

Working with Sessions

Learning Management System



**HAMILTON
POLICE SERVICE**
Together. Stronger. Safer.

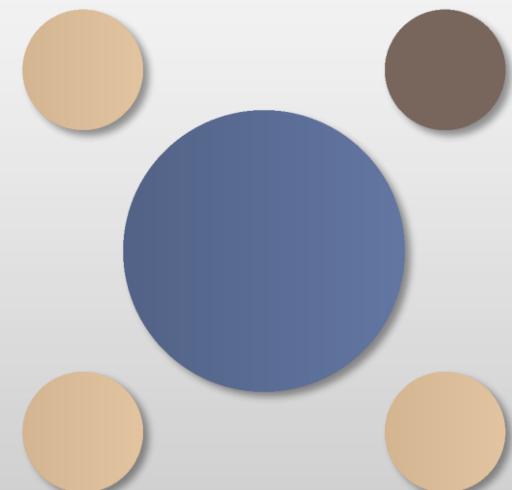
Sessions

Sessions allow you to structure a course, blended learning unit or event **in terms of time**.

Sessions are an *Organization* asset that is native to ILIAS.

Examples:

- Block times for in-class, workshops or labs
- Manage appointments (open office)
- Workgroup



Features/Functions:

- Provides a clear at-a-glance **structure and chronological sequence**.
- **Information** about the lecturers and the venue
 - Example: Information on how to get there, including a map, can be provided, or materials such as files, slides or other ILIAS learning content (such as exercises, surveys, etc.) can be assigned to each session.

⌄ 05. Dec 2023, 6:00pm - 9:00pm: DISK 3: Drugs / Gangs
Drugs & Gangs, mini case studies, large drug lab and gun presentation.
Free places: 18 Location: MATA, Building 'B', Suite 200. Classroom 2/3.
Name: Sara E-Mail: @hamiltonpolice.ca Phone: x38

Physical Location

⌄ 05. Dec 2023, 6:00pm - 9:00pm: [VIRTUAL] DISK 3: Drugs / Gangs
Drugs & Gangs, mini case studies, large drug lab and gun presentation.
Location: MATA, Building 'B', Suite 200, Classroom 2/3.
Name: Sara E-Mail: @hamiltonpolice.ca Phone: x38

Microsoft Teams Virtual Invite
Click to start. Meeting ID: 123 456 789 Password: ApplesOranges1

Virtual Meeting Link

Features/Functions:

- You can **specify whether attendees are required to register**
 - ...to each session, or whether all members of a course or group have access to related sessions without logging in.

Registration Procedure

Declare Participation

User has to click 'Attend' to participate in session

Apply for Participation

An administrator has to decide upon each user's apply for participating in session.

No Registration Necessary

Users do not need to register to participate in session.

Features/Functions:

- You can **set the availability of the session** so that the next session is not displayed until shortly before it starts.
 - Reduces content in a course at the beginning and to keep the amount of information displayed to a minimum.

DISK 3: Drugs / Gangs: Edit Timings

Temporarily Available	<input checked="" type="checkbox"/>
Start Time	YYYY-MM-DD hh:mm <input type="button" value=""/>
Finish Time	YYYY-MM-DD hh:mm <input type="button" value=""/>
Visibility	<input type="checkbox"/>
If chosen, the material is visible even outside of the given availability.	

Features/Functions:

- You can keep track of attendance and print a list of attendees in the session.
- If the calendar is activated, sessions appear in the respective course or group calendar, as well as in the calendar on the personal workspace of the respective member.

The screenshot shows a calendar interface for June 2023. A blue callout box labeled 'Sessions in a course' points to a list of sessions at the top:

- > 20. Jun 2023, 8:00am - 6:00pm: B Squad PLT - Sergeant [PLT-SGT-2301]
Free places: 37
- > 21. Jun 2023, 8:00am - 6:00pm: A Squad PLT - Sergeant [PLT-SGT-2301]
Free places: 28

A large blue arrow points from this list down to the calendar below. Another blue callout box labeled 'Member's personal LMS calendar' points to the calendar interface, which includes:

- Calendar tab (selected)
- Agenda, Manage Calendars, Settings buttons
- Today, Day, Week, Month, List, Create Appointment buttons
- June 2023 month view with days 28 to 30, 4 to 10, 11 to 17, 18 to 24, and 25 to 30.
- A yellow box highlights the 8th of June.
- A blue box highlights the 20th of June, showing two sessions: '08:00am B Squad PLT - Sergeant [PLT-SGT-2301]' and '08:00am A Squad PLT - Sergeant [PLT-SGT-2301]'.
- At the bottom, a green bar reads 'ILIAS Calendar | Personal Workspace'.

Integrate LMS Calendar with Outlook using iCal format.

using iCal format.

Member's personal LMS calendar



Calendar Subscription

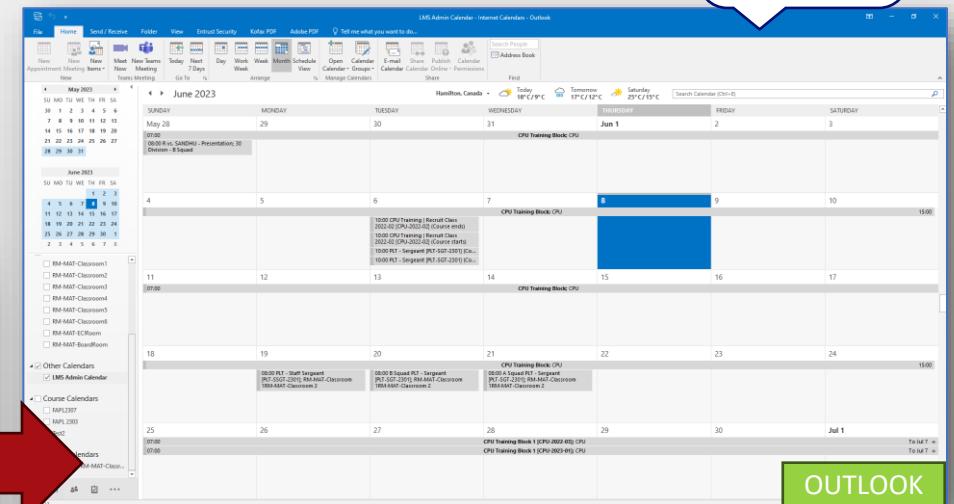
Please use the following address to access your calendar from other applications. You can copy and paste this into any calendar product that supports the ical format.

iCal-URL

https://lms.cpkn.ca/calendar.php?client_id=HPS&token=bbe402cc823884b65dc29362ef9b900

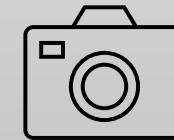
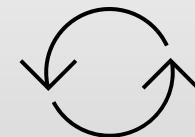
Cancel

The screenshot shows the Microsoft Outlook ribbon with the 'File' tab selected. A context menu is open over a calendar item, with a red arrow pointing to the 'From Internet...' option under the 'Add Calendar' submenu. The menu also includes options like 'From Address Book...' and 'Open Shared Calendar...'. The 'File' tab has a green background, and the 'FAPL Week 3; Online' watermark is visible.



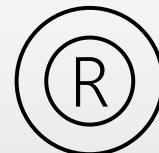
Why is HPS using Sessions?

- HPS is transitioning to the LMS for all of our learning records.
- Sessions allow us to track a course/topic, where the same content is presented several times over a period of time.
- When running an audit, we can determine down to the date and time of a training event, the facilitator/instructor and a snapshot of the content delivered (i.e., presentations, files, etc.)



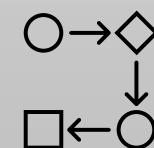
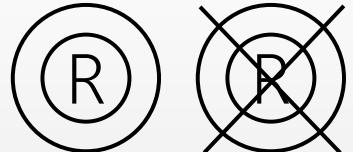
Why is HPS using Sessions?

- Allows Members to self-register ("Attend") for courses that meets/works with their schedule
- Limit number of participants in-class or virtual event. For example, classroom capacity limits.
- Resource Management – know No. of participants, to assist with event planning (i.e., food orders, refreshments, etc.)



Why is HPS using Sessions?

- Allows Members to de-register ("Cannot Attend") from a session
- Limit number of participants in-class or virtual event. For example, classroom capacity limits.
- Can be used as an Event registration tool.
- Can be tied to *Learning Progress* to automate course completion
 - i.e., When Member attends 3 of 3 events, then course is Passed. Or if Member attends 2 of 3 events, then course is Passed.



Stock Features

The Sessions feature within the LMS has basic administrative functionality.

Missing:

- bulk Register users to a session
- bulk mark as Attended
- report on Users *not assigned* to a session
- report on all attendance, detailed reporting



LMS Enhancement

Scope:

- The ability to Bulk Register users for a session by *organizational unit, role, or via a provided excel file.*
- List all members of a course containing sessions that are not assigned to any session in that course or group.
- The ability to modify multiple course/group member's session attendance in one click versus selecting every user individually.
- The ability to *report* on all attendance / registration of all sessions in a course / group.



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Portal Demo