



Best Practices

Calendar - LABS and Help Sessions

As you prepare to set up labs or help sessions on the calendar through Trumba, use the following conventions so that students will be able to search and filter sessions.

Naming Conventions for Calendar Sessions (Select only one for each session.):

For All Help Sessions		
Session Type	Format	Example
By class:	Course number + Assignment Help	ME 2400 Assignment Help
By topic:	Topic + Help	Resume Writing Help
By program:	Program + Open Help	PHT Open Help

For All LABS		
Session Type	Format	Example
By class:	Course number + Topic + LAB	CMS 1500 Form LAB
By topic:	Topic + LAB	Coding Scenarios LAB
By program:	Program + topic + LAB	CPT Tabbing LAB

Tagging your Session:

Choose one tag from each level. Only one tag from each level.	
Level 1	Level 2
Coding, Math, Writing, Insurance, Career, Science, Library, Computer	Course, HHS, ALL

Choose Programs:

Choose all programs that may attend the session and receive benefit.

Session Description:

	Format	Example
HELP	<p>This help session is for all students in (<u>Topic or course number</u>) courses. Students are welcome to ask for help with any assignment or concept.</p> <p>Course Recommendations: (<u>Course number</u>), (<u>course number</u>), (<u>Course number</u>)</p> <p>Http://tinyurl.com/Blackboardcollaborate Access Code: #####</p>	<p>This help session is for students in Accounting and math courses. Students are welcome to ask for help with any assignment or concept.</p> <p>Course Recommendations: MC1600, AC2760, HM1030</p> <p>Http://tinyurl.com/RPeskinGuest Access Code: 5949432</p>
LAB	<p>In this lab, you will learn how to use (<u>complete the sentence.</u>)</p> <p>Course Recommendations: (<u>Course number</u>), (<u>course number</u>), (<u>Course number</u>)</p> <p>Http://tinyurl.com/Blackboardcollaborate Access Code: #####</p>	<p>In this lab, you will learn how to use ICD Manual, to identify main terms and understand how to properly sequence and apply diagnosis codes by working through scenarios.</p> <p>Course Recommendations: BC 2010, ME 2400, ME 2405, ME 2410, HT 2125</p> <p>http://tinyurl.com/HumaHaque Access Code: 3863524</p>