Purpose

This job aid is for users who have a special security role that allows them to register their direct reports and other viewable users to specific learning activities.

Requirements

- Access to Manager Mode
- Security role permissions to be able to register others for training

Procedure

- 1. Log into the Learning Hub.
- 2. Click the Administrator icon then PRODUCT ADMINISTRATION>LEARNING ACTIVITIES

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ADMINIS Domain: UV COMMON PRODUCT - Learning Audiend Evaluat Learnin Manage New Ac Shortcu Training Questio - Audit SETUP	STRATION W Medicine & Affilia OBJECTS FADMINISTRATI strator Dashboard ces g Activities e Library tivity Wizard ti Boxes g Plans on Banks and Signature Rep	orts	× > ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	All Users All Users Activate Account Deactivate Account Enable Login Unlock Accounts PRODUCT ADMINISTRATION LEARNING Administrator Dashboard Audiences Evaluations Learning Activities Manage Library New Activity Wizard Shortcut Boxes Training Plans Question Banks AUDIT AND SIGNATURE REPORTS	UW Medicine TASKS Notifications	SECURITY Security Groups Permission Levels Password Policles Logon Events	C DATA Code Management Jobs Organizations File Manage Rating Scales		CONFI Profile ar	Iguratio Iduratio Iduration
				Electronic Signatures Report Signature Report by Activity Signature Report by Learner Signature Report by Signer						

3. Search for course.

Click in the Search box on the top left of the Learning Activities. There you will type something unique such as Epic ADT 101, ORCA Training, Sexual Harrassment, etc. like this to search for your particular course offering. This will narrow the search to just show you the course offering you are looking for.

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Export 🖨 Print	🖾 Copy 🗙	Delete					All Activity	y Types	✓ Active ✓
Name	Activity Type	Start Date	End Date	Code	Primary Domain	Facility	Published Date	Last Updated Date	Actions
O0 NPSG: Improve Safety of Medications in Perioperative Services	Online Course			UOR80190	UW Medical Center		1/27/2015 10:50 AM PST	5/23/2018 10:29 AM PDT	EDIT 🔹
00 NPSG: Improve Safety	Online Course			UPC80189	UW Medical Center		1/27/2015 10:54 AM PST	1/27/2015 10:54 AM PST	EDIT 👻

4. Once class to register someone for it found, click the **arrow** next to the **EDIT button** and then **Manage Roster** on the dropdown menu.

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# / Learning Activities										^
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O 00 NPSG: Improve Safety of Medications in Perioperative Services	Online Course			UOR80190	UW Medical Center		1/27/2015 10:50 AM PST	5/23/2018 10:29 AM PDT	EDIT -	
 00 NPSG: Improve Safety of Medications in the Pain Center 	Online Course			UPC80189	UW Medical Center		1/27/2015 10:54 AM PST	1/27/2015 10:54 AM PST	Manage Rost	er
○ ► 1 New Curriculum	Curriculum			newcurriculum	GME Residents and Fellows		6/15/2018 3:36 PM PDT	6/15/2018 3:36 PM PD1	EDIT -	
O 1 Respiratory Protection rptest	Online Course			Respiratory Protection Test	GME Residents and Fellows		6/15/2018 3:06 PM PDT	6/17/2018 1:09 PM PD1	EDIT -	
O 1 testnew	Course			1 testnew	GME Residents and Fellows		6/15/2018 2:39 PM PDT	6/15/2018 2:39 PM PD1	EDIT -	
○ ► 1 testnew class	Class	6/25/2018 2:45 PM PDT	6/26/2018 3:45 PM PDT	1testnewclass	GME Residents and Fellows		6/15/2018 2:48 PM PDT	6/15/2018 2:48 PM PD1	EDIT -	
10 Coro Compotoncios of Trauma	External	8/11/2014	8/11/2014	H006319	Harborview		9/4/2014	9/4/2014		

5. You will be taken to a Batch Registration page. If you are registering someone for an in person class you will have the option here to select the class for them to register for. For an online training their will only be that single option.



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Q 1 0					TINA PEGAR -

Batch Registration

You can select multiple users and register them all simultaneously for an activity. First, select the activity or activity structure and click Continue. Then add users to your available list. From this list, select users to send to the roster or the waiting list. When you are done, click Submit to process the batch of users or if payment is required, click Purchase.

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Se	elect Activities		8
	Available Capacity: Unlimited		
	Course : Epic REG 101 - Prelude	Available Capacity: Unlimited	_
R	Required: At least 1		

6. Scroll down and click continue

✓ Session : Day 1 Monday, September 08, 2014	Available Capacity: Unlimited UW Tower T-17 Training Room, University of Washington Tower
Solo XM PDT - 4:00 PM PDT Image: September 09, 2014 S:00 AM PDT - 4:00 PM PDT	Seattle, WA Available Capacity: Unlimited UW Tower T-17 Training Room, University of Washington Tower Seattle, WA
C C Case Class : Epic REG 101 - Prelude Monday, September 22, 2014 9:00 AM PDT -	Available Capacity: Unlimited University of Washington Tower Seattle, WA
Tuesday, September 23, 2014 4:00 PM PDT	
Continue	
Select Users	(

7. Scroll down a bit. In Available Users Box click Add button

Available Users	<u>Available seats</u> Selected users: 0 Available users: 0 Users not in allocation: 0	>	Registration Remove All	Avail Users pendin	Records: 0 able seats: Unlimited g approval: 0
Add Select All Clea	r Al			Name 스	×
		>	Waiting List Remove All		Records: 0
				<u>Name</u> A	×

8. A pop up window will open.

If you have it, put the users AMC/Email address in the box and click "**Next**" The search should find 1 record that matches the user. Click **Select All** and they will be ready to be registered.

Learner Mode – Registering Others

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a SumTotal Webpage Dialog 🔀	a SumTotal Webpage Dialog
Select Users	Select Users Select one or more users from the list below and click OK.
Select users by domain Select users by organization Select users by job Select users by audience Select users by manager Select users by manager Select users by e-mail, user number, username, or NT account (separated by commas or semi-colone) pegard Next Cancel	Selected Items: 0 Records: 1 Name User Primary Primary Image: Primary Primary Primary

If you do not have an AMC/Email, Select Viewable Users. Click **Next**. In search box type last name and click **Go**. Hopefully you choices will be limited, Click radio box next to name. Click **OK** and they will be ready to be registered.

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1	Se	lect Users	
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1			
1	0	Select users by domain	
1	0	Select users by organization	
	0	Select users by job	
4	0	Select users by audience	
	0	Select users by manager	
	۲	Select viewable users	
	0	Select users by e-mail, user number, username, or NT account (separated by commas or semi-colons)	
		Cancel	

Selecting users will put them into the Available Users part of the screen. If there are problems with their regsitration such as having already been registered for the class, a **Yellow indicator** will apear next to their name. You can click on it for details, and then either choice to register them or not for the training by deslecting their record if needed.

Learner Mode – Registering Others

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SumTotal Webpage Dialog				
Registration Issue	es			
TINA PEGAR				ОК
Learning Activity	Schedule		Issues	
ORCA - Physician Initial Training	Thursday, October 06, 2011 8:00:00 AM PDT - 12:00:00 PM PDT	Already attended		
	issues.			
	TINA PEGAR Learning Activity ORCA - Physician Initial Training	Learning Activity Schedule ORCA - Physician Initial Training Thursday, October 05, 2011 8:00:00 AM PDT - 12:00:00 PM PDT Click on Warning Issues to d this pop-up information abo issues. Click on Warning Issues to d this pop-up information abo	Learning Activity Schedule ORCA - Physician Initial Training Thursday, October 06, 2011 8:00:00 AM PDT - 12:00:00 PM PDT Already attended Click on Warning Issues to display this pop-up information about the issues. State of the state of	Learning Activity Schedule Issues ORCA - Physician Initial Training Thursday, October 05, 2011 8:00:00 AM PDT - 12:00:00 PM PDT Already attended Click on Warning Issues to display this pop-up information about the issues.

9. Once you have searched and found your user(s). Click **Arrow** in middle of the screen to move users from Available Users to Registration.

Skip checking of registration issues				
Available Users Selected users Available users Add Select All Clear All		Registration		Records: 0 Available seats: 12 Users pending approval: 0
Name Status Image: Tina Louise PEGAR No issues			<u>Name</u> ^	×
	>	Waiting List		Records: 0
			<u>Name</u> 🔺	×
Reset	Submit	Cancel		
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ect Users				
ect Users kip checking of registration issues ailable Users Available users:	0	Registration		Records: Available seats Users pendina approval
lect Users Skip checking of registration issues railable Users Available users: Add Select All Clear All Name A Status	0	Registration Remove All	Name	Records: Available seats: Users pending approval:
ect Users kip checking of registration issues ailable Users Selected users: Available users: idd Select All Clear All Status		Registration Remove All	Name *	Records: Available seats: Users pending approval:
ect Users Selected users allable Users Available users: Available users: Available users: Available users: Select All Name A Status		Registration Remove All TINA LOUISE PEGAR Waiting List	Name *	Records: Available seats: Users pending approval: Records

10. When done, click **Submit** to add them to the class.

Learner Mode – Registering Others

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Available Users	Selected users: 0 Available users: 0		Registration		Records: Available seats: Users pending approval:
Add Select All Clear All	Status	>	Remove All		
			TINA LOUISE PEGAR	<u>Name</u> 📤	
			Waiting List		Records
		>	Remove All	Name 🗖	