How to Create a Past Dated Credit Hours Course Listing

(Requires access* to the Instructor group)

If you need to document an event that has already occurred, this HelpDoc assists course creators with creating a **Past Dated** Credit Hours (formerly Non-Credit) course in the Learnsoft system.

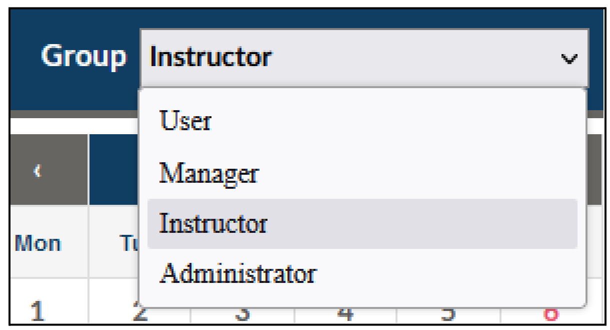
Using this method, the course instance will not be listed in the course catalog.

A detailed article on how to create a course listing and explanation of fields can be found HERE.

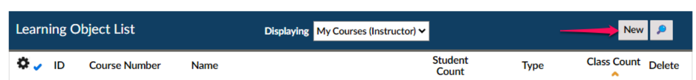
Additional articles and resources can be found at the Learnsoft Knowledge Base.

Creating a Course Listing

- Login to Learnsoft and from the **User Dashboard**, select "**Instructor**" from the **Group** dropdown

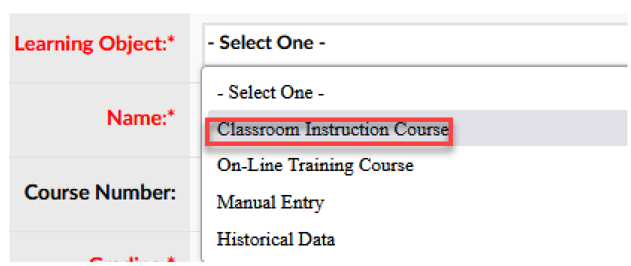


- Scroll down to Learning Object List, and click on the **New** button
- Enter all of the appropriate fields (*=required fields)



Tips for completing Course Listing:

Learning Object*: Select **Classroom Instruction Course.**

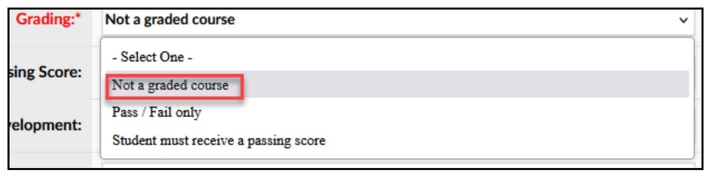


Tips for completing Course Listing:

Name*: Course title. This is the name that will be displayed in the course list.

Course Number: Optional.
A unique, auto-generated number will be created when the course is saved. This auto-generated number can be used to identify the course.

Grading*: Select "**Not a graded course**" option from the dropdown.



Passing Score: **Leave blank**
Professional Development: **Leave blank**

Credit Hours: This is how many credit hours will be assigned to the course. Visible within the user transcript upon completion and the course roster (e.g. can be entered as .50, .25, 1.0, 1.5, etc.). Credit hours can be viewed as "seat time."

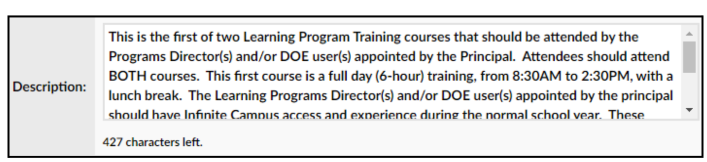
Credit Others: **Leave blank**
Evaluation: **Leave blank**
Reminder: **Leave blank**
Paper Certificate: **Leave blank**

Pre-Enrollment Text: Not applicable
Enter verbiage if you require users' acknowledgement before they can enroll for the course.

Training Vendor: **Leave blank**
Vendor Code: Optional.
Duration: **Leave blank**

Only for Certification: **DO NOT CHECK THIS BOX.**

Description: Provide clear and concise (1000 characters or less) info about this course to help the viewer make the right enrollment decision.



(*revised 10/24*)

Catalog Tree*: DO NOT PLACE IN RECLASSIFICATION CREDIT. Select the appropriate catalog depending on the course type. The course can be listed in multiple catalog nodes of the catalog tree.

List Price: Optional.
Enter a price ($ value) for the course. The course provider is responsible for collection and tracking of any course fees stated here.

Version: Optional.
Version number to identify the course.
Web Conference: **DO NOT CHECK THIS BOX.**
Allow ROMS: **DO NOT CHECK THIS BOX.**
Dependents: **Leave blank**

Topics: Optional.
Courses can be categorized by topics, and used for reporting and searching purposes.

Outline: Optional.
Additional course information can be detailed using the built-in WYSIWYG editor.

- After all of the necessary information has been entered, click on the **Save** button at the top of the screen to continue on to the next step.

Attachment: Optional.
If you'd like to upload an attachment for the course, click on the New Attachment button.

[Return to Top](#)

How to Create a Credit Hours Course Instance

A course instance allows for the creation of multiple sessions (dates and times) or rosters for on course.

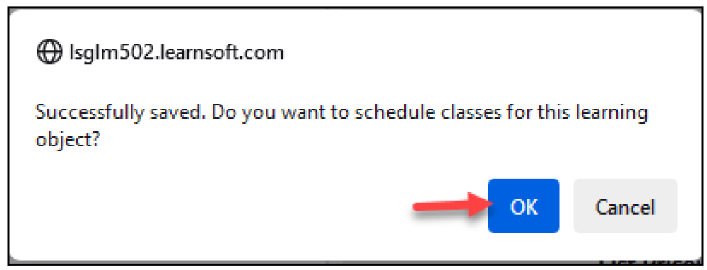
After a course listing is created, an instance or offering is required.

A detailed article on how to create a course instance can be found HERE.

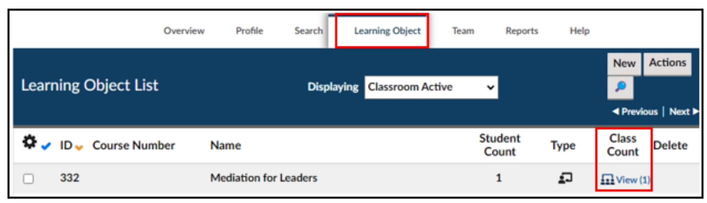
Creating a Course Instance

Add an instance in one of two ways:

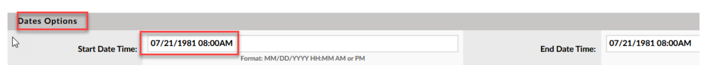
- After saving a course successfully a pop-up window will appear prompting you to create a new course instance, click on "**OK**."
- A new page " Learning Object Instance" should appear.



- If you want to edit or add instances. From the **Learning Object List** find the course and click on "**View**" under the **Class Count** column. This will take you to the **Instance List** for the course. Click on the **New** button.



- Enter all of the appropriate fields (*=required fields)

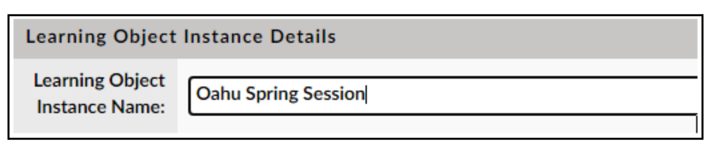


Tips for completing Course Instance:

Learning Object Instance Dates Header: ~~Enter the date(s) and time(s) for the session.~~ Instead use "Date Options".

Date Options : Use the suggested format to enter the date and time.

Available Dates: If entered correctly the past date and time will appear under available dates.

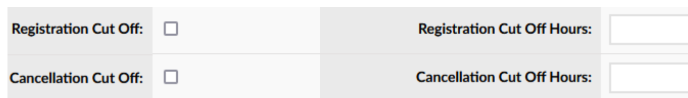


Learning Object Instance Name: Session title. Helps to differentiate between Learning Object Instances (e.g. Spring, Fall, School Year, Island, etc.).

Max Students*: A maximum number of participants can be specified for this session. Participants enrolling after the maximum has been reached will be placed on a waitlist if that option has been selected below. If waitlists are not included, the session will be shown as FULL.

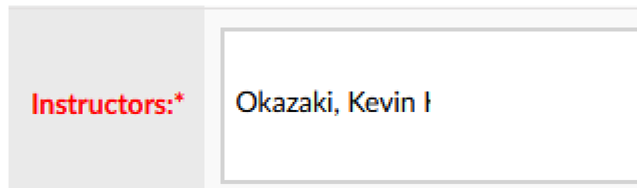
Min Students: Optional.
The minimum number of participants required for this session to run.

Sign In/Out: **Leave blank**

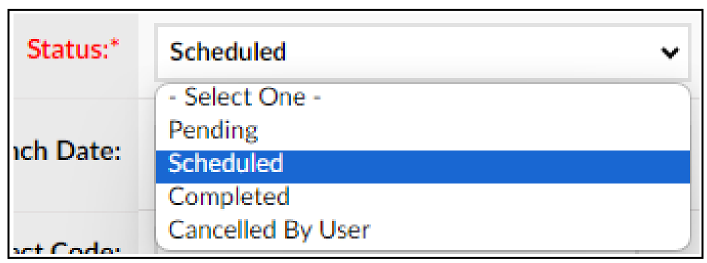


Registration Cut Off / Registration Cut Off Hours:
Not applicable

Cancellation Cut Off / Cancellation Cut Off Hours:
Not applicable



Instructor:* **List yourself as an instructor or you will not be able to find the course.**



Status*: Select from the dropdown list. Choices are:

- Pending - If you still wish to work on the session details and not schedule it for launch, the Pending Status will not release the Learning Object to the Catalog. *However, you can schedule it to release automatically by setting a "Launch Date"*
- **Scheduled - Use scheduled**
- Completed - After the session has completed, and roster has been graded
- Canceled By User - To cancel a session

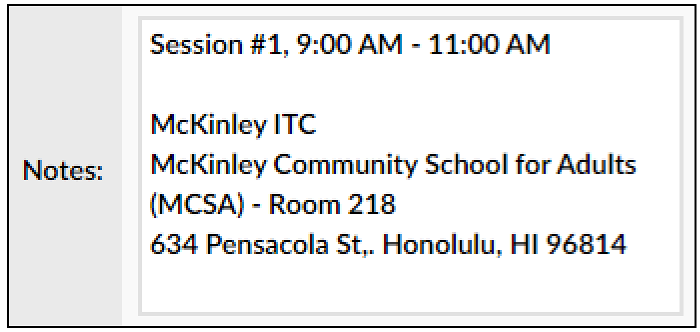
Launch Date: Not applicable

Subject Code: **Leave blank**
Expiration Date: **Leave blank**
Enrollment Period: **Not Applicable - Leave Blank**

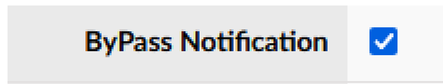
Notes: Enter additional info/instructions relevant to this session (e.g. physical location address details, web conferencing info, etc.).
NOTE: Each time this field is updated after creation, participants and instructors will receive email updates.

Private Notes: Optional.
Notes added here are only viewable to Instructors/Managers.

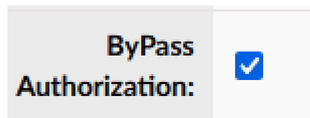
External Webinar URL: Optional.
If you'll be using a web conferencing or online collaboration application (ex. Google Meets, Webex, Zoom, etc.) for the session, you can add the information here.



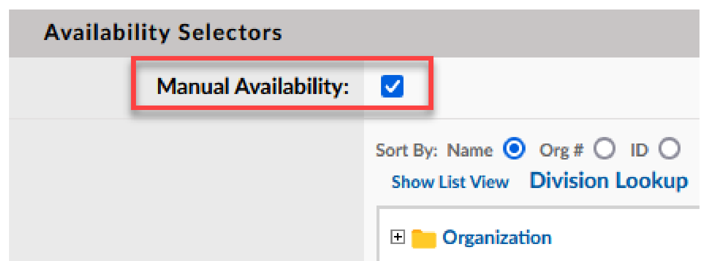
ByPass Notification: **Check this box so any changes will not send an email notification .**



ByPass Authorization: By default the Bypass Authorization should be checked. Leave that checked.

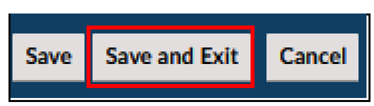


Availability Selectors : **Check the box "Manual Availability**



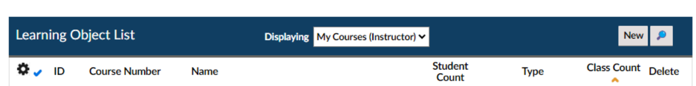
Multiple learning object instances
Available Learning Object Resources
Attachment

- No other inputs are necessary.
- After all of the necessary information has been entered, click on the **Save and Exit** button at the top of the screen.



Return to Top of Course Instance

The past dated Learning Object will appear on your Learning Object List.



Next Steps	
Once you created the Learning Object and Instance Use the roster uploader to complete the course.	See Roster Uploader Guidance Document