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

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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.	

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Set Registration & Cancellation Deadlines

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

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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**.

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Registration Information

Min Count*	5
Max Count*	25
Max on Wait List*	0

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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 |

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Print | Export

|	Events	Description	Format
☐	Change StartDate/SessionTemplate of Instructor-Led Class	Triggered when an instructor-led class start date or session template has changed	Triggered
☐	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
☐	Class CSR Changed (Instructor-Led Class)	Triggered when the customer service representative for a instructor-led class has changed	Triggered
☐	Copy - Instructor-Led Class person resource added/changed	Copy: Triggered when a person resource is added to an Instructor-led class.	Triggered
☐	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
☐	Instructor-led class access code generated	Triggered when an access code is generated for an Instructor-led class	Triggered
☑	Instructor-Led Class Cancelled	Triggered when an instructor-led class is cancelled	Triggered
☐	Instructor-Led Class Cancelled for a registration	Triggered for a registration when an Instructor-Led class is cancelled.	Triggered
☐	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
☐	Instructor-Led Class Completion	Triggered two days after an instructor-led class has ended	Periodic
☐	Instructor-Led Class Completion(x days)	Triggered a specified number of days after the instructor-led class was completed	Periodic
☐	Instructor-Led Class Created	Triggered when an instructor-led class is created	Triggered
☐	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
☐	Instructor-led class access code generated	Triggered when an access code is generated for an Instructor-led class	Triggered
☑	Instructor-Led Class Cancelled	Triggered when an instructor-led class is cancelled	Triggered
☐	Instructor-Led Class Cancelled for a registration	Triggered for a registration when an Instructor-Led class is cancelled.	Triggered
☐	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
☐	Instructor-Led Class Completion	Triggered two days after an instructor-led class has ended	Periodic
☐	Instructor-Led Class Completion(x days)	Triggered a specified number of days after the instructor-led class was completed	Periodic
☐	Instructor-Led Class Created	Triggered when an instructor-led class is created	Triggered
☐	Instructor-Led Class Delivered	Triggered when the instructor-led class is delivered	Triggered
☐	Instructor-Led Class Delivered for a registration	Triggered for a registration when an Instructor-Led class is delivered.	Triggered
☐	Instructor-Led Class Evaluation completed by all	Triggered when an evaluation has been completed by all respondents	Periodic
☑	Instructor-Led Class Facility Changed	Triggered when the instructor-led class facility has changed	Triggered
☐	Instructor-Led Class Has Free Seats	Triggered when an instructor-led class has available seats	Triggered
☑	Instructor-Led Class Instructor added	Triggered when the person resource having resource sub-type as Instructor is added in an ILT Class.	Triggered
☑	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
☐	Instructor-Led Class Location Changed	Triggered when the instructor-led class location has changed	Triggered

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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.
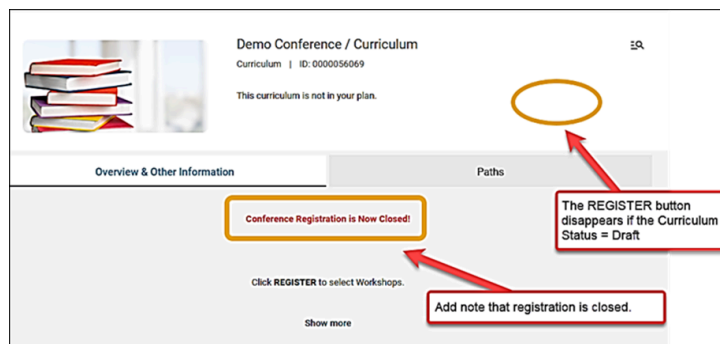
1. From the **Admin Homepage** > select **Learning** > click on **Manage Learning Catalog**

2. For **Learning** Event Type, select **Curriculum.**
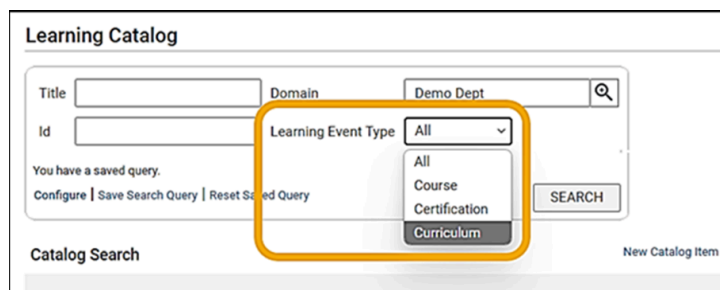
3. Search for your Conference by using the first word of your Conference's Name.

4. In the Search Result, click on the Conference Name.
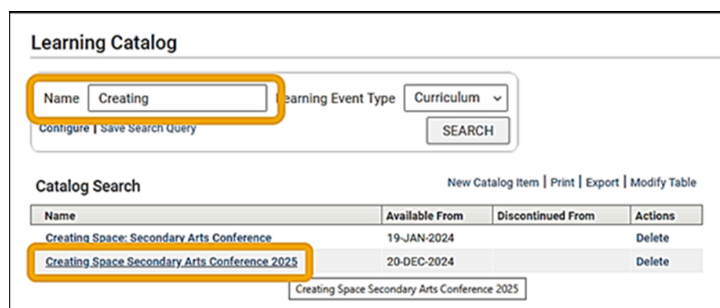
5. Update the Conference description with a note that registration is closed. You may use the HTML code and paste it at the beginning of the conference description field.	`<p style="text-align:center;"><span style="color:red;"><strong>Conference Registration is Now Closed!</strong></span>  </p>`
6. Remove 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: 7. To stop registration, disable "Allow Self Registration". 8. 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 ☐ Enforce Target Date ☐ One-click registration ☐ Continuous launch ☐ 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. ☑ Mark for compliance ☐ CANCEL SAVE

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/rptdf0000003c32d3e9018cf4fd91890071f7	

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.