

Adding an Event



1. Under the 'Events' tab, click 'Create Event'.



2. On the 'Creating Event' page, complete the following information:

Under *Description*

- Name: The title of your event.
- Description: A brief description of your event/what will be trained.

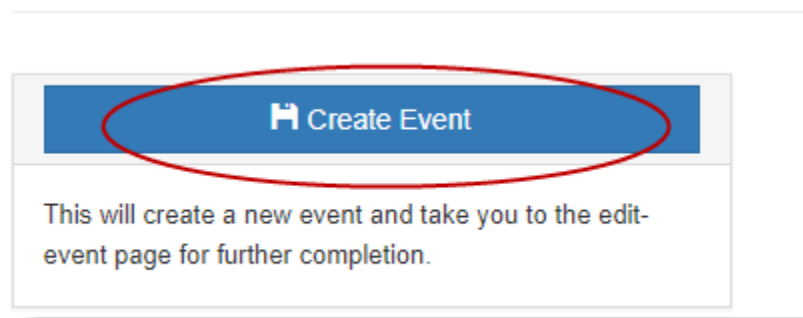
Under *Survey 5*

- Survey Version: The school year in which the event is taking place.
- Primary Purpose: The reason for the event/training.
- Delivery Method: How the event will be presented to attendees.
- Follow-up Method: The format any follow-up required should be presented in.
- Student Evaluation Method
- Staff Evaluation Method

Under *Configuration*

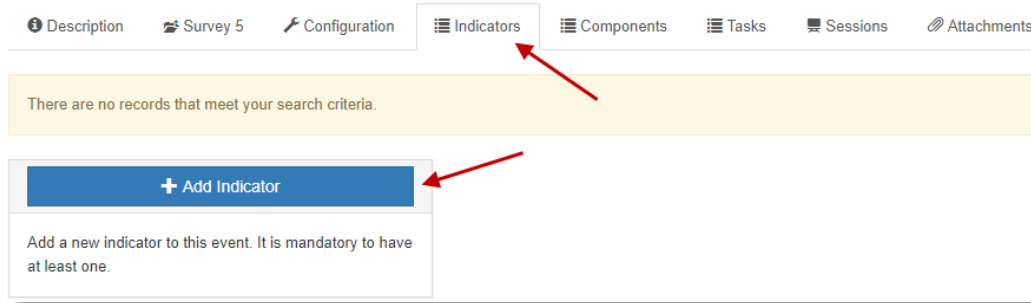
- Point of Origin: District/School in which the event is taking place.
- Grade Range Low: The lowest grade level that the event would be relevant to.
- Grade Range High: The highest grade level that the event would be relevant to.

Once you have completed all the necessary information, click the 'Create Event' button.

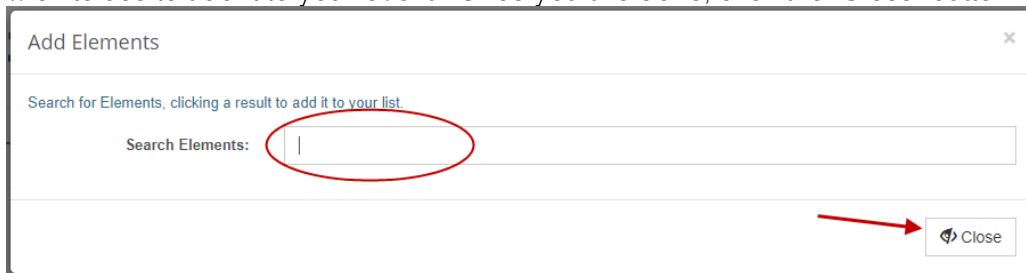


Adding an Event

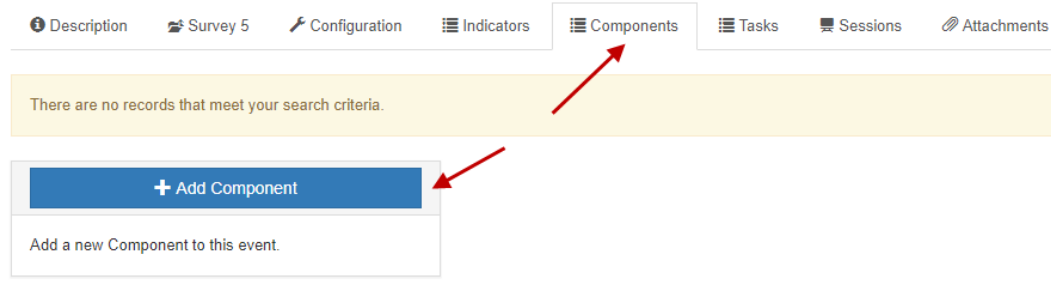
3. You are now on the 'Editing Event' page. You will start by selecting an Indicator. Click on the 'Indicators' tab and click the 'Add Indicator' button.



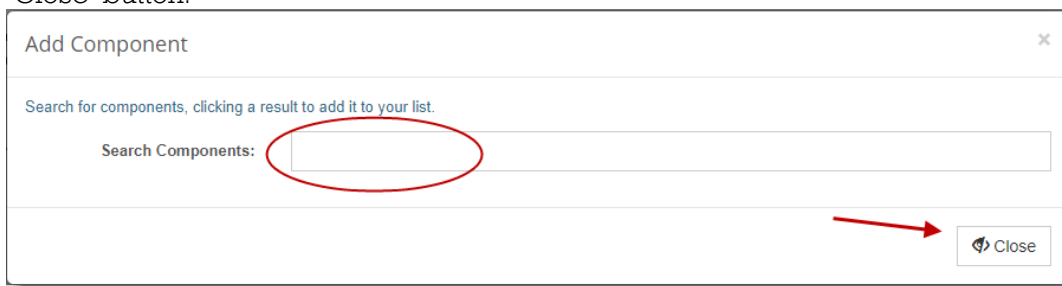
To search for the Indicator you want to add, begin typing the title. Click on the element you wish to use to add it to your event. Once you are done, click the 'Close' button.



4. Next you will move to the 'Components' tab to add the component(s) for your event's subject area. Click the 'Components' tab and then click the 'Add Component' button.



To search for the component you want to add, begin typing either the number or the title. Click on the component you wish to use to add it to your event. Once you are done, click the 'Close' button.



Adding an Event

5. Next you will move to the 'Tasks' tab. Here, you will complete the following steps:
- Name your task.
 - Choose its delivery method.
 - Assign seat time and follow-up time.
 - Provide a description for the task.
 - Add any private notes (these are not viewable by participants).

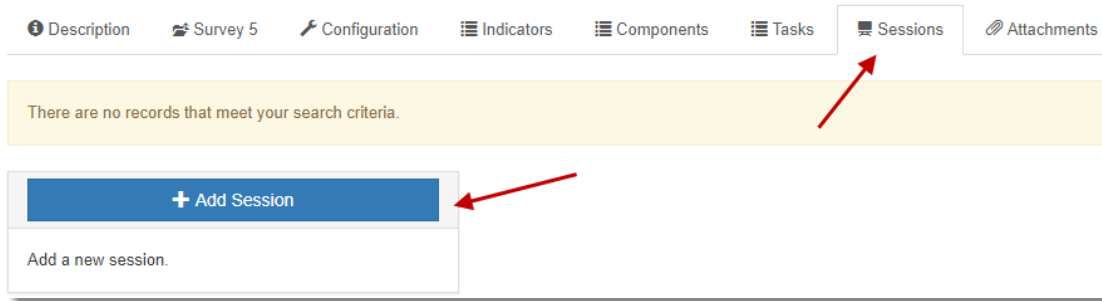
To begin, click the 'Add Task' button.

Once you have completed all the fields, click the 'Update Tasks' button.

You will now see your task listed on the 'Tasks' tab. If you need to edit or delete your task, you will click the 'Action' dropdown menu and then select action you wish to perform.

Adding an Event

6. If your event has more than one session, you will use the 'Sessions' tab to add your various sessions. To begin, click the 'Sessions' tab and click the 'Add Session' button.



In the next window, you will complete the following information:

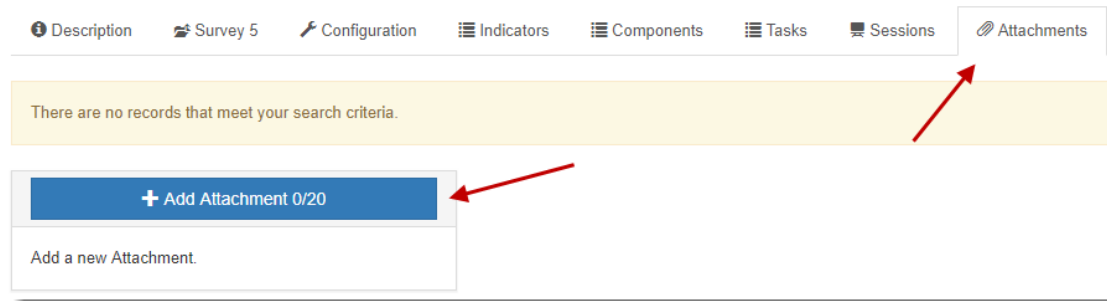
- *Dates & Times*: here, you can also set a max enrollment.
- *Duration/Type*
- *Funding and Enrollment*: if there is a cost associated with the session, you can set that amount and select pay options.
- *Details*: here is where you select your session name and location; you can also add a facilitator/instruction, assign a contact person, and add notes.
- *Tasks*: if you are awarding any points for your event, you will want to 'turn on' the task on the Sessions' 'Task' tab. To do this, click the thumbs down button. It will change to a thumbs up button. This indicates that the task is turned on.



Once you are done updating the session information, click the 'Update Sessions' button.

Adding an Event

7. The final tab on the 'Editing Event' screen is the 'Attachments' tab. If you have files/documents for use by your participants or presenters, you can attach them to the event here. To begin, click the 'Add Attachment' button.



This will open the Attachment window. Here you will complete the following information:

- *File*: select the file you will to attach.
- *Attachment Title*: this is where you name the attachment (i.e. Syllabus).
- *Description*: here you can give additional information so users know what the file is.
- *Attachment Link*: this is where you choose to which session(s) the attachment is available.
- *Visibility*: you can choose whether the attachment is visible.

Once you have completed all the information in the Attachment window, click the 'Add Attachment' button.

