Creating an instructor led activity in My Track

Logging in

You can link to MyTrack from the HR website or http://uomytrack.pageuppeople.com

1. Select create- then select Learning Activity
   - Select- Organization wide
2. Enter Activity title- note best practice is to not include a date here
3. Activity type: Instructor- Led Training
4. Code- leave blank
5. Add a description:
   a. Include:
      i. what the trying is about
      ii. learning objectives
      iii. presenters' names and titles
      iv. department
      v. special instructions
6. Content type- select no content
7. Contains activities- leave blank
8. Default planned action steps- leave blank
9. Default desired outcomes- leave blank
10. Image- drag graphic to image box- *note this is not required and be mindful of what images say about the training.*
11. Owner – receives notifications of bookings and/or cancellations as configured, can be any user in the system. Owners will be contacted if the activity is moved to the archived library by HR.
12. Duration – leave blank
13. Administrator Managed – contact Tiffany if this session will be managed by the session administrator.
14. Requires approval – approval workflows can be built upon request, this will send an email to notify a designated user that a request to attend has been submitted.
15. Cost associated – used for informational purposes, no mechanism to accept or process payment
16. Feedback survey – leave blank
17. Restrict access – Restricts visibility based on certain parameters. Learning Administrators will be able to view and book into these activities- research first!
18. Linked competencies – A valuable way for users to search the library. Must be added for each activity. full list available on MyTrack under the learning administrator resources - https://uomytrack.pageuppeople.com/learning/2316

Create a booking schedule and a timeslot- NEW

1. Toggle on the booking schedule
2. New booking schedule select the + to create a new booking schedule
3. Enter the session time in the Title Field
4. Event Type= Learning
5. Add a Venue – venues are populated in the system- is must be something that is listed.
6. Add Owner- this is you
7. Contact name if different than you and ay specific instructions

8. Select save
    a. After saving a place to add timeslots will open.
9. Venue- add timeslot venue
10. Event date- add event date, time and number of available participant spots (Users: positions)
11. Then select ADD
12. Reminder users: Indicate reminder message preferences- recommend 1 week to 2 days.
13. Save and Exit-
14. Assign the booking schedule to the activity. Once you are back in the activity page you need to attach the learning activity to the booking schedule. Refresh the list and then select your title from the drop down.

Adding new timeslots

1. Select Edit the activity from the 3 dots
2. By the booking schedule toggle select - Edit the booking schedule- box with a check
3. Venue- add new timeslot venue
4. Event date- add new event date, time and number of available participant spots (Users: positions)
5. Then select ADD
6. Any items with a blue check box are active and users can sign up for them.