Seminar guide for Local Leads

Contents

What is a seminar?

- Seminars are a way to organise face-to-face classroom or virtual (teams) workshops or other events using a course in your learning site.
- Seminars allow the coordinator/facilitator/educator of a course to create a place for advertising, booking and recording attendance for workshops, training, study days, meetings etc.
- These can be given:
- Date
- Time
- Location
- Duration
- Maximum and minimum number of attendees
- Restrictions around how many sessions attendees can book in on
- … and many more things
- Learners enrol themselves in a course on the learning site and then in that course they sign up for the seminar event they wish to attend.
- Seminars manage notifications to attendees via email.
- Because seminars are inside a course on the learning site, they also make it easy for attendees to find related information, such as readings or pre-requisites.
- Seminar attendance reports are visible to authorised people in the learning site.

Setting up a real course

- Course gets setup from the national standard course template that has been added to the District Category – this includes a seminar with good basic settings ready to go
  - A backup of the template course is taken and restored as a new course by administrator/local lead

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" as your key words. 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.

- You will need:

o information regarding the seminar which you will enter into course settings: Administration/Edit Settings – add details into Description box:

▼ Description

Course summary ℹ️

Whakaminenga / Who is this for: (describe the people who should enrol)
Prerequisites: (write "none" if not required)
Course contact: (Tutor / SME / Admin. Should be hyperlinked mailto:subject?body)
Frequency: (used for course recertification, e.g. annual, once)
About: (add a short description)

o any prerequisite material
o any post workshop material
o rooms, dates and facilitators
o any existing letters that are emailed out that can be used for the notifications from the system

- Admin block - **Course completion** – just tick the required activities, don't tick optional activities like extra reading
- Save.
- **Setup the seminar sessions and events** as required using the following pages of this guide.

Seminar settings

There are required fields in this form marked *.

Expand all settings ➡️ ▸ Expand all

▼ General

Name* Knitting - Seminar one ⬅️ **Name is a required field. It appears on the course page and in the calendar appointment title.**

Description

You will be introduced to the basics of knitting. You will learn casting on, knit stitch, purl stitch, and casting off. You can bring any knitting needles and wool, or we can supply you with some to use on the day.

Describe what the seminar / workshop is about. This is a good place to add anything people need to know before signing up.

HTML format ⌄

Display description on course page ℹ️ ☑️ ⬅️ **Tick to display the description on the course page.**

Third-party email address(es) ℹ️ ⬅️ **Any email address put in here will be notified every time someone signs up for or cancels their attendance at an event. Use with caution!**

Notify third-party about wait-listed events ℹ️ ☐

▼ Grade

Manual event grading ⓘ   ☐

Grading method ⓘ   [Highest event grade ▾]

Fully attended: 100
Partially attended: 50
Unable to attend: 0

Passing grade* ⓘ   [100.00] ◀—   No show: 0

▼ Manager reservations

Allow manager reservations ⓘ   [Yes ▾]

Maximum reservations ⓘ   [3]

This section is useful if people have assigned their managers in the system.

Automatically cancel reservations   [No ▾]

If they are, the manager can reserve spaces for a certain time period, during which time their team must go in and opt to take one of those spaces, or they will be released back out to the wider pool.

Reservation cancellation days ⓘ   [1]

Reservation deadline ⓘ   [2]

▼ Sign-up Workflow

How many times the user can sign-up? ⓘ   [Unlimited ▾]   **Recommend this is set to unlimited in most cases**

Restrict subsequent sign-ups to ⓘ
☐ Fully attended
☐ Partially attended
☐ No show
☐ Unable to attend

Clear expired waitlists ⓘ   ☐   **Wait lists are not recommended.**

Users can declare interest ⓘ
| Never |
| When no upcoming events are available for booking |
| Always |

Displays an option to flag interest and write message.
Visible to facilitator in a report in the seminar.

Require approval by ⓘ
◯ No Approval

◉ Learner accepts terms and conditions

By checking the box you confirm that permission been granted by your manager.

If used, the learner is required to accept the terms. Customise the terms and conditions messaging here.

◯ Manager Approval

▶ **Calendar options**

▶ **Notifications**

These settings can be left as they are or you can use "restrict access" to require another activity be completed before the seminar

▶ **Common module settings**

▶ **Restrict access**

▼ **Activity completion**

Completion tracking ⓘ	Show activity as complete when conditio ▾
Require view ⓘ	☐ Learner must view this activity to complete it
Require grade ⓘ	No ▾
Require status ⓘ	☑ Partially attended As attendance is taken in this module, you can have this be marked automaticaly as completed once the user has attended (fully or partially) an event. ☑ Fully attended
Require event over for ⓘ	☐ 0 days
Expect completed on ⓘ	11 ▾ February ▾ 2024 ▾ ▦ ☐ Enable

▶ **Tags**

Click Save and display to create the events in the seminar

[Save and return to course] [Save and display] [Cancel]

Add a new seminar event

So that you don't have to go through that process of tweaking all the settings every time you want to set up an event, we recommend duplicating an existing event. This makes a new copy that you can then edit, change the date and time and anything else like description, and then save. It's a fast way of making new events within your face-to-face activity.

▼ General

Specify sessions details

Select the date/time to start and end   **Select the location**   **Select the facilitator**

Date and time		Rooms	Facilitators	Assets	
12 February 2024 9:00 AM - 12 February 2024 10:00 AM Pacific/Auckland	⚙	Select rooms	Select facilitators	Select assets	🗎 ×

Duplicate then adjust, or add a new session to the same event. This is useful if you want attendees to sign up to multiple sessions in one event.

(Add a new session)

Sign-up opens ℹ	11 ⌄	February ⌄	2024 ⌄	17 ⌄	☐ Enable
Sign-up closes ℹ	11 ⌄	February ⌄	2024 ⌄	17 ⌄	☐ Enable

If enabled, learners cannot sign up for this session.

You can leave these unticked.

Maximum bookings* ℹ	10	Use room capacity

The number of seats available. The event appears grey and learners cannot sign up when full.

Enable waitlist ℹ   ☐

Allow cancellations ℹ
- ○ At any time
- ○ Never
- ● Until specified period

[1] [days ⌄] before event starts

Minimum bookings ℹ   [0]

Notify about minimum bookings ℹ   ☐ [0] [hours ⌄] before event starts

Set a Minimum number to notify event organisers in case of low turnout. If minimum bookings have not been reached by the cut-off point, then they will be notified.

Select date   ✕

Start time ℹ	12 ⌄	February ⌄	2024 ⌄	09 ⌄	00 ⌄	🗓
	Pacific/Auckland ⌄					
Finish time ℹ	12 ⌄	February ⌄	2024 ⌄	10 ⌄	00 ⌄	🗓
	Pacific/Auckland ⌄					

When selecting date, you can use the drop downs or you can click on the calendar to choose your date. Press ok when done.

Choose rooms

| Browse | Search | Create |

[Search field] [Search]

Selected

Search for pre-loaded rooms or create a room.
Using pre-loade rooms will alert you if the room is already booked for another event.

Choose facilitators

| Browse | Search | Create |

Nancy Nel (Seminar: Knitting - Seminar one)

Selected

Nancy Nel (Seminar: Knitting - Seminar one)   ✕   ▲

Select an existing facilitator by clicking on their name, or create a new facilitator. Click ok when done.

Manually adding and removing users

Event status	Booked	Session times	Rooms	Facilitators	Session status	Actions
Upcoming Booking open	0 / 10	31 January 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel	Upcoming	Go to event ⋯
Upcoming Booking open	0 / 10	14 March 2030, 10:00 AM - 2:00 PM				

Event details
Attendees
Edit event
Cancel event
Copy event
Delete event

Click to view attendees of the event you want to add or remove people from

Past events

Event status	Booked	Session times	Rooms	Session st...

| Event Details | Attendees | Wait-List | Cancellations | Take Attendance | Message Users |

Actions ⌄
Actions
Add users
Add users via file upload
Add users via list of IDs
Remove users

In the actions drop down menu, click on "add users" or "remove users".

:ords in this report

Export as   CSV ⌄   **Export**

View all events

Select users to add (step 1 of 2)

Users to add

Ben Nahi, wdhbkoawatea+ben@gmail.com

4. Their name appears here

1 potential users

Search results (1)
Lisa Menetia, wdhbkoawatea+lisa@gmail.com

2. Select their name from the list.

◄ Add

3. Click "add" to add them to the event

► Remove

Search

1. Search for the attendee you wish to add → Lisa Menetia   Search

Show all

☐ Show only users who declared interest in this activity

☐ Allow scheduling conflicts   5. Click continue

Continue   Cancel

Add users (step 2 of 2)

Name	Work email address (lowercase letters)	ID number
Ben Nahi	wdhbkoawatea+ben@gmail.com	
Lisa Menetia	wdhbkoawatea+lisa@gmail.com	

Change selected users

Shows list of users you have added

▼ Collapse all

▼ **Notifications**

☑ Send booking confirmation to new attendees   In some instances you may wish to surpress email notifications, so would untick these

☑ Send booking confirmation to new attendees' managers

▼ **Sign-up fields**

The values entered below will be populated for all selected users. To enter different values for each user use the file import

You can write a note here. e.g. "Added at request of CNM".

Requests for session organiser   ←

Click confirm

Confirm   Cancel

Once you have the attendees sorted, don't forget to click "confirm" at the bottom of that window.

When you do, if you have not chosen to suppress notifications, people will be emailed to say they have been signed up for the session, or to say that their attendance at the session has been cancelled, accordingly.

Messaging attendees

NOTE: There is no sent items. Once you have sent the message, no copy of it is stored anywhere. So you may want to copy and paste the message that you send in an email to yourself for your own records.

Taking attendance

The easiest way to take attendance is to mark attendance in the seminar activity during the event. You can do this on a computer, laptop, phone, or other device with internet access.

Alternatively, if you don't have access to the internet during the training event, you can download the attendance sheet and ask people to sign a paper copy which you enter attendance into the seminar activity at the end of the event. Please take attendance on the same day as the event for accurate reporting.

On the right of the session click on the three dots and then select Attendees

If you do need to use the sign in sheet and mark attendance at the end of the event, follow these instructions.

From the **Sign-in sheet** section select your **date** and **format** you want to **download** the sheet in. Access the file and choose `save as` .csv. You will then have to consider how you present this information to the attendees before you print it.

Mark attendance from within the seminar activity after the event **on the same day**.

You can mark attendance in bulk, for all attendees listed or those selected with the tick on the left. Alternatively, you can mark attendance one person at a time. Remember to click **Save attendance**.

Click on **Take event attendance**
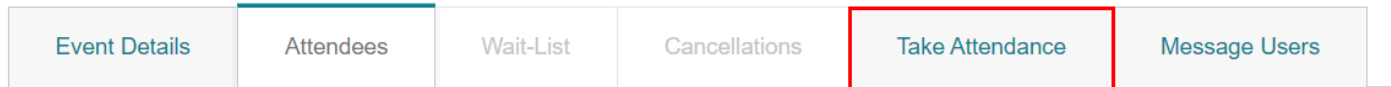
To bulk mark all as fully attended, click on the drop down for "**select learners**" and choose "**all**" and click on the drop down for "**mark as**" and choose "**fully attended**" and click the "**save attendance**" button.

To mark individuals, use the drop down to the right of their name and set the relevant status for that individual. When ready click the "**save attendance**" button.
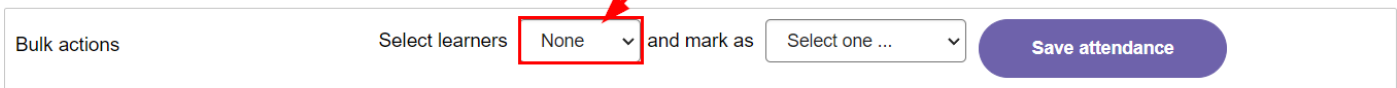
Ensure you have set the attendance status of everyone in the attendee list for accurate reporting. **Do not leave any as "not set".**

Use "no show" for attendees who did not turn up and did not contact you. Use "unable to attend" for those who did contact you to advise they cannot attend. Use "partially attended" if the attendee does not meet all your requirements of "fully attended" and needs to come again (such as resit the practical assessment component when that is part of your event).

Cancelling an event

There are two ways to cancel an event.

The quickest way is to simply use the three dots and click delete event next to the event you wish to cancel.

We do not recommend this way as this completely deletes that event, and all evidence of it ever having existed, as well as all evidence of who had signed up to that event. You might need that information so you can offer them a different date.

The way that we **recommend** cancelling an event:

1. Message all the attendees before doing anything else advising them that the event they have signed up for will be cancelled. See Messaging attendees.
2. Manually remove all the attendees from the event. They will be sent the official notice of cancellation by the system. See Manually adding and removing users.
3. Change the date of the event (edit the event) and location (see Changing an event location, date or time). Dial the date back 100 years and scroll down to write in session title field "CANCELLED on (date)" and put the original event date in the *custom* facilitator field. It would look something like this:
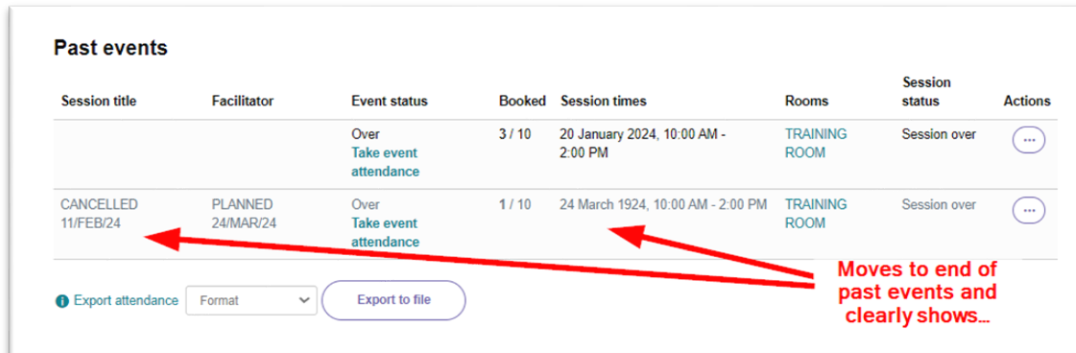
Scroll to the bottom and click "Save changes".

The reason we do this is so that the event now appears in the list of previous events, but it is clearly labelled "CANCELLED" with the details still recorded.
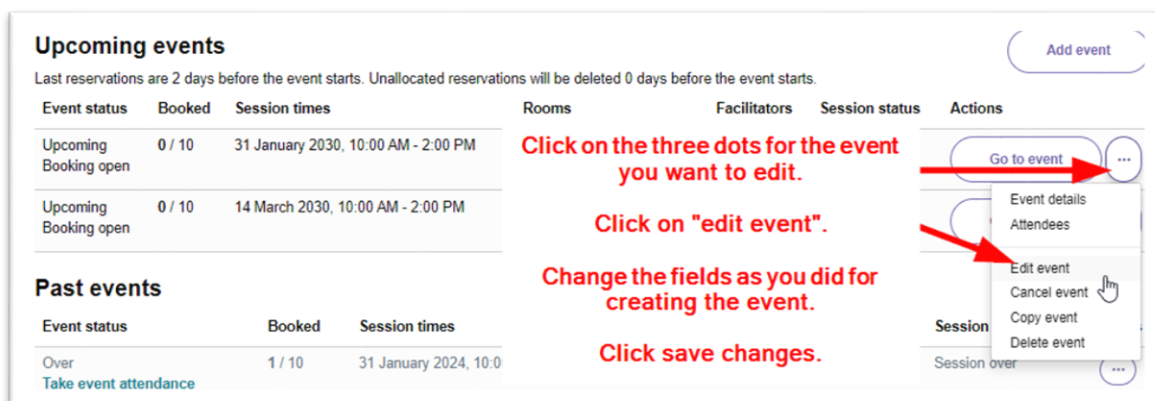
Even though it shows 0 attendees, if you click on attendees you can then go to the "Cancelled" tab and see who was registered on the event before it was cancelled.

This means there's a record kept.

Changing an event location, date or time

Don't forget to click "Save changes".

NOTE: All participants who have registered for that session will be immediately notified that their session date/time/location has been changed. The email will contain a new calendar invite with the updated details.

What notifications are sent?

Notifications can be altered in a seminar! There are two sets of notifications accessed via the administration block. The following notifications described are the *legacy notifications*, however, both sets of notifications should be reviewed for a thorough understanding.

When someone signs up for an event themselves, they get an email confirming that they have signed up, and this email contains an attachment that has the calendar invite. They need to open this attachment and accept the invite for it to be added to their calendar.

When someone is manually added/removed from an event (and the person doing this hasn't suppressed notifications), that person is sent an email telling them of this.

When someone comes in and chooses to cancel their attendance at an event, they are sent an email with an attachment that will remove the previous calendar entry from their calendar.

If event details are updated, such as date, time, or location, all participants who are signed up will receive an email telling them that the details have changed.

If you message users, they receive an email from the system with that message. This comes from a no-reply email address, so if you want them to respond, provide an email or link for them to respond to in the body of the message.

All attendees are sent a reminder two days before the event start time that they have registered for the event. They are sent the details of the event again.

So, the quick list:

- User signs up for an event
- User cancels their registration at an event
- User is manually added to an event
- User is manually removed from an event
- Date or time of an event is changed
- Location of an event is changed
- If an event is cancelled or deleted
- Facilitator/course trainer messages users through the messaging interface
- Reminder 2 days prior to event

Other notes

 Don't use minimum bookings – it will cancel the event if the minimum is not met and will email all the people who signed up.

Jargon

There's some language we'll introduce. The seminar module uses specific language about its own functions that may or may not map to the language you use for your synchronous online/classroom activities.

When you're setting it up, you're adding a new **'seminar'**, because that's the name of the activity in LEARN. This translates to your workshop, training day, or training course.

In some cases, it may be necessary to create multiple seminar activities in a course, but most of the time you'll just be needing one.

Within the seminar activity, you create "**events**". These contain the date, time, location details of when the actual workshop/training day etc is happening.

A seminar activity can have multiple events and sessions.

An example

In a course on knitting, I would have multiple topics that I teach over a series of weeks. I create a seminar face activity for each topic:

- Seminar one
    - You will be introduced to the basics of knitting. You will learn casting on, knit stitch, purl stitch, and casting off. You can bring any knitting needles and wool, or we can supply you with some to use on the day.
- Seminar two
    - You will learn how to read a basic knitting pattern, a little about yarn and needle gauge.
- Seminar three
    - You will be introduced to some tools such as stitch markers, row counters and circular needles.
    - You will work on improving technique, getting a consistent tension and how to fix dropped stitches.
- Seminar four
    - You will learn about stitches (stockinette, rib, seed, basket weave) and seams (invisible, mattress).

Within each of these seminar activities, we have assigned **events** that tell the participants when and where we are running workshops on each topic. List of workshops (seminar activities). The learner chooses a date for each seminar activity, so they progress at their own pace.

Knitting - Seminar one

You will be introduced to the basics of knitting. You will learn casting on, knit stitch, purl stitch, and casting off. You can bring any knitting needles and wool, or we can supply you with some to use on the day.

Event status	Seats available	Session times	Rooms	Facilitators	Actions
Upcoming Booking open	10	31 January 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel	Go to event
Upcoming Booking open	10	14 March 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel	Go to event

View all events

Knitting - Seminar two

You will learn how to read a basic knitting pattern, a little about yarn and needle gauge.

Event status	Seats available	Session times	Rooms	Facilitators	Actions
Upcoming Booking open	10	2 February 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel	Go to event
Upcoming Booking open	10	12 April 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel	Go to event

View all events

Knitting - Seminar three

You will be introduced to some tools such as stitch markers, row counters and circular needles.

You will work on improving technique, getting a consistent tension and how to fix dropped stitches.

Event status	Seats available	Session times	Rooms	Facilitators	Actions
Upcoming Booking open	10	20 February 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel	Go to event
Upcoming Booking open	10	29 April 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel	Go to event

View all events

Knitting - Seminar four

You will learn about stitches (stockinette, rib, seed, basket weave) and seams (invisible, mattress).

Event status	Seats available	Session times	Rooms	Facilitators	Actions
Upcoming Booking open	10	31 March 2030, 10:00 AM - 2:00 PM	Training room	Stacey Purl	Go to event
Upcoming Booking open	10	16 May 2030, 10:00 AM - 2:00 PM	Training room	Stacey Purl	Go to event

View all events

Within one of seminar activities, there is a list of upcoming and previous (if there are any) events.

Knitting - Seminar one

You will be introduced to the basics of knitting. You will learn casting on, knit stitch, purl stitch, and casting off. You can bring any knitting needles and wool, or we can supply you with some to use on the day.

Event [All ⌄]   Booking [All ⌄]

Upcoming events

Last reservations are 2 days before the event starts. Unallocated reservations will be deleted 0 days before the event starts.

Event status	Seats available	Session times	Rooms	Facilitators	Session status	Actions
Upcoming Booking open	10	31 January 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel	Upcoming	Go to event
Upcoming Booking open	10	14 March 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel	Upcoming	Go to event

Past events

Event status	Seats available	Session times	Rooms	Session status
Over	9	31 January 2024, 10:00 AM - 2:00 PM	Training room	Session over
Over	7	20 January 2024, 10:00 AM - 2:00 PM	Training room	Session over

It is also possible to have one event with multiple sessions in it. This is useful for keeping a cohort of learners together over multiple sessions and signing up for all sessions with one sign up. Note - there is less control for the learner over their calendar this way.

Knitting - Intensive camp

You will learn all content of the four seminars in this intensive week. In signing up for this event you are committing to attending four consecutive days.

Event status	Seats available	Session times	Rooms	Facilitators	Actions
Upcoming Booking open	10	10 February 2024, 9:00 AM - 10:00 AM			Go to event
		7 January 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel and Stacey Purl	
		8 January 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel and Stacey Purl	
		9 January 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel and Stacey Purl	
Upcoming Booking open	10	16 May 2030, 10:00 AM - 2:00 PM	Training room	Nancy Nel and Stacey Purl	Go to event

View all events