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Instructor Led Training (ILT) enriches and optimizes the learning experience of your students. By extending the SkillPort platform with a wide range of ILT functionality, SkillSoft offers you a way to manage instructor led, session based training.

With ILT, you can manage all the requirements for:

- in-house or third party delivered training sessions delivered in a classroom environment by an instructor to students (e.g. new employee orientation)
- online training sessions delivered by an instructor using SkillSoft Dialogue Virtual Classroom or other online collaboration software.

Note: ILT provides tools for tracking facilities, and classrooms, and for scheduling instructor led training sessions but does not detect conflicts. For example, ILT does not detect if a classroom is double booked or if an instructor or learner is available for a session. ILT does not track classroom or facility attributes such as projectors, printers, network connections, or other infrastructure.

ILT Administrator Home Page

You can view a summary of the number of courses, sessions, facilities, and classrooms available on the ILT Administrator home page. You can also view the number of registrations and the number of students watching for the availability of ILT courses.

Information on upcoming sessions, sessions by percentage full, most active courses, and the most requested courses are displayed in separate sections of the home page. The top five (note that this number is configurable) Upcoming Sessions, Sessions by Percentage Full, Most Active Courses, and Most-Requested Courses are displayed on the home page.
ILT SUMMARY VIEWS

ILT contains several summary views. Each view has specific functionality that helps you efficiently direct your training sessions.

- **Courses View** (on page 13): Create new courses and sessions, edit courses, clone courses (create new courses from existing courses), and delete courses. **View course details** (see "Course Details View" on page 14) to manage course information and all course sessions.

- **Sessions View** (see "Session View" on page 18): Edit, clone, and delete sessions. **View session details** (see "Session Details View" on page 19) to manage all elements of a session.

- **Facilities View** (on page 29): Add, edit, clone, and delete facilities. You can also add classrooms to existing facilities and **view facility details** (see "Facility Details View" on page 30) and the list of classrooms for each facility.

- **Classrooms View** (on page 32): View classroom details, edit classrooms, clone classrooms, and delete classrooms.

- **Contacts View** (on page 35): Maintain contact and business information on vendors, instructors, or other personnel responsible for instructor led training in your organization. Edit contacts, clone contacts (create new contacts from existing contacts), add contacts and delete contacts.

- **Users View** (on page 37): View and edit user's role and details. The Users view also lets you create a report on a user, including all information relating to his or her sessions.

- **Approvals View** (see "Approval View" on page 38): View a list of sessions that require approval and approvers can approve or decline requests for approvals.

- **Uploads View** (see "Upload View" on page 39): Bulk upload course, session, roles (Course Administrators, Session Administrators, Instructors, Admins and Session Approvers), contact, facility and classroom information in one step.

- **Attributes View** (see "Extended Attributes View" on page 45): Setup extended fields or attributes for sessions. Note that the Attributes View is not available by default, but you can turn it on in the ILT master admin.

Working with ILT Views

The views in ILT all share the same look and feel. Most share the same icons. The following icons appear in most of the views:

- 📚 new - lets you create a new item, such as a new course or a new facility
- ✍️ edit - lets you edit the details of an item, such as a course or session
- ✉️ add - lets you add a new object to an item, such as adding a session to a course, a classroom to a facility, and so on
- ✱ clone - creates a copy of the details of an item such as a course so you can easily edit it to create a new course
- ✈️ delete - lets you delete the item

**Note:** These icons do not appear in **User View** (see "Users View" on page 37) or the **Upload View** (on page 39).
Sorting Lists
You can sort lists in the views by any of the column headings (for example, Catalog Number heading). Click on the heading that you want the list to be sorted by and the list will be sorted in ascending order by that column. To sort the list in descending order you must click the column heading twice. The up and down arrows indicate the current sort column and direction.

Navigating Pages
To move through multiple pages of a list in a view you use the arrows Previous page and Next page. To move to the last page of a list select Last page and to move to the first page in a list select First page.

Using Search
Enter a search criteria and, if necessary, select a category and the number of rows that should be displayed in a single page. Click Apply. You can leave the Search field blank if you wish. Category can be any of the following: courses, sessions, facilities, classrooms, contacts, users or approvals.

Initial Set Up
You must go through an initial set up when you first start working with ILT. You must create an instructor, a facility, a classroom and a course in order to make use of all of the ILT features available.

- Assign a user the role of instructor in the User View (see "Users View" on page 37). You need to assign this role to an existing SkillPort user. If you need to create a new user to fill this role, you must first create the user on the User Manager tab in the SkillPort Administrator.

- For sessions that require approval, assign session approval privileges in the User View (see "Users View" on page 37).

- Optional - add contact information in the Contact View (see "Contacts View" on page 35). For example, you might want to add contact information for a vendor or an instructor.

- Create a new facility in the Facility View (see "Facilities View" on page 29). After creating your facility, add classrooms.

- Create a new course in the Course View (see "Courses View" on page 13). After adding your course, create new sessions.

- Assign a list of extended attributes for courses and sessions in the Attributes View (see "Extended Attributes View" on page 45) if appropriate.
SEARCHING ILT

Use ILT Search to quickly find information located in each of the ILT summary sections (courses, sessions, contacts, facilities, classrooms, and users) using keyword searches.

The search results work by finding a substring match for the text that you have typed into the search field. Search looks at text string in any of the fields associated with the search type. A course search will go through catalog numbers, titles, and descriptions. A user search will go through first and last name, login name, group, etc.

Example: if you search for 'use', the search will return results for any words containing the letters 'u' 's' 'e' in the same sequence as you entered them, e.g. 'fuse', 'clause'.

To search ILT:

1. Select the category that you want to search from the drop-down list (courses, sessions, contacts, facilities, classrooms, or users).

2. Type the keyword (or the closest likeness if you do not know the exact word) in the search box. Leaving the search box blank will match all records. Search supports the use of wildcard characters:
   - Use the asterisk "*" to match any single character. For example, if you search for '*use' the search results might contain the words 'fuse', 'muse', 'ruse', etc.
   - Use the '?' to match zero or more characters. For example, if you search for '?use' the search results might contain the words 'use', 'fuse', 'muse', 'clause', 'ruse', etc.

3. Choose the number of results to show per page from the Limit to drop-down combo box. This value this does not limit the number of search results, only the number of search results shown per page.

4. Select Search Group Information to specify whether or not groups are searched as part of executing a search for a user or users.

5. Click Apply. The search results are displayed.
UNDERSTANDING E-MAIL NOTIFICATIONS

E-mail notifications of events such as course and session changes, cancellations, and course or session approvals are generated by ILT. The following notifications are sent automatically.

**Automatic Notifications**

<table>
<thead>
<tr>
<th>Event</th>
<th>User/Group that Receives E-mail Notification is Sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration is withdrawn</td>
<td>Instructor, registered students, approvers if pending approval</td>
</tr>
<tr>
<td>Registration status has changed</td>
<td>Registered students, wait listed students</td>
</tr>
<tr>
<td>Request for approval</td>
<td>Approvers</td>
</tr>
<tr>
<td>Registration is approved</td>
<td>Student</td>
</tr>
<tr>
<td>The configurable number of days has passed and registration is not yet approved.</td>
<td>Student</td>
</tr>
<tr>
<td>The configurable number of days has passed and registration has expired.</td>
<td>Student</td>
</tr>
<tr>
<td>Request for registration in a session requiring approval is denied</td>
<td>Student</td>
</tr>
<tr>
<td>Administrator approves registration on behalf of the approver</td>
<td>Approvers</td>
</tr>
<tr>
<td>The enrollment has dropped below the configurable minimum</td>
<td>Session owner (session administrator)</td>
</tr>
<tr>
<td>The enrollment has gone above the configurable maximum</td>
<td>Session owner (session administrator)</td>
</tr>
<tr>
<td>Instructor has changed</td>
<td>Instructor</td>
</tr>
<tr>
<td>Session is closed</td>
<td>Instructor, session owner (session administrator), students pending approval, wait listed students, approvers for students pending approval</td>
</tr>
<tr>
<td>Session is cancelled</td>
<td>Instructor, session owner (session administrator), wait listed students, students pending approval, registered students, approvers</td>
</tr>
</tbody>
</table>
## Administrator Discretionary Notifications

The following notifications are presented to the administrator to optionally send:

<table>
<thead>
<tr>
<th>Event</th>
<th>User/Group that Receives E-mail Notification is Sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course is activated</td>
<td>Course owner (course administrator), watch list students</td>
</tr>
<tr>
<td>Course is deactivated</td>
<td>Course owner (course administrator), watch list students</td>
</tr>
<tr>
<td>Course has changed</td>
<td>Course owner (course administrator), watch list students</td>
</tr>
<tr>
<td>Course is deleted</td>
<td>Course owner (course administrator), watch list students</td>
</tr>
<tr>
<td>Session is created</td>
<td>Instructor, session owner (session administrator), watch list students</td>
</tr>
<tr>
<td>Session has changed</td>
<td>Instructor, session owner (session administrator), registered students, pending approval students, wait listed students</td>
</tr>
<tr>
<td>Session is deleted</td>
<td>Instructor, session owner (session administrator)</td>
</tr>
<tr>
<td>Session is confirmed</td>
<td>Instructor, session owner (session administrator), registered students, approvers</td>
</tr>
</tbody>
</table>
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COURSES VIEW

An ILT course is a lecture or other event dealing with a specific subject. From the
Courses view you can create brand new courses, edit existing courses, clone courses (create
new courses from existing courses), delete courses, and create new sessions for a course. You can also click on the catalog number link to see detailed
information about a particular course and its associated sessions.

The Course list shows the Catalog Number and Title for a course along with session
details (completed, active, and pending sessions). The course list can be sorted by any
column header, displayed as a link, in ascending or descending order, using the up or
down arrows.

Use ILT Search (see "Searching ILT" on page 10) to quickly find information located in
each of the ILT summary sections.
COURSE DETAILS VIEW

The Course Details view provides additional information related to a specific course and allows you to change and modify the details as needed. Click the catalog number link to go to the course details page.

Course Details

The course details section provides detailed information about the course such as catalog number, title, mastery level, cost, duration, and more. This information is generated when you initially create the course. You can subsequently create a new session for the course, edit the course details, copy (clone) course details when creating another course with similar information, delete the course, send an e-mail to all watch list learners, or create a CSV report.

If Extended Attributes (see "Extended Attributes View" on page 45) have been added, they are displayed here as well.

Sessions

The Sessions section shows information on each scheduled session of the course. The icons next to the session name provide quick links to edit a session, copy (clone) session details when creating additional sessions, delete a session, or link to session details. The Sessions Schedule Information list may be sorted by selecting any of the session column headers such as Session Number, Status, Type, etc.

Course Interest Detail

The Course Interest Detail section shows a list of students who have placed the course on their watch list, and includes student name, e-mail address, and mailing address.

You can click on the next to the student name to remove the student from the interest list.

Create a new course
1. Click the create a new course icon in the Courses or Course Details view.

2. Enter course details into the appropriate fields.

Notes:

Many of the optional fields for a course can be set at the session level. For information on required fields and character restrictions, see the information supplied in the Courses Template (on page 43) (used for uploading bulk course information).

Any values you specify for Required Approvals, Instructor Can Manage Roster, Close Session, Facility or Classroom will be the default values for the sessions of the course.

- Catalog Number - The catalog number must be unique. SkillPort takes this value and appends additional information (an "_ilt_" prefix and a unique identifier for your company). This additional identifying information is not displayed on end-user pages (e.g. certificates and course summary pages), but it may be visible on various SkillPort Administrator pages and reports.
- Title - The title of the course that appears in the SkillPort Course Catalog.
- Language - The language in which the course is taught. SkillPort's Search-And-Learn feature allows users to search for courses available in a particular language. An ILT course may be offered in more than one language on a per-session basis, but for SkillPort to differentiate by language they must be entered as separate courses.
- Status - Active check box: check to enable the creation of sessions.
- Required Approvals - The approval required (the user's manager or session approver).
- Instructor Can Manage Roster - Specifies whether or not the Instructor can manage the roster for this course.
Administrator Features

- Duration - The length of time required to complete a course (HH:MM). For example, enter 4 for 4 hours and 30 for 30 minutes. Duration is also the number of hours of training for which the learner will receive credit. This value is reported to SkillPort and appears in a student's "My Report". For more information, see Create a new session.

  **Note:** There is no correlation or checking of this value with the actual schedule information applied to a session.

- Mastery Level - Percentage score a learner must obtain to complete the course.

- Cost - The monetary amount to take a course. See Currency Details for assistance selecting the appropriate currency abbreviation for your country.

- Close Session - The default number of days, applied to all confirmed sessions, when a session is closed prior to the session start date. This may be overridden on a per-session basis.

- Facility - The location where the course is held.

- Classroom - The classroom where the course is held. Facility and Classroom entries are not required at the course level, but entered at the session level. You can set them here if you have a course where all or most of the sessions will be in the same location. Otherwise, you can set this on a session by session basis.

- Course Administrator - The administrator of a course.

- Contact - Contact person for a course (other than an instructor).

- Description - Brief summary of what is taught in the course. A description can contain HTML formatting characters. Literal carriage returns are processed into the HTML <br> tag when the summary is displayed in the SkillPort catalog. It is recommended that you either use all HTML to control the formatting yourself or use no HTML (SkillPort will treat the description as pre-formatted).

3. Click the Submit button. Once you have confirmed the course details you are brought back to the Courses or Course Details view and your course is automatically published to the SkillPort catalog.

**Note:** Course updates may not appear in the SEARCH-and-LEARN results until the content is re-indexed (typically overnight).

- **Edit a course**

  1. Click the edit icon next to the title of the course you want to edit on the Courses view, or click the Edit this course icon at the top of the Course Details view.

  2. Edit the course details in the Course Details page.

  3. Click the Submit button. The Course Summary shows the updated details for the course. The course is then automatically republished to the SkillPort catalog.
Cloning a course makes it easier and less time consuming for you to create a series of related courses by filling the form fields with details copied from an existing course.

Note: Sessions are not cloned when you clone a course.

1. Click the copy icon next to the title of the course you want to clone on the Courses page or from the top of the Course Details page.
2. Edit the course details in the Course Details page to create your new course.

Note: You must change the catalog number. The catalog number uniquely identifies the course to SkillPort and therefore must be unique.

3. Click the Submit button.

Delete a course

1. Click the delete button next to the title of the course you want to delete on the Courses view or from the top of the Course Details Page.
2. You are prompted with the message Really delete this course? Click OK. The course is deleted from the Course Summary. When a course is deleted the results for a course are also deleted.

Note: A course cannot be deleted if there are sessions associated with the course.

Create a CSV Report for a course

You can generate report that contains the student results for all the sessions in a selected course. You can the save a Comma Separated Value (CSV) version of the report and then open it in other programs such as a spreadsheet or database.

To create a CSV report:

1. From the Course Details page, click the CSV Report icon on the Navigation bar.
2. A File Download dialog box appears. Click Open to view the report in an associated application. Or, click Save to save the file to your computer, then select a download folder, create a file name (default name is csvoutput), and click Save.
CREATE A SESSION LEARNER REPORT FOR A COURSE

You can generate a report that contains the student results for all the sessions in a selected course. You can save a Comma Separated Value (CSV) version of the report and then open it in other programs such as a spreadsheet or database.

To create a CSV report:

1. From the Course Details page, click the CSV Report icon on the Navigation bar.

2. A File Download dialog box appears. Click Open to view the report in an associated application. Or, click Save to save the file to your computer, then select a download folder, create a file name (default name is csvoutput), and click Save.

SESSION VIEW

A session is a specific instance of a course, held in a facility/classroom with an instructor and students. A session can also be virtual, using SkillSoft Dialogue Live (see "Virtual Sessions" on page 28).

The Sessions view lets you edit sessions, clone sessions (create new sessions from existing sessions), and delete sessions for all courses. You can click on session number links to view session details (see "Session Details View" on page 19). To manage the sessions for a particular course, use the Course Details view (see "Courses View" on page 13)(or Search) to locate your course of interest.

Note: You cannot create the first session of a course in the Session Summary view. You must go to the Course Summary view and select the Create a new session icon next to the course that you want to create a session in. You can create subsequent sessions in the same manner, or by cloning from the session manager, or by selecting the from the session detail view.

The Sessions view lists items by Session Number, Status, % Full, Catalog Number, Title, Instructor, Start and Finish date, Facility Name, and Classroom. The session list can be sorted by any of these items using the up or down arrows.
SESSION DETAILS VIEW

The Session Details page provides additional information related to a specific course session. Click the session number link to access the Course/Session Details view.

Course Details
The course details section provides summary information about the course such as catalog number, title, mastery level, cost, duration, and more. This information is generated when you create the course.

Session Details
The session details section shows session-specific information. Information consists of the session number, status, approvals (if required), capacity, instructor name, facility name, classroom name, time zone, session administrator, contact, and session close date. These details are generated when you create a session.

Schedule Information
The schedule information section shows the scheduled session date, start time, and finish time.

Roster
The roster is a listing of all learners registered for the session. When you choose to edit session results, you can enter learner's attendance status, pass/fail status, and the overall % score. You can also remove a learner from the roster or move a learner from enrolled status to wait list status.

To remove a learner from the roster, click the icon next to the learner name.

To move a learner from the enrolled to wait-listed status, click the icon next to the learner name. If there are seats available, wait-listed students are automatically enrolled unless the roster is full.

Navigation Bar
The navigation bar at the top of the Session Details page allows you to work with and modify session information. You can:

Create a new session - Click the icon in the navigation bar to go to the Create a New Session page and fill in the details.

Edit the session details - Click the icon in the navigation bar to go to the Session Details page to edit the details.

Copy (clone) session - Click the icon in the navigation bar to create another session for the course.

Delete session - Click the icon in the navigation bar to delete the session.

Cancel the session - Click the icon in the navigation bar to cancel the session. By default, enrolled learners are placed on the interest list for the course as they are withdrawn from the cancelled session. You may later confirm this session will take place, but all students must re-enroll at that time.
Mark the session as confirmed - Click the icon in the navigation bar to mark the session status as confirmed.

Close the session to further enrollment - Click the icon in the navigation bar to close the session to further enrollment. Closing the session will limit self-enrollment to the current roster. All students on the waiting list will be removed from the waiting list and added to the course interest list. Further registrations must be manually entered by an administrator. Sessions can be re-opened.

Mark the session as complete - Click the icon in the navigation bar to mark the session as complete. Completing the session submits the results to SkillPort, remove the course from all plans, and disallow further changes by the instructor. An Administrator may later change scores. The administrator can also register learners after the session is complete.

Mail all enrolled and wait listed learners - Click the icon in the navigation bar to Email updates to learners whenever there is a change in the session status or to the schedule. Administrators can manually send messages to registered learners and instructors. Instructors can also manually send messages to learners on the roster, including wait-listed learners.

Register Learners - Click the icon in the navigation bar to enroll learners in a session. Search for users and select those you want to enroll in a session by selecting the Register checkbox next to each name and clicking Confirm. You can also withdraw any enrolled learners.

Display Dialogue Quiz Results - Click the icon in the navigation bar to import learner results from a quiz.

Enter session results - Click the icon in the navigation bar to enter learners’ attendance status, pass/fail status, and the overall % score in the Roster section of the page. Click confirm to register the results with the ILT system (you must Complete a session to have the results posted to SkillPort).

Generate a session Sign-in Sheet - Click the icon in the navigation bar and a popup displays the printable Sign-in Sheet.

Create a Session Learner Report - Click the icon in the navigation bar to create a CSV report for a learner, a session, or a course.

View session information in a browser window in printer-friendly format - Click the icon in the navigation bar to create a printable version of session information. An HTML version of the report opens in a new browser window which shows all of the information outlined on the session details page. You can print the report or save the information to your computer from this window.

Note: Only icons that apply to the session in it’s current state appear.
Managing Session Details

There are several functions associated with managing session details.

Session Status can be:

- **New** - When a session is created, it has a status of New. Instructors and administrators change the status based on the progress through the schedule and learner enrollment.

- **Confirm** - As students enroll in a session, their registration status is displayed as Pending (i.e., while waiting for a minimum number of learners to enroll). A confirmed status indicates that the session will take place, as scheduled.

- **Cancel** - Cancel the session and make it available for deletion. Learners enrolled in a cancelled session will get the course added to their course watch list. Learners are notified via the course watch list about replacement sessions as they are created.

- **Close** - Prevent additional learners from registering for the session. Any learners on the wait list are removed and are added to the course interest list. Learners are notified via the course interest list about future sessions as they are created. To re-open a closed session, select the **Confirm** button. When you close a session, even if it is already confirmed, the Confirm option will re-appear (the session is still confirmed).

- **Complete** - Finalize session results and submit learner progress to SkillPort. Instructors can no longer change session results. ILT course information will appear in administrator reports and in a learner's My Report.

Create a new session

1. Click the create a new session icon next to the title of the course you want to create a new session for in the Courses view.

2. In the Session Details page fill in the session details fields. Session numbers are automatically generated unless specified otherwise.
Note: For information on required fields and character restrictions, see the information supplied in the Sessions Template (on page 44) (used for uploading bulk session information).

- For the Required Approvals field, indicate if the learner requires Manager approval for the session, and/or if the Session Approver must grant approval for the session.
- For the Close Session field, select the number of days before or after the session start to close the confirmed session to further enrollment.
- For the Session Type field, select Physical Classroom, Dialogue Live, or Other Online collaboration software such as WebEx.

3. Fill in the schedule information in the bottom pane with the date, time, and duration of the session. Click on the calendar icon to select a date from a popup calendar.

4. If the session is taking place on more than one date or at more than one time, you can add additional session dates by clicking the Add a new row icon. Details for the first day should be set up prior to adding additional days. To delete unwanted rows select the check box next to the row you want to delete and click the delete row icon.

5. Click the Submit button.

6. Use the E-mail Message form to send an e-mail that is automatically populated with session details to the instructor. The e-mail will include details of the location, date and time of the session. Click the Send button to send an e-mail or click the Don't Send button if you do not want to send an e-mail.

7. For more information, see Understanding E-mail Notifications (on page 10). When finished, the Course and session details page displays the details of your newly created session.
Edit a session

1. Click the edit session icon next to the session in the Sessions view or from the top of the Session Details page.

2. Edit the session details and the schedule information.

3. If the session is taking place on more than one date or at more than one time you can add more rows to the Schedule Information section by clicking the icon. To delete unwanted rows select the check box next to the row you want to delete and click the icon. To easily delete all schedule rows, selecting the check box in the header row will select (or clear) all of the schedule rows below.

4. Click the Submit button to confirm your changes to the session. You are brought to the E-Mail message form.

Note: If you change the classroom for a session, the session capacity is overridden by the new classroom capacity.
5. The E-Mail message form contains details of the session and is designed to be sent to the instructor and students to notify them of the session details.

![E-Mail message form]

6. Click the **Send** button to send the e-mail message or click the **Don't Send** button to not send the e-mail message. You are now brought to Session Details page that displays the details of your session.

➢ **Clone a session**

**Note:** Registrations, Rosters and Instructors are not cloned when you clone a session.

To clone a session:

1. Click the **clone** icon next to the Session on the Sessions view or from the top of the Session Details page.

2. Edit the session details and the schedule information.
**Note:** If the session number was automatically generated for the original session, then the next one in the sequence will be generated for the cloned session. Otherwise, the session number must be changed. When cloning an existing Dialogue Live session type, the capacity field cannot exceed the maximum number configured in the server.MaxScheduled database field on the Dialogue server.

3. If the session is taking place on more than one date or at more than one time, you can add more rows to the Schedule Information section by clicking the icon in the Schedule Information section. To delete unwanted rows select the check box next to the row you want to delete and click the icon.

4. Click the Submit button.

5. In the E-mail Message form you can send an e-mail that automatically includes details of the location, date and time of the session to the instructor and/or students. Click the Send button to send an e-mail or click the Don't Send button if you do not want to send an e-mail.

6. You are now brought to the Course and session details page that displays the details of your newly created session and its schedule information.
Delete a session

A session cannot be deleted if it is active. You must cancel a session prior to deleting it. A completed session can be deleted without losing the results reported to SkillPort. Once a completed session is deleted, it is not possible to modify the results reported to SkillPort.

To delete a session:

1. Click the icon next to the Session on the Sessions view or from the top of the Session Details page.

2. You are prompted with the message Really delete this session? Click OK. The session is now deleted from the Sessions view.

Create a Session Learner report

You can generate a report that contains the student results for a selected session. You can save a Comma Separated Value (CSV) version of the report and then open it in other programs such as a spreadsheet or database.

To create a CSV report:

1. From the Session Details page, click the CSV Report icon on the Navigation bar.

2. A File Download dialog box appears. Click Open to view the report in an associated application. Or, click Save to save the file to your computer, then select a download folder, create a file name (default name is csvoutput), and click Save.

THE SESSION CALENDAR

The Session Calendar provides a day, week, month calendar view of the scheduled ILT sessions. You can drill down to see the next smaller unit of time (month->week->day). Each view shows a summary of the sessions scheduled during that time. The data can be filtered based on session type, course, time zone, facility, classroom or instructor.
If you navigate between views, the data shown will remain consistent. For example, if you are in the day view for July 7, 2007 and click the forward arrow for the year, then the new view will be the day view for July 7, 2008.

➢ View the Session Calendar

You can go to the Calendar view from the ILT home page, the Course Detail view or the Session view. Note that the Calendar view changes depending on from where it is accessed.

To go to the Calendar view:

1. Click the icon in the ILT home page, the Course Detail view or the Session view.
   
   The Session Calendar is displayed.

2. If you hold the mouse pointer over a session calendar entry, a popup displays the title, session number, instructor and time zone for that session.

3. You can view the details for a particular session by clicking the session link.

4. If desired, filter the Calendar view based on any of the following:
   
   ▪ session type
   ▪ facility
   ▪ classroom
   ▪ instructor
   ▪ time zone

5. Click Apply.

   The Session Calendar reloads with the session information filtered according to the selected criteria.
Change the Calendar Views
You can move to the next or previous year, month or day depending on the view you are in.

To change the year, month or date for the Calendar:

- Use the icon to go to the previous day, month or year.
- Use the icon to go to the next day, month or year.

To change the Calendar to the day view:

- If you are in the month view, click the link for the relevant date.
- If you are in the week view, click the link for the relevant day.

To change the Calendar to the week view:

- If you are in the month view, click the link for the relevant week in the Week column.
- If you are in the day view, click the Week link.

To change the Calendar to the month view:

- If you are in the week view, click the link for the relevant month.
- If you are in the day view, click the link for the relevant month.

VIRTUAL SESSIONS
In addition to ILT sessions in a physical classroom environment, you can use ILT for virtual sessions. You can use ILT for accessing virtual classrooms, such as WebEx. With virtual classrooms, administrators can record phone numbers and passcodes, but registering, launching, and other session functionality is managed outside of the ILT environment.

Accessing Virtual Classrooms
You can use ILT for virtual classrooms, such as WebEx. Administrators can record phone numbers and passcodes, but registering, launching, and other session functionality is managed outside of the ILT environment. You will need to make sure the session is set up through your virtual classroom software and that users know where and how to access it.

To specify phone, passcode and URL information for non-Dialogue sessions:

1. Click the icon next to the title of the course for which you want to create a new session.
2. In the Create a new session page fill in the session details.
3. For the Session Type field, select Other Online to create the virtual session. The session details page displays the phone and passcode fields.
4. Enter the Phone number, Alternate Phone number, Passcode and URL the virtual session if you will not be using Dialogue Audio.
5. Fill in the schedule information in the bottom pane with the date, time, and duration of the session. Click on the calendar icon to display a popup calendar.

6. If the session is taking place on more than one date or at more than one time, you can add additional session dates. Click the add a new row icon. To delete unwanted rows select the check box next to the row you want to delete and click the delete row icon. For more information on schedule information, see Create a new course.

7. Click the Confirm button.

8. Use the E-mail Message form to send an e-mail that is automatically populated with session details to the instructor and/or students. The e-mail will include details of the location, date and time of the session. You may add information to the e-mail if needed. Click the Send button to send an e-mail or click the Don't Send button if you do not want to send an e-mail.

Note: The ILT system allows you to send a session change e-mail to all registered students and the instructor. The mail form above allows the administrator to communicate additional session information to the same set of recipients, while also adding additional recipients if necessary.

When finished, the Course and session details page displays the details of your newly created session.

FACILITIES VIEW

A facility is a location that contains classrooms. The Facilities view lets you add, edit, clone, and delete facilities. It also lets you add extra classrooms to existing facilities and view the list of classrooms for each facility.
The Facilities view lists items by Facility Number, Facility Name and contains details on the facility, contact, and the number of classrooms available in the facility. The icons next to the information on each facility correspond to the different tasks you can carry out in the Facility view: add a classroom, edit a facility, clone a facility (create a new facility that is a copy of an existing facility), and delete a facility. You can also click on the facility number link for a list of classrooms and details for that facility.

The facility list shows the Facility Number and Name for a facility along with a list of classrooms contained in each facility, and a contact name and capacity. The facility list can be sorted by any column header displayed with an up or down arrow.

Use **ILT Search** (see "Searching ILT" on page 10) to quickly find information located in each of the ILT summary sections.

**FACILITY DETAILS VIEW**

The Facility Details page provides additional information related to a specific facility and allows you to change and modify the settings as needed.

**Facility Details**

The facility details section provides summary information about the facility such as facility number, name, contact, and capacity. This information is generated when you initially create the facility. You can subsequently add a new classroom for a facility, edit the facility details, copy (clone) facility details when creating another facility with similar information, or delete the facility.

**Classrooms**

The Classrooms section shows information on each classroom contained in a facility. The icons next to the classroom name provide quick links to view classroom details, edit a classroom, copy (clone) classroom details when creating additional classrooms, or delete a classroom.

**Note:** If you change the classroom for a session, the session capacity is overridden by the new classroom's capacity.

- **Create a new facility**

  1. Click the New Facility button in the Facilities view.
2. Enter a Facility Number, Facility Name, and choose a Contact from the drop-down list. If needed, a description of the facility and directions may be entered.

![New Facility Form](image)

Note: The information you enter in the Description field will only be visible to other administrators. The information you enter in the Directions field will show up in the user UI and e-mails. For information on character restrictions for data entry fields, use the information supplied in the Facilities Template (on page 42) formatting table.

3. Click the Submit button. Once you have confirmed the facility details you are brought back to the Facilities View (on page 29).

- **Edit a facility**
  1. Click the edit icon in the Facilities view.
  2. Edit the facility details in the appropriate fields.
  3. Click the Submit button to confirm your changes to the facility.

- **Clone a facility**
  Create a facility that is a copy of an existing facility.
  1. Click the copy icon in the Facilities view.
  2. Edit the facility details in the Facility Details page to create your new facility.

  Note: You must change the facility number of a cloned facility.

3. Click the Submit button. You are now brought back to the Facility Summary.

  Note: The classrooms of a facility are not included when you clone a facility.

- **Delete a facility**
  1. Click the delete icon next to the Facility you want to delete in the Facilities view.
  2. You are prompted with the message **Really delete this Facility? Click OK.** The facility is deleted from the Facility view.
Note: A facility cannot be deleted if there are classrooms that are in use by active or pending sessions.

CLASSROOMS VIEW

A classroom is a room within a facility where a course session is held. The Classrooms view lets you view classroom details, edit classrooms, clone classrooms (create new classrooms from existing classrooms), and delete classrooms.

To manage only classrooms for a particular facility, use the facility view (or quick search) to locate the facility of interest.

The icons next to the information on each classroom correspond to the different tasks you can carry out in Classroom view: edit a classroom, clone a classroom (create a new classroom from an existing classroom), and delete a classroom. You can also click on the classroom number link to view classroom details (shows additional information about the selected classroom).

The classroom list shows the Classroom Number, Name and it’s Facility Number, Facility Name and the capacity of the classroom. The classroom list can be sorted by any column header displayed as a link with an up or down arrow.

- **Add a classroom**

To add a classroom:

1. In the Facilities view, click the add classroom icon next to the name of the facility where you want to add a classroom.
2. Fill in the classroom detail fields.

![Classroom Details](image)

**Note:** For information on character restrictions for data entry fields, use the information supplied in the *Classrooms Template* (on page 43) formatting table.

3. Click the **Submit** button. You are brought back to the Facilities View.
administrator features

ilt administrator help

edit a classroom

1. Click the edit icon next to the classroom you want to edit in the Classrooms view.

2. Edit the classroom details.

3. Click the Submit button to confirm your changes to the classroom.

clone a classroom

create a classroom that is a copy of an existing classroom. To clone a classroom:

1. Click the copy icon next to the classroom you want to clone in the Classrooms view.

2. Edit the classroom details.

note: you must change the classroom number of a cloned classroom.

3. Click the Submit button.

delete a classroom

1. Click the delete icon next to the classroom you want to delete in the Classrooms view.

2. You are prompted with the message really delete this classroom from the facility? click ok. The classroom is deleted from the facility.

note: you cannot delete a classroom that is in use by any active or pending sessions.
CONTACTS VIEW

The Contacts view lets you keep track of external contact information (e.g., vendors or building owners). Related contacts allow you to represent a hierarchy (e.g., you can create a contact entry for a training vendor and then note all instructors associated with that vendor). Contacts are maintained for your convenience by the ILT system, but they are not used by SkillPort in any way. The Contacts view lets you edit contacts, clone contacts, add new contacts and delete contacts.

The Contacts view lists contacts by Code number, Name, and Status.

The icons next to the information on each contact correspond to the different tasks you can carry out in Contact view: create a contact, add a new contact related to the existing contact, edit a contact, clone a contact (create a new contact that is a copy of an existing contact), and delete a contact. You can also click on the code link to view contact details (a list of all information related to a classroom).

Use ILT Search (see "Searching ILT" on page 10) to quickly find information located in each of the ILT summary sections.

CONTACT DETAILS VIEW

The Contact Details page provides additional information related to a specific contact and allows you to change and modify the details as needed. Click the code link on the Contacts Summary page to go to the Contact Details page.
The Contact Details page provides detailed information about the contact such as code, contact name, company, and more. You can create a contact from this page and subsequently edit contact details. For information on character restrictions for data entry fields, use the information supplied in the Contacts Template (on page 41) formatting table.

**Create a new contact**

1. Click the new contact icon in the Contacts view.
2. Fill in the relevant contact details for your new contact (the Name and Code fields must be filled in).
3. Click the Submit button. Once you have confirmed the contact details you are brought back to the Contacts view.

**Edit a contact**

1. Click the edit icon in the Contacts view.
2. Edit the contact details in the Edit Contact page.
3. Click the Submit button to confirm your changes to the contact. You are now brought back to the Contacts view.

**Clone a contact**

Create a contact that is a copy of an existing contact.

1. Click the clone icon in the Contacts view.
2. Edit the contact details in the Clone Contact page to create your new contact.

**Delete a contact**

1. Click the icon in the Contacts view.
2. You are prompted with the message Really delete this Contact? Click OK. The contact is deleted from the Contacts view.

**Note:** You cannot delete a contact that is assigned to an object, e.g., you cannot delete a contact that is a contact of a session. You must change the contact of the session before you can delete the contact.
 USERS VIEW

The ILT Users View lets you view and manage a user's roles within ILT and view ILT-specific user details. A user's name, role, login, and e-mail can all be viewed in the User View and the following roles can be assigned to a user in ILT:

- **Admin (Administrator)** - have access to all ILT features.
- **Inst (Instructor)** - have the ability to manage details associated with a session they are teaching. An instructor can be a SkillPort user with an empty curriculum to prevent access to non-ILT, non-assigned content. When a session is created, the administrator can choose to grant the instructor session administrator permissions.
- **SAdm (Session Administrator)** - can create, delete and act as administrator for any session they create or is assigned to them.
- **CAdm (Course Administrator)** - can create, delete and act as administrator for any course they create or is assigned to them. Course administrators can also act as session administrators for any sessions of the course.
- **SApp (Session Approver)** - can approve or decline session registration requests using the Approval Summary View.
- **Manager** - can approve or decline session enrollment requests only. The Manager role is not enabled by ILT, but by the hierarchical grouping of users in SkillPort. The Manager Approval option must be enabled in SkillPort | Admin Tasks | System | Website Switches.
- **Learner** - have access to courses and sessions through SkillPort only.

**Note:** You can only give existing SkillPort users ILT specific permissions. More than one may be selected. Users cannot be added or deleted through the ILT User Summary view and must be added as a SkillPort user before assigning them a permission in ILT. A user's SkillPort permissions can only be changed in SkillPort Administrator.

You can utilize additional fields from the User Stat Information in SkillPort Administrator. For example, you can use the City, State and Zip fields from the User Stat Information. To utilize any of the fields in the User Stat Information go to SkillPort | Administrator | Presentation | Registration Options | Configure User Stat Information. Your SkillPort representative determines which User Stat Information fields appear in ILT. The fields can be enabled and customized by the training administrator. You can also generate user reports that include information on all sessions of any ILT courses that the user registered for.

<table>
<thead>
<tr>
<th>User</th>
<th>Name</th>
<th>Role</th>
<th>Login</th>
<th>Group</th>
<th>Org Code</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>admin</td>
<td>admin</td>
<td>Admin (Administrator)</td>
<td>admin</td>
<td></td>
<td></td>
<td><a href="mailto:sp_default@skillsoft.com">sp_default@skillsoft.com</a></td>
</tr>
<tr>
<td>Admin</td>
<td>Aruba</td>
<td>Admin (Administrator)</td>
<td>admin</td>
<td></td>
<td></td>
<td><a href="mailto:adminaad@skillsoft.com">adminaad@skillsoft.com</a></td>
</tr>
<tr>
<td>admin</td>
<td>administrator</td>
<td>Admin (Administrator)</td>
<td>admin</td>
<td></td>
<td></td>
<td><a href="mailto:sp_default@skillsoft.com">sp_default@skillsoft.com</a></td>
</tr>
<tr>
<td>Cowwara</td>
<td>Abigail</td>
<td>Admin (Administrator)</td>
<td>admin</td>
<td></td>
<td></td>
<td><a href="mailto:cowwara@skillsoft.com">cowwara@skillsoft.com</a></td>
</tr>
<tr>
<td>Cowwara</td>
<td>Bruno</td>
<td>Admin (Administrator)</td>
<td>admin</td>
<td></td>
<td></td>
<td><a href="mailto:cowwara@skillsoft.com">cowwara@skillsoft.com</a></td>
</tr>
<tr>
<td>Cowwara</td>
<td>Clarice</td>
<td>Admin (Administrator)</td>
<td>admin</td>
<td></td>
<td></td>
<td><a href="mailto:cowwara@skillsoft.com">cowwara@skillsoft.com</a></td>
</tr>
<tr>
<td>Cowwara</td>
<td>Derrick</td>
<td>Admin (Administrator)</td>
<td>admin</td>
<td></td>
<td></td>
<td><a href="mailto:cowwara@skillsoft.com">cowwara@skillsoft.com</a></td>
</tr>
</tbody>
</table>
Administrator Features

➢ **Change a User’s Permission**

To change a user's permission:

1. In the Users view, find the user whose role you want to change and select/de-select the role. More than one may be selected.

2. Click the **Submit** button.

➢ **Report on a User’s Sessions**

A session report contains a report of the user details and their session details.

To report on a user's sessions:

1. Click the **report icon** next to the user that you want to create a report for.

2. The session report is displayed as an HTML report.

3. To save the file, click the **CSV Report icon** and click **Save** from the File Download dialog box to open the Save As dialog box. Browse to the appropriate directory and click **Save**.

4. Once you have downloaded and saved the CSV file, you can import the report into the reporting tool of your choice.

**APPROVAL VIEW**

The Approvals view shows a list of registration requests that require approval and allows you to approve or decline those requests.

<table>
<thead>
<tr>
<th>Approvals</th>
<th>Learner</th>
<th>Approver</th>
<th>Session Number</th>
<th>Catalog Number</th>
<th>Title</th>
<th>Schedule Information</th>
<th>Status</th>
<th>Flash</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ x</td>
<td>Learner, Bonnice (learnob)</td>
<td>itadmin</td>
<td>7777-0001</td>
<td>7777</td>
<td>Retirement Planning</td>
<td>09/01/2005 06:00 AM EDT</td>
<td>08/01/2005</td>
<td></td>
</tr>
</tbody>
</table>

The Approval Summary displays the learner, approver, session number, catalog number and title, and schedule information.

Click on the ✓ approve or ✗ decline icons on the left of the page to approve or decline the request or click on the learner name shortcut link to go to the Approval Details page.

**Note:** When a manager or user with approval privileges (an admin, or session approver) logs into SkillPort, the home page presents a list of outstanding approvals. The list is limited to the five (this number is configurable) most-urgent approvals, ordered by session start date. From this summary, you can get the complete list by clicking **[more]**, or you can examine an individual approval request in detail by click the approval itself.

Approving from the approval summary view will supply a customizable default approval message.
**APPROVAL DETAILS**

The Approvals Details view shows additional information about approval requests and lets you approve or decline the request.

<table>
<thead>
<tr>
<th>Approvals</th>
<th>Approval Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learner</td>
<td>Learner, Bernie (learnarb)</td>
</tr>
<tr>
<td>Approver</td>
<td>Admin, Anthony (itadmin)</td>
</tr>
<tr>
<td>Session Number</td>
<td>7777-0001</td>
</tr>
<tr>
<td>Catalog Number</td>
<td>7777</td>
</tr>
<tr>
<td>Title</td>
<td>Retirement Planning</td>
</tr>
<tr>
<td>Status</td>
<td>New</td>
</tr>
<tr>
<td>Instructor</td>
<td>TeacherA, Alice (teachora)</td>
</tr>
<tr>
<td>Facility Name</td>
<td>Daniel Webster College</td>
</tr>
<tr>
<td>Classroom Name</td>
<td></td>
</tr>
<tr>
<td>Time Zone</td>
<td>Eastern Standard Time</td>
</tr>
<tr>
<td>Session Administrator</td>
<td></td>
</tr>
</tbody>
</table>

Enter a reason for approving or rejecting this request? (optional.)

After reviewing approval details, you can enter a reason for approving or declining the request. Click the Approve or Decline button to approve or decline the request.

**UPLOAD VIEW**

The Upload tool allows you to bulk upload course, session, roles, instructor, contact, facility, and classroom information to add new data quickly and easily. Use the Uploads view to upload data from another system (e.g., a spreadsheet), or from data you have received from a third party (e.g., an external session vendor).
Note: You must use the templates provided for each upload. Before you upload the data, you must download a template and ensure that the data is in the correct format. After downloading the template, remove the "instructions" row beneath the header row. This row must be removed before uploading the template or the data will not load.

- For optimal results, Course uploads should be limited to 100 records or less. All other uploads should be limited to 1000 records or less.
- Files must contain comma-separated values (.csv) and describe one record (course, session, facility, classroom, contact or role) per row.
- Data for a column must fit in one cell (long descriptions, for example, are not allowed to span cells); fields with embedded commas should be enclosed in quotes.
- Download template .csv files by selecting the template download button from the table shown above. While you may re-order complete columns, you must not change the values in row 1 (the column headers) or the import will fail.
- Dependent fields must already exist, either in the database, or in the set of uploaded files. Uploaded files are processed in the order above (Contacts, Roles, Facilities, Classrooms, Courses, Sessions).
- Roles are applied to existing SkillPort logins.

**Entering Template Data**

If you upload all templates simultaneously the system will process them in the correct order. If you upload some templates individually, upload the templates in the order shown.

For template formatting information see:

- **Contacts Template** (on page 41)
- **Roles Template** (on page 42)
- **Facilities Template** (on page 42)
- **Classrooms Template** (on page 43)
- **Courses Template** (on page 43)
- **Sessions Template** (on page 44)

**Upload Files**

To upload files:

1. Click the **Browse** button on the Uploads view next to the file type that you want to upload.
2. Locate the .csv file.
   - The path to your .csv file will display in the field next to the **Browse** button.
3. Click the **Submit** button.
## Contacts Template

Use the contacts template to upload contact records quickly and easily. The table below shows the correct data format for each field in the template.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>This field is required. It must be less than or equal to 80 characters.</td>
</tr>
<tr>
<td>Code</td>
<td>This field is required. It must not contain any leading or trailing spaces and must be less than or equal to 25 characters.</td>
</tr>
<tr>
<td>Status</td>
<td>This field is required. It must be either Active or Inactive.</td>
</tr>
<tr>
<td>Contact Name</td>
<td>This field is optional. It must be less than or equal to 80 characters.</td>
</tr>
<tr>
<td>Related Contact Code</td>
<td>This field is optional. It must not contain any leading or trailing spaces and must be less than or equal to 25 characters.</td>
</tr>
<tr>
<td>Company Name</td>
<td>This field is optional. It must be less than or equal to 80 characters.</td>
</tr>
<tr>
<td>Primary E-mail</td>
<td>This field is optional. It must be a valid email address and must be less than or equal to 80 characters.</td>
</tr>
<tr>
<td>Alternate E-mail</td>
<td>This field is optional. It must be a valid email address and must be less than or equal to 80 characters.</td>
</tr>
<tr>
<td>Primary URL</td>
<td>This field is optional. It must be a valid URL and must be less than or equal to 80 characters.</td>
</tr>
<tr>
<td>Alternate URL</td>
<td>This field is optional. It must be a valid URL and must be less than or equal to 80 characters.</td>
</tr>
<tr>
<td>Phone Number</td>
<td>This field is optional. It must be a valid phone number. It must be less than or equal to 80 characters.</td>
</tr>
<tr>
<td>Alternate/Mobile</td>
<td>This field is optional. It must be a valid phone number. It must be less than or equal to 80 characters.</td>
</tr>
<tr>
<td>Fax</td>
<td>This field is optional. It must be a valid fax number. It must be less than or equal to 80 characters.</td>
</tr>
<tr>
<td>Address 1</td>
<td>This field is optional. It must be less than or equal to 80 characters.</td>
</tr>
<tr>
<td>Address 2</td>
<td>This field is optional. It must be less than or equal to 80 characters.</td>
</tr>
<tr>
<td>City</td>
<td>This field is optional. It must be less than or equal to 80 characters.</td>
</tr>
<tr>
<td>State/Province</td>
<td>This field is optional. It must be less than or equal to 80 characters.</td>
</tr>
<tr>
<td>Country</td>
<td>This field is optional. It must be less than or equal to 80 characters.</td>
</tr>
<tr>
<td>Zipcode/Postal</td>
<td>This field is optional. It must be a valid zip code.</td>
</tr>
</tbody>
</table>
Roles Template
Use the roles template to upload roles records quickly and easily. The table below shows the correct data format for each field in the template.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login</td>
<td>This field is required. It must be a SkillPort login Id.</td>
</tr>
</tbody>
</table>

The following role columns may be set to 1 for on or 0 (or blank) for off:

- Administrator
- Instructor
- Session Owner
- Course Owner
- Session Approver

Roles may be combined. Administrators may perform actions of the Session Owner, Course Owner, and Session Approver, but each must be explicitly listed for that user to be selectable in the appropriate dropdown.

Facilities Template
Use the facilities template to upload facility records quickly and easily. The table below shows the correct data format for each field in the template.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Name</td>
<td>This field is required. It must be less than or equal to 80 characters.</td>
</tr>
<tr>
<td>Facility Number</td>
<td>This field is required. Field must not contain any leading or trailing spaces. Field must be less than or equal to 10 characters</td>
</tr>
<tr>
<td>Description</td>
<td>This field is optional. It must be less than or equal to 2500 characters.</td>
</tr>
<tr>
<td>Contact Code</td>
<td>This field is required. It must not contain any leading or trailing spaces and must be less than or equal to 25 characters.</td>
</tr>
<tr>
<td>Directions</td>
<td>This field is optional. It must be less than or equal to 1000 characters.</td>
</tr>
</tbody>
</table>
## Classrooms Template

Use the classrooms template to upload classroom records quickly and easily. The table below shows the correct data format for each field in the template.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Name</td>
<td>This field is required. It must be less than or equal to 80 characters.</td>
</tr>
<tr>
<td>Classroom Number</td>
<td>This field is required. It must not contain leading or trailing spaces and must be less than or equal to 10 characters.</td>
</tr>
<tr>
<td>Description</td>
<td>This field is optional. It must be less than or equal to 2500 characters.</td>
</tr>
<tr>
<td>Capacity</td>
<td>This field is required. It must match an existing facility.</td>
</tr>
<tr>
<td>Active</td>
<td>This field is required. I must be one of {0, no, false, 1, yes, or true}.</td>
</tr>
<tr>
<td>Facility Number</td>
<td>This field is required. It must match an existing facility.</td>
</tr>
<tr>
<td>Contact Code</td>
<td>This field is required. It must not contain any leading or trailing spaces and must be less than or equal to 25 characters.</td>
</tr>
<tr>
<td>Directions</td>
<td>This field is optional. It must be less than or equal to 1000 characters.</td>
</tr>
</tbody>
</table>

## Courses Template

Use the courses template to upload course records quickly and easily. The table below shows the correct data format for each field in the template.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>This field is required. It must be less than or equal to 80 characters.</td>
</tr>
<tr>
<td>Catalog Number</td>
<td>This field is required. It must not contain any leading or trailing spaces and must be less than or equal to 10 characters</td>
</tr>
<tr>
<td>Description</td>
<td>This field is optional. It must be less than or equal to 2500 characters.</td>
</tr>
<tr>
<td>Facility Number</td>
<td>This field is optional. It must match an existing facility.</td>
</tr>
<tr>
<td>Classroom Number</td>
<td>This field is optional. It must match an existing classroom.</td>
</tr>
<tr>
<td>Duration</td>
<td>This field is optional. It must be less than or equal to 10 characters.</td>
</tr>
<tr>
<td>Cost</td>
<td>This field is optional. Field must be a valid US dollar amount.</td>
</tr>
<tr>
<td>Currency</td>
<td>This field is optional (limited to USD).</td>
</tr>
<tr>
<td>Language</td>
<td>Field is optional.</td>
</tr>
</tbody>
</table>
## Administrator Features

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>This field is required. It must be one of {1 (active), 0 (inactive)}.</td>
</tr>
<tr>
<td>Mastery Level</td>
<td>This field is required. It must be in the range 0-100.</td>
</tr>
<tr>
<td>Contact Code</td>
<td>This field is required. It must not contain any leading or trailing</td>
</tr>
<tr>
<td></td>
<td>spaces and must be less than or equal to 25 characters.</td>
</tr>
<tr>
<td>Close session</td>
<td>This field is optional. It must be in the range -30.0-30.0.</td>
</tr>
<tr>
<td>Course Owner</td>
<td>This field is optional (must be a SkillPort user).</td>
</tr>
<tr>
<td>Manager Approval Required</td>
<td>This field is required (Boolean: 0/1, true/false...).</td>
</tr>
<tr>
<td>Session Approval Required</td>
<td>This field is required (Boolean: 0/1, true/false...).</td>
</tr>
<tr>
<td>Session Approver</td>
<td>This field is optional (must be a SkillPort user).</td>
</tr>
</tbody>
</table>

**Note:** There may be additional fields if extended attributes have been specified.

## Sessions Template

Use the sessions template to upload session records quickly and easily. The table below shows the correct data format for each field in the template.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session Number</td>
<td>This field is required. It must not contain any leading or trailing</td>
</tr>
<tr>
<td></td>
<td>spaces. The field must be less than or equal to 10 characters.</td>
</tr>
<tr>
<td>Facility Number</td>
<td>This field is optional but if supplied, it must match an existing</td>
</tr>
<tr>
<td></td>
<td>facility.</td>
</tr>
<tr>
<td>Classroom Number</td>
<td>This field is optional but if supplied, it must match an existing</td>
</tr>
<tr>
<td></td>
<td>classroom.</td>
</tr>
<tr>
<td>Catalog Number</td>
<td>This field is required. It must match an existing course or one in</td>
</tr>
<tr>
<td></td>
<td>the course upload file.</td>
</tr>
<tr>
<td>Capacity</td>
<td>This field is required. It must be in the range 0-99999 for Physical</td>
</tr>
<tr>
<td></td>
<td>Classroom and Other Online session types. For Dialogue Live session</td>
</tr>
<tr>
<td></td>
<td>type, it must be in the range 0-199.</td>
</tr>
<tr>
<td>Instructor</td>
<td>This field is optional but if supplied, it must match an existing</td>
</tr>
<tr>
<td></td>
<td>instructor.</td>
</tr>
<tr>
<td>Time Zone</td>
<td>Field is required. It must be a legal time zone (e.g. America/New_York)</td>
</tr>
<tr>
<td>Contact Code</td>
<td>This field is optional. It must match an existing contact or one in</td>
</tr>
<tr>
<td></td>
<td>the contact upload file.</td>
</tr>
<tr>
<td>Notes</td>
<td>This field is optional. It must be less than or equal to 2500</td>
</tr>
<tr>
<td></td>
<td>characters.</td>
</tr>
<tr>
<td>Schedule Time</td>
<td>This field is optional. It must be formatted: 'mm/dd/yyyy hh:mm' (e.g.</td>
</tr>
<tr>
<td></td>
<td>10/12/1972 13:54)</td>
</tr>
</tbody>
</table>
**Administrator Features**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>This field is optional.</td>
</tr>
<tr>
<td>Close session</td>
<td>This field is optional. It must be in the range -30.0-30.0.</td>
</tr>
<tr>
<td>Session Owner</td>
<td>This field is optional. It must match an existing session owner.</td>
</tr>
<tr>
<td>Manager Approval Required</td>
<td>This field is required. It must be one of {0, no, false, 1, yes, true}</td>
</tr>
<tr>
<td>Session Approver Required</td>
<td>This field is optional. The field must match an existing session approver.</td>
</tr>
<tr>
<td>Session Approval</td>
<td>This field is required. It must be one of {0, no, false, 1, yes, true}.</td>
</tr>
<tr>
<td>Instructor Can Manage Roster</td>
<td>This field is required. It must be one of {0, no, false, 1, yes, true}</td>
</tr>
<tr>
<td>Type</td>
<td>This field is optional. The field must be one of {0 for Physical Classroom, 1 for Dialogue, Live 2 for Other}</td>
</tr>
<tr>
<td>Phone (for teleconferencing support)</td>
<td>This field is optional. It must be less than or equal to 25 characters.</td>
</tr>
<tr>
<td>Alt Phone (for teleconferencing support)</td>
<td>This field is optional. It must be less than or equal to 20 characters.</td>
</tr>
<tr>
<td>Passcode (for teleconferencing support)</td>
<td>This field is required. It must be limited to 20 characters.</td>
</tr>
<tr>
<td>URL</td>
<td>This field is required for Other Online session type. It must be limited to 255 characters.</td>
</tr>
</tbody>
</table>

**Note:** There may be additional fields if extended attributes have been specified.

To enter data for a session with multiple days, copy the session record and modify the start time (mm/dd/yyyy hh:mm) and duration for each day.

## EXTENDED ATTRIBUTES VIEW

ILT sessions have a fixed number of attributes. With the Attributes view, you can setup additional attributes for courses and sessions to include properties of your choosing, appropriate for your training organization.

**Note:** Extended Attributes is an optional feature and may not be enabled on your system.

Attributes can be of three types:

1. Enter a simple text value – presented as a text field in the edit form
2. Select a single value from a list of values - presented as combo box in the edit form
3. Select multiple values from a list of values - presented as list box in the edit form
Any number of attributes can be created. Note that newly created attributes are not applied to existing sessions, until an existing session is edited. Newly created attributes are immediately applied to subsequently created sessions.

From the Attributes view you can:

- create a new extended attribute, and edit, clone, or delete the attribute.
- create list items for the attribute.
- move the attribute up or move it down the display to control where the attribute will appear on the form.

The Attributes view displays a list of attributes that have been created.

<table>
<thead>
<tr>
<th>Name</th>
<th>Caption</th>
<th>Type</th>
<th>Default</th>
<th>Required</th>
<th>Enabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Mailing Address</td>
<td>String</td>
<td></td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
The following information is displayed:

- **Name** - The (internal) name of the attribute. It must be unique, and is not visible in the course or session details.
- **Caption** - The label used for the attribute that appears in the course and session detail views.
- **Type** - string (text string), single select list (drop-down menu), or a multi select list (multiple selects from a drop-down menu). See Create a List Item for information on creating types.
- **Default** - The default value for the attribute if designated.
- **Required** - Indicates if the attribute is required.
- **Required Message** - This is used during the validation process if no value is specified and the attribute is required.
- **Enabled** - Indicates if the attribute is enabled. Disabling an attribute detaches it from future courses and sessions, but leaves it in place for existing ones.

➢ **Create an extended attribute**

1. Click on the New Extended Session Attribute icon. The system displays the New Extended Session Attributes page.

2. Enter the appropriate information in the fields displayed:
   - **Name** - The (internal) name of the attribute. It must be unique, and is not visible in the course or session details.
   - **Caption** - The label used for the attribute that appears in the course and session detail views.
   - **Type** - The data type: string (text string), single select list (drop-down menu), or a multi select list (multiple selects from a drop-down menu).
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ILT Administrator Help

- **Description** - The attribute description.

- **Default** - The default value for the attribute if designated. Default appears only if the type = String. Otherwise the default is applied to a list item for single and multi select types.

- **Required** - Indicates if the attribute is required.

- **Required Message** - This is used during the validation process if no value is specified and the attribute is required.

- **Enabled** - Indicate if the attribute should be enabled.

**Notes:** Newly created attributes are immediately applied to subsequently created courses or sessions. Newly created attributes are not applied to existing courses or sessions, until an existing course or session is edited.

For information on character restrictions for data entry fields, use the information supplied in the **Sessions Template** (on page 44) (used for uploading bulk session information).

3. Click Submit.

4. A list of extended attributes now populates the bottom section of the Course Details page and will also display on all sessions of the course. Extended attributes also appear on the course and session CSV reports.

➢ **Create a list item**

1. Click on the Create a new list item icon. (You can only add the list item to a single or multi select attribute.)

![Create List Item](image)

2. Enter the **Name** in the List Item panel displayed. This is the internal name for the attribute. It must be unique, and is not visible in the course or session details.

3. Enter the **Caption**. This value appears in the drop-down menu.

4. Click the **Default** check box if this is a default list item.
5. Click on Submit.

**Note:** For information on character restrictions for data entry fields, use the information supplied in the *Sessions Template* (on page 44) (used for uploading bulk session information).

➢ **Add or edit a course or session with extended attributes**

To add or edit a course or session with extended attributes:

1. When Extended Attributes have been added, the list displays on the Course Details page. Make sure you are in the Course Details page.

2. Select the list item from the drop down menu.

3. Click the Submit button.

### COURSE AND SESSION OWNER FEATURES

The ILT ownership feature enables you to act as an administrator for the course or sessions you own. Users can be assigned as course or session administrators in the *User View* (see "Users View" on page 37).

**Course Owners**

As a course owner you can create, edit, clone, and delete courses. You also have administrator/owner privileges for any sessions for the course. You can only assign *yourself* as a course owner, unless you are a Super Administrator.

**Session Owners**

As a session owner you can create, edit, clone, and delete sessions. You can only assign *yourself* as a session owner, unless you are a Super Administrator. You can choose when to close registration for the course, enroll a student, and enroll over the capacity for a session from the *Session Details page* (see "Session View" on page 18).
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USING ILT AS AN INSTRUCTOR

As an instructor, you can manage many of the details related to ILT sessions you deliver. You can view a list of Sessions I Am Teaching including session number, status, type, catalog number and title, as well as schedule information.

<table>
<thead>
<tr>
<th>Session Number</th>
<th>Status</th>
<th>Type</th>
<th>Catalog Number</th>
<th>Title</th>
<th>Schedule Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>@ 1234-0001</td>
<td>New</td>
<td></td>
<td>1234</td>
<td>Introduction to ILT</td>
<td>08/01/2005 09:00 AM EDT 08/01/2005 05:00 PM EDT</td>
</tr>
<tr>
<td>@ 7777-0001</td>
<td>New</td>
<td></td>
<td>7777</td>
<td>Retirement Planning</td>
<td>08/01/2005 09:00 AM EDT 08/01/2005 05:00 PM EDT</td>
</tr>
</tbody>
</table>

You can click on a session number link to view session details (see "Session Details View" on page 19) on your upcoming sessions, edit session information, and, once completed, input student progress results.

When you are assigned a session to teach, you will receive an e-mail notification (see "Understanding E-mail Notifications" on page 10) with the session details, or if a session you are teaching is cancelled you will receive an e-mail notification of the cancellation.

VIEWING AND EDITING SESSION INFORMATION

The ILT Sessions I Am Teaching section allows you to view information on the upcoming sessions you are scheduled to instruct.

To view session information:

1. Click on the [more] link under Sessions I Am Teaching to open the My Sessions view.
2. Scroll through the list of sessions and find a session.
3. Click on the session number link to go to the session details view. The Session Information page displays.
4. To exit, click Cancel.
ENTERING PROGRESS RESULTS

Once you have delivered your scheduled session, you may enter the attendance and progress information of each student who enrolled in the session.

To input student results:

1. Click on the [more] link under Sessions I Am Teaching to open the My Sessions view.

2. Click on the session number link to go to the session details view and click the icon.

3. Each student has an Attended check box and a Pass/Fail check box and a Mastery Level (%) field beside their name. Select the appropriate options for each student and fill in their mastery score in the Mastery Level (%) field.

4. Once you have entered each student's results, click Submit to save your changes.

Note: You may enter student results as often as necessary.

5. Click on the session number link to go to the session details view and click the icon. The Attendance and Results page displays, showing the list of students who enrolled in that session and the results are committed to SkillPort. The results can only be modified by an administrator after the session is marked complete. A learner's results appear in a learner's My Report.
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