

Attention to Learning Administrators

After we applied 7 PeopleSoft bundles to STARS in late April, we noticed that there is a new requirement on Session Patterns page when creating a new classroom based session or webcast session. The instructor field became a required field on Session Patterns page, and the message does not clearly tell us which field is required. (You will not notice it if you have been used session patterns and instructor' name has been provided on Session Patterns page.)

This new requirement is for STARS - Webcast integration feature, the instructor's ID will be used to login to Webcast server to create webcast sessions.

If you are facing any issues with creating new sessions, below is an instruction to aid administrators to create new classroom based sessions or webcast sessions.

- (1) When we try to create a new session for classroom component, clicking on "Add Session" button will direct us to session pattern page.

Learning Component | Session Patterns | Sessions

Activity: OOD-4709-042208 Component: classroom

| Session Date | Start Time | End Time | Time Zone | Facility |
|-------------------------------------|------------|----------|-----------|--------------------------|
| <input type="checkbox"/> 04/22/2008 | 8:30AM | 4:30PM | PDT | Tresidder Memorial Union |

Select All Clear All

Delete Session Add Session Update Instructor Calendar

- (2) On Session Patterns page, click OK to close the popup window.

Learning Component | Session Patterns | Sessions

Activity: OOD-4709-042208 Component: classroom

Template ID: Apply Template

Session Pattern Find | View All First 1 of 1 Last

Facility: Room:

*Start Date: 04/22/2008 Create: Sessions

*Start Time: *End Time:

Mon Tue Wed

Instructors

There are no instructors added to this session

Add Instructor

Equipment

There are no equipments added to this session

Add Equipment

The page at <https://ps1prd.stanford.edu> says:


Highlighted fields are required. (15,30)
Enter data into the highlighted fields.

OK


- (3) We are going to use a default template called “classroom” by clicking on the Magnifying Glass icon on right of the Template ID field. (we could also type in the text “classroom” in Template ID text field, then jump to step 6)


[Learning Component](#) | [Session Patterns](#) | [Sessions](#)


Activity: OOD-4709-042208 **Component:** classroom


Template ID:  Apply Template

Session Pattern Find | View All | Find Template 1 of 1 | Last

Facility:  + -

Room: 

***Start Date:**  **Create:** Sessions

***Start Time:** ***End Time:** ***Time Zone:** 

Mon Tue Wed Thu Fri Sat Sun

Instructors

There are no instructors added to this session

+ [Add Instructor](#)

Equipment

There are no equipments added to this session

+ [Add Equipment](#)

- (4) Click on “Look Up” button on next page.

Look Up Template ID

Search by:  =

Look Up Cancel [Advanced Lookup](#)

- (5) Click on “Classroom” link to select the default template.

Look Up Template ID

Search by:  =

Look Up Cancel [Advanced Lookup](#)

Search Results

View All First  1-3 of 3  Last

| Description | Short Description |
|--------------------------------------|-------------------|
| Classroom | Classroom |
| Webcast Session | Webcast |
| Classroom (hands-on) | Classroom |

(6) Click on “Apply Template” button right after Template ID field.

Learning Component | **Session Patterns** | **Sessions**

Activity: OOD-4709-042208 **Component:** classroom

Template ID:

Session Pattern Find | View All First 1 of 1 Last

Facility:

Room:

***Start Date:** **Create:** Sessions

***Start Time:** ***End Time:** ***Time Zone:**

Mon Tue Wed Thu Fri Sat Sun

(7) Click “OK” button on next page.

Existing session patterns will be replaced with the template. Continue? (18092,6005)

The copy template process will delete existing session pattern information and replace i

(8) You will notice that the Start Date field, Start Time field, End Time field and the instructor called “Default Instructor” have been populated on the page. We could change the instructor’s name if we know, otherwise just leave the default value and update it later on.

Template ID:

Session Pattern Find | View All First 1 of 1 Last

Facility:

Room:

***Start Date:** **Create:** Sessions

***Start Time:** ***End Time:** ***Time Zone:**

Mon Tue Wed Thu Fri Sat Sun

Instructors Customize | Find | View All | First 1 of 1 Last

| Name Display | *Type | Host |
|---|--|---|
| <input type="text" value="Default Instructor"/> <input type="button" value="Search"/> | Other <input type="button" value="v"/> | <input type="checkbox"/> <input type="button" value="Trash"/> |

[Add Instructor](#)

(By using default template "classroom", we populated four required fields automatically, we could provide the values manually if we want.)

(9) Now we should be able to go to Sessions page to add new sessions, click on Sessions tab.

[Learning Component](#) | [Session Patterns](#) | [Sessions](#)

Activity: OOD-4709-042208 **Component:** classroom

Template ID:

Session Pattern Find | View All First 1 of 1 Last

Facility:

Room:

***Start Date:** **Create:** Sessions

***Start Time:** ***End Time:** ***Time Zone:**

Mon Tue Wed Thu Fri Sat Sun

Instructors Customize | Find | View All | First 1 of 1 Last

| Name Display | Type | Host |
|---|--|--|
| <input type="text" value="Default Instructor"/> | Other <input type="button" value="v"/> | <input type="checkbox"/> <input type="button" value="Delete"/> |

(10) After we come to the Sessions page, we will be able to use “Add Session” button to add new sessions as what we have been doing for sessions. **Please DO NOT use “Update Instructor Calendar” button for now, the functionality has not been implemented yet, STARS team will send out a notice to all learning administrators after we have completed the Calendar integration.**

[Learning Component](#) | [Session Patterns](#) | [Sessions](#)

Activity: OOD-4709-042208 **Component:** classroom


Sessions Customize | Find | View All | First 1 of 1 Last


| <u>Session Date</u> | <u>Start Time</u> | <u>End Time</u> | <u>Time Zone</u> | <u>Facility</u> |
|---|-------------------|-----------------|------------------|--------------------------|
| <input type="checkbox"/> 04/22/2008 | 8:30AM | 4:30PM | PDT | Tresidder Memorial Union |


[Select All](#) [Clear All](#)

Learning Component - classroom






Session Details

***Date:**  **Display Facility to Learner**

Facility: 

Room: 

***Start Time:** ***End Time:** ***Time Zone:** 

| Instructors | | Customize | Find | View All |  | First | 1 of 1 | Last |
|--|---|-----------|------|----------|---|-------|--------|------|
| <u>Name Display</u> | <u>*Type</u> | | | | | | | |
| <input type="text"/>  | Primary    | | | | | | | |

| Equipment | | | Customize | Find | View All |  | First | 1 of 1 | Last |
|--|------------------|----------------------|---|------|----------|---|-------|--------|------|
| <u>Description</u> | <u>Asset Tag</u> | <u>Serial Number</u> | | | | | | | |
| <input type="text"/>  | | |   | | | | | | |

Notes:

