



NOTE: If creating a new class, please follow the steps in "[How to Create a Class](#)" first, then return to this job-aid.

To update a class for virtual (web/video conference) delivery, follow the steps in each section listed below. Use the links to go to a specific section.

- [Update Description, Facility, and Location](#)
- [Set Up Automated Completion Credit \(MS Teams only\)](#)
- [Resend Registration Notifications](#)

Update Description, Facility, and Location

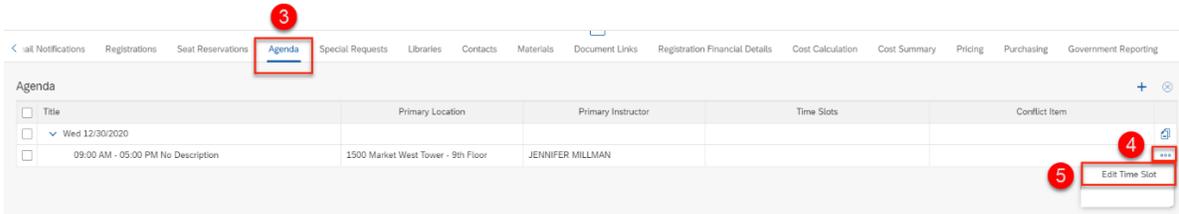
From the Learning Administration page, click **Learning Activities** to search for and open the class.

- In the class **Details** tab:
 - If you are using MS Teams, go to step "B." Otherwise, type the URL and login instructions in the **Description** field.
 - Under **Show Virtual Class indicator to users**, click **Yes**.
 - Under **Facility**, select **VIRTUAL (View registration for Details) (0000-VIRTUAL)**.

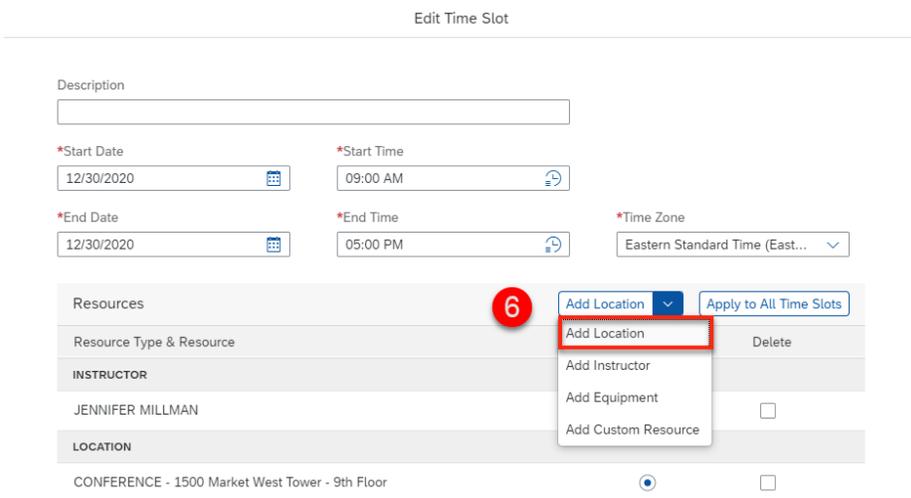
The screenshot shows the 'Details' tab of a class in the Learning Administration system. The 'General' section contains a 'Description' field (highlighted with a red box and letter 'A') containing the text: 'This course will be held virtually. Meeting URL: https://uphs.globalmeet.com/123456789'. To the right is a 'Contact Name' field with 'Jasmin Williams'. Below the description is a 'Short Description' field. In the 'Registration' section, the 'Show Virtual Class indicator to users' field has radio buttons for 'Yes' (selected, highlighted with a red box and letter 'B') and 'No'. The 'Primary Location' is 'Microsoft Teams (Online) (0000-MST)'. The 'Facility' dropdown menu is set to 'VIRTUAL (View Registrati...' (highlighted with a red box and letter 'C'). Below this are fields for 'Registration Close Date' (3/4/2025), 'Registration Close Time' (09:00 AM), and 'Registration Close Time Zone' (Eastern Standard Time (US/Eastern)). At the bottom right, there is a 'Save' button (highlighted with a red box and letter '2') and a 'Cancel' button.

- Click **Save**.

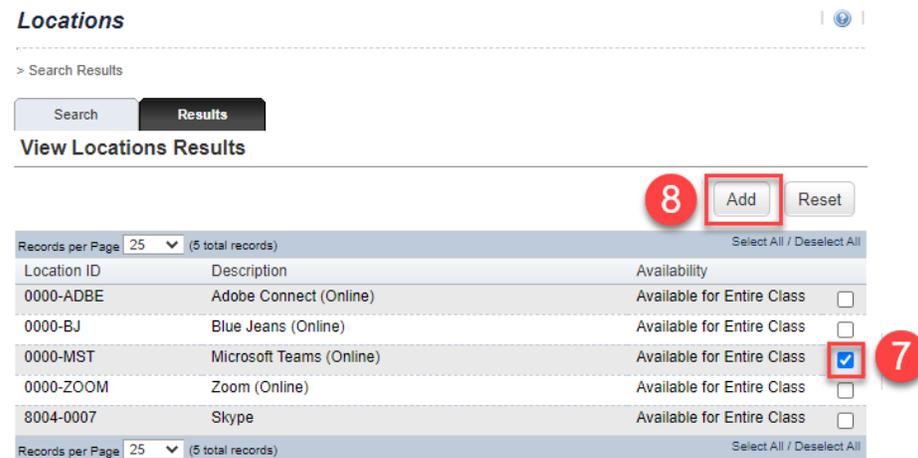
3. Click the **Agenda** tab.
4. Click the ellipsis (...) for the time slot.
5. Click **Edit Time Slot**.



6. Select **Add Location**.



7. Find the virtual location that you will be using and check the box for that location.



8. Click **Add**.

9. In the **Edit Time Slot** window:

- A. In **Description**, if you are using MS Teams, type “Virtual session.”
--Or--

If you are using a different service (Adobe Connect, Zoom, etc.), then type the meeting URL. **NOTE: This is required if you want your meeting URL to be in the calendar invite.** The Description field has limited space so if your URL is very long, use a URL-shortening service such as [TinyURL.com](https://tinyurl.com) or [Bitly.com](https://bitly.com).

- B. If you are using MS Teams, change the **Virtual** selector to “ON.”
- C. If you are using MS Teams, select the **VLS Server** “MSTEAMS_PROD.”

NOTE: If you receive an error message stating that the VLS room (MS Teams room) cannot be created, or that the instructor account was rejected, then contact your local [KL core admin](#) to ensure that the instructor is approved for MS Teams classes.

- 10. Check the box to delete the old location, if needed.
- 11. Check the box to add Primary location.
- 12. Click **Save**.

Resource Type & Resource	Primary	Delete
INSTRUCTOR		
JENNIFER MILLMAN	<input checked="" type="radio"/>	<input type="checkbox"/>
LOCATION		
GlobalMeet	<input type="radio"/>	<input type="checkbox"/>
CONFERENCE - 1500 Market West Tower - 9th Floor	<input type="radio"/>	<input checked="" type="checkbox"/>

Note: If you have multiple time slots, click **Apply to All Time Slots**.

Set Up Automated Completion Credit (MS Teams only)

The following steps only apply to MS Teams classes, and only if the following conditions are met:

- The learner must be enrolled in the class in Knowledge Link.
- The learner must use the “Join” button on their learning plan or the link in the email notification/calendar invite.
- The learner must be logged into MS Teams with their Penn Medicine account.
- The learner must remain in the room for the minimum amount of time calculated in step 13.
- The primary instructor of the class must start and end the MS Teams meeting.
- The primary instructor must adhere to the durations entered in step 13.
- The primary instructor must use the “End Meeting” option to end the class – *not the “Leave” button*.

If the conditions above are not met, the learner will receive an “incomplete” status on their learning history. If a learner incorrectly receives incomplete status, those statuses cannot be easily removed and **create unnecessary work for yourself and others**. If you are not sure that the above conditions can be met, do not use automatic completion and skip to the next section. Otherwise, complete these steps:

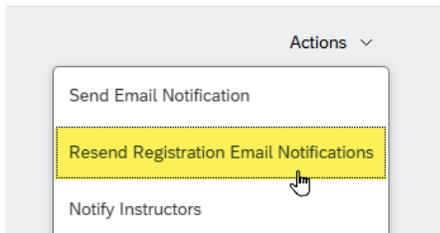
13. Go to the [Virtual Class Attendance Calculator](#) and enter the durations for each field. The “Minimum Percentage Attendance for Credit” will be used in the next step.

14. In the class **Details** tab, scroll to the **VLS Settings** section and:
 - A. In the **For Credit Completion Status** field, select **COURSE-COMPLETE (Complete) - For Credit**.
 - B. In the **Not-for-Credit Completion Status** field, select **MSTEAMS-INCOMPLETE (Incomplete) - Not-For-Credit**.
 - C. In the **Minimum Percentage Attendance for Credit** field, enter the minimum percentage you calculated in step 13. *The lower the number, the better the chances that everyone will receive credit.*
 - D. Click **Save**.

Resend Registration Notifications

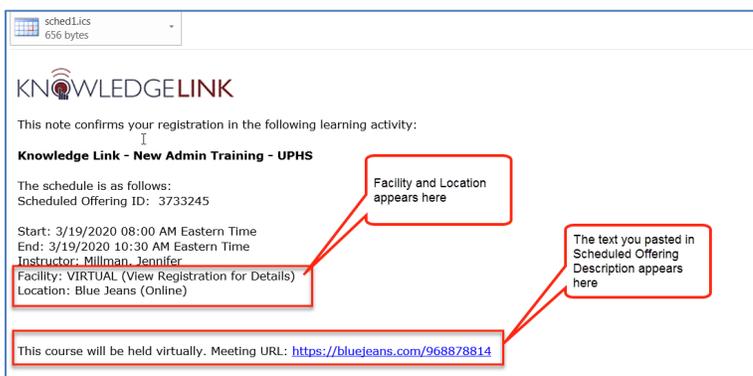
If there are employees currently enrolled, resend the registration notifications so they are aware of the changes and receive an updated calendar invite.

15. On the class page, under **Actions**, select **Resend Registration Email Notifications**.



Examples of notifications are shown below.

Non-MS Teams Virtual class:



MS Teams Virtual Class:

The learner will receive a notification similar to the notification above, plus a secondary notification with the MS Teams information, below:

