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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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| 1.   | Log into the e-portal  
|      | • Enter in your username and password.  
|      | Click **Login Button**  
|      | The e-Business page will open. |

![Login Screen]

| 2.   | Click **Oracle eBusiness**.  
|      | • Click **Go to Oracle eBusiness**,  
|      | • Your **eBusiness Suite** page will open. |

![Oracle eBusiness Screen]
<table>
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<td>3.</td>
<td>Click on the <strong>MCG Learning Instructor</strong> link.</td>
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| 4.   | The **Learning Instructor Links** will appear on the screen, including:  
  - Learning Instructor  
  - Reports and Other Requests  
    - Submit Report  
    - View Report |
### Viewing Enrollment Information

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| 1.   | Click on **Learning Instructor Link**.  
  • Your **Instructor Home** link screen will open. |
| 2.   | Click on **Instructor Home** you will see several tabs.  
  • Click the **Instructor Home Tab**.  
  ![](image1.png)  
  The **Instructor Home Tab** lists all upcoming classes to which have you assigned as an Instructor. |
| 3.   | To see how many people are enrolled:  
  • Look for **Enrollments** at the far right of the screen.  
  • **Enrollments**  
  ![](image2.png)  
  In this example 17 people are enrolled. |
4. To see who is enrolled:
   - Click the #Learners link located under Enrollments.
   - A Class Screen will open with a list of 10 enrollees and their Enrollment Status.
   - Click Next Ten, to view an additional 10 enrollees.

   • 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.
# Printing a Class Roster

1. Under Reports and Other Requests:
   - Click **Submit Report**.

2. The **Navigation Screen** will open, followed by the **Request Window**.
   - **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**.
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. You will be returned to the Submit Request Screen.
   - Click Submit.

7. The Decision Window will open.
   - Click No.

8. The Navigator window will open.
   - 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**.
11. The Internet Explorer window will open.
   - Click Open.
     - You may also click Save As to save it to your computer or a shared file and print it from there.

12. The Attendance Sheet will open.
   - The first sheet is blank with just the header.
   - The following sheets include the Class Roster.
   - Print the roster.
     - Be sure to change the setting to “Print on one 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.