

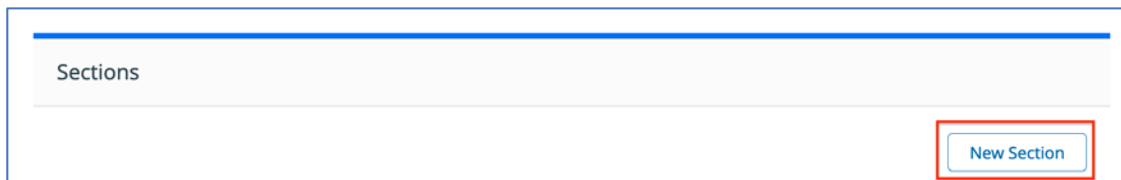
**AEA Professional Learning Registration System:**

## How to Add a New Section to an Approved Course

**Registration System Website:** <https://aealearning.truenorthlogic.com>

**To Add a New Section of your Approved Course:**

1. Click on **Instructor Center** in the tabs along the top of the screen
2. Click on **Approved Courses** on the left
3. Click on the dropdown arrow next to the course, click on **Manage Course**
4. On the **Course Submission** page, scroll down to **Sections**
5. On the right-hand side of the page, click on **New Section**



6. Complete the form following the directions below  
**Note:** Required fields are identified with an asterisk (\*)
7. Click on **Request Approval** to submit a new section

**Section #:**

Your section number is automatically generated when you click **Create**. You will be able to search for your course using the assigned **Section #** in your Instructor Center and on the Course Catalog.

**\*Section Title:**

Section Title Layout: **(Physical Location of the class) (Start Month Date Year)**

*Examples:*

<u>Johnston REC HLAEA Aug 3 2018</u>	<b>If class location is in a school district, use the building name:</b>
<u>Ames Office HLAEA Jun 6 2018</u>	
<u>DMACC – FFA Enrichment Ctr Dec 3 2018</u>	
<u>Carrollton Inn Sep 28 2018</u>	
<u>Iowa Events Center: HyVee Hall Oct 3 2018</u>	
	<u>Des Moines Hiatt Middle Sep 17 2018</u>
	<u>Ankeny East Elem Apr 12 2018</u>

**Location/Room Number:**

Enter the name of the building and the room name and/or number, if known.

*Example:* Heartland Johnston Regional Education Center, Room 107A/B

**Street Address:**

Enter the address of the location. This will enable the map link for the Course Participant.

**Attendance:**

Select whether attendance will be taken once or twice a day. This determines the format of the sign-in sheet

**\*Section Contact Information:**

Enter your name, phone number, and email address so PL Team will be able to contact you. (This information is not published on the Course Catalog.)

**Instructor Information:**

Select one of the following:

1. Employed by AEA teaching on contract (no additional instructor pay)
2. Employed by AEA teaching off contract (with additional instructor pay)
3. Employed by other agency/district teaching on contract (no additional instructor pay)
4. Contracted with the AEA to be an Instructor (with instructor pay)
5. Contracted with the AEA to provide a service for a negotiated fee

**Sponsoring Group:**

From the dropdown, select Heartland AEA; or, if being offered for a specific District, select the District.

**\*Maximum Number of Participants:**

Enter the number of participants that the section/room can accommodate.

**Allow Waitlist:**

Select **No**. Heartland AEA does not have waiting lists on any activities.

**Maximum waitlist size:**

Leave blank.

**\*Section Start Date:**

Select the first meeting date for this section. (This will determine the default first date when defining specific class times.)

**\*Section End Date:**

Select the date you want the coursework to be due. This will be considered the end date of the course. (This will determine the default end date when defining specific class times.)

**End of Registration Date:**

Enter a date if you have a deadline for registering for this section. (Not required)

**Waitlist cutoff Date:**

Not required. Heartland AEA does not have waiting lists on any activities.

**Classtime Default (Start Time):**

Enter the start time for the first day of your course section. If subsequent days have different start times, you will enter these in **Manage Class Times** (see **Manage Class Times** below).

**Classtime Default (End Time):**

Enter the end time for the first day of your course section. If subsequent days have different end times, you will enter these in **Manage Class Times** (see **Manage Class Times** below).

**Or Release Section At:**

This is not a required field; however, if you have a specific date and time you want the section available in the catalog, select the date and time. Note: The section will not be available until the course is approved by PL Team.

**Instructor(s): -Not Set-**

You will enter this information later in **Manage Instructors** (see **Manage Instructors** below).

## Equipment and Room Setup Needs *(Limited to 4000 characters):*

List any equipment and room setup requests.

## Notes:

This information shows on the Catalog as well as on the email the participant receives after registering. (Limited to 1024 characters)

## Internal Notes:

Enter information here you would like to convey to the PL Team that will not be published on the catalog. (Limited to 4000 characters) (This field is also used by the PL Team to enter notes.)

## File Attachments

The size of the file should not exceed 20.0 MB. The attachment will be available on the Catalog for the participant to download.

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Once the form is complete, click **Create** to create the new section.

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## Manage Instructors: (Instructors)

This role is responsible for facilitating a section within the system. (This may or may not be the person actually teaching the section.) Functions include managing the roster, taking attendance, issuing credit, and managing communications. The PL Team will be able to manage this section.

Assign Course Instructor(s) following these steps:

1. Click **Instructors**
2. Search for the user by first or last name. Then click **Find User**.
3. Select the checkbox for the desired user, then click **Add User(s)**.
4. Selected users will be listed.
  - To remove multiple users at once, select the checkboxes next to their names, then click **Remove Selected**.
  - To remove a specific user, click the applicable trash can icon.
5. When finished managing **Instructors**, click **Done**.

The **Instructor's name** and **email address** appear on the Catalog. (This is the same email address that the instructor uses to log into the AEA Learning System.)

## Manage Class Times: (Class Times)

Set the specific meeting days and times for your section.

1. Click **Class Times**.
2. Click **Add New Day**.
3. The date and times will default to the Start Date, Start Time and End Time you entered on the section form. Adjust as needed.
4. Continue to add days and adjust as necessary. **Only include dates and times you are actually meeting**.
5. The class schedule will be displayed.
  - To remove all class times at once, click **Remove All**.
  - To remove a specific class time, click **Remove**.
  - To save your class times and keep working, click **Save**.
6. When finished setting class times, click **Save & Exit**.

## Manage Roster: (View Roster)

This function will be used once the course is active to manage the section roster. The button will be disabled until the course/section has been approved.

### **Manage Sections Fees: (Sections Fees)**

Fees can be applied to a section in addition to any course fees. These fees can be required or optional. Please contact the PL Team.

### **Course: (Manage Course)**

If you want to add another section, click **Manage Course** to return to the Manage Course screen. Repeat these steps until all sections have been added.

### **Manage Room Requests: (Manage Rooms)**

We are not using this feature.

Contact the PL Team to make a room request. If you are a Heartland employee, please use **Heartland AEA Event Scheduler System**.

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**Complete the Section**  
Once the form is complete, click **Done**.

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## **Submit for Review**

### **To submit your course for Review:**

1. When satisfied with all information for your course, click **Request Approval**.
2. Click **OK** when the pop-up appears.
3. Click **OK** again to close the confirmation.

### **Approved Section:**

After your section is approved, you will find your course by selecting your **Instructor Center** tab and then go to **Approved Courses**. You will also be able to access the courses you are teaching under the **Courses I'm Teaching** channel on your **Home** tab.