

Module overview

The Event Manager allows the creation & administration of classroom trainings, integrated into blended learning approaches on Swiss Learning Hub. An overview over the most important points:

- classroom trainings created in Event Manager must be manually added in Swiss Learning Hub courses in order to be booked, graded and completed. They are considered **course content** in Course Manager.
- each classroom training will include one or more deliveries (which may differ, for example, according to the venue or the level of difficulty of the course). Each delivery may contain one or more appointments. Learners can book only one delivery per classroom training, and the appointments in that delivery will become mandatory for the learner.

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- resources needed for managing trainings (buildings, rooms, trainers) can be managed centrally in the Event Manager - thereby avoiding overbooking and overlaps.
- once all appointments in the delivery are finalised, the trainer can grade the participants.

In the following pages we will try to show with examples what administrators, trainers and learners can do to manage the classroom trainings.

Revision #2

Created 16 January 2024 15:09:34 by Alain Zoja

Updated 16 September 2024 09:21:56 by Alain Zoja