Create a Scheduled Session

1. Navigate to the Scheduling Tool .
2. Select **Create** from the Options menu. If you cannot see the menu, show the Tool Panel .
3. Fill out the form.

Form Field Descriptions

Field Name	Field Type	Required	Description
Name	Text Input	Yes	Enter a name for the session.
Description	Text Input	No	Optionally provide details and links that append an existing course description. individuals will see the session description when they **Click for Info** in the catalogue.
Bundle	Drop-down	No	Narrow the product list by selecting a category bundle.
Product	Drop-down	Yes	Select the product for your session.
Instructor	Drop-down	No	Select an instructor for the session. Note that the instructor must be enroled to the product. The LMS will display a conflict alert if the instructor is already scheduled on the same date and time. A course can still be scheduled with the conflict in place.
Location	Text Input	No	Enter details about where the session is taking

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			place. The LMS will display a conflict alert if the location is already scheduled on the same date and time. A course can still be scheduled with the conflict in place.
Room	Text Input	No	Identify the room that the session is meeting in.
Status	Drop-down	Yes	Select the status of the session. A status change does not run any LMS tasks and is not automatically affected by publish dates; status is more of an administrative tool. For more about statuses, visit Change Session Status.
Type	Drop-down	Yes	The delivery method is shown in the catalog (e.g. Classroom, Webinar). The enrol button will change based on the type. The type and enrol buttons can be renamed by a Site Manager.
Maximum Attendance	Text Input	No	Enter the number of spots/seats available or leave blank for unlimited. Once this number is reached, individuals attempting to enrol will see that the class is full. If an individual withdraws from the session, it will make a spot available.

Field Name	Field Type	Required	Description
Start Date	Date/Time	Yes	Individuals cannot enrol after the start date/time regardless of publish date and status. Instructors can manually enrol a individual past the start date. Note that the LMS displays all times in Eastern Time Zone.
End Date	Date/Time	Yes	The end date indicated when the session is over. Individuals generally should not not be enroled to a session that had ended. Note that the LMS displays all times in Eastern Time Zone.
Published	Date/Time	No	Select one of the two options to set a time frame to accept enrolments for confirmed sessions: • Publish Forever: This will open your session to enrolments from the time you create the product until the time you have changed the status to Completed. • Publish Between: Set a specific date/time range to accept enrolments from the catalog and calendar.
Waitlist	Number Input	No	An optional waitlist can be set with maximum number and cut off dates. Individuals on the waitlist can be manually moved from the

Field Name	Field Type	Required	Description
			waitlist to enrolment in the session. See Waitlist in the Scheduling Tool topic of hte Instrcutor manual.
Attachment	File Upload	No	After you create the session, you can edit it to upload files such as .ics, .pdf, and .docx to make them available to enroled individuals. To prevent calendar conflicts, you can attach only one .ics at a time.

4. Select **Create** or **Save and Create Another** to keep the data from the previous save and start a new session.