



## **LEARNING MANAGEMENT SYSTEM (LMS) CREATING A VIRTUAL CLASS OFFERING**

This QRG will guide you through the steps for creating a virtual class offering.

1. After a course has been created, click on the **Delivery Types** tab.
2. Select the **Add Delivery Type** link.
3. Select **Virtual Class**.
4. Select **Next**.

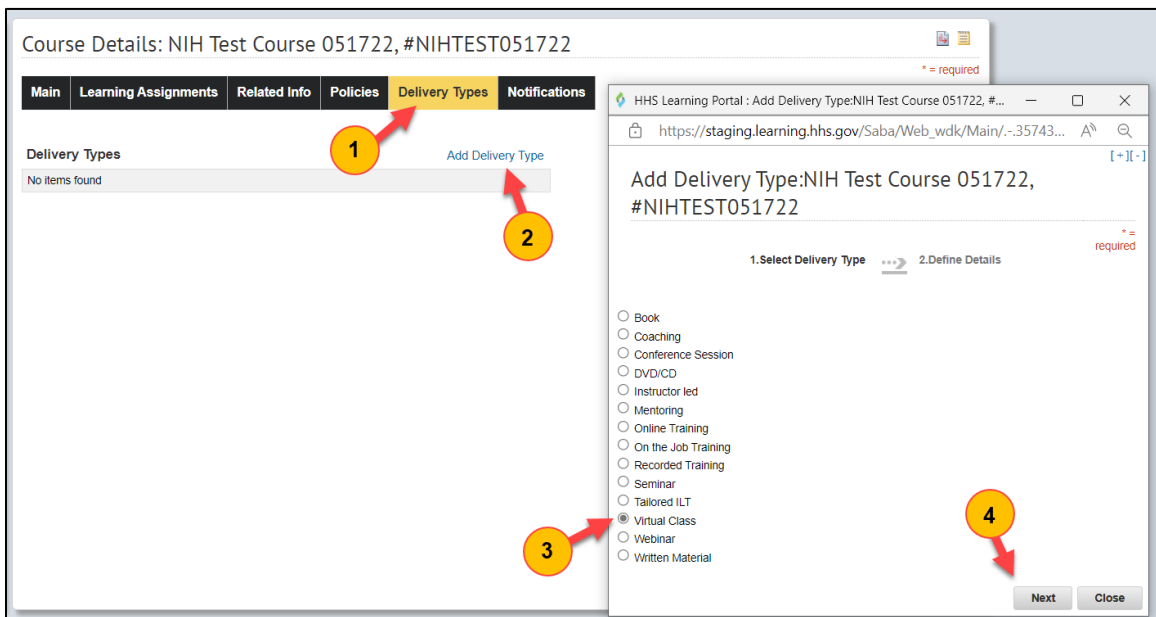


Figure 1 – Delivery Types tab in the course offering

- 5. Complete the fields in the **Delivery Mode Information** section.
- 6. Select **Finish**.

New Virtual Class Delivery Mode : NIH Test Course 051722, #NIHTEST051722

For more details on the OPM standard EHRI Values click [here](#).

1. Select Delivery Type ...> 2. Define Details

**Delivery Mode Information** ← 5

Title NIH Test Course 051722

ID\* NIHTEST051722 OLT

Domain\* NIH Common

Description

Character Limit:255  
Remaining character count: 255

Course Description

Duration(HH:MM)\* 01:00

**Pricing Information**

Currency US Dollars

Base Price 0.00 (Inherited from Course)

Delivery Price 0.00

Multi-Currency Pricing  
 This Delivery Mode is available only in inherited currencies and currency selected above.  
 This Delivery Mode is available in inherited currencies, the currency selected above and default currency, US Dollars.  
 This Delivery Mode is available in all the active currencies in the system. Note: Prices are only calculated for currencies that have exchange rates defined in the system.

Training Units

Inherited Training Unit Cost No Training Units defined at Course.

**Registration Information**

Vendor

Customer Service Representative

Allow Drop Before Days 0

**Availability Information**

Available From 05/17/2022

Discontinued From

Display for Call Center

Display for Learner

6

Back Finish Back to Course

Figure 2 – Delivery Mode Information

7. From the Delivery Types tab, select **New Virtual Class Offering**.

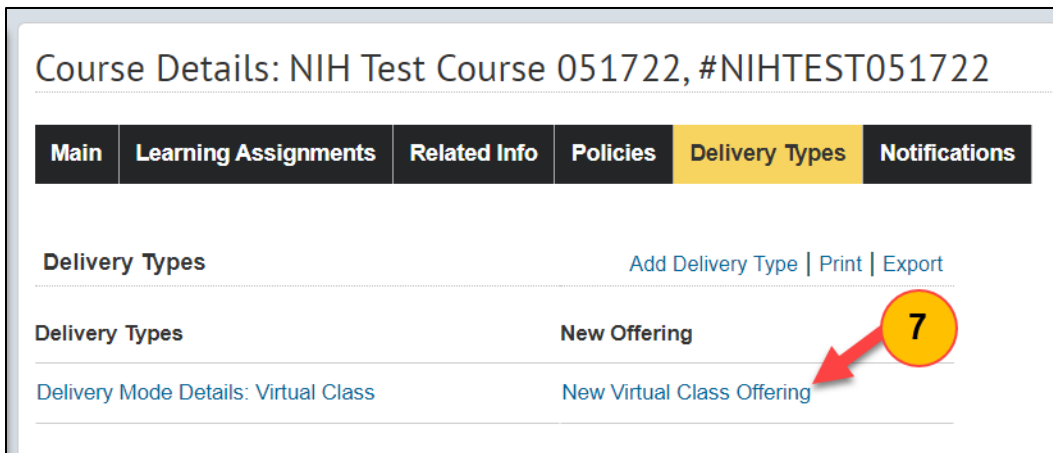


Figure 3 – Adding a New Virtual Class Offering

8. Use the picker for the **VLE Provider** to select the “Default VLE Provider”.

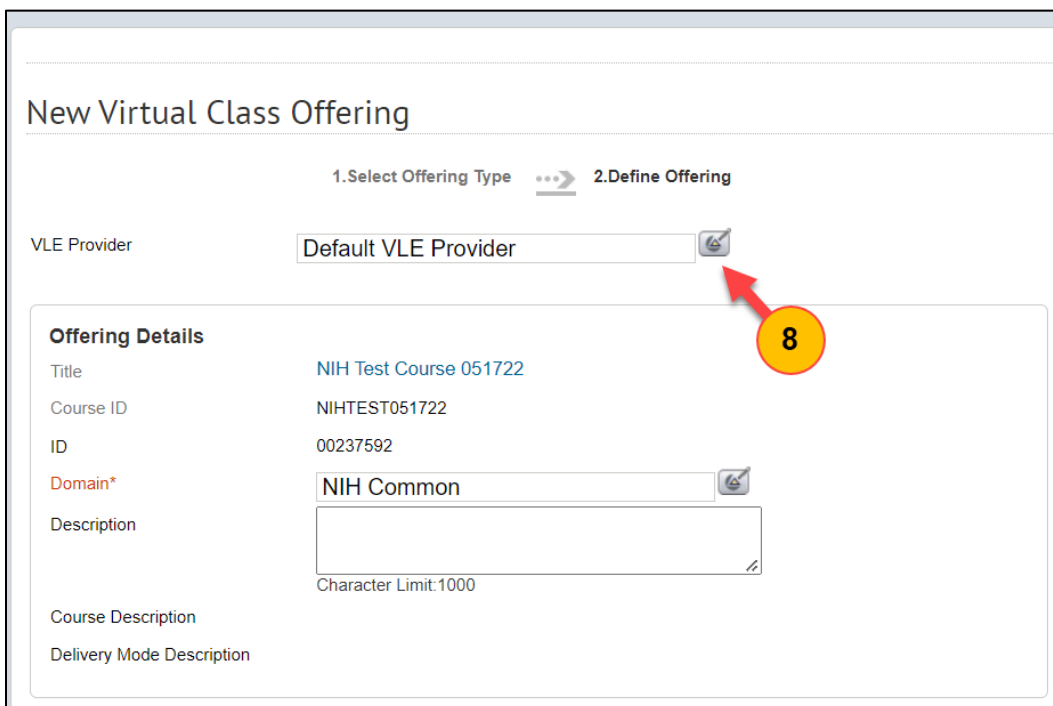
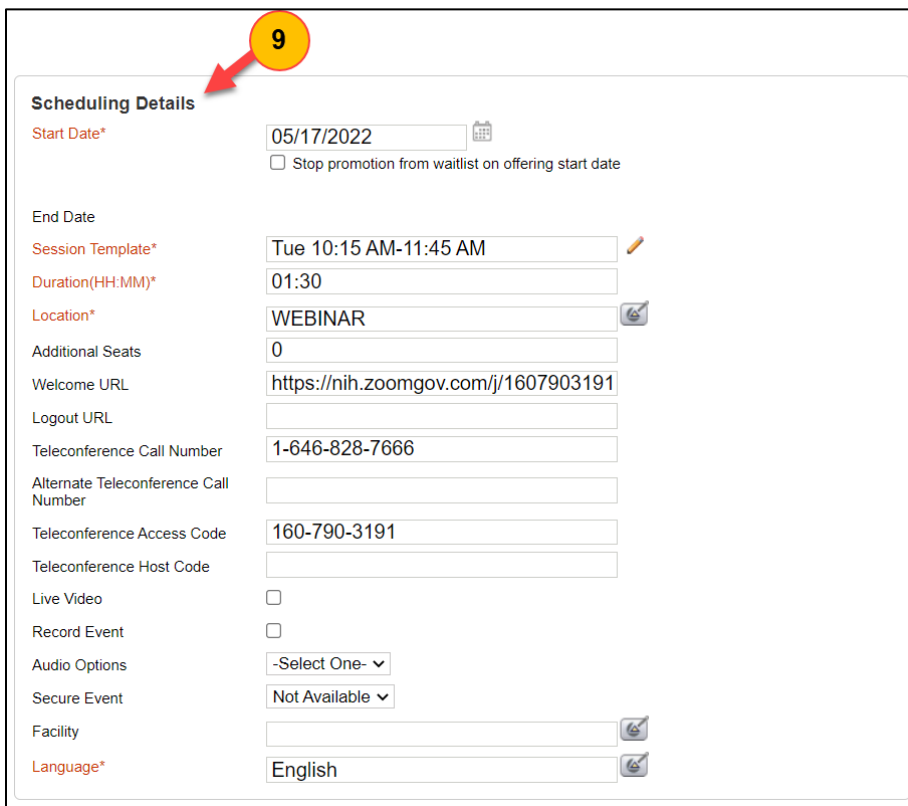


Figure 4 – New Virtual Class Offering Window

**IMPORTANT!** Virtual class offerings MUST have the default VLE selected, otherwise the virtual class link (i.e., Zoom, WebEx) will not save in the course offering.

9. Complete the fields in the **Scheduling Details** section including Start Date, Session Template, Duration (if different), Location, Welcome URL (this is the virtual class link), Teleconference Call Number, Teleconference Access Code and Language.

**NOTE:** The Welcome URL (virtual class link) must be added at this time. This link cannot be added or changed later.



**Scheduling Details**

Start Date\* 05/17/2022  Stop promotion from waitlist on offering start date

End Date

Session Template\* Tue 10:15 AM-11:45 AM

Duration(HH:MM)\* 01:30

Location\* WEBINAR

Additional Seats 0

Welcome URL <https://nih.zoomgov.com/j/1607903191>

Logout URL

Teleconference Call Number 1-646-828-7666

Alternate Teleconference Call Number

Teleconference Access Code 160-790-3191

Teleconference Host Code

Live Video

Record Event

Audio Options -Select One-

Secure Event Not Available

Facility

Language\* English

Figure 5 – Scheduling Details Section

10. Complete the fields in the **Pricing Information** section.
11. Complete the fields in the **Registration Information** section.

**Pricing Information** 10

Base Price 0.00 (Inherited from Delivery Mode)

Currency US Dollars

Offering Price 0.00

Multi-Currency Pricing

- This Offering is available only in inherited currencies and currency selected above.
- This Offering is available in inherited currencies, the currency selected above and default currency, US Dollars.
- This Offering is available in all the active currencies in the system.

Note: Prices are only calculated for currencies that have exchange rates defined in the system.

Inherited Training Unit Cost No Training Units defined at Course or Delivery Mode

Training Units

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**Registration Information** 11

Min Count\* 5

Max Count\* 25

Max In Wait List\* 5

Student Count 0

Students Waitlisted

Overbook Count 0

Vendor

Customer Service Rep.

Allow Drop

- Yes, this offering can be dropped anytime after registration
- No, this offering cannot be dropped on and after date 0 days from start date

Figure 6 – Pricing Information and Registration Information Sections

12. Complete the fields in the **Availability Information** as appropriate.

13. Select **Finish**.

**Availability Information** 12

Display for Call Center

Display for Learner

Test

Stop Auto-Promotion Date

Open Enrollment Date

Open Enrollment For All Audience Subtypes Date

Enrollment Close Before

Offering Reminder before Start Date (days)

Offering Completion Reminder after End Date (days)

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**Other Information**

NIHTC Max Count

Remaining Seats

13

Finish Cancel

Figure 7 – Availability Information Section

14. In the Owner section, select the **Add Owner** link, search for the person(s), and designate them as the content owner(s).

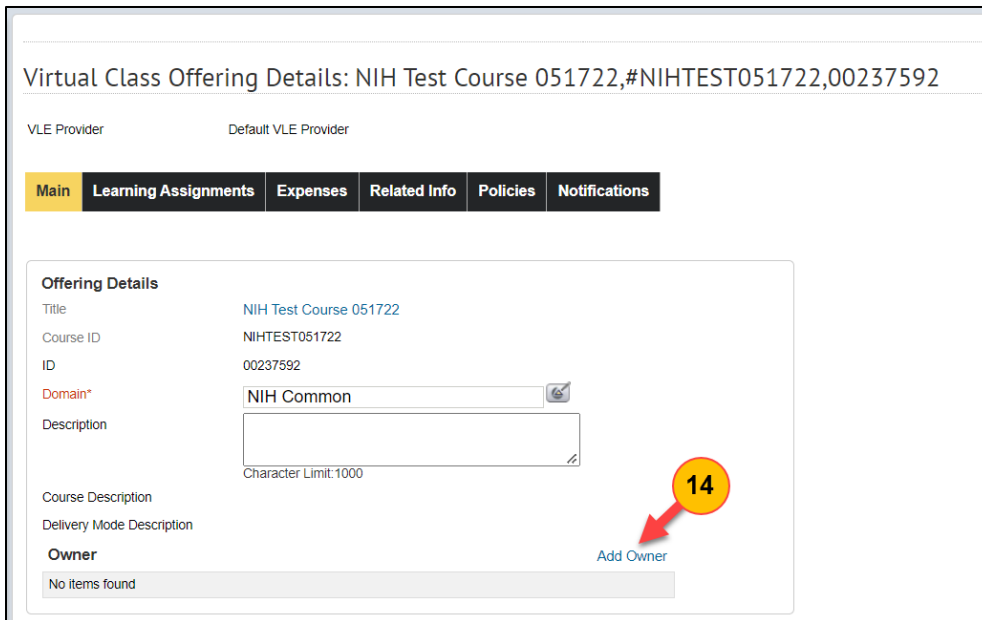


Figure 8 – Owner Section on Offering Main Tab

15. Upon enrollment, learners will receive a confirmation email with a calendar invite that includes the link to the virtual class.

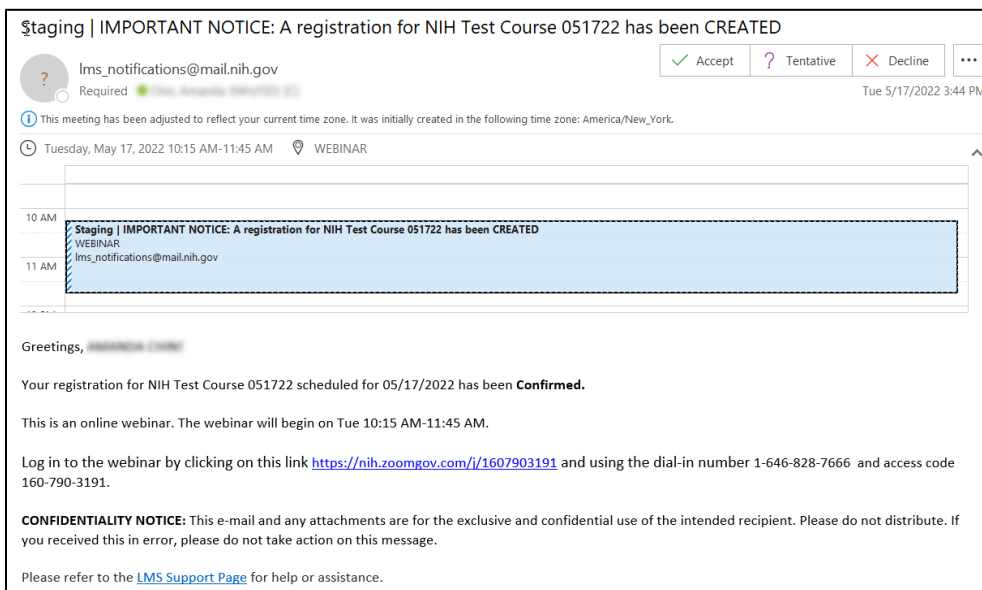


Figure 9 – Registration Email Notification

If you experience trouble with this process, please refer to the [LMS Support Page](#).