# 8.9 HRMS Step by Step Guide Create a Course Session – Enterprise Learning Module

**Overview:** This guide provides instruction on creating a new session for a specific course. If this session is for a HRMS/SkillPort instructor-led course, only one session is required in HRMS (even though there will be multiple sessions [class dates] in SkillPort).

This function in HRMS requires a special security class and special training. Access to these pages is requested and approved by ES and Campus Access Coordinator agreement.

*Note:* The screen shots used in this guide may not be representative of your access.

- 1. Navigate to the Course Sessions Table
- □ Enterprise Learning
- Define Course/Cost
   Details
- □ Course Sessions

2.	Course Sessions
	table search page
	displays

 Remain on the Find an Existing Value search page and go to Step 3.

Universityof	
Menu E	<u>Pricostest i trains nome</u> <u>Addito Pavorites</u> <u>S</u>
Search:	Main Menu > Enterwise Learning >
<ul> <li>▷ My Favorites</li> <li>▷ Reports and Reviews</li> </ul>	Define categories, catalogs, courses, sessions, costs and standard letters
Recruiting     Workforce Administration     Compensation     Time Collection	Course Sessions Identifies course session details, location, instructor, equipment, and expense items
Vorkforce Development     Organizational Development	
<ul> <li>Enterprise Learning</li> <li>Student Enrollment</li> <li>Result Tracking</li> </ul>	
▷ Training Reports ▷ Course Reports = Define Course/Cost	
Details <u> – Course Sessions</u>	
▶ Reporting Tools	

#### **Course Sessions**

Enter any information you have and click Search. Leave fields blank for a list of all values.

find an Existing Value Add a New Value				
Course Code:	begins wi	th 🔽	Q	
Course Session Nbr:	begins wi	th 🔽		
Description:	begins wi	th 🔽		
Category Code:	begins wi	th 🔽	Q	
Subcategory Code:	begins wi	th 🗸	Q	
Course Start Date:	=	*	31	
Course End Date:	=	*	31	
Session Status:	=	*	×	
Session Name:	begins wi	th 🔽		
Search Clear Basic Search 🗐 Save Search Criteria				

Find an Existing Value Add a New Value

## 3. Verify the course and next available session number

 On the Find an Existing Value search page, enter Course Code # (or search via magnifying glass)



- Verify what next available session number will be
- Click
- 4. Course Sessions Add a New Value page displays
- □ Enter Course Code
- Enter Course
   Session Number

Click	Ado
Click	Au

# 5. Warning message appears

- Confirm session number chosen is the next available number for the course.
  - a) If not, repeat **Steps 2 and 3**.

## b) If correct, click

OK

## **Course Sessions**

Enter any information you have and click Search. Leave fields blank for a list of all values.

∫ Find an Existing Va	lue )) <u>A</u> dd a Ne	w Value			
Course Code:	begins with 🔽	A00026	Q		
Course Session Nbr:	begins with 🗸				
Description:	beains with 🗸				
Category Code:	beains with 🗸		Q		
Subcategory Code:	begins with 🗸		Q		
Course Start Date:	= v		31		
Course End Date:	- *		31		
Session Status:	= 🗸		~		
Session Name:	begins with 🗸				
			1		
Search Clea	r Basic Sear	ch  l Save Search Crite	<u>ria</u>		
Find an Existing Value	Add a New Val	lue			
Course Sessions					
Eind an Existing Val	ue Add a Ner	w Value			
		·			
Course Code:	A00026 🔍				
Course Session Nbr:	0002				
Add					
First on Fridaking Malan	Loda - Maria				
Find an Existing Value	Add a New Val	lue			
Microsoft Internet Ex	plorer		X		
🔒 Is the session n	umber you have cho	sen the next available number fo	r this course? (21000,133)		
Is the session n	Number vou have cho	sen the next available number fo	r this course? If not, return to the Find an		
Existing Value page and search for the next available session number for your Course.					
ОК					

## 6. Course Session Profile page displays

- Enter additional session information, if applicable, in the Session Name field.
   Ex: Good Bus Pract

   2007. The Session Name field
   s viewable in
   Enterprise Learning search lists
- Confirm Session Administration checkbox is 'on.' If not, Course needs updating
- Enter Session Start Date
   NOTE: Session date cannot be prior to Course creation date
- Enter Start/End Times. Online and web courses have no start and end times, but data is required. Generally, online and web courses are set at 8:00 AM – 5:00 PM
- Click

Location, Instructor

Course Session Profile	Location, Instructor Equipment Expense
Course: Session Number:	A00026 Good Business Practices-WEB Course Status: Active 0002 School:
'Session Status:	Active Session Name Good Bus Pract - 2007 Session Administration
Start/End Dates:	01/09/2007 🛐 01/09/2007 🛱 🗌 Rescheduled
Start/End Times:	8:00AM 5:00PM
Duration:	Duration Unit: Hour 🗸
Min Students/Session:	1 Max Students/Session: 999,999
Session Language:	
Vendor ID:	Q
Save Notify	E+Add ZUpdate/Display

Course Session Profile | Location, Instructor | Equipment | Expense

7. The Location,	<u>Course Session Profile</u> <b>Location, Instructor</b> <u>Equipment</u> <u>Expense</u>	
displays	Course: A00026 Good Business Practices-WEB Course	Status: Active
	Session #: 0002 Session	Status: Active
Click Facility	Training Location	Find   View All 🛛 First 🖪 1 of 1 🕨 Last
magnifying glass and	Start/End Dates: 01/09/2007 🛐 01/09/2007 🕅 Start/End Times: 8	:00AM 5:00PM + -
select training	Duration: Duration Unit: Hour	
facility. If online or	Facility: Ven	dor ID:Q <u>Training Facility Address</u>
web course, leave	Select free Training Room	
Facility blank	Room Code: Max	timum Nbr of Students:
Enter instructor(s), if	Building:	
applicable. (ex:	Floor #:	
Smith, Jay)	Instructor	Find   View All 🛛 First 🗹 1 of 1 🕨 Last
	Vendor Instructor ID Name	
Click Save	Select free Instructor	

Create a Course Session complete

#### Additional Notes:

Session numbers are four characters long. Session numbers must be sequential. For example, the first session for a course will always be 0001, the second will always be 0002, the tenth session will always be 0010, etc. Do not create session numbers out of sequence! Always use the leading zeroes when adding sessions.

Min/Max Students is treated only as a guideline. If you are creating an instructor-led course, and your training lab has only 22 computer stations, you may set the maximum to 22. Enrollment CAN exceed the maximum, however. The Maximum Students table holds up to 999,999 enrollments/completions and is the number entered for all Blackboard and/or web courses.

CU is currently not using the following fields in the Course Session table: Duration, Duration Unit, Session Language and Vendor ID. NOTE: SkillPort instructor-led does use Duration for each session

CU is currently not using the following pages and the subsequent fields within their pages: Equipment and Expense.