

# How to Create a Classroom Training Session

## 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**.

**Create a Course**

- Blank**  
Begin with an empty course. You can upload training content and/or add eLearning activities.
- Read & Acknowledge**  
Begin with a preconfigured Read & Acknowledge attestation. Additionally, upload training content and/or add eLearning activities.
- External Training**  
Associate external evidence of training as an eLearning course record. Select a Learner, and then select the uploaded evidence of training. A completed course is created for selected Learners with external evidence of training.
- Classroom Training**  
Setup an instructor-led or face-to-face training. Configure a relevant session and the course will be marked as complete once attendance is taken.

**Next**

# How to Create a Classroom Training Session

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 ?

4

5 Select participants for the event.

**1 General Information**

**2 User Enrollment**

**3 Review & Confirm**

**User Enrollment**

All Users

Search: harry

Contact Type (All)  Study/Site (All)  Group (All)

1 Items 1 Selected

Name	Email	Study/Site	Group
Harry Potter	harrypotter@example.com	105 - Training	Group 2
Harry Secombe	harrysecombe@example.com	105 - Training B101 - Bathgate - S...	Group 4

**5.1**

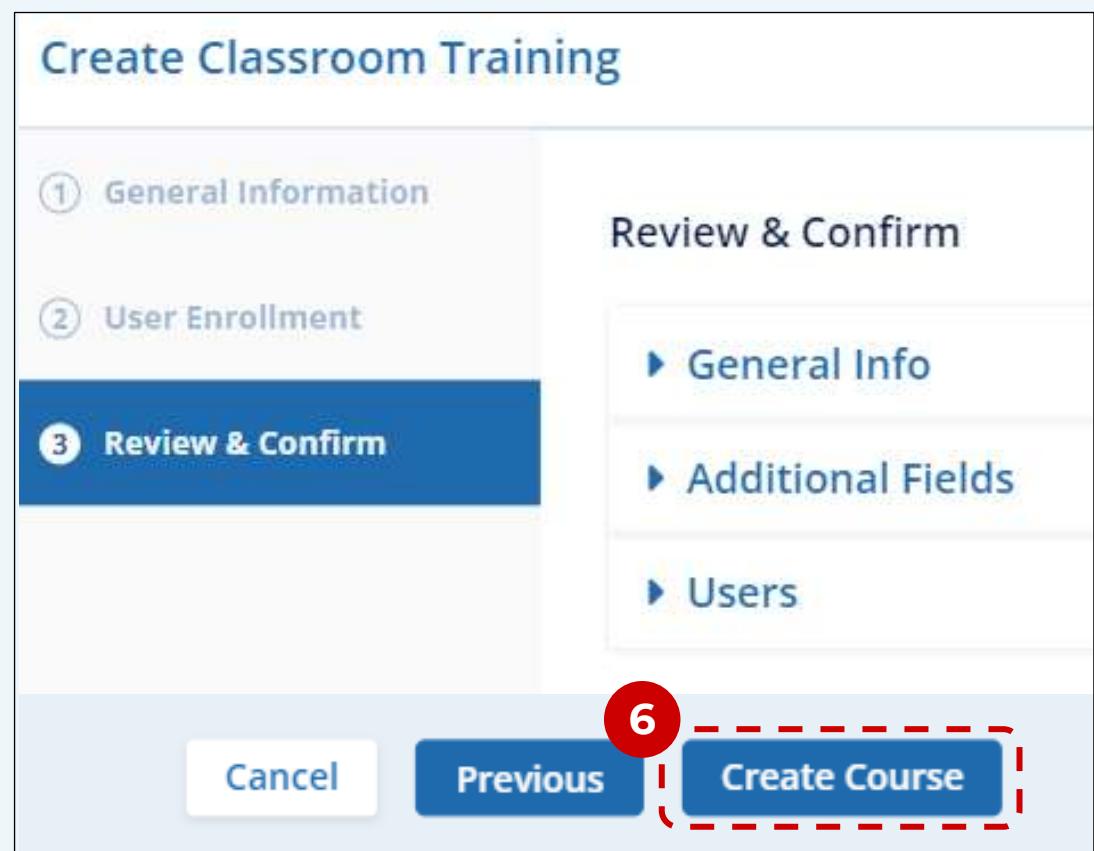
**5.2**

+ Add 1 User >

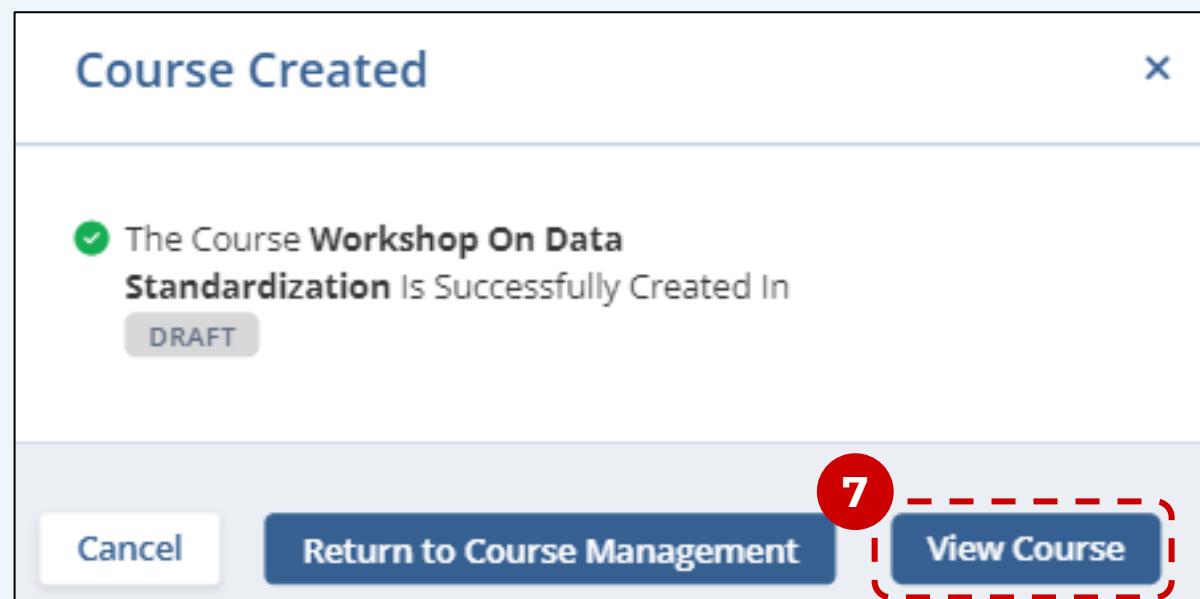
Cancel Previous Next

# How to Create a Classroom Training Session

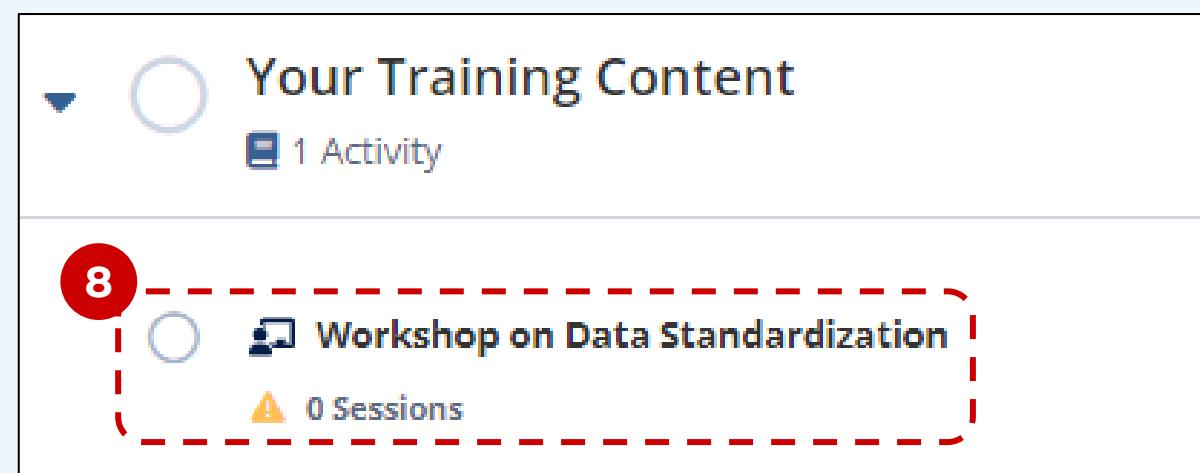
6 Review the settings for each previous step (expand as needed), then click **Create Course**.



7 Click on **View Course**.

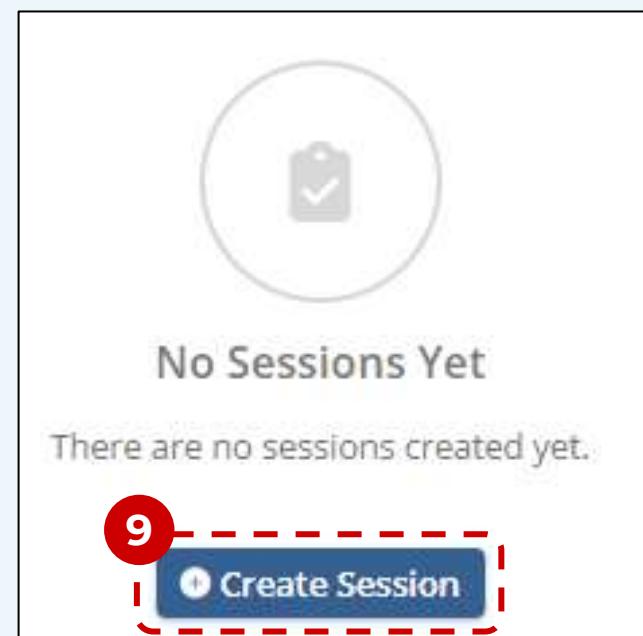


8 Classroom Training events consist of sessions. Click on the course name to view/add sessions.



# How to Create a Classroom Training Session

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\*  
 This is required field

Instructor\*

Venue

Location Room

Session Settings\*  
 Allow Self-Booking ?  Required ?

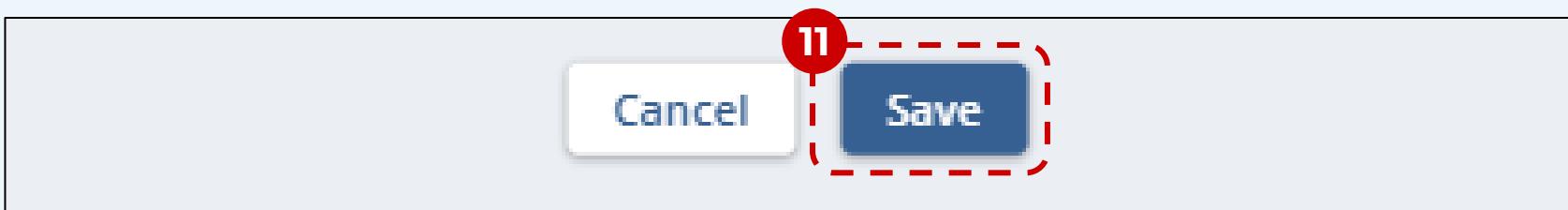
Date  
 Calendar icon

Start Time\* Finish Time\* Timezone\*

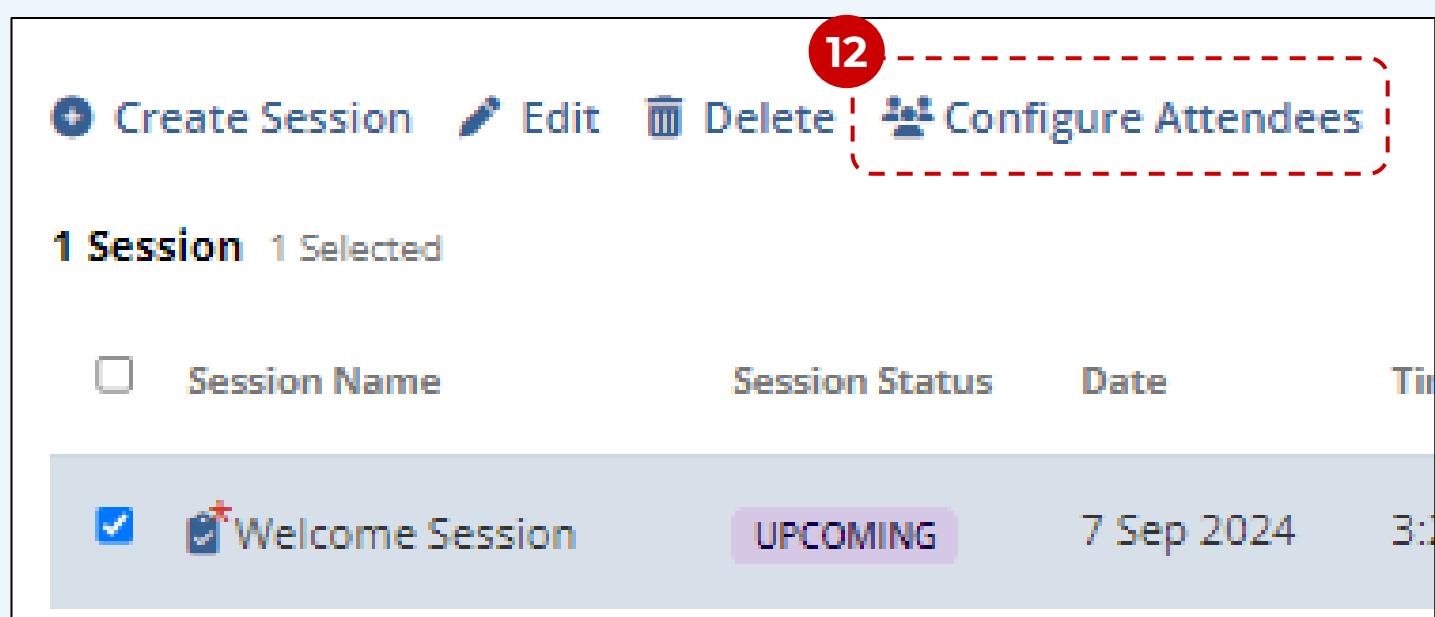
10 Allow Self-Booking Required

# How to Create a Classroom Training Session

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

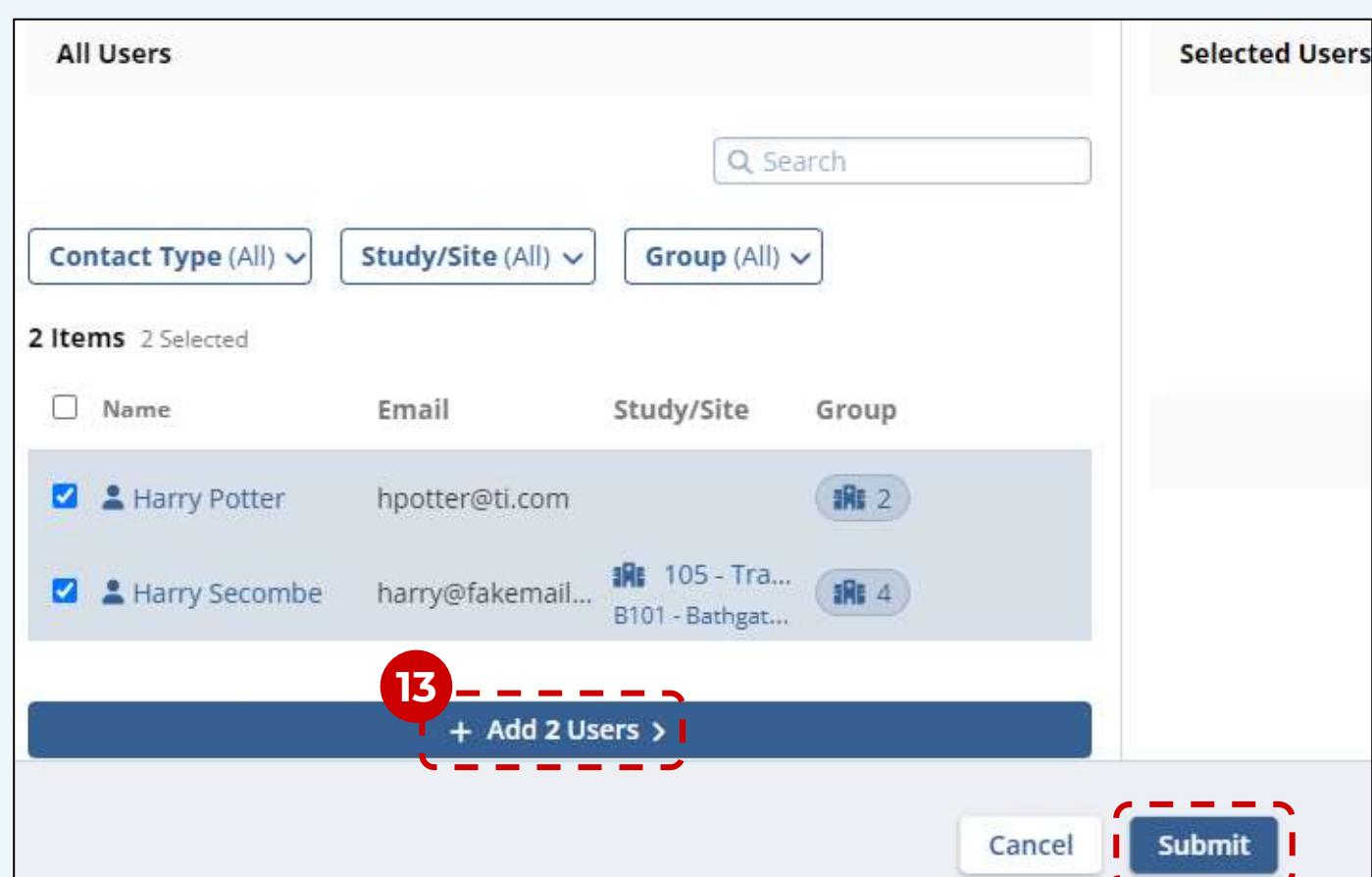


12 The session is now displayed within the course page. Select it and then click **Configure Attendees**.



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.



# How to Create a Classroom Training Session

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

## Workshop on Data Standardization



15 **Publish** the course to make it active.



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



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

