**LMS Course Creation Request – Instructor Led**

**Title: Click here to enter text.**

**Course Description:** Click here to enter text.

**Category** (i.e Emergency Preparedness, Organizational Effectiveness, Occ Health, etc)

Click here to enter text.

**Sub-Category** (i.e., Managers, All Nursing, All PSWs, All Support Staff etc.)

Click here to enter text.

**Do you have an image you would like to represent your course? Yes** [ ]  **No** [ ]

**What are the Learning Objectives:**

Click here to enter text.

**For the course sessions please list the following:**

* **Date**
* **Time**
* **Instructor**
* **Enrollment start date**
* **Enrollment end date**
* **Min class size**
* **Max class size**
* **Wait list enabled?**

**Do you want to enable e-Commerce (payment for course)? Yes** [ ]  **No** [ ]

**Do you want learners to be able to self-enroll? Yes** [ ]  **No** [ ]

**Will your learners require manager approval for enrolment? Yes** [ ]  **No** [ ]

**Is this course mandatory? If so for whom and at what frequency?**

i.e bi-annual mandatory for all Baycrest Staff, annual mandatory for all Nursing staff, one-time mandatory course for all Baycrest staff etc.

Click here to enter text.

**Do the learners need to take the course within a specific timeframe?** i.e within 6mo from time of hire date?

Click here to enter text.

**Are there any pre-requisites required before taking this course?**

Click here to enter text.

**Do you want the learners to receive a certificate on completion?**

**Yes** [ ]  **No**[ ]

**Would you like to assign specific competencies to this course?**

Click here to enter text.

**Would you like automatic emails to be generated for:**

**Confirmation of Enrollment Yes** [ ]  **No** [ ]

**Successful Completion Yes** [ ]  **No** [ ]

**Changes to Session Yes** [ ]  **No** [ ]

**Nudge Email Yes** [ ]  **No** [ ]

**If yes to nudge email, at what frequency ( 1 month before due, 7 days before due)**

Click here to enter text.

**Send Failure eMail Yes** [ ]  **No** [ ]

**Would you like to include any resources for the learners?** (i.e. files, pictures, webpage reference)

 **Yes** [ ]  **No** [ ]

**Would you like to include a course evaluation? Yes** [ ]  **No** [ ]

**Would you like learners to be able to comment on the course? Yes** [ ]  **No** [ ]