Workshop Scheduler

The Center for Excellence in Teaching and Learning for Student Success development team created the Workshop Scheduler online application to administer scheduling, promoting, and registering Appalachian users for group workshops: http://workshops.appstate.edu

The Administrator Manual (PDF), which includes steps to create a community for facilitating workshops, instructions for using the application, and information about how to receive technical support for using the Workshop Scheduler, is being ported into the Appalachian Technology Knowledge Base and at the same time content is being updated for Version 2 which is in development.

Use the Administrator Manual for complete documentation for the current version. Version 2 was expected to release mid-Fall 2019.

- 1. What is the Workshop Scheduler?
- 2. Creating a Workshop Department (formerly known as "Learning Community")
 3. Terminology in the Workshop Scheduler Documentation
 4. WORKSHOP ADMINISTRATION MENU

- 4.a. My Workshops
- 4.b. My Profile
- 4.c. Workshop Listing
- 4.d. Communities
- 4.e. Workshop Types
- 4.f. Participants
- 5. Workshop Roster Screen
- 5.a. Marking Workshop Attendance6. Add or Edit a Workshop
- 7. Add or Edit a Workshop Section
- 8. Publicizing Your Workshop
- 9. User Registration
- Creating Course Types
- Technical Support and Admin Account Requests
- Workshop Scheduler Dashboard

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