



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**.

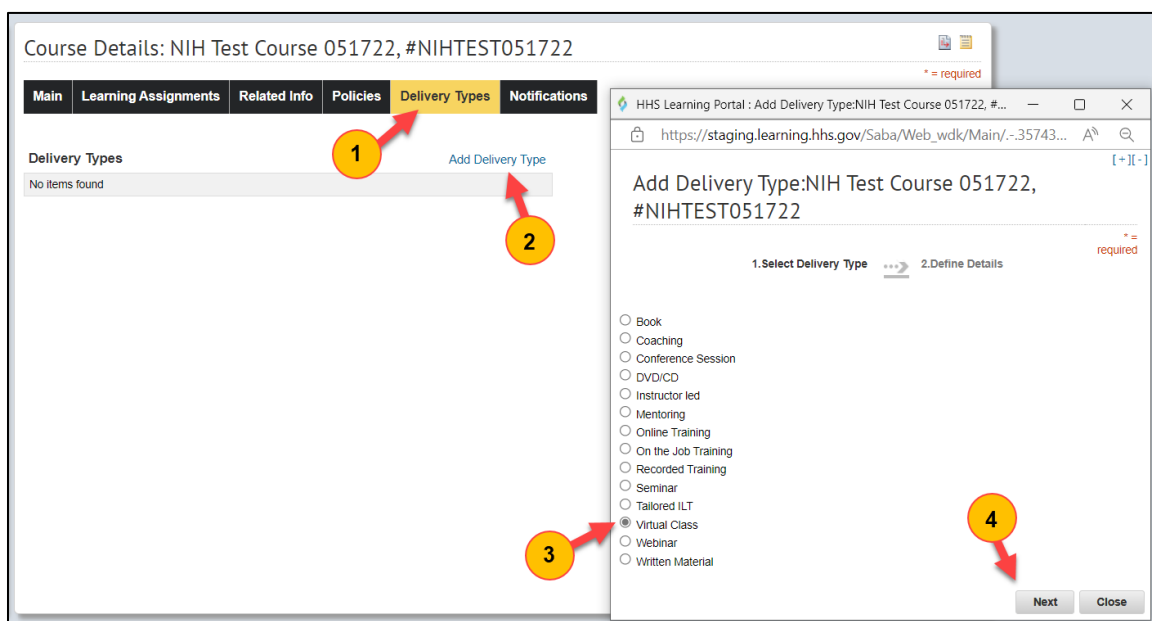


Figure 1 – Delivery Types tab in the course offering

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

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

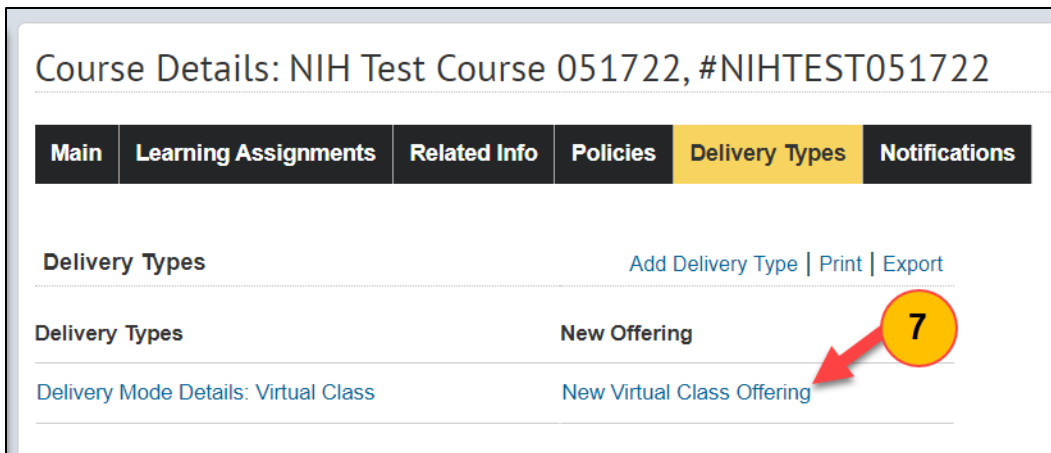
Display for Call Center ☒

Display for Learner ☒

Back Finish Back to Course

Figure 2 – Delivery Mode Information

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



Course Details: NIH Test Course 051722, #NIHTEST051722

Main Learning Assignments Related Info Policies **Delivery Types** Notifications

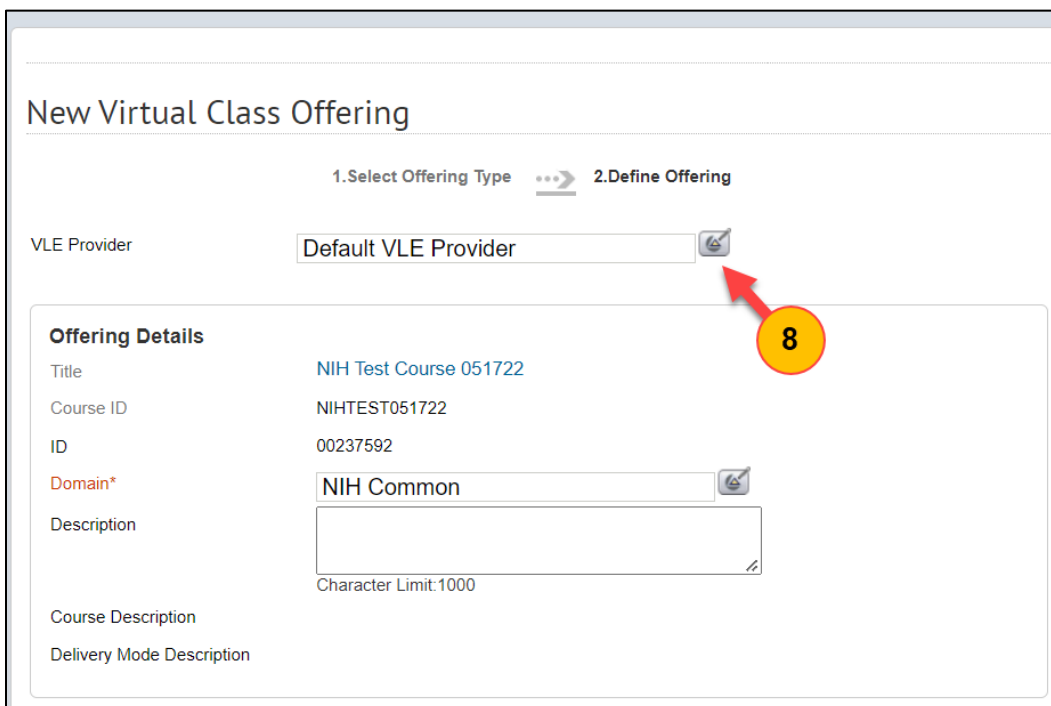
Delivery Types [Add Delivery Type](#) | [Print](#) | [Export](#)

Delivery Types New Offering

[Delivery Mode Details: Virtual Class](#) [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”.



New Virtual Class Offering

1. Select Offering Type ...> 2. Define Offering

VLE Provider

Offering Details

Title NIH Test Course 051722

Course ID NIHTEST051722

ID 00237592

Domain*

Description

Character Limit: 1000

Course Description

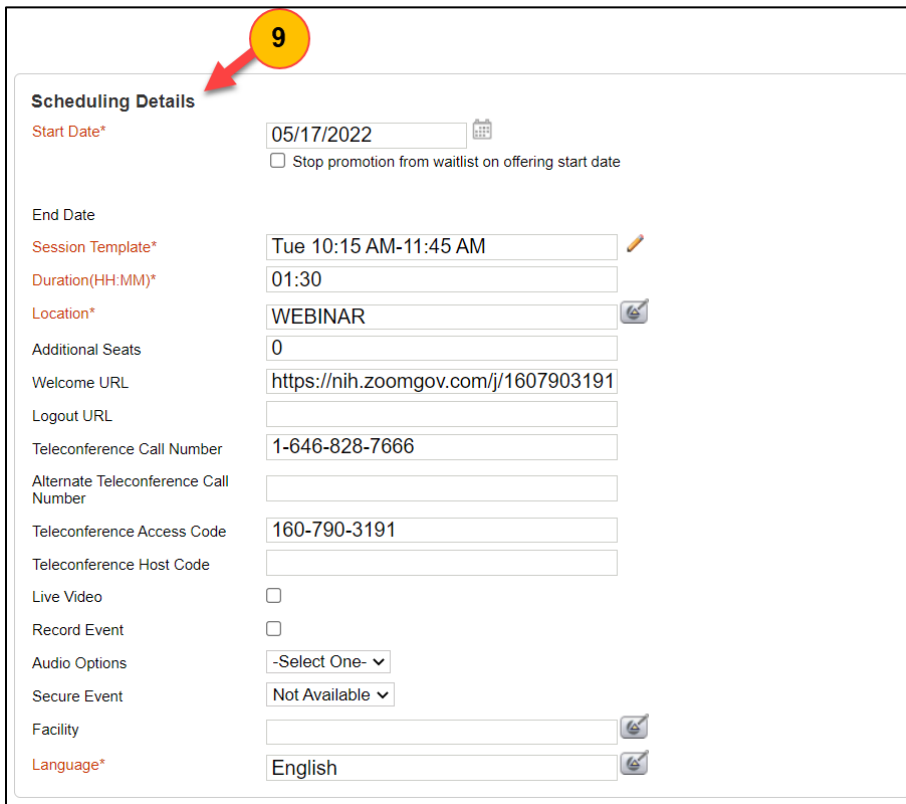
Delivery Mode Description

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 

Offering Price

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

Registration Information 11

Min Count*


Max Count*


Max In Wait List*


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 

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)

Other Information

NIHTC Max Count

Remaining Seats


13


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).

Virtual Class Offering Details: NIH Test Course 051722,#NIHTEST051722,00237592

VLE Provider Default VLE Provider

Main Learning Assignments Expenses Related Info Policies Notifications

Offering Details

Title NIH Test Course 051722

Course ID NIHTEST051722

ID 00237592

Domain* NIH Common

Description

Character Limit: 1000

Course Description

Delivery Mode Description

Owner

No items found

Add Owner

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.

Staging | IMPORTANT NOTICE: A registration for NIH Test Course 051722 has been CREATED

lms_notifications@mail.nih.gov

Required

Accept Tentative Decline

Tue 5/17/2022 3:44 PM

This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: America/New_York.

Tuesday, May 17, 2022 10:15 AM-11:45 AM WEBINAR

Staging | IMPORTANT NOTICE: A registration for NIH Test Course 051722 has been CREATED

WEBINAR

lms_notifications@mail.nih.gov

Greetings,

Your registration for NIH Test Course 051722 scheduled for 05/17/2022 has been **Confirmed**.

This is an online webinar. The webinar will begin on Tue 10:15 AM-11:45 AM.

Log in to the webinar by clicking on this link <https://nih.zoomgov.com/j/1607903191> and using the dial-in number 1-646-828-7666 and access code 160-790-3191.

CONFIDENTIALITY NOTICE: This e-mail and any attachments are for the exclusive and confidential use of the intended recipient. Please do not distribute. If you received this in error, please do not take action on this message.

Please refer to the [LMS Support Page](#) for help or assistance.

Figure 9 – Registration Email Notification

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