

# Learner bookings

Learners can view their seminar event booking(s) in a number of areas including the:

- Site-wide Calendar (where shown)
- Seminar's course Calendar (where shown)
- Seminar's course home page
- Seminar Events Dashboard
- User's Bookings area within the **My Learning** area (where available)
- User's Dashboard under **Upcoming Events**

## Site calendar

The site Calendar (where used) can be accessed via the **Navigation** block under **Site Pages**.

### Calendar

Detailed month view for:

[New event](#)

Seminar

Room: Location:  Room: Building:  [Apply filter](#)

◀ August 2016

#### September 2016

October 2016 ▶

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Classroom Training 2 Classroom Session Classroom Training 2 Classroom Session	28 Classroom Session	29	30 Manager Approval Seminar Classroom Training 2		

[Export calendar](#)

[Manage subscriptions](#)

iCal

EVENTS KEY

- Hide global events
- Hide course events
- Hide group events
- Hide user events

MONTHLY VIEW

August 2016

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2016

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2016

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Clicking on a day will display all events (including seminar events) being held or due on that day.

# Calendar

Day view for: All courses

New event

Tuesday

Wednesday, 28 September 2016

Thursday



## Classroom Session

Seminar Example Course 28 September 2016, 9:00 AM - 10:00 AM (time zone: Europe/London)

### Event date/time

28 September 2016, 9:00 AM - 10:00 AM Europe/London

### Duration

1 hour

Export calendar

Manage subscriptions

iCal

### EVENTS KEY

- Hide global events
- Hide course events
- Hide group events
- Hide user events

### MONTHLY VIEW

#### August 2016

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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#### September 2016

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19	20	21	22	23	24	25
26	27	28	29	30		

#### October 2016

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## Course calendar

Where available, the **Calendar** for a course will show all course events. Clicking in a particular day will show any events (including **Seminar events**, **Assignment** due dates, **Chat** sessions, etc.) being held or due on that day.

# Calendar

Upcoming events for: Seminar Example

New event



## Classroom Training 2

Seminar Example Course 30 September 2016, 9:00 AM - 10:00 AM (time zone: Europe/London)

### Event date/time

30 September 2016, 9:00 AM - 10:00 AM Europe/London

### Duration

1 hour



## Manager Approval Seminar

Seminar Example Course 30 September 2016, 9:00 AM - 10:00 AM (time zone: Europe/London)

### Event date/time

30 September 2016, 9:00 AM - 10:00 AM Europe/London

### Duration

1 hour

### Approval required by:

Manager Approval

### EVENTS KEY

- Hide global events
- Hide course events
- Hide group events
- Hide user events

### MONTHLY VIEW

#### August 2016

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

#### September 2016

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#### October 2016

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## Course home page

The home page of the course in which the seminar activity sits, will (by default) display those events a Learner may sign up for, or for which they currently hold a booking status.

## Topic 3

🏠 Manager Approval Seminar

Session dates	Session times	Room	Seats available	Event booking	Actions
26 February 2019	9:00 AM - 10:00 AM Pacific/Auckland		10	Requested	<a href="#">More info</a> <a href="#">Cancel booking</a>
Wait-listed			10	Booking open	<a href="#">Request approval</a>

[View all events](#)

## Event dashboard

Within the course in which the seminar activity sits, select **View all Events** to view the event dashboard. This page will display those events a Learner may sign up for, or for which they currently hold a booking status.

[Dashboard](#) / [My courses](#) / [PRG-SESS](#) / [Topic 3](#) / [Manager Approval Seminar](#)

PROGRAMMING SESSIONS

- ▶ Participants
- 🏆 Badges
- 📅 Grades
- ▶ General
- ▶ Topic 1
- ▶ Topic 2
- ▼ Topic 3
  - 🏠 **Manager Approval Seminar**
- ▶ Topic 4

ADMINISTRATION

- ▶ Course administration

## Events in Manager Approval Seminar

Event time :

Last reservations are 2 days before the event starts. Unallocated reservations will be deleted 1 days before the event starts.


Session dates	Session times	Room	Session status	Attendance tracking	Seats available	Event booking	Sign-up period	Actions
Wait-listed					10	Booking open		<a href="#">Request approval</a>
26 February 2019	9:00 AM - 10:00 AM Pacific/Auckland		Upcoming	No attendees	10	Requested		<a href="#">More info</a> <a href="#">Cancel booking</a>

## User dashboard


A user's **Dashboard** will (by default) show **Upcoming Events, Tasks, Alerts,** and/or **Calendar** blocks which will allow Learners to view their booked **Event**. Learners can sign-up to events directly via the link in the **Upcoming Events** block.

UPCOMING EVENTS 🗄️ -

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 **Management Training**  
Seminar  
18 March 2017, 9:00 AM - 10:00 AM (time zone: Pacific/Auckland)  
Sign-up

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 **Business Leadership**  
Seminar Two  
20 March 2017, 9:00 AM - 10:00 AM (time zone: Pacific/Auckland)  
Sign-up

[Go to calendar...](#)  
[New event...](#)

## My bookings

By default, a Learner's **Bookings** area can be access via their **My Learning** block from their **Dashboard**. Bookings are grouped into **Future** and **Past Bookings**.

FUTURE BOOKINGS PAST BOOKINGS

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**My Future Bookings: 1 record shown** Show/Hide Columns

Course Name	Event Name	Session Start	Event Start Time	Event Finish Time	Status
Seminar Example Course	Classroom Training 2	30 September 2016	9:00 AM Europe/London	10:00 AM Europe/London	Booked

Export as CSV - Export

## 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.