

How to Schedule a Virtual Class (Live Meeting webinar) in LMS

Scheduling a Live Meeting webinar is very similar to scheduling any instructor-led class except there are a few things to remember. Here is a quick how-to guide to help.

Step 1: Find the right Course to create a new class from

In the employee LMS or customer LMS administration center, go to the Courses tab and search for the course code "VCLASS%".

The screenshot shows the Pathlore LMS Administration Center interface. The top navigation bar includes tabs for HOME, CLASSES, COURSES, GROUPS, PEOPLE, REGISTRATIONS, CURRICULUMS, CLASS RESOURCES, and GA. The 'COURSES' tab is active. On the left, the 'Options' sidebar contains a 'Search by:' section with a dropdown menu set to 'Course Code' and a text input field containing 'VCLASS%'. Below this are buttons for 'Find', 'Advanced', and 'Previous Search'. A 'Recent Courses' section lists several course titles. The main 'Find Course' area has tabs for 'Criteria', 'Results', and 'Outline', with 'Results' selected. It features search fields for 'Course Code' (with 'VCLASS%' entered), 'Name', and 'Type(s)'. The 'Type(s)' section has checkboxes for 'Active' (checked) and 'History'. A 'Views:' dropdown is set to 'Credits'. At the bottom are 'Find', 'Reset', and 'Previous' buttons.

Customer LMS results:

Start Date	Course Code	Class Name	Owner	Hours
01/01/1999	VCLASS20	Virtual Class BR20 (change name & Owner)	XSST	1.00
01/01/1999	VCLASS22	Virtual Class BR22 (change name & Owner)	XSST	1.00
01/01/1999	VCLASS23	Virtual Class BR23 (change name & Owner)	XSST	1.00
01/01/1999	VCLASS24	Virtual Class BR24 (change name & Owner)	XSST	1.00
01/01/1999	VCLASS29	Virtual Class BR29 (change name & Owner)	XSST	1.00

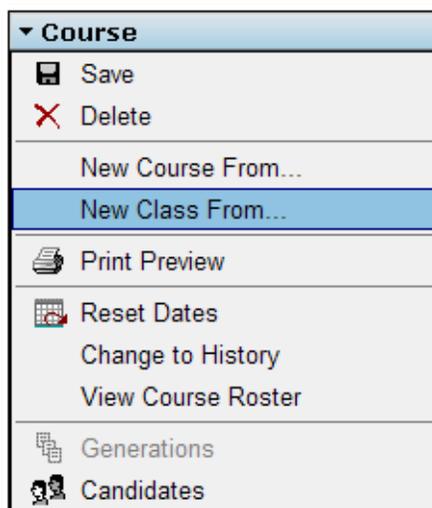
Employee LMS results:

Course Code	Name	Start Date	Max Cap	Class Type
VCLASS01	Virtual Class 01 (Change Name)	01/01/1999	125	VC
VCLASS02	Virtual Class 02 (Change Name)	01/01/1999	125	VC
VCLASS03	Virtual Class 03 (Change Name)	01/01/1999	125	VC

Select the course for your branch (in CLMS) or select any of the courses in employee LMS.

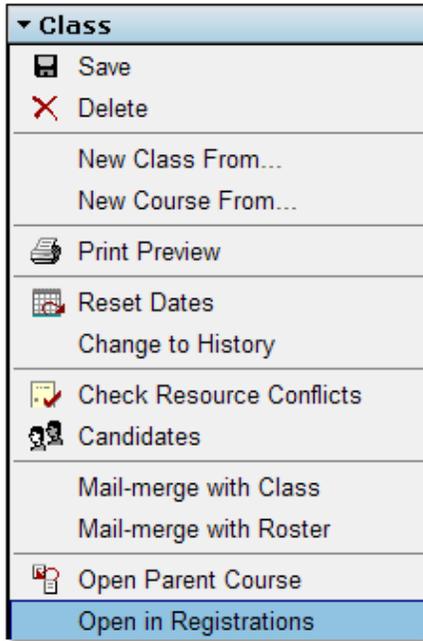
Step 2: Create a New Class From

Create a new class from the course by entering the information you receive in the request (name, date, time, etc.) Make sure to check Reset Dates before saving.

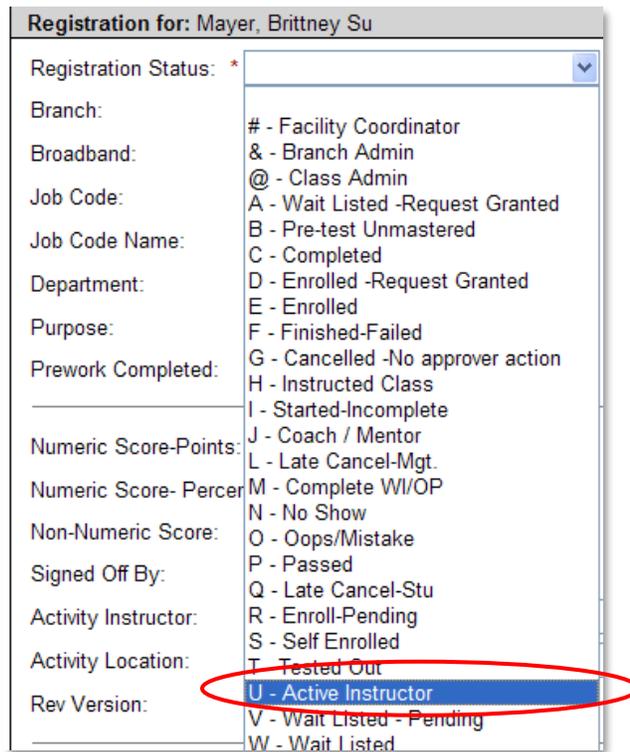
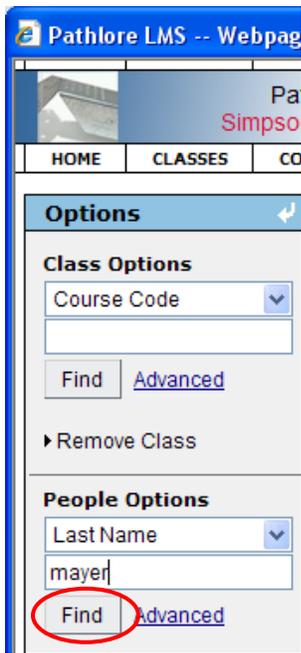


Step 3: Add the Instructor into the roster

Go to **Class > Open in Registrations**.



Find the instructor and add them into the class with a **U - Active Instructor** status. This will trigger the email they get with instructions, a link to the class and call-in information for them and for attendees.



That's it! Email templates for Instructors and Attendees are already in the mail tab of the courses. These pull the correct links and call-in information from Live Meeting.

Handouts

If the instructor would like to make handouts available to attendees before the class, contact the home office training department to add these in as resources.

Recording

Virtual class instructors will receive full instructions on how to present, which will include information about how to record the meeting. If they contact you after the meeting to ask about retrieving the recording, refer them to the HO team.

Need Help?

If you have any questions or need help scheduling a virtual class, feel free to contact Brittney Mayer, Jenn Hingston or Charlie Roesset.