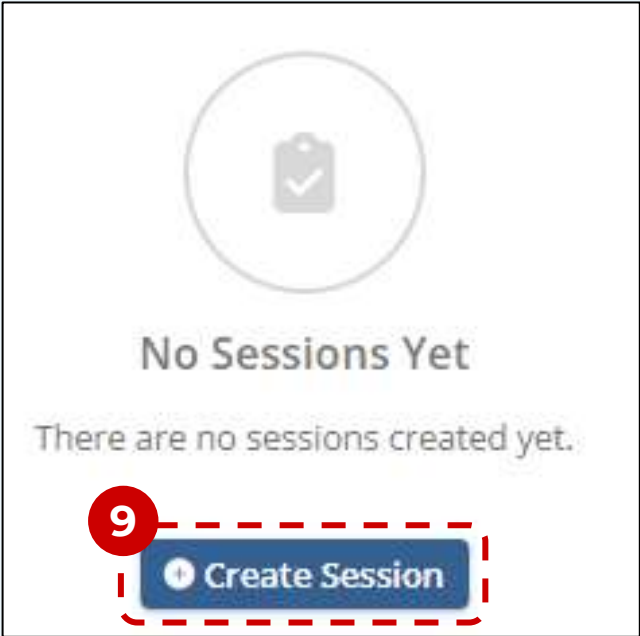
7 Click on **View Course**.



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

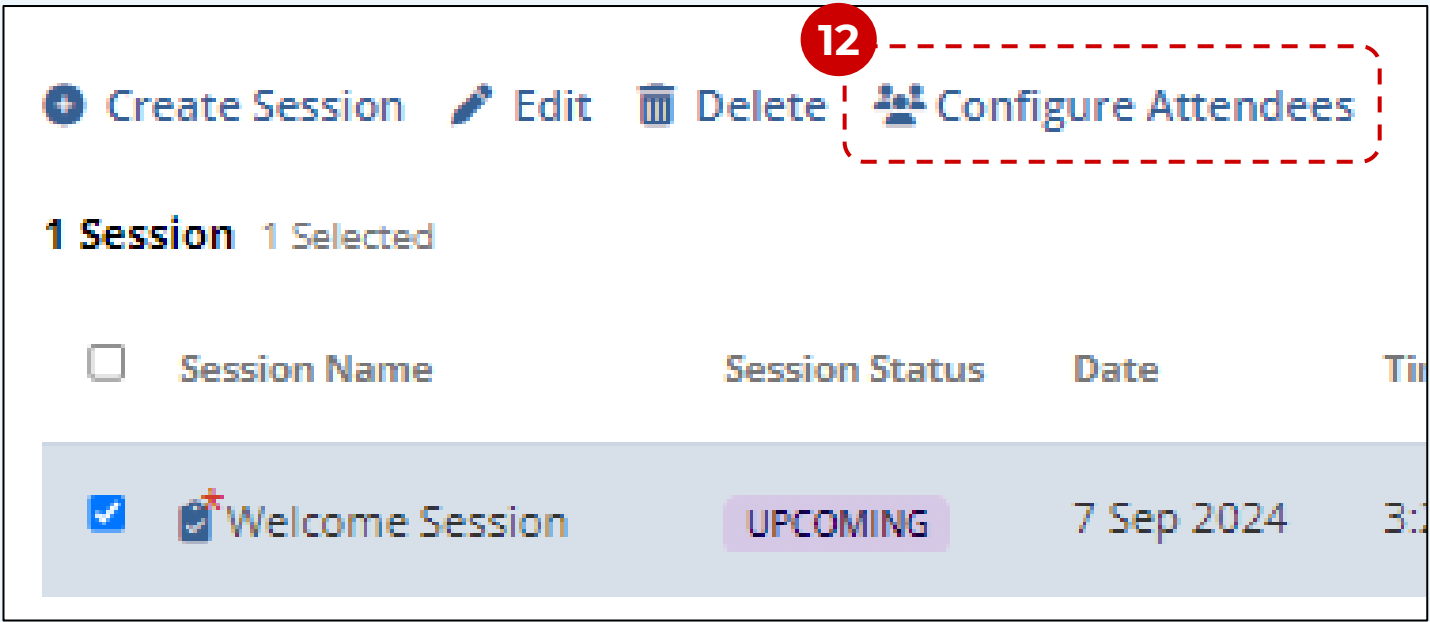
Timezone*

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

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



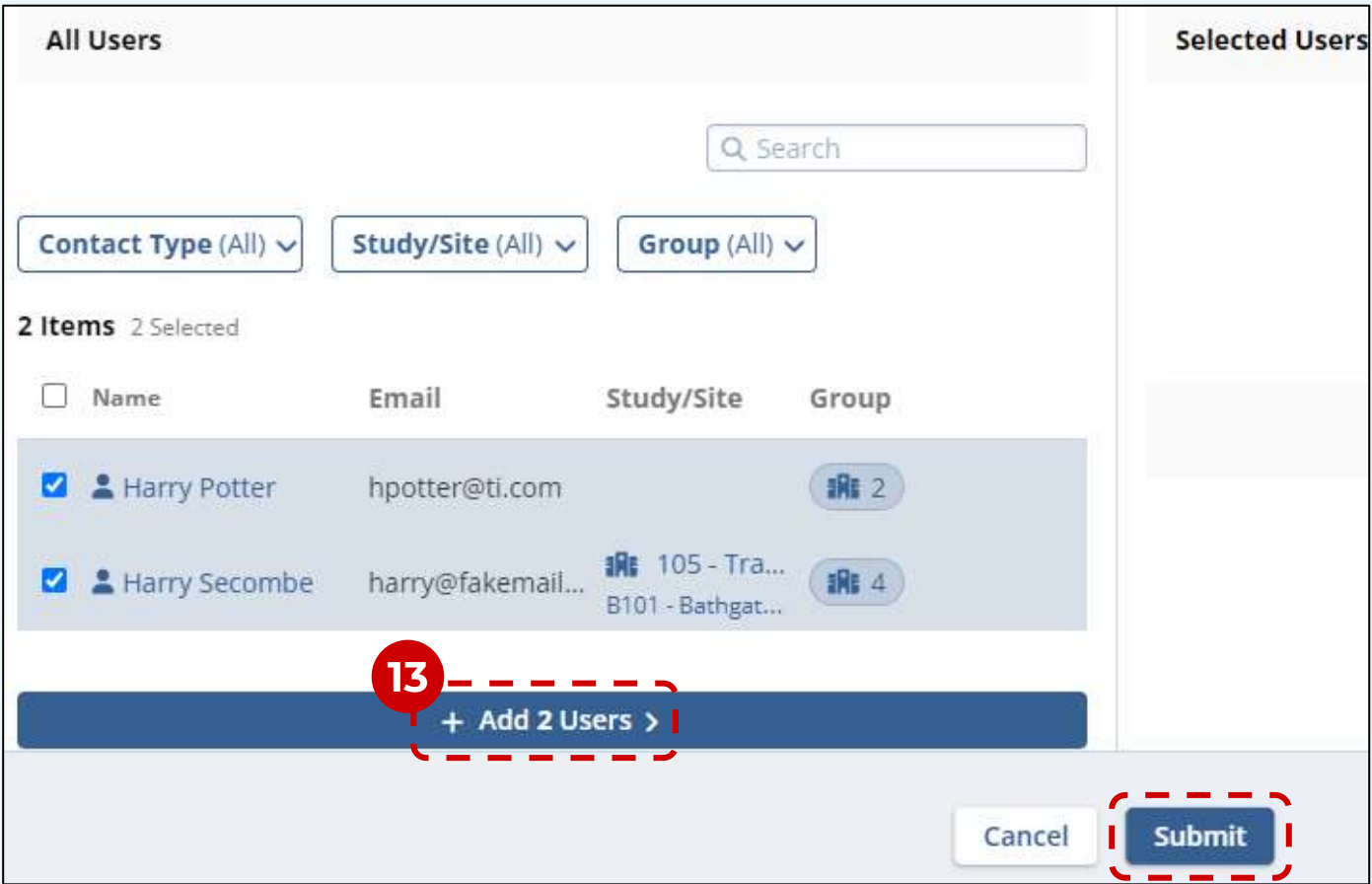
12 The session is now displayed within the course page. Select it and then click **Configure Attendees**.



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>17</div><div>NOT COMPLETED</div></div>
 Harry Secombe	0 of 0 Attended 0% <div></div>	<div>NOT COMPLETED</div>

Cancel

Mark All Completed & Save

Save