

Lunch & Learn

FDOT System Admins create a **new course** each month for **Lunch & Learns Courses** and **Techy Tuesday Courses** or **Microsoft Teams Trngs.**




The Admin Roles should allow the person creating the course and courses sessions to select a button to allow to enroll in multiple sessions offered.

This is making Courses Enrollments increase in the system and it should be a new sessions created in the system created. Each District may offer these type of courses.

The Learner should be able to enroll in all 12 or 24 Sessions.

<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - April 2021	Lunch & Learn	Instructor Led Course
<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - April 2022	Lunch & Learn	Instructor Led Course
<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - August 2020	Lunch & Learn	Instructor Led Course
<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - August 2021	Lunch & Learn	Instructor Led Course
<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - December 2020	Lunch & Learn	Instructor Led Course
<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - December 2021	Lunch & Learn	Instructor Led Course
<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - February 2021	Lunch & Learn	Instructor Led Course
<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - February 2022	Lunch & Learn	Instructor Led Course
<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - January 2021	Lunch & Learn	Instructor Led Course
<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - January 2022	Lunch & Learn	Instructor Led Course
<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - July 2020	Lunch & Learn	Instructor Led Course
<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - July 2021	Lunch & Learn	Instructor Led Course
<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - June 2021	Lunch & Learn	Instructor Led Course
<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - June 2022	Lunch & Learn	Instructor Led Course
<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - March 2021	Lunch & Learn	Instructor Led Course
<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - March 2022	Lunch & Learn	Instructor Led Course
<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - May 2021	Lunch & Learn	Instructor Led Course
<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - May 2022	Lunch & Learn	Instructor Led Course
<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - November 2020	Lunch & Learn	Instructor Led Course
<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - November 2021	Lunch & Learn	Instructor Led Course
<input type="checkbox"/>	D5 - Visionaries Lunch & Learn - October 2020	Lunch & Learn	Instructor Led Course

Techy Tuesday

	Name ▲	 Category ▶	 Type ▶
<input type="checkbox"/>	D5 - Techy Tuesday - April 2022	Organizational Development - OD	Instructor Led Course
<input type="checkbox"/>	D5 - Techy Tuesday - February 2022	Organizational Development - OD	Instructor Led Course
<input type="checkbox"/>	D5 - Techy Tuesday - June 2022	Organizational Development - OD	Instructor Led Course
<input type="checkbox"/>	D5 - Techy Tuesday - March 2022	Organizational Development - OD	Instructor Led Course
<input type="checkbox"/>	D5 - Techy Tuesday - May 2022	Organizational Development - OD	Instructor Led Course
<input type="checkbox"/>	D5 - Techy Tuesday - April 2021 - Making Small Presentations	Organizational Development - OD	Instructor Led Course
<input type="checkbox"/>	D5 - Techy Tuesday - August 2020 - Microsoft Teams Breakout Rooms	Archive - Inactive Courses - IC	Instructor Led Course
<input type="checkbox"/>	D5 - Techy Tuesday - August 2021	Organizational Development - OD	Instructor Led Course
<input type="checkbox"/>	D5 - Techy Tuesday - December 2020 - Creating a Rule in Outlook	Organizational Development - OD	Instructor Led Course
<input type="checkbox"/>	D5 - Techy Tuesday - December 2021	Organizational Development - OD	Instructor Led Course
<input type="checkbox"/>	D5 - Techy Tuesday - February 2021 - Email Etiquette	Organizational Development - OD	Instructor Led Course
<input type="checkbox"/>	D5 - Techy Tuesday - January 2021 - Simple Sharepoint Page	Organizational Development - OD	Instructor Led Course
<input type="checkbox"/>	D5 - Techy Tuesday - January 2022	Organizational Development - OD	Instructor Led Course
<input type="checkbox"/>	D5 - Techy Tuesday - July 2021	Organizational Development - OD	Instructor Led Course
<input type="checkbox"/>	D5 - Techy Tuesday - June - 6/15/2021 - Excel Charts & Graphs	Organizational Development - OD	Instructor Led Course
<input type="checkbox"/>	D5 - Techy Tuesday - March 2021 - Poll Everywhere	Organizational Development - OD	Instructor Led Course
<input type="checkbox"/>	D5 - Techy Tuesday - May 2021 - Teams Polls & Whiteboard	Organizational Development - OD	Instructor Led Course
<input type="checkbox"/>	D5 - Techy Tuesday - November 2020 - Power Point	Organizational Development - OD	Instructor Led Course
<input type="checkbox"/>	D5 - Techy Tuesday - November 2021	Organizational Development - OD	Instructor Led Course
<input type="checkbox"/>	D5 - Techy Tuesday - October 2020	Organizational Development - OD	Instructor Led Course
<input type="checkbox"/>	D5 - Techy Tuesday - October 2021	Organizational Development - OD	Instructor Led Course

- FDOT Offered multiple sessions for **Microsoft Teams Trainings**. A Learner should be able to attend multiple Sessions.
- The Learner may need to take the course multiple times since this was a new app rolled out during COVID-19.
- Why create a new course for this scenario? Even if I created a Refresher Session the Learner could only attend the first session that was offered.

SOLUTION:



Edit Instructor Led Course
Instructor Led Course ▶ D5 - Visionaries Lunch & Learn - April 2021

General Sessions Availability Completion Messaging Resources Uploads More

Enable E-Commerce
 OFF *Turning this option 'on' will make this course available for purchase through the shopping cart.*

Allow Self Enrollment ?
 ON *Turning this option 'on' will make this course available for self-registration in the course catalog.*

Allow Multiple Course Session Enrollment ?
 ON *Turning this option 'on' will make this course available to enroll into multiple course sessions offered.*

Edit Instructor Led Course

Instructor Led Course > D5 - Visionaries Lunch & Learn - April 2021

General Sessions Availability Completion Messaging

Add Filter

1 - 1 of 1 Items

April 28 D5 - Visionaries Lunch & Learn - 4-28-2021
12:00 pm - 01:00 pm EDT
Wed, Apr 28th 2021

20 Items Per Page

Edit Session

Courses > Instructor Led Course > D5 - Visionaries Lunch & Learn - 4-28-2021

Details Schedule Enrollment More

Allow Self Enrollment ?
 ON Turning this option 'on' will make this course available for self-registration in the course catalog.

Allow Multiple Course Session Enrollment ?
 ON Turning this option 'on' will make this course available to enroll into multiple course sessions offered.

Department And Sub-Departments of

Rule
Florida Department of Transportation / FDOT
Employees (Internal) / District 5

Refine Rule +

These rules match 593 users.

Add Rule +

Approval ?
 None Instructor Supervisor Administrator Other

No approval is required to enroll.

Enrollment Start Date ?

Save Cancel

- Save
- Cancel
- Quick Save
- Save as New Version
- View History
- Enroll Users
- Duplicate Course
- Delete
- View Activity Report
- View Enrollments