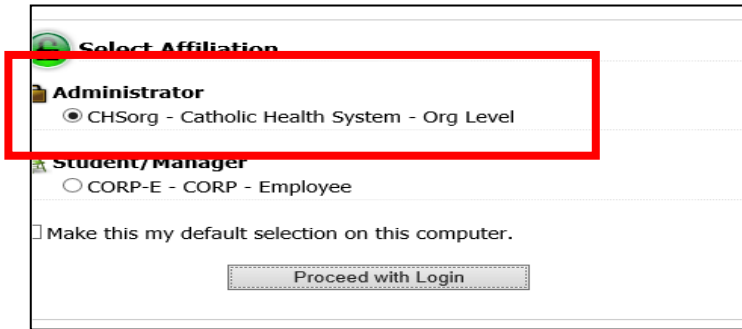


## Assigning/Registering Individuals to Live ILT Classes

This tool will be beneficial to managers/supervisors who assign students to classes.

1. You must log in as **Administrator**

Note: This is NOT the MyTeam Dashboard



**Select Affiliation**

**Administrator**

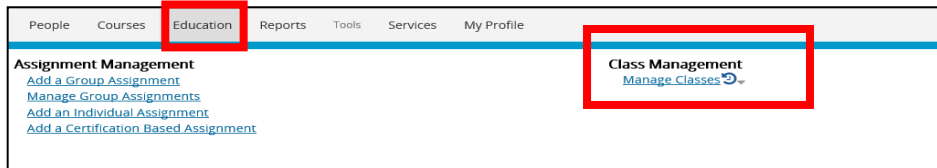
CHSorg - Catholic Health System - Org Level

**Student/Manager**

CORP-E - CORP - Employee

Make this my default selection on this computer.

2. Go to the **Education** Tab and select **Manage Classes**



People Courses **Education** Reports Tools Services My Profile

**Assignment Management**

[Add a Group Assignment](#)

[Manage Group Assignments](#)

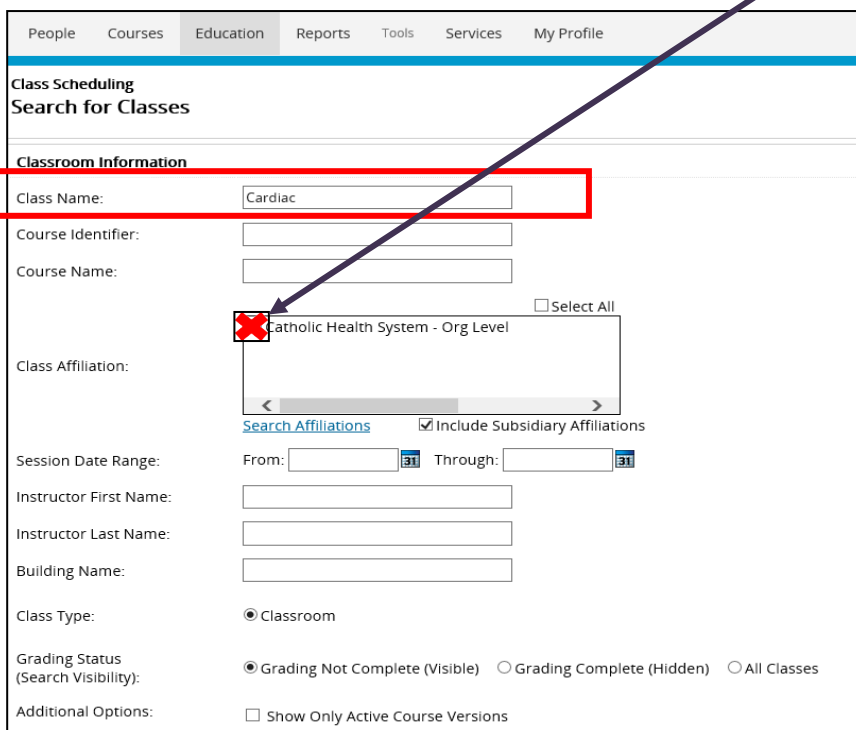
[Add an Individual Assignment](#)

[Add a Certification Based Assignment](#)

**Class Management**

[Manage Classes](#)

3. Search for the class you're assigning under **Class Name** and **un-check** Class Affiliation (Catholic Health System –Org Level)



People Courses Education Reports Tools Services My Profile

**Class Scheduling**

**Search for Classes**

**Classroom Information**

Class Name:

Course Identifier:

Course Name:

Class Affiliation:  Catholic Health System - Org Level  Select All

[Search Affiliations](#)  Include Subsidiary Affiliations

Session Date Range: From:   Through:

Instructor First Name:

Instructor Last Name:

Building Name:

Class Type:  Classroom


Grading Status (Search Visibility):  Grading Not Complete (Visible)  Grading Complete (Hidden)  All Classes

Additional Options:  Show Only Active Course Versions

- A list of scheduled classes that are available will be displayed. Change Results per page from 25 to 250 (this will allow more classes to be displayed on each page).  
You also have the option to sort the list by Start Date – Past to Future or change it to Class Name A to Z (you may find it useful to view the classes sorted by name).

Class Scheduling  
Search for Classes

Results per page: 25

Sort By: Start Date - Past to Future 

Basic Class Name A to Z [s Day 1 of 3 \(12/23; 12/30; 1/6\)](#)

Start: 2/23/2021 4:30 PM ET 1 session

Course: Cardiac Rhythm Interpretation ILT Class (ver. 1)

Current: Course Name A to Z

Building: Course Name Z to A (RTC 1A)

Instructors: John W Anderson

Owner: Catholic Health System - Org Level

Created by: Carol Webster on Mar 24, 2021 8:12AM ET

Updated by: John W. Anderson on Nov 24, 2021 10:31AM ET

- Click **Register** on the right for the appropriate class date and time.

Class Scheduling  
Search for Classes [Previous Search](#)

Results per page: 25 45 Record(s)

<< Previous 1 2 Next >>

[Basic Cardiac Rhythm Day 1 of 3 Series A](#) Register [Manage Registrations](#) [Grade](#) [Copy](#)

From: 1/13/2020 7:30 AM To: 1/13/2020 3:30 PM ET 1 session

Course Name - ID: Cardiac Rhythm (ver. 1)

Current Registration/Class Size: 18/20

Building (Room): C H A R T C (CHARTC 1D)

Instructors: Janet E Spence

Owner: Catholic Health System - Org Level

Created by: Carol Webster on Nov 24, 2019 1:15PM ET

Updated by: Carol Webster on Dec 19, 2019 12:35PM ET

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[Basic Cardiac Rhythm Day 1 of 3 Series A](#) Register [Manage Registrations](#) [Grade](#) [Copy](#)

From: 2/10/2020 7:30 AM To: 2/10/2020 3:30 PM ET 1 session

Course Name - ID: Cardiac Rhythm (ver. 1)

Current Registration/Class Size: 2/20

Building (Room): C H A R T C (CHARTC 1D)

Instructors: Sarah I Sattler

Owner: Catholic Health System - Org Level

Created by: Carol Webster on Dec 4, 2019 11:18AM ET

Updated by: Carol Webster on Dec 31, 2019 9:30AM ET

- Search for the individual that you would like to register.

Class Scheduling  
Register Students [Advanced Search](#) [Return to Classes](#)

Last:   First:  Middle:

User ID(s):

Status:  
 Active  Inactive  On Leave  All

7. Select the appropriate individual and click **Continue**

Class Scheduling [New Search](#) [Previous Search](#)

**Register Students**

Results per page: 100 1 Record(s)

Select	Name	Status	User ID	Job Category	Affiliation	Last Login Date
<input checked="" type="checkbox"/>	Sattler, Sarah I	Active	schong	Uncategorized	CORP-E - CORP - Employee (9008292 - Clinical Education)	12/31/2019 10:54:00 AM

[Continue](#) [Check All Current Search Results](#) [Clear All Selected Results](#)

8. Make sure to verify you are signing up the correct individual to the correct class. Once completed, click **Register**

Class Scheduling [Edit Class](#) [Roster](#) [Manage Registrations](#) [Return](#)

**Register Students**

Course Name: **Cardiac Rhythm**  
Course Version: 1 Owner: Catholic Health System - Org Level

**Basic Cardiac Rhythm Day 1 of 3 Series A**

Start Date: 2/10/2020 7:30 AM ET      Registered: 2 students in this class      1 record(s)  
End Date: 2/10/2020 3:30 PM      Available Seats: 18      1 selected  
Sessions: 1 session      Waitlist Option?: Yes: 0 students on waitlist

Students with a check will be registered for this class and will be dropped from any other registered class.

Register?	Name	User ID	Registered	Class Information - Date, Name & Class Affiliation	Status
<input checked="" type="checkbox"/>	Sarah I Sattler	schong	No		Active

[Register](#) [Select All](#) [New Search](#) [Clear All Selected](#)