

NEW EVENT FORM

purpose: information needed to track registration/completions into ULearn, update website and market course.

Please allow 2 weeks for event and session to be entered into ULearn

Form Instructions:

1. Once a course has approved content, the program manager/trainer downloads and completes a new event form from which is located at ulearn.umn.edu.
2. The trainer completes their section and emails form to Training Services Program Associate for entry into ULearn.
3. Once event has been entered the Program Associate will contact the program manager/trainer. When sessions are scheduled and approved the ULearn learning administrator will submit a Session Form for initial entry

Course Title *(must be finalized)*

- ☐ Online ☐ Instructor-led
☐ Assessment ☐ Curriculum
☐ Material

Department *(unit offering the training)*

Training Contact

Min/Max Participant Limit *(standard)*

☐ Online *(min=1, max=999, duration=___)*

☐ Instructor-led

minimum maximum

class duration

Preferred Instructors: (optional)

☐ Allow users to attend multiple sessions

☐ Allow Interest Tracking

Pre-work: (Material that must be completed before one takes the course—instruction documents, courses and tests are NOT pre-work)

Pre-requisites required: (Courses or Tests ONLY)

Due Date *(Allow at least 2 weeks for initial event and session entry)*

Keywords *(For ULearn search purposes)*

Subjects: *(For ULearn search purposes)*

Course Description *(max. 480 characters Will appear in ULearn when users are registering)*

Objectives *(max. 3500 characters)*

Post-work: (Material that must be completed after one takes the course—instruction documents, courses and tests are NOT post work)

Choose One:

- ☐ User must complete prerequisite(s) before registering for a session
- ☐ User must have registered for the prerequisite(s) before registering for a session, and must complete prerequisites before the session start date

Waitlist Preferences

- ☐ Allow waitlist for sessions in this event
- ☐ Allow Auto-Management of Waitlist (select one):

☐ Grant Waitlist opening to one user at a time based on priority

☐ Grant opening to all waitlisted users at once for first come first serve registration
- ☐ Auto-Register Users Upon Granting Waitlist

Waitlist Deadlines: (Optional)

Students have ____ days and ____ hours to register for a class after the waitlist opening is granted

Waitlist expires ____ days and ____ hours before registration deadline

Availability (Who can attend. Default: All University of MN Division)

Request Form

Additional Information

- ☐ Custom Emails will need to be set up on the session level
- ☐ Attach Evaluations to item

☐ Level 1

☐ Level 2

☐ Level 3

If **CUSTOM EMAILS** is selected please attach Email text to form OR enter in path to the documents location below

If **ATTACH EVALUATION** is selected please attach Evaluation questions to form OR enter in path to the documents location below:

☐ Email to be sent out _____ after end of session

Email Text for Level 3 Evaluations:

☐ *By checking the box and signing this form I verify the information above is up to date and correct to the best of my knowledge. In addition, all fields on this form are filled out to completion. I understand failure to have completed this form in its entirety will result in this form being returned to me until all necessary information is provided. All course information has been reviewed, approved and finalized and is not subject to change for the next 2 months.*

Printed Full Name:

Date:

Signature:

PROGRAM ASSOCIATE

Date Entered:

Notification sent

Other Details: