Diagrammatic Overview of Creating an Event in the Orientation Planner Administration

1. Create an event

2. Enter event details including name, description, contact details, etc.

3. Does the event have modules or components or neither?
   - Modules: Add modules to the event – enter name and description of each module
   - Components: Add components to the event – enter name and description of each component

4. Neither
   - OR

5. Invite cohorts – create cohorts (groups of students) to invite to the event

6. Grant access to other staff members who you want to be able to edit and/or view attendance lists

7. End

Legend:
- Function
- Screen
- Decision point
- Flow of function
- Conditional flow of function
- Represents where the following screen has 1 entry point

General Enquiries: Contact the IT Helpdesk on 3138 4000 or via www.ithelpdesk.qut.edu.au
Accessing Orientation Planner Administration

The Orientation Planner Administration for QUT staff is accessed through QUT Virtual (qutvirtual.qut.edu.au) or by accessing it via the Quicklinks box on the QUT Home page.

1. From the QUT Virtual default Administration page, select Orientation Planner Administration link from the Administration Links portlet

Create a new event

2. Select the Create a new event link

Orientation planner administration

Summary information for all events you have access to is listed below. To access functionality and further details about each event, click on the name of the event. Depending on your level of access to the event, you can edit event details, manage sessions of the event, view session attendance lists, or record attendee payments. You can also create new events from this page.

Underneath your list of events, there is a “View other events” option, that will allow you to view information about other events in the Orientation Planner. This list of events is categorised by event type.
Filling in the new event form

Create a New Event

Please enter the details of the event below. Mandatory fields are indicated by an asterisk (*).

--- Event Details ---

*Name: 

*Description/Summary: of 400 characters used

Additional information: of 3000 characters used

Link to more information:

--- Event Contact Details ---

These contact details will be displayed to students registering to attend the event:

Contact Name: 

NOTE: You must enter at least a contact phone number or contact email address.

Contact Phone: 

Contact Email: 

--- Event Type ---

*Essential event: Yes No 

*Select one:

- Event does not have modules or components
- Event has multiple modules
- Event sessions have multiple components

*Categories (select up to 3):

- Faculty
- Orientation Event
- Research Skills
- Learning and Study Skills
- Computing Skills
- Library
- Social Event
- Tour
- Parents and Partners
- Course
- School

--- Other Details ---

*Event Cost: $

*Is the event catered? Yes No

*Number of guests allowed: 

If this event is primarily for parents or partners and student attendance is optional, please select the option below to enable students to register their guests without registering themselves:

- Student not required to attend

Click "CONTINUE" to go to the next step in creating the event.

CONTINUE RESET

--- Event Details ---

- Event name and description needs to be succinct, informative and descriptive so that at a glance students are aware that this event might apply to them (for example, if applicable include faculty, school or cohort specific information).

- Additional information can be used to notify students of further information or if, for example, you have entered an all day event where the whole day is mandatory, you can list all program items that will occur (including location and times) so that students only need to register for ‘one’ event, rather than multiple components.

--- Event Contact Details ---

This is the person or area (e.g. Student Centre) where enquiries regarding the event can be directed. This information is visible by students. Either contact phone or email must be entered, or preferably both.

--- Event Type (choose from the options) ---

- Event does not have modules or components
- Event has multiple modules: If an event takes place over multiple days and students must attend ALL days, it is classed as a multi-module event.
- Event sessions have multiple components: If an event consists of a number of back-to-back elements and students do not have to attend all elements, it is classed as a multi-component event. For example, Faculty Orientation event where students are required to attend the introductory session but not the proceeding social event.

Categories are used to classify an event according to event category. These selections will be used by search tools, so ensure they are relevant.

--- Other Details ---

Number of guests (for example, parents or partners) allowed to attend an event, especially for catered events, but is applicable to any event where guests other than the invited student are allowed to attend.

RESET button will clear the form. CONTINUE will take you to the next step in creating the event.

Once information has been completed select the CONTINUE button for the next step.
Specify Cohorts

Cohort identification is an important part of the Orientation Planner Administration. Specific student cohorts are selected so that students are only invited to relevant orientation events. Incorrect identification of cohorts and the attributes that make up the cohort will result in irrelevant student groups being invited to an event; or very few or no students being invited to a relevant event.

A cohort is defined as a specific group of students. An attribute is the criteria used to define a particular cohort.

ALL orientation events designed specifically for commencing student need to have a Student Group cohort attribute of Commencing Student plus other relevant cohort requirements and attributes. At the moment, only commencing students have access to the Orientation Planner and will be invited to relevant events via QUT Virtual, but it is anticipated that this planner will be used for other training throughout the year and for other student cohort groups, so it is imperative to start adding this cohort requirement to each cohort created.

1. Within the Cohort details box, Add a cohort attribute in step 1, by selecting an appropriate cohort detail from the Attribute type drop down box. Attributes can consist of the following:
   a. Gender (e.g. male or female)
   b. Course Code (e.g. DE40 or NS40)
   c. Faculty (e.g. Faculty of Built Environment & Engineering, etc)
   d. Unit Set (e.g. AR48: Architectural Studies or AR48: Designed Environments for Ageing minor)
   e. Residency (e.g. domestic or international)
   f. Attendance Type (e.g. external, full time or part time)
   g. Campus (e.g. Caboolture, Gardens Point or Kelvin Grove)
   h. Student Groups (e.g. All Students, Aboriginal/Torres Strait Islanders, Commencing Students)
   i. Course Level (e.g. Postgraduate or Undergraduate)
   j. Course Type (e.g. Coursework or Research)

   Don't forget to add ‘Commencing Student’ to ALL cohort groups if your event is to be held during Orientation

2. Select ADD COHORT ATTRIBUTE button (this step may be repeated, depending on the number of attributes to be chosen)

3. From Step 2 of the Create a Cohort box, select CREATE COHORT button (this step may be repeated, depending on the number of cohort types to be created)

4. Once relevant cohorts and attributes have been created, select CONTINUE button for the next step
Grant Access to Manage Event

Access to an event can be given to staff other than the creator of the event. Relevant staff that might require access to an event might include:

- School or Faculty professional staff involved in running of the event
- School of Faculty student and student support centre staff (e.g. front counter staff)
- Course or unit coordinators
- An alternate staff member in case a staff member is on leave (e.g. sick leave)
- School, Faculty or area orientation coordinator

There are two types of access which you may give a staff member: full or partial access.

**Full access** allows another staff member to edit or modify details in an event; grant access to other staff that may require access; view attendance lists; and manage payments (if there is a cost associated with the event). These staff are added to the Access to Edit Event Details box.

**Partial access** does not allow staff members to edit or modify details in an event or grant access to other staff who may require access. However, it does allow staff read-only access to view attendance lists and manage payments. These staff are added to the Access to Attendance Lists and Manage Payments box.

There is no requirement to add staff who have full access (access to add event details) to the partial access list (access to attendance lists and manage payments). The event creator will be automatically granted full edit access.

1. Determine if staff require **full access** or **partial access**
2. Type the surname of the staff member in the **Surname** field and select the **SEARCH** button
3. Choose relevant staff member from the list produced and select **Grant Access**
4. Select **FINISH** button to create the event.
Event Summary

Event summary details are displayed once the event has been created. Select “Return to the main menu” link to return to the administration main page, or click the “SCHEDULE SESSIONS” button to begin scheduling sessions of the new event.

1. Review your event summary details and select FINISH button to finalise your event creation. You may now choose to edit or delete an event or manage sessions or create another event.

If you require assistance with editing your event, refer to the quick reference guide called the QUT Virtual Orientation Planner Administration – Edit Event (for Staff).

Event summary

You have successfully created the event – Academic Writing at QUT.

Details

<table>
<thead>
<tr>
<th>Name:</th>
<th>Academic Writing at QUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>A two-hour workshop for undergraduate and masters students, presented by ISS Language &amp; Learning Advisers.</td>
</tr>
<tr>
<td>Contact:</td>
<td>Lic Lay</td>
</tr>
<tr>
<td>Phone:</td>
<td>3136 2858</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:llay@qut.edu.au">llay@qut.edu.au</a></td>
</tr>
<tr>
<td>Keywords:</td>
<td>Orientation Event</td>
</tr>
<tr>
<td></td>
<td>Learning and Study Skills</td>
</tr>
<tr>
<td>Mandatory:</td>
<td>No</td>
</tr>
<tr>
<td>Event Cost:</td>
<td>$0</td>
</tr>
<tr>
<td>Number of Guests:</td>
<td>0</td>
</tr>
</tbody>
</table>

Would you like to schedule sessions for this event now?

SCHEDULE SESSIONS  Return to main menu
Schedule Sessions – General Overview

After an event has been created, the session times can be added to an event. Event schedules can be one-off events (individual) or an event that has many sessions (recurring).

1. Select “Schedule sessions” option either after creating event or from next to an existing event on the main page.

2. Decide to schedule sessions individually or as recurring sessions (recurring option is not available for events with components).

3. Enter details of the event session.

4. Does the event (and its session) have components?
   - Yes: Enter the times of the components, select mandatory indicators, etc.
   - No: Add more sessions?

5. Add more sessions?
   - Yes: Enter details of the recurring sessions.
   - No: End.
Schedule Sessions – General Steps

Schedule sessions
You are scheduling sessions for the following event:

<table>
<thead>
<tr>
<th>Event Title:</th>
<th>What's Your Name?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>This is the big, campus-wide event. Meet new friends and catch up with old friends. Students from all campuses are welcome. Free food, music and entertainment. Giveaways.</td>
</tr>
<tr>
<td>Contact name:</td>
<td>Robert Taylor</td>
</tr>
<tr>
<td>Contact phone:</td>
<td>3138 4000</td>
</tr>
<tr>
<td>Contact email:</td>
<td><a href="mailto:r.taylor@qut.edu.au">r.taylor@qut.edu.au</a></td>
</tr>
<tr>
<td>Keywords:</td>
<td>Social Event</td>
</tr>
<tr>
<td>Mandatory event:</td>
<td>No</td>
</tr>
<tr>
<td>Event cost:</td>
<td>Free</td>
</tr>
<tr>
<td>Guests allowed:</td>
<td>0</td>
</tr>
<tr>
<td>Scheduled sessions:</td>
<td>There are no sessions currently scheduled for this event.</td>
</tr>
</tbody>
</table>

Would you like to schedule an individual session, or a group of recurring sessions?

- Individual session
- Recurring sessions

CREATE SESSIONS  Return to main menu

Events can have an individual session (occurs only once) or recurring (more than one). Please choose.

1. Choose an **individual session** or **recurring session** and select **CREATE SESSIONS** button
2. Fill out the appropriate details and then select **SAVE SESSION** button

### Individual Sessions

Schedule individual session
All fields on this form are required.

**New session details**

- All dates must be in the dd/mm/yyyy format.

<table>
<thead>
<tr>
<th>Section date *:</th>
<th>13/06/2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start time *:</td>
<td>10 AM</td>
</tr>
<tr>
<td>End time *:</td>
<td>11 AM</td>
</tr>
<tr>
<td>Release date *:</td>
<td>12/06/2009</td>
</tr>
<tr>
<td>RSVP date *:</td>
<td>12/06/2009</td>
</tr>
<tr>
<td>Location *:</td>
<td>e.g. Z Block, Room 401</td>
</tr>
<tr>
<td>Capacity *:</td>
<td>Unlimited</td>
</tr>
</tbody>
</table>

**SAVE SESSION**  **RESET**

### Recurring Sessions

Schedule recurring session
All fields on this form are required.

**New recurring session details**

- All dates must be in the dd/mm/yyyy format.

**Sections**

- First session date *: 13/06/2009
- Last session date *: 12/06/2009

**Release times**

- Start time *: 10 AM
- End time *: 11 AM

**Frequency**

- Session duration *: 1 hour
- Session frequency *: 1 hour

**RSVP**

- Release date *: 10/06/2009
- RSVP date *: 10/06/2009
- Location *: e.g. Z Block, Room 401
- Capacity *: Unlimited

**SAVE SESSION**  **RESET**