# Learning Events Generator Help

1. Open the **Learning Events Request Site**: (This will be where you find all course/session info and files)
    https://ts.accenture.com/sites/ALSSClassTech/LearningEvents/Lists/Learning%20Events%20Request/AllItems.aspx
2. Extract LEG.zip to your local PC from \\10.14.86.6\Accenture\LearningEvents\LEG.zip
3. Open the extracted folder and run **LearningEvents.exe**

4. Click the **New Session** button to open the new session form
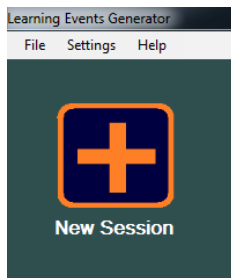
5. This step has a few different options depending whether it is a new session or an update to an existing session
    (Check the learning events request site for course/session info)
    a. If this is an update to an existing session, select the session from the dropdown list
        i. If the update is at the session level be sure to check the session level checkbox and add the session code
    b. If this is a new course, select the New Course radio button and then enter the session code along with the course name
        i. If the update is at the session level be sure to check the session level checkbox and add the session code

6. If you are not connected to the Accenture Network, you will see the following message, and be asked if you want to store your files on your local browser. Select **Yes** and use the file explorer to store your files. (If you do not see this message, skip this step)
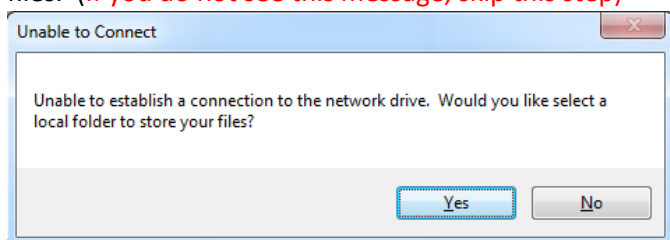
7. If you have files other than an agenda, such as Microsoft Office files, save them as PDF files somewhere of your computer. (If you have no materials or links click the **Next** button and skip to **step 9**)

   a. Click the **Add Files** button and navigate to where you saved the PDF files
   b. Confirm that all of the files you need appear in the box to the left of the Add Files button
   c. If you selected too many files, select which file to remove and click the **Delete** button

8. If you have links to add, paste each link into one of the **Link # URL** textboxes along with the text you want to appear for the link in the **Link # Text** textbox. Then click **Upload**.

9. If you did not upload any materials or links, you will see a message that says **No Materials Were Added**

10. Click the **Finish** button on the next form to bring up the **XML Generator**

XML Generator

1. Use the XML Schedule Generator to create a schedule for the Learning Events App. You should receive a schedule in the form of an Excel Document or some other format. Type each event Name, Start Time, and End Time into the generator (Location is optional)

2. Once you have entered an event's name, start time, and end time into the form you can click the **Next Event** button to create a new event
   a. After clicking **Next Event** you will see the event you just created in the XML Display Window to the right of the form (See Below)

Schedule Generator
Day 1 Event 2

Previous Event	Name:	[ ]	Next Event
Previous Day	Start Time:	H [ ] M [ ] AM ▾	Next Day
	End Time:	H [ ] M [ ] AM ▾	Delete Event
	Location:	[ ]	Finish

```
<?xml version="1.0" encoding="utf-8"?>
<activity>
    <day count="1">
        <event id="1">
            <name>Event 1</name>
            <starttime>08:00</starttime>
            <endtime>09:00</endtime>
            <location>Event Location</location>
        </event>
    </day>
</activity>
```

3. The **Next Day** button will bring you to the first event on the next day
4. The **Previous Day** button will bring you to the last event on the previous day
5. The **Delete Event** button will delete the event that is currently in the form
6. When you have finished creating the schedule select the **Finish** button and it will be saved to the schedule folder in the location you created
7. Hint: You can quickly navigate previous and next events by hitting the back arrow and forward arrow