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.

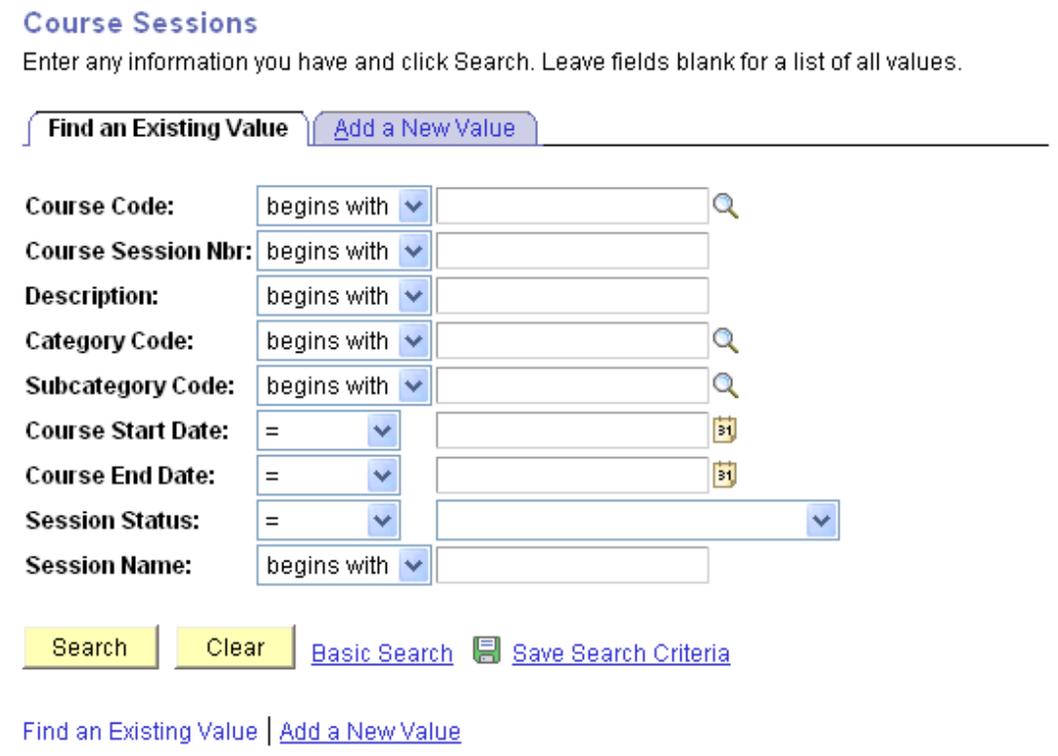*Note: The screen shots used in this guide may not be representative of your access.*

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.

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)
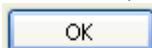
☐ Click **Search**

☐ Verify what next available session number will be

☐ Click **Add a New Value**

4. Course Sessions Add a New Value page displays

☐ Enter Course Code

☐ Enter Course Session Number
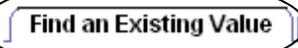
☐ Click **Add**
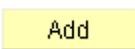
5. Warning message appears

☐ 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 Value) Add a New Value

Course Code:	begins with ∨	A00026	🔍
Course Session Nbr:	begins with ∨		
Description:	begins with ∨		
Category Code:	begins with ∨		🔍
Subcategory Code:	begins with ∨		🔍
Course Start Date:	= ∨		📅
Course End Date:	= ∨		📅
Session Status:	= ∨	∨	
Session Name:	begins with ∨		
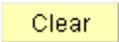
Search   **Clear**   Basic Search   💾 Save Search Criteria

Find an Existing Value | Add a New Value

Course Sessions

Find an Existing Value / **Add a New Value**

Course Code: A00026 🔍
Course Session Nbr: 0002

Add

Find an Existing Value | Add a New Value

Microsoft Internet Explorer

⚠ Is the session number you have chosen the next available number for this course? (21000,133)

Is the session number you have chosen the next available number for this course? If not, return to the Find an Existing Value page and search for the next available session number for your Course.

OK

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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 is 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: A00026 Good Business Practices-WEB   **Course Status:** Active

Session Number: 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

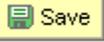**Min Students/Session:** 1 **Max Students/Session:** 999,999

Session Language:

Vendor ID:

[💾 Save] [📝 Notify] [➕ Add] [📄 Update/Display]

Course Session Profile | Location, Instructor | Equipment | Expense

7. The Location, Instructor page displays

☐ Click Facility magnifying glass and select training facility. If online or web course, leave Facility blank

☐ Enter instructor(s), if applicable. (ex: Smith, Jay)

☐ Click [Save]

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.