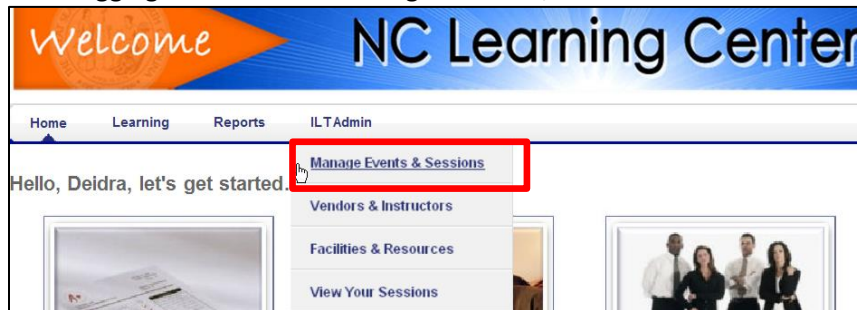


Creating a Session/Adding a Roster After It Has Occurred



I. CREATE THE SESSION

1. After logging on to the LMS through BEACON, click the **ILT ADMIN** tab and select **MANAGE EVENTS & SESSIONS**



2. Enter a keyword or the title of the event you are creating a session for. In this example, we are setting up a New Employee Orientation session, so the keyword **ORIENTATION** is used. Click **SEARCH**

Search All Events

☒ Search for all Events ☐ Search for all Sessions

English (US)

or search for sessions directly by using locator number

☒ View Active Events Only

Once you click **SEARCH**, your results will generate below.

3. Scroll and find the event you are scheduling a session for and select the **VIEW SESSIONS** icon,

NCBON Orientation for Nursing Services and Nurse Managers (Health Services)	Public Safety - Adult Corrections	English (US)	0	0	0			
New Employee Orientation (HR)	Human Resources	English (US)	0	2	2			
Nursing Clinical Orientation (Health Services)	Public Safety - Adult Corrections	English (US)	0	0	0			

4. Click on **CREATE NEW SESSION**

Sessions

5. Begin completing the details of your session. Begin by selecting the start date of your session. Then click **NEXT**

The 'Schedule Wizard' window shows the 'Occurs' section with 'Once' selected. The 'Start Date' is set to 10/25/2013. The 'Next »' button is highlighted with a red box.

6. You will continue with adding session details for your session. To select the Location for your session, click on the pop-out box beside LOCATION,

The 'Edit Part' window shows the 'Location' field with a pop-out icon highlighted by a red box. The 'DATE AND TIME' section shows the start date as 10/25/2013 and the end date as 10/25/2013.

This will open another window to allow you to find the location for your session. To find DPS Locations, go the **PUBLIC SAFETY** section. Then drill down through the nodes to find your specific location. When there is a beside a location, this means there are subsections. To continue drilling down, click until you find your facility or location. **DO NOT SELECT "ALL DPS LOCATIONS", YOU MUST SELECT A SPECIFIC LOCATION, IF A LOCATION IS NOT LISTED, PLEASE SEND EMAIL TO DPS_LMSHelp@ncdps.gov**

Hierarchy		
ADD	TITLE	ID
	DPS HR Eastern Regional Employment Office (Greenville)	DPS03
	DPS HR Personnel Shore Building (Raleigh)	DPS02
	DPS HR Piedmont Triad Regional Employment Office (Kernersville)	DPS04
	DPS HR Raleigh Regional Employment Office (Raleigh)	DPS05
	DPS HR Southern Coastal Plains Regional Employment Office (McCain)	DPS06
	DPS HR Western Foothills Regional Employment Office (Lenoir)	DPS07


When you have found the location for your session, click the in the add column. A second step window will open, click **DONE** as DPS does not utilize this feature for facility reservations. ***DO NOT SELECT CONFIRMATION REQUIRED.**

7. Once your location is selected, you will select **ADD INSTRUCTOR**

The 'Edit Part' window shows the 'Location' field set to 'DPS HR Western Foothills Region'. The 'Add Instructor' button is highlighted with a red box.

Find the instructor for your session and click on their name to select them. You may designate them as the primary or secondary instructor. There **should always be 1 primary instructor for each seated class**.

Name	User ID	Location
Parrish, Julie	01483748	OSDT Administration - Central Training Region (2211 Schieffelin Rd. Apex, NC 27502)

When you have found your instructor for your session, click the  in the add column.

A second step window will open, do NOT make any changes to this screen

***DO NOT SELECT CONFIRMATION REQUIRED.** Next click **DONE**.

- Enter your **session date/time** as needed.

DATE AND TIME

Start Date: 8/20/2014

End: 8/20/2014

Start Time: 8:00 AM

End: 5:00 PM

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Part Duration: 9 Hour(s) 0 Minute(s)

PART BREAK


Part Duration - Break(s) = Training Hours

Lunch

Duration 60 Minute(s)

The break total must be less than the duration of the part

Training Hours: 8 Hour(s) 0 Minute(s)

If your session includes a lunch or dinner **ONLY**, you can add that by selecting  and completing the details of that break. Do **NOT** add any other breaks.

PART BREAK

Part Duration - Break(s) = Training Hours

Lunch

Duration 60 Minute(s)

The break total must be less than the duration of the part

NOTE: Any break subtracts from the class training hours for the session. Training hours must equal training credits assigned to the course. You can view the amount of credits assigned to a course by viewing in the Session Summary section. Do not add breaks for 15 mins. **Only add breaks if there was a lunch or dinner.**

Once you have entered all of your details, select **SAVE PART**

(**Note:** if you have multiple days you will have multiple parts; click SAVE & ADD NEW PART for days/additional parts.)


Duration


Start Date: 10/25/2013

Save Part

Save & Add New Part

Cancel

- Review a quick summary of the details that you have entered. If edits are necessary, click on the  icon under OPTIONS. If there are no edits, click on **SUMMARY** on the left side menu.

Parts Schedule								
Add Part View Events Calendar Export to Excel Check Conflicts								
Status	Day	Part Name	Starts	Ends	Training Hours	Location	Instructor	Options
	Friday	1	10/25/2013 9:00 AM EST	10/25/2013 1:00 PM EST	4 Hour(s) 0 Minute(s)	DPS HR Western Foothills Regional Employment Office (Lenoir)	Julie Parrish (Primary)	
« Back Save Cancel Next »								

Session

Schedule Wizard

Parts Schedule

[Details](#)
[Availability](#)
[Emails](#)
[Pricing](#)
[Summary](#)

10. Check the summary page for the following:

- Event (Course) Title**, make sure you are creating a session for the correct event. If not click on **CANCEL** at the bottom of the screen and start over by searching for the correct Event.
- Locator Number** (write it down, this is the identifying number for the session, and will help you locate your session as needed)
- Check to ensure **Credits and Training Hours MATCH**, if not you must edit your session to match the number of credit hours given to the course.

Manage Events and Sessions >

a **ACDP - Criminal Minds**
Created by Crystal Hampton on 7/11/2016

Session	Summary
Parts Schedule	Description
Details	

SESSION DETAILS

Provider: Public Safety - Adult Corrections
Duration: 9 Hours 0 Min
Description: The purpose of this training is to introduce the student to specific substance abuse treatment.

b **Locator Number: 135367**
Credits: 5
EE Code:
Project Management No
Related (PMTD):
OSHR-Course Credit
Hrs.:
Price: \$0.00
Training Contact: Julie Parrish JULIE.L.PARRISH@NCDPS.GOV
(Tel) 919-367-7150
(Fax) 919-367-7180
Cost per Session:

SCHEDULE

c **Training Hours: 5 Hour(s) 0 Minute(s)**

Day	Part Name	Description
Wednesday	1	

11. After reviewing your summary information. **If you need to edit any of the information**, click on the **PARTS SCHEDULE** on the left menu, then under **Options** the **Edit** icon.

If it is correct, without clicking on the PARTS SCHEDULE, scroll to the bottom and click on **SAVE.**

Session

Schedule Wizard
Parts Schedule
Details
Availability
Summary

Save Cancel

Summary

Description: The purpose of this course is to provide new NCDPS employees with information conducted on the employee's first day of hire.
Event Number: HDL-ILT-DPS-001
Content Owner: DPS Human Resources
Current Version: October 2013
Last Revision Date: 10/18/2013
Subject(s): Human Resources, Public Safety, Security
Training Contact: Kathy Reitzel KATHY.REITZEL@NCDPS.GOV
(Tel) 919-716-3700
(Fax) 919-716-3944
Available Languages: English (US)

Parts Schedule

◆ Add Part ▶ View Events Calendar ✕ Export to Excel 🟢 Check Conflicts

Status	Day	Part Name	Starts	Ends	Training Hours	Location	Instructor	Options
●	Wednesday	1	7/6/2016 8:00 AM EST	7/6/2016 1:00 PM EST	5 Hour(s) 0 Minute(s)	Agriculture		

12. If you need to add information for an instructor who is being evaluated for certification purposes, click on DETAILS on the left side menu to enter the EVALUATED INSTRUCTOR NAME & BEACON #, ALONG THEIR THE EVALUATOR NAME & BEACON #. **Note:** This step is ONLY used when you have documentation of the evaluation, not all sessions are evaluated. Capturing this information is important for reporting and documentation reasons with the Criminal Justice Standards Commissions for instructor certification purposes.


II. ADD THE ROSTER

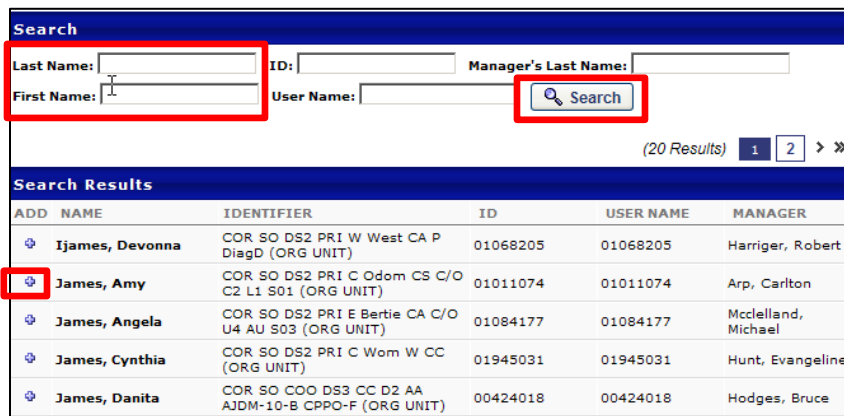
13. Your session will now appear in the session list. Click on the **View Roster** icon,






Sessions									
Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Tuesday	10/29/2013	10/29/2013		16933	DPS HR Personnel Shore Building (Raleigh)	1 of 75		Approved	
Friday	10/25/2013	10/25/2013		17035	DPS HR Western Foothills Regional Employment Office (Lenoir)	0 of 75		Approved	
Tuesday	10/22/2013	10/22/2013		16932	Corrections Enterprise Large Conf Rm	1 of 75		Approved	

Helpful Hint: Here's another chance to write down the **locator number** for your session.

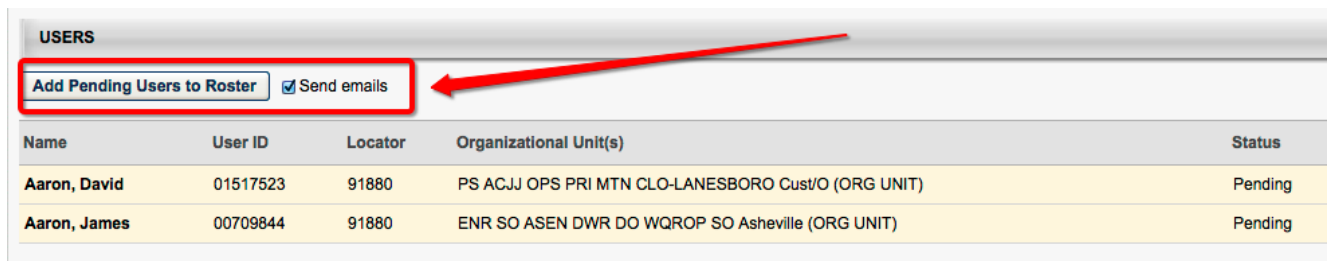
14. You will now see the Session Roster screen, where you will be able to add names to the roster.
Optional: Scan and attach your OSDT 1 roster next to the ATTACHMENTS option.
 Next, select **ADD USERS**

15. Select your attendees by typing their last and first name or partial last and first name in the corresponding fields, click on Search. When the name has been located, click the  next to the user. Continue to add your attendees. **Important Note:** Use the Identifier column next to the user name to ensure you have the right name. This field provides where the users is located. When you have selected all of your attendees, click **DONE**.




ADD	NAME	IDENTIFIER	ID	USER NAME	MANAGER
	James, Devonna	COR SO DS2 PRI W West CA P DiagD (ORG UNIT)	01068205	01068205	Harriger, Robert
	James, Amy	COR SO DS2 PRI C Odom CS C/O C2 L1 S01 (ORG UNIT)	01011074	01011074	Arp, Carlton
	James, Angela	COR SO DS2 PRI E Bertie CA C/O U4 AU S03 (ORG UNIT)	01084177	01084177	McClelland, Michael
	James, Cynthia	COR SO DS2 PRI C Wom W CC (ORG UNIT)	01945031	01945031	Hunt, Evangeline
	James, Danita	COR SO COO DS3 CC D2 AA ADM-10-B CPPO-F (ORG UNIT)	00424018	00424018	Hodges, Bruce

16. The system will return you to the Roster screen. The users you selected will be listed in **PENDING** status. To register them, click on **ADD PENDING USERS TO ROSTER**. The system will only load 10 names at a time, you will need to keep selecting **ADD PENDING USERS TO ROSTER** until they are all added. You also have the option to send (or turn off) the automatic registration emails by using the check box. **Note:** DPS recommends leaving this box checked so employees are notified of the training entry/registration.



Name	User ID	Locator	Organizational Unit(s)	Status
Aaron, David	01517523	91880	PS ACJJ OPS PRI MTN CLO-LANESBORO Cust/O (ORG UNIT)	Pending
Aaron, James	00709844	91880	ENR SO ASEN DWR DO WQROP SO Asheville (ORG UNIT)	Pending

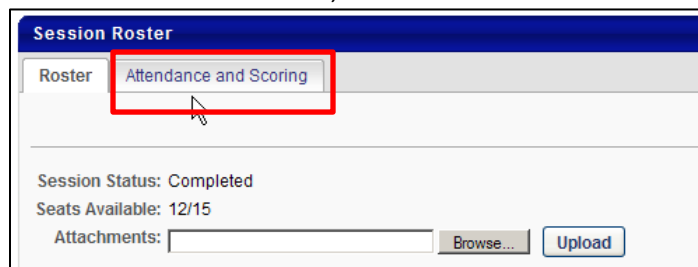
17. The system will register the users and this allows the Basic ILT to review their roster to ensure it is correct by name, user id (Beacon/Personnel number) and the user's org unit (facility). Please review your roster, you can remove any users as needed by selecting the **REMOVE USER** icon .



Name	User ID	Organizational Unit(s)	Email	Attendance	Score	Pass/Fail	Status	Options
Aaron, David	01517523	PS ACJJ OPS PRI MTN CLO-LANESBORO Cust/O (ORG UNIT)	DAVID.AARON@NCDPS.GOV	0 of 1 Parts Attended			Registered	   
Aaron, James	00709844	ENR SO ASEN DWR DO WQROP SO Asheville (ORG UNIT)	JAMES.AARON@NCDENR.GOV	0 of 1 Parts Attended			Registered	   

III. ATTENDANCE & SCORING, SUBMIT ROSTER

While in the Session Roster, click on **ATTENDANCE** and **SCORING**



Session Status: Completed
Seats Available: 12/15
Attachments:

18. Mark each attendance box ✓ beside every employee who attended the session in the **ATTENDANCE** column. If there is NOT a ✓ beside an employee's name when the roster is submitted, they will have a **NO SHOW** status for the session.

Quick Tip: You can use the **CHECK/UNCHECK ALL** link also to check/uncheck all Attendance at once.

USERS	Attendance	Score	Pass
Check/Uncheck All	<input type="checkbox"/> 1	0	<input checked="" type="checkbox"/>

Note: Training with scores, such as firearm courses, you must enter the highest score – pass or fail. All failing scores should be recorded; uncheck PASS if the score is a failure or if the student did not pass the class for other reasons. All failures or passed trainings are mandated to record. Remember the pass box is checked by system default.

19. Scroll to the bottom and select **SUBMIT ROSTER**.

Save	Submit Roster	« Back
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You are finished with creating a session, adding a roster, and marking the attendance and scoring.

*****PLEASE READ IMPORTANT NOTES BELOW*****

- **Change Passed Status on Roster Already Submitted** - Once you have submitted a roster, if you need to go back and add users to the roster.....you can; however, they will automatically be added as **completed** by the system. You **CANNOT** add a user as an INCOMPLETE (FAILURE) (unchecking the Pass box), the system makes it appear that you can, but it will not process as an INCOMPLETE. If you must add a user as INCOMPLETE your only option is to create a new session with the same information and add them as INCOMPLETE (uncheck Pass box). If a person is already on the roster and you must mark complete, uncheck the Pass box and resubmit the roster.
- **No Shows** – If you added someone to the roster and forgot to check the attendance box, their training status will display on their transcript a “No Show”. They will also receive an email of this status. If they indeed did come to the class, go back to your session and the Attendance tab and check the attendance box.
- **Added Wrong User on Roster** - If you have added the wrong person to your roster, please **do not do anything to the roster**. Send an email to DPS_LMSHelp@ncdps.gov with your session locator number, the user name and user id on the roster to remove. This task must be completed by a system administrator.
- **Created Session for Wrong Event** - Please do not do anything to the session. Do not cancel or delete it. It does not remove the training from the user's transcript by performing these actions. Send an email to DPS_LMSHelp@ncdps.gov with your session locator number to have it removed. This task must be completed by a system administrator. You will need to create a new session under the correct event with your roster.
- **Missing Instructor** – When you are adding an instructor to the session the instructor name is not on the list to pick from. Send an email to DPS_LMSHelp@ncdps.gov with the instructor's name to have them added to the Instructor list.
- **Self-Registration Sessions** – If there is a session you would like to open up for users to self-register for, you must send an email at DPS_LMSHelp@ncdps.gov to request this as this requires some configurations to be changed on the event as well as the session. 99% of training for DPS is entered after the session has occurred.