

Virtual Classrooms

PASS Administration





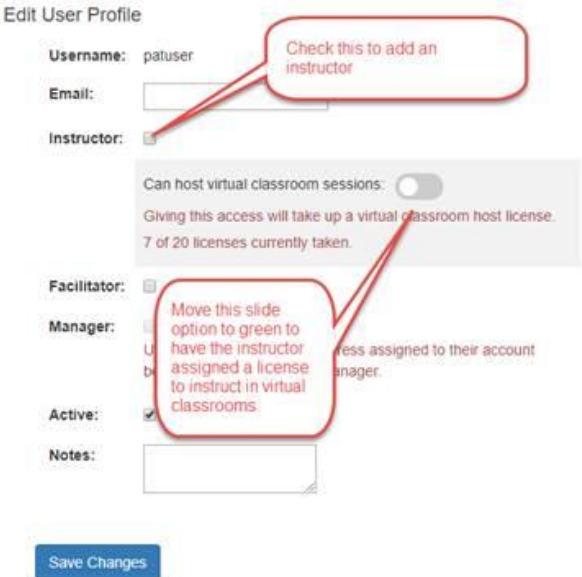
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PASS Roles

Event admin	<ul style="list-style-type: none">• Creates events (class)• Can assign a class to a curriculum
Room admin	<ul style="list-style-type: none">• Creates training rooms (including virtual rooms)
Session admin	<ul style="list-style-type: none">• Creates class sessions on the calendar• Can update the schedule (dates/times/training rooms)• Can update instructor and roster for a session
Session and Room admin	<ul style="list-style-type: none">• Combined session and room admin
Instructor	<ul style="list-style-type: none">• Can update the instructor and roster• Can add themselves as an instructor• Cannot change the schedule
Virtual Classroom Instructor (host)	<ul style="list-style-type: none">• Can host virtual classes• Takes up 1 host license
User admin	<ul style="list-style-type: none">• Loads users (bulk load file)• Edit user profiles• Assign a course or class• Elevate a user to be an instructor• Give an instructor hosting access

How to add an instructor

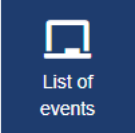

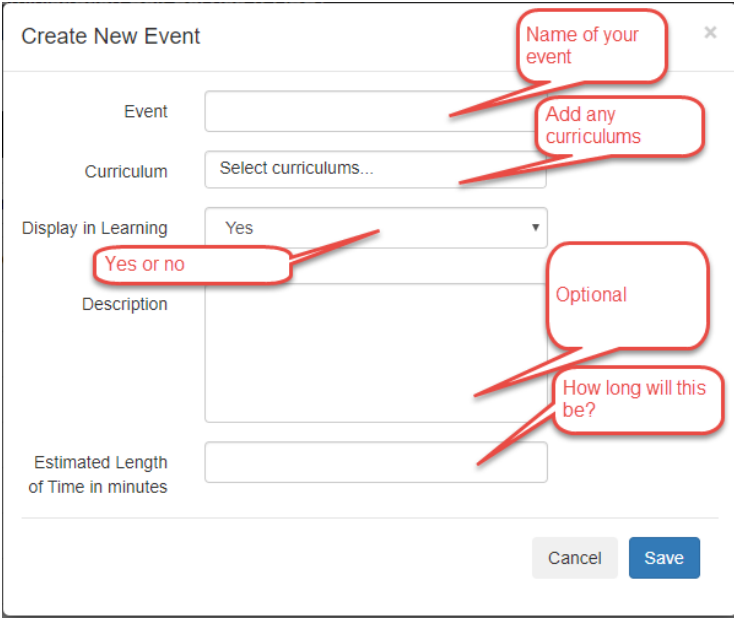
<p>Log into PASS.</p> <p>Click PromisePoint user list.</p>	
<p>1. Type in users name. 2. Click Search.</p>	
<p>Click Edit.</p>	
<p>Click Edit Profile.</p>	
<p>To add an instructor, check the box next to Instructor. This allows a user to login to PASS through PromisePoint.</p> <p>To allow the instructor to host virtual classes, toggle the host option on.</p> <p>Ensure the user has an email address in order to receive important session updates such as a change in the date or time of the class.</p>	

Click **Save Changes**.

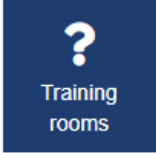

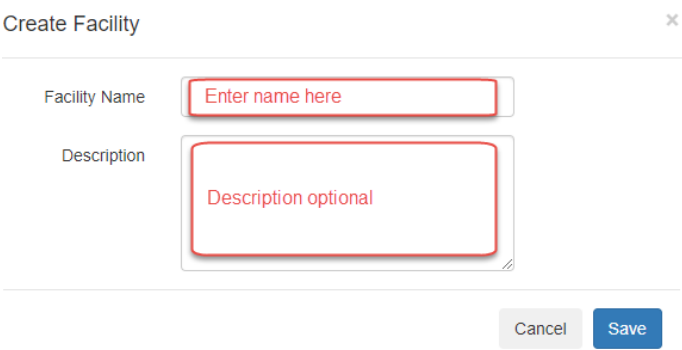
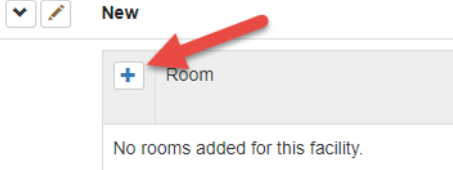
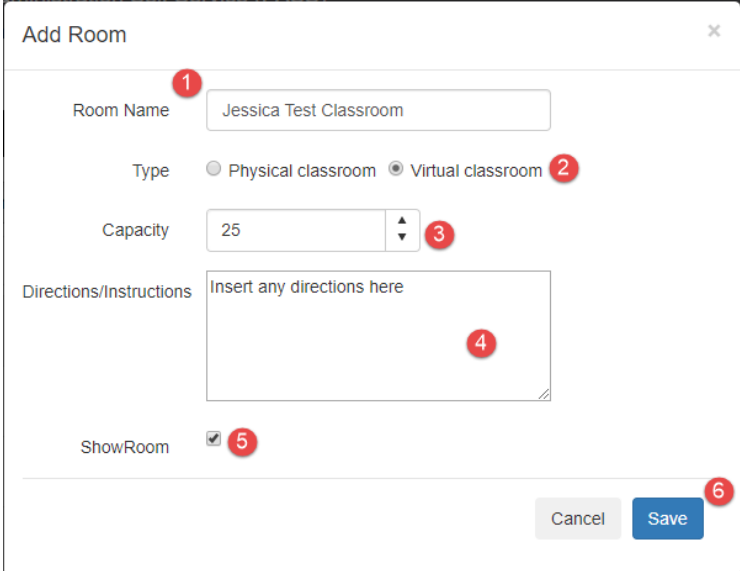
Save Changes

The Instructor is now set up.

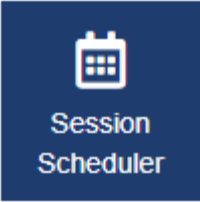
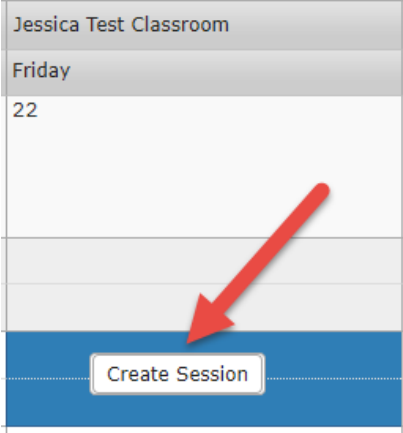
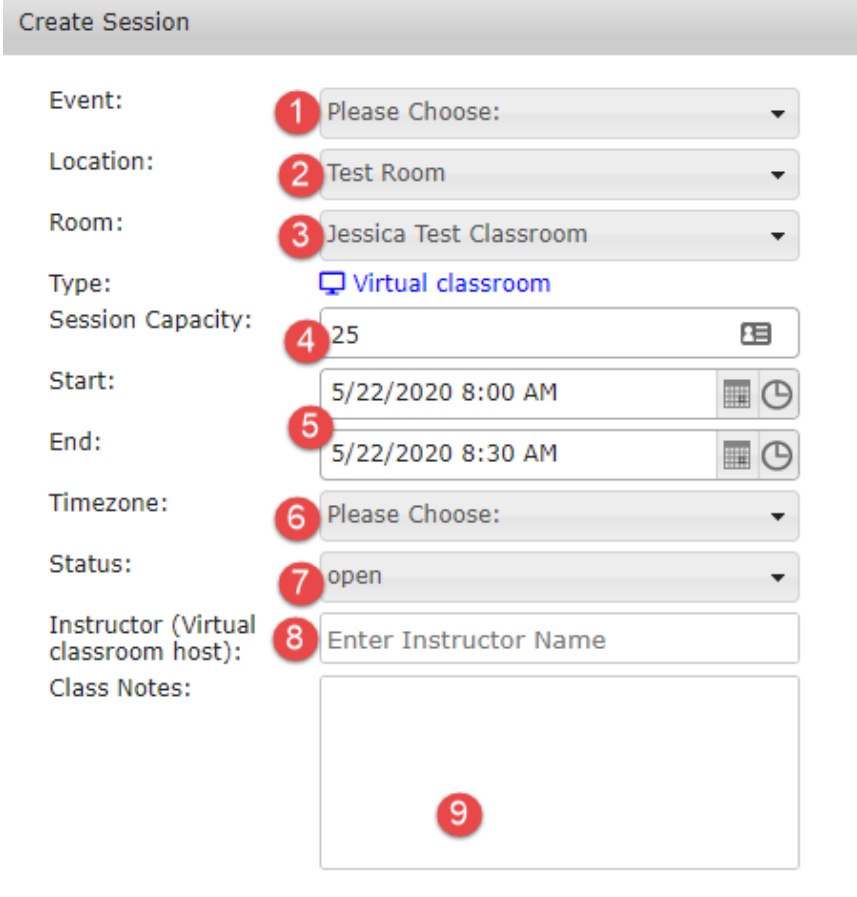





Create an Event

<p>Log into PASS.</p> <p>Click List of events.</p>	 <p>A blue square button with a white icon of a computer monitor and the text "List of events" below it.</p>
<p>Click Create New Event.</p>	 <p>A blue rectangular button with the text "Create New Event" in white. A red arrow points from the top-left corner of the button towards the center.</p>
<p>Fill in the form.</p> <p>Click Save.</p> <p>Selecting a curriculum will assign the event to all end users who have the selected curriculum. The user would then have to enroll in an available session.</p> <p>An event can also be made available in the Learning Catalog if desired. This allows an end user to select the event as an elective and enroll in an available session.</p>	 <p>A screenshot of the "Create New Event" form. The form has a title bar "Create New Event" with a close button (X). It contains several fields: "Event" (text input), "Curriculum" (dropdown menu with "Select curriculums..." selected), "Display in Learning" (dropdown menu with "Yes" selected), "Description" (text area), and "Estimated Length of Time in minutes" (text input). There are "Cancel" and "Save" buttons at the bottom right. Red callout boxes with arrows point to specific parts of the form: "Name of your event" points to the Event field; "Add any curriculums" points to the Curriculum dropdown; "Yes or no" points to the Display in Learning dropdown; "Optional" points to the Description field; and "How long will this be?" points to the Estimated Length field.</p>
<p>Clicking Save will bring you back to the list of events page and your event will be listed.</p>	

Create a Virtual Room


<p>Log into PASS.</p> <p>Click Training Rooms.</p>											
<p>If needed, you can create a new location (facility).</p>											
<p>Locations are usually named after buildings or facilities.</p> <p>You may decide to create a Virtual Location for grouping the virtual classrooms.</p>											
<p>Once you have a Location, click the Add room plus sign.</p>											
<p>For a virtual classroom:</p> <ol style="list-style-type: none"> 1) Room Name <ol style="list-style-type: none"> a) Use a name that indicates it's reserved for virtual classes or, b) Use the name of the Instructor with a hosting license 2) Select Virtual classroom type. 3) Enter the max class size. 4) Enter any directions or instructions. 5) Check the box to show the room in the calendar. 6) Save to create the room. 											
<p>You will now see your room created and will be able to schedule sessions in it.</p>	<table border="1" data-bbox="612 1709 1433 1856"> <thead> <tr> <th></th> <th>Room</th> <th>Classroom Type</th> <th>Capacity</th> <th>Directions</th> </tr> </thead> <tbody> <tr> <td></td> <td>Jessica Test Classroom</td> <td>Virtual classroom</td> <td>25</td> <td>Insert any directions here</td> </tr> </tbody> </table>		Room	Classroom Type	Capacity	Directions		Jessica Test Classroom	Virtual classroom	25	Insert any directions here
	Room	Classroom Type	Capacity	Directions							
	Jessica Test Classroom	Virtual classroom	25	Insert any directions here							

Create a Virtual Session

<p>Go into PASS.</p> <p>Click Session Scheduler. (Calendar view)</p>	
<p>Find the Virtual Room you created.</p> <p>Right click on an open time frame (you can always adjust) and click Create Session.</p> <p>(or you can double click on a blank time to open this up as well)</p>	
<p>Session form fields:</p> <ol style="list-style-type: none"> 1. Choose an event 2. Choose location 3. Choose the room (room set up under location) 4. Limit how many can enroll in this session 5. Start and end times 6. Time zone for the class 7. Close further enrollment if needed 8. Find an instructor by starting to type the name (only virtual classroom hosts are listed). 9. Any needed notes beforehand (notes are sent in email alerts) 	 <p>Create Session</p> <p>Event: 1 Please Choose: ▾</p> <p>Location: 2 Test Room ▾</p> <p>Room: 3 Jessica Test Classroom ▾</p> <p>Type: Virtual classroom</p> <p>Session Capacity: 4 25 </p> <p>Start: 5 5/22/2020 8:00 AM  </p> <p>End: 5 5/22/2020 8:30 AM  </p> <p>Timezone: 6 Please Choose: ▾</p> <p>Status: 7 open ▾</p> <p>Instructor (Virtual classroom host): 8 Enter Instructor Name</p> <p>Class Notes: 9</p>

Verify your information on the right side then click **Save**, then **Close**.

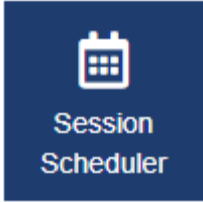
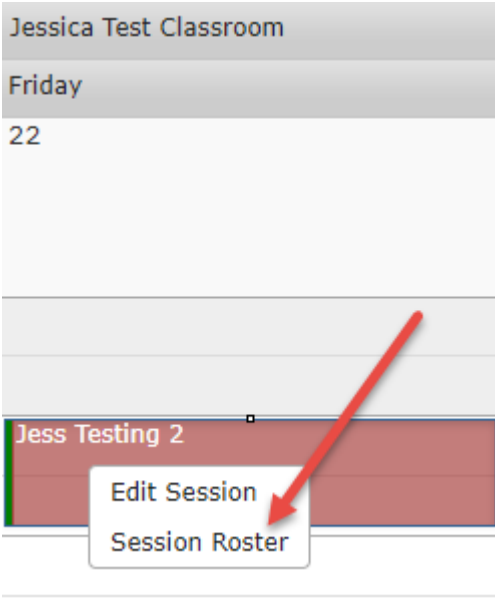
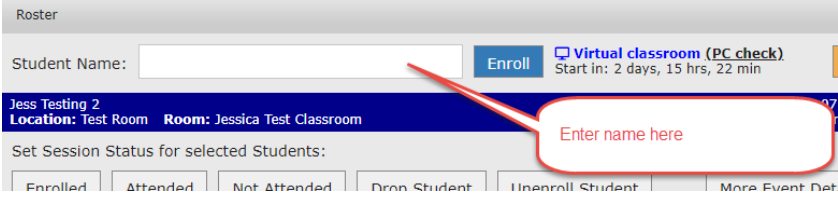
▼	Event Description:	optional
▼	Est. Length (Min):	90
▼	Room Capacity:	25
▼	Directions/Instructions:	Insert any directions here
▼	Enrolled:	0
▼	Instructors:	Brown, Jessica ✘



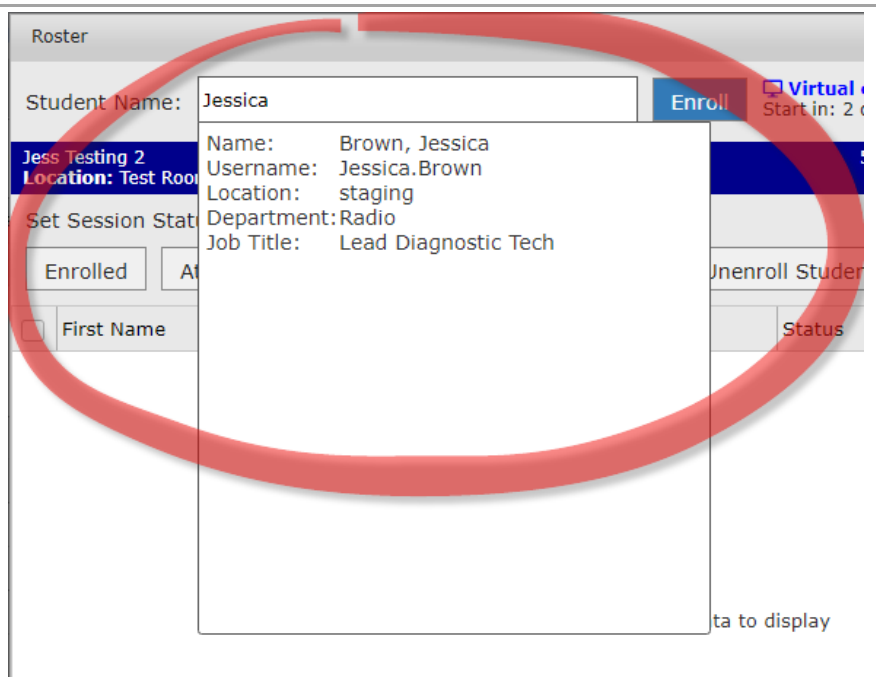
This will bring you back to the calendar page, and you will see your new session.

	Jessica Test Classroom
	Friday
	22
7:00 AM	
8:00 AM	Jess Testing 2

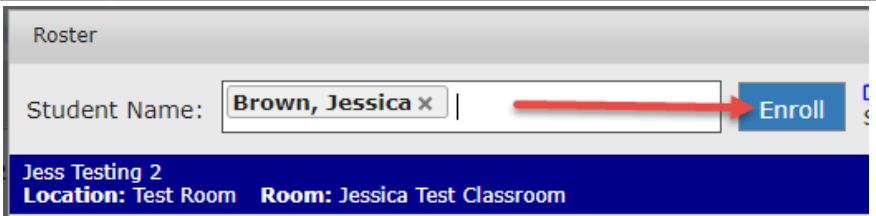
Add Learners to the roster (Enroll)

<p>Go into PASS.</p> <p>Click Session Scheduler.</p>	 <p>A dark blue square button with a white calendar icon and the text "Session Scheduler" below it.</p>
<p>Find the session you want to enroll learners into and right click.</p> <p>Click Session Roster.</p>	 <p>A screenshot of the PASS interface showing a calendar for "Jessica Test Classroom" on Friday, 22. A session titled "Jess Testing 2" is highlighted in red. A right-click context menu is open over the session, showing "Edit Session" and "Session Roster" options. A red arrow points from the "Session Roster" option to the "Session Roster" button in the next screenshot.</p>
<p>Find a student by starting to type the students* name to view a list (<i>first, last, username</i>).</p> <p>*Students require an email to be added to the roster</p> <p>Note: You can only enroll students loaded in your PromisePoint Community (<i>loaded using a bulk load file</i>).</p>	 <p>A screenshot of the "Roster" interface. It features a search bar labeled "Student Name:" with an "Enroll" button to its right. Below the search bar, there is a header for "Jess Testing 2" with "Location: Test Room" and "Room: Jessica Test Classroom". A "Virtual classroom (PC check)" checkbox is checked, with "Start in: 2 days, 15 hrs, 22 min" displayed. A red callout box with the text "Enter name here" points to the search bar. Below the header, there is a section "Set Session Status for selected Students:" with buttons for "Enrolled", "Attended", "Not Attended", "Drop Student", "Unenroll Student", and "More Event Det:".</p>

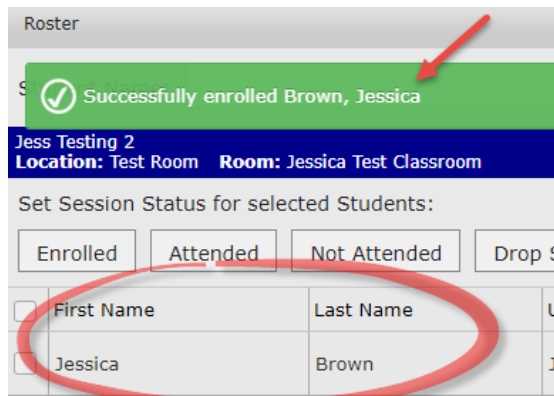
Student names will populate, click on the student's information to select the student.



Once the student is selected, click **Enroll**.



You will get a confirmation that the student is enrolled, and their name will appear on the list below.
An email will be sent to user if the automatic emails are turned on.



Repeat as needed to add additional students.