CREATE A PROGRAM AND SESSION WITH TSW

Follow the steps below to create an Event and Session

Step 1: Log on to **Pipeline** (www.pipeline.wayne.edu) using your Access ID and Pipeline password.
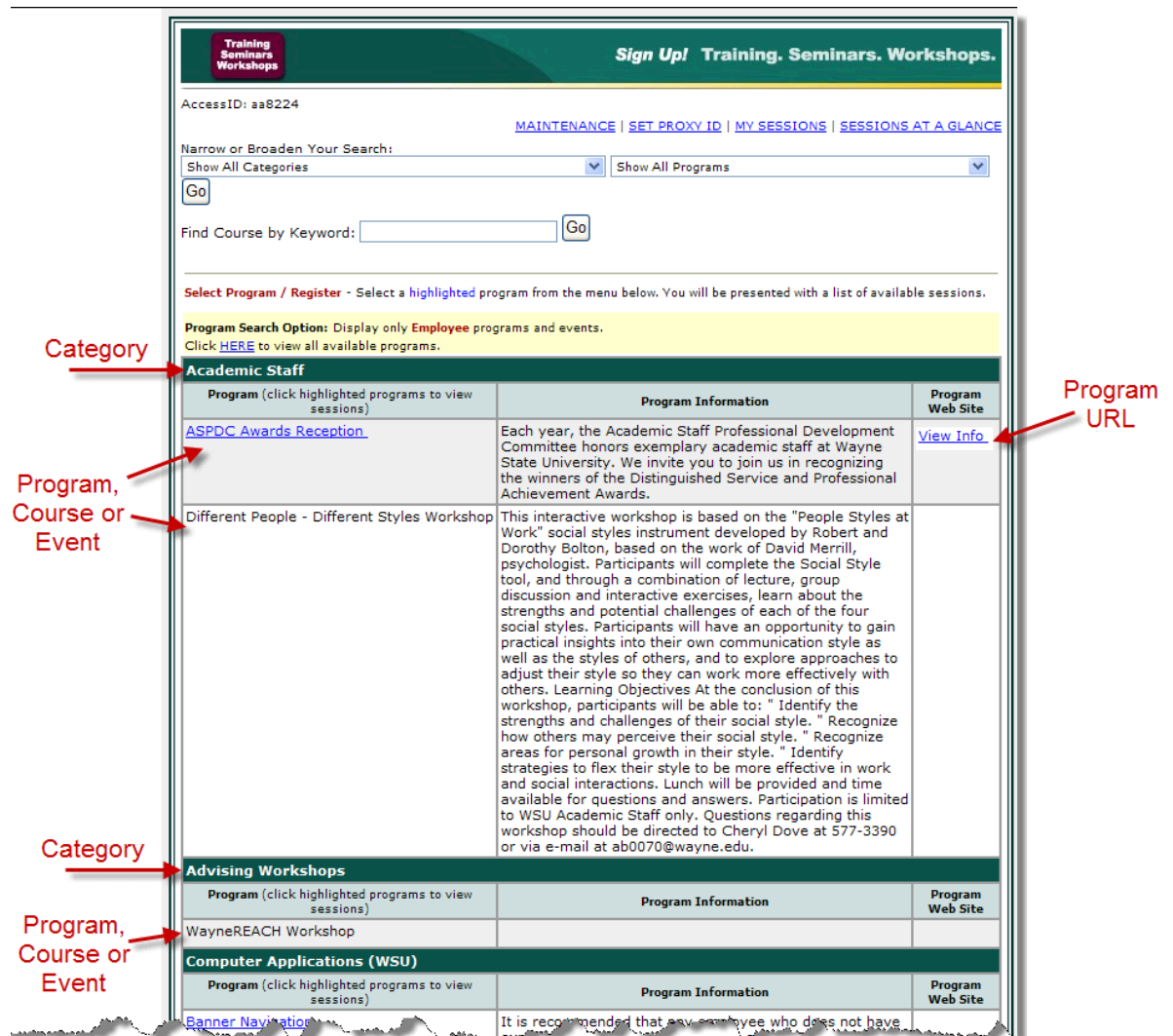
Step 2: Click on the **Employee** tab

Step 3: Click on the **Training Seminars Workshops** (TSW) icon on the right side of the screen

Self-register for employee training programs

Step 4: The TSW Main Page appears with a list of all Categories and Programs.

Job Aids

Note! **Programs can be a Course or Event. No matter what it is called, it will have at least one session. For example, a Course will have at least one date scheduled (session) or an Event will have at least one meeting (session).**

Step 5: At the top of the screen, click the **Maintenance** link.
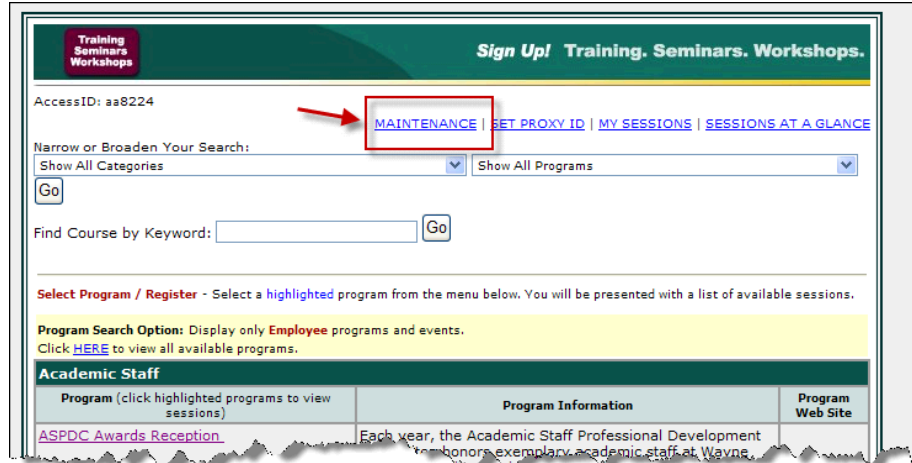
Step 6: From the Maintenance Menu, click the **List Programs** link.
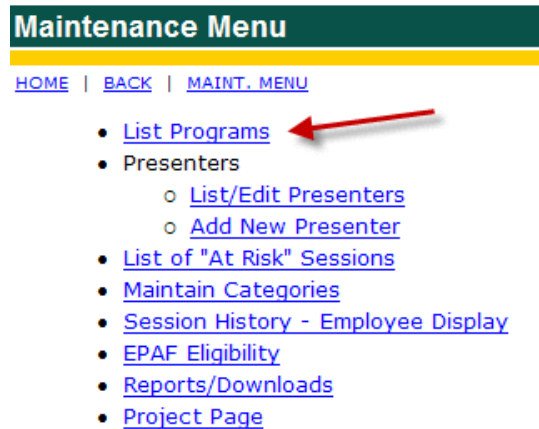
Step 7: The List of Programs page appears as shown. Programs are listed in alphabetical order.

Step 8: At the top of the screen, click the **Add Program** button.

Step 9: The Add New Program page appears. Complete the fields as appropriate for your program. You will find that most fields are self explanatory but you can use the illustrations below to assist you.

Job Aids

Training. Seminars. Workshops.

ADD NEW PROGRAM

Training Unit: - Select Training Unit -

Unless you have your own training center, please select Hr - Organization & Employee Development.

Program Title: HR - Organization & Employee Development

Contact Access ID: SEARCH WSU DIRECTORY

Alternate Contact Email Addr:

The program will only be displayed for selected groups as indicated here.

Available for : Staff: ☑ Faculty: ☐ Students: ☐

Program Info:

This description will appear on the TSW Main Page. If you want any formatting (bold, italic, etc) you will need to use HTML.

Category: - Select Category -

Select the appropriate category for your program (see image in step 4 above).

Program URL:

If you have a program URL enter it here. This link will appear under the Program Web site column (see image in step 4 above).

Pre-Requisites:

Note: for enforced pre-reqs, use this format:
PREREQ: 1234
PREREQ: 1234, 1235, 1237
(where 1234 (etc.) are Event ID's)

E-mail message: (insert into default message - will also appear on the Thank You screen)

This is a confirmation and reminder email message. What you enter here will appear in the confirmation screen and email messages.

Survey URL:

If you are using a survey software such as Zoomerang, you can enter the survey URL here. This allows you to send the survey to all participants at a later date. You can include an optional message with the survey in the Survey message box.

Survey message: (insert into default message)

Bypass Supervisor Notif.?: ○ Yes ⦿ No

For most training programs Supervisor notification is required. The default setting (the 'No' option) will require registered individuals to enter their supervisor's access ID. Supervisors will automatically receive a notification that the individuals have registered for the program.
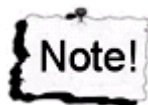
Note! **It is recommended that you include a survey at the Session level instead of the Program level.**

Restrict to Group?: - Select Group Restriction -

or supply a group name:

Groups are those created through Pipeline. If you restrict your program to a specific group, only that group can see and register for the program.

Maximum number of session registrations allowed per person: 0 registrations (leave blank or zero for no restrictions)

When you have multiple sessions in your program, you can enter "1" here to restrict registration to one enrollment per program. This allows other people to have a chance to register for the program without filling up the sessions with reregistered individuals.

The following annotations appear on the first image:

Job Aids (logo with "Training Seminars Workshops")

Form fields:
- **Automatic notify this person when someone registers:** (text field) (leave blank or use a valid e-mail address. eg: ab1234@wayne.edu)
- **Add Initial Session?:** ⦿ Yes ◯ No

Buttons: [Add New Program] [Clear Form]

Problems with web site?

If you need to be notified of anyone who registers in your program, you can enter your email address here.

Each program will have at least one session. If you are not ready to enter your session information then click 'No' and you can enter the information at a later date.

Step 10: When you have entered all appropriate data for your Program, Course or Event, click the **Add New Program** button.

Step 11: If you clicked the 'Yes' option to add initial session, the **Add New Session** screen appears. Complete the fields as appropriate for your session. Use the illustrations on the next page to assist you.


Annotations on the second image:

Training. Seminars. Workshops.

ADD NEW SESSION

HOME | BACK | MAINT. MENU

PROGRAM: Sample Program Course

- **Session Name:** Sample Program Course
- **Description:** This is a sample Program Course or Event. Each Program will have at least one session.
- **Session Date :** 04/12/2010
- **Start Time:** 08:30 AM
- **End Time:** 10:30 AM
- **Location:**
- **Session Presenter:** - Select Presenter -
  ADD NEW PRESENTER TO THE DATABASE

The Session Name and Description are autopopulated from the Program/Course/Event you just created. You can modify the text here if needed. For example, if you created a course, you may want to rename the lesson here.

Enter the Session date, time and location.

Select the Presenter from the drop-down list. If the presenter does not appear in the drop-down list, click the Add New Presenter to the Database link.
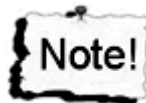
Note! Once you add a new Presenter you will need to refresh the page by pressing the F5 key. You may lose completed fields. If you have multiple speakers you can list them all in the first name and TSW will display their names.

Job Aids (logo)

Field	Value / Annotation
Max. Attendees Allowed:	0 — If your classroom is limited to a certain amount of people indicate that amount here.
Min. Attendees Required:	0 (optional) — If you would like to have a minimum amount of attendees indicate that amount here.
Automatic Cancel Date :	— You can choose a date to automatically cancel a session if you do not receive the minimum of required attendees as noted in the field above.
Survey URL (session):	— If you are using a survey software such as Zoomerang, you can enter the survey URL here.
Pre-Requisites:	
E-mail message: (insert into default message)	— Messages entered here will override the Program/Event/Course email.
Show Session:	◉ Yes ○ No — You can choose not to display the session by clicking 'No' until you are ready. For example, you may be waiting for additional information.
Hide Attendees:	○ Yes ◉ No — You can choose not to reveal attendees to others.
Will lunch be served?:	○ Yes ◉ No (If yes, attendees will be asked if they plan to attend)
Bypass taking attendance?	○ Yes ◉ No — In most cases, attendance is tracked for professional development purposes. If you choose the 'Yes' option, the course attendance will appear as Not Recorded on the participant's transcript.
Restrict to Group?:	- Select Group Restriction - / or supply a group name: — Groups are those created through Pipeline. If you restrict your program to a specific group, only that group can see and register for the program.
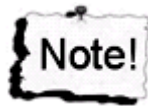
Note! **If there is no group restrictions at the Program level you can restrict a particular Session.**

| Field	Value / Annotation
Automatic notify this person when someone registers:	(leave blank or use a valid e-mail address. eg: ab1234@wayne.edu) — If you need to be notified of anyone who registers in your Session, you can enter your email address here.
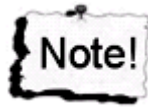
Note! **If you choose this option at the Program level, do not use this option unless the email for the Session is different than the email for the Program.**

Field	Value / Annotation
Send automatic reminder?:	◉ Yes ○ No — When 'Yes' is selected, this option will send an email to remind your users of the session.

[Add New Session] [Clear Form]

Step 12: After you have entered the Session information, click the Add New Session to add the session to your Program, Event or Course.

Job Aids

Step 13: The List of Sessions screen appears with your newly created Program, Event or Course and Session.
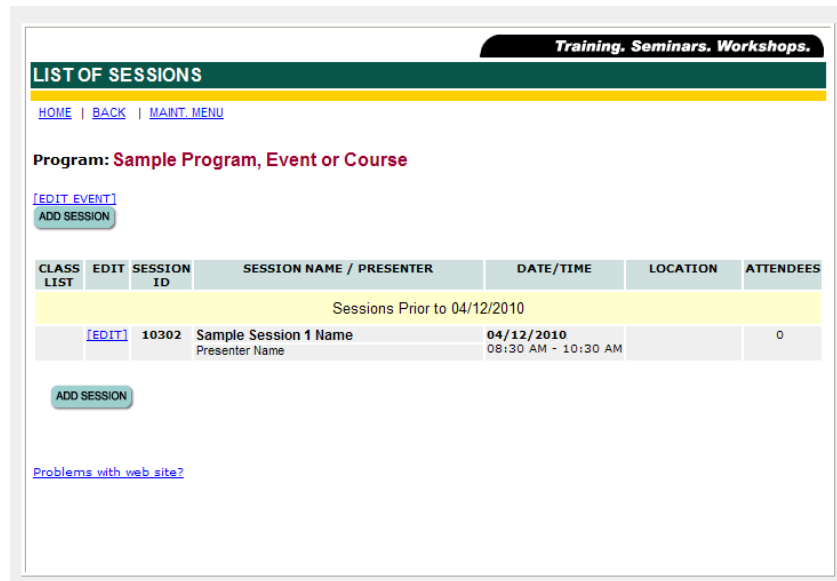
If you need to **create additional sessions** to your Program, Event or Course, click the Add Session button. To view your newly created Program, Event or Course and Session, click the Home link and look for your Program under the Category you specified.
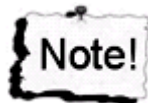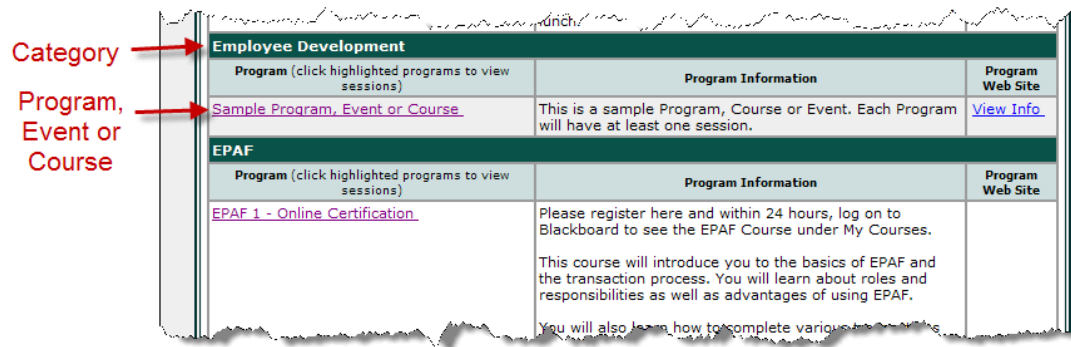
Note! **If you do not see your Program in the list, refresh your screen by pressing the F5 key or return to the edit screen and verify that your course has not been removed from the listing.**

For additional help or to Register a Person, please contact the office of Organization & Employee Development.