Creating a classroom training

Step 1: in the Event Manager

Classroom training

In the Pool, admin can create a new classroom training, with following data:

- title of the course.
- a responsible person - this should be an administrator who can operate changes or answer enquiries about the course. His/her name along with the email address will appear on the booking page of the course for learners to see. img

Delivery

At least one delivery needs to be added to the classroom training, with following options:

- distinctive title and an optional description
- type of training: classroom training or webinar. If the course is a webinar, then a link must be provided in the respective field, otherwise the training will be saved like a classical classroom training!
- maximum number of participants. Currently if no room is chosen, then the upper limit is 1000. However, if you already include a room in your classroom training, then the maximum capacity will be the one given by the room capacity (ex. if you pick a room with 15 seats, the maximum capacity for the delivery will also be 15 persons)
- language for the course
- registration period - the interval in which learners booked in a Swiss Learning Hub course containing this classroom training can register for the delivery. **Note**: the registration period must end before the first appointment of the delivery.
- default place - if selected at delivery level, it will be shown as a preset in all appointments of this delivery. This default room can be however overwritten on individual appointments. If not selected, it can be edited at a later time, but will no longer be a default entry for creating appointments.

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Appointment

At least one appointment needs to be added to every delivery:

- with the appointment title
- the date of the appointment. It is recommended that for classroom trainings that take several days, an appointment is created for every single day - it allows for easier administration, changing for example the time or location of a single day, without affecting the rest of the series.
- the location of the appointment & the trainer. These 2 elements can also be left empty in the planning phase and added later.

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> * within a delivery, the dates of appointments can't overlap. However, overlaps of appointments for 2 different deliveries are possible and will not be signaled as errors. This allows for the same course to take place in 2 locations at the same time, with different instructors, if they are set up as 2 distinct deliveries in the course.
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> * if the room you define for a delivery as a standard room has less capacity than the delivery, an error message will prevent saving the delivery. You will need to adjust the maximum capacity to the capacity of the chosen room.
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> * if the room or trainer you plan in the appointments are already booked for other classroom trainings taking place at the same time, you will also be prevented from saving the delivery. Rooms and trainers can't be booked in the same interval for several deliveries.
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> * appointments and deliveries can be edited and added at any time. If you are in the planning phase, you can create just the mandatory objects to allow saving the classroom training: one delivery with one appointment. Once you can clarify all further details, you can add details and other dates in the course.

Step 2: in the Course Manager

Once you have created the training, now you need to include it like any other learning object in a Swiss Learning Hub course. This works like this:

- go to the course you want to add the classroom training to
- go to Used content tab > click on Add and search by the classroom training name > add it to course

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All learners that are assigned to this course, or who book the course, will be able to chose the delivery they want to participate in. **Note**: enrollment through learner or an administrator for a specific delivery is still a needed step! It is described here for a learner and here if done by an administrator.

> a classroom training that is included in a SLH course cannot be deleted
> * a classroom training that is included in a SLH course should not be edited on the Course Manager side - the needed changes must be done on the Event Manager side!
> * also, after being excluded from the SLH, a classroom training with valid deliveries and appointments cannot be deleted as well - first you need to remove the appointments, then the deliveries, before being able to delete a classroom training itself. The order must always be kept in mind