

# Learning Management System (LMS)

## Create a Session for an Existing Course

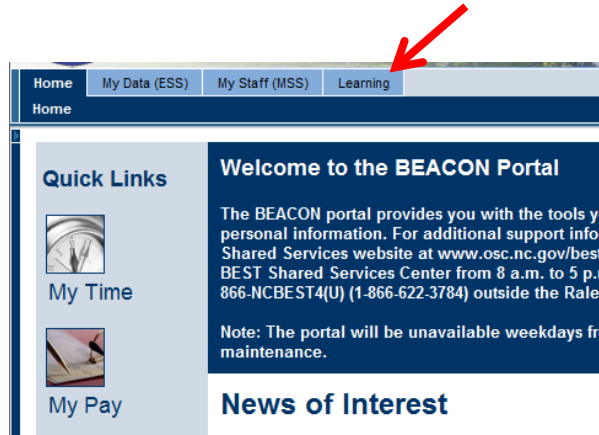
May 27, 2015

A session (class), and parts (days) of sessions, can be created for an event (course) that already exists in the LMS. Complete the following steps to add a session to an existing course.

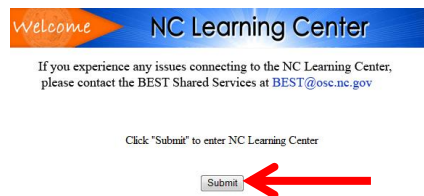
### 1. Log onto BEACON



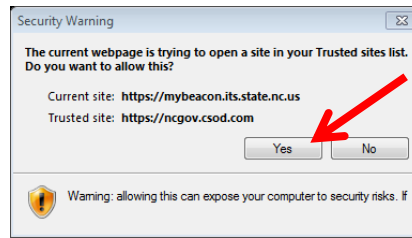
### 2. Click on the "Learning" tab



### 3. Click on "Submit"



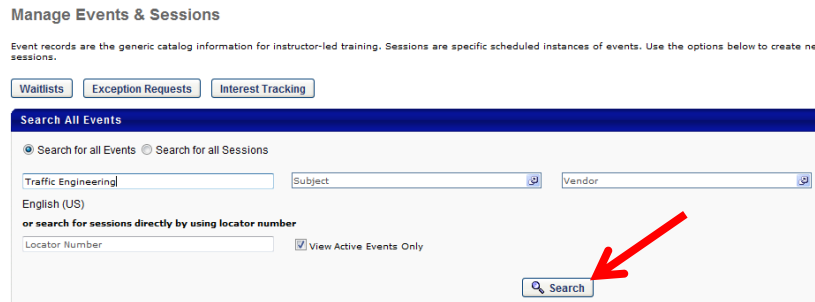
4. Click on "Yes"



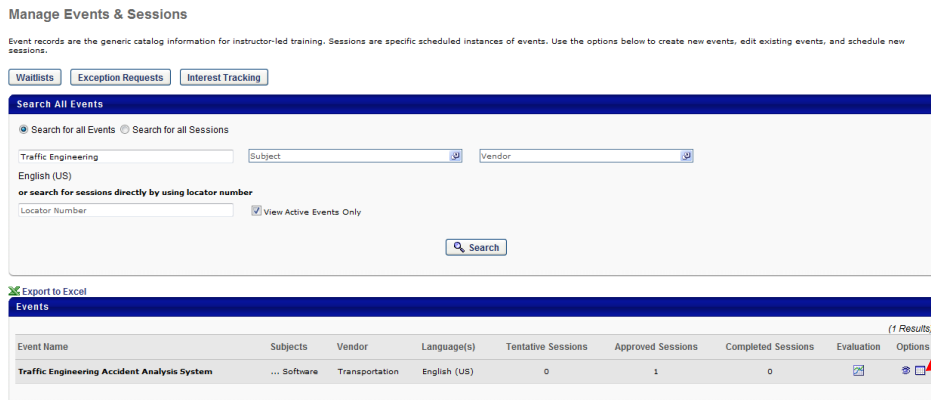
5. Click on "Manage Events & Sessions" under the "ILT Admin" tab



6. Search for the course that you want to add one or more sessions to.



7. Click on "View Sessions" for the course you are adding session(s) to.



8. Click on "Create New Session"

Traffic Engineering Accident Analysis System

**Search**

Tentative  Approved  Completed  Cancelled

Session ID:  Locator Number:  Start Date:  to

Location:  Instructor:

**Create New Session**

**Sessions** (1 Results)

Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Wednesday	8/7/2013	8/8/2013		5970	Garner, Training Site	0 of 17		Approved	

9. Enter the "Start Date" (either type it in or select it from the calendar drop down)

Traffic Engineering Accident Analysis System - Created by Jacqueline Johnson on 7/18/2013

**Session**

- Schedule Wizard
- Parts Schedule
- Details
- Availability
- Summary

**Schedule Wizard**

Use the schedule wizard to create multiple sessions at once. The:

Occurs:

Once  
 Daily  
 Weekly  
 Monthly

Duration:

Start Date: 9/4/2013

September, 2013

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Today: July 18, 2013

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10. Click on "Next"

11. Click on the "Location" search button

Traffic Engineering Accident Analysis System - Created by Jacqueline Johnson on 7/18/2013

**Session**

- Schedule Wizard
- Parts Schedule
- Details
- Availability
- Summary

**Edit Part**

Name:

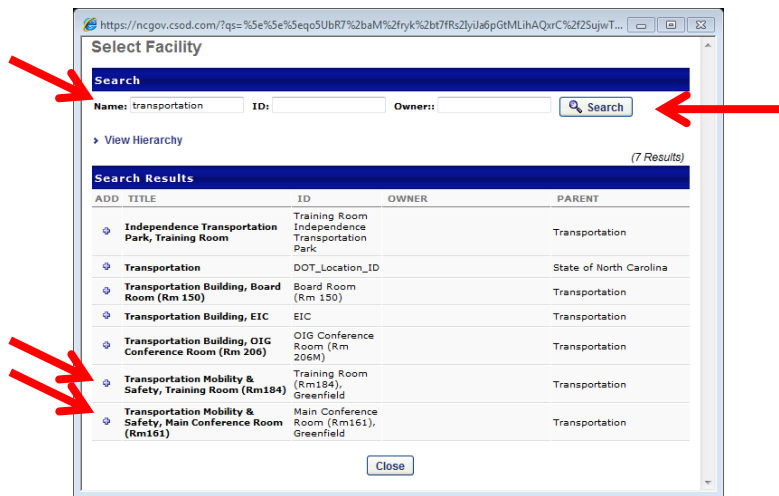
Description:

Location:

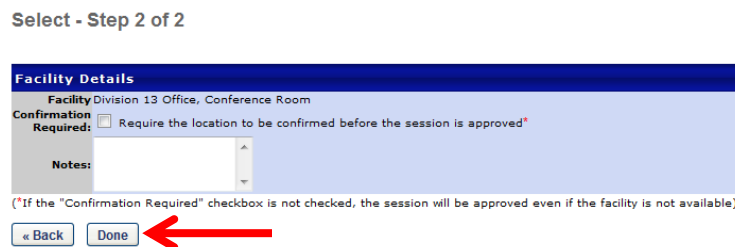
**DATE AND TIME**

Start Date: 9/4/2013 End: 9/4/2013

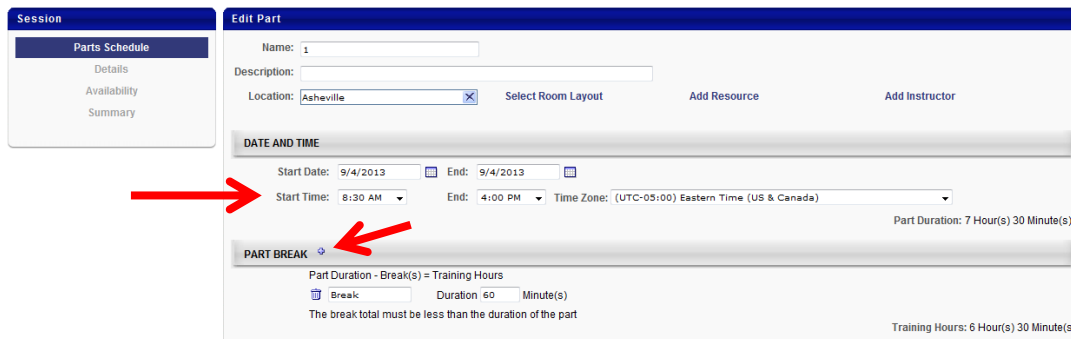
12. Search for the location and click the “Add” button



13. Click on the “Done” button



14. Enter the “Start Time” and “End” time, and add any breaks or lunch times if needed



15. If the session only occurs on one day, then skip to step 19. Otherwise, continue to step 16 because multiple day single sessions are created in parts (each day being one part). For webinars, unit safety meetings, etc., individual sessions (NOT parts) need to be created so skip to step 19.

16. Click on “Save & Add New Part” – this is only for sessions that have multiple parts of training (same day or more than one days)

Traffic Engineering Accident Analysis System - Created by Jacqueline Johnson on 7/18/2013

**Session**

- Schedule Wizard
- Parts Schedule**
- Details
- Availability
- Summary

**Edit Part**

Name: 1

Description:

Location: Division 13 Office, Conference Rm [X] Select Room Lay

**DATE AND TIME**

Start Date: 9/4/2013 [calendar] End: 9/4/2013 [calendar]

Start Time: 8:30 AM [dropdown] End: 4:00 PM [dropdown] Time Z

**PART BREAK** [plus]

Part Duration - Break(s) = Training Hours


**PART OCCURRENCE**

Occurs

- Once
- Daily
- Weekly
- Monthly

Duration

Start Date: 9/4/2013



17. Adjust the date and times, if necessary.

Traffic Engineering Accident Analysis System - Created by Jacqueline Johnson on 7/18/2013

**Session**

- Schedule Wizard
- Parts Schedule**
- Details
- Availability
- Summary

**Edit Part**

Name: 2


Description:

Location: Division 13 Office, Conference Rm [X] Select Room Lay

**DATE AND TIME**

Start Date: 9/5/2013 [calendar] End: 9/5/2013 [calendar]

Start Time: 8:30 AM [dropdown] End: 4:00 PM [dropdown] Time Z



18. Repeat steps 16 and 17 if additional days (parts) are required for the same session. Otherwise, continue to step 19.

19. Click on "Save Part"

Traffic Engineering Accident Analysis System - Created by Jacqueline Johnson

**Session**

- Schedule Wizard
- Parts Schedule**
- Details
- Availability
- Summary

**Edit Part**

Name:

Description:

Location:  Sele

---

**DATE AND TIME**

Start Date:  ... End:

Start Time:  End:

---

**PART BREAK** +

Part Duration - Break(s) = Training Hours

---

**PART OCCURRENCE**


Occurs

- Once
- Daily
- Weekly
- Monthly

---

Duration

Start Date:



20. Click on the "Save" button

Traffic Engineering Accident Analysis System - Created by Jacqueline Johnson on 7/18/2013

Sessions may be composed of an unlimited number of separate parts or schedules. When a user registers for this session, they will be automatically enrolled in each part schedule information for each part separately by clicking "Add Part" and entering the information on the new line. To check for location, equipment, or facility conflicts between click "Check for Conflicts."


**Session**

- Schedule Wizard
- Parts Schedule**
- Details
- Availability
- Summary

**Parts Schedule**

+ Add Part + View Events Calendar + Export to Excel + Check Conflicts

Status	Day	Part Name	Starts	Ends	Training Hours	Location
<input type="radio"/>	Wednesday	1	9/4/2013 8:30 AM EST	9/4/2013 4:00 PM EST	7 Hour(s) 30 Minute(s)	Asheville
<input type="radio"/>	Thursday	2	9/5/2013 8:30 AM EST	9/5/2013 4:00 PM EST	7 Hour(s) 30 Minute(s)	Asheville



21. Click on the "Edit Session" button

Traffic Engineering Accident Analysis System

**Search**

Tentative  Approved  Completed  Cancelled

Session ID:  Locator Number:  Start Date:  to


Location:  Instructor:

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+ Create New Session

**Sessions** (2 Results)

Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Wednesday	9/4/2013	9/5/2013		5971	Asheville	0 of 75	<input type="checkbox"/>	Approved	<input type="button" value="Edit"/> <input type="button" value="Print"/> <input type="button" value="Delete"/>
Wednesday	8/7/2013	8/8/2013		5970	Garner, Training Site	0 of 17	<input type="checkbox"/>	Approved	<input type="button" value="Edit"/> <input type="button" value="Print"/> <input type="button" value="Delete"/>



22. Click on "Details" in the "Session" box

Traffic Engineering Accident Analysis System - Created by Jacqueline Johnson on 7/18/2013

Sessions may be composed of an unlimited number of separate parts or schedules. When a user registers for this session, they will be automatically enrolled in each part schedule information for each part separately by clicking "Add Part" and entering the information on the new line. To check for location, equipment, or facility conflicts between click "Check for Conflicts."

Status	Day	Part Name	Starts	Ends	Training Hours	Location
●	Wednesday	1	9/4/2013 8:30 AM EST	9/4/2013 4:00 PM EST	7 Hour(s) 30 Minute(s)	Asheville
●	Thursday	2	9/5/2013 8:30 AM EST	9/5/2013 4:00 PM EST	7 Hour(s) 30 Minute(s)	Asheville

23. Adjust the "Session ID" to indicate any specifics for the course (i.e. last names range for safety meetings, webinar title/subject, etc.)

Session ID: TEAAS Training

Credits: 0

Professional Development:

Department Goal Supported: Make our transportation network safer.

Training Contact: Jacqueline Johnson JACKIEJOHNSON@NCDOT.GOV  
(Tel) 919-773-2782 (Fax) 919-771-2745

REGISTRATION

Attendance: 2 of 2 parts must be marked as attended for a session to be marked completed in the user's transcript

Registration Deadline: Day(s) Before first part of session starts. (Request and Register)

Before: (Session Start Date and Time - Timing Selected Above = Registration Deadline)  
After: (Session Start Date and Time + Timing Selected Above = Registration Deadline)

Minimum Registration: 0

Maximum Registration: 11

24. Adjust the "Attendance" field to indicate the number of parts (days) required for successful completion of the session (i.e. 1of 1, 2of 2, 1 of 5, etc.)

Session ID:

Credits: 0

Professional Development:

Department Goal Supported: Make our transportation network safer.

Training Contact: Jacqueline Johnson JACKIEJOHNSON@NC  
(Tel) 919-773-2782 (Fax) 919-771-2745

REGISTRATION

Attendance: 2 of 2 parts must be marked as attend

Registration Deadline: Day(s) Before first part

Before: (Session Start Date and Time - Timi  
After: (Session Start Date and Time + Timi

Minimum Registration: 0

Maximum Registration: 75

ENROLLMENT

25. Adjust the “Maximum Registration” field to indicate the maximum number of seats available

Traffic Engineering Accident Analysis System - Created by Jacqueline Johnson on 7/18/2013

Session	Details
<p>Parts Schedule</p> <p><b>Details</b></p> <p>Availability</p> <p>Summary</p> <p>Save Cancel</p>	<p>Session ID: <input type="text"/></p> <p>Credits: <input type="text" value="0"/></p> <p>Professional Development: <input type="text"/></p> <p>Department Goal Supported: Make our transportation network safer.</p> <p>Training Contact: Jacqueline Johnson JACKIEJOHNSON@M (Tel) 919-773-2782 (Fax) 919-771-2745</p> <hr/> <p><b>REGISTRATION</b></p> <p>Attendance: <input type="text" value="0"/> of 2 parts must be marked as atten</p> <p>Registration Deadline: <input type="text"/> Day(s) Before first p</p> <p>Before: (Session Start Date and Time – Tim</p> <p>After: (Session Start Date and Time + Timi</p> <p>Minimum Registration: <input type="text" value="0"/></p> <p>Maximum Registration: <input type="text" value="75"/> ←</p> <hr/> <p><b>ENROLLMENT</b></p> <p>Once users are registered in this session, some enrollment options may not be</p>

26. Click the “Save” button

Traffic Engineering Accident Analysis System - Created by Jacqueline Johnson on 7/18/2013

Session	Details
<p>Parts Schedule</p> <p><b>Details</b></p> <p>Availability</p> <p>Summary</p> <p>← Save Cancel</p>	<p>Session ID: <input type="text"/></p> <p>Credits: <input type="text" value="0"/></p> <p>Professional Development: <input type="text"/></p> <p>Department Goal Supported: Make our transportation network safer.</p> <p>Training Contact: Jacqueline Johnson JACKIEJOHNSON@M (Tel) 919-773-2782 (Fax) 919-771-2745</p> <hr/> <p><b>REGISTRATION</b></p> <p>Attendance: <input type="text" value="2"/> of 2 parts must be marked as atten</p> <p>Registration Deadline: <input type="text"/> Day(s) Before first p</p> <p>Before: (Session Start Date and Time – Tim</p> <p>After: (Session Start Date and Time + Timi</p> <p>Minimum Registration: <input type="text" value="0"/></p> <p>Maximum Registration: <input type="text" value="11"/></p>



**NOTE:**

The following steps are to be followed **ONLY** if the session will be available to members of one or more business units (i.e. **NOT** available to all of NCDOT or State Government), and they only show how to restrict sessions to the Mobility and Safety Division.

27. Click on the “Edit Session” button

**First Aid, CPR and AED**

Search

Tentative  Approved  Completed  Cancelled

Session ID:  Start Date:  to

Location:  Instructor:

[Create New Session](#)

**Sessions** (1 Result)

Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Tuesday	6/23/2015	6/23/2015		87434	Transportation Mobility & Safety, Main Conference Room (Rm161) (Garner)	0 of 12		Approved	

28. Click on “Availability” in the “Session” box

**First Aid, CPR and AED**

- Created by Jacqueline Johnson on 5/27/2015

Sessions may be composed of an unlimited number of separate parts or schedules. When a user registers for this session, they will be automatically enrolled in each part. If this session is made up of multiple parts, enter schedule information for each part separately by clicking “Add Part” and entering the information on the new line. To check for location, equipment, or facility conflicts between your sessions or with other scheduled sessions, click “Check for Conflicts.”

**Session**

- Parts Schedule
- Details**
- Availability
- Summary

**Parts Schedule**

[Add Part](#) [View Events Calendar](#) [Export to Excel](#) [Check Conflicts](#)

Status	Day	Part Name	Starts	Ends	Training Hours	Location	Instructor	Options
●	Tuesday	1	6/23/2015 10:00 AM EST	6/23/2015 3:00 PM EST	4 Hour(s) 0 Minute(s)	Transportation Mobility & Safety, Main Conference Room (Rm161) (Garner)	Michael Heminuk (Primary) Jarvis Gray (Primary)	

**Modification History**

29. Click on “Select Criteria” and “ORG UNIT”

**First Aid, CPR and AED**

- Created by Jacqueline Johnson on 5/27/2015

Select the group(s) of employees who should be allowed to register for this session. You may enter any combination of the criteria below. Employees who have not been selected for availability may still register if they are granted an exception.

**Session**

- Parts Schedule
- Details
- Availability**
- Summary

**Availability**

Do not allow users to Request this session by Exception Request. If checked, only users in availability below will see this session.

**AVAILABILITY**

The availability criteria that you select will only include employees who meet the following criteria: (ORG UNIT is or below Transportation OR ORG UNIT is or below OSHR DO-OPS & BEN TEMP SOL DOT)

Select Criteria

- All employees
- ORG UNIT**
- Position
- Cost Center
- Location
- Group
- Employee Group
- Employee Subgroup
- SOC Code
- Personnel Area
- Education Level
- Statutory Exempt Type Code
- Org Path Structure
- County Code
- Pay Scale Type
- Pay Scale Area
- Users

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### 30. Click on the select organization unit box

#### First Aid, CPR and AED

- Created by Jacqueline Johnson on 5/27/2015

Select the group(s) of employees who should be allowed to register for this session. You may enter any combination of the criteria below. Employees who have not been selected for availability may still register if they are granted an exception.

### 31. Click on the expand button next to "Transportation"

ADD	TITLE	ID
<input type="checkbox"/>	OSHR DO-OPS & BEN TEMP SOL DOT	21021019
<input checked="" type="checkbox"/>	Transportation	20010829

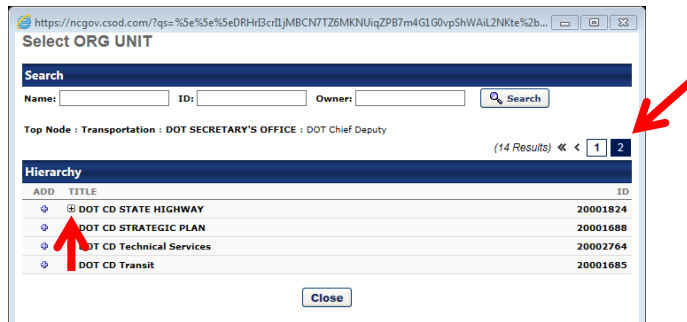
### 32. Click on the expand button next to "DOT SECRETARY'S OFFICE"

ADD	TITLE	ID
<input type="checkbox"/>	DOT Outside Training Support	DOT ITRF Users
<input checked="" type="checkbox"/>	DOT SECRETARY'S OFFICE	20000017

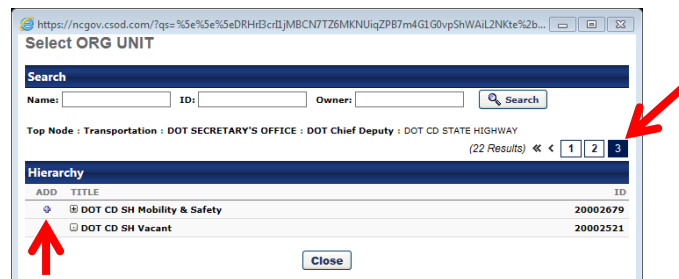
### 33. Click on the expand button next to "DOT Chief Deputy"

ADD	TITLE	ID
<input type="checkbox"/>	DOT ATTORNEY GENERAL	20001706
<input checked="" type="checkbox"/>	DOT Chief Deputy	20001684
<input type="checkbox"/>	DOT COMMUNICATIONS OFFICE	20001693
<input type="checkbox"/>	DOT GOVERNANCE	21000990
<input type="checkbox"/>	DOT HUMAN RESOURCES	20001698
<input type="checkbox"/>	DOT Inspector General	21000950
<input type="checkbox"/>	DOT LOGISTICS	20002829
<input type="checkbox"/>	DOT Office of the General Counsel	20001683
<input type="checkbox"/>	DOT SEC Administration	20001682
<input type="checkbox"/>	NC State Ports Authority	21004329

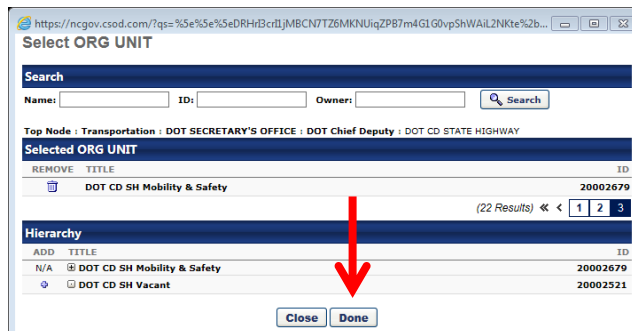
34. Click on page 2, then click on the expand button next to "DOT CD STATE HIGHWAY"



35. Click on page 3, then click on the "Add" button to the left of "DOT CD Mobility & Safety"



36. Click on "Done"



37. Click on "Save"

### First Aid, CPR and AED

- Created by Jacqueline Johnson on 5/27/2015

Select the group(s) of employees who should be allowed to register for this session. You may enter any combination of the criteria below. Employees who have not been selected for availability may still register if they are granted an exception.

**Session**

Parts Schedule

Details

**Availability**

Summary

**Availability**

Do not allow users to Request this session by Exception Request. If checked, only users in availability below will see this session.

**AVAILABILITY**

The availability criteria that you select will only include employees who meet the following criteria: (ORG UNIT is or below Transportation OR ORG UNIT is or below OSHR DO-OPS & BEN TEMP SOL DOT)

Select Criteria:

REMOVE CRITERIA:  All employees in ORG UNIT: DOT CD SH Mobility & Safety

INCLUDE SUBORDINATES:  PRE-APPROVED:  REGISTER UPON APPROVAL:

**Modification History**