



sccLearn Administrator Quick Reference Guide (QRG): Multi-Day Classes (Sessions)



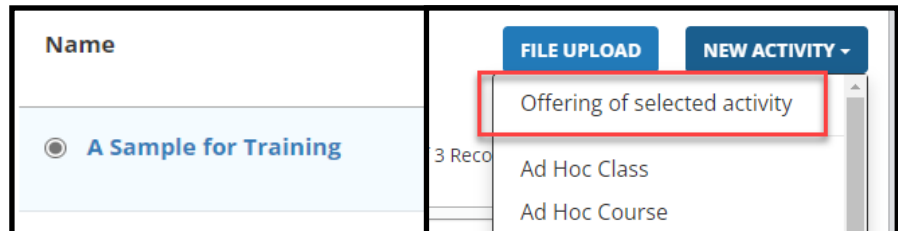
If you are an employee and do not have access to sccLearn, please an IT Ticket though [Ask Clara](#) (only available on the County's intranet) or email Askclara@tss.sccgov.org.

Multi-Day classes are classes in sccLearn that span multiple days. sccLearn uses “Sessions” to manage such classes to track attendance and manage attendance.

Like single-day classes, multi-day classes also required that a course be created first. This guide assumes that a course has been created and only looks at the class creation process.

Initial Steps:

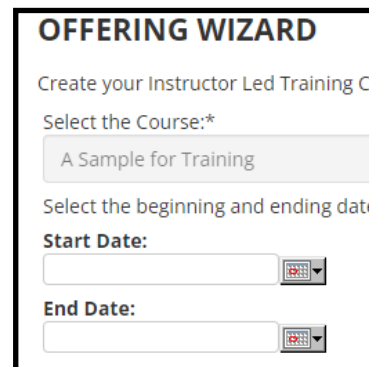
Select your course and then **Offering of selected activity**



You will be directed to the **Offering Wizard**.

The start date will be the date and start time of the first session.

The End date will be the date and end time of the final session.



Configuring Your Class:

Configuring a Multi-Day Class will be done in a similar manner to single-day classes. This includes:

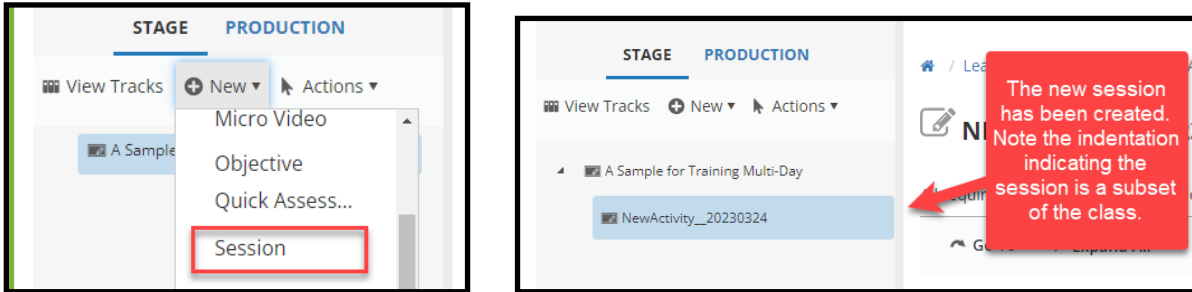
- Title
- Description (optional, if additional information is needed)
- Owner
- Status Settings
- Duration
- User Notes (Optional)
- Registration Instructions (Optional)

Unlike Single Day classes, the following need to be configured differently:

- Pick Rule will be configured to “Enforce number of child activities...”
- Location and Instructor will be left blank; these settings are done at the Session level.

Creating and Managing Sessions:

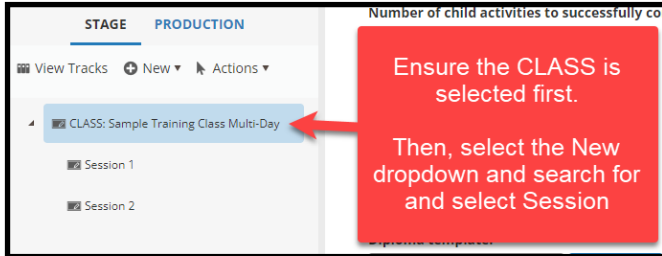
Once a class is configured, you will then create the individual sessions.



Configure the session settings, by updating the settings similar to what was done for the class. However, for the session the following will be done differently:

- Estimated Duration: Input the duration of that session, not the class
- Start Date and End Date: Input the information for that particular session/day.
- Pick Rule: Leave as is for the session level.
- Resources (Instructor and Location): These settings will be configured at each individual session level.

To create the additional sessions, you can follow the same steps as above. However, you must select the class first (pictured below):



You can also create additional session by creating Copies. Ensure that you copy From the Session and To the Class (pictured below). Select **Options** and identify how many copies you need. Leave all other settings as is. Once your sessions are created, you will need to configure each individual copy's properties.

