

Administering a Webinar using LearningHub Classroom Course Registration

If you are hosting session virtually (i.e. using Skype/Zoom platforms), you will need to provide a **Webinar link**. Under each Classroom session, there is a Webinar Link field where this link can be added.

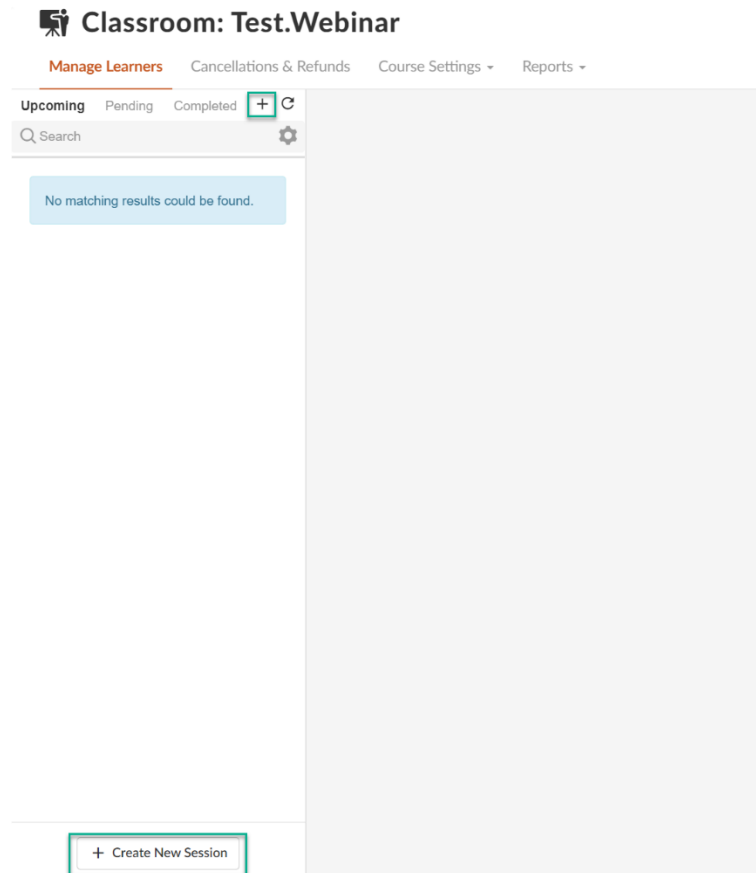
The Webinar link cannot be updated at a later time without communicating the link to already registered participants via email.

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Creating a Classroom Session to be Hosted Virtually

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



In the “**Webinar Link**” field, you will be adding your Webinar link. Please first test the link to ensure that it is accessible. The link cannot be easily updated once learners have registered.

Fill in the **date/time** and the **max number of participants** that can be in the Webinar. Further information on Classroom course settings can be found on the [helpsite](#).

The screenshot shows a form for configuring a webinar session. The fields are as follows:

- Session Name:** Test Virtual Session
- Location:** Enter a location. If session is to be held virtually, please leave this blank.
- Webinar Link:** https://lync.hssbc.ca/phsa/jasleen.hundal/4P9Y78GT (highlighted with a red box). Below the field, it says "This link will be hidden and included in the registration confirmation email".
- Start Date:** Two rows of date and time pickers. The first row shows 2022/08/31 at 1:30pm. The second row shows 2022/08/31 at 3:30pm.
- Max Participants:** 10
- Instructors:** Enter the name of the users to search
- Session Visibility:** Enable registration and allow session to be viewed; Hide session from view until session is enabled
- Repeat this session:** (unchecked). Below it, "Generate this session" is set to 1 time(s) for every 1 Days.
- Buttons:** Cancel and Save Changes (highlighted in orange).

The Webinar link will be included within the **course registration confirmation email** for the learners to access upon registration. **This webinar link will not be visible on the course registration page.**

Adding a Webinar Link to an Existing Classroom Session

If you are hosting a virtual session and the Webinar link was never added to the session during session creation or you will not be able to provide the link during session creation, **you will need to communicate the link manually to registrants via email.**

First, to ensure that you can provide the link to all learners in one email, we would advise disabling the session before you communicate the Webinar link via email.

To disable/hide the session, first, select the session and then under the “**Update Session**” tab, select “**Edit Session**”.

The screenshot shows the session management interface with the following elements:

- Navigation:** Enrolled (selected), Waitlisted, Email Learners, Forms, Update Session (selected), Register Learner.
- Actions:** Reschedule, Move to waitlist, Reject/Cancel, Edit Session (highlighted with a red box).
- Search:** Search bar.
- Table:** Shows 1-2 of 2 results. Columns: Learner, Organization, Registered Date, Status.
- Table Data:**

Learner	Organization	Registered Date	Status
<input type="checkbox"/> test, test jasleen_h@hotmail.ca	PHSA Students	April 21, 2020	Registered <input type="button" value="Reject"/>
<input type="checkbox"/> test, test jasleen.hundal@phsa.can	PHSA Employees	April 21, 2020	Registered <input type="button" value="Reject"/>

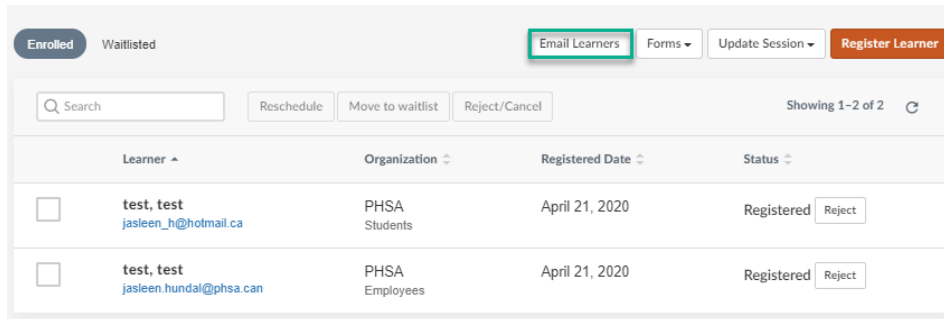
Under the session details, select the radio button next to “**Hide session from view until session is enabled**”.

Session Visibility

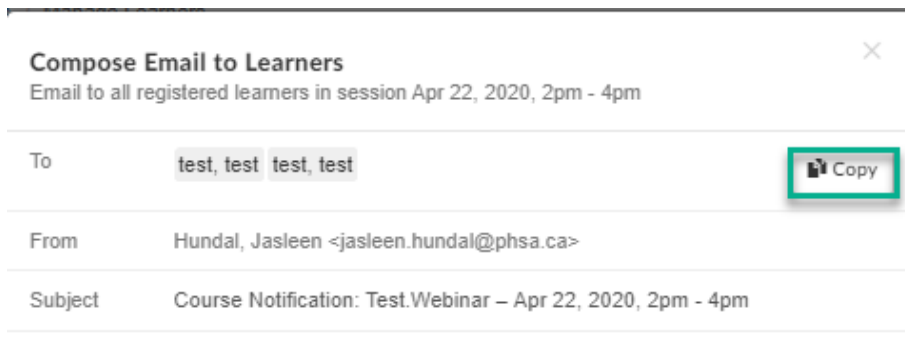
- Enable registration and allow session to be viewed
- Hide session from view until session is enabled

Ensure to **Save Changes** to make your updates.

Once your session has been disabled and your roster is set, select “**Email Learners**”.



A pop-up window will then 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.

Your 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>

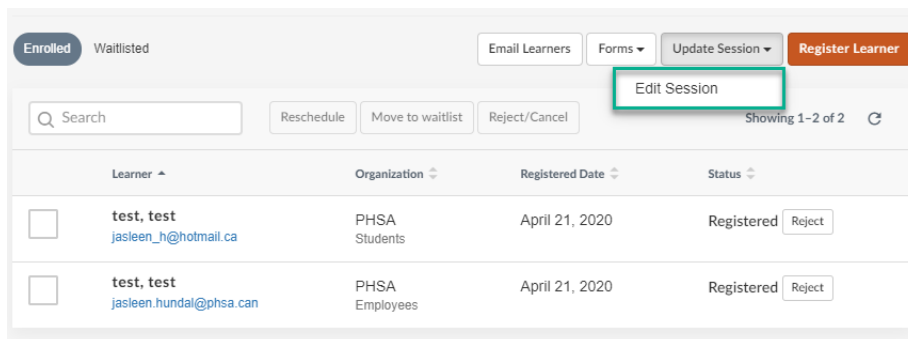
<http://www.phsa.ca/health-professionals/professional-resources/office-of-virtual-health/covid-19-virtual-health-toolkit/skype-for-business>

Updating a Webinar Link within an Existing Session

If you have already created a session containing a Webinar link, **any session updates will not be communicated to the current registrants.**

In this case, first **update the Webinar link** in the session and then, you will need to **email the current registrants the new session details.**

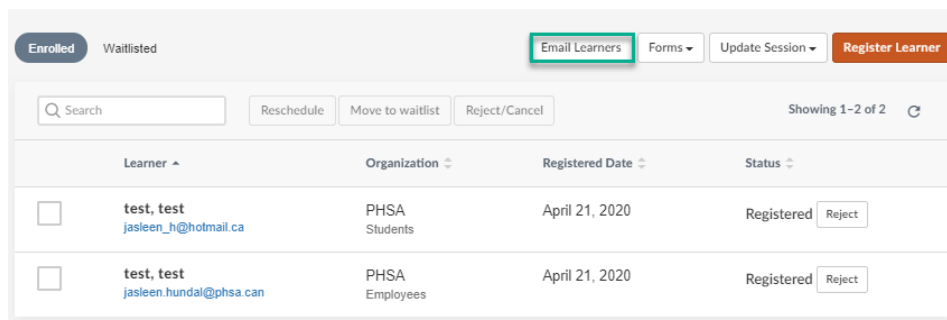
1. Update the session Webinar Link by selecting the session and then, “Update Session” > “**Edit Session**”.



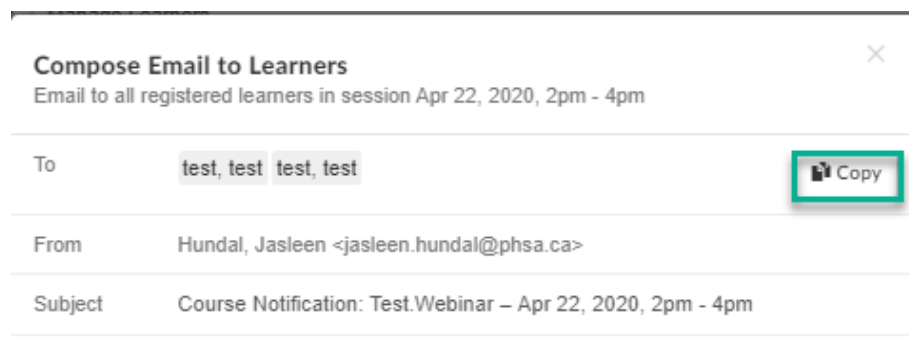
Under the session details, update the Webinar link and Save Changes.

Once you update the session details, any **new registrants** will receive the updated link/details provided within the session.

2. Email the current registrants, i.e. the learners who would have received the previous Webinar link. To do so, select “**Email Learners**”.



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

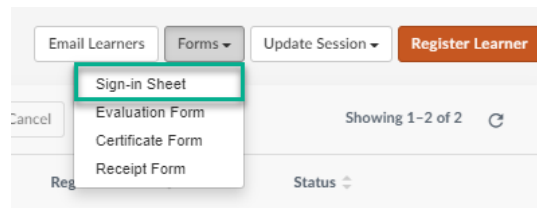


Note: The email addresses are based on what the learner has entered into their profile on LearningHub and could be going to a personal email address.

Your email needs to contain the **Webinar details** and any **documents** needed for the session.

Taking Session Attendance

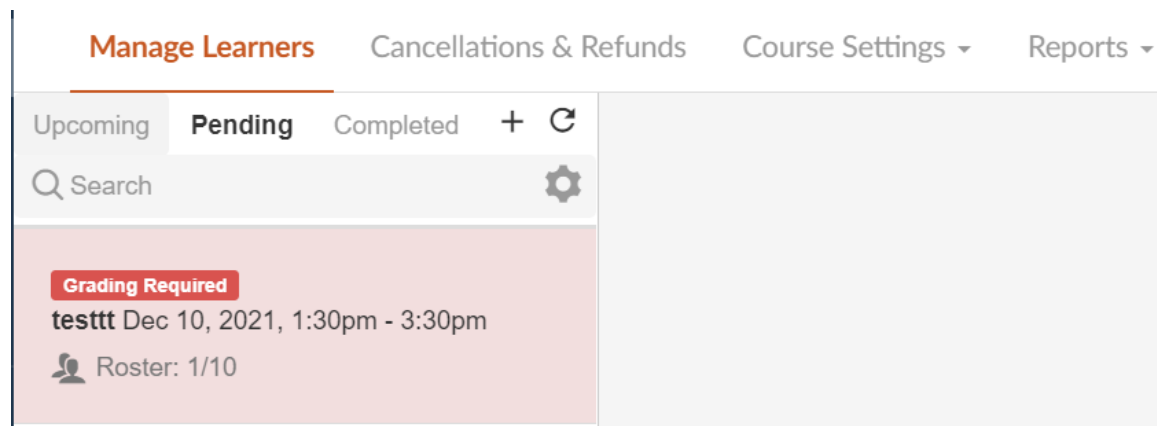
Print out the course “**Sign-In Sheet**” to assist with taking attendance during a Webinar. Completion of Classroom courses requires Course Managers/Instructors to manually update each learner’s completion status. To obtain this form, after selecting the session, click on “Forms” and select “**Sign-In Sheet**”.



If you were unable to see all attendees during the Webinar, to provide proper attendance records, **please follow up** with any learner whose name you were unable to check off during the session.

Grade Learners/Mark Attendance and Complete the Session

All Classroom course sessions must be fully graded. Once a session has ended, it will be moved to the “Pending” tab.



Please follow the [Gradebook Guide](#) for information on how to grade learners and use the feature.

Note: If you do not update a learner’s completion status, the course will be listed as “Pending” under their Learning History. If the session is not graded, a learner will also not be able to register into the course again at a later date.

***It is the responsibility of the Course Managers and Instructors to update the completion status of all learners in a session.**