

# How to manage locations

## 1.0 Managing locations' learning activities

Locations are used in classroom courses, so that you can assign a specific location (a city, a company etc.) and a specific classroom (for example, blue classroom or the name of the classroom).


From the Admin menu, click on Learning →Locations. The page that appears lists the locations available for educational activities.




Sedi			
Sedi			
Milano			
Roma			
Webinar			

In the table you'll find:

Column Sedi (Locations): name of the location

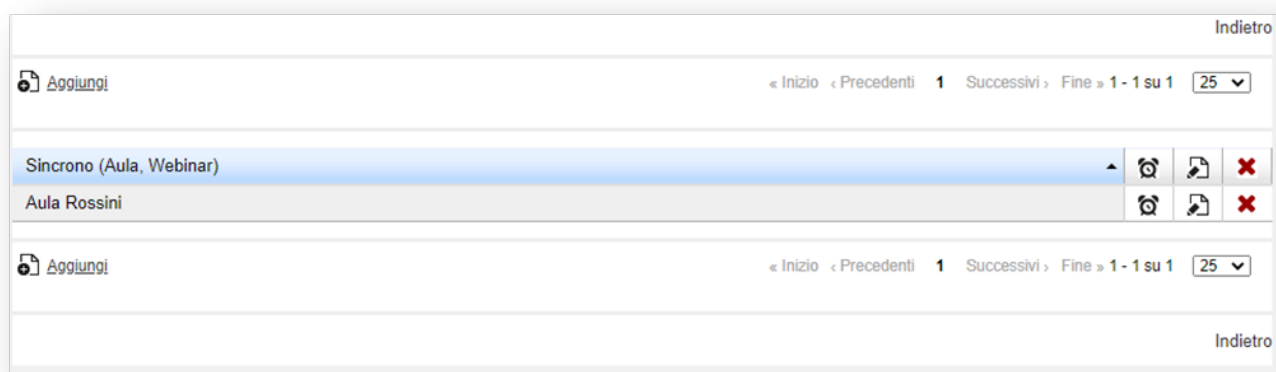
Column : if you click on this icon, you'll find the lists of the classrooms associated with the location

Column : if you click on this icon, you'll edit the name of the locations

Column : if you click on this icon, you'll delete the locations and the classrooms associated to them

## 1.1 Adding locations and classrooms

Click on the **Add** link and enter the name of the location. Click on the icon in the line containing the location you just added to enter the page in which you can manage classrooms.



Click on the **Add** link to add a classroom. In the displayed page enter:

Name of the classroom (it's the one that appears when assigning the classroom to appointments in the creation of editions for a synchronous course)

Enter all other required information: class, capacity, refers to, street, city, state, zip code, telephone number, fax, layout, classroom equipment, available equipment, notepad.


None of the above values are mandatory.

Click **Save changes**

## 1.2 Managing the classrooms of one location

Column  The corresponding classroom is deleted from the location

Column  it's possible to edit the information regarding the classroom

Column  you access a page where you can view a schedule of the current classroom

Aula 1

Indietro

< September 2021							October 2021							November 2021							>	
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
29	30	31	1	2	3	4	26	27	28	29	30	1	2	31	1	2	3	4	5	6		
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
26	27	28	29	30	1	2	24	25	26	27	28	29	30	28	29	30	1	2	3	4		
3	4	5	6	7	8	9	31	1	2	3	4	5	6	5	6	7	8	9	10	11		

« Inizio < Precedenti 1 Successivi > Fine » 1 - 1 su 1 25 ▼

Data	Ora di fine	Inizio pausa	Fine pausa	Ora di fine	Corso
01-09-2021	09:00	-	-	17:00	Guida Sicura ed. Settembre

« Inizio < Precedenti 1 Successivi > Fine » 1 - 1 su 1 25 ▼

Indietro

Column Sede: Name of the location

Revision #2  
Created 1 March 2024 16:11:40 by Lorenzo Polizzi  
Updated 1 March 2024 16:18:47 by Lorenzo Polizzi