

MANAGING THE CLASSROOM

Recording Class Attendance

To record attendance for a unit-based inservice:

1. Select the **Recorded** sub-tab within *Classes*.
2. Click the **Add** button located above the sub-tabs. The *Add Class Wizard* appears.
3. Locate the course to associate with the class by using the filters .
4. Select the desired course title from the results list.
5. Click the **Next** button located in the lower right corner of the screen.



Associated Course

(* indicates a required field)

Associated Course *

Course Group

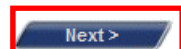
Originator

Locate Begins with

Available Courses

5N OR Staff/Inservice Meetings
5N OR Staff/Inservice Meetings

Can't find the course? Click to a new one.



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6. On the *Class Details* screen, update the Class Title as needed.
7. Add class notes if desired.
8. Click the **Next** button.

Class Details

(* indicates a required field)

Class Title: SN OR Staff/Inservice Meetings - PAPRs *

Type: Class *

Status: Completed *

Notes

Coordinator: WOLFE, JAIMÉ * Phone: 304-598-4045 Email: wolfej@wvuhealthcare.com

Originator: WOLFE, JAIMÉ * Phone: 304-598-4045 Email: wolfej@wvuhealthcare.com

< Previous **Next >**

9. The next screen is for Credit Types. You will not be assigning credits to class that you record. Click **Next** to continue.

10. On the *Schedule* screen enter details about the class such as **Date, Start Time, End Time**. You may also enter the room location.

11. After the session details have been entered, click on the **Record Attendance** button to add learners to the class.

Schedule

(* indicates a required field)

Title	Start Date	End Date	Start Time	End Time	Facility	Room	Delete
Session 1	02/01/2012	02/01/2012	8:00 AM	9:00 AM	UNASSIGNED	UNASSIGNED	🗑️

Add Session

Session Title: Session 1 *

Start Date: 02/01/2012 *

End Date: 02/01/2012 *

Recurring:

Setup Time: 8:00 AM *

Start Time: 8:00 AM *

End Time: 9:00 AM *

Cleanup Time: 9:00 AM *

The session will be held from 8:00 AM on 02/01/2012 until 9:00 AM on 02/01/2012.

Facility: UNASSIGNED

Room: UNASSIGNED | unlimited *

Save Cancel **Record Attendance** < Previous Next >

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12. Use the filters in the *Available Learners* list to locate the desired learners to record class attendance.
13. Select the desired learners from the list and click the **Record Learners** button.
14. The Learners will then appear at the top of the list and are marked as Completed.
15. Click the **Save** button to complete the process.

Confirm Class Attendance: 5N OR Staff/Inservice Meetings

Class Start Date: 01/26/2012 [Certificate](#)

Registered: 2 Completed: 2 [Mark As Completed](#) [Batch Upload](#)

Instructor	Learner	Status	Grade	Edit	Remove
<input type="checkbox"/>	WOLFE, JAIME	Completed			<input type="checkbox"/>
<input type="checkbox"/>	WRIGHT, REBEKAH	Completed			<input type="checkbox"/>

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Available Learners [Remove](#)

Organization: WEST VIRGINIA UNIVERSITY HOSPITALS Hire Date: Is the same as

Department: EDUCATION AND TRAINING (562) Locate: Last Name, First Name Begins with

People Group: All Status: Either Learner or Instructor

Job Title: All [Find](#) [Reset All](#)

Learner	Organizations	Departments	People Groups	Statu
<input type="checkbox"/> AUSTIN, JESSICA	WEST VIRGINIA HOSPITALS	EDUCATION	EDUCATION ASSOCIATE: TRAINING - WEST VIRGINIA UNIVERSITY HOSPITALS	Activ
<input type="checkbox"/> CANTIS, KATHERINE	WEST VIRGINIA UNIVERSITY HOSPITALS	EDUCATION AND TRAINING	PROGRAM MGR CEOD: EDUCATION AND TRAINING - WEST VIRGINIA UNIVERSITY HOSPITALS	Activ
<input type="checkbox"/> KITTLE, KELSIE	WEST VIRGINIA UNIVERSITY HOSPITALS	EDUCATION AND TRAINING	LDI, SR EDUCATION SPECIALIST: EDUCATION AND TRAINING - WEST VIRGINIA UNIVERSITY HOSPITALS	Activ

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[Record Learner\(s\)](#) Can't find who you are looking for? [Add](#) a new person.

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Editing a Recorded Class

If you need to edit a class that you have previously recorded:

1. Select the **Recorded** sub-tab within *Classes*.
2. Use the filters to locate the desired class.
3. Click the **Record** button next to the class.
4. The *Record Attendance* window will appear. You may add additional learners to the class or remove learners.
5. Click **Save** when you have completed your edits.



Confirm Class Attendance: 5N OR Staff/Inservice Meetings
 Class Start Date: 01/26/2012

Registered: 2 Completed: 2

Mark As Completed Certificate Batch Upload

Instructor	Learner	Status	Grade	Edit	Remove
<input type="checkbox"/>	WOLFE, JAIME	Completed			<input type="checkbox"/>
<input type="checkbox"/>	WRIGHT, REBEKAH	Completed			<input type="checkbox"/>

Save Cancel Class Details Remove

Available Learners

Organization: WEST VIRGINIA UNIVERSITY HOSPITALS Hire Date: Is the same as
 Department: EDUCATION AND TRAINING (562) Locate: Last Name, First Name Begins with
 People Group: All Status: Either Learner or Instructor
 Job Title: All Find Reset All

Learner	Organizations	Departments	People Groups	Statu
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<input type="checkbox"/> CANTIS, KATHERINE	WEST VIRGINIA UNIVERSITY HOSPITALS	EDUCATION AND TRAINING	PROGRAM MGR CEOD: EDUCATION AND TRAINING - WEST VIRGINIA UNIVERSITY HOSPITALS	Activ
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Record Learner(s) Add a new person.