

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.

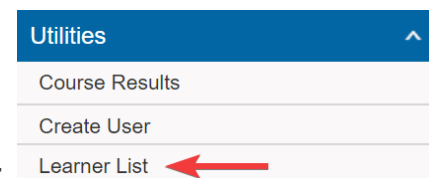
Create and Enroll a New User

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"/> | Êjason Êpaynter | <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.



| Name | Email | Completion Status |
|-------------|-------------------------|-------------------|
| John Doe | john.doe@example.com | Pending |
| Jane Smith | jane.smith@example.com | Pending |
| Bob Johnson | bob.johnson@example.com | Pending |

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 enroled 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

Sign In Sheet Report - Informetica - Google Chrome

lms-demo.informetica.com/desktop/course/users/class_list_sign_in_sheet.asp

Print

Attendee Sign-in Sheet Generated on: 3/12/2013

Course: WHMIS Instructor: _____

Attendees: 47 Location: _____

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

Edit Course Name Date or Status

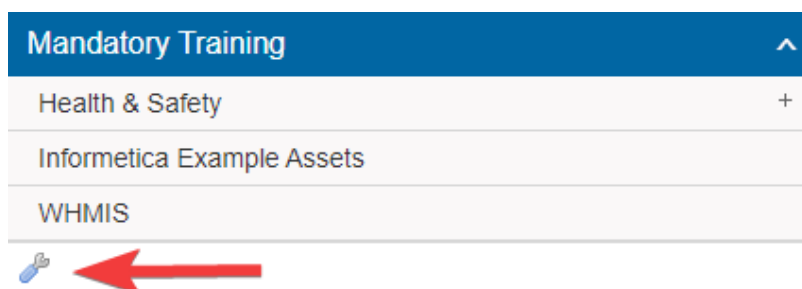


This feature is available to [Course Author](#) and [Instructor](#) accounts depending on system configuration.

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 a form titled "Edit Details" in a blue header bar with a close button (X). The form contains several 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"/> <div> <div>Confined Spaces</div> <div>(DR14 Confined Spaces)</div> </div> | <div>1/10/2020</div> <div>12:00:00 AM</div> | <div>1/23/2023</div> <div>11:59:59 PM</div> | <div>● active</div> |



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