

# The Virginia Learning Center



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

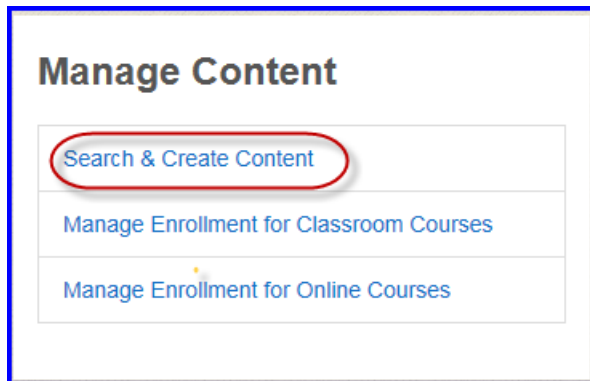
*Illustration of how to:*

## How to Schedule & Manage Sections

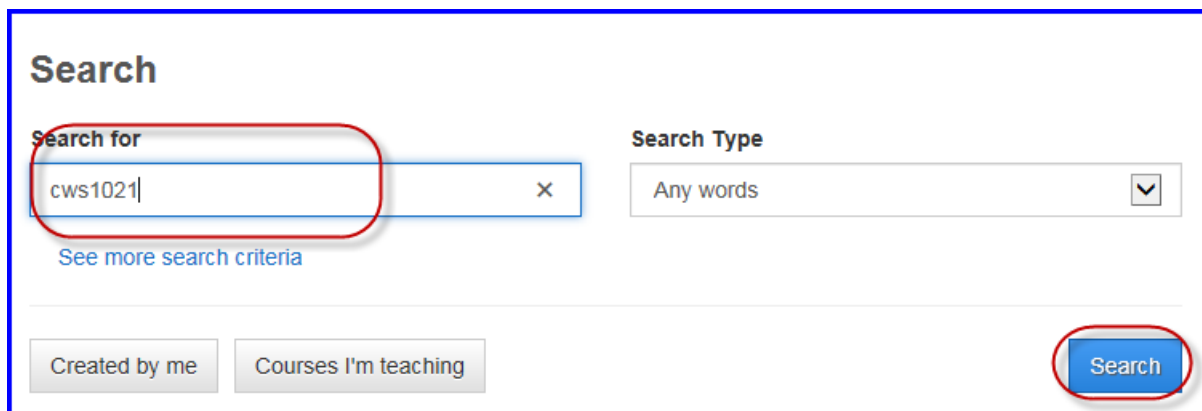
Step 1: Click on My Responsibilities



Step 2: Under the Manage Content tab, click search & create content



Step 3: Type in the course number or search term you desire and click search



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*Illustration of how to:*

## How to Schedule & Manage Sections

Step 4: Click on the title of the course

### Search Results

You searched for 'cws1021'

1 Items Page 1 of 1

**VDSS - CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development**

Target Audience: 1. Human services workers with less than six months working experience in a local D

Content Type: **Classroom**   **Checked in**   [More Information](#)

Step 5: Click on schedule & manage sections

### VDSS - CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development

[Delete Content](#) [Manage Enrollment](#)

**Classroom**

Course [Schedule & Manage Sections](#)

Step 6: Click on add a new section

### VDSS - CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development

[Manage Enrollment](#)

**Classroom**

Course [Schedule & Manage Sections](#)

[Course Details](#) [Filter](#) [Classroom Calendar View](#) [Add a New Section](#)

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*Illustration of how to:*

## How to Schedule & Manage Sections

Step 7: Add the exact course title into the section title, add your section code, click the appropriate radio button under format, and click the appropriate radio button underneath Is the course section already over, then click next.

### VDSS - CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development

#### Create New Course Section and Event

Create a new course section and the first event for the classroom course by completing the form below.

<b>Section Title</b> VDSS - CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Dev	<b>Section Code</b> Roanoke
<b>Format</b> <input checked="" type="radio"/> In-Person <input type="radio"/> Virtual	<b>Is the course section already over?</b> <input checked="" type="radio"/> No <input type="radio"/> Yes

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*Illustration of how to:*

## How to Schedule & Manage Sections

Step 8: Populate the following: Section Title, Section Code, Dates and Times, Location, Instructor, Capacity, and then click save

### Create New Course Section and Event

Create a new course section and the first event for the classroom course by completing the form below.

<b>Section Title</b> VDSS - CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Dev	<b>Section Code</b> Roanoke
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**\*Format**  
 In-Person  Virtual

**\*Is the course section already over?**  
 No  Yes

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#### Schedule

**Dates and Times**

All Day Event

<b>*Start Date</b> 11/1/2016	<b>*End Date</b> 11/2/2016	<b>*Start Time</b> 9:00 AM	<b>*End Time</b> 4:00 PM
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Recurrence  
No Recurrence

**Location**  
VDSS - Roanoke Room

**Instructors**  
ROGER STULTZ,

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#### Course Section Information

**Enrollment Settings**

<b>Capacity</b> <b>*Minimum</b> 4	<b>*Maximum</b> 20	<b>Waitlist</b> <input type="radio"/> Use Waitlist <input checked="" type="radio"/> No Waitlist
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**\*Enrollment Period**  
Select enrollment period.

**Enrollment Cancellation Deadline**  
No Deadline

**Notes**

**Other Information**

<b>Expenses</b> \$0.00 <input type="button" value="Change"/>	<b>Cost</b> Default course section cost is \$0.00, with 0 assigned alternate cost(s).	<b>Reminder Emails</b> No reminder emails are sent to enrolled users <input type="button" value="Change"/> <input type="button" value="Preview Email"/>
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**Collaboration Spaces**  
**\*Include**  
 No  Yes

**\*Moderated**  
 No  Yes