



Attending Flexible Seminars

A Step-by-Step Guide For Students

Table of Contents

Introduction.....Page 2

Definitions.....Page 2

How to Access Flexible Seminars.....Page 3

How to View a Seminar Archive.....Page 5

Introduction

Your course will utilize Kaplan University’s flexible seminar tool for your seminars this term. This document serves as a guide to what a flexible seminar is and how to access a flexible seminar.

Definitions

There are two types of flexible seminars:

- A **one-time** seminar is a seminar that is scheduled for a particular time and date. All invited participants will have access to archives of scheduled flexible seminars.
- An **open seminar** is a seminar that is open 24 hours per day, 7 days per week, for the duration of a term. It can be used as a place for students to work in student groups or for ad hoc class meetings. Archives of open seminars are not available.

Note: Both seminar types are available via the Open Seminar area of the Remote Window.

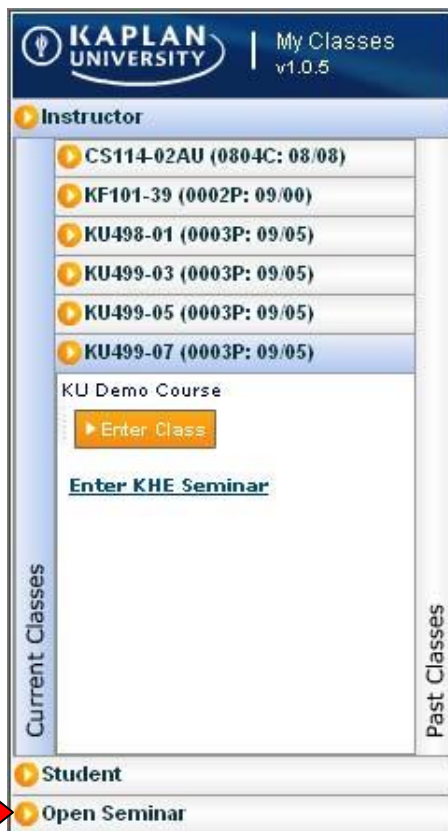
How to Access Flexible Seminars

1. In the My Classes section, click the course link for the class for which the seminar is scheduled.



Screen Shot 1

2. The Remote Window and the Course Home Page will open in separate windows. In the Remote Window, click the Open Seminar link.



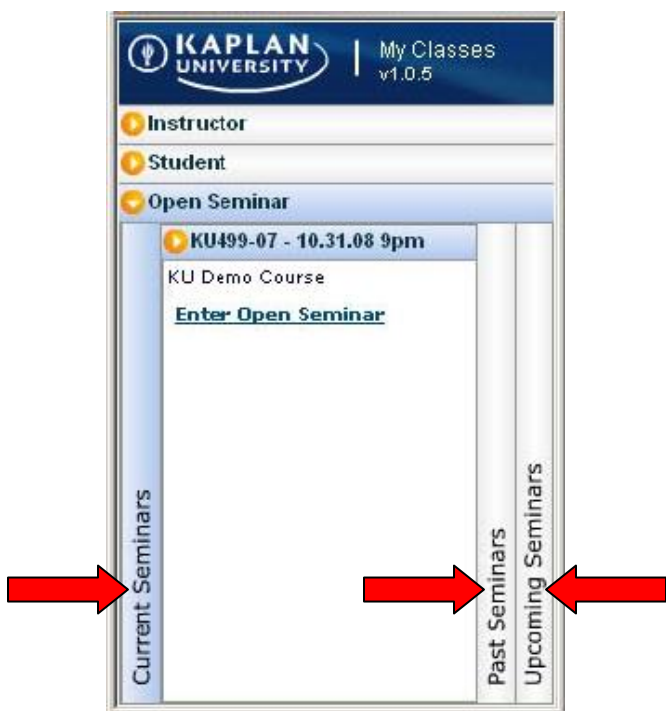
Screen Shot 2

Depending on how your instructor has set up your seminars, you will have **up to** three additional tabs for "Open Seminar":

- a. **Current Seminars** — This tab will contain any Open Seminars to which you are invited and any one-time flexible seminars that are currently available to students. You will be able to access the seminar 30 minutes before the scheduled start time until the faculty member ends the seminar.
- b. **Past Seminars** — This tab will contain one-time flexible seminars that have already occurred.
- c. **Upcoming Seminars** — This tab will contain one-time flexible seminars that are scheduled for the future up to 31 minutes before the scheduled start time. At 30 minutes before the scheduled start time, the seminar will be available in the Current Seminars tab.

Note: Your seminars may not be listed in chronological order. Be sure to read the title of the seminar to see that it matches the date and time of the seminar you are seeking.

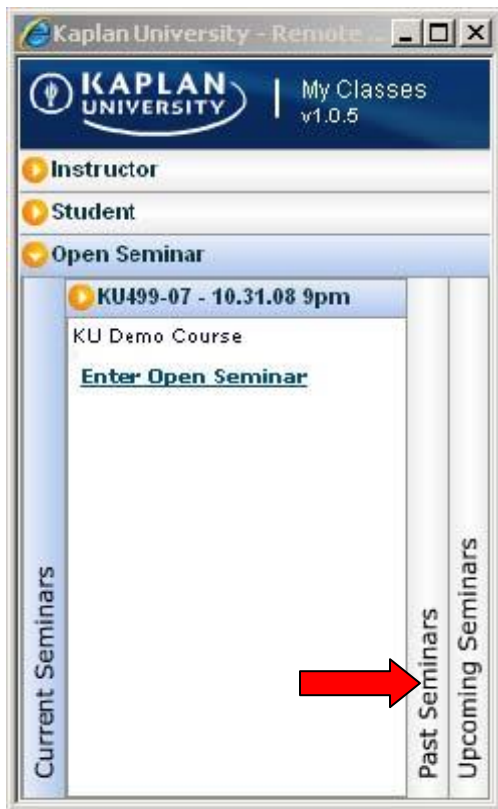
3. Click "Enter Open Seminar" to enter the seminar.



Screen Shot 3

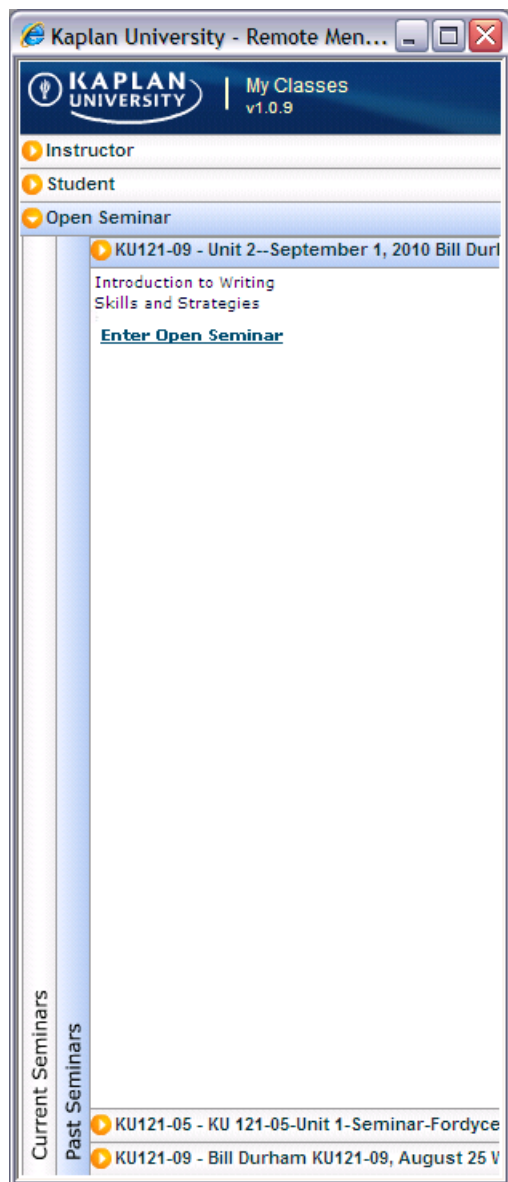
How to View a Seminar Archive

1. Click the "Past Seminars" tab.



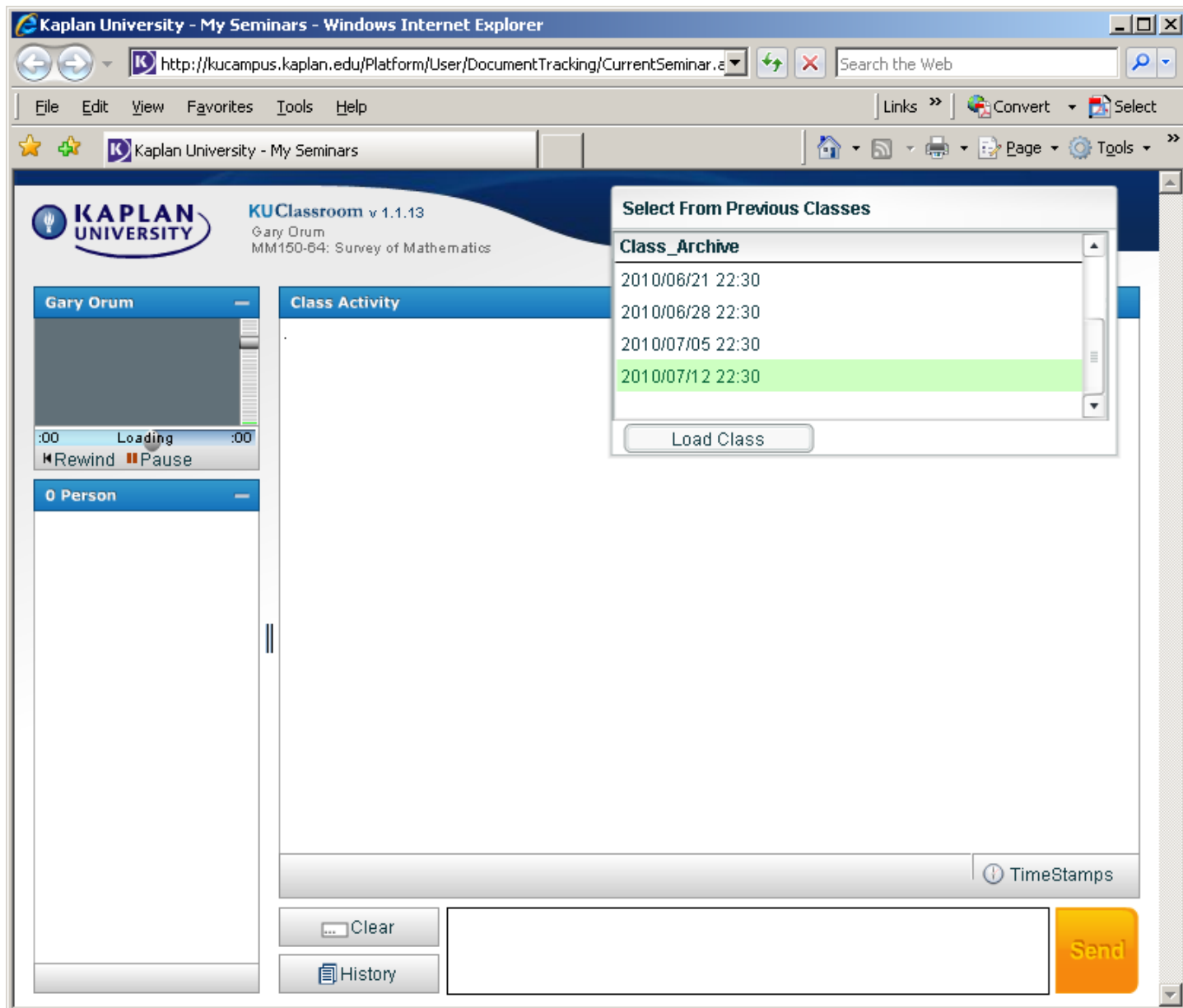
Screen Shot 4

2. Find the seminar you are looking for by date and click "Enter Open Seminar." **Note: Your seminars may not be listed in chronological order. Be sure to read the title of the seminar to see that it matches the date and time of the seminar you are seeking.**



Screen Shot 5

- The My Seminars page will open in a separate window. Select the Class_Archive you would like to see from the Select From Previous Classes window, and click Load Class. This will launch the seminar archive.



Screen Shot 6

Approvals:
 Director of Student Operations: Erin Froyd
 Legal: N/A & Compliance: N/A
 Created by Maria Mendoza on 09/29/2010