Cloning an activity enables administrators to create a new activity using a course template. The cloned activity has the same attributes as the original activity with the exception that some attributes can be changed (i.e., the date, modality, available space, rooms or instructors).

Use this SOP to:

1. Modify attributes for a new activity, or update attributes in an exciting activity.

Red highlights: the information that must be updated when you clone an activity

Yellow highlights: the information you can choose to fill out for an activity
STEP I: Log into Inspira homepage

1. Click on “Main Menu”
2. Click on “Learning Administration”
3. Click on “Catalogue”
4. Click on “Maintain Activities”
STEP II: Search for the activity you wish to clone

1. Click on the dropdown menu “Activity Code” and choose “contains”
2. Type in the course code
3. Click on “Search”

From the list of search results select the activity you wish to clone. Ensure that you choose the course that uses the same Delivery Method that you wish to use for your activity.

5. Step III: Clone the activity

1. At the top of the activity page, click on “Clone”
2. Keep the “Activity Status” to “Pending” until the cloning process is complete. This is the default for activities when they are first created. Activities with an enrolment status of pending can only be viewed and managed by administrators but cannot be viewed or enrolled in by learners through self-service.

*Note: If you change the status to “concluded”, it enables you to enroll students manually without triggering enrollment email notification. This function can be useful when you want to enroll students for past activities.*

3. Enter the “Start Date” of the activity. When you clone an activity this field automatically defaults to today.

4. Enter the “End Date” if applicable. If an end date is entered, the activity will not be visible to learners beyond that date.

5. Tick the box “Copy Session Information” if you want the system to copy the original activity session information. This field appears only when sessions exist for the originating activity. For more information on session information see pg.6.

6. Click on “Continue”.

**STEP IV: Update the activity information**

1. Write down the “Activity Code” for your reference.

2. Update the “Administrator” of the activity; this name will be displayed under the “Contact” field on the activity details page of the learner’s view.

3. Update the “Owner” of the course; normally this is the person who cloned the activity.
4. Click on “Save” at the bottom of the page.

Under the **Learning Environments** pane please ensure that your learning environment is correct and it is checked as **Primary**. Once you choose the primary learning environment, click on the **Default Learner Groups** button. This will automatically populate the configured Learner Groups to the selected Learning Environment. Access to the activity can be restricted by removing or combining Learner Groups through the **Edit Learner Group Security** link.

Learning administrators must be part of one of the learner groups attached to the activity to be able to manage that activity!

For more information on optional areas to update when cloning an activity, please click on **ANNEX I** for details:

**STEP V: Define Learning Components**

Learning components are the building blocks of learning activities. Each activity must include at least one learning component. You can also combine several components in one activity (Sessions, Webcasts, Assessments, etc.). A learning component is equivalent to a learning module from a user’s perspective. A course is completed only when all required learning components for the activity are completed.

*Note: A component cannot be updated or added once a learner is enrolled in the activity.*
A. Edit Learning Components

1. Click on “Learning Components”
2. Click on “Edit” next to the Component you wish to update

3. Update the “Component Name”, this field is equivalent to the module name that will be displayed on the course enrollment page from learner’s view.
4. Update the “Short Name”, you can enter a short version of the “Component Name”; this name would not be displayed to learners.
5. Click on “Apply”
6. Click on “OK”

A1. Create New Sessions

You can use the “Patterns” tab to create a single session or repeating sessions. The steps below will demonstrate how to create new sessions from “Patterns” (eg. The course happens every Monday, Tuesday, Wednesday and Friday). The Sessions information you create here will be visible to learners in the “Schedule” part of the activity details page. Some components by nature will not have sessions (eg. Assessment, Survey & Web-Based). For components that have a “Sessions” tab (eg. Classroom, Sessions & Webcast), these can have one or more sessions.
1. Click on “Edit” next to the component you wish to create sessions for.

2. Click on “Patterns”

3. Specify “Facility” field
4. Specify “Room” information
5. Update “Start Date”
6. Specify the number of sessions you would like to create in “Create” field
7. Specify “Start Time”
8. Specify “End Time”
9. Specify “Time Zone”
10. Tick the weekdays the sessions are held on (In our example Monday, Tuesday, Wednesday & Friday).
11. Click on “Build Session”

The system will take you to the “Sessions” tab and you can immediately see the new sessions built through “Patterns”.

**A2. Edit/Finalize Sessions**

Under the “Sessions” tab you can view all the sessions created for this course, as well as the sessions that you copied from the originating activity if you ticked “Copy Session Information” check box at STEP II. It is therefore very important to double check in the “Sessions” tab and delete any sessions you do not need.

1. Select the session you would like to delete (in our example “29/09/216” as this session was copied from the originating activity).
2. Click on “Delete Session”
3. Click on “OK” to confirm deletion
4. Click on “Save” to save the changes
5. Click on “Return to Activity” to return to the “Learning Component” page.

B. Add Learning Components

If you would like to conduct the course in a combined variety of forms you might consider creating additional components. You can add additional components with pre-configured content (e.g. a survey already uploaded to Inspira). If you do not have the technical access to create a new component (new survey/assessment, new online module) please kindly contact learning@un.org

1. Click on “Add Component”
2. From the list of learning components, choose the one you want to add (in this example we click on “Assessment”).

3. Enter “Component Name”
4. Enter “Short Name”
5. Tick the “Internal Survey” checkbox
6. Click on the ⌃ next to “Survey ID”
7. Scroll down to see the full list
8. Select the assessment template for this activity (in our example we select “Test Assessment”)
9. Click on “Apply”
10. Click on “Ok”

You will be able to see the new component in the list.
STEP VI: Define Learning Component Completion Rules

1. Click on “Completion”

2. Tick the “Req” box if you want a learner to be required to complete this learning component in order to complete the activity. If you do not select this check box this learning component is optional for the learner (in our example we tick both boxes). The system ticks the box by default.

3. Enter the numerical order in the “Order” field for both components in which you want the system to list the learning components to the learner on the Activity Progress page (in this example we enter “1” for learning component “Sessions” and “2” for “Assessment”).

4. Tick “Enforce Component Order” box to force the learner to complete the learning components in the order you establish here. If the components were web-based, only the learner’s current learning component is available to launch at that time. When the learner completes one learning component, the next learning component in order becomes available.

5. Select “Passing Required” to require that in order to successfully complete a learning component learners must receive a passing status for this learning component (in our example we only tick “Passing Required” for “Assessment” learning component).

6. Enter the minimum score in the “Score” field that a learner must achieve on this learning component to receive a passing status.

7. Click on “Set Duration” link to access the Recommended Duration page, where you enter the amount of time that you estimate the learning component will take to complete. This information will be displayed on the activity details page next to component name from learner’s view.
8. Enter number of “Days” (in our example we enter “0”).
9. Enter number of “Hours” (in our example we enter “2”).
10. Enter number of “Minutes” (in our example we enter “0”).
11. Click on “Ok”

You will be able to see the number you entered shown in the “Duration” field. You can click on it to edit this field again.

12. Click on “Save”
**STEP VII: Add Attachments and Notes**

In this section you can attach any files for learners and instructors for the activity, such as textbook materials, handouts, or a syllabus. You can also add notes and provide links to share with the learners. The information you update in this section will be displayed under the “Notes and Attachments” tab on the activity details page from the learner’s view.

1. Click on “Materials/Attachments” tab.
2. Under “Activity Notes” section, in the dropdown menu of “Display To”, select the group of learners you would like to share the notes with (in our example we choose “All Learners”).
3. Enter the information you would like to share in the “Notes” text box.
4. Enter any URL you would like to share with user in the “URL” text box.
5. If you would like to share an attachment, click on “Add Attachment”
6. Click on “Browse”, select the file you want to attach from your local drive.
7. Click on “Upload”

8. You will see the attachment displayed under “Attachments” section. In the dropdown menu “Display To” choose the group of learners you would like to share the attachment with (in our example we choose “All Learners”).
9. Click on “Save”
STEP VIII: Set up Certificate Information

When you clone an activity, certificate information will not be brought forward. Therefore you need to add the certificate every time you create a new activity as needed.

1. Click on the Arrow

2. Click on “Activity Certificate”

3. Select either “Instructor Led Course” or “Web Based Course” (In our example we select “Instructor Led Course”).

   *Note: For Instructor led course - Date on the certificate will be printed from Activity End date. For Web Based Course - Date on the certificate will be the course Completed date.*

4. Click on the of “Certificate Name”
5. Search for the certificate name, in our example we enter “inspira” in “Description” field.

6. Click on “Look Up”

7. Select the certificate, in our example we select “Inspira_English_Instructor”

* Note: You can find a list of Inspira certificate templates on Unite Connections under section “Inspira Templates”.

For courses conducted by an instructor, select “Inspira_English_Instructor” and for self-paced online courses, select “Inspira_English_Online”. You can also select the French versions of the two certificates: “Inspira_French_Instructor” and “Inspira_French_Online”.

8. Click on the of “Department”

9. Scroll down the list to see all department names

10. Click on the department that would be issuing the certificate for the course (in our example “Office of Human Resources Management”).
11. Click on the of “City”

12. Select the city where the certificate would be issued (in our example “USA - New York”)

13. Save

14. Return To Activity Search
13. Click on “Save”

14. Click on the Arrow

15. Click on “Activity Details”

16. When all the information has been finalized, change “Status” of the activity from “Pending” to “Active” for the activity to become visible in the catalogue and enable learners to enroll in the course.

17. Click on “Save”

You have successfully cloned an activity!

(Please allow 6 hours for Inspira to index the new activity before all functions of the activity become valid)
ANNEX I: Optional Information in Activity Details

<table>
<thead>
<tr>
<th>Payments</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pricing</td>
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<tr>
<td></td>
<td>Internal Price: 0.00</td>
</tr>
<tr>
<td></td>
<td>External Price: 0.00</td>
</tr>
<tr>
<td></td>
<td>Internal Drop Charge: 0.00</td>
</tr>
<tr>
<td></td>
<td>External Drop Charge: 0.00</td>
</tr>
</tbody>
</table>

- Payments pane allows you to enter price information when the activity involves fee or drop charges.

  - **Currency Code**: Select the currency code that applies to the monetary amounts entered in this group box. Currency code appears by default from the Learning Environment.

  - **Internal Price**: Enter the price that you want to charge internal learners to enroll in activities.

  - **Internal Drop Charge**: Enter the amount that you want to charge internal learners for dropping activities after the drop period, as defined in the Drop Period group box.

  - **External Price**: Enter the price that you want to charge external learners to enroll in activities.

  - **External Drop Charge**: Enter the amount that you want to charge external learners for dropping activities after the drop period, as defined in the Drop Period group box.

  - **Price**: Please leave blank.

  - **Drop Charge**: Please leave blank.

<table>
<thead>
<tr>
<th>Learning Period</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Period Days:</td>
<td>1</td>
</tr>
</tbody>
</table>

- **Learning Period**: Please leave blank.

<table>
<thead>
<tr>
<th>Published Duration</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Days:</td>
<td></td>
</tr>
</tbody>
</table>
| **Display Start and End Date**: Check this box if you want learners to see the start and end dates of the activity.

- Use the **Published Duration** pane if you want learners to see how long an activity is scheduled for. The values that you enter here will be shown on the activity details page from the learner’s view. Tick **Display Start and End Date** if you want the start and end date information to be visible to learners on the activity details page.
Start Reminder: Please leave blank.

Under the Enrollment pane you can update the following items:

Max Enrollment: The total number of students that can be accommodated in the class.

Enrollment Total: Displays the number of learners who have successfully enrolled in the activity. The enrollment process keeps this field updated.

Total Open Enrollment: Displays the available seats of the course (the number of learners that can still enroll for the course).

Min Enrollment: The minimum number of students required for the class to be held. If this minimum number is not met before a predefined date prior to the start of the activity, the Learning Administrator will receive an automatic notification from the system.

Min Enroll Days: Enter the number of days prior to the activity start date that you want the minimum enrollment notification sent to the enrollment administrator and activity owner to alert them that the minimum enrollment has not been reached.

Overbook Percent: The percentage by which the maximum enrollment may be surpassed.

Reserved Seats: Use reserved seats to reserve seats (enter the number) for groups of learners without naming specific learners. For example, you could reserve seats for new hire orientation, where you have a large number of learners who will enroll but who are not yet in your system. You can revise the number of reserved seats at any time.

Last Enroll Days: Enter the number of days Before the Start Date or After the Start Date to indicate the last day enrollment is permitted. This is useful, for instance, when you want to close enrollment to accommodate the ordering of materials for the activity. You can set days in this field or a specific date in the Last Enroll Date field.

Last enroll Type: Set whether you would like enrollment to stop before or after the start date of the course.
**Last enroll Date:** Enter a date that represents the last day on which enrollment into this activity is permitted. Alternatively, see **Last Enroll Days** above.

**Enforce Enrollment Limit:** Select to automatically prevent learners from enrolling in the activity after the maximum enrollment number is reached. This box must be checked in order for the system to generate a waiting list for this activity.

**Restrict to Programs:** Please leave bank.

| Waitlist |
|-----------------|-----------------|-----------------|-----------------|
| ✔️ Enable Waitlist | Waitlist Capacity: | Waitlist Total: | Last Waitlist Enroll Date: |
| Waitlist Capacity: | 5 | 0 | 07/05/2015 |
| Waitlist Threshold: | 0 | |

- In the **Waitlist** pane you can establish a waitlist for the activity by selecting **Enable Waitlist** box, enter/edit the number of people that may be waitlisted for this course in the **Waitlist Capacity** field, and in the **Last Waitlist enroll Date** input/update the final date that you wish to allow for people to add themselves to the waitlist.

  **Waitlist Total:** Displays the number of learners on the waitlist.

  **Waitlist Threshold:** Enter the number of learners on the waitlist that will trigger a notification to the administrator.

| Drop Activity |
|-----------------|-----------------|-----------------|-----------------|
| Last Drop Days: | 4 | Last Drop Type: | Before the Start Date |
| Last Drop Date: | | Last Drop Date = Start Date |

- In the **Drop Activity** pane, select whether users can drop a course a specific number of days before or after the start Date in the **Last Drop Days** and **Last Drop Type** fields or inputting the last date to drop a course in the **Last Drop Date** field. Select **Last Drop Date = Start Date** if you want the last day learners can drop this activity to equal the activity start date.

| Grades and Attendance |
|-----------------------|------------------|------------------|------------------|
| Mark Completion After Days: | 0 | Auto Mark Completion | |
| Launcheable from History | | Enforce Prerequisites | |
| Allow Completion from History | | |

- Please do not touch the configuration of **Grades and Attendance** section.

| Activity Approvers |
|---------------------|------------------|------------------|------------------|
| Name | Approver Type |
| Add Approver | |

- **Activity Approvers** pane allows you enter approver information if the activity requires approval for registration. You can have up to 2 levels of approval but the approvers must be selected by the learning administrator.