

Tools for Nonscheduled Courses




This feature is available to Campus Admins, Instructors, Publishers, and User Group Managers depending on system configuration. These features require your system to have the Instructor Utilities menu enabled.

The Instructor Utilities menu contains instructor led tools used for content where the **Scheduling Tool** is not required to create course sessions.

Navigate to the Utilities Menu

1. Log in with an account type mentioned above.
2. Select the name of a product from the product menu on the left side of your home page.
3. Scroll down to the **Utilities** menu.

Utilities 
Course Results
Create User
Compile Products
Forum
Course Chat
Learner List
Scheduling Tool

The utilities menu may not have all options shown enabled.

Create and Enroll a New User

Enrollment and Classroom Tools

The participant list is used to manage existing course enrolments and pending enrolments and offer some simple classroom tools. Select an item below that applies.

Navigate to Participant List

1. Navigate to the [Utilities menu](#) .
2. Select the name of a product from the product menu on the left side of your home page.



3. Scroll down to the Utilities menu and then select **Participant List**.

Approve or Decline Pending enrolments

Products configured to restrict enrolment will place all users attempting to enrol onto the product a pending status. In this case, you must approve each enrolment and may also drop a user's enrolment at any time. A user may also drop their own enrolment request prior to being approved.

1. Navigate to Utilities Participant List (see above).
2. The list of enrolled users will show a status of pending to indicate that enrolment has not yet been approved.
3. Select the check box in front of the names you wish to approve or decline.
4. Select **Approve** or **Decline** at the top of the list.

Email enroled Users



If you are using the scheduling tool, you may want to Email Session Participants instead.

1. Navigate to Utilities Participant List (see above).
2. Select the check box in front of each name you want to email.
3. Select the **Email** icon at the top of the page to generate the email list.
4. Select **Click here to email**.

Participant List

| User Group: -- Show All -- ▾ | Attendance Sheet | Name Tag | **Click here to email**

Completion Approval


<input type="checkbox"/>	User Name	User Groups	Status
<input type="checkbox"/>	Jennifer Cameron	<ul style="list-style-type: none">• !• !!!test• !!test View All	Approved
<input type="checkbox"/>	Éjason Épaynter	<ul style="list-style-type: none">• !!!General's• AICCClassroomGroup• test View All	Approved
<input type="checkbox"/>	jasonTest19 jasonTest19	<ul style="list-style-type: none">• Jason User Group• test• TestDesktopMngCreateUserGroup	Approved

Mark Users as Complete



This feature is available to Instructors, depending on system configuration. Products must be configured with a completion rule to be marked as complete.

This tool lets you grant completion to users who do not yet have a finish date such as a user who has met completion requirements without completing the test. Completion approval often used for blended courses that have an offline element to them. For example, an Instructor running a course may require the participant to email their final project in for review before the completion of the course can be determined.

1. Navigate to Utilities Participant List (see above).
2. Select **Completion Approval** at the top of the page to generate a list of names for everyone registered to the product that needs to have their completion of the product manually approved.
3. Select the check box in front of each name you want to mark for completion. 
4. Select **Approve Checked** at the top of the list. The completion approved field will read as either pending or approved, as applicable to the course configuration.

Print Name Tags

1. Navigate to Utilities Participant List (see above).
2. Select **Name Tag** at the top of the page to generate a printable list of names for everyone registered to the product.
3. Select **Print** at the top of the name tag list to send the tags to your printer.

Label Dimensions

- 8x10 paper size.
- 10 label per page, depending on your print settings (e.g. scale).

- Width: 125px(3.3cm), height 155px(4.1cm) per name tag.

Print Attendance Sign-In Sheet



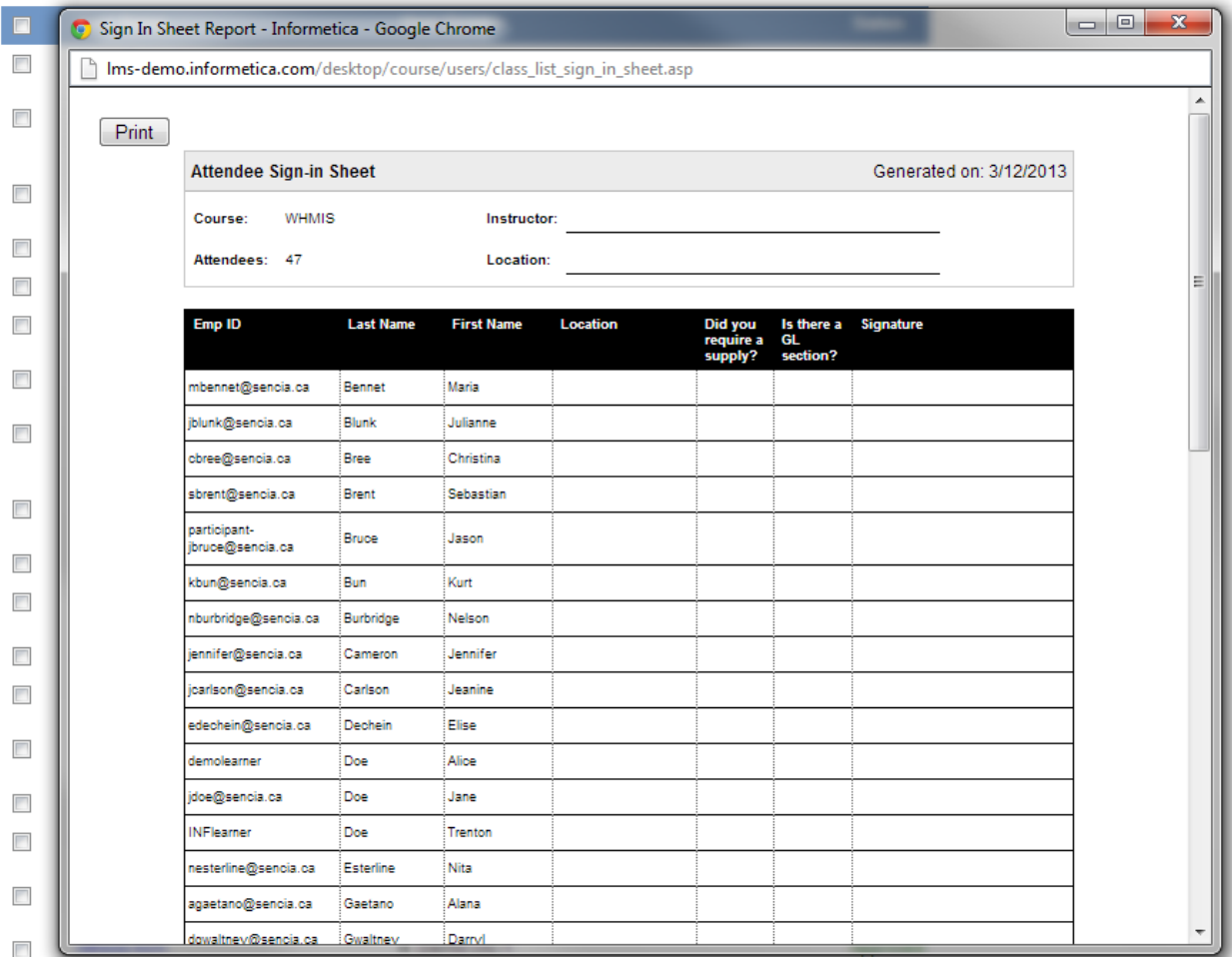
If you have the Scheduling tool enabled, you may wish to use the [Session Attendance Sheet](#) .

1. Navigate to Utilities Participant List (see above).
2. Select **Attendance Sheet** at the top of the page to generate a printable list of everyone enrolled to the product.
3. Select **Print** at the top of the list to send the page to your printer.

Participant List

User Group: -- Show All -- |  Attendance Sheet |  Name Tag | 

Completion Approval



Emp ID	Last Name	First Name	Location	Did you require a supply?	Is there a GL section?	Signature
mbennet@sencio.ca	Bennet	Maria				
jblunk@sencio.ca	Blunk	Julianne				
obree@sencio.ca	Bree	Christina				
sbrent@sencio.ca	Brent	Sebastian				
participant-jbruce@sencio.ca	Bruce	Jason				
kbun@sencio.ca	Bun	Kurt				
nburbridge@sencio.ca	Burbridge	Nelson				
jennifer@sencio.ca	Cameron	Jennifer				
joarlson@sencio.ca	Carlson	Jeanine				
edechein@sencio.ca	Dechein	Elise				
demolearner	Doe	Alice				
jdoe@sencio.ca	Doe	Jane				
INFlearner	Doe	Trenton				
nesterline@sencio.ca	Esterline	Nita				
agaetano@sencio.ca	Gaetano	Alana				
dowaltnev@sencio.ca	Gwaltnev	Darryl				

Edit Course Name Date or Status



This feature is available to [Course Author](#) and [Instructor](#) accounts depending on system configuration.

Edit Course Name or Date

1. Log in with an account type mentioned above.

2. Select the **wrench tool** from the product menu on the left side of your home page.



3. Select the name of a product to change title/menu titles and publishing dates.

A screenshot of the "Edit Details" form. The form has a blue header with the text "Edit Details" and a close button. Below the header are four input fields: "Menu Name" with the value "DR14 Confined Spaces", "Page Name" with the value "Confined Spaces", "Start Date" with the value "1/10/2020", and "End Date" with the value "1/23/2023". There is a checkbox labeled "Enable Time Range" which is checked. At the bottom of the form is a blue "Save" button.

4. **Save.**

Change Course Status




1. Log in with an account type mentioned above.

2. Select the **wrench tool** from the product menu on the left side of your home page.



3. Select the box to the left of the course name.

4. Select **Activate** or **Deactivate** as applicable at the top of the list.

		 Activate	 Deactivate	
	Name ▼	Start Date	End Date	Status
<input type="checkbox"/>	Confined Spaces (DR14 Confined Spaces)	1/10/2020 12:00:00 AM	1/23/2023 11:59:59 PM	 active



A course must have an active status before you can work it and let enrolled users view it.