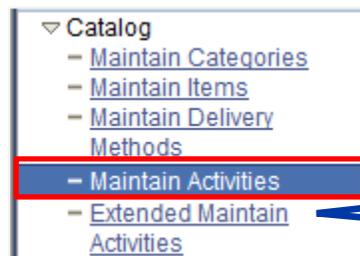


Cloning an Activity - Instructor Led

The purpose of this job aid is to go through the steps needed to clone an activity in ELM. Within ELM, you **MUST** create a new activity record each time the class is taught. It is recommended that you use the cloning functionality when creating multiple sessions for the same activity. Cloning activities allows you to set up duplicate training activities quickly.

1. In OAKS ELM, navigate to **Enterprise Learning >Catalog > Maintain Activities**.



You can also select **Extended Maintain**.

2. Locate the activity you wish to duplicate, click the **Clone** link.



3. On the **Activity Cloning** page, change the **Activity Status** to **Active**.
4. Enter the new **Start** and **End Dates** for that session.
5. Click the **Copy the Activity Session Information** check box to select it.
6. Click the **Continue** button.

Activity Cloning

*Activity Code: *Activity Status:

Start Date: End Date:

Copy the Activity Session Information

Cloning an Activity - Instructor Led

- On the **Activity Details** tab for the new activity, verify the **Instructor, Facility** and other activity details based on the specifics for the new activity. Change as necessary.

Activity Details | Learning Components | Completion | Materials/Attachments | Activity Costs

Save | Create New | Clone | Delete | Send Notifications | Return To Activity Search

Catalog Item: DAS Responding to Conflict Delivery Method: Instructor Led

General Information

Activity Code: DAS-CR-114DAS001001201

*Start Date: 04/15/2013

End Date:

*Approval Type: None

Special Approver:

Administrator:

Primary Instructor:

*Status: Active

*Language: English

*Education Units: 1.00 *Education Type: CLE

Owner: Katherine Vanhooose *Facility/Room ID: 001001

- On the **Learning Components** tab, select **Edit** next to the current **Sessions Component**.

Activity Details | **Learning Components** | Completion | Materials/Attachments | Activity Costs

Catalog Item: DAS Responding to Conflict Activity: DAS-CR-114DAS00100120130415789

Save | Create New | Clone | Delete | Send Notifications | Return To Activity Search

Activity Learning Components Find First 1 of 1 Last

Component Type	Component Name	Edit	Delete Learning Component
Sessions	DAS Responding to Conflict	Edit	

Add Component

Cloning an Activity - Instructor Led

9. Click the **Sessions** tab.

Notice the Scheduling Conflicts warning. This is because the session currently has the same details as the previous activity. The system is listing 2 activities in the same place at the same time.



The screenshot shows the 'Sessions' tab in the OAKS interface. At the top, there are three tabs: 'Learning Component', 'Session Patterns', and 'Sessions'. Below the tabs, the 'Activity' is identified as 'DAS-CR-114DAS00100120130415789' and the 'Component' as 'DAS Responding to Conflict'. A red warning message reads 'Warning - Scheduling Conflicts'. Below this is a table of sessions with the following columns: Session Date, Start Time, End Time, Time Zone, Facility, and Room. A single session is listed for 04/16/2013 from 8:00AM to 9:00AM EDT at James A. Rhodes State Office Tower, Room 3499. The date '04/16/2013' is highlighted with a red box. Below the table are 'Select All' and 'Clear All' options, and 'Delete Session' and 'Add Session' buttons.

Session Date	Start Time	End Time	Time Zone	Facility	Room
04/16/2013	8:00AM	9:00AM	EDT	James A. Rhodes State Office Tower	3499

10. Click the date to view the **Session Details**.

Cloning an Activity - Instructor Led

- On the **Session Details** page, change the **Date**, **Start/End Times**, **Facility**, **Room**, and **Instructor** as necessary.

Learning Component - DAS Responding to Conflict

Session Details

*Date: **Display Facility to Learner**

Facility:

Room: [Details](#)

*Start Time: *End Time: *Time Zone:

Instructors		Customize Find View All <input type="button" value="📄"/>	First <input type="button" value="⏪"/> 1 of 1 <input type="button" value="⏩"/> Last
<u>Name Display</u>	<input type="text"/>	<u>*Type</u>	Primary <input type="button" value="+"/> <input type="button" value="-"/>

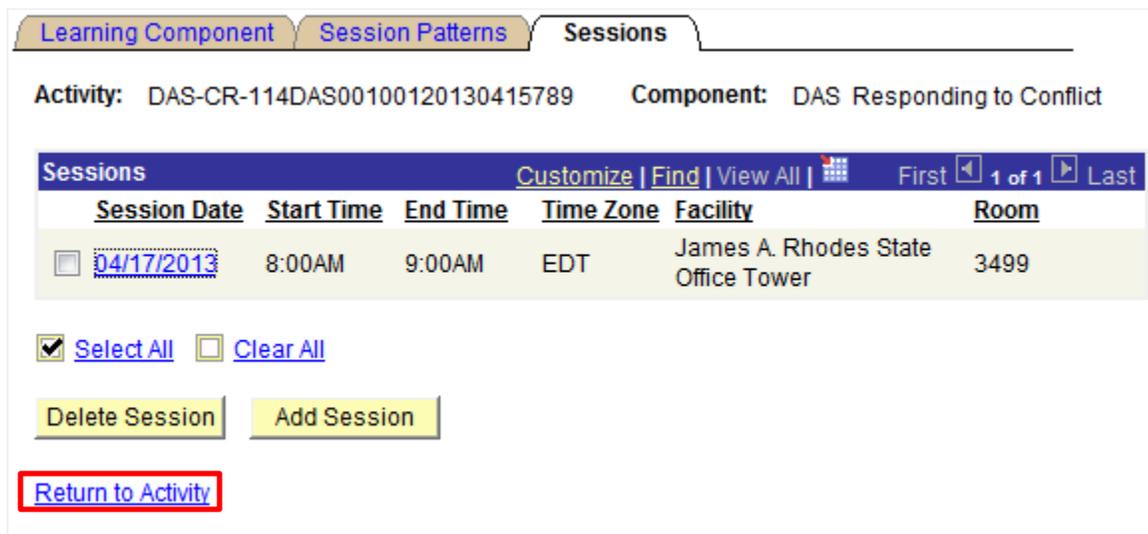
Equipment			Customize Find View All <input type="button" value="📄"/>	First <input type="button" value="⏪"/> 1 of 1 <input type="button" value="⏩"/> Last
<u>Description</u>	<u>Asset Tag</u>	<u>Serial Number</u>	<input type="button" value="+"/> <input type="button" value="-"/>	

Notes:

- Click the **Apply** button.
- Click the **OK** button.

Cloning an Activity - Instructor Led

14. This takes you back to the **Sessions** tab. The warning is gone.



The screenshot shows the OAKS interface with the 'Sessions' tab selected. At the top, there are three tabs: 'Learning Component', 'Session Patterns', and 'Sessions'. Below the tabs, the 'Activity' is identified as 'DAS-CR-114DAS00100120130415789' and the 'Component' as 'DAS Responding to Conflict'. A table titled 'Sessions' is displayed with columns for 'Session Date', 'Start Time', 'End Time', 'Time Zone', 'Facility', and 'Room'. A single session is listed for '04/17/2013' from 8:00AM to 9:00AM in the EDT time zone at the 'James A. Rhodes State Office Tower' in room '3499'. Below the table are controls for 'Select All' (checked), 'Clear All', 'Delete Session', and 'Add Session'. A 'Return to Activity' link is highlighted with a red box.

Session Date	Start Time	End Time	Time Zone	Facility	Room
<input type="checkbox"/> 04/17/2013	8:00AM	9:00AM	EDT	James A. Rhodes State Office Tower	3499

[Select All](#) [Clear All](#)

[Delete Session](#) [Add Session](#)

[Return to Activity](#)

15. Click the **Return to Activity** link.

16. When you return to the activity, you can click the **Clone** link again to create another duplicate activity or click **Save** to complete the task.