

Creating a seminar activity

The seminar activity module enables a Site Administrator or Editing Trainer to set up a booking system for one or many in-person/classroom-based events.

Each event within a seminar activity can have customised settings around training room, start time, finish time, cost, capacity, etc. These can be set to run over multiple days or allow for unscheduled and wait-listed events. An activity may be set to require manager approval and Trainers can configure automated notifications and event reminders for attendees.

Learners can view and sign up for events with their attendance tracked and recorded within the grades area.

Add a new seminar activity

Creating a seminar event is a two-part process. First you must add a seminar activity then you can add event occurrences within the activity.

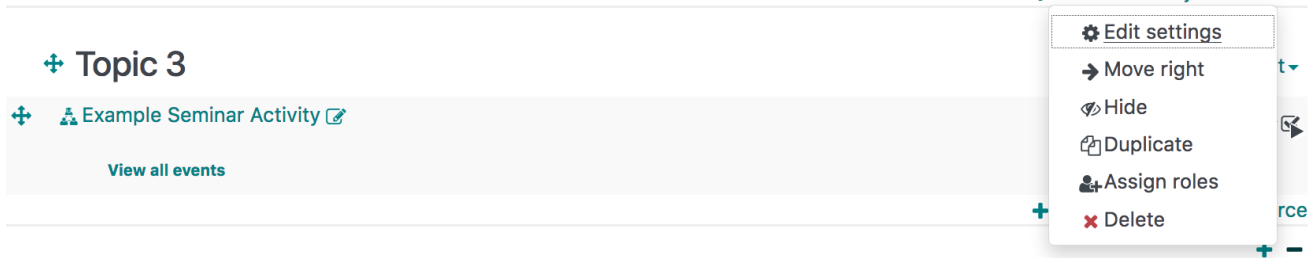
1. Log in as a Site Administrator or Editing Trainer and navigate to (or create) the required course.
2. Ensure editing is turned on.
3. Where the **Activity chooser** is on, select **Add an activity or resource** within the relevant section and select **Seminar** from the popup menu and click **Add**.
4. Where the **Activity chooser** is off, within the relevant section, select **Seminar** from the **Add an activity** dropdown menu.
5. Complete the required sections and click **Save and return to course** to return to the course homepage, click **Save and display** to create the **Event** or **Cancel** to discard your changes.

Edit an existing seminar activity

1. Log in as a Site Administrator or Editing Trainer.
2. Navigate to the required course.
3. Click on the name of the Seminar activity.
4. Select **Edit settings** from the **Seminar Administration** block.

OR

1. Log in as a Site Administrator or Editing Trainer.
2. Navigate to the required course.
3. Ensure editing is turned on.
4. Select the corresponding **Edit** menu and choose **Edit settings**.



Seminar activity settings

Adding a new Seminar to Topic 4 ¹

[▶ Expand all](#)

There are required fields in this form marked *.

▼ General

Name*

Description



Display description on course page ¹

Third-party email address(es) ¹

Notify third-party about wait-listed events ¹

Events displayed on course page ¹

Events table - hide empty columns ¹

Default 'allow cancellations' setting for all events ¹

At any time
 Never
 Until specified period

before event starts

Event attendance – mark at ¹

Session attendance tracking ¹

▼ Grade

Manual event grading ¹

Grading method ¹

Passing grade* ¹

[▶ Sign-up Workflow](#)

[▶ Manager reservations](#)

[▶ Calendar options](#)

[▶ Common module settings](#)

[▶ Restrict access](#)

[▶ Activity completion](#)

Save and return to course Save and display Cancel

General

Setting	Description	Notes																																				
Name	Enter a name for the activity e.g. First Aid Training.	-																																				
Description	Enter a description for the activity so learners know the general subject and agenda of their selected event.	-																																				
Display description on course page	Enabling this option will display the description on the course page under the link to the seminar activity.	-																																				
Third-party email address(es)	Third-party email address(es) is an optional field used to specify the email address(es) of a third-party (such as an external instructor) who will then receive all active notification messages for a session, including confirmation messages when a user signs up for a session. When entering multiple email addresses, separate each address with a comma.	For example: bob@example.com, joe@example.com. The third-party addresses will receive the same message as the manager.																																				
Notify third-party about wait-listed events	Enabling this option will send third-party email address(es) a notification when a Learner signs up for a wait-listed event. When this option is not enabled, the third-party will only be notified when a user signs up or cancels for a scheduled event.	Please see Wait-listed events for more information.																																				
Events displayed on course page	This is the number of sessions for each seminar activity that will be shown on the main course page.	-																																				
Events table - hide empty columns	<p>This determines how event tables are displayed. Enabling this setting hides columns that are not in use. For example, the 'Event name' and 'Rooms' columns are not used in the following table:</p> <table border="1"> <thead> <tr> <th>Event name</th> <th>Event type</th> <th>Event status</th> <th>Booked</th> <th>Session times</th> <th>Rooms</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Upcoming</td> <td>7 / 10</td> <td>25 Dec 2018 9:00 AM - 12:00 PM</td> <td></td> <td>...</td> </tr> <tr> <td></td> <td>Fun</td> <td>Wait-listed</td> <td>0 / 10</td> <td></td> <td></td> <td>...</td> </tr> </tbody> </table> <p>With this setting enabled the table will be displayed as follows:</p> <table border="1"> <thead> <tr> <th>Event type</th> <th>Event status</th> <th>Booked</th> <th>Session times</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td></td> <td>Upcoming</td> <td>7 / 10</td> <td>25 Dec 2018 9:00 AM - 12:00 PM</td> <td>...</td> </tr> <tr> <td>Fun</td> <td>Wait-listed</td> <td>0 / 10</td> <td></td> <td>...</td> </tr> </tbody> </table>	Event name	Event type	Event status	Booked	Session times	Rooms	Actions			Upcoming	7 / 10	25 Dec 2018 9:00 AM - 12:00 PM		...		Fun	Wait-listed	0 / 10			...	Event type	Event status	Booked	Session times	Actions		Upcoming	7 / 10	25 Dec 2018 9:00 AM - 12:00 PM	...	Fun	Wait-listed	0 / 10		...	-
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Default 'allow cancellations' setting for all events	Set the default cancellation settings for this seminar and allow users to cancel their bookings 'At any time', 'Never', or 'Until cut-off reached' (x amount of time before the event starts).	Please see Cancel a Session for more information.																																				
Select job assignment on signup	When requesting seminar event attendance, learners can specify their job assignment relating to the training event. For seminar events that require manager approval, Learners reporting to multiple managers can choose to select which manager should receive the booking approval request.	Please see Job assignments for more information. Note that this functionality needs to be enabled in the seminar global settings .																																				
Prevent signup if no job assignment is selected or can be found	Limit registrations for the event to those individuals who have their job assignment(s) specified.	-																																				
Event attendance - mark at	<p>Use the dropdown menu to choose when Trainers can mark attendance for events in this seminar activity. Select from:</p> <ul style="list-style-type: none"> Beginning of final session End of final session Beginning of first session Unrestricted - mark at any time 	<p>The 'Beginning of...' options allow attendance to be taken from 15 minutes prior to the start of the indicated session.</p> <p>Seminar activity completion and grading are based on event attendance.</p>																																				
Session attendance tracking	<p>Use the dropdown menu to enable session attendance marking, by selecting when Trainers can mark attendance for individual sessions in this activity. Select from:</p> <ul style="list-style-type: none"> Disabled - don't track sessions Beginning of session End of session Unrestricted - mark at any time 	<p>The 'Beginning of session' option allows attendance to be taken from 15 minutes prior to the start of the session.</p> <p>Session attendance marks are advisory only and are designed to help obtain an overall attendance state for the event.</p>																																				

Grade

Setting	Description	Notes										
Manual event grading	Trainers can manually grade learners on a per-event basis rather than using the grade that the system automatically assigns based on event attendance.	<p>Attendance-based grades include:</p> <ul style="list-style-type: none"> • Fully attended: 100% • Partially attended: 50% • Unable to attend: 0% • No show: 0% <p>With Manual event grading enabled, Trainers can mark attendance as usual, but also have the flexibility to add a grade (0-100) for each attendee regardless of their attendance status.</p>										
Grading method	<p>Where Manual event grading has been enabled, a Course Creator can select the required Grading method for the Seminar event.</p> <p>In cases where learners are able to attend multiple events in the same seminar activity, the Grading method setting determines which event grade to use as the overall activity grade.</p> <p>Select from:</p> <ul style="list-style-type: none"> • Highest event grade • Lowest event grade • First event grade • Last event grade 	<p>The first event is the attended event with the earliest start time. The last event is the attended event with the latest finish time.</p> <p>For example, let's assume there are four seminar events and a learner has received the grades of 50, 70, 20 and 30, in the order of seminar event date. The seminar activity grade will be calculated as follows:</p> <table border="1"> <thead> <tr> <th>Grading method</th> <th>Seminar grade</th> </tr> </thead> <tbody> <tr> <td>Highest grade event</td> <td>70</td> </tr> <tr> <td>Lowest event grade</td> <td>20</td> </tr> <tr> <td>First event grade</td> <td>50</td> </tr> <tr> <td>Last event grade</td> <td>30</td> </tr> </tbody> </table>	Grading method	Seminar grade	Highest grade event	70	Lowest event grade	20	First event grade	50	Last event grade	30
Grading method	Seminar grade											
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Lowest event grade	20											
First event grade	50											
Last event grade	30											
Passing grade	Used by seminar activity completion to determine passing grade for the seminar.	<p>Setting the passing grade higher than 0 enables the use of pass/fail marks on the activity completion report.</p> <p>You can also set a default passing grade for the site.</p>										

Sign-up workflow

Setting	Description	Notes
How many times the user can sign-up	<p>Select from the dropdown how many times a Learner may sign-up within a seminar activity. Choose from 1 to 10 or Unlimited.</p> <p>A value of 1 disables multiple sign-ups.</p>	This setting does not take cancelled sign-ups or declined requests into consideration.
Restrict subsequent sign-ups to	<p>Restrict subsequent sign-ups based on the state of previous signups. Choose from:</p> <ul style="list-style-type: none"> • Fully attended • Partially attended • No show • Unable to attend <p>Enabling any of these state restrictions will limit users to a single concurrent sign-up within the seminar, as they will not be able to sign up to another event until their current sign-up has its attendance set to one of the selected states. If none of these restrictions are enabled users can have as many concurrent sign-ups within the seminar as the maximum limitation allows.</p>	Cancelled sign-ups are not taken into consideration.
Clear expired waitlist	The waitlist for events get cleared when when they start, allowing user to sign up to new event. The Waitlisted sign-up expired notification can be used to inform users about this happening.	-

Users can declare Interest	<p>Displays an option within the seminar activity to allow a user to flag their interest and write a message without signing up. Information about those who have declared an interest can be reported on from within the activity. Choose from:</p> <ul style="list-style-type: none"> • Never • When no upcoming events are available for booking • Always 	<p>Please see Declare and withdraw interest and Declared interest report for more information.</p>
Require approval by	<p>Available options are defined by the approval options setting on the seminar administration settings page. They include:</p> <ul style="list-style-type: none"> • No approval: A user will be immediately booked into a event when signing up. • Learner accepts terms and conditions: A user will be presented the text defined in the text area below and required to accept the configurable terms and conditions. • Event role (such as Editing Trainer, Trainer, etc): All users assigned to the role in the event will be immediately sent a notification with instructions to approve the user's request to sign up for the event. • Manager Approval: The Learner's manager will be immediately sent a notification with instructions to approve the user's request to sign-up for the event. • Manager and Administrative approval: All users selected as an approver will be immediately sent a notification with instructions to approve the user's request to sign-up for the event. Approval can then be given by the Manager followed by the Administrator, or the Administrator may finalise the request without Manager approval. 	<p>When you select No Approval the Add approver button will not be able to be selected.</p> <p>If an approval option is disabled in global settings that is already being used within a seminar it will still be honoured within the seminar it has already been selected in. If the disabled option is changed within a seminar it will then disappear from that seminar's settings until it is re-enabled in the global settings.</p>

Manager reservations

Please see [Reserving and allocating spaces](#) for more information.

Setting	Description	Notes
Allow manager reservations	If Yes , Managers are able to make reservations or bookings on behalf of their team members.	-
Maximum reservations	Set the number of reservations or bookings a Manager can make for members of their team.	-
Automatically cancel reservations	If enabled, reservations will be automatically cancelled based on the number specified in Reservation cancellation days .	-
Reservation cancellation days	Set the number of days in advance of the session that reservations will be automatically cancelled if not confirmed.	Automatically cancel reservations must be set to Yes to be able to edit the number of reservation cancellation days.
Reservation deadline	The number of days before a session starts after which no more reservations are allowed. This must be greater than the number of reservation cancellation days.	-

Calendar options

Please see [View sessions](#) for more information.

Setting	Description	Notes
Calendar display settings	<p>There are a number of options to choose from:</p> <ul style="list-style-type: none"> • Site: Seminar events will be displayed on the site calendar as a global event. All site users will be able to view these events. • Course: Seminar events will be displayed on the course calendar and as course event on the site-level calendar and visible to all users enrolled in the course. • None: Seminar activity events will only be displayed as user events on a confirmed attendee's calendar, provided the Show on user's calendar option has been selected. 	-

Show entry on user's calendar	When active, this setting adds a user event entry to the calendar of an attendee of a seminar event. When turned off, this prevents a duplicate event appearing in a event attendee's calendar, where you have calendar display settings set to Course or Site .	-
Short name	The description of the event that appears on the training calendar when Show on the calendar is enabled.	-

Common module settings

Please see [Common module settings](#) to learn more.

Restrict access

Please see [Restrict access](#) to learn more.

Activity completion

Setting	Description	Notes
Completion tracking	Must be enabled to set completion requirements.	Completion tracking needs to be turned on in the course settings.
Require view	The learner must view the activity to complete it.	-
Require grade	There are three choices: <ul style="list-style-type: none"> No Yes, any grade Yes, passing grade 	If either of the Yes options are selected the value in the passing grade setting is evaluated. You can find the passing grade setting under the Grade section. If Yes, passing grade is chosen, a passing grade must be set for the seminar. If a Learner does not achieve the grade specified in the passing grade setting, the activity will not be marked as complete. If Yes, any grade is chosen, the activity will be marked as complete if the Learner is given a passing or failing grade.
Require status	The learner must achieve a status of either: <ul style="list-style-type: none"> Partially attended Fully attended 	-
Expect completed on	This setting specifies the date when the activity is expected to be completed. The date is not shown to Learners and is only displayed in the activity completion report.	-

Please also see [Activity completion](#) to learn more.



It is recommended to use the **Require status** activity completion condition if the intention is to track completion based on attendance.

Duplicating a seminar activity

If you wish to duplicate a seminar activity you can do this using the duplicate function from the edit dropdown alongside the seminar activity. Duplicating a seminar activity will mean that all of the settings, including any seminar events and their settings, will be copied into a new duplicated seminar activity.

Where you have prevented room booking conflicts this duplication will not include the room.

Totara Academy



The Totara Academy has a whole course dedicated to using [Seminar Management](#) in Totara Learn. Here you can learn more on how to use seminars, see best practice, and give it a go yourself.

