Create a session

Sessions are scheduled, individual occurrences of events. Sessions hold more specific data than events, including the times, locations, instructors, and resources for a specific training gathering.

For explanations of each field in the session creation process, see the Cornerstone Online Help pages about creating ILT sessions.

1. In the menu, select **ILT Admin**, then select **Manage Events & Sessions**.
2. Search for the event.
3. Select **View Sessions**.
4. Select **Create New [provider name] Session**.
5. On the Parts Schedule page, you will create all the parts the session needs. All sessions have at least one part. At a minimum, give the session part a name, location, instructor, and start and end date and time.
    - Most often, a training session is only a few hours or part of a single day, so it only needs one part; however, if a training session is multiple days in length, each day should have its own part. For example, a new supervisor training program that takes place on Tuesday, Wednesday, and Thursday mornings would have one session, and the session would have three parts, one for each of those days.
    - If you are creating a one-part session, select **Save Part**. If you are creating a multi-part session, select **Save & Add New Part**. Create as many parts as needed, and then select **Save Part** to move on to the next step in the setup process.
6. On the Details page, give the session a Session ID that will help learners easily distinguish this session from other sessions of this event (i.e., "Monday, August 12 - In-person").
7. Review the registration and waitlist details copied from the event. Edit as needed.
    - In most cases, it is best not to use the Advance Registration features.
    - The registration deadline and the waitlist expiration date should match. The waitlist expiration date must never be later than the registration deadline.
    - It is best practice to set the waitlist to *Allow Auto-Management of Waitlist*, to *Grant Waitlist Opening to One User at a Time Based on Priority*, and to *Auto-Register User Upon Granting Waitlist*.
8. On the Availability page, select the populations that should be able to search for and access the training.
    - In most cases, it is best to use division(s) and/or group(s) for availability.
    - Ensure that the *Register Upon Approval* checkbox is checked.

If a user or population is not included in the event's availability, they will not be able to find sessions of that event in the catalog even if they're included in the session availability.

Never select the External Users division when setting availability. If the session should be made available to external users for a specific agency, expand the External Users division and select the agency-specific external users division(s) underneath it.

9. On the Emails page, select which email option to use.
10. Most agencies don't use the pricing features, so leave everything as it is on the Pricing page unless your agency has a payment software integration that they contract with Cornerstone to use.
11. On the Training Units page, leave everything as it is.
12. On the Summary page, select **Save**.

For in-depth training on creating a session, search the Cornerstone catalog for "REPLAY: Create Events and Sessions in Cornerstone." It is a recorded demo training session put together by your Cornerstone regional system admins.