

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.

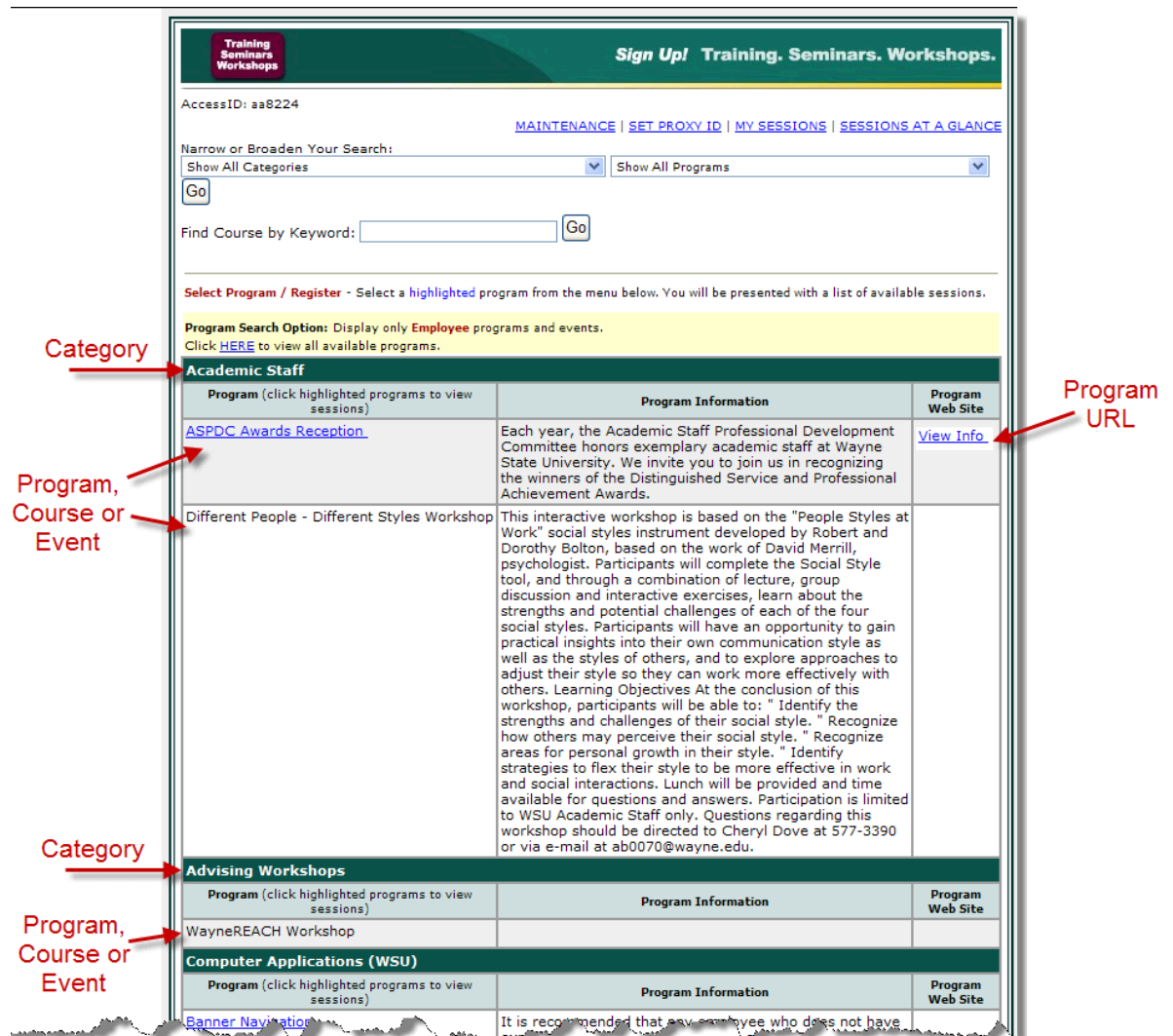
Step 2: Click on the **Employee** tab

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.



The screenshot shows the TSW Main Page with the following content:

Sign Up! Training. Seminars. Workshops.

AccessID: aa8224

[MAINTENANCE](#) | [SET PROXY ID](#) | [MY SESSIONS](#) | [SESSIONS AT A GLANCE](#)

Narrow or Broaden Your Search:

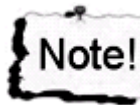
Show All Categories Show All Programs

Find Course by Keyword:

Select Program / Register - Select a highlighted program from the menu below. You will be presented with a list of available sessions.

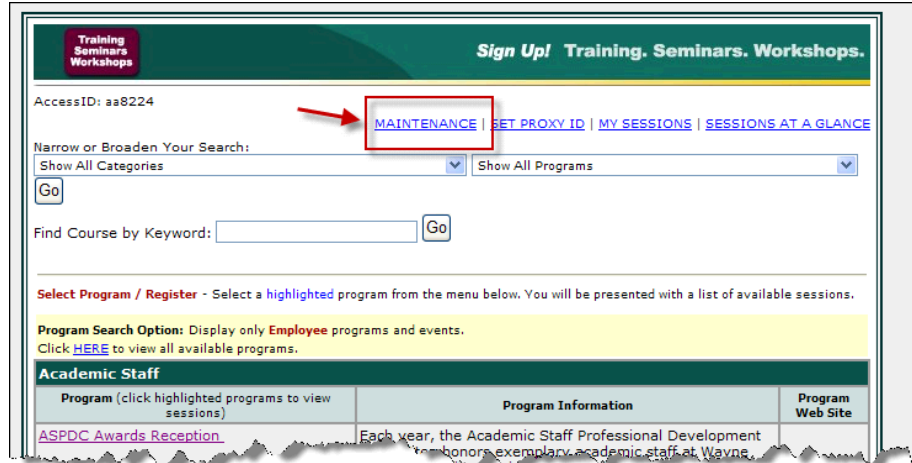
Program Search Option: Display only **Employee** programs and events. Click [HERE](#) to view all available programs.

Program (click highlighted programs to view sessions)	Program Information	Program Web Site
ASPDCA Awards Reception	Each year, the Academic Staff Professional Development Committee honors exemplary academic staff at Wayne State University. We invite you to join us in recognizing the winners of the Distinguished Service and Professional Achievement Awards.	View Info
Different People - Different Styles Workshop	This interactive workshop is based on the "People Styles at Work" social styles instrument developed by Robert and Dorothy Bolton, based on the work of David Merrill, psychologist. Participants will complete the Social Style tool, and through a combination of lecture, group discussion and interactive exercises, learn about the strengths and potential challenges of each of the four social styles. Participants will have an opportunity to gain practical insights into their own communication style as well as the styles of others, and to explore approaches to adjust their style so they can work more effectively with others. Learning Objectives At the conclusion of this workshop, participants will be able to: " Identify the strengths and challenges of their social style. " Recognize how others may perceive their social style. " Recognize areas for personal growth in their style. " Identify strategies to flex their style to be more effective in work and social interactions. Lunch will be provided and time available for questions and answers. Participation is limited to WSU Academic Staff only. Questions regarding this workshop should be directed to Cheryl Dove at 577-3390 or via e-mail at ab0070@wayne.edu.	
Advising Workshops		
WayneREACH Workshop		
Computer Applications (WSU)		
Banner Navigation	It is recommended that every employee who does not have	

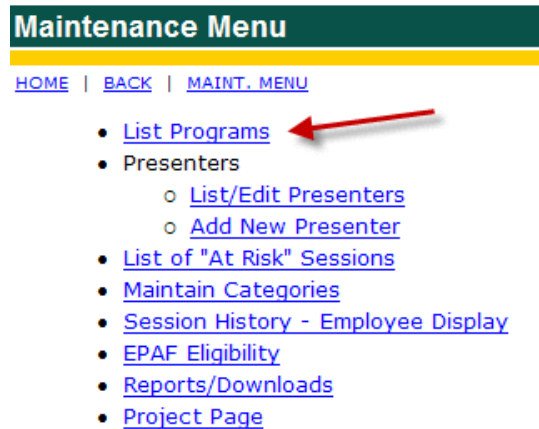


Programs can be a Course or Event. No matter what it is called, it will have at least one session. For example, a Course will have at least one date scheduled (session) or an Event will have at least one meeting (session).

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.

Training. Seminars. Workshops.					
LIST OF PROGRAMS					
HOME BACK MAINT. MENU					
ADD PROG.	PROG. ID	PROGRAM NAME	CONTACT	WEB SITE	INACTIVE?
EDIT EVENT LIST SESSIONS REGISTER A PERSON DIRECT REGISTRATION LINK	96	Retirement Incentive One-on-One Counseling	Elizabeth Rager		Yes
EDIT EVENT LIST SESSIONS REGISTER A PERSON DIRECT REGISTRATION LINK	332	Same-Sex Partner Benefits: A Thing Of The Past?	Elizabeth Rager		Yes
EDIT EVENT LIST SESSIONS REGISTER A PERSON DIRECT REGISTRATION LINK	1009	Sample Program, Event or Course	Diane Siemen	View	No
EDIT EVENT LIST SESSIONS REGISTER A PERSON DIRECT REGISTRATION LINK	686	SES: The Essential Invitation	Rosalyn Dobbs		Yes
EDIT EVENT LIST SESSIONS REGISTER A PERSON	347	Sexual Assault Prevention	Elizabeth Rager		Yes

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

Training. Seminars. Workshops.					
LIST OF PROGRAMS					
HOME BACK MAINT. MENU					
ADD PROG.	PROG. ID	PROGRAM NAME	CONTACT	WEB SITE	INACTIVE?
EDIT EVENT LIST SESSIONS REGISTER A PERSON DIRECT REGISTRATION LINK	831	2009 Constituent Relations Training	Tina Poole		Yes
EDIT EVENT	281	ACCESS 2009 - Level 1	Rosalyn Dobbs		Yes

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.

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).*

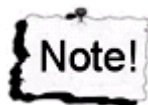
Pre-Requisites:
Note: for enforced pre-reqs, use this format:
 PREREQ: 1234
 PREREQ: 1234, 1235, 1237
 (where 1234 (etc.) are Event ID's)

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 - *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.*

or supply a group name:

Maximum number of session registrations allowed per person: 0 *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.*



Automatic notify this person when someone registers:	<input type="text"/> <small>(leave blank or use a valid e-mail address, eg: ab1234@wayne.edu)</small>	If you need to be notified of anyone who registers in your program, you can enter your email address here.
Add Initial Session?:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<input type="button" value="Add New Program"/> <input type="button" value="Clear Form"/>		

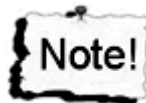
[Problems with web site?](#)

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.

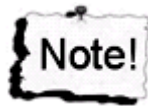
Training. Seminars. Workshops.		
ADD NEW SESSION		
HOME BACK MAINT. MENU		
PROGRAM: Sample Program Course		
Session Name:	<input type="text" value="Sample Program Course"/>	The Session Name and Description are autopopulated from the Program/Course/Event you just created. You can modify the text here if needed. For example, if you created a course, you may want to rename the lesson here.
Description:	<input type="text" value="This is a sample Program Course or Event. Each Program will have at least one session."/>	
Session Date:	<input type="text" value="04/12/2010"/>	Enter the Session date, time and location.
Start Time:	<input type="text" value="08:30 AM"/>	
End Time:	<input type="text" value="10:30 AM"/>	
Location:	<input type="text"/>	
Session Presenter:	<input type="text" value="- Select Presenter -"/>	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.
ADD NEW PRESENTER TO THE DATABASE		



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.

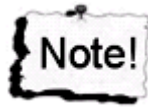


Max. Attendees Allowed:	<input type="text" value="0"/>	← If your classroom is limited to a certain amount of people indicate that amount here.
Min. Attendees Required:	<input type="text" value="0"/> (optional)	← If you would like to have a minimum amount of attendees indicate that amount here.
Automatic Cancel Date:	<input type="text"/>	← 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):	<input type="text"/>	← If you are using a survey software such as Zoomerang, you can enter the survey URL here.
Pre-Requisites:	<input type="text"/>	
E-mail message: (insert into default message)	<input type="text"/>	← Messages entered here will override the Program/Event/Course email.
Show Session:	<input checked="" type="radio"/> Yes <input type="radio"/> 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:	<input type="radio"/> Yes <input checked="" type="radio"/> No	← You can choose not to reveal attendees to others.
Will lunch be served?:	<input type="radio"/> Yes <input checked="" type="radio"/> No (If yes, attendees will be asked if they plan to attend)	
Bypass taking attendance?:	<input type="radio"/> Yes <input checked="" type="radio"/> 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: <input type="text"/>	← 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.

Automatic notify this person when someone registers:	<input type="text"/>	← (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.
--	----------------------	---

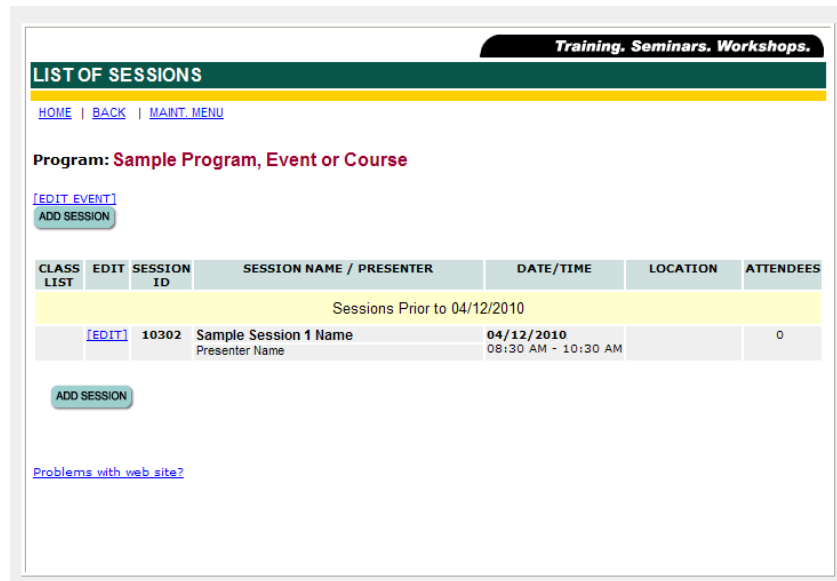


Note! If you choose this option at the Program level, do not use this option unless the email for the Session is different than the email for the Program.

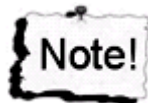
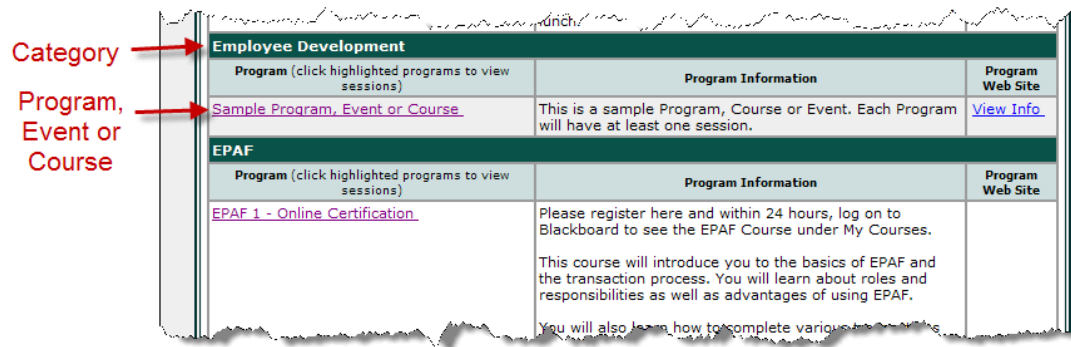
Send automatic reminder?:	<input checked="" type="radio"/> Yes <input type="radio"/> No	← When 'Yes' is selected, this option will send an email to remind your users of the session.
<input type="button" value="Add New Session"/> <input type="button" value="Clear Form"/>		

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

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.



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.