

Event: Settings Menu

Settings Menu

The screenshot shows the event settings interface. At the top, there is a breadcrumb trail: 'Section: Cardiovascular Medicine' and 'Event: Pathology: Endocarditis rheumatic fever'. A 'Close' button is in the top right. Below this is a green header bar with a hamburger menu icon, the event title, and a 'Materials' button with a document icon. On the left is a navigation menu with 'Settings' selected and expanded. The expanded menu includes: Event Options, Linked Events, Display Options, Edit Description, Add Location Info, LTI Links, Staff Notes, Statistics, History, Cancel Event, and Inventory. The main content area displays event details: Dress Code: Casual (with a 'D' icon), Mandatory Attendance (with an 'M' icon), Location: Tandy 171 (with a location pin icon), Date: 2021-04-12 (with a calendar icon), Time Zone: America/New_York, Time: 1:30 PM - 3:50 PM [140 min], Event Type: Lecture, Your Role: Instructor, and Instructor: David Adelstein (with a user icon). Below the details is a 'Description' section with the text 'Event description or other event content provided here.'

Event Options

A learning Event consists of Students and Faculty meeting (physically or online) at a specific location, date, and time. An Event that does meet these criteria should be a Long Event.

Some fields in an Event are required (*). Other fields are optional and may be excluded from the input screen based on how your System Administrators have configured your System. Therefore, some of the fields in the list below may not appear on your screen.

If your Event is part of a [linked event](#) then certain fields will be locked, as those fields are controlled by the Linked Event System. These fields will be marked with a **red** border.

Learning Event (Rec# 223657)

CourseID: Medical Science 5 SOM 2017/2018 R1 - North Campus

Location: McKimmon Hall

Broadcasting

Time Zone: America/New_York

Event Type: Lecture

Event Name: Course Introduction

Event Date: 2018-06-12

From Time: 9:00 AM

To Time: 9:20 AM

Mandatory: No

Attendance: No Attendance Password:

Attire:

Save Learning Event Save-As-New

Description:
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 Size - | ?
 body

Tentative: No

Recurring: No

Deleted: No

Linked Events

This is the Linked Event Master Settings screen. The fields here will be common to all of the Events that are linked together through this Event Master. Changes here will be propagated to all of the Events linked to this Event Master.

Each set of Linked Events must have a **unique combination** of:

- Course#
- Event Name
- Event Type

Synchronize All Settings

Linked Event Master Settings

Course: Medical Science 5 SOM 2017/2018 R1 - North Campus (New Record)

Course: Medical Science 5 SOM 2017/2018 R1 - North Campus

Linked Event Name: *

Event Type: *

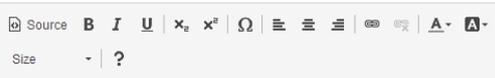
Small Group Set: *

Location:

Date:

From Time:

To Time:

Description: 

Mandatory: *

Record Attendance: *

Attendance Password:

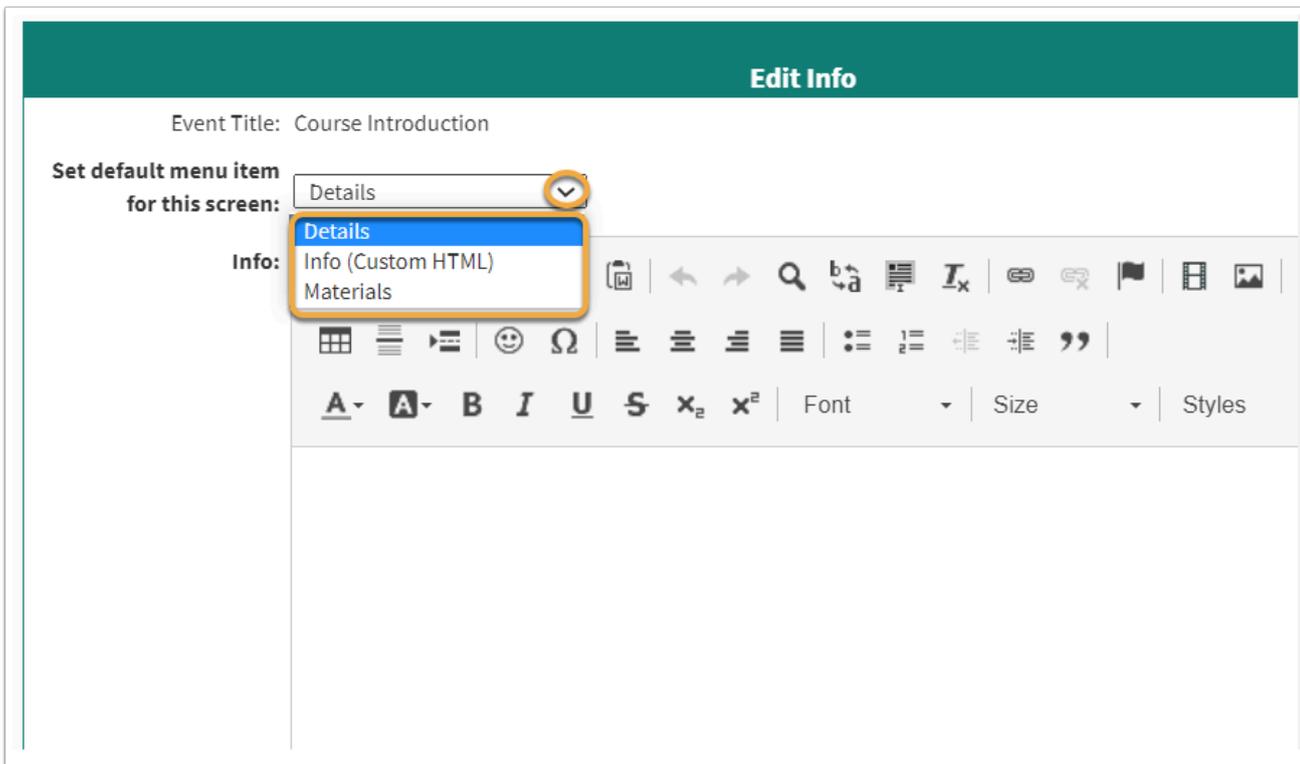
Dress Code:

Deleted

Display Options

This screen allows you to set the landing page for the Event.

- **Details:** Will display basic information about your Event including Instructor(s), Description, date and location information. This is the default Display Setting. This is the default Display setting.
- **Info (Custom HTML):** Will display custom HTML content added for your Course or Event on the Info Screen (see below).
- **Materials:** Will display Event Materials.

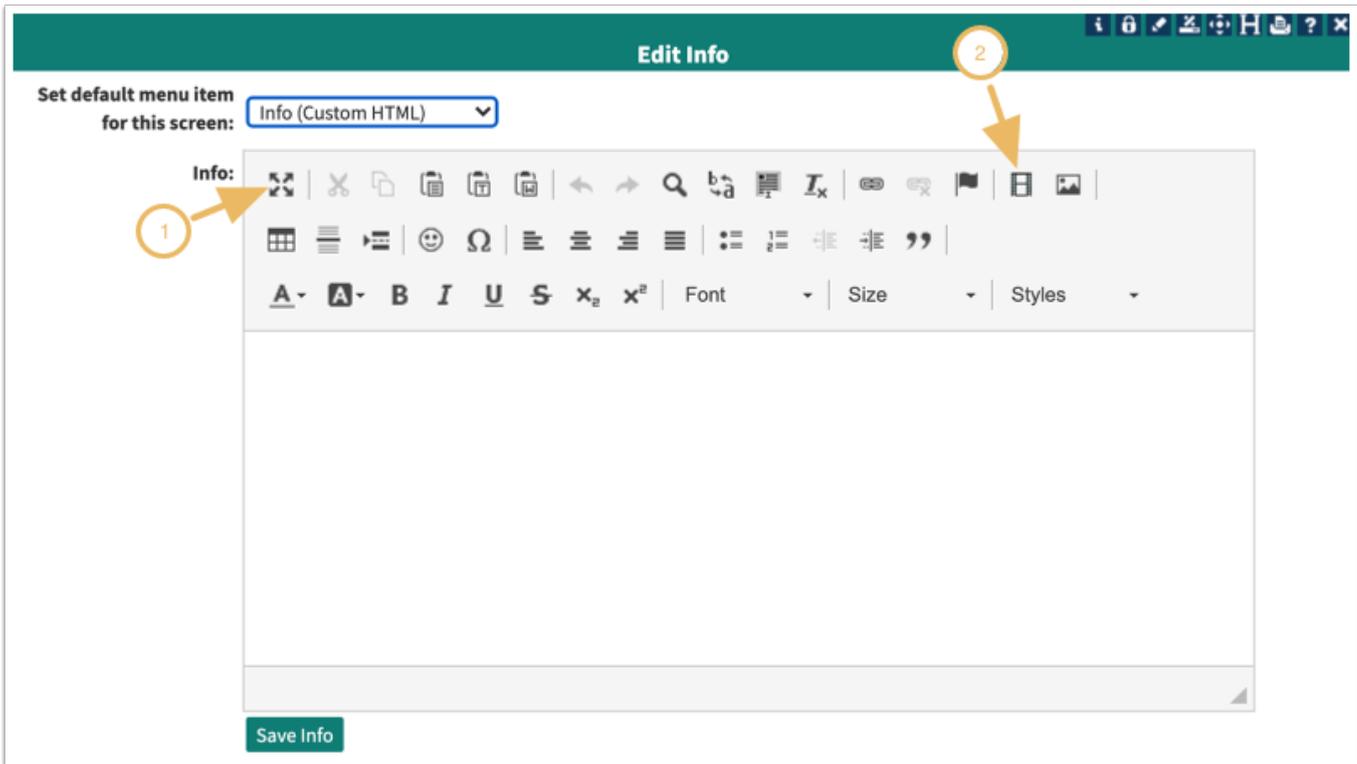


TIP: Set your Event Display Option to present the **Info(Custom HTML) option** and access the following tools for the Course Description as well: Embed video, insert an image or flash and even create a table. For more information on embedding video refer to the article: [Embed Video in Course Description](#).

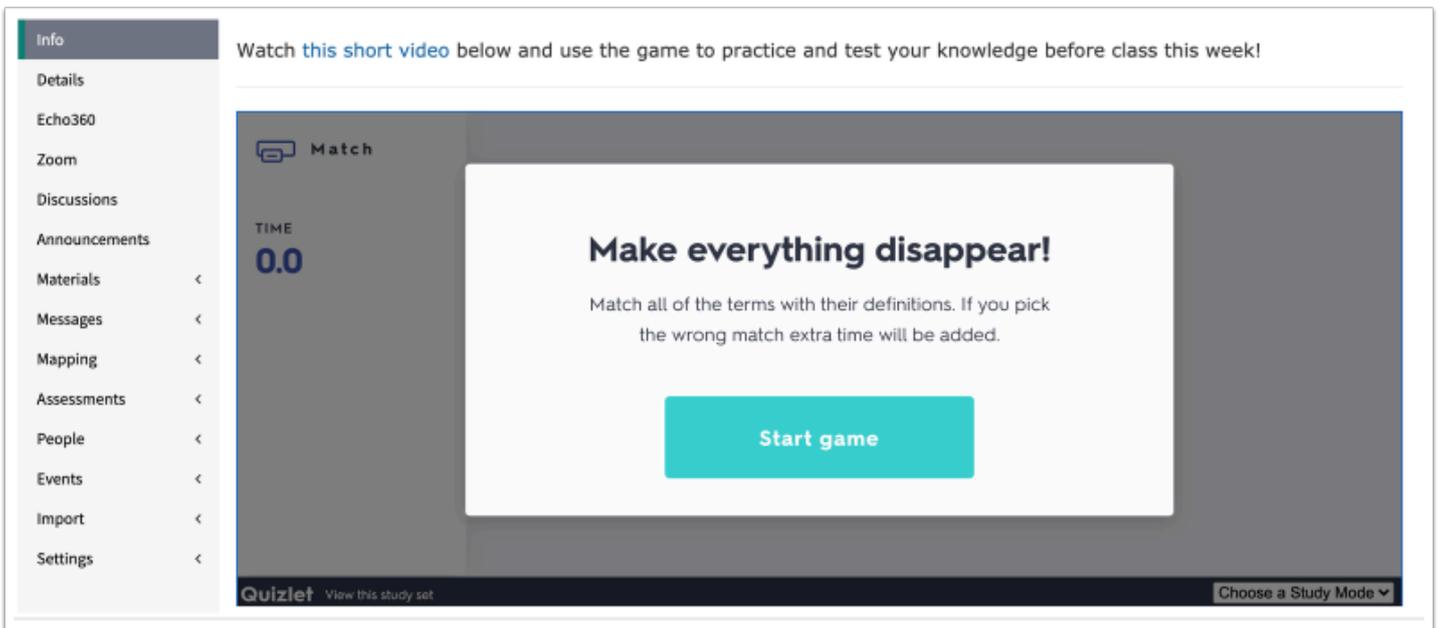
Info Screen

Course and event Info screens are essentially a blank canvas that allow users to add any content or information needed to support their learning objectives or provide necessary information. You can [embed content from other websites](#), online tools and web applications, add/upload images, etc.

Course Info Screens can be edited by going to **Course > Settings > Options > Display Options**.
Event Info Screens can be edited by going to **Event > Settings > Display Options**.

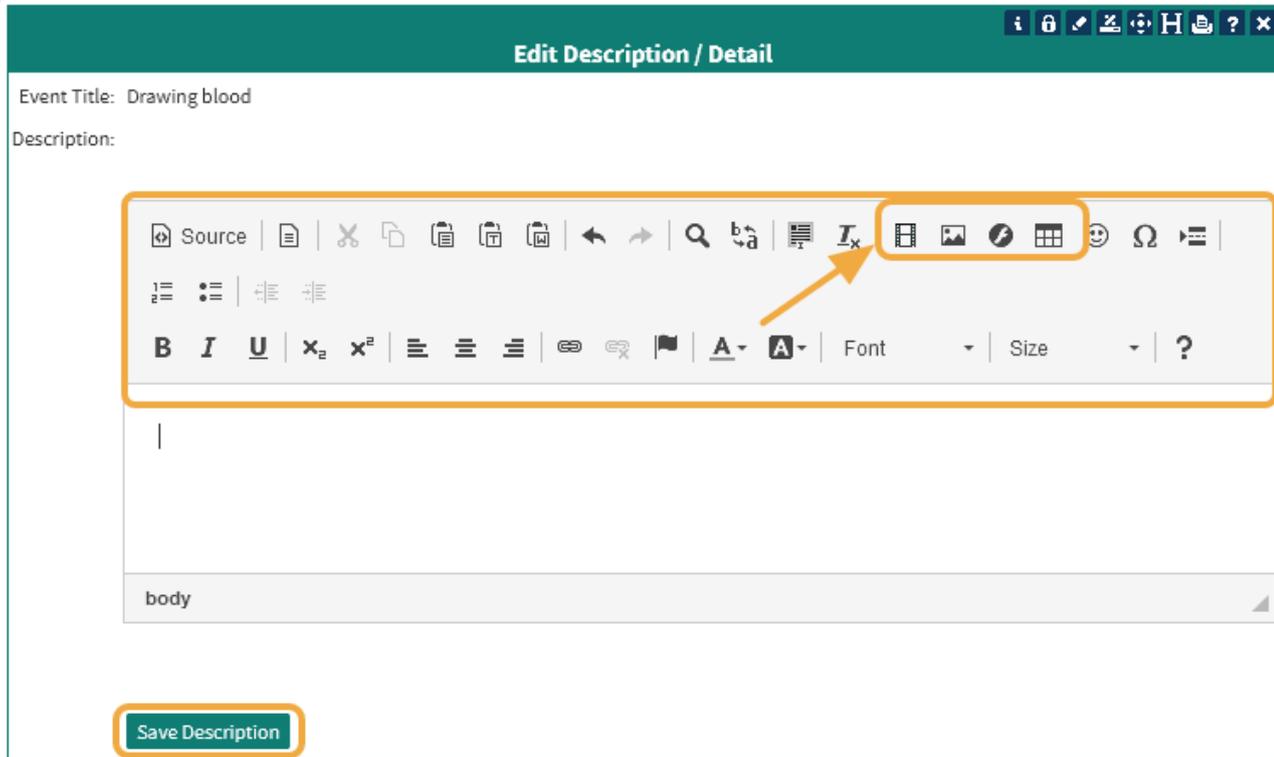


1. Maximize the content editor to see your content full screen.
2. Embed media (videos, web applications, etc.) at whatever point you have your cursor (see example below).



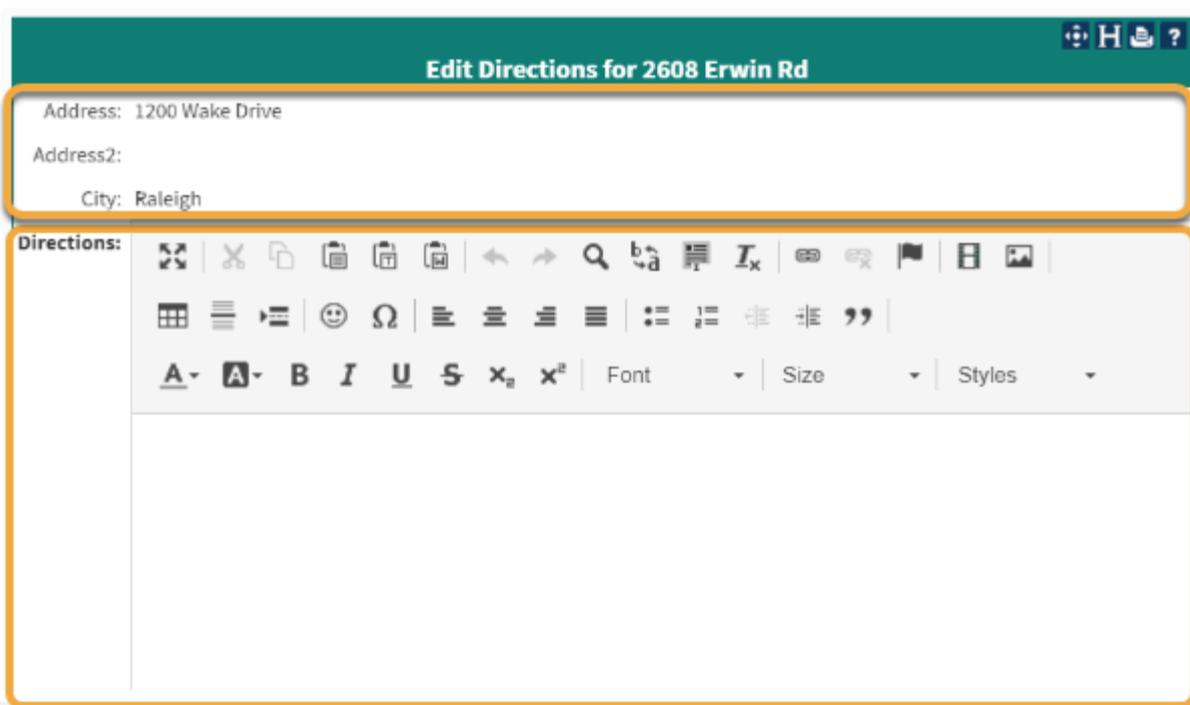
Description

This screen lets you enter a detailed, and potentially very long, description of your Event using the WYSIWYG Editor



Add Location Info

- Enter Directions for this location.
- And images or maps



Edit Directions for 2608 Erwin Rd

Address: 1200 Wake Drive

Address2:

City: Raleigh

Directions:

Rich text editor toolbar with icons for undo, redo, search, and various text formatting options (bold, italic, underline, font color, font size, styles).

 Address information displays from Location details provided by your administrators and cannot be entered on this screen.

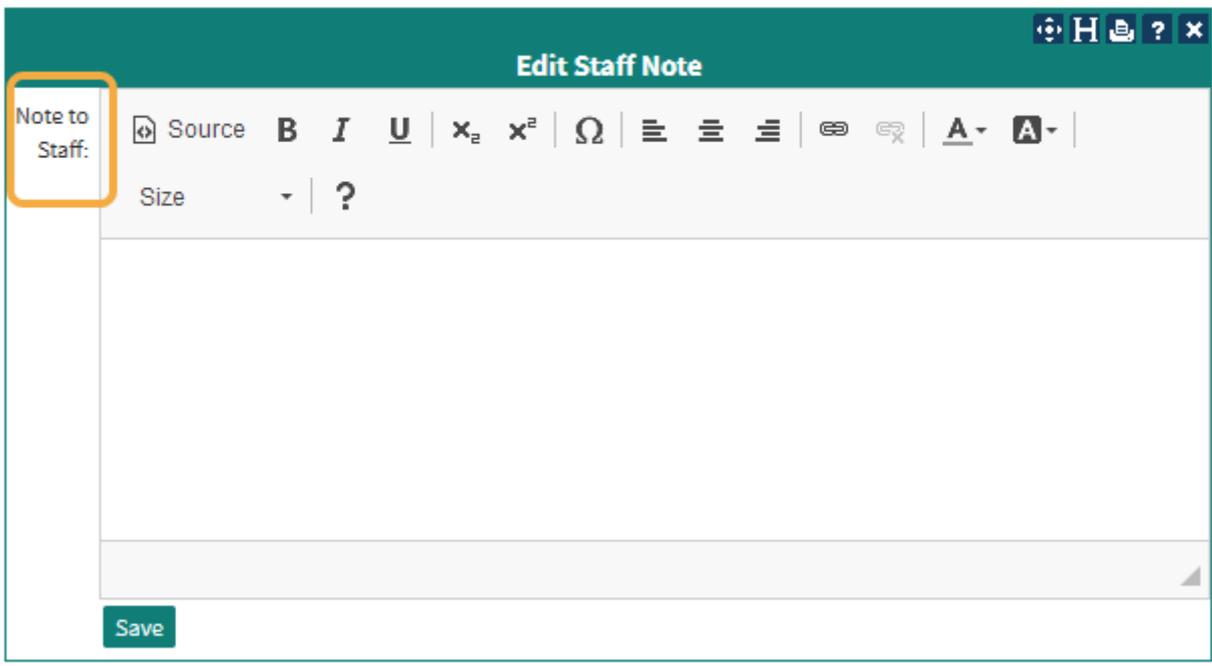
LTI Links

To set up LTI links for your event, [view the documentation found here](#). The process for adding LTI links at the Event level is the same as adding them at the Course Section level.

 For information specifically, about setting up **Zoom** LTI links for your Event, [review this step by step tutorial](#).

Staff Notes

Create custom notes for staff members.



Statistics

The stats screen can show several types of sets of statistics for the event.

Access Summary	
Total Visits (All Users):	60
Total Non-Enrolled Visits	55
Total Unique Non-Enrolled Users:	7
Total Enrolled Student Visits:	5
Total Unique Enrolled Students:	3
Average Visits per Student:	1.7
Students active during class time: 0	

NOTE: The numbers for non-enrolled Users is most likely exaggerated due to the fact that Faculty and Staff, when using Event and Course screens, often use functions that cause the screens to refresh, and each refresh counts as a 'new' visit to the screen.

Non-Student counts refer to all Users who are not enrolled Students in the current Course. Thus, the non-student count may also contain Students who are not enrolled in the current Course or linked to a given Event.

History

This report is a generic history report that shows activity for a given record type within the System.

History | Edit History
Close

dcLearningEvent, Rec 225196
Created 2020-05-18 11:09:33

View ▾ Options ▾






Viewing 1 to 10 of 10 Search:

User 	Date 	Comment 
Leo Administrator	2020-05-18 11:09:33	Created via course rollover
Leo Administrator	2020-05-18 11:09:33	Add or update Dean, Faculty in event
Leo Administrator	2020-05-18 11:09:34	Update conflict status to 0
Leo Administrator	2020-05-20 12:05:42	Updated by EVENT_DB::createEvent, Update existing record
Leo Administrator	2020-05-20 12:05:42	Imported from iCAL export
Leo Administrator	2020-05-20 12:05:42	Add unassigned default group Faculty

Cancel Event

Use this screen to cancel an event.

Cancellation Status for Course Introduction
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Event is Canceled:

Cancel Message:

Internal Notes:

Remove from Financial Reporting:

Deleted:

Inventory

This report shows a list of the Inventory items that are required by the current Event. These Inventory items will only be associated with this location for the duration of the Event. When the Event is over, the Inventory will be returned to stock. Inventory items that are permanent are manage in Location Management.

Inventory Report for Skeletal Muscle I at Large Group Conference Room - Medical Science 5
⏏ 🖨 ⚙ ? ✕

View ▾ Add Part
Showing 0 to 0 of 0 entries
Search:

Category ⌵	Part Name ⌵	Quantity ⌵	Comment ⌵
<div style="background-color: #008080; color: white; padding: 5px; text-align: center;"> Event Inventory Entry ⏏ + ? ✕ </div> <div style="background-color: #008080; color: white; padding: 5px; text-align: center;"> Event: Course Introduction, 2018-06-12 Course: Medical Science 5 SOM 2017/2018 R1 - North Campus Type: Lecture Location: McKimmon Hall (New Record) </div> <div style="margin-top: 10px;"> Item: <input style="width: 100%; border: 1px solid #ccc;" type="text"/> * Quantity: <input style="width: 100%; border: 1px solid #ccc;" type="text"/> * Comment: <input style="width: 100%; height: 40px;" type="text"/> Apply to all similar events: <input type="text" value="No"/> <input type="button" value="Submit"/> <input type="checkbox"/> Deleted: </div>			



Fill in the required fields (*) and Submit the entry.