

- Space tools
-

[Edit](#) [View inline comments](#) [Save for later](#) [Watch](#) [Share](#) ..

Created by Harris, Jeffrey, last modified on 12/06/2021

The event is just the description of the class. The session contains all the details about when the class will be given. The where, when etc. This concept is most important when it comes to reporting. The system allows you to select both events and sessions to be included. Since the attendance is done in the session. The session is the only option you need to select.

Search to see if there are any other events with the same title. If there is talk to the course owner. It could be the event has already been created in MyPath and they lost track of it. If the event isn't theirs look to avoid confusion by changing the course name.

Have this information before you start creating the event.

- **Provider** – very important. You cannot change it later.
- **Training hours**
- **Description**
- **Training contact** – this is limited to one contact no more. Extra contacts can be included in the session details. A department email can be used here.
- **Availability** – who is the audience. This may take a bit of discussion with the course owner since the info they provide must fit into the options we have. Always include division/CSOD System Admin
- If using Zoom we need the Zoom information

Hints When Creating the Events

Options – Deselect all 3 options. Your customer doesn't have the security to check this so it is easier not to ask the question.

Keywords – Very important for searching for a event. Keywords affect where a learning object appears in a search. Repeating a keyword is ok and will bring the learning object higher in the search results if the keyword matches the search words.

Session Defaults – Can be helpful or hurtful. Anything included here will automatically be entered in the corresponding session fields. This page also overwrites anything entered on corresponding fields on the individual session pages. For example, include the zoom link on the event level and if an individual session needs a different zoom link. Make the change on the individual session level and the confirmation email will have the event zoom information not the session information. So items that can change should not be included on the event level.

The event is just the description of the class. The session contains all the details about when the class will be given. The where, when etc. This concept is most important when it comes to reporting. The system allows you to select both events and sessions to be included. Since the attendance is done in the session. The session is the only option you need to select.

Hints when creating sessions

Sessions can be created from scratch or copied.

Schedule Wizard

Schedule Wizard – Since training can last from an hour to days to monthly, MyPath has the schedule wizard to let you create all the sessions at one time. It is not recommended to use this since most training needs more flexibility.

Parts Schedule

Name – No need to ever enter anything in this field. The student never sees this.

Location – When setting a location never select the **Confirmation Required** checkbox. It will leave your session in an ??? state. We don't have anyone who approves rooms in MyPath so no one will ever approve it.

Part Break - This is used when a class is long enough to need a break. The duration is subtracted from the total training time. 9-5 or 8 hours becomes 7 hours if you include an hour lunch break.

After clicking on the next button you may see this message. Click **OK** if using a zoom location. This message is a warning saying another zoom session has been scheduled for the same time.



Session ID – This is an important field. It is visible when the user selects a session, and it is the easiest way for a user to choose a session. This space may say the area the session is for i.e. NICU or PT only or it can say the month or the season.

Special Instructions – This is where the zoom link is entered. Replace the zoom link in red with the link you will use.

Zoom Script

No Password:

This is a virtual instructor-led training (vILT) Session. Please use [this link](CUSTOM.ZOOM.LINK) to join the session up to 15 minutes prior to start. Please do not share this link, as this link is unique to you. If you would like to share with others, please have them register within MyPath. If you're experiencing issues clicking the link above, try copying and pasting the link below in your internet browser.

CUSTOM.ZOOM.LINK

Contains Password Script:

This is a virtual instructor-led training (vILT) Session. Please use [this link](CUSTOM.ZOOM.LINK) to join the session up to 15 minutes prior to start. Please do not share this link, as this link is unique to you. If you would like to share with others, please have them register within MyPath.
Meeting Password:[Insert Password]
If you're experiencing issues clicking the link above, try copying and pasting the link below in your internet browser.
CUSTOM.ZOOM.LINK

Webinar/Meeting Link – Paste your zoom link here

Waitlist – Deselect waitlist since your average course owner doesn't have the permissions to check the list.

Prerequisites vs Pre-Work – Think of prerequisite as mandatory completed training vs suggested to have training. Managers love the idea of prerequisites, but MyPath is very strict and will not allow someone to enroll without the item completed on their transcript. So it is a mess to work with. The process leads to users request exemptions, which the course owner doesn't have the permissions to do so once again it leads to MyPath taking care of the requests.

Availability – Always include division/CSOD System Admin

Summary - Use this page to confirm the information you entered in the details page shows up correctly. Especially important to make sure that the zoom launch works.

Copied Sessions - Copying sessions is the fastest way to create additional session. But always be careful to select the copy icon not the edit icon. Confirm you selected copy by looking for the Apply date field. If it is not there you have selected edit and any changes will affect an active session. Registered individuals will start getting emails about the changes.



Connect Overview

 Like Be the first to like this

[events](#) [sessions](#) [ilt](#)