

Instructor Functions in the OLC

Follow the steps below to perform the following instructor tasks:

- Check Course Roster
- Enroll/Register Team Member for a Course
- Administer Course Credit for In-Person Event with Score
- Administer Course Credit Where No Score is Required
- Remove a Team Member from a Course
- Print Course Sign-In Sheet
- View Event Waitlist

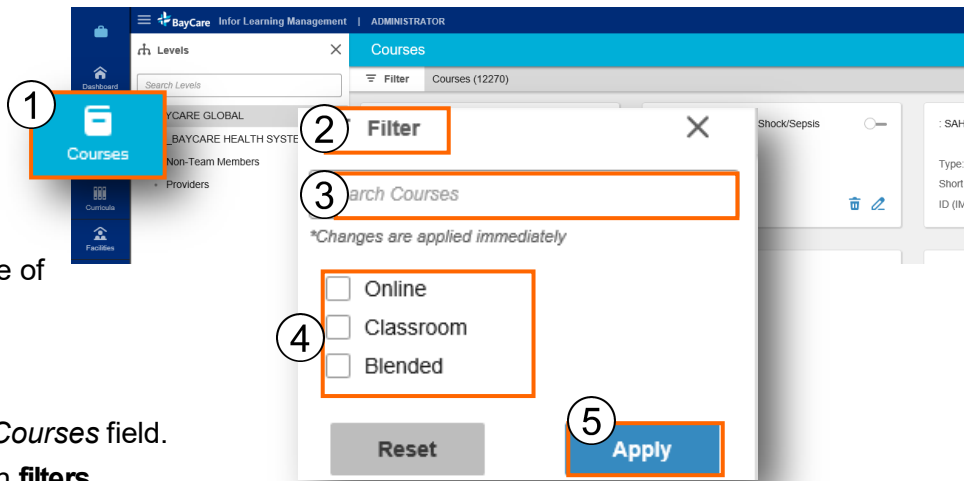
Check Course Roster

Click the suitcase icon in the upper left corner to change your login type from Learner to Administrator.

1. Click **Courses** from the menu.

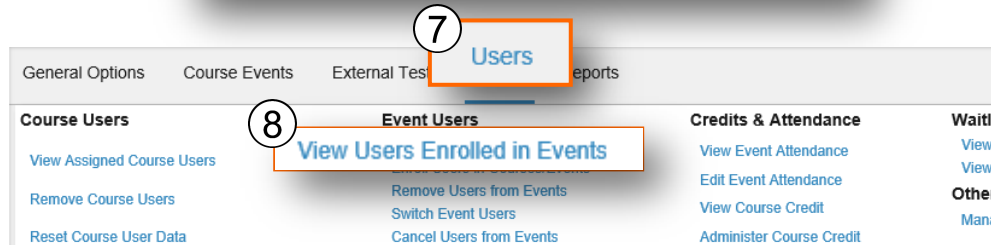
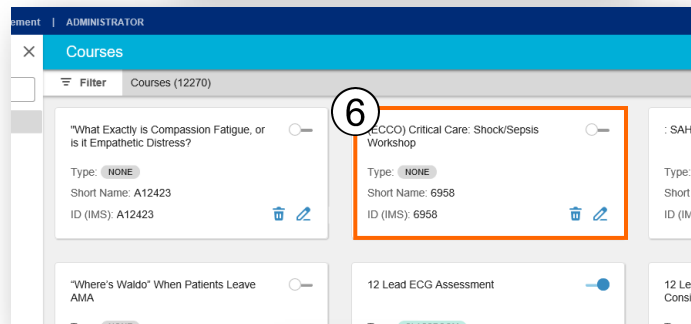
Course listings display on the right side of the screen.

2. Click the **Filter** button.
3. Enter the **course name** in the *Search Courses* field.
4. Check any additional *class type* search **filters**.
5. Click the **Apply** button.



A list of courses display on the right.

6. Click the **course name** to select it.
7. Click the **Users** tab.
8. Click **View Users Enrolled in Events**.



9. Select the **event** from the drop-down.

Courses / Cerner: Allergies / View Users Enrolled in Events
← View Users Enrolled in Events

General Options Course Events External Tests Users Reports

View Users Enrolled in Events

Please Select the Date Range to See Events that Start within this date range
Between 10/26/2018 and 11/26/2018
Show Events for all Dates:
You do not have rights to view archived events.

Search

Note: All events that are not archived are shown by default.

Please Select an Event: 9 please select

10. Enter an individual last name or select **show all**.

Search

Note: All events that are not archived are shown by default.

Please Select an Event: Cerner Allergies

Search Users - (Sorted by Last Name)

A B C D E F G H I J K L M N O P 10 R S T U V W X Y Z

Show All

Search for: Last Name Beginning with: Search

11. A list of course enrollments will display.

Note: This shows only users enrolled to course events (classes), it does not show course credit earned

11

Search Users - (Sorted by Last Name)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Show All Select All Invert Selection

Search for: Last Name Beginning with: Search

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
A																									
A																									
B																									
B																									

Enroll/Register Team Member for a Course

Click the suitcase icon in the upper left corner to change your login type from Learner to Administrator.

1. Click **Courses** from the menu.

Course listings display on the right side of the screen.

2. Click the **Filter** button.

3. Enter the **course name** in the *Search Courses* field.

4. Check any additional *class type* search **filters**.

5. Click the **Apply** button.

A list of courses display on the right.

6. Click the **course name** to select it.

7. Click the **Users** tab.

8. Click **Enroll Users in Course Events**.

9. Select the **event** from the drop-down.

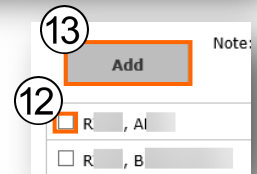
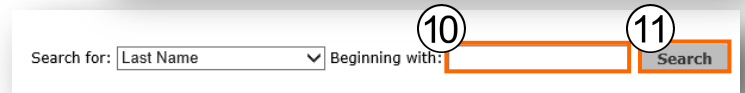
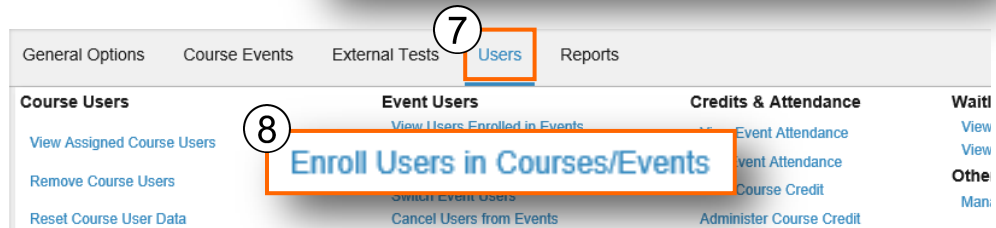
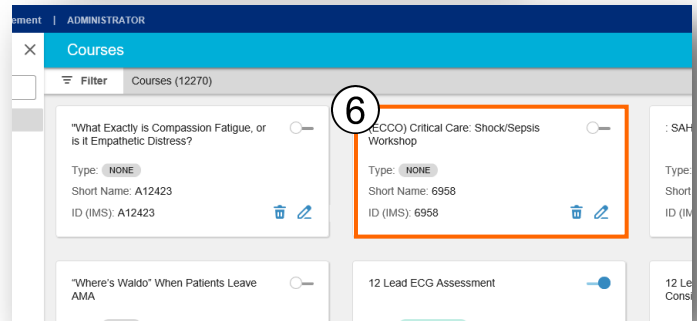
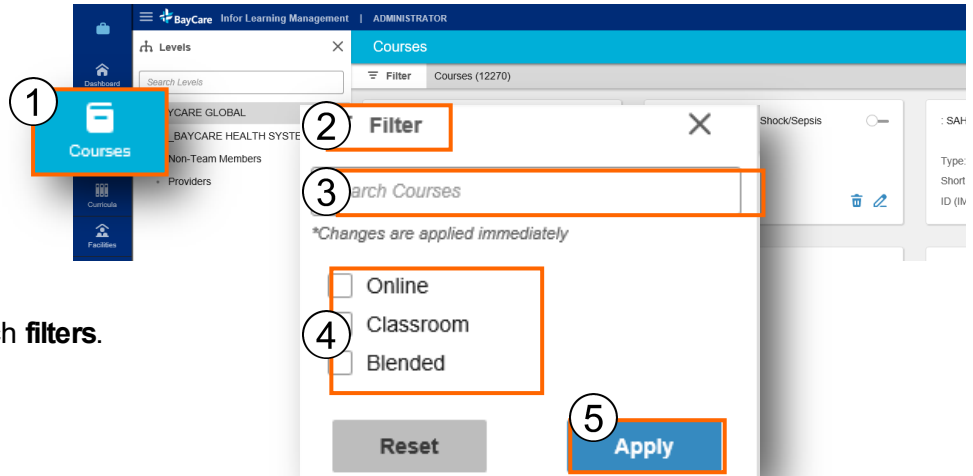
10. Type the last name of the team member.

11. Click **Search**.

12. Check the user name to select a team member.

13. Click **Add**.

A message 'Added Successfully' will display.



Administer Course Credit for In-Person Event with Score

Click the suitcase icon in the upper left corner to change your login type from Learner to Administrator.

1. Click **Courses** from the menu.

Course listings display on the right side of the screen.

2. Click the **Filter** button.

3. Enter the **course name** in the *Search Courses* field.

4. Check any additional *class type* search **filters**.

5. Click the **Apply** button. A list of courses display on the right.

6. Click the **course name** to select it.

7. Click the **External Tests** tab.

8. Click **Edit External Tests Scores**.

9. Select **event** from drop-down.

10. Select a **test** from the drop-down.

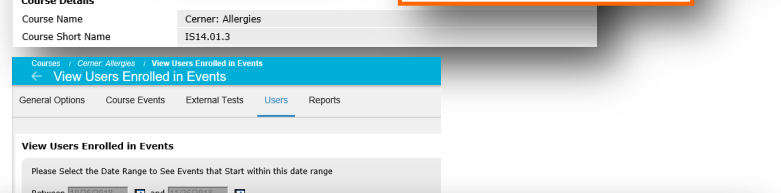
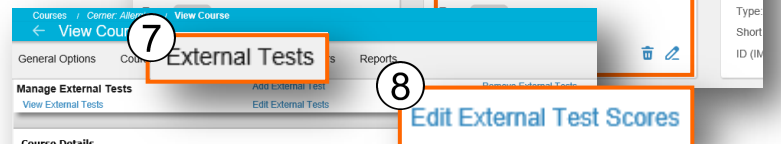
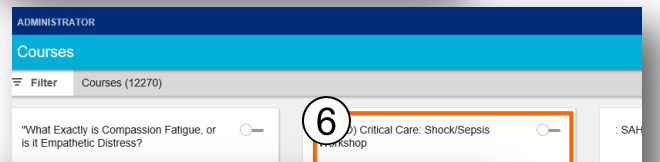
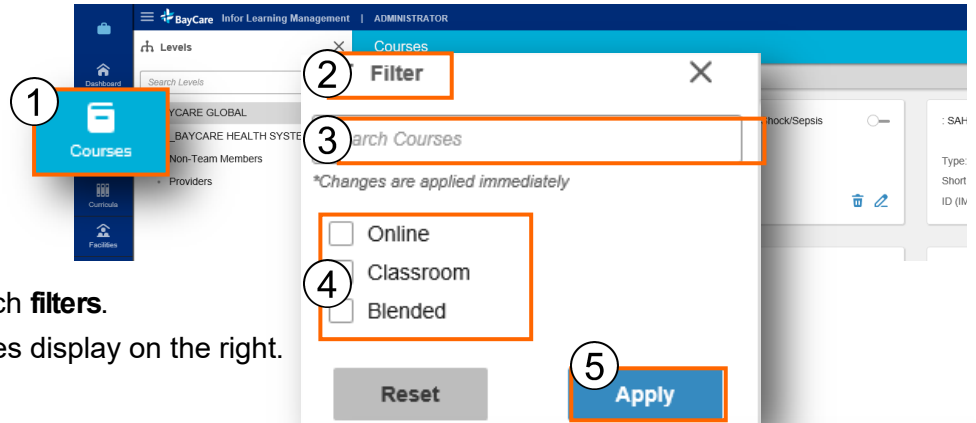
11. Click **Show All**. A list of users display on the bottom of the page.

12. Check the box next to a user name to select the individual to receive credit.

13. Edit **date/time** if applicable as this field defaults to today's date.

14. Enter a **Score** in the *New Score* field.

15. Click **Update**. **Note:** If the date you are trying to enter is prior to the date displayed, click **Invert Selection** and then click **Update** to save the change. The date field will now be blank and you can enter the date the class took place.



Note: All events that are not archived are shown by default.

Please Select an Event: **Cerner Allergies**

Please Select a Test: **please select**

Show All **Select All** **Invert Selection**

Scores - Cerner: Allergies

Reset **Update**

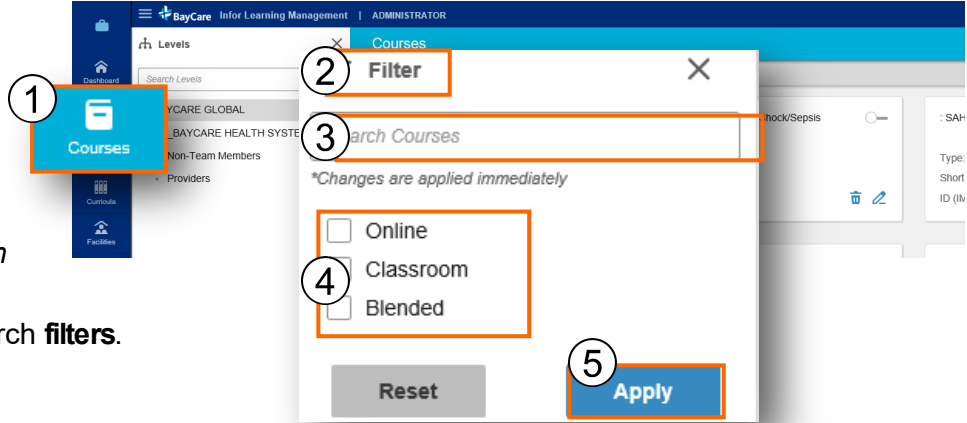
Users	Date	Score	New Score
<input type="checkbox"/>	11/26/2018	Without score	
<input type="checkbox"/>	11/26/2018	Without score	

Administer Course Credit for In-Person Event with No Score

Click the suitcase icon in the upper left corner to change your login type from Learner to Administrator.

1. Click **Courses** from the menu.

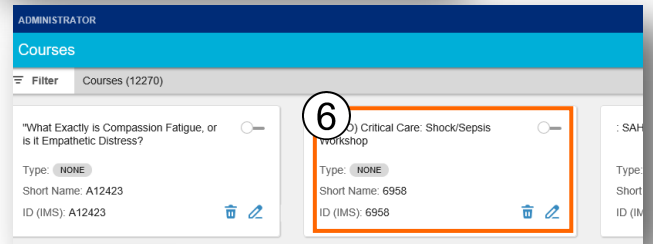
Course listings display on the right side of the screen.



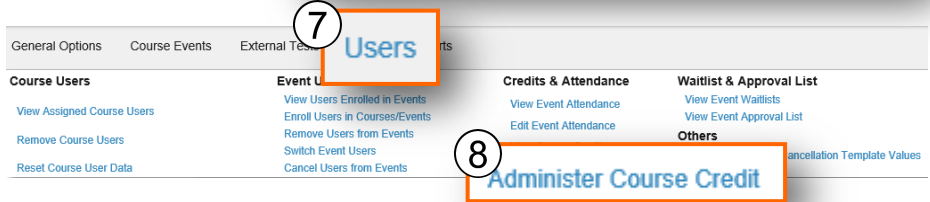
2. Click the **Filter** button.
3. Enter the **course name** in the *Search Courses* field.
4. Check any additional *class type* search **filters**.
5. Click the **Apply** button.

A list of courses display on the right.

6. Click the **course name** to select it.

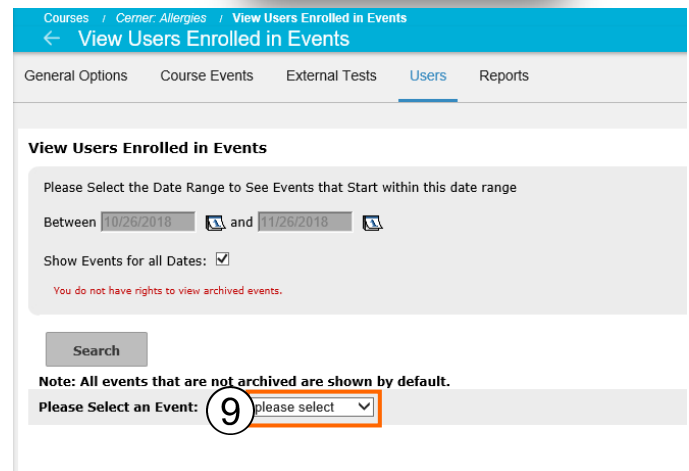


7. Click the **Users** tab.

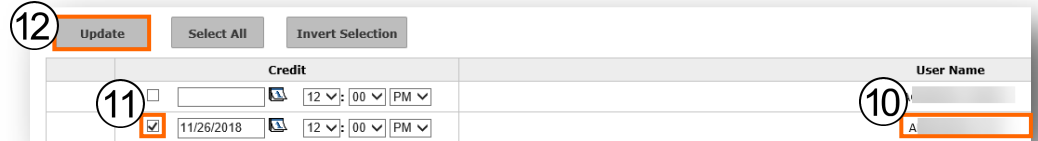


8. Click **Administer Course Credit**.

9. Select the **Event**.



- Search for the persons name.
- Check the box which will then populate with today's date.



Note: Change the date/time to the date the team member attended the event, if necessary.

- Click **Update**. **Note:** If the date you are trying to enter is prior to the date displayed, click **Invert Selection** and then click **Update** to save the change. The date field will now be blank and you can enter the date the class took place.

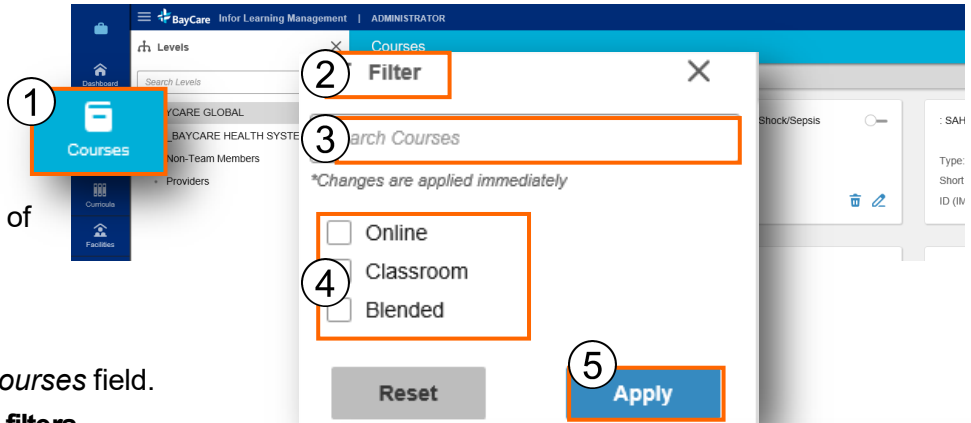
The *Updated Successfully!* message will display.

Remove Team Member from Course

Click the suitcase icon in the upper left corner to change your login type from Learner to Administrator.

- Click **Courses** from the menu.

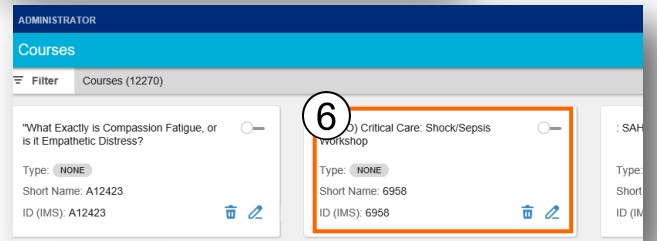
Course listings display on the right side of the screen.



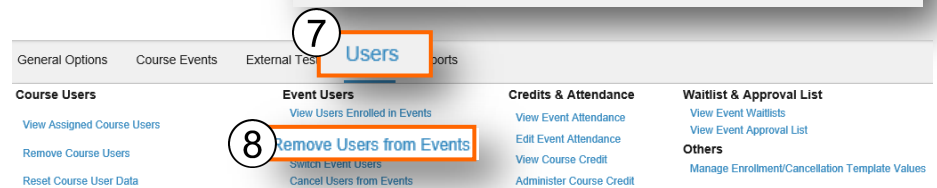
- Click the **Filter** button.
- Enter the **course name** in the *Search Courses* field.
- Check any additional *class type* search **filters**.
- Click the **Apply** button.

A list of courses display on the right.

- Click the **course name** to select it.



- Click the **Users** tab.



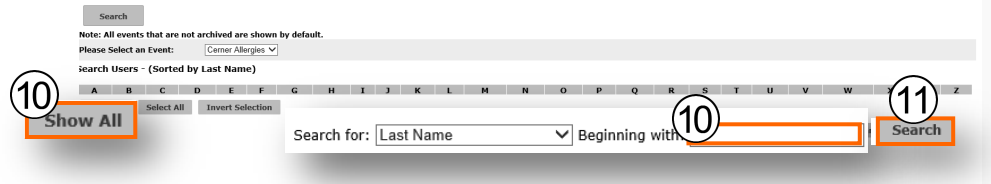
- Click **Remove Users from Events**.

- Select **Event**.

Note: All events that are not archived are shown by default.

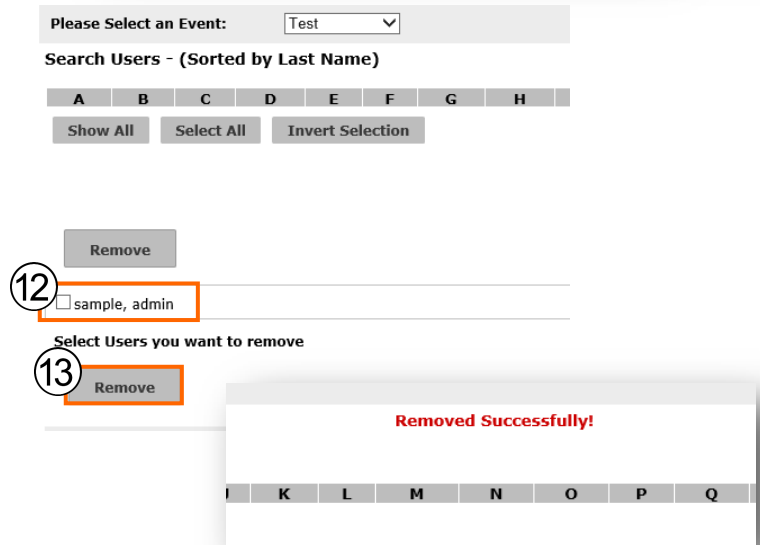
Please Select an Event: **Cerner Allergies** (9)

10. Click **Show All** or enter person's **last name**.
11. Click **Search**.



A list of users display at the bottom of the page.

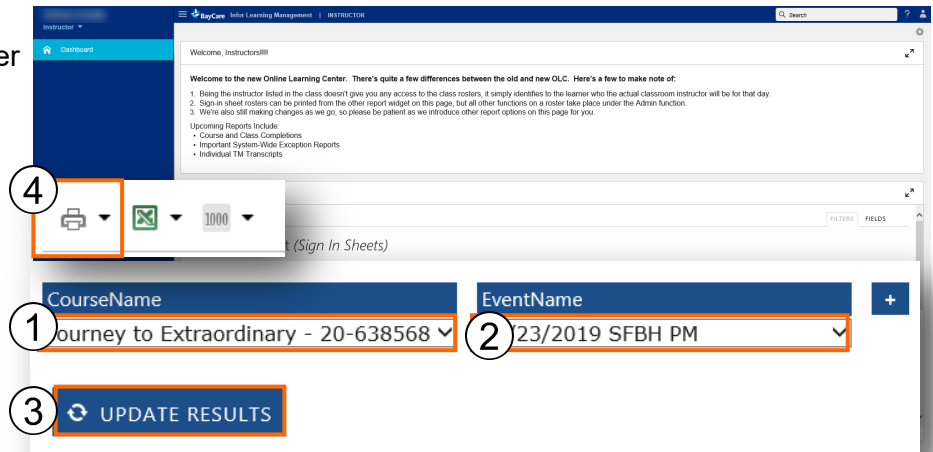
12. Check the box to select the team member to remove.
13. Click **Remove**.
14. The *Removed Successfully!* message will display.



Print Course Sign-In Sheet

Click the suitcase icon in the upper left corner to change your login type from Learner to Instructor.

1. Select a **course** from the drop-down.
2. Select an **Event**.
3. Click **Update Results**.
4. Click **Print**. The sign-in sheet displays in a new window.
5. Click **Print** in the *Printer* dialog box.



View Event Waitlist

1. Click **Courses** from the menu.

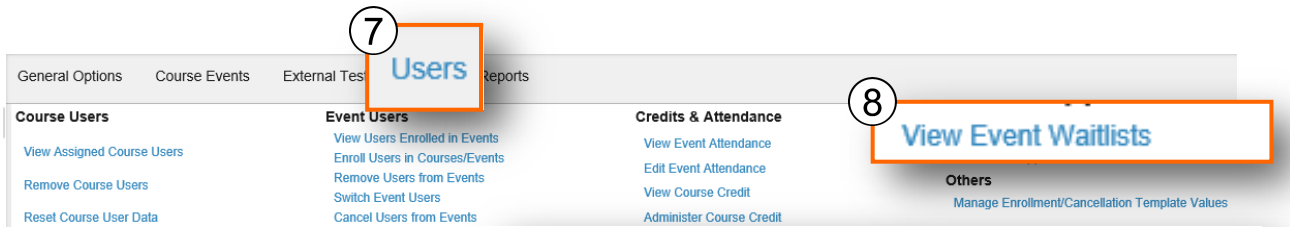
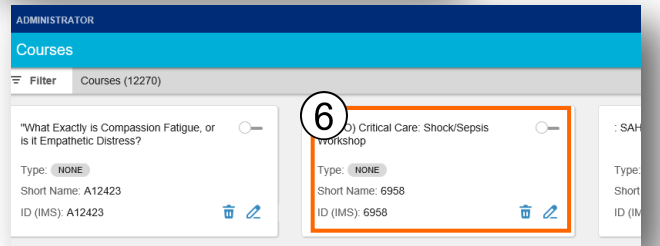
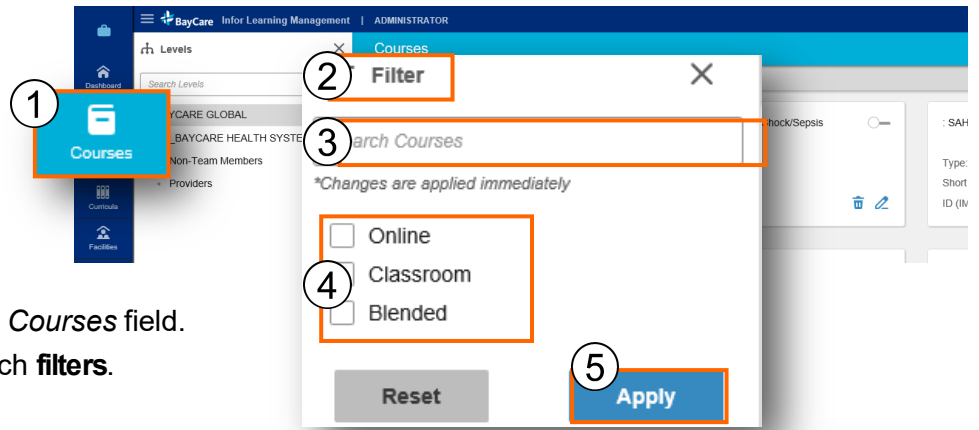
Course listings display on the right side of the screen.

2. Click the **Filter** button.
3. Enter the **course name** in the *Search Courses* field.
4. Check any additional *class type* search **filters**.
5. Click the **Apply** button.

A list of courses display on the right.

6. Click the **course name** to select it.

7. Click the **Users** tab.
8. Click **View Event Waitlists**.
9. Select an **Event**. A list of events displays at the bottom of the page.



Note: All events that are not archived are shown by default.

Please Select an Event:

