# **Update a Class for Virtual Delivery**

# KN@WLEDGE**LINK**

**NOTE:** If creating a new class, please follow the steps in "<u>How to Create a Class</u>" 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
- <u>Set Up Automated Completion Credit (MS Teams only)</u>
- <u>Resend Registration Notifications</u>

## **Update Description, Facility, and Location**

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

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

Description:		Contact Name:
This course will be held virtually. Meeting	g URL: https://uphs.globalmeet.com/123456789	Jasmin Williams
	A	
	3967 characters remainin	
Short Description:		Contact Email Address:
Show Virtual Class Indicator to uppro-	Driman Lasstian	Tealling
Show virtual class indicator to users:		
• Yes No B	Microsoft Teams (Online) (0000-MST)	VIRTUAL (View Registrati V
Registration Close Date:	Registration Close Time:	Registration Close Time Zone:
	CO:00 AM	Eastern Standard Time (US/Eastern)

2. Click Save.

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

3						
Seat Reservations Agenda Spectral Spect	ecial Requests Libraries Contacts	Materials Document Links Rej	gistration Financial Details	Cost Calculation Cost Summa	ry Pricing Purchasing	Government Reporting
Agenda						+ @
Title	Primary Location	Primary Instructor		Time Slots	Conflict Ite	m
□    Wed 12/30/2020						
09:00 AM - 05:00 PM No Description	1500 Market West Tower - 9th Floor	JENNIFER MILLMAN				4
					•	Edit Time Slot

6. Select Add Location.

	Edit Time	e Slot
Description		
Start Date	*Start Time	
12/30/2020	09:00 AM	E D
End Date	*End Time	*Time Zone
12/30/2020	05:00 PM	Eastern Standard Time (East 🗸
Resources		6 Add Location Apply to All Time Slots
Resource Type & Resource		Add Location Delete
INSTRUCTOR		Add Instructor
JENNIFER MILLMAN		Add Equipment
LOCATION		Add Soliton Resource
CONFERENCE - 1500 Market West To	wer - 9th Floor	•

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

Locations		
> Search Results		
Search Re	sults	
View Locations Re	sults	
		8 Add Reset
Records per Page 25 🗸 (	i total records)	Select All / Deselect All
Location ID	Description	Availability
0000-ADBE	Adobe Connect (Online)	Available for Entire Class
0000-BJ	Blue Jeans (Online)	Available for Entire Class
0000-MST	Microsoft Teams (Online)	Available for Entire Class
0000-ZOOM	Zoom (Online)	Available for Entire Class
8004-0007	Skype	Available for Entire Class
Records per Page 25 💉 (8	total records)	Select All / Deselect All

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 <u>meeting URL</u>. **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 <u>TinyURL.com</u> or <u>Bitly.com</u>.

- 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."

Description*				
Virtual session				
Start Date *		Start Time *		
3/17/2025		10:00 AM	Ð	
End Date*		End Time*		Time Zone*
3/17/2025	⊞	10:30 AM	Ð	Eastern Standard Time (US 🗸
Virtual				
ON				
VLS Server*		Password		
METEAMS DOOD				

**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 <u>KL core admin</u> 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.

Resources Resource Type & Resource INSTRUCTOR JENNIFER MILLMAN	Add Location V Primary	Apply to Alt Texe Slote	Note: If you have multiple time slots, click <b>Apply to All Time</b> <b>Slots.</b>
GlobalMeet CONFERENCE - 1500 Market West Tower - 9th Floor	<b>11</b> O		"annal

### 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, <u>do not use automatic completion</u> and skip to the next section. Otherwise, complete these steps:

13. Go to the <u>Virtual Class Attendance Calculator</u> and enter the durations for each field. The "Minimum Percentage Attendance for Credit" will be used in the next step.

Virtual Class Attendance Calculator		
A. Length of class (minutes)		
60	Minimum Percentage	
B. Open MS Teams XX minutes before class starts	Attendance for Credit 60	

- 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.

VLS Settings For Credit Completion Status:	Not-for-Credit Completion Status:	Minimum Percentage Attendance for Credit:	
COURSE-COMPLETE (Complete) - For Credit V	MSTEAMS-INCOMPLETE (Incomplete Status for MS Teams v	60	
Registration Settings	Maximum Enrollmante	Paristantian Status:	D
		REMEMBER STATUS.	Save Cancel

## **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.

Actions	~
Send Email Notification	
Resend Registration Email Notification	ıs
Notify Instructors	

Examples of notifications are shown below.

#### Non-MS Teams Virtual class:

sched1.ics 656 bytes		
KN@WLEDGE <b>LINK</b>		
This note confirms your registration in the following learn $\tilde{T}$	ning activity:	
Knowledge Link - New Admin Training - UPHS		า
The schedule is as follows: Scheduled Offering ID: 3733245	Facility and Location appears here	
Start: 3/19/2020 08:00 AM Eastern Time End: 3/19/2020 10:30 AM Eastern Time Instructor: Miliman, Jennifer Facility: VIRTUAL (View Registration for Details) Location: Blue Jeans (Online)	/	The text you pasted in Scheduled Offering Description appears here
This course will be held virtually. Meeting URL: <u>https://bl</u>	luejeans.com/968878814	

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:

