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%".

Pathlore LMS Webpage Dialog									
Pat		Path Simp	hlore [®] LMS pson CLMS		Administration Center				
HOME	CLASSES	COU	RSES	GROUPS	PEOPLE	REGISTRATIONS	CURRICULUMS	CLASS RESOURCES	GAI
Option	5	4	Fin	d Course					
 Option New Cd New Cd New Cd Search All Course VCLASS Find Recent Seismi Introduction Simpson Concrest Anchor Introduction Powden Anchor Lateral- 	s burse burse From by: ses Code Code Management Advanced Previous Ses Courses c Design for V ction to Powde on Strong-Tie te Anchoring S Systems' And ction to Powde Actuated Too Systems' And Force-Resist	Voo er A Syst chor er A bis bis ing	Cou Nan Co Co Typ	eria Resu rse Code V ne:	ults Outl rom: rCLASS%	ine To:	m:	To: 	
			Fir	nd Reset	Previous	s			

Customer LMS results:

Criteria R	esults Outline			
Start Date	Course Code	Class Name	<u>Owner</u>	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
<u>01/01/1999</u>	VCLASS29	Virtual Class BR29 (change name & Owner)	XSST	1.00

Employee LMS results:

Criteria Results Outline					
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.

▼ Course				
I	Save			
×	Delete			
	New Course From			
	New Class From			
4	Print Preview			
Ċ,	Reset Dates			
	Change to History			
	View Course Roster			
ц.	Generations			
ପ୍ରସ	Candidates			

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.

🖉 Pathlore LMS Webpag						
	Sin	Pa [:] npso				
HOME	CLASSES	СО				
Option	5	~				
Class O	ptions					
Course	Course Code 🛛 👻					
Find	Advanced					
▶ Remove Class						
People	People Options					
Last Na	Last Name 🗸 🗸 🗸					
mayer	mayer					
Find	Advanced					

Registration for: Mayer, Brittney Su						
Registration Status: *		~				
Branch:	# - Facility Coordinator					
Broadband:	& - Branch Admin					
Job Code:	@ - Class Admin A - Wait Listed -Request Granted					
Job Code Name:	B - Pre-test Unmastered C - Completed					
Department:	D - Enrolled -Request Granted					
Purpose:	F - Finished-Failed					
Prework Completed:	G - Cancelled -No approver action H - Instructed Class					
	I - Started-Incomplete					
Numeric Score-Points:	J - Coach / Mentor L - Late Cancel-Mot.					
Numeric Score- Percer	M - Complete WI/OP					
Non-Numeric Score:	N - No Show O - Oops/Mistake					
Signed Off By:	P - Passed Q - Late Cancel-Stu					
Activity Instructor:	R - Enroll-Pending					
Activity Location:	S - Selt Enrolled T Tested Out					
Rev Version	U - Active Instructor					
	V - Wait Listed - Pending W - Wait Listed	-				

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.