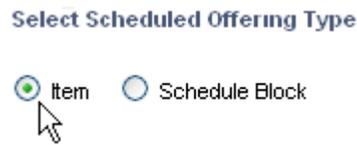
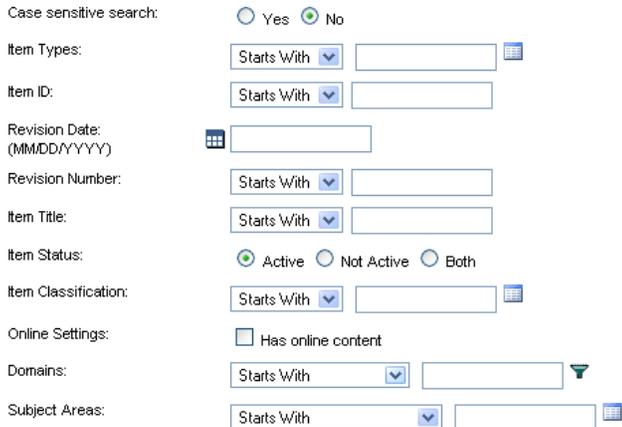


Create a Scheduled Offering

A new course has been approved and must be made available in AgLearn. A scheduled offering must be created.

Step	Activity	View
1.	Select the Learning menu.	
2.	Select Scheduled Offerings .	
3.	Select the Add New link.	
4.	Click the Item option button. Note: Item is the default selection.	
5.	Click Next .	
6.	Click the Item ID selection icon to search for and enter an Item type. Note: By using the selection icon, the Item, Title, and Revision date and Number automatically appear in their respective fields. Caution: Using the Item Type drop-down list to select an Item Type does not automatically populate the Item, Title, and Revision Date and Number fields.	
7.	On the > Search screen, enter the appropriate search criteria. Note: See Managing Data Entry and Searches for more detailed information on searching.	

Create a Scheduled Offering

Step	Activity	View									
8.	Click Search .										
9.	Locate the desired Item and select the corresponding Select link. Tip: Use the Ctrl+F function to quickly find an Item on the screen.	 <table border="1"> <thead> <tr> <th>Item ID</th> <th>Title</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Classroom TIIG-MSEXCEL-101 (Rev 7/8/2005 11:06 AM MST)</td> <td>Basic Excel</td> <td>Select</td> </tr> <tr> <td>Classroom TIIG-MSEXCEL-102 (Rev 10/14/2005 01:21 PM MST)</td> <td>Intermediate Excel</td> <td>Select</td> </tr> </tbody> </table>	Item ID	Title	Select	Classroom TIIG-MSEXCEL-101 (Rev 7/8/2005 11:06 AM MST)	Basic Excel	Select	Classroom TIIG-MSEXCEL-102 (Rev 10/14/2005 01:21 PM MST)	Intermediate Excel	Select
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Classroom TIIG-MSEXCEL-102 (Rev 10/14/2005 01:21 PM MST)	Intermediate Excel	Select									
10.	Click the Segment Start Date calendar icon to select and enter a start date. Note: A Scheduled Offering must have at least one segment.	* Segment Start Date: (MM/DD/YYYY)  <input type="text"/>									
11.	Enter a start time in the Segment Start Time field. Note: Use the following time convention – hh:mm AM/PM.	* Segment Start Time: (hh:mm AM/PM) <input type="text"/>									
12.	Click the Time Zone selection icon to search for and enter the correct time zone. Note: The Time Zone field defaults to the time zone in which the Scheduled Offering will occur.	Time Zone: <input type="text" value="EST (Eastern Standard Time)"/>									
13.	Enter a revision number in the Revision Number field.	Revision Number: <input type="text"/>									
14.	If the Scheduled Offering is part of a group, use the Group Instance selection icon to search for and enter a group instance ID. Note: See Managing Group Instances for more information.	Group Instance:  <input type="text"/>									
15.	Click the Domain selection icon to search for and enter a domain. Note: The scheduled offering will appear only to administrators with permissions in the domain.	* Domain:  <input type="text" value="PUBLIC"/>									

Create a Scheduled Offering

Step	Activity	View
16.	Click the Facility selection icon to search for and enter the facility with which this Scheduled Offering is associated.	Facility: <input type="text"/>
17.	Enter the point of contact for this Scheduled Offering in the Contact field.	Contact: <input type="text"/>
18.	Enter the point of contact's e-mail address in the Email field.	Email: <input type="text"/>
19.	Enter the point of contact's Phone and Fax numbers (if available) in their respective fields.	Phone: <input type="text"/> Fax: <input type="text"/>
20.	Select or deselect the Active check box to affect the Scheduled Offering's availability. Note: The default setting for the Active check box is active.	Active: <input checked="" type="checkbox"/>
21.	Select the check box to create a community for the scheduled offering.	Automatically create a community for this scheduled offering: <input checked="" type="checkbox"/>
22.	Click Add . Caution: A Validation Error message will appear if all required fields are not complete.	<input type="button" value="Add"/>