

Managing resources for classroom training: trainers, buildings, rooms

In order to notice any scheduling conflicts for rooms or trainers involved in different trainings, it is important to manage them in the Event Manager:

Trainer

“ Any person registered in the Swiss Learning Hub who can offer courses in the classroom training deliveries.

If you access the "Trainers" page, you will see a list of all persons who have been added as trainers in the Event Manager - you can pick any of these persons to add to your appointments. If the person you want to include in a course is not present, then:

- make sure the person is present in the Person management in Course Manager & has status "active"
- in the Event Manager, go to Trainers > Edit > search by person name > mark the checkbox and Save the person.

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You will then also find this person on the trainer list and can be used as a trainer for appointments.

Special cases:

- trainer status has changed after being added as a trainer: if the person has been deactivated or archived in the Course Manager, she will appear with (archived) displayed next to her/his name. These persons can't be removed from the list. Archived trainers can't be added in new appointments. If appointments where they are included are being edited, you will be forced to replace them as well.

- trainer is already included in an active delivery: the person can't be removed from the trainers list. You will need to first remove the person from the appointments, then edit her/him again in the trainers list to remove.

Buildings & rooms

“ Any rooms/buildings that will be used in classroom training appointments created in the Event Manager.

In order to have an overview over the locations and their bookings, the administrator needs to create the buildings and their rooms used in trainings in the Event Manager.

- Buildings only contain a name, address and an optional URL. In as far as the building contains a correct address that can be resolved in Google Maps, after the building is saved, it can be opened in a separate tab in Maps for a quick check.
- Rooms need to be configured with the maximum capacity (how many people could be seated for a training in them) and optionally, with resources on location (blackboard, projector etc). First create the building, then create rooms that can be associated with these buildings.

Please note that these resources have interdependencies which limit what can be edited in them. We noted those special cases for the trainers above. Here a few examples regarding buildings and rooms. - if a room with a capacity of 50 persons is already used in an active delivery, you will not be allowed to edit the room and lower the capacity/number of people. Below you can see the error message in such a situation

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another example of such an interdependency: you are not allowed to delete a building that contains rooms already in use. If you try to do that, you will notice that the buildings in this situation can't be selected for delete action

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