

# Conference Workshops

This document outlines how to set up a Conference within myPATH whereby staff are required to select their Workshops when they register for the Conference.

On the Learner-side, the Workshop offerings are packaged and grouped together.

1. Staff click on the **REGISTER** button to review the workshops.
2. They can scroll down the page and view the options within each Time Schedule.
3. They can click on the drop-down arrow and hover their mouse over a workshop name to view the workshop description.
4. Select their workshop.
5. Click on **COMPLETE REGISTRATION**.

[Learn More.](#)

The steps below outlines what is required for:

- [Creating Workshops for a Conference](#)
- [Setting Registration & Cancellation Deadlines](#)
- [Disabling Class Reminder Notification Emails](#)
- [Closing Conference Registration](#)
- [Monitoring Conference and Workshop Registration via Reports](#)
- [Scanning Registrants' QR Code to efficiently confirm attendance at the Conference](#)

Eureka Conference 2025 - Innovation and the Future of STEM Education  
Curriculum | ID: 0000056266  
This curriculum is not in your plan.

**1 REGISTER**

Overview & Other Information | Paths

You are registering for  
Eureka Conference 2025 - Innovation and the Future of STEM Education

Path: Register for Workshops

**2** This curriculum contains some courses that are consumable only within the curriculum. If you haven't already registered for these courses, then you need to register for them before you acquire the curriculum.  
Select one or more courses you want to register to, and a class within each selected course. For additional registration guidelines, [Click here](#)

Arrival and Exhibitor Hall (8:30AM - 9:15AM) Required (Select 1 out of 1)

**3** ☒ Arrival and Exhibitor Hall (8:30-9:15) Course

**4** **Filters**  
Language: Select Location: Select Available from (DD-MMM-YYYY): Enter Date Delivery type: Select  
CLEAR FILTERS APPLY FILTERS

**5** 14-FEB-2025 | 8:30 AM-9:15 AM (Event Location(TDSB South East) Time Zone - EST)  
English | Instructor:Led | ID: 000054970 | Available seats: 491 | [Class Info](#)  
TDSB South East | SATEC@W.A.Porter CI

Keynote/Opening Required (Select 1 out of 1)  
☐ Innovation and the Future of STEM Education Course

Session A/B - Double Session (11:00AM - 1:15PM) Required (Select any 1 of 7)  
☐ Mathematical Modeling Beyond Grade 9 Course

**5** COMPLETE REGISTRATION

## Creating Workshops for a Conference

Create a Course Shell for each “Workshop Offering”. This includes:

1. Check-in/Arrival; Keynote; Meal Options.
2. Workshops - If a Workshop will be offered more than once, create a Course Shell for each time it is offered. I.E.: If the same Workshop will be offered in the AM and PM, create one Course Shell for the AM Workshop and another Course Shell for the PM Workshop.

Complete the **Course Details** section.

1. In the Title field, provide the name for the Check-in / Keynote / Workshop / Meal option.
2. Update the Domain field.
3. Provide a description for the Check-in / Keynote / Workshop / Meal option.

Scroll down to the **Availability Information** section:

4. In order for the Workshop to be displayed within the Conference:
  - Enable **Display in Catalog**.
5. In order to prevent staff from enrolling in a workshop without registering for the Conference:
  - Enable **Consumable only within Certification /Curriculum**.

6. Do NOT enable any Accommodations Registration Questions. This will be enabled for you by the myPATH Support Team.

## Set Registration & Cancellation Deadlines

Once you have created the Course Shell of a Workshop, schedule an Instructor-led Class following the guidelines outlined below.

Scroll down to the **Registration Information** section:

7. Set the maximum capacity of the Workshop.
8. To ensure staff must choose a Workshop within each time slot:
- Do NOT enable the Waitlist. Set the **Waitlist to ZERO**.

### Registration Information

Min Count \*

Max Count \*

Max on Wait List \*

## Disable Class Reminder Notification Emails

Disable the automatic system email that will be sent to staff the day before the Conference. Otherwise, staff will receive an email with a QR Code for each and every workshop they enrolled in.

For each Instructor-led Class, go to the **Notifications** tab.

9. Locate and remove the checkmark for **"Instructor-Led Class Commencement Reminder as per Registration"**

10. Scroll down and click **Save**.

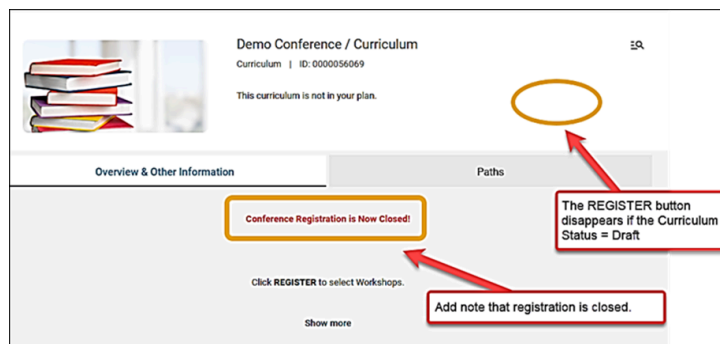
### Instructor-Led Class Details: Sample Course, # 0000006530, #0000390510

Main	Activities	Expenses	Related Info	Policies	Notifications
					1 2 3 <a href="#">Print</a>   <a href="#">Export</a>
<input type="checkbox"/> Events	Description				Format
<input type="checkbox"/> Change StartDate/SessionTemplate of Instructor-Led Class	Triggered when an instructor-led class start date or session template has changed				Triggered
<input type="checkbox"/> Change StartDate/Session Template of Instructor-Led Class for a registration	Triggered for a registration when the start date or session template of an Instructor-Led class is changed.				Triggered
<input type="checkbox"/> Class CSR Changed (Instructor-Led Class)	Triggered when the customer service representative for an instructor-led class has changed				Triggered
<input type="checkbox"/> Copy - Instructor-Led Class person resource added/changed	Copy: Triggered when a person resource is added to an Instructor-led class.				Triggered
<input type="checkbox"/> Discontinue course for self-registered Instructor-Led Class in X days	Triggered X days before the discontinue date of a course for users registered to its ILT class, where X is defined in the Reminders field in the event.				Periodic
<input type="checkbox"/> Instructor-led class access code generated	Triggered when an access code is generated for an Instructor-led class				Triggered
<input checked="" type="checkbox"/> Instructor-Led Class Cancelled	Triggered when an instructor-led class is cancelled				Triggered
<input type="checkbox"/> Instructor-Led Class Cancelled for a registration	Triggered for a registration when an Instructor-Led class is cancelled.				Triggered
<input type="checkbox"/> Instructor-Led Class Commencement Reminder as per Registration	Triggered X days before a Instructor-Led Class commences, based on learner registrations for the class, where X is defined in the Reminders field of an event				Periodic
<input type="checkbox"/> Instructor-Led Class Completion	Triggered two days after an instructor-led class has ended				Periodic
<input type="checkbox"/> Instructor-Led Class Completion(x days)	Triggered a specified number of days after the instructor-led class was completed				Periodic
<input type="checkbox"/> Instructor-Led Class Created	Triggered when an instructor-led class is created				Triggered
<input type="checkbox"/> Discontinue course for self-registered Instructor-Led Class in X days	Triggered X days before the discontinue date of a course for users registered to its ILT class, where X is defined in the Reminders field in the event.				Periodic
<input type="checkbox"/> Instructor-led class access code generated	Triggered when an access code is generated for an Instructor-led class				Triggered
<input checked="" type="checkbox"/> Instructor-Led Class Cancelled	Triggered when an instructor-led class is cancelled				Triggered
<input type="checkbox"/> Instructor-Led Class Cancelled for a registration	Triggered for a registration when an Instructor-Led class is cancelled.				Triggered
<input type="checkbox"/> Instructor-Led Class Commencement Reminder as per Registration	Triggered X days before a Instructor-Led Class commences, based on learner registrations for the class, where X is defined in the Reminders field of an event				Periodic
<input type="checkbox"/> Instructor-Led Class Completion	Triggered two days after an instructor-led class has ended				Periodic
<input type="checkbox"/> Instructor-Led Class Completion(x days)	Triggered a specified number of days after the instructor-led class was completed				Periodic
<input type="checkbox"/> Instructor-Led Class Created	Triggered when an instructor-led class is created				Triggered
<input type="checkbox"/> Instructor-Led Class Delivered	Triggered when the instructor-led class is delivered				Triggered
<input type="checkbox"/> Instructor-Led Class Delivered for a registration	Triggered for a registration when an Instructor-Led class is delivered.				Triggered
<input type="checkbox"/> Instructor-Led Class Evaluation completed by all	Triggered when an evaluation has been completed by all respondents				Periodic
<input checked="" type="checkbox"/> Instructor-Led Class Facility Changed	Triggered when the instructor-led class facility has changed				Triggered
<input type="checkbox"/> Instructor-Led Class Has Free Seats	Triggered when an instructor-led class has available seats				Triggered
<input checked="" type="checkbox"/> Instructor-Led Class Instructor added	Triggered when the person resource having resource sub-type as Instructor is added in an ILT Class.				Triggered
<input checked="" type="checkbox"/> Instructor-Led Class Level is Pending for Approval	For an instructor-led class registration in pending approval state, this notification is triggered for the initial level. Also, on approval of initial level, this notification is triggered for the next level of approval.				Triggered
<input type="checkbox"/> Instructor-Led Class Location Changed	Triggered when the instructor-led class location has changed				Triggered
					1 2 3 <b>SAVE</b>

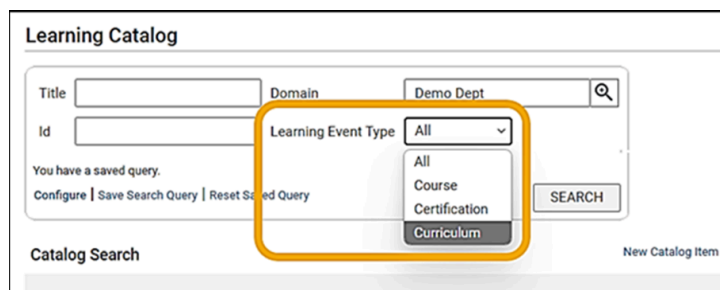
## Closing Conference Registration

When you are ready to close registration of your Conferences, please take action on the steps below.

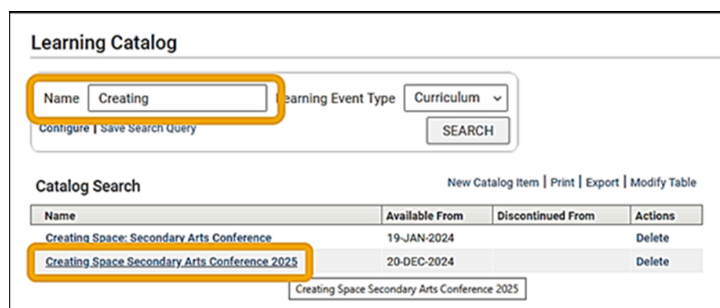
You will be removing the Register button when staff view the Conference in their learning plan and adding a note in the Conference description field that registration is closed.



1. From the **Admin Homepage** > select **Learning** > click on **Manage Learning Catalog**
2. For **Learning Event Type**, select **Curriculum**.



3. Search for your Conference by using the first word of your Conference's Name.
4. In the Search Result, click on the Conference Name.




- Update the Conference description with a note that registration is closed.


You may use the HTML code and paste it at the beginning of the conference description field.


`<p style="text-align:center;"><span style="color:red;"><strong>Conference Registration is Now Closed!</strong></span><br>&nbsp;</p>`

- Remove the checkmark in the “Display for Learner” checkbox so that it is no longer available in the Catalog on the Learner-side.

**Availability**  
Select time period for which this curriculum will be made available to learners. Only curricula that are in In Effect status will be available to learners.

Available From \* 18-DEC-2024 

Discontinued From 

Status \* In Effect 

Featured ☐

Display for Learner ☐


Display for Registrar ☐


Scroll down to the Registration Rules section:


- To stop registration, disable “Allow Self Registration”.
- Scroll to the bottom of the window and click **Save**.


**Registration Rules**  
Select rules for registration that the learner must follow when registering for the curriculum.

Enforce Module Sequencing ☐ Learners must register for all modules and complete them in the order in which they are defined.


Enforce Target Date  ☐ Learner must select the classes with end date before target date selected in the completion criteria section.



One-click registration  ☐ The learner will be registered for all classes of a matching program on selecting 'Register'.

Continuous launch  ☐ Launch all web-based classes sequentially on completion of previous class.

Allow Self Registration  ☐ Selecting this option allows learners to register for the curriculum and learning items in it.

Enforce registration of required number of courses for required modules. ☒ Learners must register to minimum number of courses required to complete this learning event.

Mark for compliance  ☐ Select this checkbox to mark the curriculum as a compliance curriculum.

## Monitor Workshop Registration via Reports

### Accommodations Order Report

<https://tdsb.sabacloud.com/Saba/Web/CA1PRD0033/goto/analytics/rptdf000000078d8cc0c0193dfdb3733071b4>

### Conference Registration by Workshops

<https://tdsb.sabacloud.com/Saba/Web/CA1PRD0033/goto/analytics/rptdf00000002c3ff470017a60cc0e4107a0c>

### Workshop Registration Detailed Report

<https://tdsb.sabacloud.com/Saba/Web/CA1PRD0033/goto/analytics/rptdf00000003c32d3e9018cf4fd91890071f7>

## How do you plan to confirm attendance at the Conference?

- Option #1: Will you be confirming Conference attendance based on name badges that have not been picked up at the end of the day or use the Saba Mobile App to confirm attendance?
- Option #2: Will you use the Cornerstone Saba Mobile App to scan the QR Code which registrants received in an email the day before the Conference date?

### Option #1: Not using QR Code for Attendance

## Option #2: Use QR Code for Attendance

### On the MORNING of the Conference

In order to scan early arrivals on the day of the Conference, you must change the Start Time of the Class to when you plan to start scanning. However, staff do not need to be notified via email that you have rescheduled the class.

#### On the MORNING of the Conference:

Do not change the Start Time until the morning of the Conference as any changes to the Start Time will automatically be reflected in staff's Learning Plan and they may arrive early by mistake.

Locate the Class that you will use as the "check-in".

11. Click on the **Notifications** tab.
12. Click on Page **2**.
13. Locate and remove the checkmark for  
**"Instructor-Led Class Rescheduled"**.
14. Scroll down and click **Save**.
15. Change the Start Time. See  
instructions on how to [reschedule the Start Time](#).

Main	Activities	Expenses	Related Info	Policies	Notifications
					Print   Export
<input type="checkbox"/>	Events	Description			
<input checked="" type="checkbox"/>	Instructor-Led Class - Offered Seat Cancelled	Triggered when a seat offered for an instructor-led class has been cancelled	Triggered		
<input checked="" type="checkbox"/>	Instructor-Led Class - Offered Seat Confirmed	Triggered when a seat offered for an instructor-led class is confirmed	Triggered		
<input type="checkbox"/>	Instructor-Led Class Pending Approval Level is Approved	For an instructor-led class registration, this notification is triggered on approval of the pending level by approver. It also notifies learners and immediate prior approvers about this approval.	Triggered		
<input checked="" type="checkbox"/>	Instructor-Led Class Pending Registration is Approved	This notification is triggered for an instructor-led class registration, when all levels of approvers in approval flow have approved	Triggered		
<input checked="" type="checkbox"/>	Instructor-Led Class Pending Registration is Denied	Triggered when an instructor-led class registration is denied	Triggered		
<input checked="" type="checkbox"/>	Instructor-Led Class Registration in Pending Approval State	Triggered when an instructor-led class registration is created in a pending approval state	Triggered		
<input checked="" type="checkbox"/>	Instructor-Led Class Registration No Approval Required	Triggered when an instructor-led class registration is created that does not require approval	Triggered		
<input type="checkbox"/>	Instructor-Led Class Registrations Enrolment closing Reminder(1day)	Triggered one day prior to the instructor-led class registration close date only if the actual count of learners in a class is less than the minimum count	Periodic		
<input type="checkbox"/>	Instructor-Led Class Reminder(15days)	Triggered fifteen days before an instructor-led class commences	Periodic		
<input type="checkbox"/>	Instructor-Led Class Reminder(1day)	Triggered one day before an instructor-led class commences	Periodic		
<input type="checkbox"/>	Instructor-Led Class Reminder(30days)	Triggered thirty days before an instructor-led class commences	Periodic		
<input checked="" type="checkbox"/>	Instructor-Led Class Reminder(3days)	Triggered three days before an instructor-led class commences	Periodic		
<input type="checkbox"/>	Instructor-Led Class Reminder(7days)	Triggered seven days before an instructor-led class commences	Periodic		
<input checked="" type="checkbox"/>	Instructor-Led Class Reminder(x days)	Triggered a specified number of days before an instructor-led class commences	Periodic		
<input type="checkbox"/>	Instructor-Led Class Rescheduled	Triggered when an instructor-led class is rescheduled	Triggered		
<input type="checkbox"/>	Instructor-Led Class Rescheduled for a registration	Triggered for a registration when an Instructor-Led class is rescheduled.	Triggered		
<input type="checkbox"/>	Instructor-Led Class Room Changed	Triggered when the instructor-led class room has changed	Triggered		
<input type="checkbox"/>	Instructor-Led Class Room Changed for a registration	Triggered for a registration when an Instructor-Led class room is changed.	Triggered		
<input checked="" type="checkbox"/>	Instructor-Led Registration Cancelled	Triggered when a registration for an instructor-led class is cancelled	Triggered		
<input checked="" type="checkbox"/>	Instructor-Led Registration Confirmed	Triggered when a waitlisted registration for an instructor-led class is confirmed	Triggered		

1 2 3

SAVE



