User Group: All Users

Objective: How do I VIEW THE SESSION/EVENT DETAILS?

- Where do I find the time & location of the session?
- Who is teaching?
- Where do I find the session objectives?
- Where do I find the session ID?
- Where do I find student groups?

Summary: There are 3 different ways in which you can access the Session/Event Details page.

1) Entering from My Front Page (*this method will give the most personal look at your individual schedule, i.e. a student will only see groups in which he/she belongs to or an instructor will only see sessions that he/she is teaching)
2) Entering from the Unit Schedule via Curriculum Explorer (shows all events/groups of a session)
3) Entering from the Session Search (same as #2)

Instructions:

1) Finding Session Details Through My Front Page

a. Log in to OPAL. From the Welcome menu select My Places->My Community->Private Pages. (May default to this screen automatically depending on user group.)

b. OPAL should open directly to My Front Page. If not, select the tab (as shown below)
c. From the **Calendar** section you may simply click on the date of the session/event you are interested in (if you already know it). If you are interested in the details of a session that falls on today’s date it will also be displayed on the right (as shown). In this case, you can click directly on the event to bring up the details.

![Calendar screenshot]

d. Once you find and click on the event you are interested in, a box will appear with a general outline of the session/event (as shown below). From here you can click on “View Event” and the full details page will appear.

![Event details screenshot]
e. The Session/Event page that appears is the same page that can be accessed through Unit Schedule via Curriculum Explorer.

The pop-up window will allow you to see the date, location, and session information, as well as access student groups, download learning resources and view learning objectives.
2) **Finding Session Details via Curriculum Explorer (CE)**

a. Log in to OPAL. From the Welcome menu select **My Places -> My Community > Private Pages**, click on the Curriculum Explorer (CE) tab.

b. From the Curriculum tree on the left you will access the **unit** you are interested in and click on that **unit schedule**. This will bring up the sessions associated with that unit on the right hand side of the screen (as shown).
c. Next, select the session you are interested in by clicking on the date and time link at the top of the session (as shown).

d. This will bring up the same Session/Event details page that can be also be accessed directly from the calendar page.

The pop-up window will allow you to see the date, location, and session information, as well as access groups, download learning resources and view learning objectives.
3. Finding Session Details by Session Search

a. Log in to OPAL. From the Welcome menu select **My Places -> My Community -> Private Pages**, click on the Curriculum Explorer tab.

b. From the Curriculum tree on the left, click on the **Tools '+'**. When you click on the **Sessions '+'**, a search option will appear.

c. Click on **Search** to bring up the search box. As shown below, **search by specific session ID** if you already know the 5-character code (ex. SF001).

**Note:** You will always be **required to select the Class from the drop down menu** as well as enter the full 5-character session ID/name or a portion of it such as the short name code only (e.g. SF). **See next page for this.**
This method (as shown above) will bring up all the SF sessions so that you can determine which 5-character ID code you are seeking. Once you find the correct Session ID, click on the link to bring up your result.

The pop-up window will allow you to see the date, location, and session information, as well as access student groups, download learning resources and view learning objectives.