

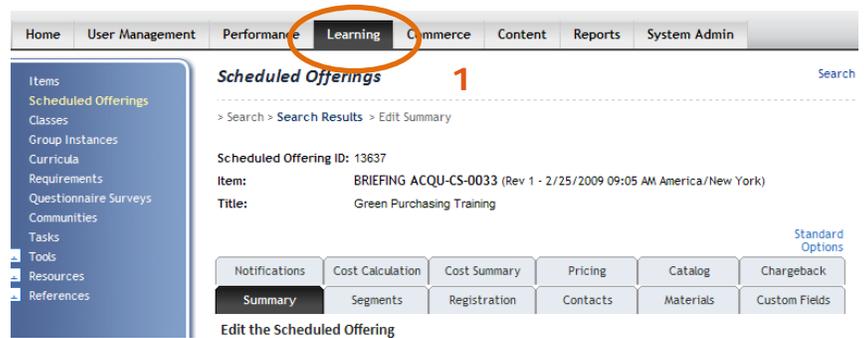
**Adding or Editing Segments,
Instructors or Locations**

Before You Start:

IMPORTANT:

A **Segment** is a unit of time within a **Scheduled Offering**. **Every scheduled offering must have at least one segment.** This segment is created automatically when the scheduled offering is created. Scheduled offerings can have more than one segment if needed; however, segments in a scheduled offering **cannot overlap** each other.

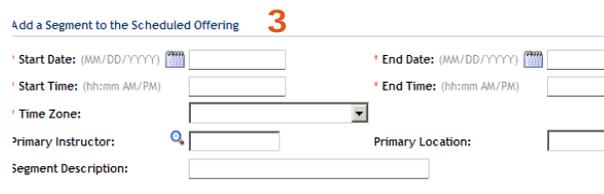
1. Click on the **Learning** tab and look up the desired **Scheduled Offering**.



2. Click the **Scheduled Offering Segments** tab.



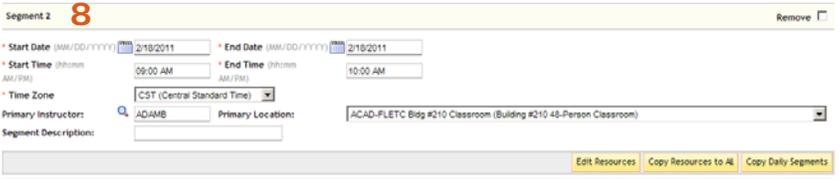
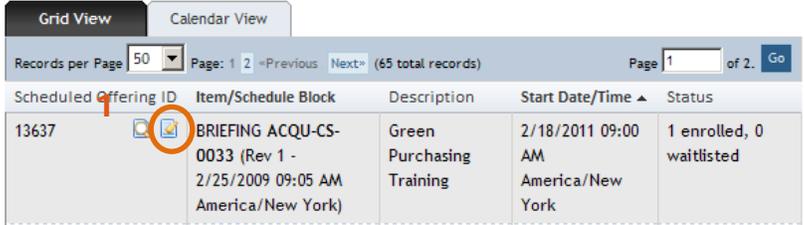
3. To add a segment, scroll down to the **Add a Segment to the Scheduled Offering** field.



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<p>4.</p> <p>Enter the <u>Start Date</u>, <u>Start Time</u>, <u>Time Zone</u>, <u>Instructor ID</u>, <u>Location ID</u>, <u>End Date</u> and <u>End Time</u>.</p> <p><i>Tips:</i> Location and Instructor IDs are case-sensitive and in all caps. Make sure that the segment you are creating does not overlap any existing segments.</p>	<p>5.</p> <p>Do not leave the <u>Send Notifications</u> box checked unless you want to notify users of this change.</p>	
<p>6.</p> <p>Click <u>Add</u>.</p>		
<p>7.</p> <p>You may receive a pop up warning stating: <u>The following Instructors are not authorized to teach this Item</u>. Just click <u>Yes</u>.</p>		<p>Warning Details:</p> <ul style="list-style-type: none"> • The following instructor(s) are not authorized to teach this item. • ADAMB <p>Do you wish to proceed?</p> <p>7 Yes No</p>

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<p>8.</p>	<p>Scroll down to see your newly created Segment.</p>	
<p>Editing a Segment:</p>		
<p>1.</p>	<p>Look up the Scheduled Offering with the segment that you want to edit. Click the Edit Icon.</p>	
<p>2.</p>	<p>Inside the Scheduled Offering, click on the Segments tab.</p>	<p>Scheduled Offering ID: 13637 Item: BRIEFING ACQU-CS-0033 (Rev 1 - 2/25/2009 09:05 AM America/New York) Title: Green Purchasing Training</p> <p>Standard Options</p> 
<p>3.</p>	<p>Scroll down to the Segment you want to change and make the appropriate changes.</p> <p>Do not leave the Send Notifications box checked unless you want to notify users of this change.</p> <p>Click on Apply Changes.</p>	<p>Update the Segments for the Scheduled Offering</p> <p>Total Hours: 4.00</p> <p>Segments</p> <p>Segment 1</p> 