

Working with Sessions

Learning Management System



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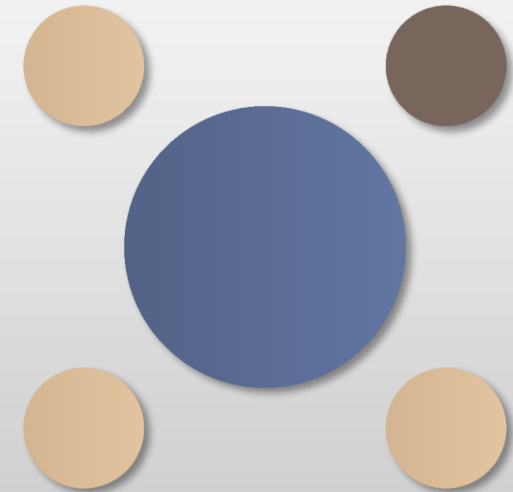
Sessions

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 ☒

Start Time 

Finish Time 

Visibility ☐
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.

Sessions

- > 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

Calendar

Agenda Manage Calendars Settings

< Today > Day Week Month List Create Appointment

June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1 Jun	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 08:00am B Squad PLT - Sergeant [PLT-SGT- 2301]	21 08:00am A Squad PLT - Sergeant [PLT-SGT- 2301]	22	23	24
25	26	27	28	29	30	1 Jul

ILIAS Calendar | Personal Workspace

Sessions in a course

Member's personal LMS calendar



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Integrate LMS Calendar with Outlook

using iCal format.

Member's
personal
LMS
calendar

Member's
personal
Outlook
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

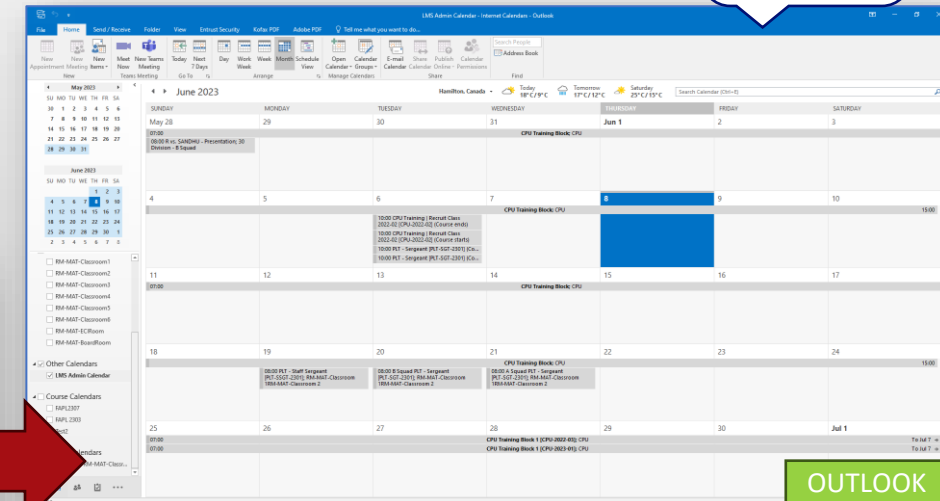
Rename Group
Delete Group
Remove All Calendars
New Calendar Group

Add Calendar

From Address Book...
From Room List...
From Internet...
Open Shared Calendar...

Arrange By Name
Show All Calendars
Refresh Free/Busy
Move Up
Move Down

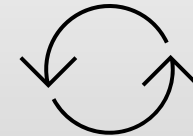
OUTLOOK



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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.)



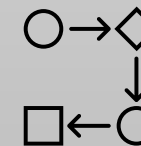
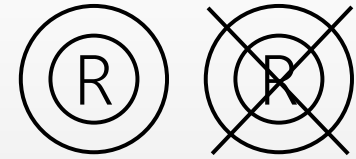
Why is HPS using Sessions?

- 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