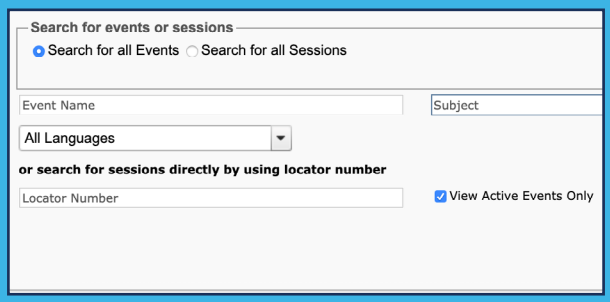
CREATING SESSIONS

Learning Fundamentals - System Administrator Training

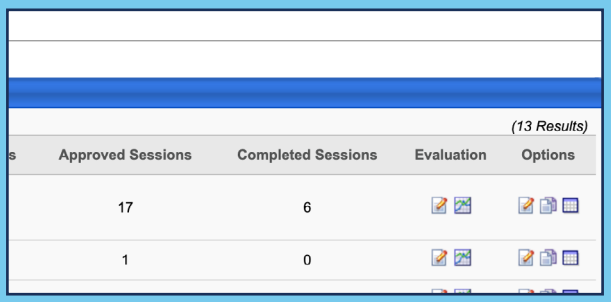
From Events, Sessions can be created to accommodate many instances of the training held at different times and locations by different instructors. Sessions are scheduled individual occurrences of events. Sessions hold more specific data than events, including the times, locations, instructors, and resources for a specific course instance.

To create an **event**, navigate to:
ILT > MANAGE EVENTS & SESSIONS

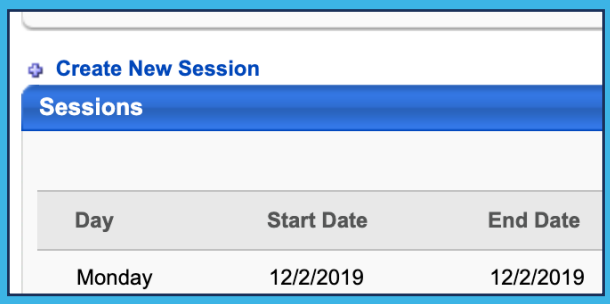
1 **Search** for and find the necessary Event



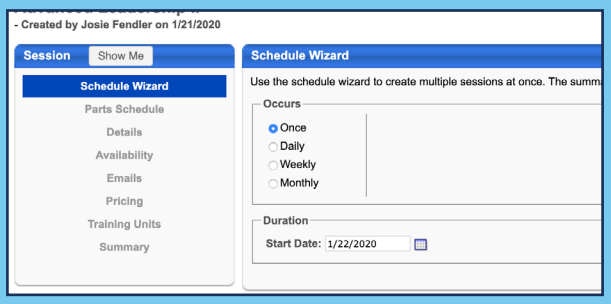
2 Select the **Calendar** icon



3 Select the **Create New Session** link



4 Use the **Schedule Wizard** page to create multiple sessions at once



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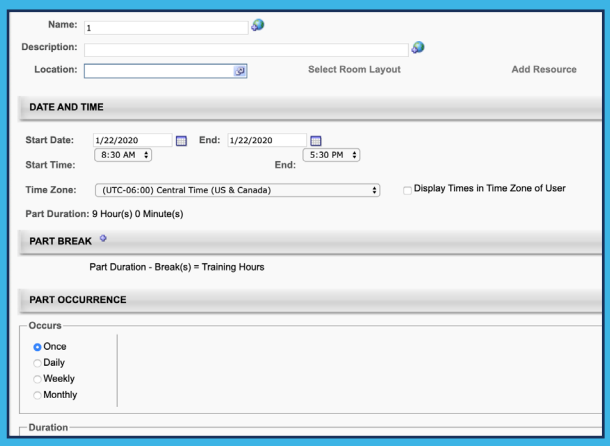
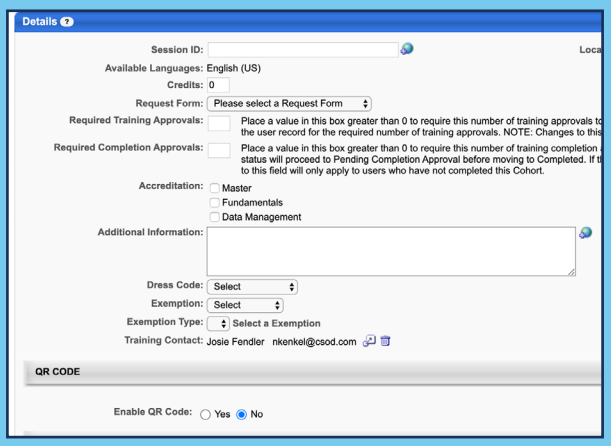
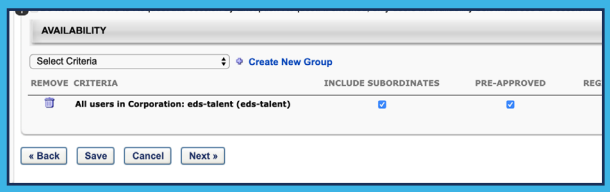
5 On the **Parts Schedule** page set the **Location**, **Instructor**, **Date and Time**, and **Occurrence**



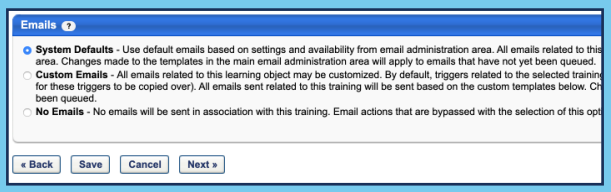
6 On the **Details** page set **Registration**, **QR Code**, **Waitlist**, **Pre/Post-Work**, and **Prerequisite** details



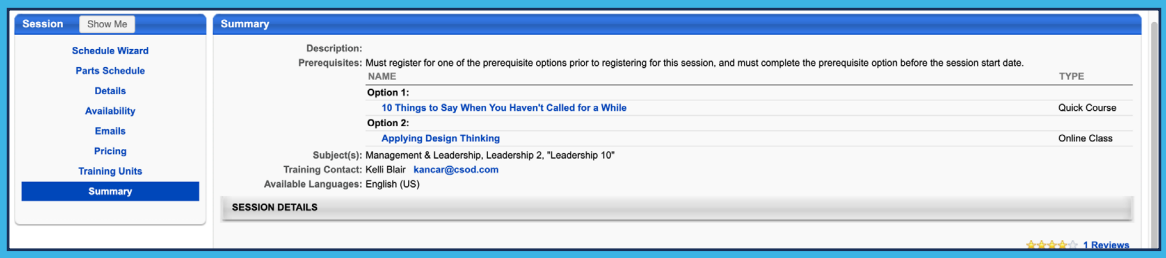
7 On the **Availability** page select which users can access the training



8 On the **Emails** page, set email options



9 On the **Summary** page, review the settings and **Save**



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Department of Public Health

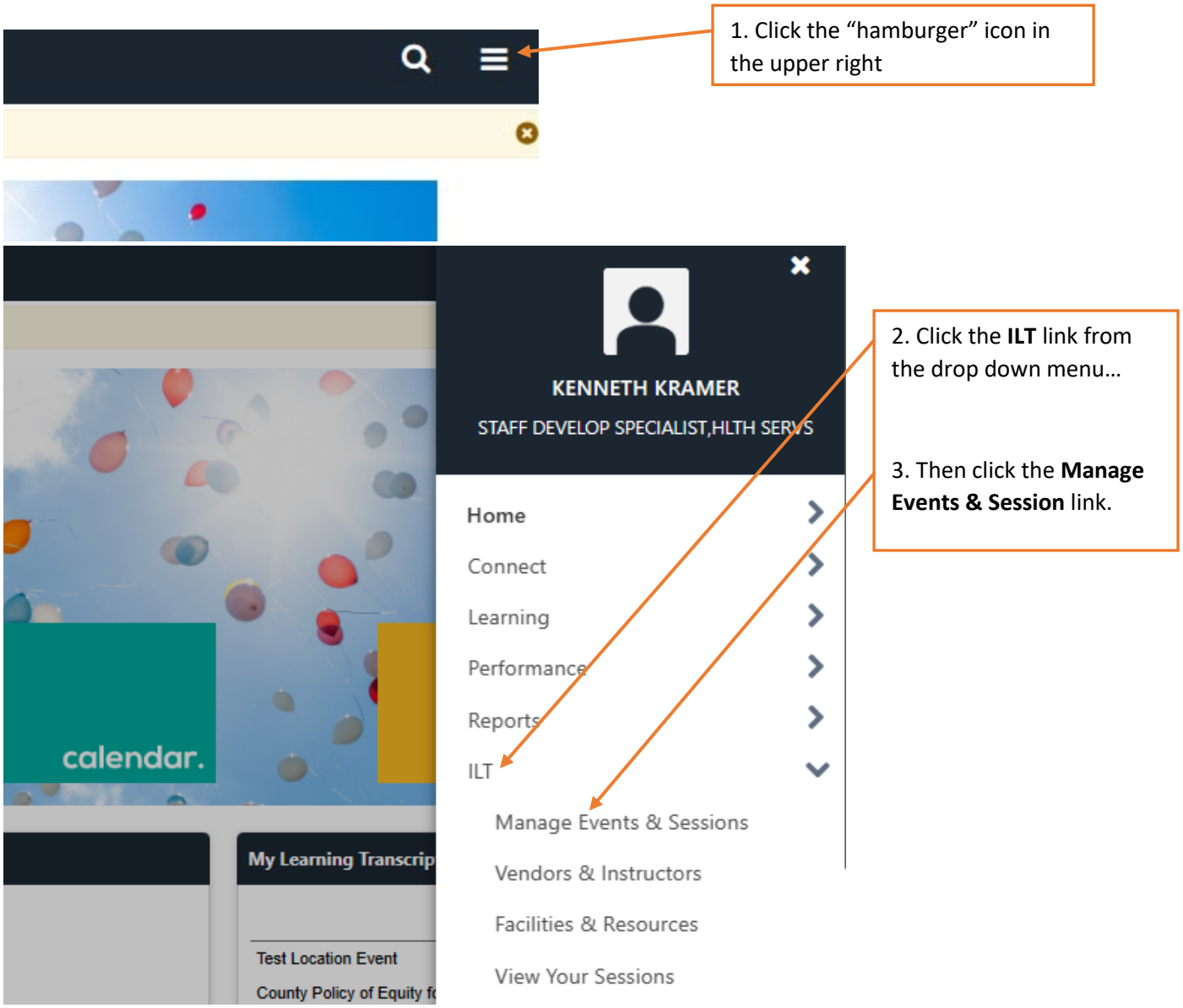
Division of

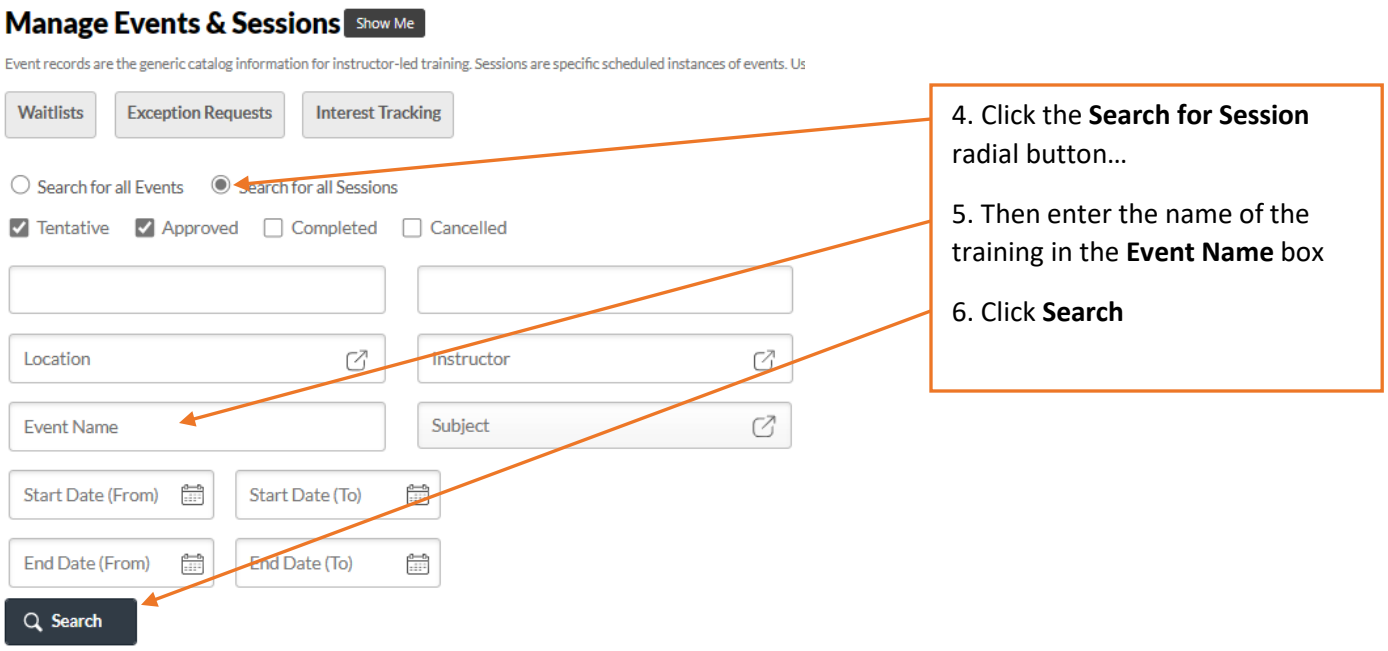
Organizational Development & Training

Adding Names to a Roster in Talent Works Instruction page: LLR INSTRUCTIONS

Adding Names to an ILT/vILT Roster

Got to Talent Works Welcome Page

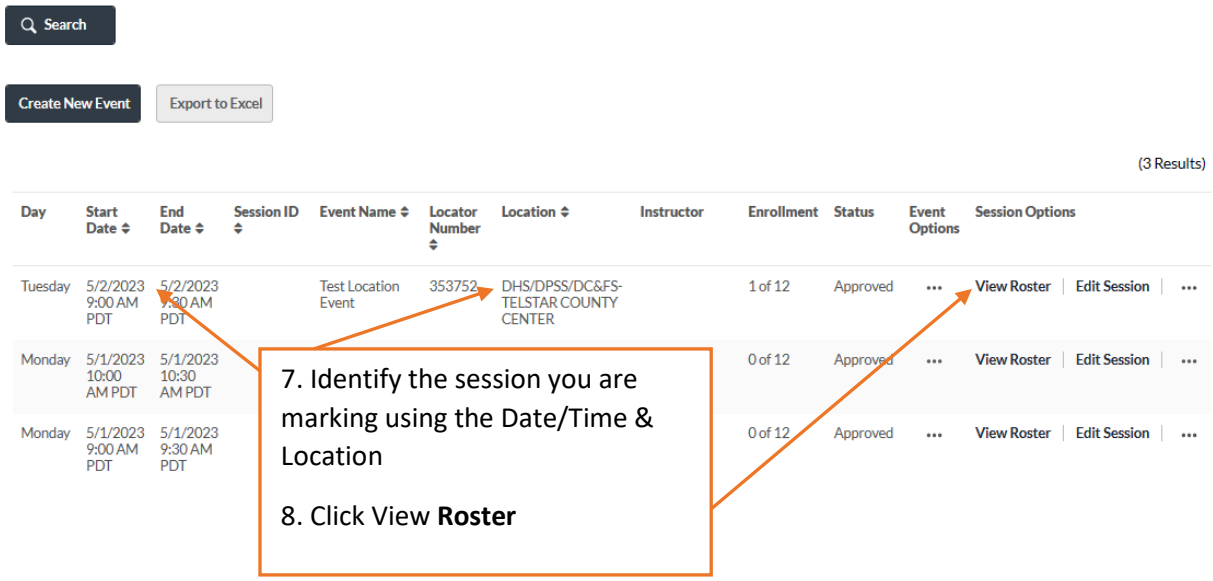




4. Click the **Search for Session** radial button…

5. Then enter the name of the training in the **Event Name** box

6. Click **Search**



7. Identify the session you are marking using the Date/Time & Location

8. Click View **Roster**

Session Roster

ROSTER | ATTENDANCE AND SCORING

Inventory Unassigned (0) | Pending Payment (0) | Printable Version | Export to Excel

Session Status	Session Start Date	Session End Date	Seats Available
Completed	5/30/2023 9:00:00 AM	5/30/2023 4:00:00 PM	187/900

Attachments

Choose File | No file chosen | Upload

Resources

+ Add Attachment

No attachments have been uploaded for this Session

Schedule

Users

9. Click **Add Users**

No User Selected

Add Users

10. In the pop-up window, you can input Staff's Last name or employee number (with 'e' or 'c')…

Select User

Search is limited to 1000 records only

Last Name	First Name	ID	Manager's Last Name	User Name
Enter Name	Enter Name	Enter ID	Enter Name	Enter Name

Search

User

Name	Identifier	ID	User Name	Manager	
KRAMER, KENNETH	STD-PH-33459: Org Devel&Train (Division) STAFF DEVELOP SPECIALIST,HLTH SERVS (Position) MICHELLE BOSSHARD (Manager)	E511192	E511192	BOSSHARD, MICHELLE	Add

(1 Result)

11. Find the name in drop down and click **Add**

Close

Selected User

Name	ID	
KRAMER, KENNETH	E511192	Remove

User

Name	Identifier	ID	User Name	Manager	
KRAMER, KENNETH	STD-PH-33459: Org Devel&Train (Division) STAFF DEVELOP SPECIALIST,HLTH SERVS (Position) MICHELLE BOSSHARD (Manager)	E511192	E511192	BOSSHARD, MICHELLE	N/A

(1 Result)

12. When you're finished adding names, click **Done**

NOTE: The pop-up window will close and return you to the Roster tab of the session

Close | Done

Schedule

Users

13. Back at the Roster tab, click **Add Pending User to Roster**

Add Pending Users to Roster | Send emails

Name	User ID	Locator	Organizational Unit(s)	Status	
KRAMER, KENNETH	E511192	362878	STD-PH-33459: Org Devel&Train (Division) STAFF DEVELOP SPECIALIST,HLTH SERVS (Position)	Pending	Remove

Add Users

Department of Public Health

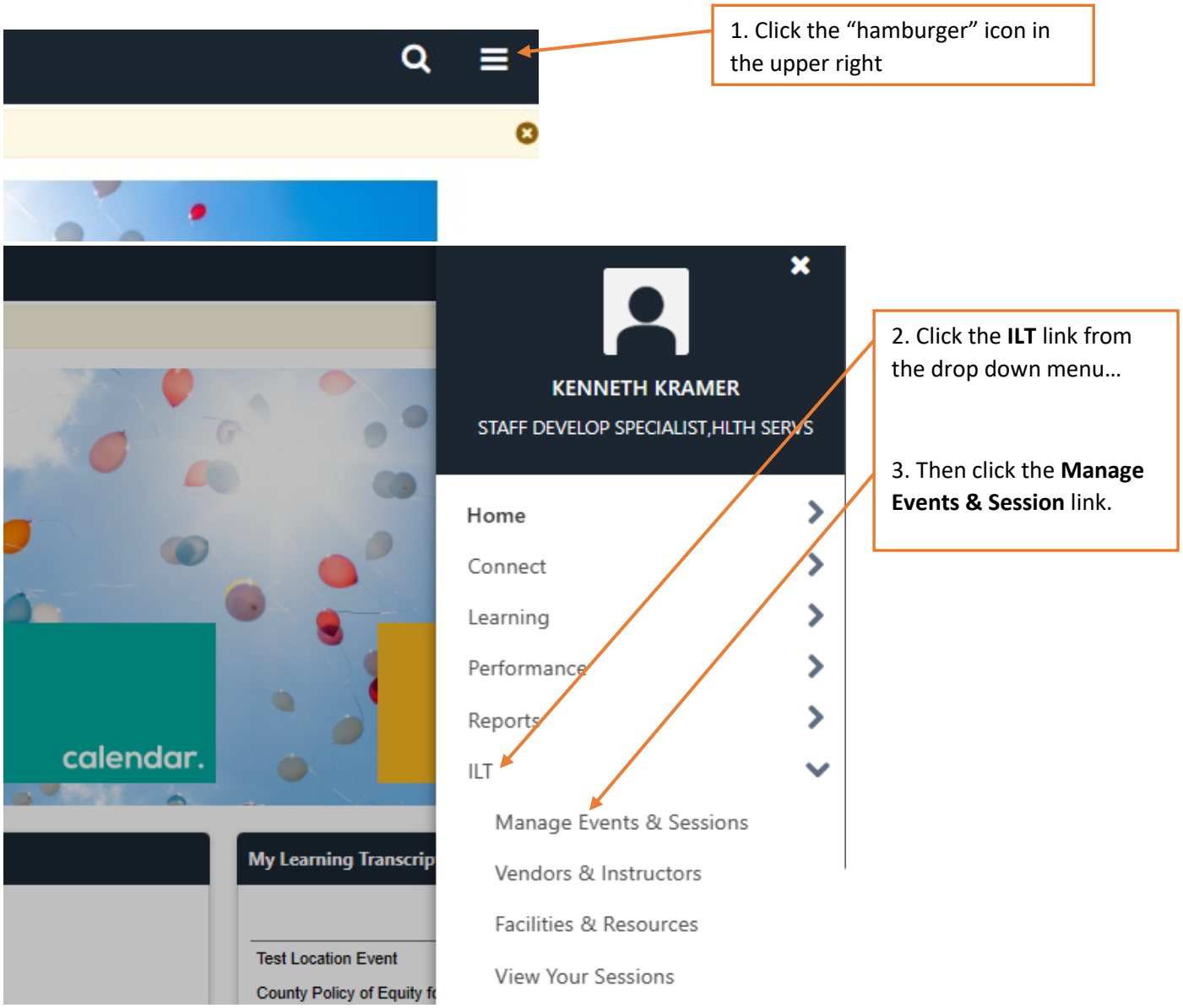
Division of

Organizational Development & Training

Marking Attendance in Talent Works Instruction page: LLR INSTRUCTIONS

Marking Staff "Completed" for ILT/vILT Trainings

Got to Talent Works Welcome Page



Manage Events & Sessions Show Me

Event records are the generic catalog information for instructor-led training. Sessions are specific scheduled instances of events. Us

Waitlists | Exception Requests | Interest Tracking

Search for all Events | Search for all Sessions

Tentative | Approved | Completed | Cancelled

Location | Instructor

Event Name | Subject

Start Date (From) | Start Date (To)

End Date (From) | End Date (To)

Search

4. Click the **Search for Session** radial button…

5. Then enter the name of the training in the **Event Name** box

6. Click **Search**

SCROLL DOWN

Search

Create New Event | Export to Excel

(3 Results)

Day	Start Date	End Date	Session ID	Event Name	Locator Number	Location	Instructor	Enrollment	Status	Event Options	Session Options
Tuesday	5/2/2023 9:00 AM PDT	5/2/2023 9:30 AM PDT		Test Location Event	353752	DHS/DPSS/DC&FS-TELSTAR COUNTY CENTER		1 of 12	Approved	•••	View Roster | Edit Session | •••
Monday	5/1/2023 10:00 AM PDT	5/1/2023 10:30 AM PDT						0 of 12	Approved	•••	View Roster | Edit Session | •••
Monday	5/1/2023 9:00 AM PDT	5/1/2023 9:30 AM PDT						0 of 12	Approved	•••	View Roster | Edit Session | •••

7. Identify the session you are marking using the Date/Time & Location

8. Click View **Roster**

Session Roster

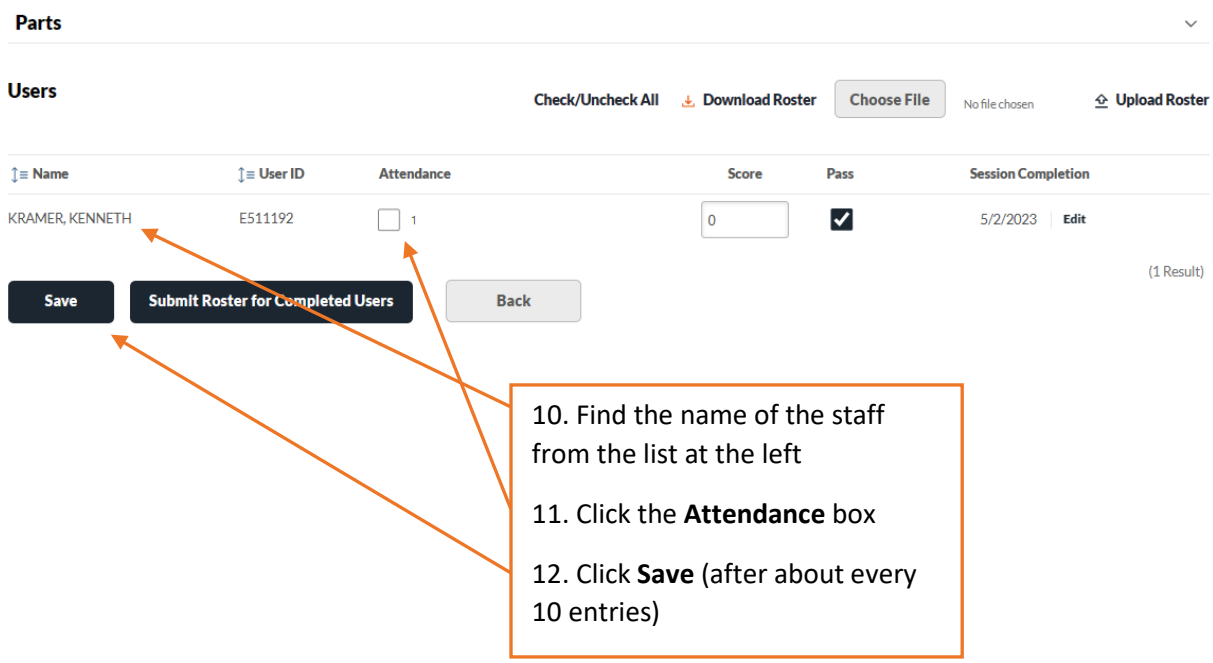
9. Click ATTENDANCE AND SCORING

ROSTER | ATTENDANCE AND SCORING

Inventory Unassigned (0) | Pending Payment (0) | **Exception Requests (0)** | **Waitlisted (0)**

Session Status	Session Start Date	Session End Date	Seats Available
Approved	5/2/2023 9:00:00 AM	5/2/2023 9:30:00 AM	11/12

SCROLL DOWN



NOTE: **DO NOT click the** "**Submit Roster for Completed Users**" button until you are **ABSOLUTELY** finished marking **EVERYONE** you intend to mark complete for that session.

At the end of the session, once everyone has been marked for their attendance, click the **Submit Roster for Completed Users** button.