

NRP Learning Platform

Managing an Instructor-Led Event

To manage an instructor-led event, there are four different options: viewing/editing details, copying an event, adding a student, and cancelling the event. These four options can be accessed by clicking the three vertical dots in the event list.

VIEWING/EDITING EVENTS

Instructors can view and edit the event details, which will bring them to all the different options available.

COPYING EVENTS

Instructors can copy events, which will bring over all the elements of a previous event, this includes the full structure of an event minus the date and time. Instructors can directly add a student for event or cancel the event completely. To begin, copy the event and rename copy because events shouldn't have the same name to avoid user confusion. Next, select the "type" of event. Events should either be "Essentials" or "Advanced" or "Essentials & Advanced."

Event visibility is a critical part of an event setup. If an instructor selects "my organization," they will be given a dropdown to select which organization to associate the ILE with, since an instructor could have an association with multiple organizations. If an instructor selects "across organizations," this will allow for the event to be searched by any learner. But if it's administrator registration, it allows the instructor to go out and find any retail learner and add them into this event.

Additionally, learners are able to register into this event themselves when that option is selected. Instructors have the option to close self-registration by a certain date or leave it open. For example, an instructor may choose to close it one day prior to the event actually happening.

The one building block that's not copied over is the event date and time. So the instructor will select a different date and time for this event. The instructors are brought over as well as well additional details and confirmation. When finished editing the event, the instructor should save the event and exit.

ADDING A STUDENT

To add a student. From the events main page, click the three vertical dots and select "add student." Start typing a student's email address or name. Select the student and enter the event. The student now receives notification that they've been assigned to this event.



Once a roster is finalized, it cannot be edited. After the roster is finalized, instructors have the ability to grade learners.

Once an event is complete, it is no longer editable. After completion, the only options for an event are to view the details of the event or copy the event.

