InforLMS

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



| | 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 |
| | 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 🗸 |
| 9. Select the event from the drop-down. | |
| | Search Note: All events that are not archived are shown by default. Please Select an Event: Cenner Allergies v |
| | iearch Users - (Sorted by Last Name) |
| | show All Search for: Last Name X Beginning with: |
| 10. Enter an individual last name or select show all . | Search for. Last name + beginning with. |

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

| /earch Users - (Sorted by Last Nam | e) | | | | | | | | | | | |
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| Show All Select All Invert Sel | ection | | | | | | | | | | | |
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| ۵ | | ۵ | | Search for: | Last Name | ✓ Begin | ining with: | | | Search | | |
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| A A B | | A A B | | Search for: | Last Name | V Begin | ining with: | | | Search | | |



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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. + PayCaro | ADMINISTRATOR Courses th Levels × â = Filter Courses (12270) Course listings display on the 1 Ξ CARE GLOBAL 2 right side of the screen. × Filter BAYCARE HEALTH SYST Courses Non-Team Members 3)arch Courses 2. Click the Filter button. *Changes are applied immediately 3. Enter the **course name** in the Online Search Courses field. Classroom 4. Check any additional class type search filters. 4 Blended 5 Apply Reset 5. Click the Apply button. A list of courses display on the right. ADMINISTRATOP Courses = Filter Courses (12270) 6 6 Click the **course name** to select it. "What Exactly is Compassion Fatigue, or is it Empathetic Distress? CCO) Critical Care: Shock/Sepsi 0-Type: NONE Type: NONE Short Name: A12423 Short Name: 6958 ID (IMS): A12423 <u>ā</u> 🖉 ID (IMS): 6958 "Where's Waldo" When Patients Leave 0-12 Lead ECG Assessmen 7 7. Click the **Users** tab. General Options Course Events External Tests Reports Isers Course Users Event Users Credits & Attendance 8 Event Attendance 8. Click Enroll Users in Course View Assigned Course Users Enroll Users in Courses/Events vent Attendance Events. Remove Course Users Course Credit Reset Course User Data Administer Course Credit Note: All events that are not hived are shown by default. 9 Please Select an Event: please select 9. Select the event from the drop-down. (10 10. Type the last name of the team member. Search for: Last Name Beginning with: 11. Click Search. (13)12. Check the user name to select a team member. 13. Click Add. R . AI A message 'Added Successfully' will display. R B



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7.

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 × 2 Filter right side of the screen. 1 CARE GLOBAL -BAYCARE HEALTH SYST 3 arch Courses Courses Ion-Team Members Туре 2. Click the **Filter** button. *Changes are applied immediately <u>ā</u> 2 ID (IN 3. Enter the **course name** in the Online Search Courses field. Classroom 4 4. Check any additional class type search filters. Blended 5. Click the Apply button. A list of courses display on the right. 5 Reset Appiv Click the course name to select it. Filter Courses (12270) Click the External Tests tab. 6 "What Exactly is Compassion Fatig is it Empathetic Distress? 8. Click Edit External Tests Scores. Туре Sho 亩 / External Tests ID (I General Options 8 Manage External Tests Edit External Test Scores Course Details Course Name 9. Select event from drop-down. IS14.01.3 Course Short Name 10. Select a **test** from the drop-down. Reports 11. Click Show All. A list of users display on the view Users Enrolled in Events bottom of the page. Please Select the Date Range to See Events that Start within this date range and 115 1 Note: All events that are not archived are shown by default. 12. Check the box next to a user name to select Please Select an Event: 9 Cerner Allergies 🗸 the individual to receive credit. 13. Edit date/time if applicable as this field defaults Please Select a Test: (10)please select to today's date. 14. Enter a Score in the New Score field. 15. Click Update. Note: If the date (11) Show All Select All Invert Selection you are trying to enter is prior to the date displayed, click Scores - Cerner: Allergies Invert Selection and then click 15 Update to save the change. Update Reset The date field will now be blank Users Date Score New Score and you can enter the date 3 13)11/26/2018 Without score (14 the class took place. 11/26/2018 1 Without score



InforLMS

Administer Course Credit for In-Person Event with No Score

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

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





| InforLMS | | Quick Reference |
|----------------------------------|--|-----------------|
| 10. Search for the persons name. | 12 Update Select All Invert Selection | |
| populate with today's date. | Credit □ </td <td>User Name</td> | User Name |

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

12. 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.

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Filter

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.

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 Remove Users from Events.
- 9. Select Event.

-ARE GLOBAL 3 arch Courses BAYCARE HEALTH SYST Courses -Team Members Туре *Changes are applied immediately Short **a** 2 ID (IN Online Classroom 4 Blended 5 Apply Reset IISTRATOR Courses Filter Courses (12270) 6) Critical Care: Shock/Sepsis "What Exactly is Compassion Fatigue, or is it Empathetic Distress? Type: NONE Type: NONE Туре Short Name: A12423 Short Name: 6958 Sho ID (IMS); A12423 亩 / ID (IMS): 6958 亩 / ID (7 Users General Options Course Events External Event Users Course Users Credits & Attendance Waitlist & Approval List View Users Enrolled in Events View Event View Event Attendance View Assigned Course Users View Event Approval List 8 Edit Event Attendance emove Users from Events Others Remove Course Users View Course Credit Manage Enrollment/Cancellation Template Val Reset Course User Data Administer Course Credit

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

9 Cerner Allergies 🗸

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Please Select an Event:



| InforLMS | Quick Reference |
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| 10. Click Show All or enter person's last name. 11. Click Search. | archived are shown by default. Camer Alergies ✓ Last Name) 5 e F G H I J K L M N O P Q K S T U V W 100 Z Invert Selection Search for: Last Name ✓ Beginning with |
| A list of users display at the bottom of the page. | Please Select an Event: Test Search Users - (Sorted by Last Name) A B C D E F G H Show All Select All Invert Selection |
| 12. Check the box to select the team member to remove. | 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.

| Instructor × | E CarryCare Infor Learning Management INSTRUCTOR | Search | ? 🛓 |
|---------------------------|---|----------------|----------------|
| Cashboard | Welcome, instructorsIIII | | ۰ د |
| | Welcome to the new Online Learning Center. There's quite a few differences between the old and new QLC. Here's a few to make note of: 1 design the instructor fields in the data desard page on any access by the data for online, it simply dividing to the learner when the data discossion instructor will be for that day. 2 spins a learner data few plants and the data discossion instructor will be for that day. 3 which also all making changes as we go, so please be patient as we introduce other report optices on this page for you: 1 Upcomp Reports ficable 1 course and Class Completions 1 instructor fields will be data discossion in one of the data and and accession of the page. In the data discossion in one of the data. 2 when also discover the data discover and | | |
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Quick Reference

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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.

Online Classroom 4 Blended $\left(5\right)$ Apply Reset DMINISTRATO Courses Filter Courses (12270) 6)) Critical Care: Shock/Sepsis "What Exactly is Compassion Fatigue, or is it Empathetic Distress? 0-SA 0-Type: NONE Type: NONE Туре Short Name: A12423 Short Name: 6958 Sho **a** 2 ID (IMS): 6958 <u>ā</u> 2 ID (IMS): A12423 ID (II

- 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.

| eneral options Course Events | External les Cocio Reports | | 8 | | | |
|---|--|--|--|--------|--|--|
| Course Users View Assigned Course Users Remove Course Users Reset Course User Data | Event Users View Users Enrolled in Events Enroll Users in Courses/Events Remove Users from Events Switch Event Users Cancel Users from Events | Credits & Attendance View Event Attendance Edit Event Attendance View Course Credit Administer Course Credit ce: All events that are in | Credits & Attendance View Event Attendance Edit Event Attendance View Course Credit Administer Course Credit All events that are not archived are shown by defi | | | |
| | Ple | ase Select an Event: | 9 Cerner Allergies 🗸 | | | |
| | View Event Waitlists | | | - | | |
| | Please Select the Date Rat | nge 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 i | archived events. | | | | |
| | Search | Search Note: All events that are not archived are shown by default. | | | | |
| | Note: All events that are | | | | | |
| | Please Select an Event: | Test | | | | |
| | Remove | | | | | |
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Non-Team Members

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*Changes are applied immediately

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