

# Creating Events & Sessions

## Creating Events

To create an events and sessions, hover over the ILT (Internal Learning Tool) option and select **“Manage Events & Sessions”**. Click the link to **“Create New Event”**.

Enter specifics for the event under the **“Properties”** **“Availability”** & **“Session Defaults”** sections; clicking **“Save”** to begin entering the session information. (Red stars indicate required fields.)

Locator Number   View Active Events Only

Legend

- Edit Evaluation
- View Evaluation Report
- Edit Event
- Copy Event
- View Sessions
- Map Certification

**Create New Event** Export to Excel

Events

Event Name	Subjects	Vendor	La
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**Properties**

★ Event Name:  ★

Event Number:

★ Vendor:

Training Hours:  hour(s)  minute(s)

Object ID: f551452a-b81c-4b1f-ab17-25617a3b6385

Description:

Resources: [Add Attachment](#)


No attachments have been uploaded for this Event

Objectives:

Available Languages: English (US)  Check all the languages that the content in this Event contains. ?

Default Language: English (US) : This is the language in which the event is shown to the user if this event's information is not localized in their language.



Resources: [Add Material](#)


	Type	Title	Location
 Subjects:	<a href="#">Add Subject</a>		
Competencies:	<a href="#">Add Competency</a>		
Skills:	<a href="#">Add Skill</a>		

Options:  Active  Allow Users To Attend Multiple Sessions  Allow interest tracking ?

Ability to Select Sessions: Controls the visibility of the "Select Session" link for an Event on an end user's Transcript and Training Details.

End Users  Admins and Managers

Keywords:   

Training Contact: 

Created By: Joy Taylor on Monday, November 05, 2018

Last Modified By: Joy Taylor on Monday, November 05, 2018

[Save](#) [Cancel](#) [Next »](#)

**Add New Event** [Show Me](#)

**Event**

- Properties
- Availability**
- Session Defaults

**Availability**

Copy Availability To New Sessions

**AVAILABILITY**

All Users   [Create New Group](#)

- Select Criteria
- All Users**
- Division
- Position
- Grade
- Cost Center
- Location
- Group
- Users



[« Back](#) [Save](#) [Cancel](#) [Next »](#)



## Session Defaults

### RESOURCES

[Add Attachment](#) 

No attachments have been uploaded for this Session

### REGISTRATION

Advance Registration:  Allow Advance Registration for Interested Users  
Advance Registration lasts for  days after session is created  
 Users are Pre-Approved  
 Register Users on Approval

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:    
 Maximum Registration:   
 Virtual Event Location:

### ENROLLMENT

Once users are registered in this session, some enrollment options may not be available.

- None  
 Place Enrollment Restrictions  
 Manage Reservations and Restrictions

### WAITLIST

Waitlist:  Allow waitlist for sessions in this event  
 Allow Auto-Management of Waitlist  
 Grant waitlist opening to one user at a time based on priority  
 Grant opening to all waitlisted users at once for first come first served registration  
 Auto-Register User upon Granting Waitlist  
 Limit users to one waitlist per event

Waitlist Deadlines: Students have  days and  hours to register for a class after a waitlist opening is granted  
Waitlist expires  days and  hours before session start date

Note: Ignore the section related to “Cost.”

**ADVANCED CRITERIA**

Preferred Instructors: [+ Add Instructors](#)

Credits per Session:

**PREREQUISITES**

[+ Add New Option](#)

NAME

**ADDITIONAL REQUIREMENTS**

Pre-Work: [Add Pre-Work](#)

Post-Work: [Add Post-Work](#)

Request Form:

Required Training Approvals:  Place a value in this box greater than 0 to require this number of training approvals to all users who request this training. If this box is blank, the LO will not require training approvals. NOTE: Changes to this field will only apply to users who do not have this Cohort on their training plan.

Required Completion Approvals:  Place a value in this box greater than 0 to require this number of training completion approvals to all users who complete this Cohort. If this box is blank, the LO will not require completion approval. NOTE: Changes to this field will only apply to users who do not have this Cohort on their training plan.

Display Times in Time Zone of User:  Select this option if you would like the Start and End times for all Sessions to display to Users in their Time Zone. Typically, this is the user's local time zone.

[← Back](#) [Save](#) [Cancel](#)

Legend

[Edit Evaluation](#) [View Evaluation Report](#) [Edit Event](#) [Copy Event](#) [View Sessions](#) [Map Certification](#)

[Create New Event](#) [Export to Excel](#)

**Events** (2 Results)

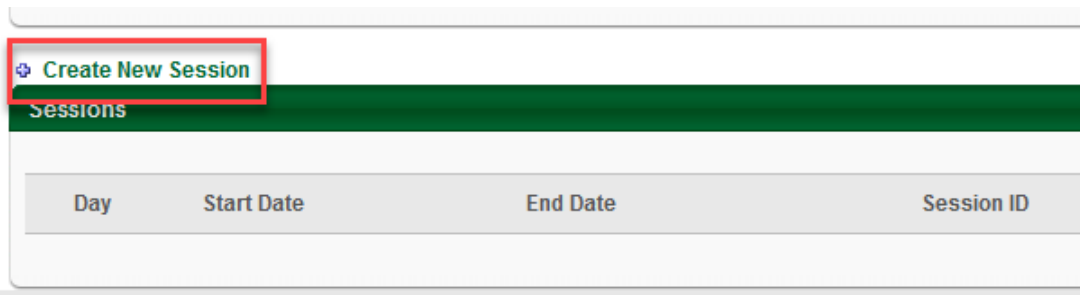
Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	Evaluation	Options
Basketweaving 101	Well-Being	External Training	English (US)	0	0	0	<a href="#">View</a> <a href="#">Print</a>	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Copy</a> <a href="#">Print</a>

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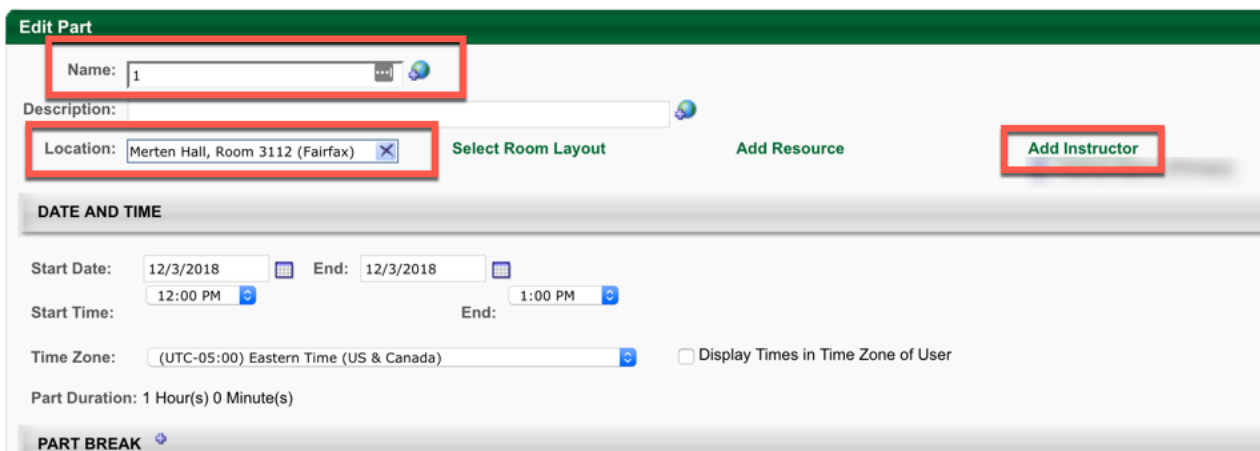
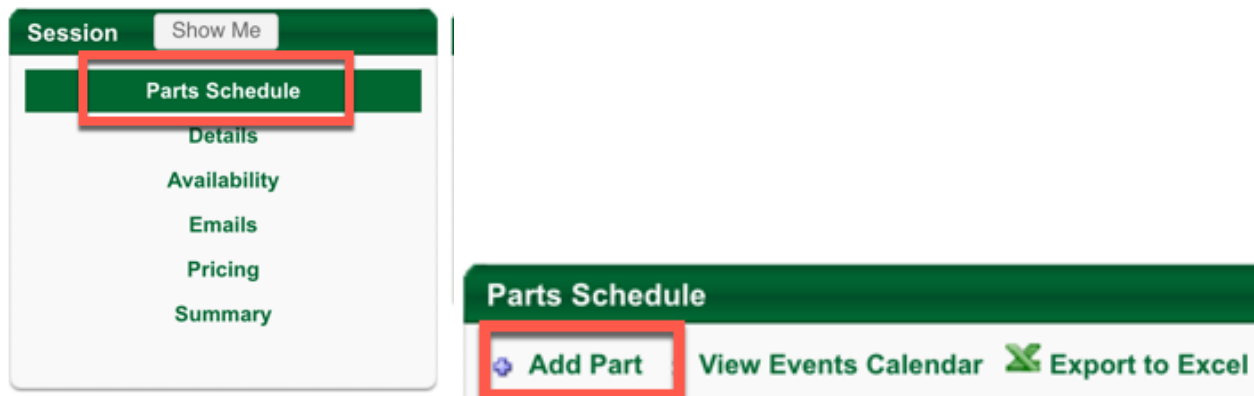
Creating Sessions

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Navigate to the “Event” you wish to add Session(s) to and select “**Create New Session.**”



Enter the data into the **schedule wizard**. To add the instructor click, “**Parts Schedule**”, “Click **Add Part** and then “**Add Instructor.**”



**Note: Cornerstone allows sessions to be divided into “parts” (sessions occurring over multiple days, weeks or even months); where all the parts are required to receive full credit for participation. However, most sessions at Mason are delivered in 1 part.**

Enter all the required data on the Schedule Wizard and on the Summary tab select “Save”.

Sessions <span style="float: right;">(2 Results)</span>									
Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Tuesday	12/4/2018 8:30 AM EST	12/4/2018 5:00 PM EST		16	Fairfax Campus	0 of 15		Approved	
Tuesday	11/6/2018 8:30 AM EST	11/6/2018 5:00 PM EST		15	Fairfax Campus	0 of 15		Approved	