

Purpose

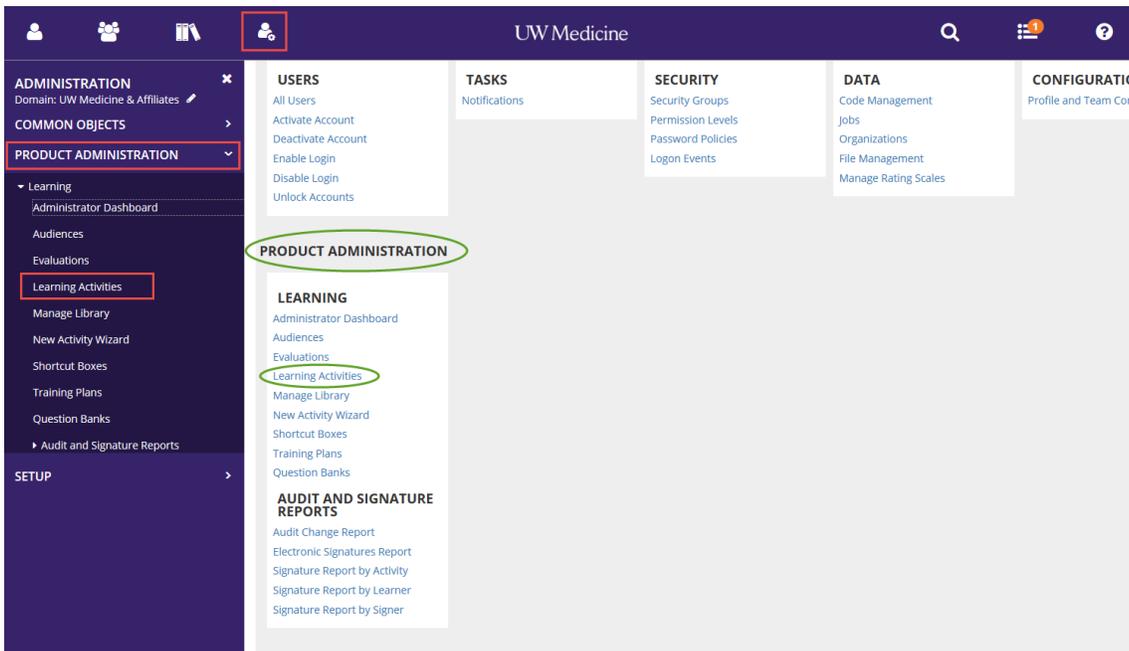
This job aid is for users who have a special security role that allows them to register their direct reports and other viewable users to specific learning activities.

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**



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.

Learning Activities

ACTIVITY MANAGEMENT

Create and manage learning activities.

NEW ACTIVITY WIZARD FILE UPLOAD NEW ACTIVITY -

Search ... [Q] [ADVANCED] [i]

Displaying 10 of 13279 Records 10 25 50 100 [List Icon] [Table Icon]

Export Print Copy Delete All Activity Types Active

Name	Activity Type	Start Date	End Date	Code	Primary Domain	Facility	Published Date	Last Updated Date	Actions
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	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.

UW Medicine

Learning Activities

ACTIVITY MANAGEMENT

Create and manage learning activities.

NEW ACTIVITY WIZARD FILE UPLOAD NEW ACTIVITY -

Search ... [Q] [ADVANCED] [i]

Displaying 10 of 13282 Records 10 25 50 100 [List Icon] [Table Icon]

Export Print Copy Delete All Activity Types Active

Name	Activity Type	Start Date	End Date	Code	Primary Domain	Facility	Published Date	Last Updated Date	Actions
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	EDIT
1 New Curriculum	Curriculum			newcurriculum	GME Residents and Fellows		6/15/2018 3:36 PM PDT	6/15/2018 3:36 PM PDT	EDIT
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 PDT	EDIT
1 testnew	Course			1 testnew	GME Residents and Fellows		6/15/2018 2:39 PM PDT	6/15/2018 2:39 PM PDT	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 PDT	EDIT
10 Core Competencies of Trauma	External	8/11/2014	8/11/2014	H006319	Harborview		9/4/2014	9/4/2014	EDIT

Properties
Manage Roster

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.

UW Medicine LEARNING MANAGEMENT SYSTEM

Learner Manager Reporting Administrator

Search User Help

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Home > Registration Process

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.

Epic REG 101 - Prelude

Offering View All Upcoming Offerings

Select Activities

Available Capacity: Unlimited

Course : Epic REG 101 - Prelude Available Capacity: Unlimited

Required: At least 1

6. Scroll down and click continue

<input checked="" type="checkbox"/> Session : Day 1 Monday, September 08, 2014 9:00 AM PDT - 4:00 PM PDT	Available Capacity: Unlimited UW Tower T-17 Training Room, University of Washington Tower Seattle, WA
<input checked="" type="checkbox"/> Session : Day 2 Tuesday, September 09, 2014 9:00 AM PDT - 4:00 PM PDT	Available Capacity: Unlimited UW Tower T-17 Training Room, University of Washington Tower Seattle, WA
<input type="checkbox"/> Class : Epic REG 101 - Prelude Monday, September 22, 2014 9:00 AM PDT - Tuesday, September 23, 2014 4:00 PM PDT	Available Capacity: Unlimited University of Washington Tower Seattle, WA

Continue

Select Users

Reset Submit Cancel

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

Available Users

Available seats: 0
Selected users: 0
Available users: 0
Users not in allocation: 0

Add Select All Clear All

Name	Status
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Registration

Records: 0
Available seats: Unlimited
Users pending approval: 0

Remove All

Waiting List

Records: 0

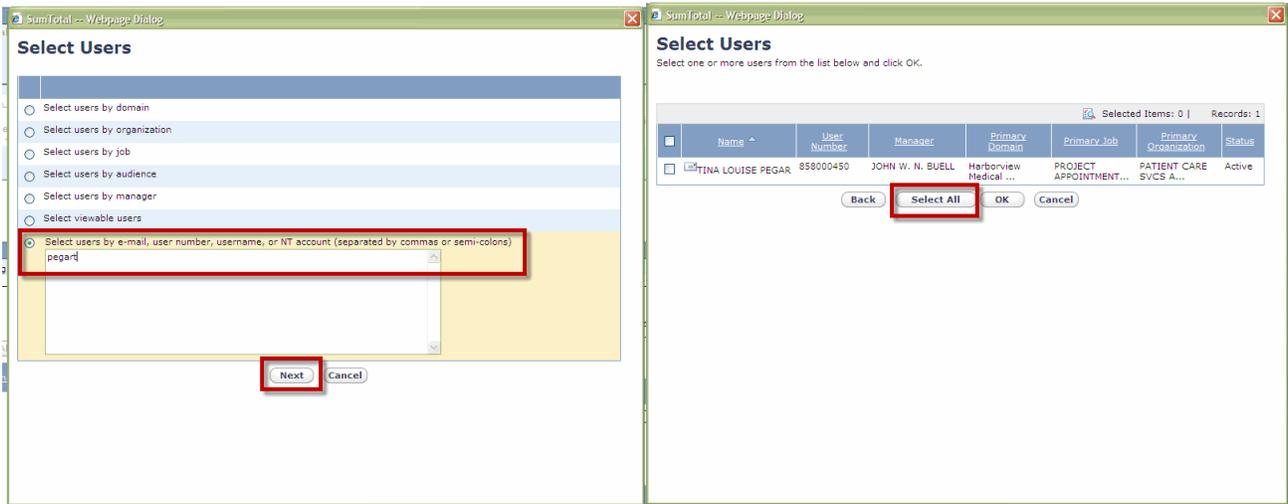
Remove All

Reset Submit Cancel

8. A pop up window will open.

If you have it, put the users AMC/Email address in the box and click "Next"

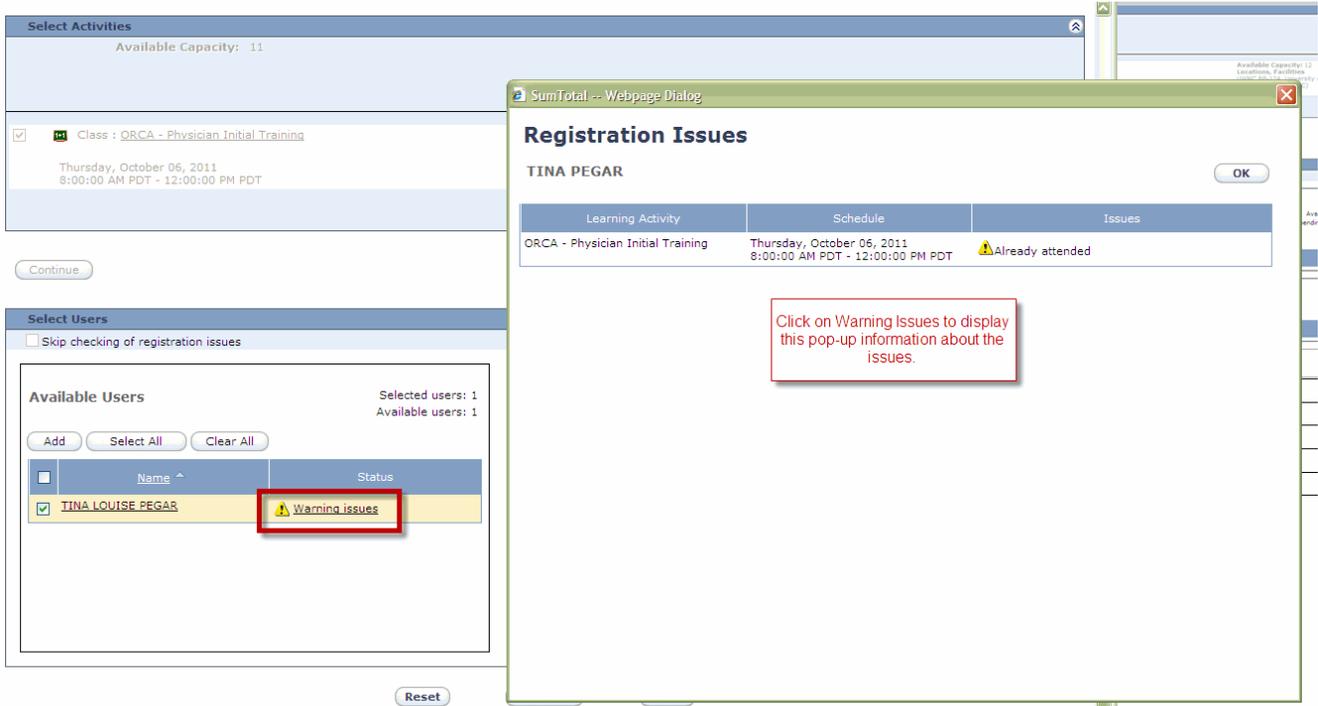
The search should find 1 record that matches the user. Click **Select All** and they will be ready to be registered.



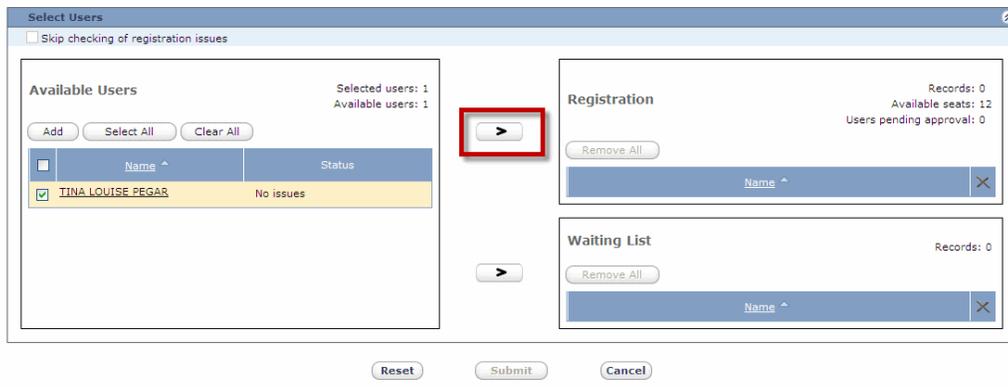
If you do not have an AMC/Email, Select Viewable Users. Click **Next**. In search box type last name and click **Go**. Hopefully your choices will be limited, Click radio box next to name. Click **OK** and they will be ready to be registered.



Selecting users will put them into the Available Users part of the screen. If there are problems with their registration such as having already been registered for the class, a **Yellow indicator** will appear 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.



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.



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

Select Users

Skip checking of registration issues

Available Users Selected users: 0
Available users: 0

Add Select All Clear All

<input type="checkbox"/>	Name ^	Status
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>

Registration Records: 1
Available seats: 11
Users pending approval: 0

Remove All

Name ^	
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>

Waiting List Records: 0

Remove All

Name ^	
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Reset **Submit** Cancel