


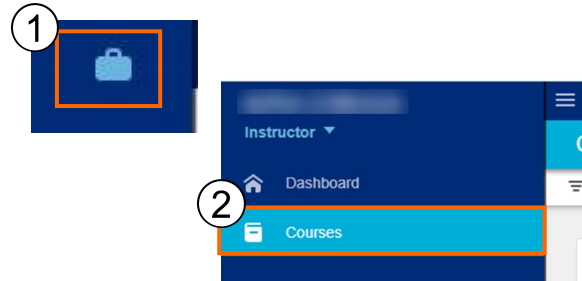
Instructor Functions in the OLC

Follow the steps listed in this guide to complete common Instructor tasks on the Online Learning Center (OLC).

Instructor Functions in the OLC

Check a Roster

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



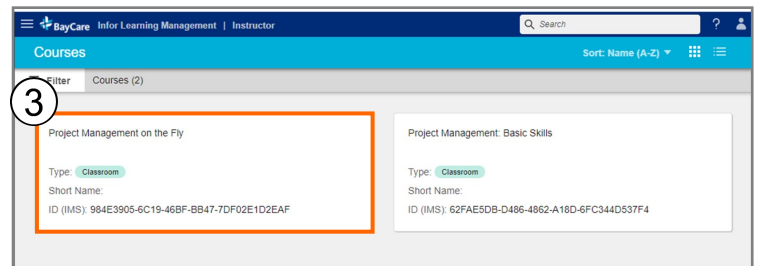
2. Click **Courses** from the menu.

Courses you are listed as an instructor display here.

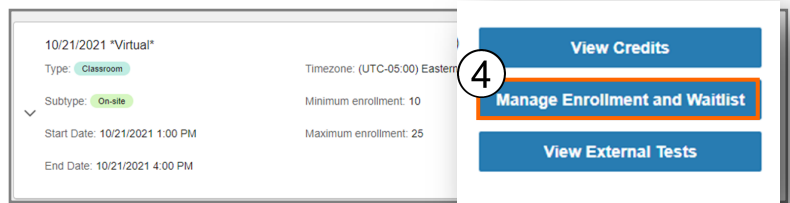
Notes:

- You can only manage the roster for courses you are listed as an instructor.
- If no course displays, then you are not listed as an instructor on an active course and class.

3. Select the course to display all events in this course.

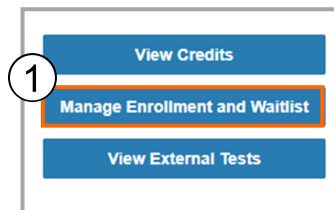



4. Click the **Manage Enrollment and Waitlist** button to view all registered users for the event.



Enroll/Register Team Member for an Event

1. Click the **Manage Course Enrollment and Waitlist** button.

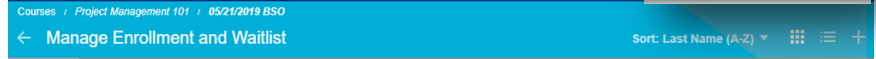


2. Click the  **add** icon to enroll a team member.



3. Search by employee ID (e.g., B#####, MS#####).

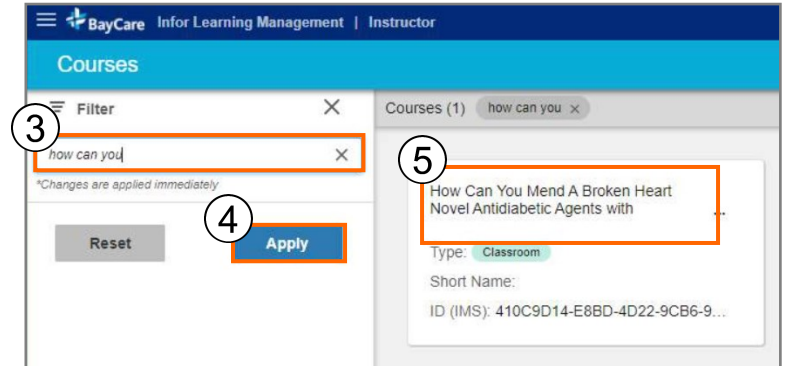
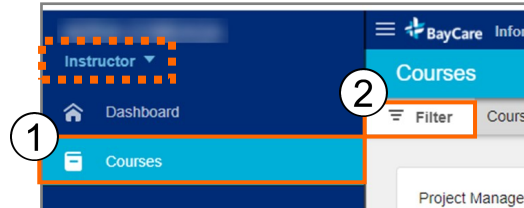
4. Select the user by checking the box next to their name.



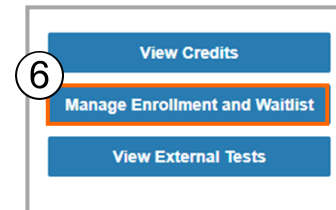
Remove Team Member from Course

From the *Instructor* tab,


1. Click **Courses** from the menu.
2. Click the **Filter** tab.
Note: Course filtering is only necessary if there are many courses listed. All courses display on the right side of the *Courses* section.
3. Enter the **course name** in the *Search Courses* field.
4. Click the **Apply** button. A list of courses display on the right.
5. Click the course name to select it.

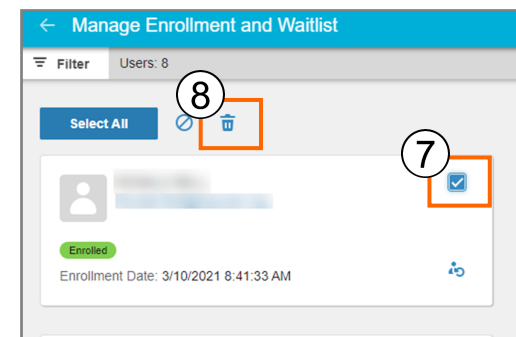


6. Click the **Management Enrollment and Waitlist** button.



7. Check the checkbox next to the name you wish to remove.

8. Click the  **delete** icon. The user's enrollment is deleted from the event.



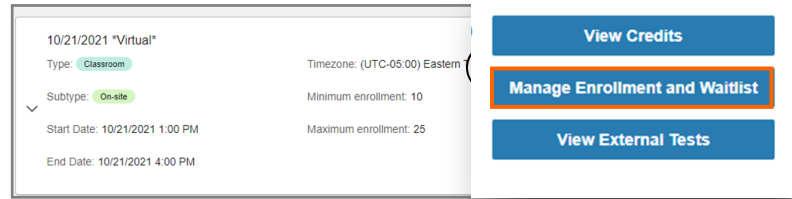
Notes:

- This does not remove the learner from the course, just this class. They are still able to select a different registration date.
- To remove the learner from the course, please email OLCAdmin@baycare.org.

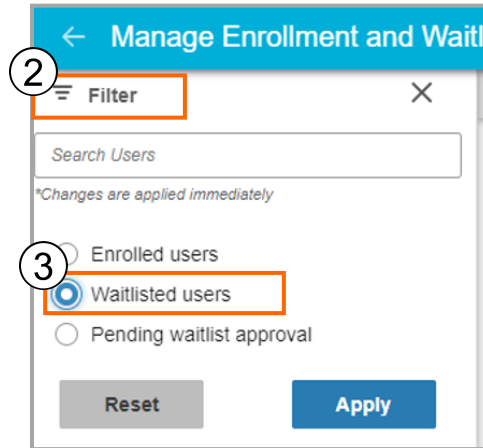
View Event Waitlist

From the course you are managing the roster for,

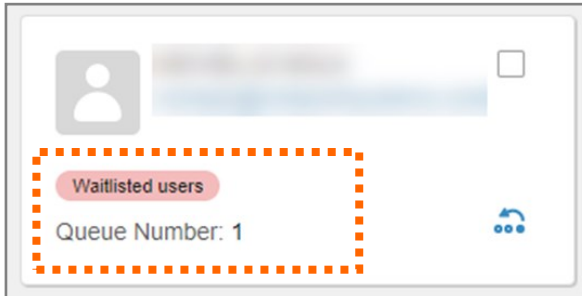
1. Click the **Manage Enrollment and Waitlist** button.



2. Click the **Filter** button to expand your choices.



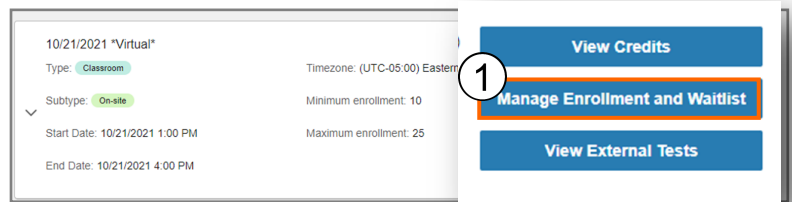
3. Select the **Waitlisted users** option to view who is on the waitlist.



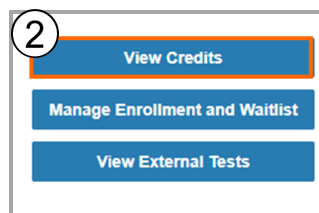
Manage Course Credit for In-Person Event with No Score

From the course you are managing the roster for,

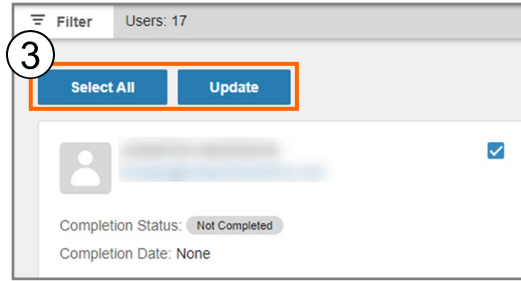
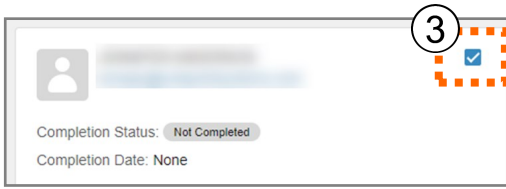
1. Click the **Manage Enrollment and Waitlist** button to enroll users who were not originally on the list, or to add users to the waitlist.



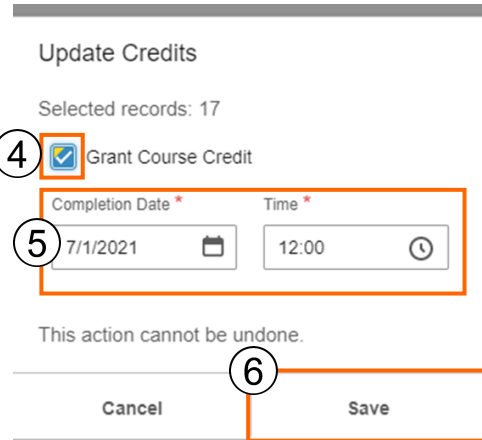
2. Click the **View Credits** button to mark the completion status.




- Click the **Select All** button then the **Update** button. Or manually check the individual Team Member.



- Check the **Grant Course Credit** checkbox to display the *Completion Date* and *Time*.
- Validate or enter the *Completion Date* and *Time* fields.
- Click the **Save** button to grant credit to all the attendees.



Print Course Sign-In Sheet

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

Note: You must be in the *Dashboard* section on the left hand side of the screen.

- 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* window.

