




Create a Session

Objective: Create a session of an ILT event

Create a Session

1. Log in using your assigned Admin ID and password
2. Hover over the **ILT** tab and click **Manage Events & Sessions**
3. Search for the course you want to add a session for
4. Click the **View Sessions** icon  for your event
5. Click the **Create New Session** link
6. Leave **Name** as 1, or if you would like to name each session by date, i.e., *Hands-on Application Day 1*, add that information here.
7. **Description** – leave blank
8. Select a location for this session by clicking on the diagonal arrow  next to the **Location** field. Do not check the **Confirmation Required** box.
9. Click **Done**
10. **Select Room Layout** – leave blank
11. **Add Resource** – leave blank
12. Click the **Add Instructor** link and select yourself. Make yourself the **Primary** instructor and do not check the **Confirmation Required** box.
13. Click **Done**
14. Make the **start date** of your session the date of your next birthday
15. Make the **start time** 8:30 am
16. Make the **end time** 4:00 pm
17. Check the **Display Times in Time Zone of User** check box
18. Click the **blue plus sign**  next to the **Part Break** title to add a lunch break to this session. Enter **30** minutes for the break
19. Click the **Save Part & Add New Part** button.
20. Notice **Name** is now 2 and the **Start Date** and **End Date** are now set for the following day.
21. Review the information to ensure accuracy. Click **Save & Add New Part** and repeat step 20 for Day 3.
22. Click **Save Part**
23. Click the **Next** button



24. In the top **Details** section:
 - **Session ID** – leave blank, or if you want to limit your session to one department or location, i.e., *Denver County Only*, this is where you enter that information.
 - **Credits** – leave blank
 - **Training Contact** – Delete the default contact and add yourself
25. In the **Registration** section:
 - **Attendance** – leave the default
 - **Advance Registration** – leave all defaults
 - **Registration deadline** – leave blank
 - **Minimum Registration** – enter 3
 - **Maximum Registration** – enter 12
26. In the **Enrollment** section:
 - Enrollment Restrictions – leave none selected
27. In the **Waitlist** section:
 - **Waitlist** – Leave default
 - **Waitlist Deadlines** – leave all as default of 0
28. In the **Cost** section:
 - **Price** – leave at \$0
29. **Prerequisites** – leave blank
30. **Pre-work** – leave blank
31. **Post-work** – leave blank
32. Click the **Next** button
33. **Availability** – leave blank
34. Click the **Next** button
35. Review **Summary** and ensure all of the information is correct.
36. Click the **Save** button

