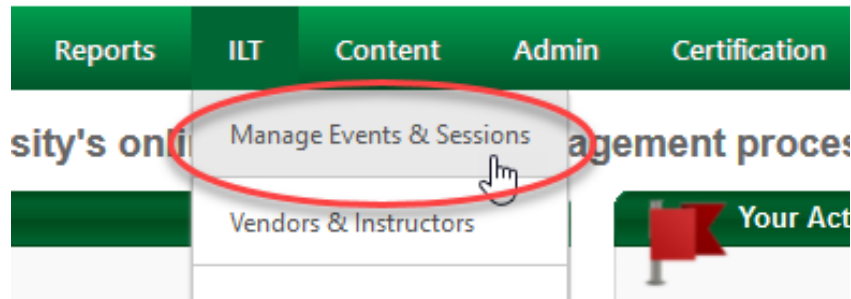


Managing Events & Sessions

On the **Manage Events and Sessions** page you can view the events that will appear in the course catalog and sessions that will appear on the calendar.

Select **Manage Events and Sessions** from the ILT dropdown menu. *You can also view Vendors & Instructors and Facilities & Resources. You can also view the course catalog under Admin → Catalog and Course Calendar under Learning.*



Manage Events & Sessions Show Me

Event records are the generic catalog information for instructor-led training. Sessions are specific scheduled instances of events. Use the options below to create new events, edit existing events, and schedule new sessions

[Waitlists](#) [Exception Requests](#) [Interest Tracking](#) ?

Search All Events

Search for events or sessions

Search for all Events Search for all Sessions

Event Name Subject Vendor

All Languages

or search for sessions directly by using locator number

Locator Number View Active Events Only

Legend

Event Options: Edit Event Copy Event View Sessions Edit Evaluation View Evaluation Report Map Certification

Session Options: View Roster Edit Session Copy Session View Session Details Cancel Session Edit Evaluation View Evaluation Report

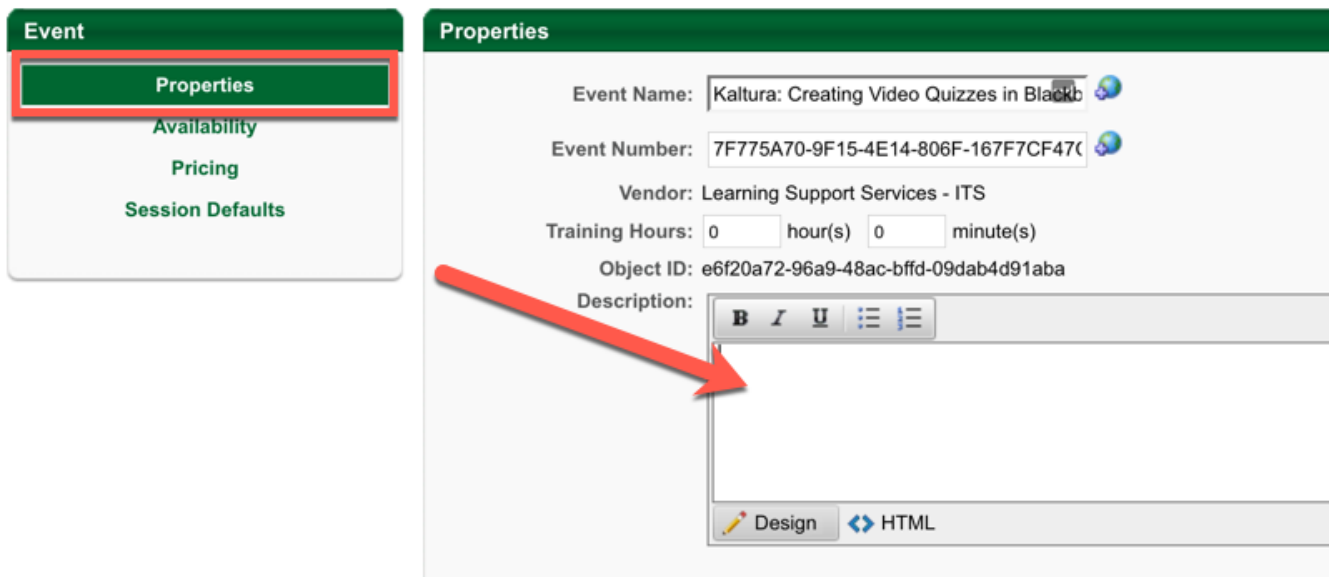
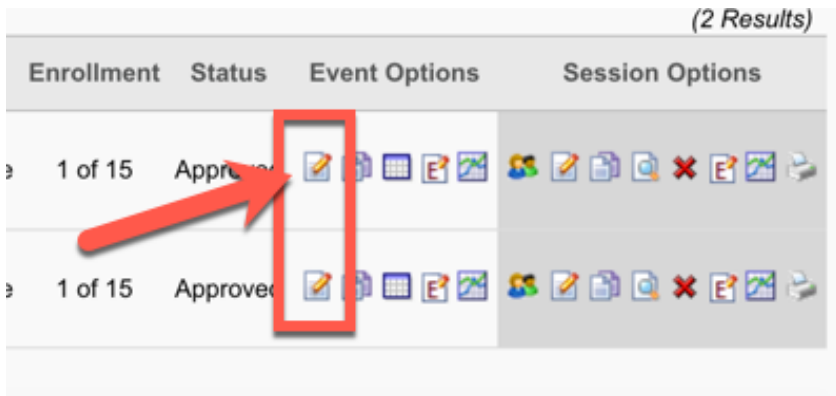
[Create New Event](#) [Export to Excel](#)

| Day | Start Date | End Date | Session ID | Event Name | Locator Number | Location | Instructor | Enrollment | Status | Event Options | Session Options |
|----------|------------------------------|------------------------------|---|--|----------------|----------|------------|------------|----------|---------------|-----------------|
| Thursday | 11/29/2018 3:00 PM EST | 11/29/2018 4:00 PM EST | 7F775A70-9F15-4E14-806F-167F7CF47C89:2142 | Kaltura: Creating Video Quizzes in Blackboard (Webinar) | 1143 | Virtual | | 1 of 15 | Approved | | |
| Thursday | 11/29/2018 2:00 PM EST | 11/29/2018 3:00 PM EST | B8829CEA-0680-44C4-9198-A90D47974024:2138 | Kaltura: Creating Video Presentations with Capturespace Desktop Recorder (Webinar) | 1138 | Virtual | | 1 of 15 | Approved | | |

Under each event you can see the number of sessions and can also click the icons, to the right, to edit, copy, view sessions, add evaluation, etc. (see the legend for details).

Update Course Description

To update course descriptions, navigate to the “**Event**” and select the “**Edit Event**” icon.



Enter your description and click “**Save**”.