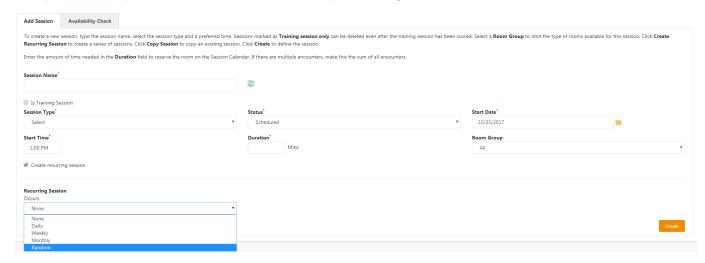


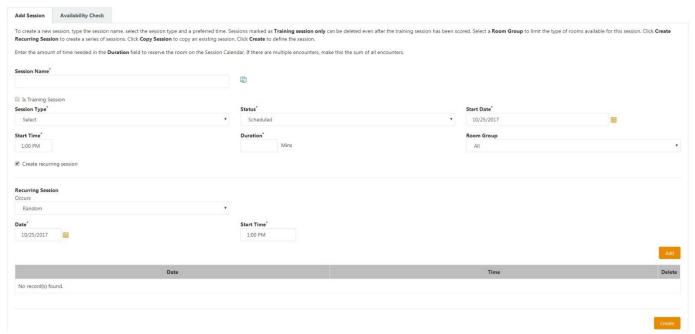


Schedule a Randomly Recurring Session

Complete the steps below to schedule a randomly occurring session:



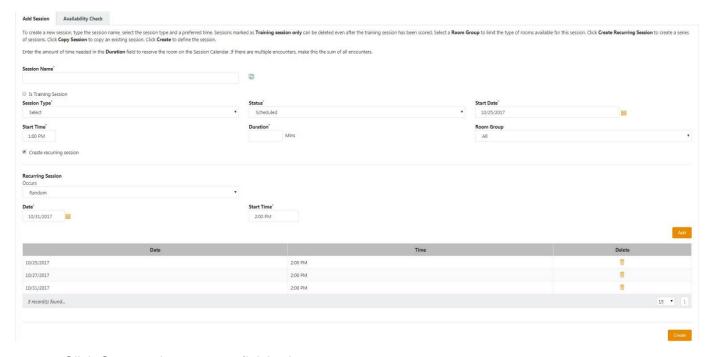
- 1. Click Sessions & Courses > Add New.
- 2. When creating a new session, select the **Start Date** and **Start Time** of the first randomly recurring session and then complete the remaining required fields.
- 3. Click the Create recurring session checkbox.
- 4. Click Random from the Recurring Session drop-down.







5. Select the **Date** and **Start Time** of the next randomly occurring session and then click **Add**. Continue to add the dates and times of the random sessions as needed.



6. Click Create when you are finished.





Edit recurring session

×

The following sessions were created as part of your recurring session request. If you are creating a new recurring session, click the checkbox below to assign participants and then click **Continue**.

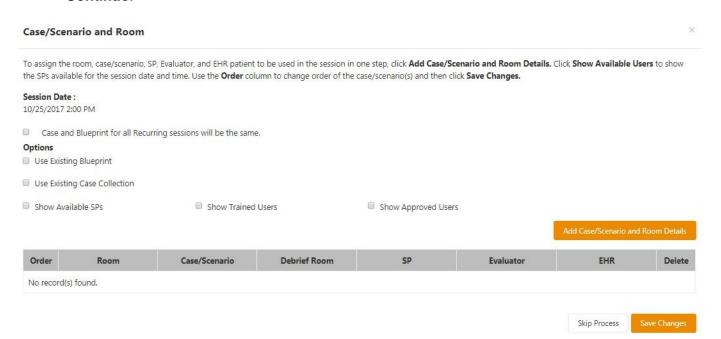
Session List

Session Name	Date	Start Time	Duration
session	10/25/2017	2:00 PM	30 Mins
session	10/27/2017	2:00 PM	30 Mins
session	10/31/2017	2:00 PM	30 Mins

Assign case and participants to recurring sessions



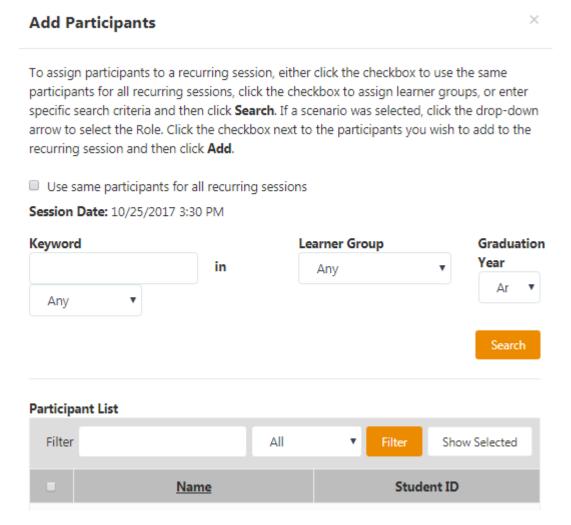
7. Click the **Assign cases and participants to the recurring sessions** checkbox and then click **Continue**.







8. Add the Case/Scenario and Room Details and then click Save Changes OR click Skip Process.



- 9. Click the checkbox(es) next to the participants you wish to add to the randomly recurring session. Click **Use same participants for all recurring sessions** if applicable.
- 10. Click Save Changes.

Note: You can update or delete future sessions, but not sessions that are already completed. Any changes to session data be will changed for all randomly recurring sessions created.