



User Guide: Learning Instructor Access to Enrollment and Printed Roster

Purpose

The Learning Instructor Role provides immediate access to enrollment information on your upcoming classes, as well as the option to print your own rosters. It also maintains a history of the classes you have taught.

This guide will:

- Explain The functions available to you as an Instructor
- Show you how to monitor enrollment by the total number and by individuals.
- Show you how to print a roster to use as an attendance sheet

Instructions include:

- Logging into MCG Learning Instructor
- Viewing Enrollment Information
- Printing Rosters

Additional Information

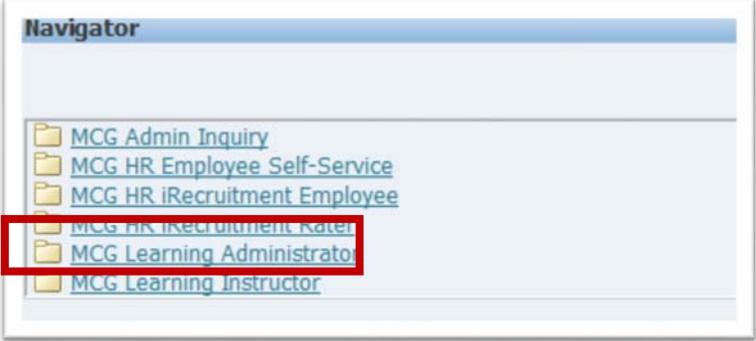
Learning Instructor access is available to MCG Employees only, and you must be approved for access. If you would like this role, please contact the OHR Training and Organizational Development Team. You will need to complete a confidentiality form and attend a short class reviewing the process and responsibilities prior to being given access.

Questions

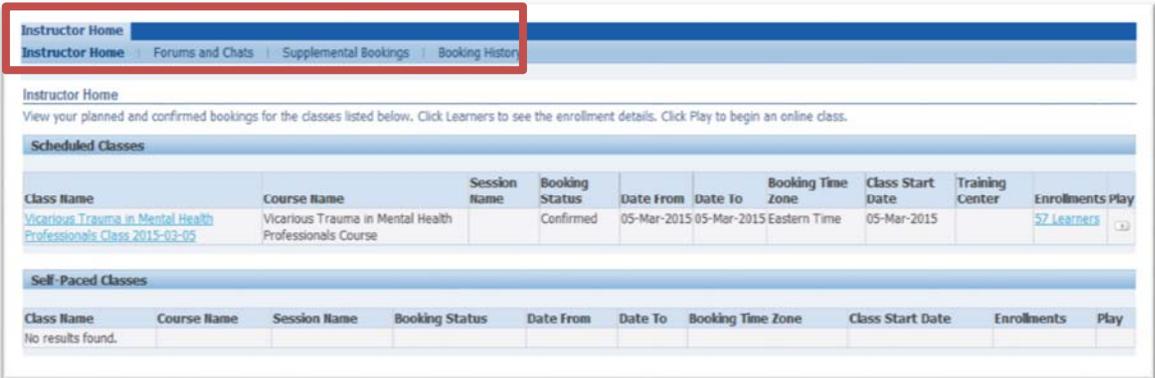
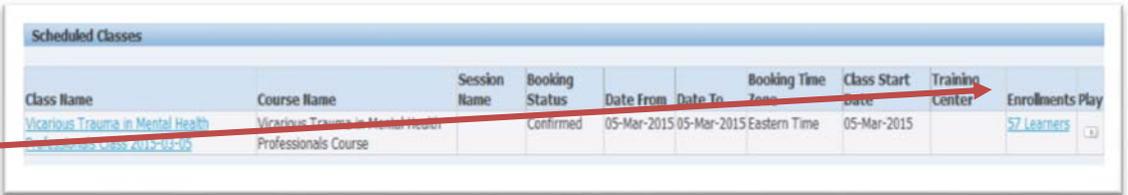
If you have questions using this guide, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or call 240-777-5116.

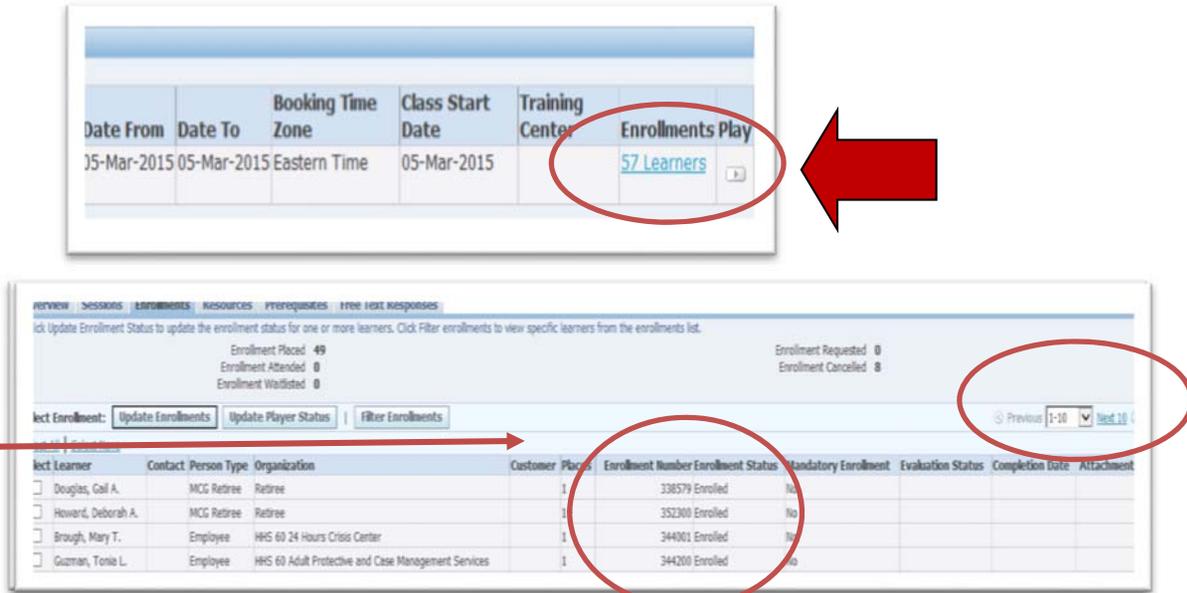
Logging into OLM Instructor Home

Step	Action	
1.	<p>Log into the e-portal</p> <ul style="list-style-type: none"> Enter in your username and password. <p>Click Login Button</p> <p>The e-Business page will open.</p>	
2.	<p>Click Oracle eBusiness.</p> <ul style="list-style-type: none"> Click Go to Oracle eBusiness, Your eBusiness Suite page will open. 	

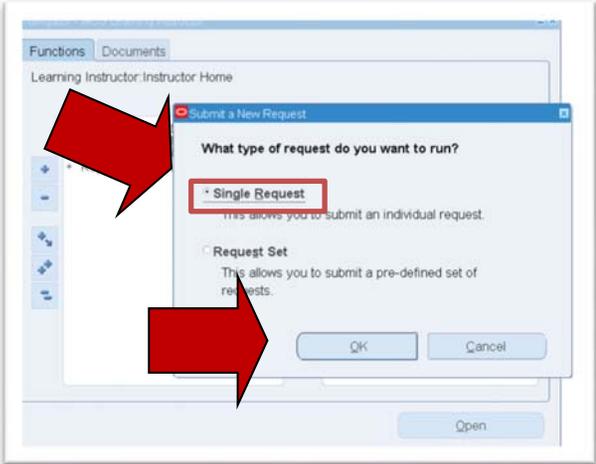
Step	Action	
3.	Click on the MCG Learning Instructor link.	 <p>The screenshot shows a 'Navigator' window with a list of links. A red box highlights the 'MCG Learning Instructor' link, which is the last item in the list. The other links are 'MCG Admin Inquiry', 'MCG HR Employee Self-Service', 'MCG HR iRecruitment Employee', 'MCG HR iRecruitment Rater', and 'MCG Learning Administrator'.</p>
4.	<p>The Learning Instructor Links will appear to the right on the screen, including:</p> <ul style="list-style-type: none"> • Instructor Home • Reports and Other Requests <ul style="list-style-type: none"> – Submit Report – View Report 	 <p>The screenshot shows the 'Navigator' window with 'MCG Learning Instructor' selected and highlighted in blue. A red arrow points from this link to a red-bordered box on the right side of the window. This box contains the expanded menu for 'Learning Instructor', which includes 'Instructor Home' and 'Reports and Other Requests'. Under 'Reports and Other Requests', there are two sub-links: 'Submit Report' and 'View Report'.</p>

Viewing Enrollment Information

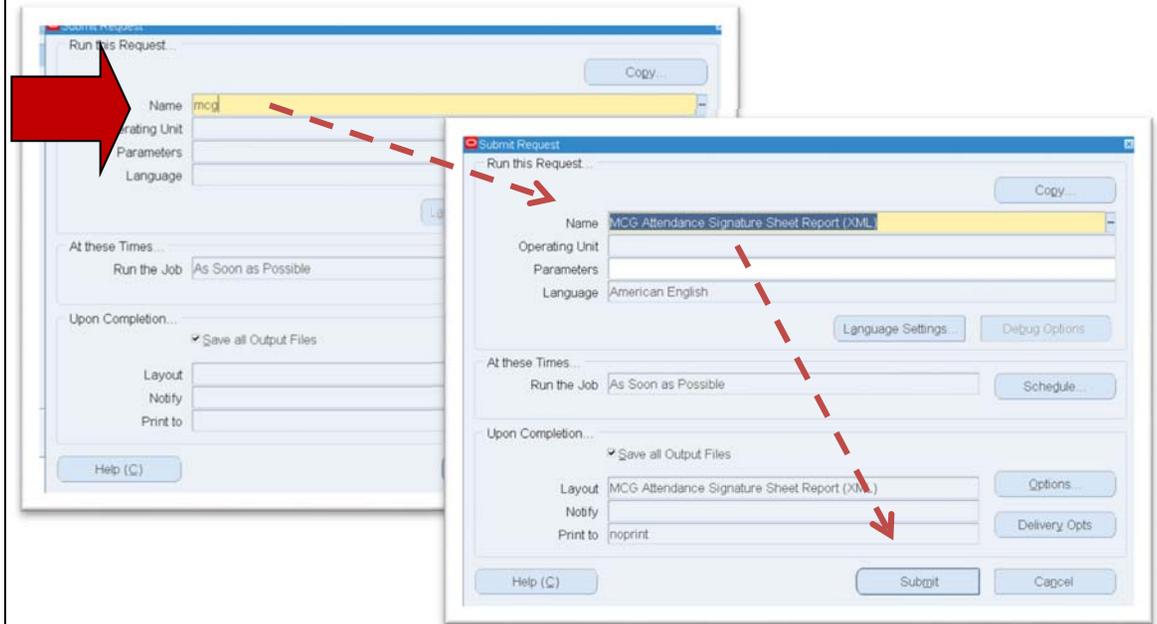
Step	Action	
1.	Click on Instructor Home. <ul style="list-style-type: none"> Your Instructor Home screen will open. 	
2.	On your Instructor Home you will see several tabs. <ul style="list-style-type: none"> Click the Instructor Home Tab. <p>The Instructor Home Tab lists all upcoming classes to which have you assigned as an Instructor.</p>	
3.	To see how many people are enrolled: <ul style="list-style-type: none"> Look for Enrollments at the far right of the screen. <p>In this example 57 people are enrolled.</p>	

Step	Action	
4.	<p>To see who is enrolled:</p> <ul style="list-style-type: none"> Click the #Learners link located under Enrollments. A Class Screen will open with a list of <u>10 enrollees</u> and their Enrollment Status. Click Next Ten, to view an additional 10 enrollees. <p>Enrollment Status Important - this is a list of everyone who enrolled in the class including those who have been waitlisted or those who cancelled their enrollment.</p>	 <p>The screenshot shows a web application interface with a table of enrollment data. The table has columns: Date From, Date To, Booking Time Zone, Class Start Date, Training Center, and Enrollments Play. The first row shows: 05-Mar-2015, 05-Mar-2015, Eastern Time, 05-Mar-2015, and 57 Learners. A red circle highlights the 'Enrollments Play' link and the number '57 Learners'. A red arrow points to this link from the right. Below the table, there are buttons for 'Update Enrollments', 'Update Player Status', and 'Filter Enrollments'. At the bottom right, there is a 'Next Ten' button, which is also circled in red. A red arrow points from the 'Enrollment Status' text in the action column to the enrollment list table.</p>

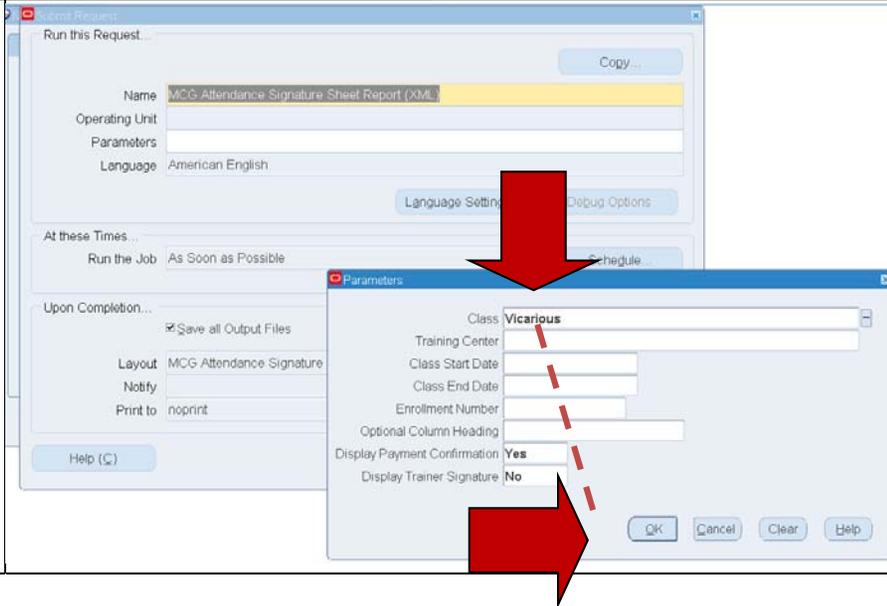
Printing a Class Roster

1.	<p>Beginning on the Instructor Home Page:</p> <ul style="list-style-type: none">• Click Submit Report.	 <p>A screenshot of the 'Learning Instructor' navigation menu. The menu items are: 'Instructor Home', 'Reports and Other...', 'Submit Report', and 'View Report'. A large red arrow points from the right towards the 'Submit Report' link.</p>
2.	<p>The Navigation Screen will open, followed by the Request Window.</p> <ul style="list-style-type: none">• Single Request is automatically checked.• Click OK.	 <p>A screenshot of a software window titled 'Submit a New Request'. The dialog asks 'What type of request do you want to run?' and has two radio button options: 'Single Request' (which is selected and circled in red) and 'Request Set'. Below the options are 'OK' and 'Cancel' buttons. A large red arrow points from the left towards the 'Single Request' option, and another large red arrow points from the bottom towards the 'OK' button.</p>

3. A Submit Request Screen will open.
- Click in the **Name** field, and Type MCG.
 - Strike the **Enter** key on your keyboard.
 - This field automatically fills in the title of the report **MCG Attendance Signature Report**.
 - Click **Submit**.



4. The Parameters Window will open.
- Type in the **first few letters** of the Class Title.
 - Click **OK**.



5. **Another window will open**

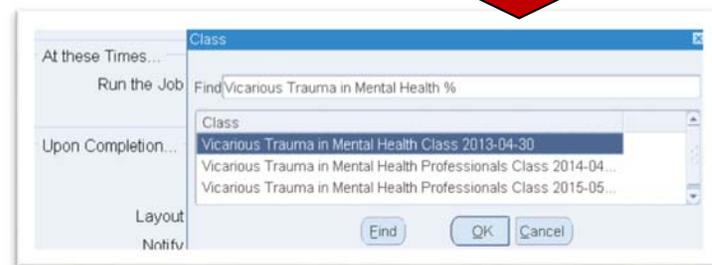
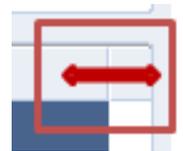
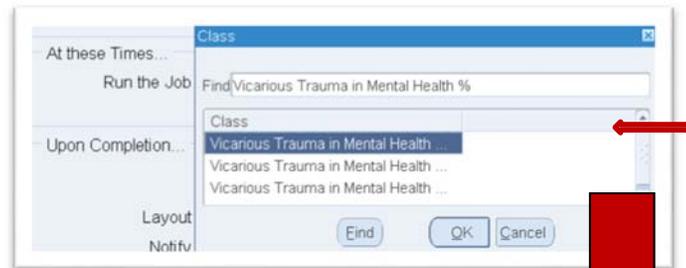
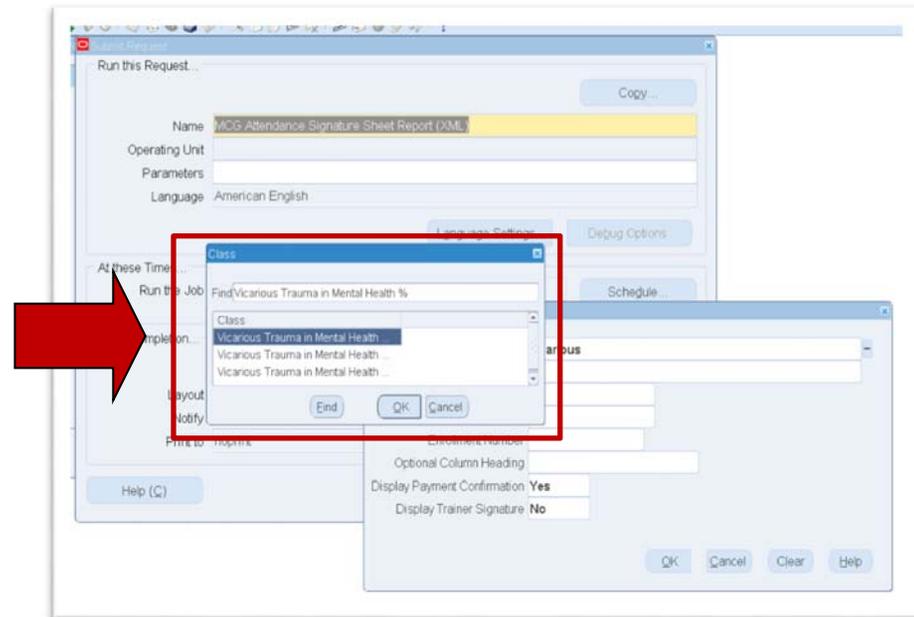
- This includes the list of all classes for which you are an instructor that match what you entered.
- **If there are several classes listed, they are in chronological order. The most recent date will be the last listed.**

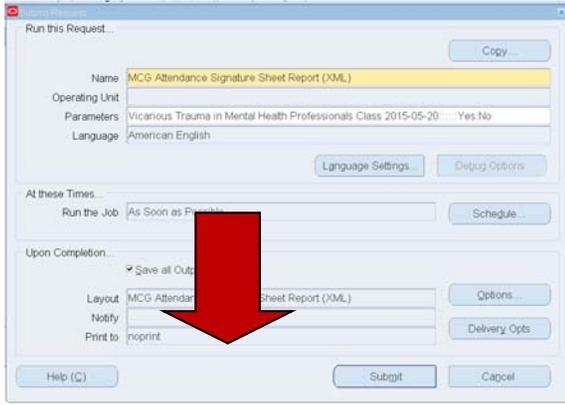
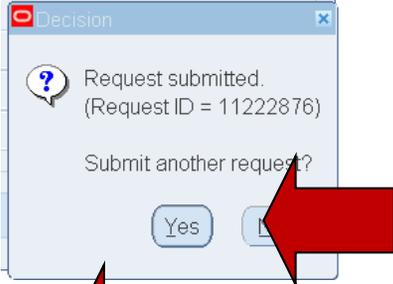
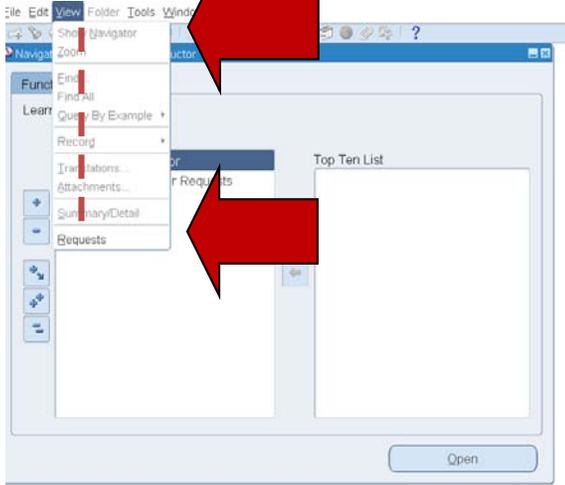
If you cannot see an entire date:

- Expand the window.
- Grab the side of the window with your cursor; it will change to an error, and pull it to the right

If the entire date is still hidden expand the Class Table

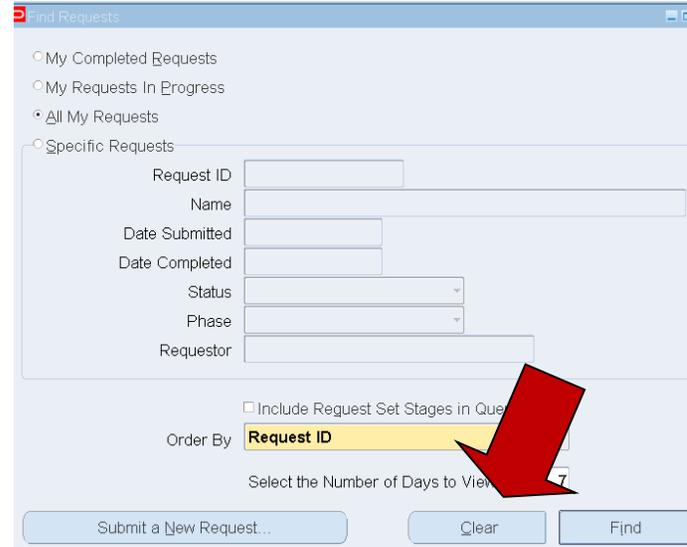
- Place the cursor over the "grab bar" until it changes from a pointer to an arrow (this will take some practice).
- Pull it to the right until the entire date is readable.
- Click on the class you want.
- Click OK.



<p>6.</p>	<p>You will be returned to the Submit Request Screen.</p> <ul style="list-style-type: none"> • Click Submit. 	
<p>7.</p>	<p>The Decision Window will open.</p> <ul style="list-style-type: none"> • Click No. 	
<p>8.</p>	<p>The Navigator window will open.</p> <ul style="list-style-type: none"> • Click View at the very top of the screen. • A drop down box will open. • Click Requests. 	

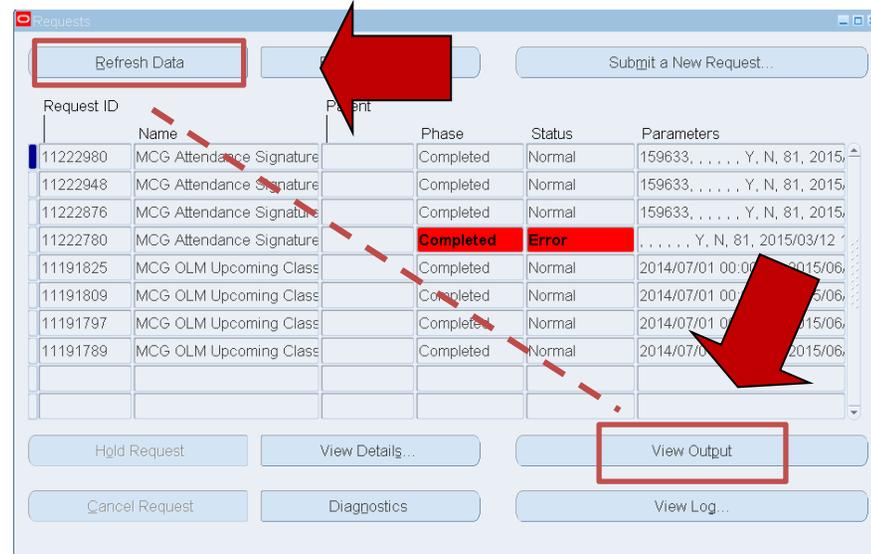
9. The Find Requests window will open.

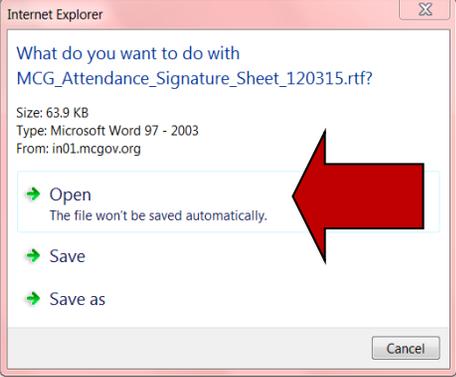
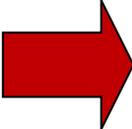
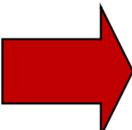
- Click Find.



10. The Requests Window will open.

- Click Refresh Data.
- Click View Output.



<p>11.</p>	<p>The Internet Explorer window will open.</p> <ul style="list-style-type: none"> Click Open. <ul style="list-style-type: none"> You may also click Save As to save it to your computer or a shared file and print it from there. 																
<p>12.</p>	<p>The Attendance Sheet will open.</p> <ul style="list-style-type: none"> The first sheet is blank with just the header.  The following sheets include the Class Roster.  Print the roster. <ul style="list-style-type: none"> Be sure to change the setting to "Print on <u>one</u> side". 	 <table border="1"> <thead> <tr> <th>Learner Name</th> <th>Company / Employee ID</th> <th>Number</th> <th>PAID</th> <th>Signature</th> </tr> </thead> <tbody> <tr> <td>Adelman, Suzanne</td> <td>JEWISH SOCIAL SERVICE AGENCY</td> <td></td> <td>343472 Y</td> <td>_____</td> </tr> <tr> <td>Alfaro, Tania</td> <td>HHS 60 PVD - Street Outreach - Silver Spring</td> <td>2442</td> <td>341269</td> <td>_____</td> </tr> </tbody> </table>	Learner Name	Company / Employee ID	Number	PAID	Signature	Adelman, Suzanne	JEWISH SOCIAL SERVICE AGENCY		343472 Y	_____	Alfaro, Tania	HHS 60 PVD - Street Outreach - Silver Spring	2442	341269	_____
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Need Additional Assistance?

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