

Adding a Self-paced Session

[Adding a Session Tutorial](#) (3:17-4:55)

Note(s):

☒ Your course must be approved **BEFORE** adding **ADDITIONAL** sessions!

☒ This system tends to time out. Save your course details in a separate document to be safe!

1. If you are not already logged in to AEA Learning Online's Professional Learning Registration System, do so using identAEA.
2. Select the **Course Proposal** button from the main menu.
3. In the Course Proposal Form - IN PROGRESS locate the course you want to add a session to and click edit.

Course Proposal Form - IN PROGRESS			Repeat Proposal	New Proposal
Title	Created Date	Last Modified		
test	8/22/2024 10:15:55 AM	8/22/2024 10:15:55 AM	Edit	Delete

This area displays **IN PROGRESS** proposal forms. Click on the **New Proposal** in the upper right corner to create a new form.



4. Select the **Session Details** tab from the top.

Course Proposal

Session Details

Submission

SESSION DETAILS

5. Add/Edit Session Details

- a. Session Title (**AEA Code** | Space **Hyphen** Space | **Course Title** | **Self-paced**)
- a. Examples:
 - i. LO - Cognitive Coaching Self-paced
 - ii. LO - Google Apps 101 Self-paced
- b. Registration Start Date: Enter a projected go-live date (This can be adjusted if needed)
- c. Registration End Date: **Leave blank**
- d. Sponsoring Group: **Leave Blank**
- e. Online Type: **Self-paced (note: this will cause the form to change)**
- f. Link to Online Course Location: Write TBD-We will add the link for you at a later date.

- g. Course Instructors (Select the name of the instructor(s) for this session from the dropdown menu. This list is populated by those staff or participants who have submitted a vita and have the instructor role assigned to them.)
- h. Instructor Information (choose the appropriate selection that applies)
 - i. Minimum attendees 1
 - j. Maximum attendees 999
- k. Session Notes (this information is visible in the catalog and the confirmation email)
Paste the statement below in this box. AEA Learning Online will work to provide the link and update the price.

This is a self-paced course offered by AEA Learning Online on the Online Learning System. Registration and access to the course **DO NOT** occur on this site. To register and take this course follow the directions below:

1. Go to course catalog link-Set open in a new window
2. Login with your IdentAEA Login if prompted
3. Click “register” to the right of the course title
4. Pay the fee for the course

5. No refunds are available once your card has been processed

When you have completed your course, the instructor will send you feedback, directions on how to finalize the course, and access the transcript. For additional questions, contact support@aealearningonline.org.

- l. Internal Notes (Only the Professional Learning Department can view)
 - m. For Conference Only
 - i. Required Breakout(If Conference): Leave empty
 - ii. Breakout Proposal: Leave empty
6. Select the **Save & Continue** button at the bottom.
 7. Select the **Submit Course Proposal** button.