

## 2. Creating a Workshop Department (formerly known as "Learning Community")

While all faculty and staff can view and register for workshops on campus, not everyone can post and create registration links on Workshop Scheduler.

Below is a step-by-step guide to getting your account set up.



Planning how your workshops will be presented and organized in Workshop Scheduler is important. What roles people in your group have should be carefully considered.

### Step-by-step guide

**Important:** Please check the list of departments ([here](#)) prior to submitting a Workshop Department request to ensure that your department/unit does not already have one established.

Review the [Terminology in this Documentation](#)

1. Creating a **Workshop Department:** Workshop offerings are administered by the individual departments conducting them. A Workshops department usually corresponds to a university organizational unit, whether an academic or administrative department.
  - a. To create a Workshops department, please submit a support ticket and include the following:
    - i. Your department or unit name, first name, last name, and username
      1. **Note:** If you need additional Workshops Departments to properly organize your course offerings the Center for Academic Excellence can assist you.
        - a. For example, the Center for Academic Excellence maintains two Workshops departments:
          - Center for Academic Excellence (FAD)
          - Center for Academic Excellence (LTS)
2. Adding department administrator(s). Once you are notified that your Workshop Department has been created and that you have Administrator privileges, you will be able to:
  - a. Create Course Types. Course types are just a simple single-level categorization of your courses used in reporting.
  - b. Add new administrators to your Workshops department
  - c. Add courses. Tip: be mindful of a proliferation of courses that have slightly different names, but practically are the same course. When reporting registration and attendance it will simplify matters.
    - i. Review workshops for accuracy and consistency
  - d. Edit content
  - e. Schedule instances of a course, a section
  - f. Manage attendance
  - g. Send out the zoom link
  - h. Make other changes to a workshop on behalf of an instructor

**Note:** An administrator is **NOT** the same as an instructor in a section (i.e. the person teaching an instance of the workshop course)

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## Creating Course Types

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