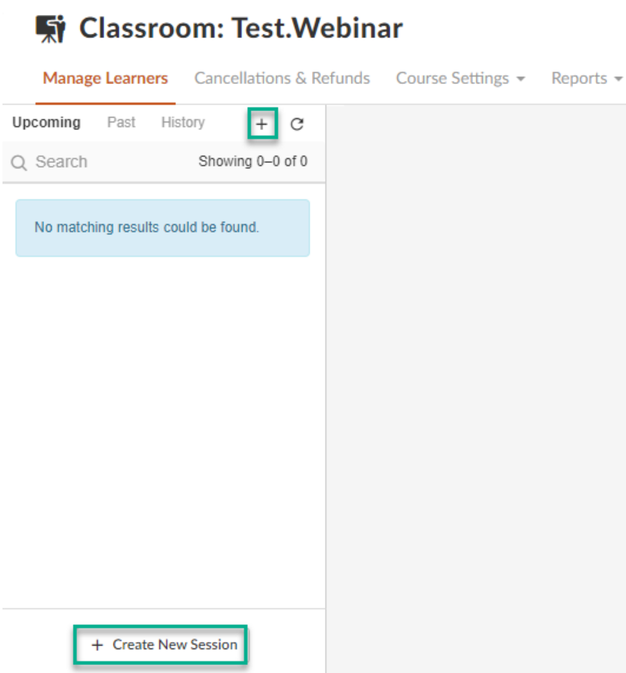
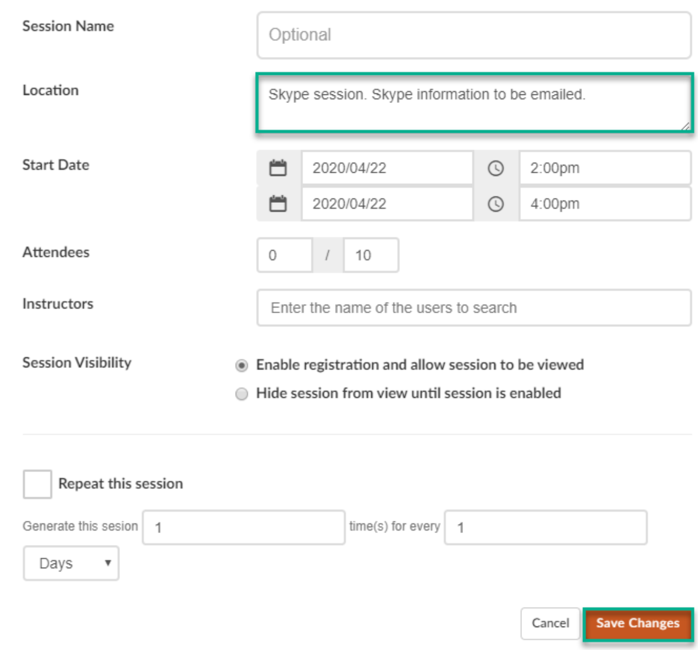
Administering a Webinar using LearningHub Classroom Course Registration

1. Adding sessions

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

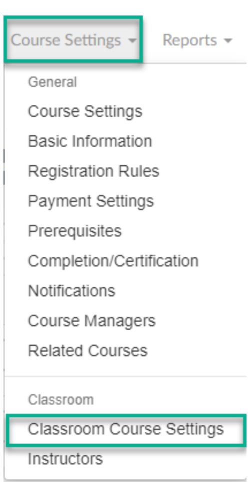


In the "Location" field enter the following **"Skype session. Skype information to be emailed prior to the session start"**. Fill in the **date/time** and the max number of participants that can be on the webinar**.**

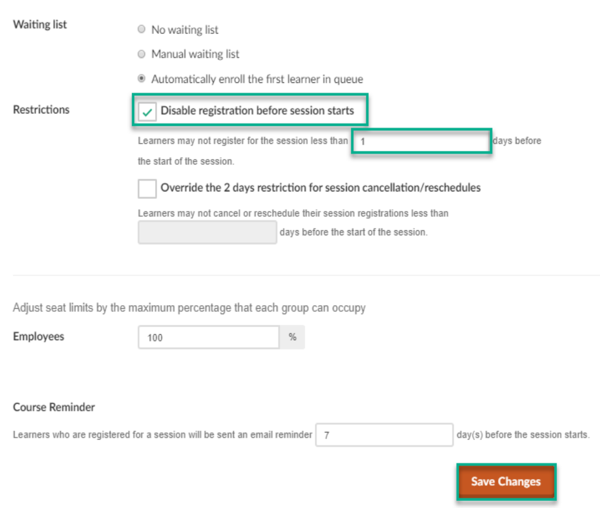


2. Set registration cut-off

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.

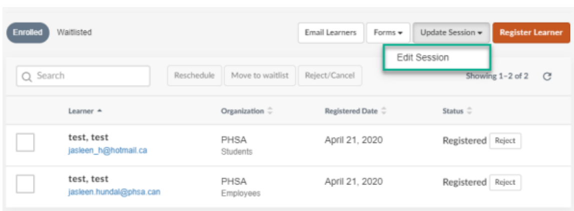


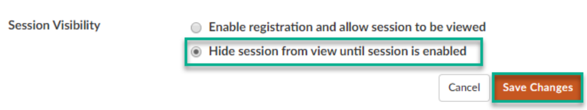
3. Webinar Detail Communication

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

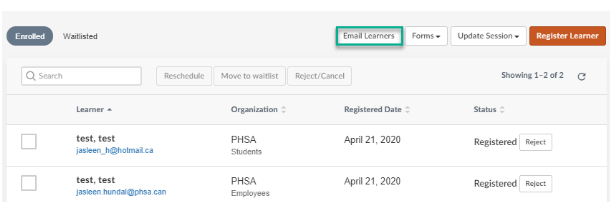
To disable/hide the session, select the session and then under the "**Update Session**" tab, select "**Edit Session**" and select the radio button next to "**Hide session from view until session is enabled**".

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.

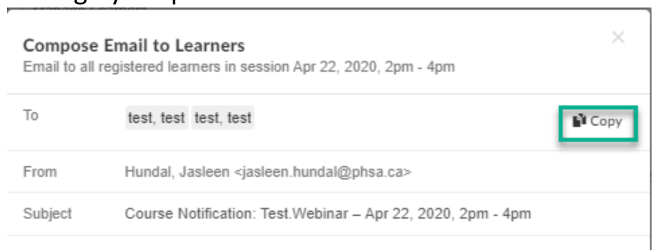




To email all registered learners go to the specified session and select "**Email Learners**".



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.

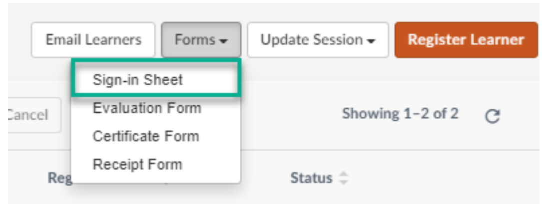
If you require assistance with applications like **Skype for Business** or **Zoom**, please contact the **IMITs Service Desk** or view the PHSA Guidelines found below:

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

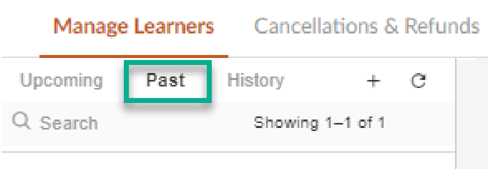
Print out the course “**Sign-In Sheet**” to assist with taking attendance. Completion of Classroom courses requires Course Managers to manually update each learners’ completion status. After selecting the session, click on “Forms” and select “**Sign-In Sheet**”.



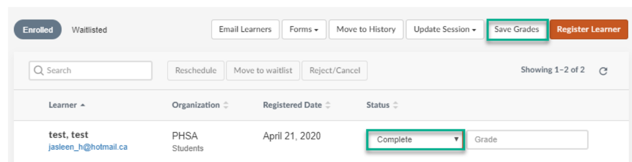
If you are unable to see who the attendees are on the call, **please follow up** with any learner whose name you were unable to check off during the session.

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.