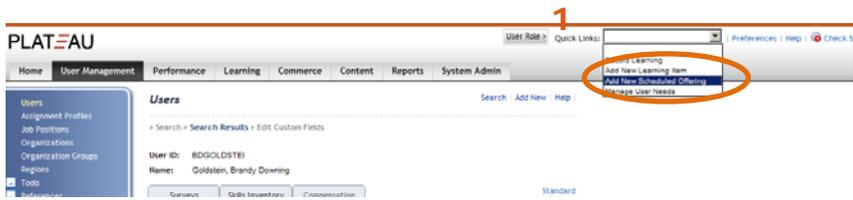
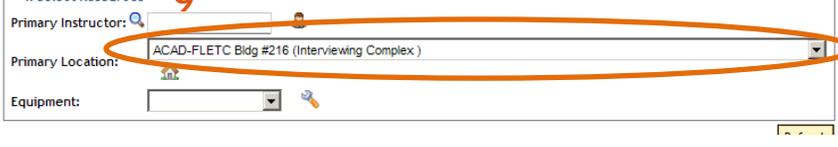
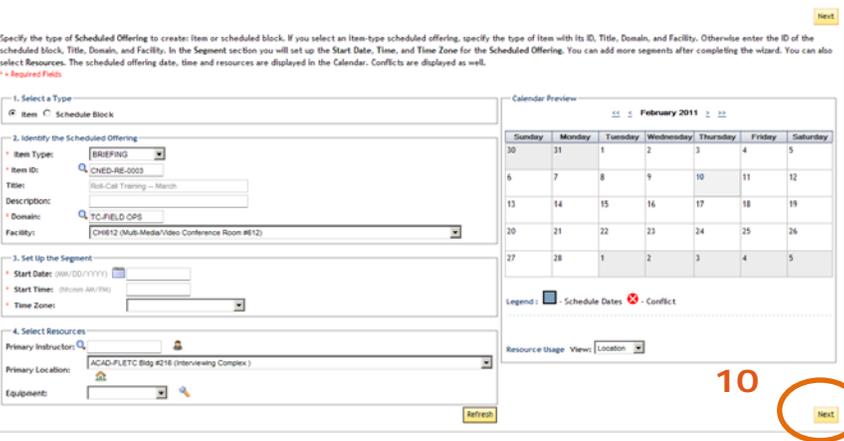
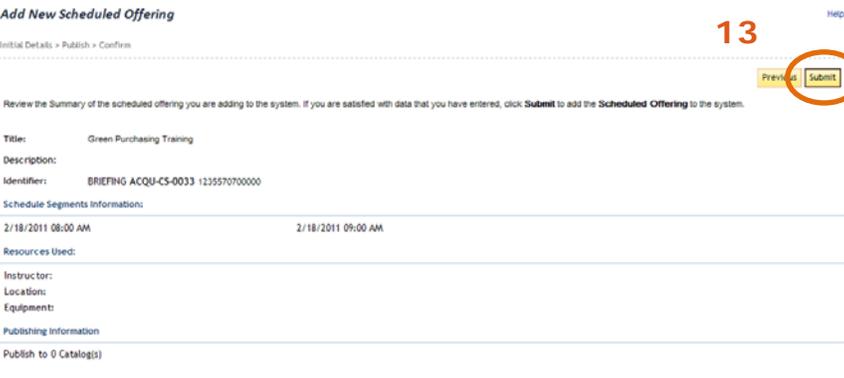


**Create a Scheduled Offering in the LMS.**

<p style="text-align: center;"><b>Before You Start:</b></p>	<p><b>IMPORTANT:</b></p> <ul style="list-style-type: none"> <li>Use the <a href="#">Scheduled Offering Worksheet</a> for each scheduled offering you create.</li> <li>Make sure you have all of the information you need such as the <a href="#">Item ID</a>, dates, <a href="#">Instructor ID</a>, <a href="#">Location</a>, approval process, contact information, etc....<b>before you start.</b></li> <li>IDs must be entered in their exact format which in most cases is all caps.</li> <li>Be careful if you copy and paste IDs not to leave a trailing blank space.</li> </ul>	
<p><b>1.</b></p>	<p>Select <b>Add New Scheduled Offering</b> from the <b>Quick Links</b> drop-down menu or from the <b>Home</b> page <b>Quick Links</b>.</p>	
<p><b>2.</b></p>	<p>Select the <b>Item</b> radio button.</p>	<p>Specify the type of Scheduled Offering to create: item or scheduled block. If you select an item-type scheduled offering, specify the scheduled block, Title, Domain, and Facility. In the Segment section you will set up the Start Date, Time, and Time Zone for the Scheduled Offering. The scheduled offering date, time and resources are displayed in the Calendar. Conflicts are displayed as well.</p> <p>* - Required Fields</p> <p><b>2</b></p> <p>1. Select a Type</p> <p><input checked="" type="radio"/> Item <input type="radio"/> Schedule Block</p> <p>2. Identify the Scheduled Offering</p>
<p><b>3.</b></p> <p><b>4.</b></p> <p><b>5.</b></p>	<p>Select the correct <b>Item Type</b> (course, briefing, qualification) and enter your <b>Item ID</b>.</p> <p>Enter the appropriate <b>Domain</b>.</p> <p><b>Tip:</b> As a Training Records Manager, you will always use the Domain assigned to your Division or Branch.</p> <p>If you are using one of the ATF Facilities in the drop-down list, select the <b>Facility</b> here.</p> <p><b>Tip:</b> Facilities are not required and are not the same as Locations which are required.</p>	<p>1. Select a Type</p> <p><input checked="" type="radio"/> Item <input type="radio"/> Schedule Block</p> <p>2. Identify the Scheduled Offering</p> <p>* Item Type: <b>3</b> BRIEFING</p> <p>* Item ID: CNED-RE-0003</p> <p>Title: Roll-Call Training -- March</p> <p>Description:</p> <p>* Domain: <b>4</b> TC-FIELD OPS</p> <p>* Facility: <b>5</b> CHI612 (Multi-Media/Video Conference Room #612)</p>

Create a Scheduled Offering in the LMS.

<p><b>6.</b></p>	<p>View the <b>Calendar</b>. If you chose a <b>Facility</b>, the facility's holidays and non-working days are blocked out.</p>	 <p>Calendar Preview</p> <p>6 &lt;&lt; &lt; February 2011 &gt; &gt;&gt;</p> <table border="1"> <thead> <tr> <th>Sunday</th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> </tr> </thead> <tbody> <tr> <td>30</td> <td>31</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </tbody> </table> <p>Legend: <span style="background-color: #add8e6; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> - Schedule Dates <span style="color: red; font-weight: bold;">X</span> - Conflict</p>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3	4	5
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																						
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13	14	15	16	17	18	19																																						
20	21	22	23	24	25	26																																						
27	28	1	2	3	4	5																																						
<p><b>7.</b></p>	<p>Click the calendar icon (📅) to select a <b>Start Date</b>. Enter a <b>Start Time</b> and change the <b>Time Zone</b> of delivery, if necessary.</p>	 <p>3. Set Up the Segment</p> <p>Start Date: (MM/DD/YYYY) <input type="text"/></p> <p>Start Time: (hh:mm)AM/PM <input type="text"/></p> <p>Time Zone: <input type="text"/></p>																																										
<p><b>8.</b></p>	<p>Enter an <b>Instructor ID</b> or search for an Instructor.</p> <p><b>Tip:</b> Use the filter if you don't know the instructor ID. Because ATF does not use the authorized instructor portion of the system, it will always say "not authorized" at this point.</p>	 <p>4. Select Resources</p> <p>Primary Instructor: <input type="text"/></p> <p>Primary Location: <input type="text"/></p> <p>Equipment: <input type="text"/></p>																																										
<p><b>9.</b></p>	<p>Enter a <b>Location</b>.</p> <p><b>Tip:</b> If you cannot find a Location you need in the system, leave it blank for now and contact LTB. Once the Location has been added, make sure you go back into the scheduled offering and update the Location. If the Location is a town just outside of a large city, it is not necessary to add a new Location, just use the larger city.</p>	 <p>4. Select Resources</p> <p>Primary Instructor: <input type="text"/></p> <p>Primary Location: ACAD-FLETC Bldg #216 (Interviewing Complex)</p> <p>Equipment: <input type="text"/></p>																																										

<p>10.</p>	<p>Click the <b>Next</b> button. You will then receive the warning message about instructor authorization. Click on <b>Yes</b>.</p>	
<p>11.</p>	<p>If enabling self-registration, the scheduled offering must include the appropriate catalog so users can view the scheduled offering and register. The <b>Catalog ID</b> for ATF is <b>ATFCATALOG</b>. <i>Tip:</i> Self registration includes training that requires approval. Only training in which you will enroll users yourself should not be in the catalog.</p>	
<p>12.</p>	<p>Click the <b>Next</b> button.</p>	
<p>13.</p>	<p>Review the information on the screen. If you need to edit anything, click on <b>Previous</b>. If not, click <b>Submit</b>.</p>	

## Create a Scheduled Offering in the LMS.

14.

Your **Scheduled Offering ID** will appear at the top of the screen. Be sure to add it to your **Scheduled Offering Worksheet**.

### Scheduled Offerings

Search | Add New | Help

> Search > Edit Summary

Scheduled Offering ID: 13637

Item: BRIEFING ACQU-CS-0033 (Rev 1 - 2/25/2009 09:05 AM America/New York)

Title: Green Purchasing Training

Standard  
Options

Notifications	Cost Calculation	Cost Summary	Pricing	Catalog	Chargeback
<b>Summary</b>	Segments	Registration	Contacts	Materials	Custom Fields

Edit the Scheduled Offering

\* = Required Fields

Apply Changes Reset Copy Scheduled Offering... Delete

Description:

Group Instance:

\* Domain:

Facility:

\* Time Zone:   Show in this Time Zone