Seminar project hints for local leads

You have access to a category in the learning site for all your seminar F2F courses. This document provides a quick list to remind you of the training provided for the seminar rollout.

Documents for the project

Seminar project hints for local leads

User guide for local leads

Comms templates

Project spreadsheet

User guide for educators and facilitators

User guide for managers (coming)

User guide for learners

Backup and restore courses

In the template course: Go to the Administration block, click on restore

In the course backup area, click on "restore" next to the provided file.

Scroll down. Click "**Restore as a new course**" option and click **next**.

Search for your category by searching *"Seminars for"* and click on the radio button for your district's category, click **next**. Don't change anything on the screen that appears. Click **next** again.

Change the course name and short name to a suitable name for the seminar course you are creating. Set the course start date to today's date. Click **next**.

Click on "**Perform restore"** at the bottom of the page that appears. Wait for the process to end. At the end of the process, click **continue** to open the course page.

Editing the course

In the course **administration** block click on **edit settings**: fill in the fields.

The course summary is important as this displays in *find learning* and is shown on the course page. Complete the custom fields.

On the top right of the course page, click on 'Turn editing on 'button
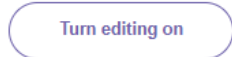
Edit the featured links block at the top of the page with the cog wheel for the tile.
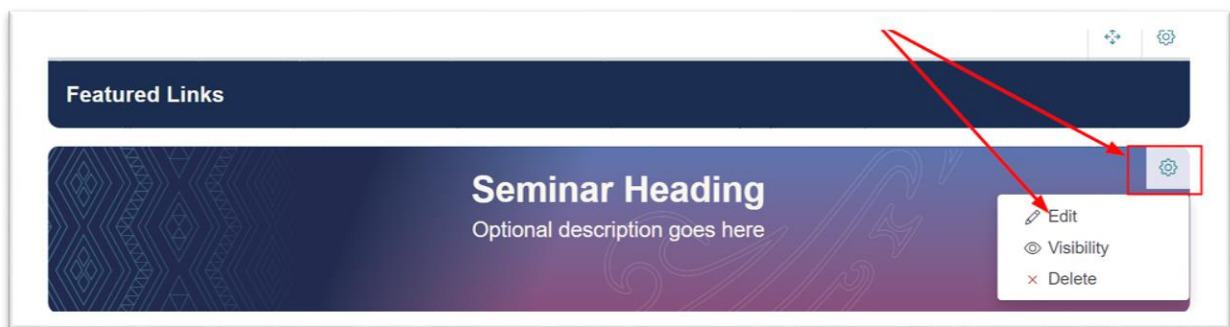
To add pre reading and pre-requisite links and files, with editing turned on you can drag a file from your computer onto the page. To add a link, choose **Add an activity or resource** and select **URL**.

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Editing Seminars– refer to seminar guide

Note you may wish to use the details example below if you don't have a district letter. The details are sent to the learner (and sometimes manager) on booking sign up, on reminder (2 days before) and on details change (e.g. you change start time).

Please complete all **pre-reading or online learning** required for this training. If this is not completed, you will not be able to participate.

What to bring:

Pen and paper.
Your own lunch if this is a full day session.
Please wear comfortable clothing.

Spaces are limited. If your circumstances change and you are not able to attend this course, please ensure you **cancel or amend** your booking; this allows others the opportunity to attend.

Add/remove educators and facilitators in set audience for report and category access

- open the seminar category for your district/region

- Click **audiences** in the administration block and click the audience name **[District] Educators and Facilitators**
- Click on **Edit members**
- People who are in the audience already can be searched on the left
- **Search** on the right for person to add, then click the **add** button to add them to the left side
- To remove someone from the left, click on them and then click the **remove** button

This audience gets category trainer role: in the tab "assign role" the trainer role is ticked, and it will show the context seminar category - you don't need to do anything; this is managed by the Learning Management team for you.

Do not add external facilitators to the set audience please, they can be managed in an individual course.

Reports

In the header menus of the learning site, click on **my reports**
There are seminar reports for: upcoming seminars, past seminars, and to provide statistics.
Use the saved searches or the filters. You can sort by column headers.
There are export options provided below the results table.
To schedule a report to be emailed please contact nationallearningmanagement@tewhatuora.govt.nz for consideration.

Creating accounts

If an educator/facilitator does not have an account, you can create accounts if they don't already have one.
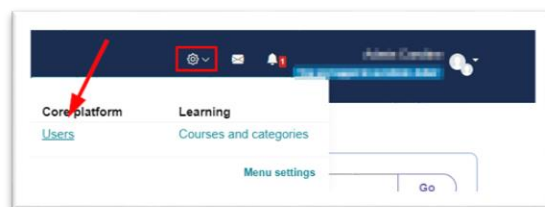
Tick **generate password and notify user** please – do not create a password yourself.
The username and email should be all lowercase and be their work email address.
Please complete the other fields to the best of your ability with the information you have.