

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.

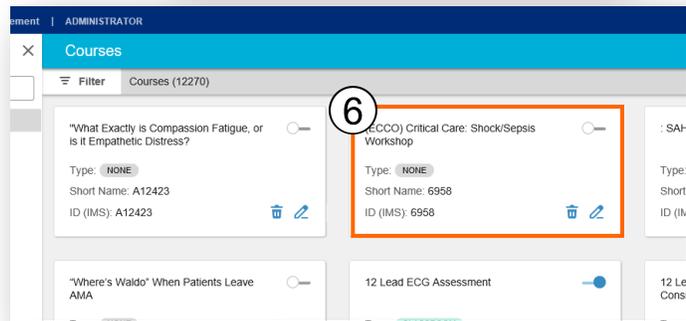
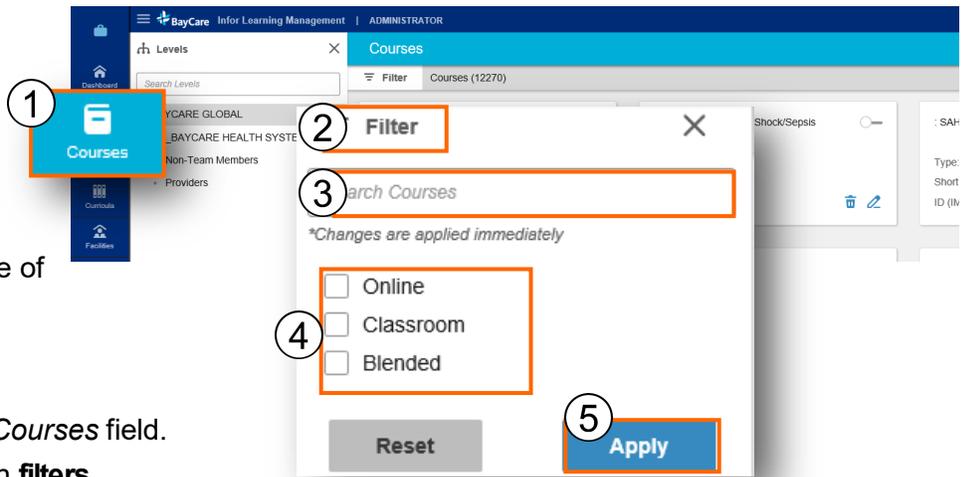
1. Click **Courses** from the menu.

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.

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

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

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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.

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.

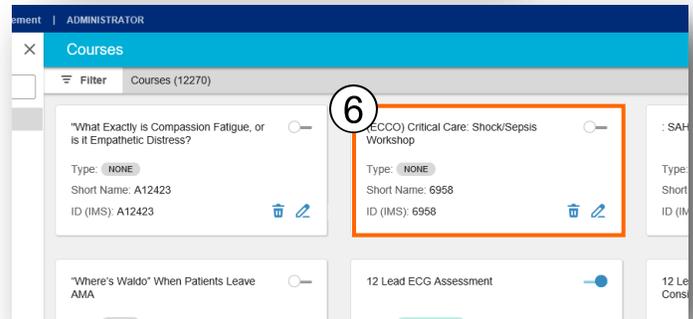
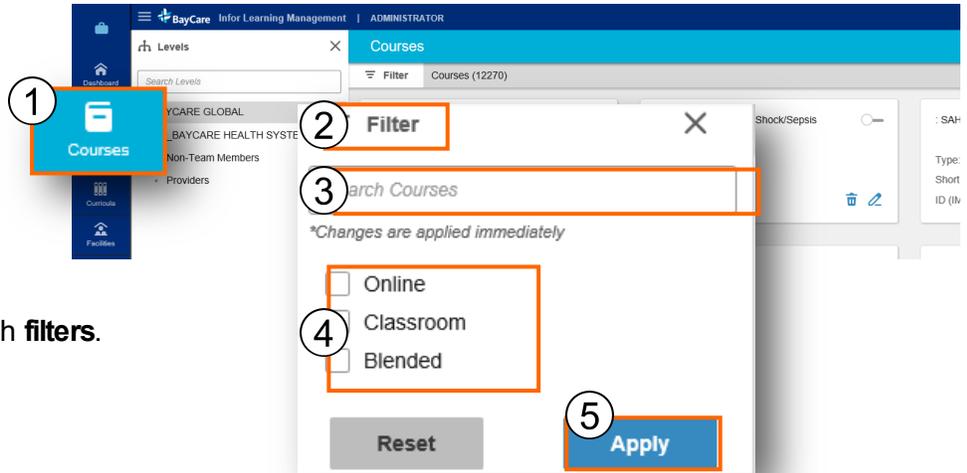
10. Type the last name of the team member.

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.

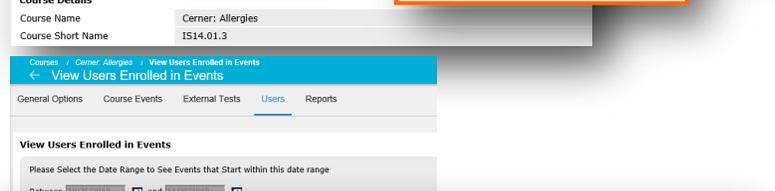
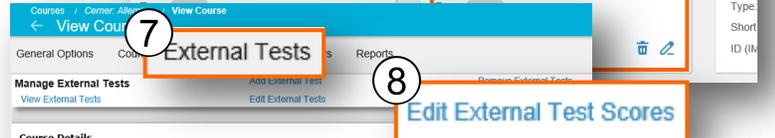
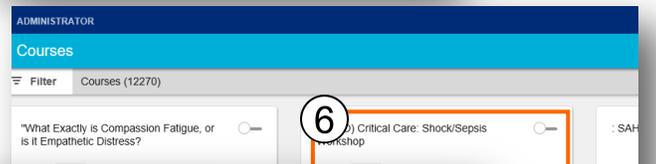
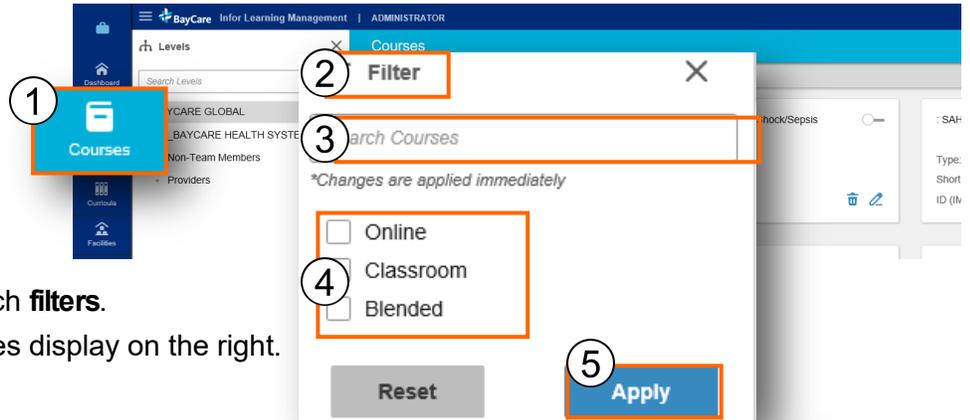
11. Click **Show All**. A list of users display on the bottom of the page.

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**

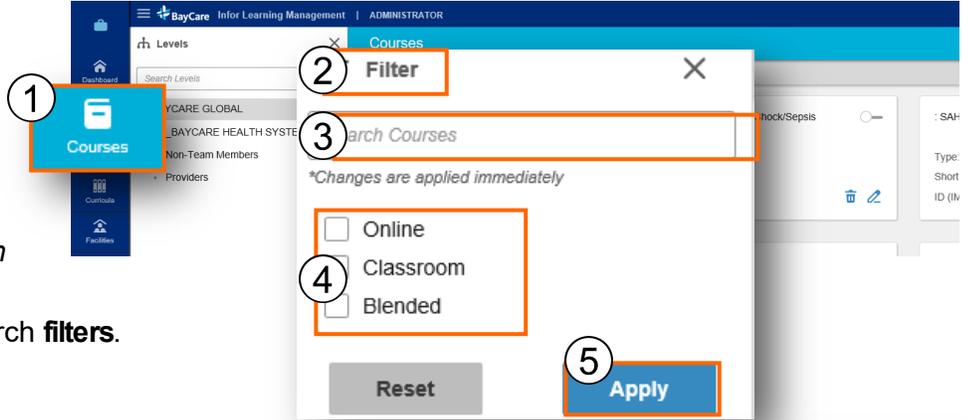
Users	Date	Score	New Score
<input type="checkbox"/>	11/26/2018	Without score	
<input type="checkbox"/>	11/26/2018	Without score	

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.

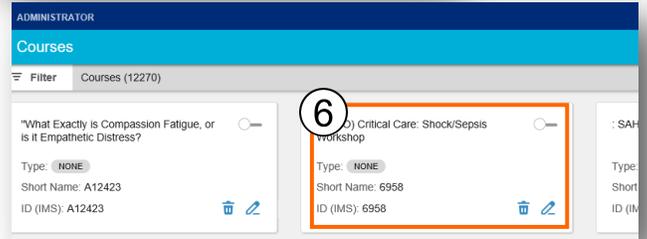
Course listings display on the right side of the screen.



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.

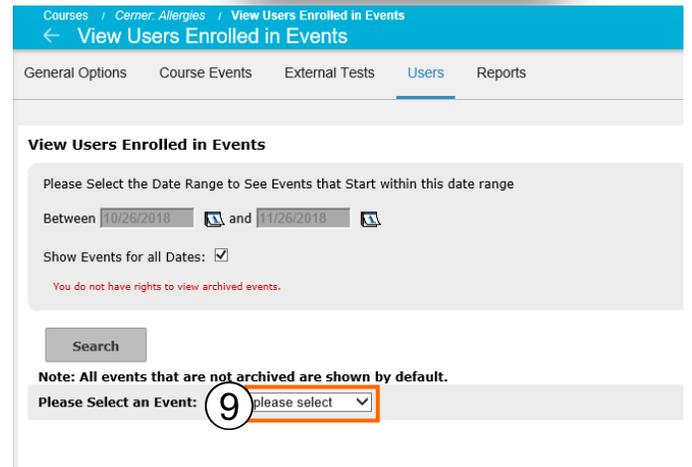


7. Click the **Users** tab.

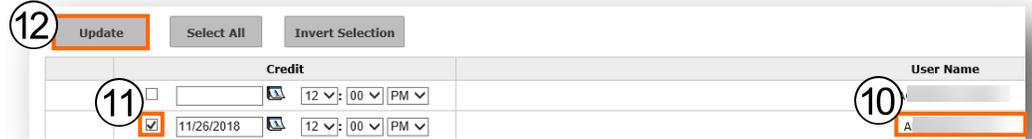


8. Click **Administer Course Credit**.

9. Select the **Event**.



10. Search for the persons name.
11. 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.

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.

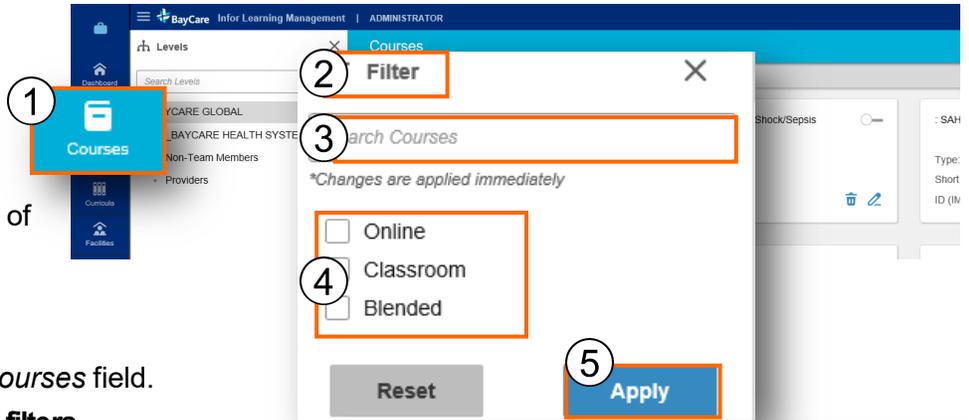
The *Updated Successfully!* message will display.

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.

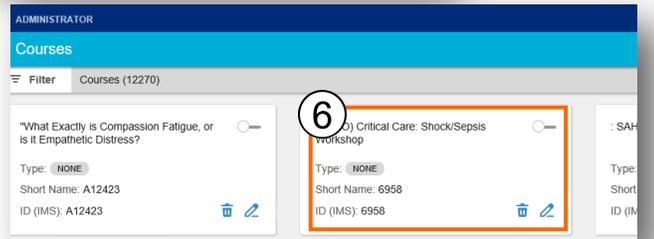
Course listings display on the right side of the screen.



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.



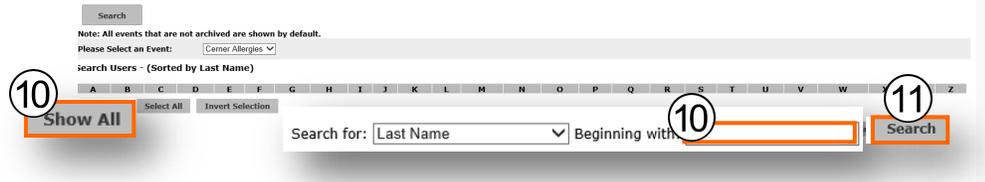
8. Click **Remove Users from Events**.

9. Select **Event**.

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

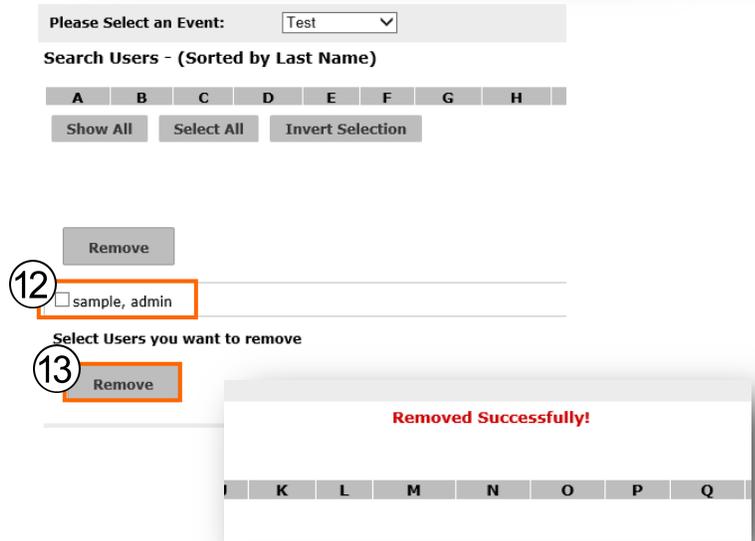
Please Select an Event: Cerner Allergies ▾ (9)

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



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

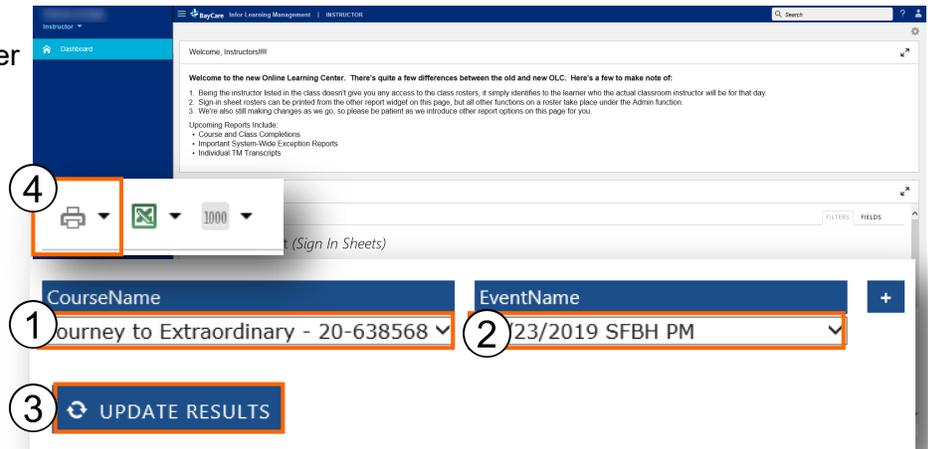
- Check the box to select the team member to remove.
- Click **Remove**.
- The *Removed Successfully!* message will display.



Print Course Sign-In Sheet

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

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



View Event Waitlist

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

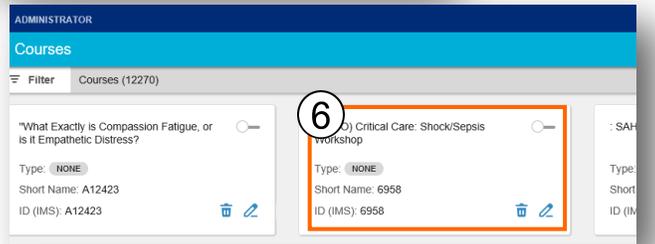
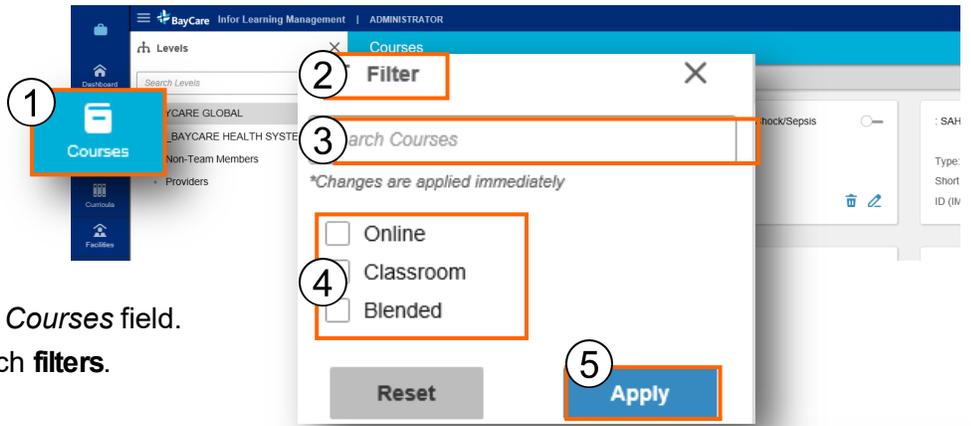
Course listings display on the right side of the screen.

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:

