VMware® Learning Platform™
EVENT MANAGEMENT REFERENCE GUIDE

Contents

About This Document

This document describes how the VMware® Learning Platform™ Event Management user interface.

Audience

The primary audience for this guide is tenant administrators, proctors and VMware Learning Platform technical help staff.

Overview of Event Management

VMware® Learning Platform™ provides a separate user interface (UI) for event management. The following is an example of what you might see once you access the UI:
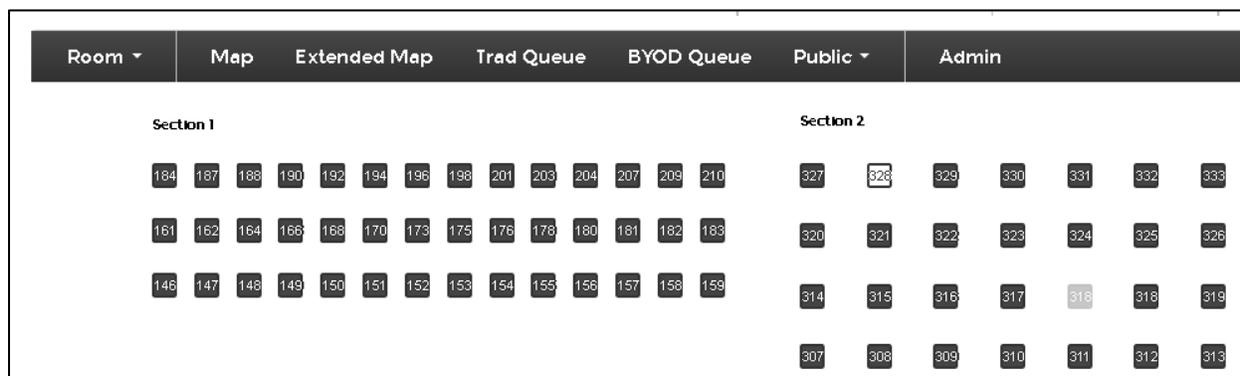
The Event Management UI allows tenant administrators, proctors and help desk staff to manage lab station registration, seating maps and help requests.

Rooms, Seat Maps and Room Sections

The Event Management UI includes options that allow you to create a room, a seating map for the room and multiple sections within the room.

Lab Station Registration

To register a lab station you must go to a URL, authenticate and then register a station. To register a station, you must be a tenant administrator, proctor or super user.

The stations of a room are colored coded:
- Black: Unregistered
- Green: Registered and occupied
- Grey: Disabled
- White: Registered and open

Getting Started

Accessing the Event Management UI

To access the Administration UI, you must have tenant administrator credentials. Once you have your credentials, proceed as follows:

1. Direct your browser to: http://eventmgmt.vmwarelearningplatform.com
2. Enter you login credentials. Once you successfully login, The Event Management UI opens.

Using the Toolbar

- Room: Accesses a pulldown list of existing rooms. The room you select becomes the active room. A room is a matrix of lab stations with a given name. The following is an example of a Room pulldown that includes two rooms:


- Map: Displays a seating map of the active room. In our example, if you click **Room>Fancy Room**, then when you click **Map**, the system displays a seating map of Fancy Room. "Example-BYOD" refers to a seating section within Fancy Room.
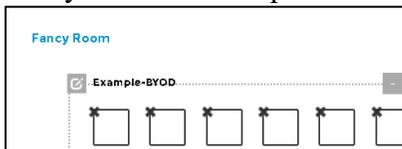

- Trad Queue: Displays the status of students waiting for, or being called to seats for the active room. "Trad" refers to stations with a desktop computer.
- BYOD Queue: Displays the status of students waiting for, or being called to seats for the active room. BYOD (bring your own device) refers to stations to which a student brings his/her own device (laptop).
- Public: Accesses a pulldown list of display types for public video screens at the event. Public video screen contains information for all event attendees not just tenant administrators or proctors.
  - o Public Map: Displays the stations for the active room.
  - o Landscape Queue: Displays, in a landscape orientation, the status of students waiting for, or being called to seats for the active room.
  - o Portrait Queue: Displays, in a portrait orientation, the status of students waiting for, or being called to seats for the active room.
- Admin: Opens the Admin page. Use this page to create, edit or delete a room.
- Extended Map: If users have been assigned to the stations of a room and labs are running, then you can use Extended Map to highlight stations by lab or by user. Extended Map also displays stations that have Help Requests. The following are examples:

  Note: You can disable/enable a particular station by clicking the toggle.
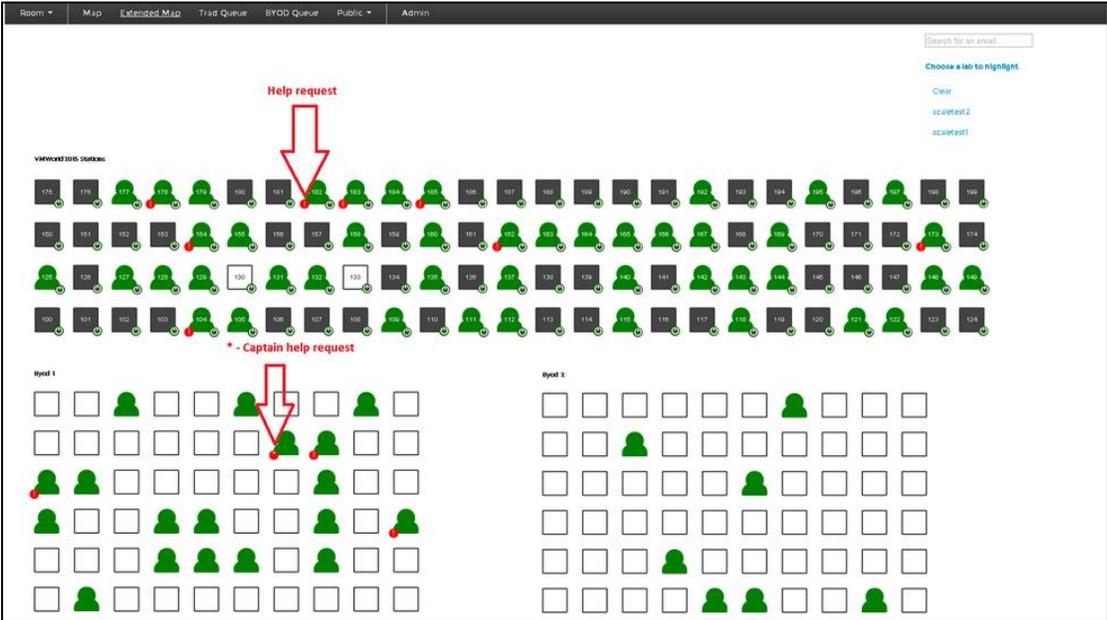
o Stations highlighted by lab:
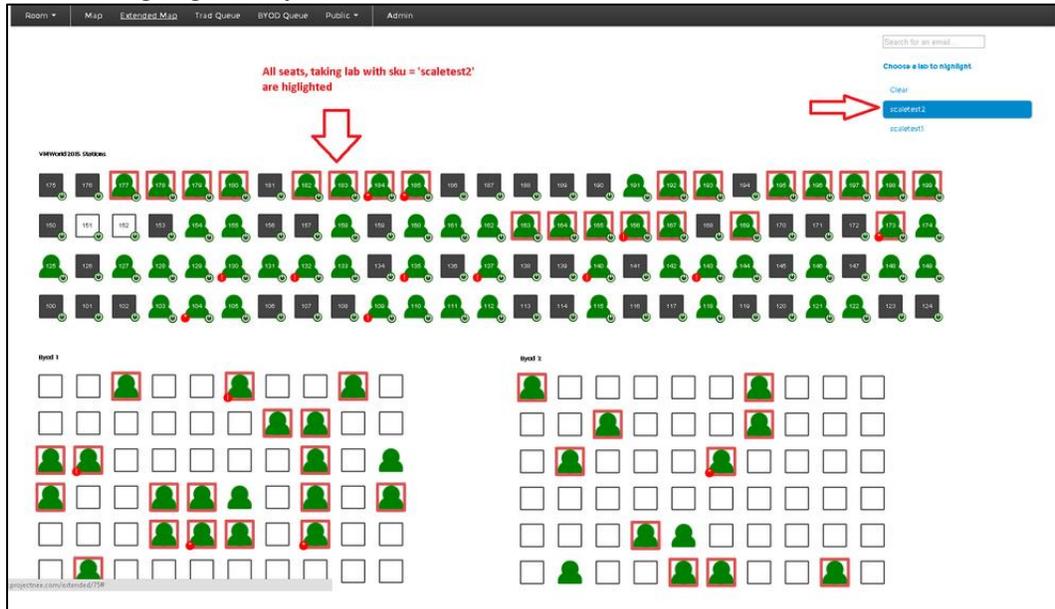
o Stations highlighted by user search:
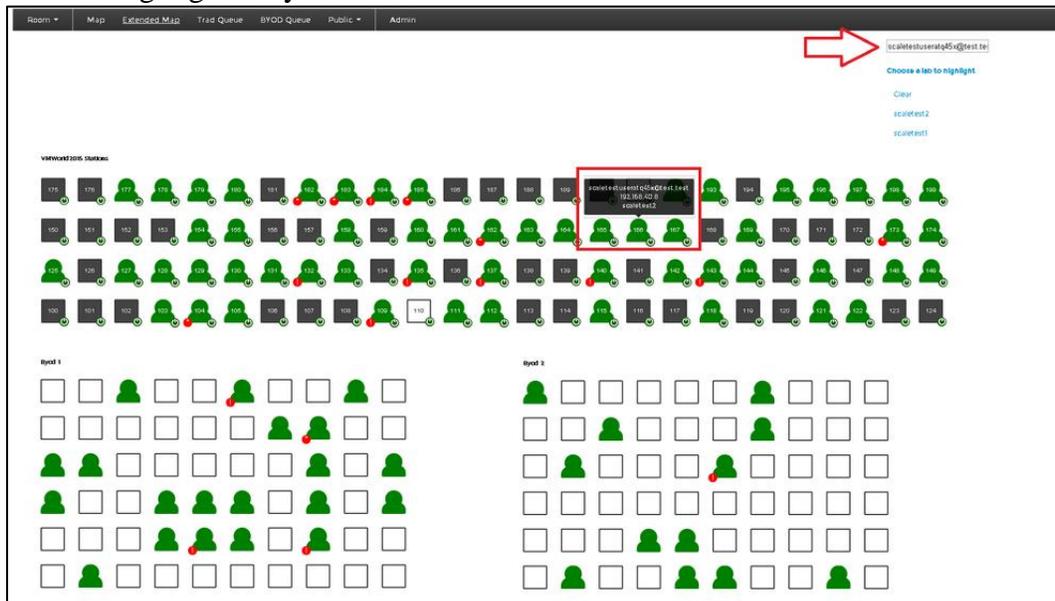
o Stations with Help Requests:
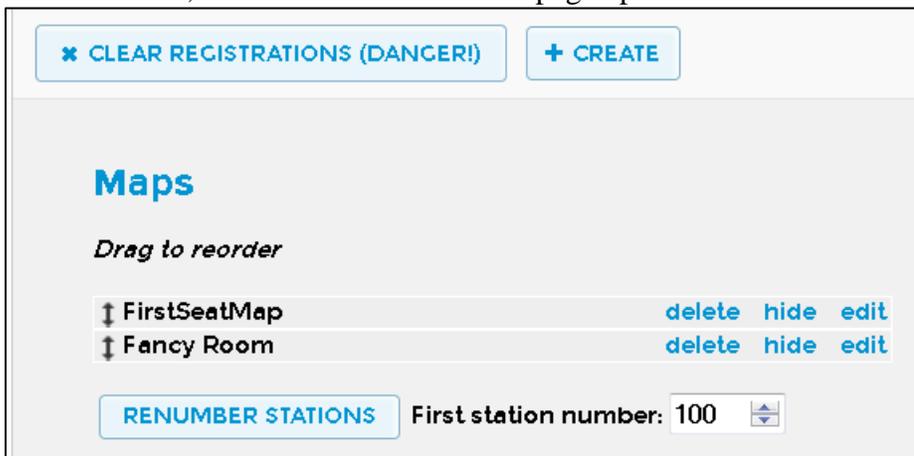
Working with the UI

To get used to working with the Event Management UI, do the following:
1. Create a room.
2. Edit your room's rows, columns, sections and station numbering.
3. Register stations in the room.
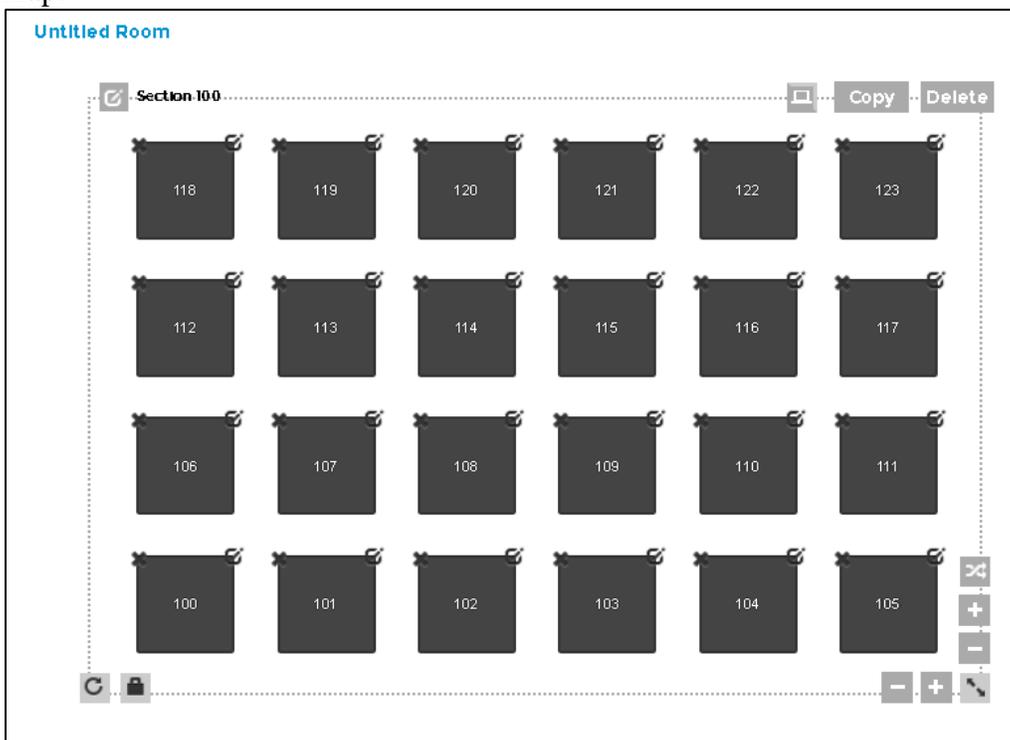4. Move a user through seating queues.

Creating a Room

To create a room:
1. On the toolbar, click **Admin**. The Admin page opens.

2. On the Admin page, click + **Create**. An untitled room opens having a default seating map.

3. Click **Edit Name** to give your room a name.

4. Specify a name for your room. For this example we will specify "Example Room". Click **OK**.

5. Click to give your seating section a name. For this example we will specify "Example Section". Click **OK**.

6. Click **Save** to save the room (Example Room) you just created.

Editing a Room

You can edit an existing room:

1. On the toolbar, click **Admin**. The Admin page opens.

2. Click **Edit** along the room you want to edit. In our example, click along Example Room to open it for editing.

3. Click to toggle between a Trad or BYOD view.
   Note: Options to work with a room's rows, columns and sections vary depending upon whether you are in Trad view or BYOD view.

4. Work with the row/column and section options to edit your room.

5. Click **Save** to save the changes to your room.

About Trad View Options

If you are in the Trad view, the following options are available:

- Copy: Makes a copy of the section and allows you to drag it into a position.
- Delete: Deletes the section.
- ▢ : Toggles between the BYOD and Trad view.
- + : Adds a column/row to the section.
- - : Removes a column/row from the section.
- ⬉ : Resizes the section.
- ↻ : Rotates section.
- 🔒 : Locks/Unlocks rotation of stations when rotating a section.
- ⤨ : Renumbers section. Note the following about renumbering stations:
    - ○ ✎ : Each Trad-view station includes a button at its top-right-corner with which you can renumber that individual station.
    - ○ **X**: Each Trad-view station includes an X button at its top-left corner with which you can disable (but not delete) the station.
    - ○ Renumber Selected Stations: Renumbers Trad view stations.
        1. On the toolbar, click **Admin**. The Admin page opens.
        2. Select a Map (Example Room in our example).
        3. Set a First station number (199 in our example) and click **Renumber Selected Stations**. The stations in the Trad view of Example room will be renumbered starting at the First station number (199).
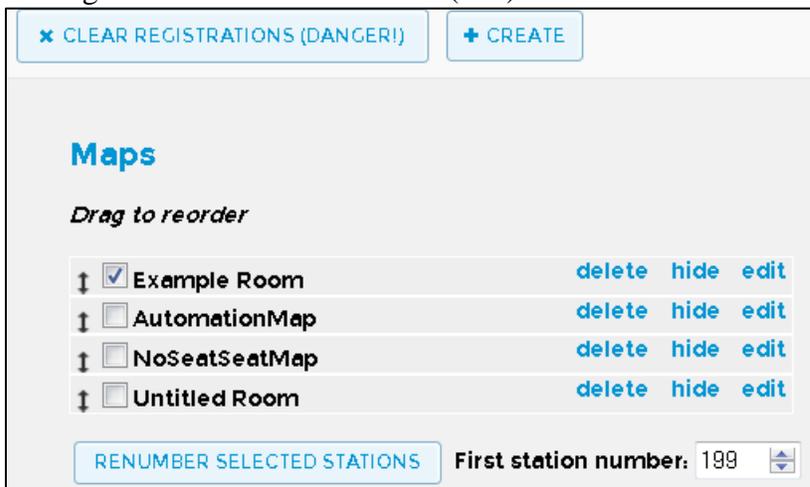
About BYOD View Options

If you are in the BYOD view, the following options are available:

- Copy: Makes a copy of the section and allows you to drag it into a position.
- Delete: Deletes the section.
- ▢ : Toggles between the BYOD and Trad view.
- - : Decreases BYOD slots.

- +: Increases BYOD slots.
- [icon] : Resizes the section.
- [icon] : Rotates section.
- [icon] : Locks/Unlocks rotation of stations when rotating a section.

Registering Stations

To register a station:
1. Go to the following URL:
   www.vmwarelearningplatform.com/<*tenant*>/event

2. Enter your credentials and a station ID, then click **Register**.
   Upon a successful attempt, the system displays a message that you have registered the station.

Moving Users through Seating Queues

A credit allows a user to take a lab. At an event, badge-scanning technology creates credits. As well, a tenant admin can add or remove a credit using the Admin UI (**Security > User Controls**). Once a user has a credit, you can then use the Trad or BYOD views to move a user through seating queues and to print seating tickets for lab students.
- Go to either the Trad or BYOD seating queue to open a view.

Accounts Column

Use the Accounts column to conduct a search of an account. Enter an account in the Search box. When the system finds the account, it inserts it into Accounts column. For example, if you enter the user "tenant", then the system inserts that account:

Note: You can enter part of an account name and the system will search for all account names with the text you entered. For example, if you enter "tenant", the system searches for all accounts with that text ("tenant admin", "temp tenant" and so on).

- Click ⏩ to forward a user into the next column (Waiting).
- Click ⏭ to fast-forward a user directly to the Called column.
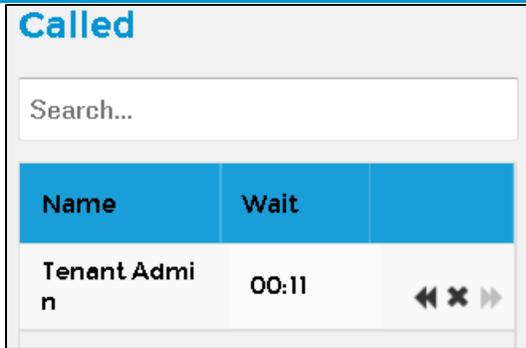
Waiting Column

The Waiting column lists users waiting to be called to their lab seat.

- Click ⏩ to forward a user into the next column (Called).
- Timer lists how long user has been waiting (:26 in our example).
- Click **X** to remove a user from the Waiting queue.

Called Column

The Called column lists users who have been called to their lab seat.

- Timer lists how long it has been since a user was called (:11 in our example).
- Click **X** to remove a user from the Called queue.

Log Column

The Log column lists the status of users:
- Seated means a user was called and then seated.
- Gave Up means a student was called but never took a seat.

The Log column includes a Printer icon:

- Click on next to a user to print a seating ticket for that user.
  Note: If the checkbox at the top is selected, then the system automatically prints a seating ticket as soon as a user moves to the Seated column.

Example Seating Ticket: