

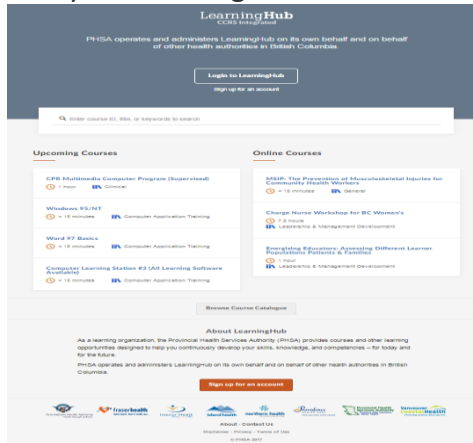
# Quick Reference Guide

## LearningHub Course Manager

### Online Course Setup

After LearningHub Support Desk have sent you confirmation that your course has been created, you will need to complete the Course Settings for the course.

1. Login to your LearningHub account



2. Click Course Manger>Manage Courses

[Manage Courses](#)

3. Click the Course Settings tab

[Course Settings](#)

4. Under **Course Settings**, make sure all the info is correct

5. Go to **Basic Information**

6. Fill in all the **mandatory fields** including description/objectives, course length, course contact, contact email.

[Save Changes](#)

7. Click **Save Changes**

8. Select **Registration Rules**

9. Set Course Visibility to Disable self-registration

10. Set to **Disable self-registration**

(When Testing your course, set Course Visibility to **Accessible via private link only**)

11. Enter **Payment Settings** if applicable

12. Enter Prerequisites courses under **Prerequisites** if applicable

13. Under Course Completion & Certification, select the preferred functions.

14. Under Course Managers, Click **Add Course**

[Add Course Manager](#)

**Manager**

15. Search for the user

[Choose](#)

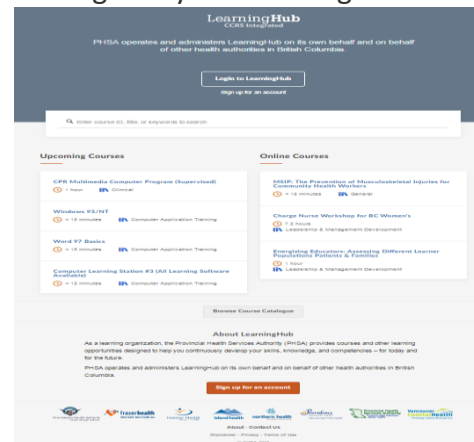
16. Click **Choose**

17. Start Course to go into the Learning Management System

### Classroom Course Setup

After LearningHub Support Desk have sent you confirmation that your course has been created, you will need to complete the Course Settings for the course.

1. Login to your LearningHub account



2. Click Course Manger>Manage Courses

[Manage Courses](#)

3. Click the Course Settings tab

[Course Settings](#)

4. Under **Course Settings**, make sure all the info is correct

5. Go to **Basic Information**

6. Fill in all the **mandatory fields** including description/objectives, course length, course contact, contact email.

[Save Changes](#)

7. Click **Save Changes**

8. Select **Registration Rules**

9. Set to **Disable self-registration**

(When you have added a classroom, set Course Visibility to **Allow self-registration via search**)

10. Enter **Payment Settings** if applicable

11. Enter Prerequisites courses under **Prerequisites** if applicable

12. Under Course Completion & Certification, select the preferred functions.

## Quick Reference Guide

### LearningHub Course Manager

- Under Course Managers, Click **Add Course**

**Add Course Manager**

**Manager**

- Search for the user
- Click **Choose**
- Under Classroom, Select **Classroom Course**

**Settings Classroom Course Settings**

- Select Waiting list preference
- Adjust Seat limits

#### Adding a Classroom New Session

- Click Course Manger>Manage Courses  
**Manage Courses**
- Click the Manage Learners tab  
**Manage Learners**
- Click Create New Sessions near the bottom of the page  
**Create New Session**
- Enter Session Title
- Enter Location
- Enter Start and End Date
- Enter min and max number of Attendees
- Add Instructors to the session by typing their name
- Select **Enable registration and allow session to be viewed**

**Save Changes**

- Click **Save Changes**

#### Updating a Classroom Session

- To edit an existing Classroom Session details, click **Course Manger>Manage Courses**  
**Manage Courses**
- Click the **Manage Learners** tab  
**Manage Learners**
- Click Update Session  
**Update Session**
- Click **Remove Session** to remove a specific session

#### Communicating with users in a Classroom Session

To communicate with learners registered in your classroom session:

- Click **Course Manger>Manage Courses**  
**Manage Courses**
- Click the **Manage Learners** tab  
**Manage Learners**
- Click Email Learners

**Email Learners**

#### Managing a Classroom Session

- To edit an existing Classroom Session details, click **Course Manger>Manage Courses**  
**Manage Courses**
- Click the **Manage Learners** tab  
**Manage Learners**
- Click Download Forms

**Download Forms**

Sign-in Sheet

Evaluation Form

Certificate Form

Receipt Form

#### Curriculum Setup

- Follow the same steps for Course Setup for Online and Classroom courses under Course Settings
- Select Curriculum Courses under Curriculum  
**Curriculum Courses**
- Click **Add Courses**  
**Add Course**
- Search for Course  
**Choose**
- Click **Choose**  
**Choose**

### Manually Registering Users - Online

Once your course is finalized and searchable, Course Managers will be able to manually register users into their course.

1. Click Course Manger>Manage Courses

[Manage Courses](#)

2. Click the Manage Learners tab

[Manage Learners](#)

[Register Learners](#)

3. Click Register Learners
4. Type in name or email of the user

### Manually Registering Users - Classroom

Once your course is finalized and searchable, Course Managers will be able to manually register users into their course.

1. Click Course Manger>Manage Courses

[Manage Courses](#)

2. Click the Manage Learners tab

[Manage Learners](#)

[Register Learners](#)

3. Select the Classroom session
4. Click Register Learners
5. Type in name or email of the user

Note: If your course requires payment, manually registering users will bypass payment