

3. Terminology in the Workshop Scheduler Documentation

Workshop Scheduler Dashboard Terminology

Workshop Department (formerly called Learning Community): The name of the department/unit that will be offering these workshops.

- You can have access to multiple Workshop Departments, which can be navigated via the Dept. dropdown menu.
Examples:
 - Center for Academic Excellence (FAD)
 - Center for Academic Excellence (LTS)
 - CAE Online

Dashboard
Courses
Course types
Formats
Notice templates
Programs
Invitations
Reports
Departments

- Dashboard:** Your Workshop Departments' "control center". You can view the Understanding Dashboard Tabs page for more information.
- Courses:** Displays ALL of the workshops your Workshop Department has offered.
- Course Type:** The categories that your workshops fall under
- Formats:** Various formats that your workshop will be offered under (i.e. Book Clubs, Courses, or Workshops)
- Book Clubs:** Faculty/staff book clubs that are offered multiple times throughout the year
- Courses:** Programs/Institutes that are offered for an extended length of time.
 - Example: The Course ReDesign Institute or Agile Teaching Academy
- Workshops:** Professional development offerings that are offered usually between 1 hr to 1.5 hours
- Notice Templates:** You can create a variety of templates that will automatically be sent out to registrants, including
- Invitations:** Invites that you can send out to a select group of people that includes a code so that they can access & register for the workshop
- Reports:** You can download the number of attendees and registrants by the workshop name or course type during a specific time frame

Adding a Workshop Page: Commonly Used Features

- Course Type** (required): Select the category that best describes your workshop topic
- Name** (required): This is the name of your workshop that will display on the main page.
 - Tip: Avoid long workshop titles. Titles should catch attention, less than 50 characters, and accurately describe your workshop.
- Format:** Select the format of your workshop
- Info URL:** An external hyperlink that provides registration with more information about your workshop
- Description:** Write a brief description of the material that will be covered, including materials that they should be brought to the workshop.
- Objectives:** Information/learning outcomes that your registrants will obtain by attending your workshop
- Prerequisites:** Courses that need to be taken beforehand or skills that registrants need to have before attending your workshops
- Administrators:** A person from your department who has privileged access to make changes to your Workshop Department
- Max. Registration:** The maximum number of people you want to attend your workshop
- Min. Registration:** Minimum # of registrants that must register for your workshop (otherwise workshop scheduler will cancel it)
- Waitlist:** You can add a waitlist for your workshop whenever you have met capacity.
- Send Reminders:** Workshop scheduler will send out reminder emails to participants about this workshop (you can enter in how many days before you want the reminder to send out)
 - Tip: 1-2 days is generally the most effective
- Location Type:** The format that your workshop will be held in (Face to face or online)
- Meeting URL:** If your workshop is online, copy and paste the Zoom link URL. If face-to-face, enter in the building name and room number
- Additional Access Info:** Enter in your zoom link password or access code
 - Note: This information is not visible to the public