



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

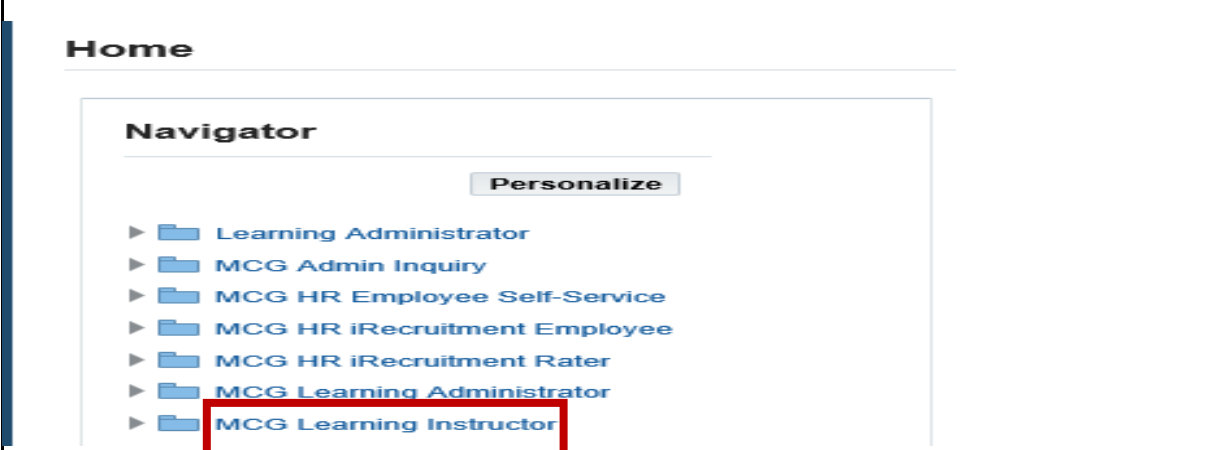

Learning Instructor access is available to MCG Employees only, and you must be approved for access. If you would like this role, please contact the OHR Training and Organizational Development Team. You will need to complete a confidentiality form and attend a short class reviewing the process and responsibilities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

Questions

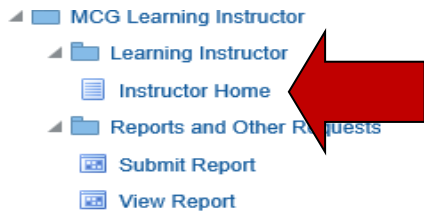

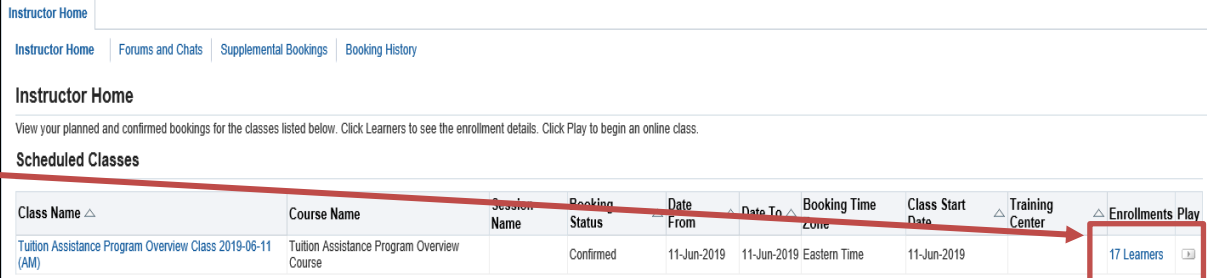
If you have questions using this guide, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or call 240-777-5116.

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. 	

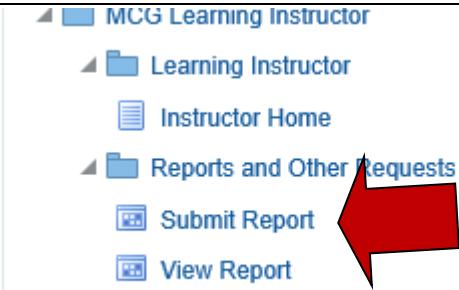
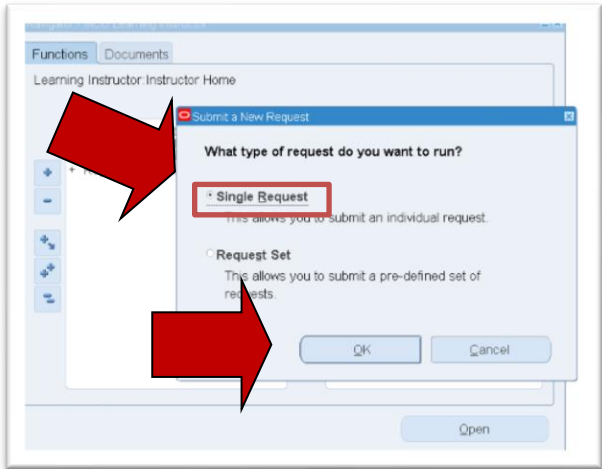
Step	Action	
3.	Click on the MCG Learning Instructor link.	 <p>The screenshot shows a 'Home' page with a 'Navigator' section. A 'Personalize' button is at the top right of the Navigator. A list of links follows: Learning Administrator, MCG Admin Inquiry, MCG HR Employee Self-Service, MCG HR iRecruitment Employee, MCG HR iRecruitment Rater, MCG Learning Administrator, and MCG Learning Instructor. The 'MCG Learning Instructor' link is highlighted with a red box.</p>
4.	<p>The Learning Instructor Links will appear on the screen, including:</p> <ul style="list-style-type: none"> • Learning Instructor • Reports and Other Requests <ul style="list-style-type: none"> – Submit Report – View Report 	 <p>The screenshot shows the 'Navigator' section with the 'MCG Learning Instructor' link expanded. A red box highlights the expanded list, which includes 'Learning Instructor', 'Reports and Other Requests', 'Submit Report', and 'View Report'. A large red arrow points from the 'MCG Learning Instructor' link in the previous step to this expanded list.</p>

Viewing Enrollment Information

Step	Action																																											
1.	<p>Click on Learning Instructor Link.</p> <ul style="list-style-type: none">Your Instructor Home link screen will open.																																											
2.	<p>Click on Instructor Home you will see several tabs.</p> <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>	 <p>Instructor Home</p> <p>Instructor Home Forums and Chats Supplemental Bookings Booking History</p> <p>View your planned and confirmed bookings for the classes listed below. Click Learners to see the enrollment details. Click Play to begin an online class.</p> <p>Scheduled Classes</p> <table><thead><tr><th>Class Name</th><th>Course Name</th><th>Session Name</th><th>Booking Status</th><th>Date From</th><th>Date To</th><th>Booking Time Zone</th><th>Class Start Date</th><th>Training Center</th><th>Enrollments</th><th>Play</th></tr></thead><tbody><tr><td colspan="11">No results found.</td></tr></tbody></table> <p>Self-Paced Classes</p> <table><thead><tr><th>Class Name</th><th>Course Name</th><th>Session Name</th><th>Booking Status</th><th>Date From</th><th>Date To</th><th>Booking Time Zone</th><th>Class Start Date</th><th>Enrollments</th><th>Play</th></tr></thead><tbody><tr><td colspan="10">No results found.</td></tr></tbody></table>	Class Name	Course Name	Session Name	Booking Status	Date From	Date To	Booking Time Zone	Class Start Date	Training Center	Enrollments	Play	No results found.											Class Name	Course Name	Session Name	Booking Status	Date From	Date To	Booking Time Zone	Class Start Date	Enrollments	Play	No results found.									
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3.	<p>To see how many people are enrolled:</p> <ul style="list-style-type: none">Look for Enrollments at the far right of the screen. <p>In this example 17 people are enrolled.</p>	 <p>Enrollments</p> <p>17 Learners</p> <p>Instructor Home</p> <p>View your planned and confirmed bookings for the classes listed below. Click Learners to see the enrollment details. Click Play to begin an online class.</p> <p>Scheduled Classes</p> <table><thead><tr><th>Class Name</th><th>Course Name</th><th>Session Name</th><th>Booking Status</th><th>Date From</th><th>Date To</th><th>Booking Time Zone</th><th>Class Start Date</th><th>Training Center</th><th>Enrollments</th><th>Play</th></tr></thead><tbody><tr><td>Tuition Assistance Program Overview Class 2019-06-11 (AM)</td><td>Tuition Assistance Program Overview Course</td><td></td><td>Confirmed</td><td>11-Jun-2019</td><td>11-Jun-2019</td><td>Eastern Time</td><td>11-Jun-2019</td><td></td><td>17 Learners</td><td></td></tr></tbody></table>	Class Name	Course Name	Session Name	Booking Status	Date From	Date To	Booking Time Zone	Class Start Date	Training Center	Enrollments	Play	Tuition Assistance Program Overview Class 2019-06-11 (AM)	Tuition Assistance Program Overview Course		Confirmed	11-Jun-2019	11-Jun-2019	Eastern Time	11-Jun-2019		17 Learners																					
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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. <div><div>Previous</div><div>1-10</div><div>Next 10</div></div> <ul style="list-style-type: none">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.	<div><table><tr><th>Date From</th><th>Date To</th><th>Booking Time Zone</th><th>Class Start Date</th><th>Training Center</th><th>Enrollments</th><th>Play</th></tr><tr><td>11-Jun-2019</td><td>11-Jun-2019</td><td>Eastern Time</td><td>11-Jun-2019</td><td></td><td>17 Learners</td><td></td></tr></table></div> <div><table><tr><th>Date To</th><th>Booking Time Zone</th><th>Class Start Date</th><th>Enrollments</th><th>Play</th></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table></div> <div><div>Select Enrollment: Update Enrollments Update Player Status Filter Enrollments</div><table><tr><th>Learner</th><th>Contact</th><th>Person Type</th><th>Organization</th><th>Customer</th><th>Places</th><th>Enrollment Number</th><th>Enrollment Status</th><th>Mandato</th><th>Enrollment</th><th>Evaluation Status</th><th>Completion Date</th><th>Attachments</th></tr><tr><td><input type="checkbox"/></td><td>Chumble, Aarti P.</td><td>Employee</td><td>BOE 24 Polling Place Management</td><td></td><td>1</td><td>2311396</td><td>Enrolled</td><td>No</td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td>Chavira, Kavita S.</td><td>Employee</td><td>FIN 32 Tax Operations</td><td></td><td>1</td><td>2336271</td><td>Enrolled</td><td>No</td><td></td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td>Wright, Maryamawit</td><td>Employee</td><td>OHR 33 Administrative Services Team</td><td></td><td>1</td><td>2315300</td><td>Enrolled</td><td>No</td><td></td><td></td><td></td><td></td></tr></table></div>	Date From	Date To	Booking Time Zone	Class Start Date	Training Center	Enrollments	Play	11-Jun-2019	11-Jun-2019	Eastern Time	11-Jun-2019		17 Learners		Date To	Booking Time Zone	Class Start Date	Enrollments	Play						Learner	Contact	Person Type	Organization	Customer	Places	Enrollment Number	Enrollment Status	Mandato	Enrollment	Evaluation Status	Completion Date	Attachments	<input type="checkbox"/>	Chumble, Aarti P.	Employee	BOE 24 Polling Place Management		1	2311396	Enrolled	No					<input type="checkbox"/>	Chavira, Kavita S.	Employee	FIN 32 Tax Operations		1	2336271	Enrolled	No					<input type="checkbox"/>	Wright, Maryamawit	Employee	OHR 33 Administrative Services Team		1	2315300	Enrolled	No				
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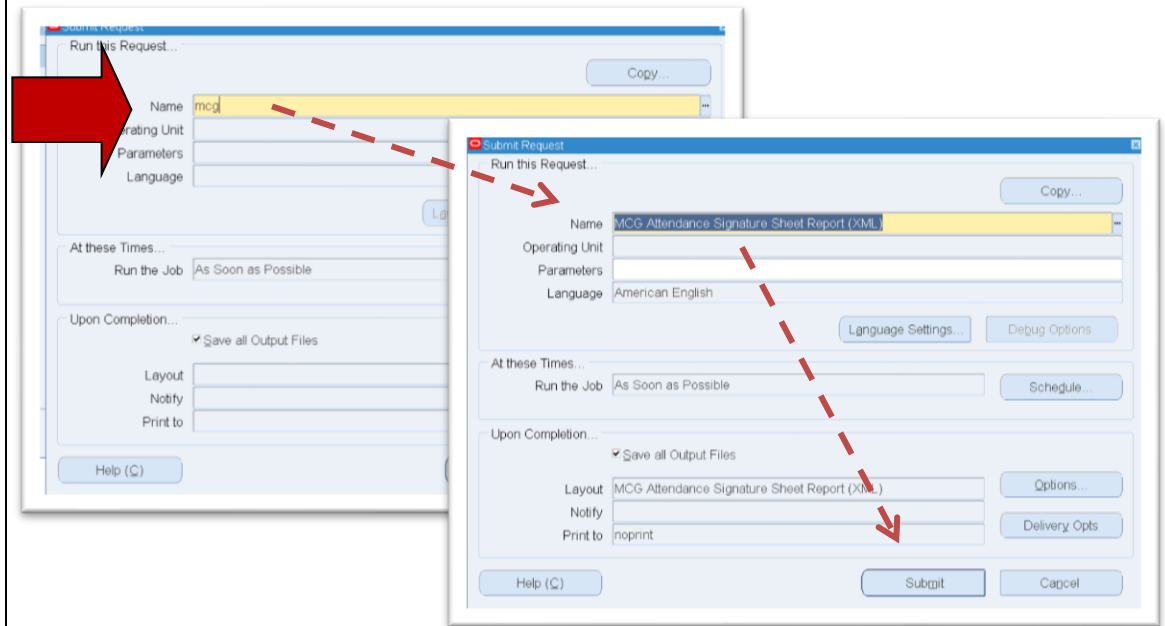
Printing a Class Roster

1.	<p>Under Reports and Other Requests:</p> <ul style="list-style-type: none">Click Submit Report..	
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.	

3.

A **Submit Request Screen** will open.

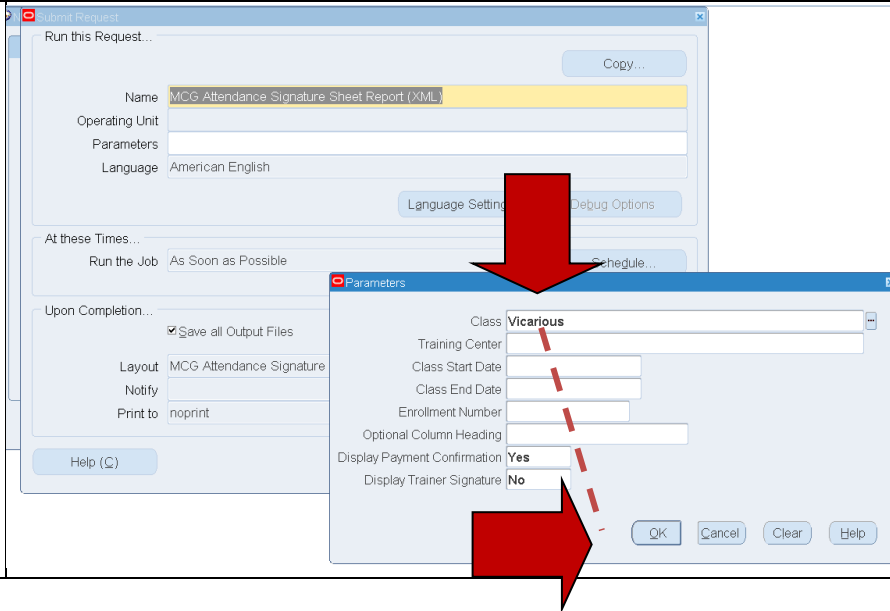
- Click in the **Name** field, and Type MCG.
- Strike the **Enter** key on your keyboard.
- This field automatically fills in the title of the report **MCG Attendance Signature Report**.
- Click **Submit**.



4.

The **Parameters Window** will open.

- **Type** in the **first few letters** of the Class Title.
- Click **OK**.



5.

Another window will open

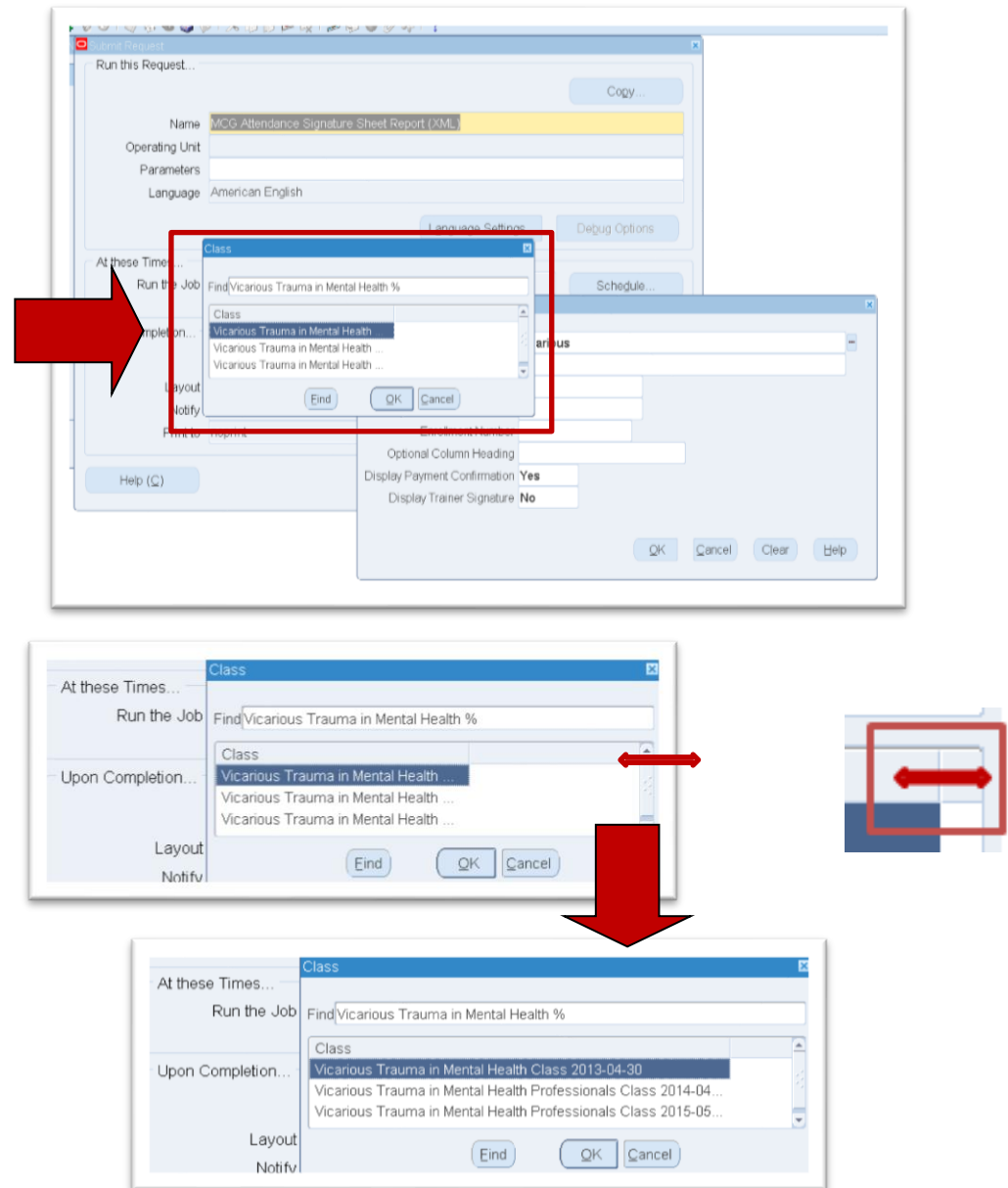
- This includes the list of all classes for which you are an instructor that match what you entered.
- **If there are several classes listed, they are in chronological order. The most recent date will be the last listed.**

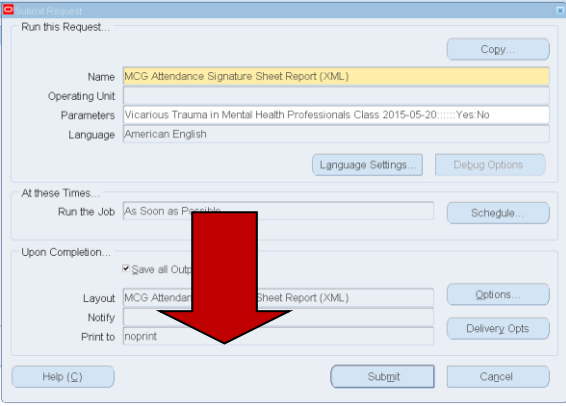
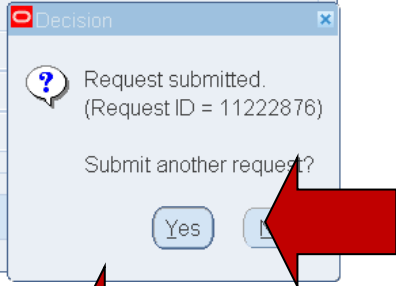
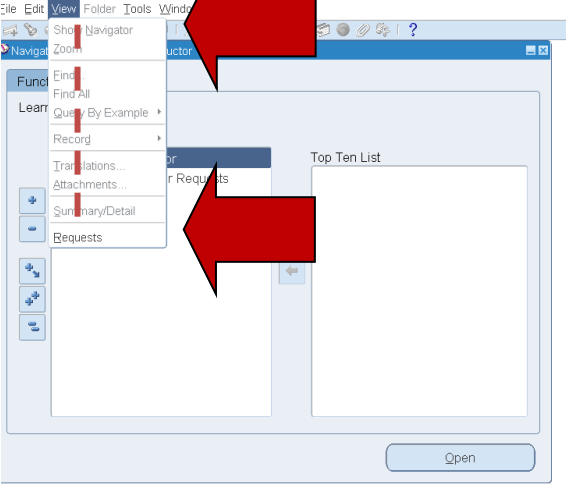
If you cannot see an entire date:

- 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**.



6.	<p>You will be returned to the Submit Request Screen.</p> <ul style="list-style-type: none"> Click Submit. 	
7.	<p>The Decision Window will open.</p> <ul style="list-style-type: none"> Click No. 	
8.	<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**.

Find Requests

☐ My Completed Requests
☐ My Requests In Progress
☒ All My Requests
☐ Specific Requests

Request ID:
 Name:
 Date Submitted:
 Date Completed:
 Status:
 Phase:
 Requestor:

☐ Include Request Set Stages in Query
 Order By: **Request ID**
 Select the Number of Days to View: 7

Submit a New Request... Clear Find

10.

The **Requests Window** will open.

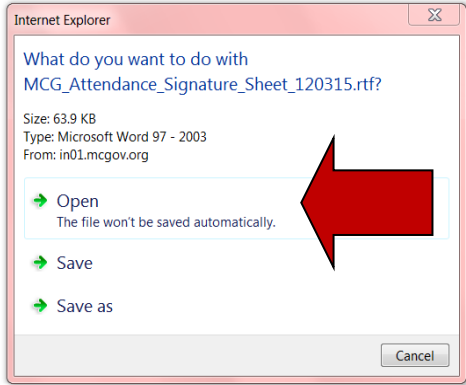

- Click **Refresh Data**.
- Click **View Output**.

Requests

Refresh Data Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
11222980	MCG Attendance Signature		Completed	Normal	159633, Y, N, 81, 2015,
11222948	MCG Attendance Signature		Completed	Normal	159633, Y, N, 81, 2015,
11222876	MCG Attendance Signature		Completed	Normal	159633, Y, N, 81, 2015,
11222780	MCG Attendance Signature		Completed	Error Y, N, 81, 2015/03/12
11191825	MCG OLM Upcoming Class		Completed	Normal	2014/07/01 00:00:00 2015/06
11191809	MCG OLM Upcoming Class		Completed	Normal	2014/07/01 00:00:00 2015/06
11191797	MCG OLM Upcoming Class		Completed	Normal	2014/07/01 00:00:00 2015/06
11191789	MCG OLM Upcoming Class		Completed	Normal	2014/07/01 00:00:00 2015/06

HqId Request View Details... View Output
 Cancel Request Diagnostics View Log...

11.	<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. 	
12.	<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”. 	

Need Additional Assistance?

If need additional assistance using this guide or accessing MCG OLM for Contractors and Volunteers, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or 240-777-5116.