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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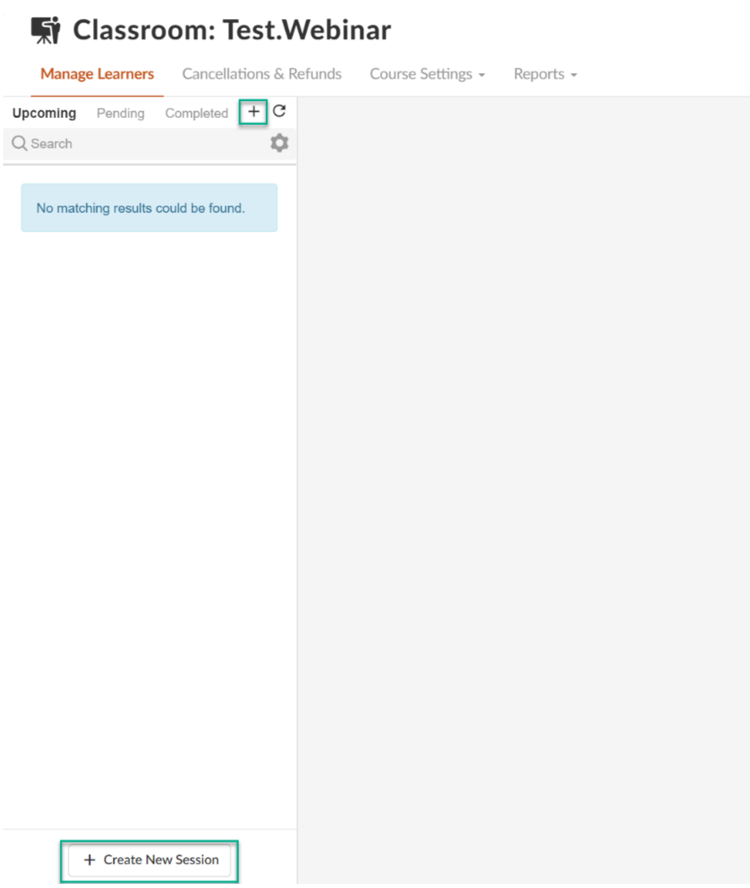
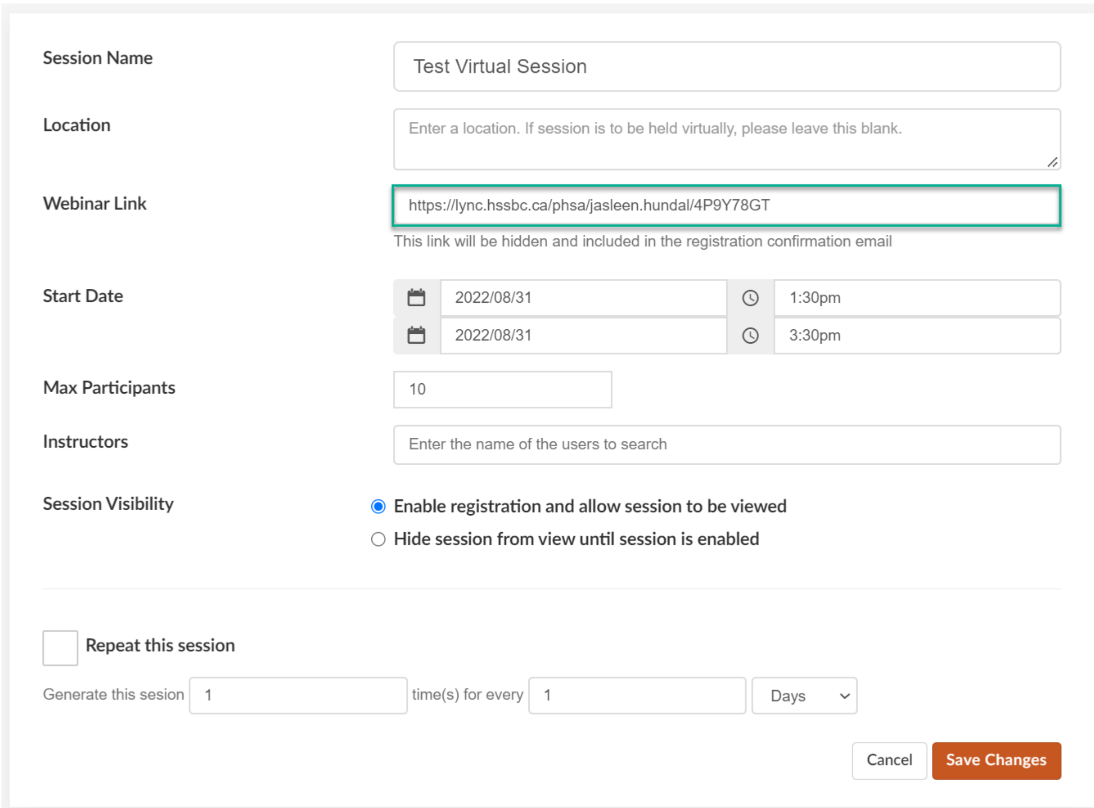
Creating a Classroom Session to be Hosted Virtually

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**.**



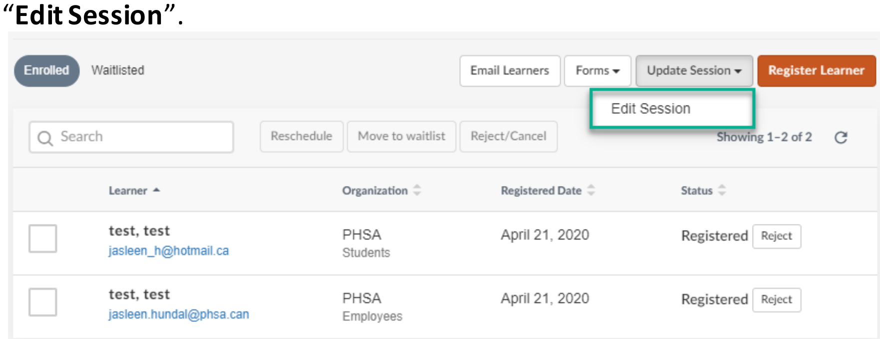
The Webinar link will be included within the **course registration confirmation email** for the learners to access upon registration. **This webinar link will not be visible on the course registration page**.

Adding a Webinar Link to an Existing Classroom Session

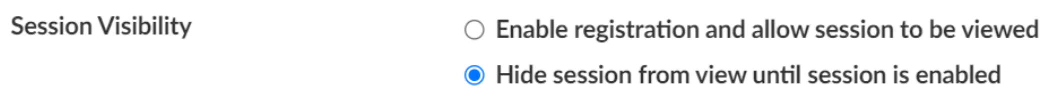
If you are hosting a virtual session and the Webinar link was never added to the session during session creation or you will not be able to provide the link during session creation, **you will need to communicate the link manually to registrants via email**.

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**”.

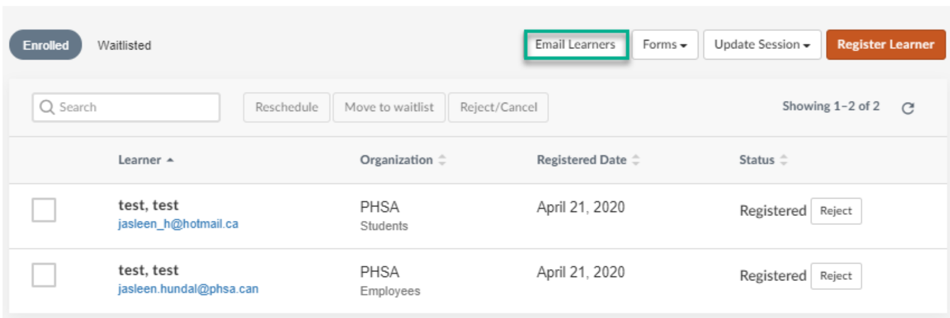


Under the session details, select the radio button next to "**Hide session from view until session is enabled**".

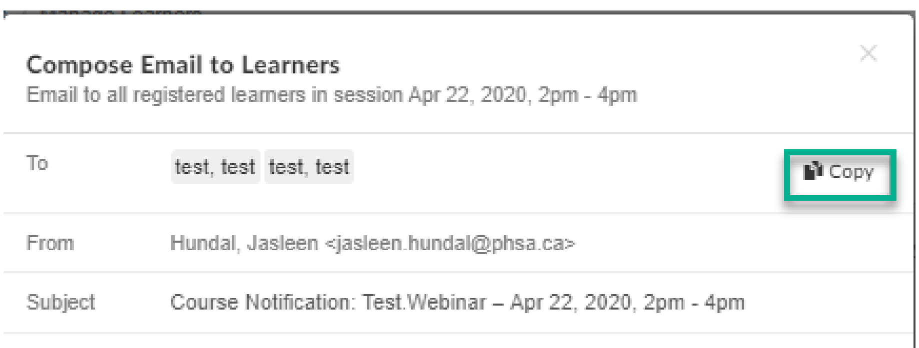


Ensure to **Save Changes** to make your updates.

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

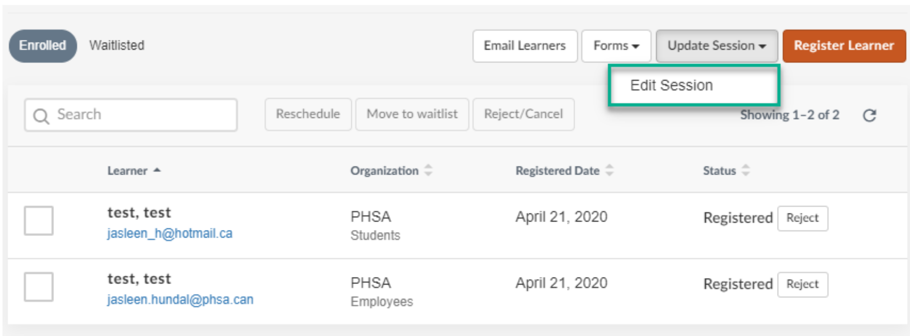
http://www.phsa.ca/health-professionals/professional-resources/office-of-virtual-health/covid-19-virtual-health-toolkit/skype-for-business

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**.

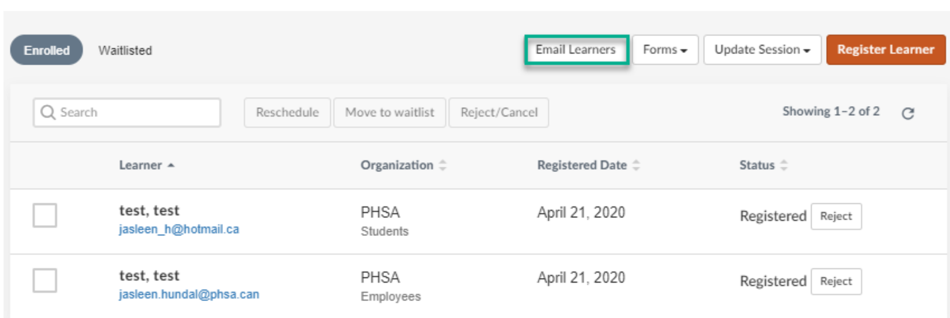
1. Update the session Webinar Link by selecting the session and then, "Update Session" > "**Edit Session**".



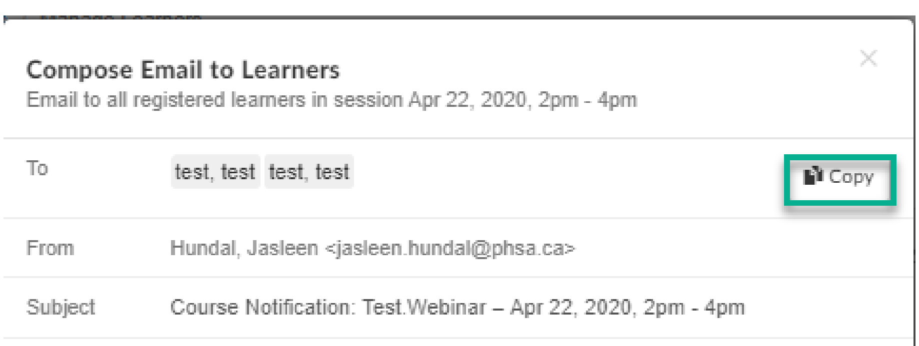
Under the session details, update the Webinar link and Save Changes.

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.

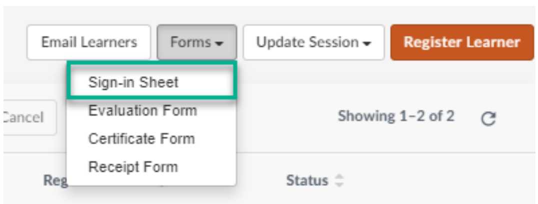


Note: The email addresses are based on what the learner has entered into their profile on LearningHub and could be going to a personal email address.

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

Taking Session Attendance

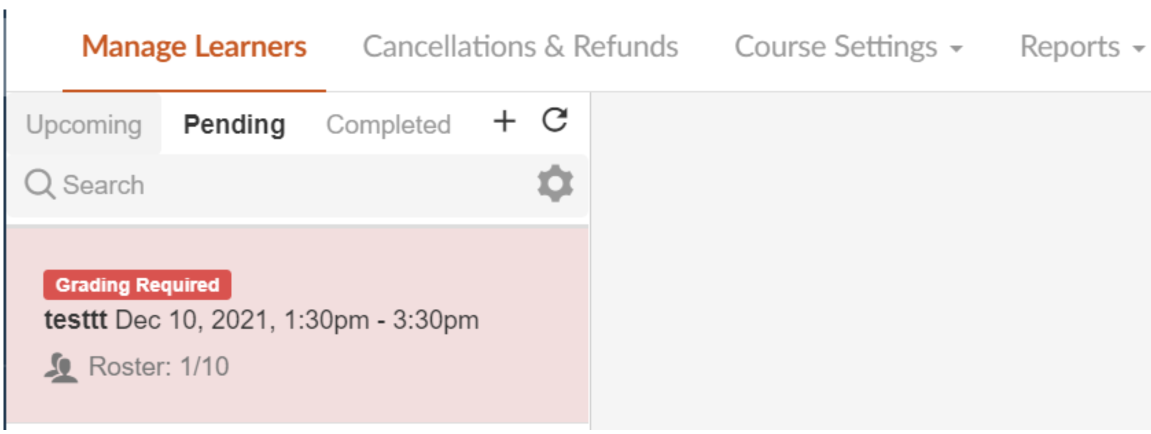
Print out the course "**Sign-In Sheet**" to assist with taking attendance during a Webinar. Completion of Classroom courses requires Course Managers/Instructors to manually update each learners' completion status. To obtain this form, after selecting the session, click on "Forms" and select "**Sign-In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