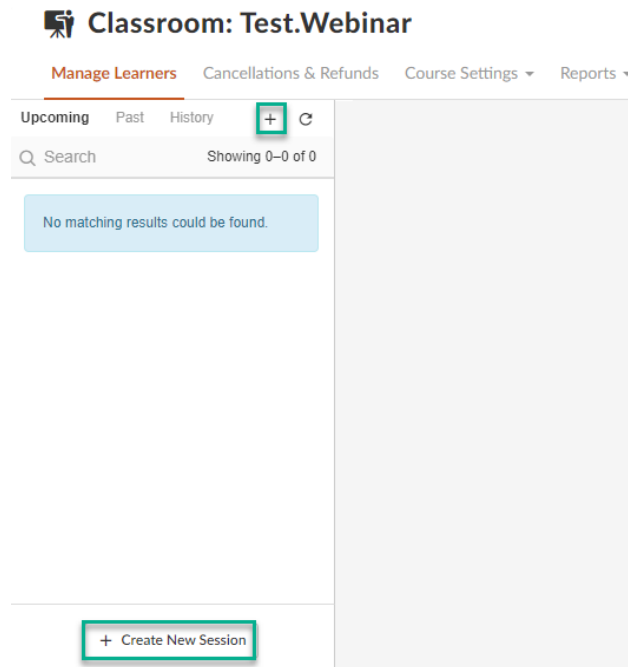


Administering a Webinar using LearningHub Classroom Course Registration

1. Adding sessions

Select the **“Manage Learners”** tab and click either **“Create New Session”** at the bottom or the **“+”** on the top right.

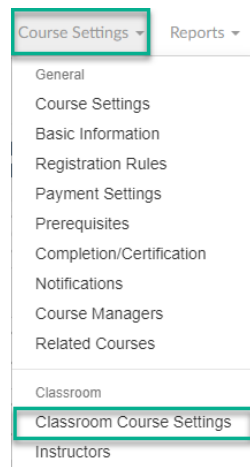


In the **“Location”** field enter the following **“Skype session. Skype information to be emailed prior to the session start”**. Fill in the **date/time** and the max number of participants that can be on the webinar.

The screenshot shows the session configuration form. The 'Session Name' field contains 'Optional'. The 'Location' field contains 'Skype session. Skype information to be emailed.' The 'Start Date' field has two rows: the first row shows '2020/04/22' at '2:00pm' and the second row shows '2020/04/22' at '4:00pm'. The 'Attendees' field is set to '0 / 10'. The 'Instructors' field contains the text 'Enter the name of the users to search'. The 'Session Visibility' section has two radio buttons: 'Enable registration and allow session to be viewed' (selected) and 'Hide session from view until session is enabled'. Below this, there is a 'Repeat this session' checkbox (unchecked) and a 'Generate this session' field set to '1' time(s) for every '1' Days. At the bottom right, there are 'Cancel' and 'Save Changes' buttons.

2. Set registration cut-off

Select the **“Classroom Settings”** tab at the top and go to **“Classroom Course Settings”**:



Set to disable registration prior to the session start i.e. a learner cannot register 1 day before the session begins.

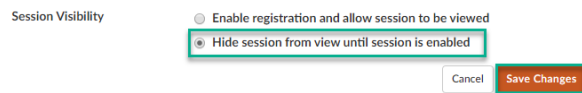
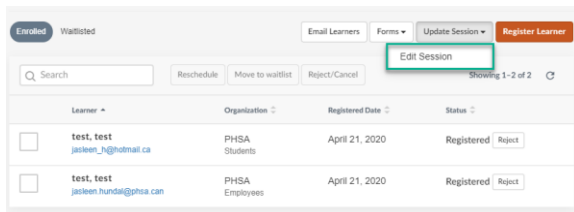
The screenshot shows the 'Restrictions' section of the session configuration form. The 'Waiting list' section has three radio buttons: 'No waiting list', 'Manual waiting list', and 'Automatically enroll the first learner in queue'. The 'Restrictions' section has a checked checkbox for 'Disable registration before session starts'. Below this, there is a text box for 'Learners may not register for the session less than 1 days before the start of the session.' There is also an unchecked checkbox for 'Override the 2 days restriction for session cancellation/reschedules' with a text box for 'Learners may not cancel or reschedule their session registrations less than days before the start of the session.' Below this, there is a section for 'Adjust seat limits by the maximum percentage that each group can occupy' with a field for 'Employees' set to '100 %'. The 'Course Reminder' section has a text box for 'Learners who are registered for a session will be sent an email reminder 7 day(s) before the session starts.' At the bottom right, there is a 'Save Changes' button.

3. Webinar Detail Communication

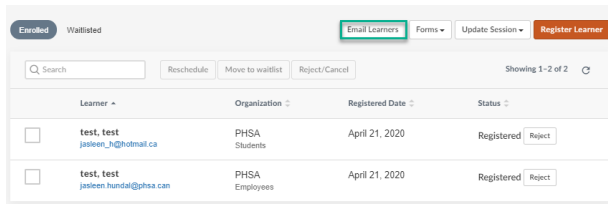
To stop additional learners from registering and to avoid missing any learners, **disable/hide** the session.

To disable/hide the session, select the session and then under the “**Update Session**” tab, select “**Edit Session**” and select the radio button next to “**Hide session from view until session is enabled**”.

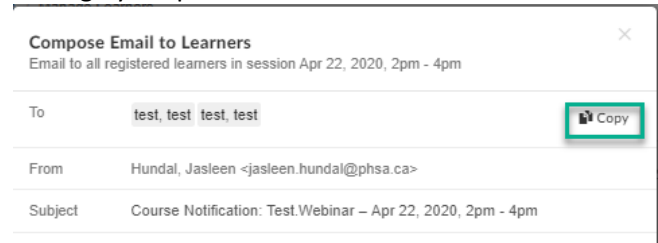
The webinar details will need to be emailed manually from you prior to the session. It is up to you decide when you want to send the webinar details out - i.e. a day before, the day of, one hour before session start etc.



To email all registered learners go to the specified session and select “**Email Learners**”.



A pop-up window will open. Select “**Copy**” to copy the learner email list and paste this information into the **BCC** of a **new email** through your personal Outlook.



Note: The email addresses are based on what the learner has entered into their profile on LearningHub and could be going to a personal email address.

This email needs to contain the **webinar details** and any **documents** needed for the session.

It is your choice as to which webinar tool you are going to use. The options are **Skype for Business** or **ZOOM**. These webinar details should be copied directly from your calendar and pasted into the email.

If you require assistance with applications like **Skype for Business** or **Zoom**, please contact the **IMITs Service Desk** or view the PHSA Guidelines found below:

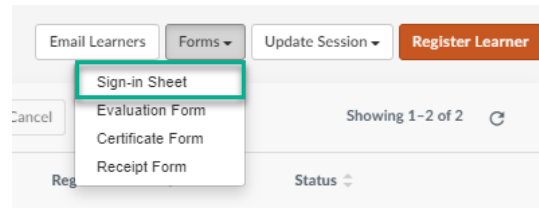
<http://www.phsa.ca/health-professionals/professional-resources/office-of-virtual-health/covid-19-virtual-health-toolkit/zoom>

<http://www.phsa.ca/health-professionals/professional-resources/office-of-virtual-health/covid-19-virtual-health-toolkit/skype-for-business>

4. Taking Session Attendance

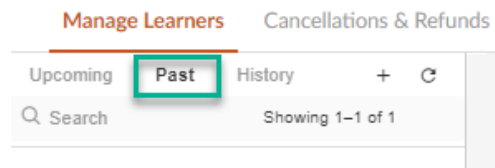
Print out the course **“Sign-In Sheet”** to assist with taking attendance. Completion of Classroom courses requires Course Managers to manually update each learners’ completion status. After selecting the session, click on **“Forms”** and select **“Sign-In Sheet”**.

If you are unable to see who the attendees are on the call, **please follow up** with any learner whose name you were unable to check off during the session.

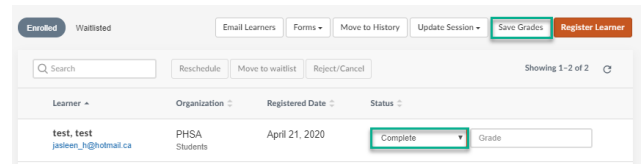


5. Grade and mark attendance

Select the session under the **“Past”** tab:



Change the Status for each learner then click **“Save Grades”**.



Note: If you do not update a learner’s completion status, the course will be listed as **“Pending”** under their Learning History.

It is the responsibility of the Course Manager to update the completion status.