

## How to Enroll Learners (for supervisors)

A **Supervisor** may enroll their Learners for a course or class from the Learning Connection.

*If you are not a Supervisor and/or do not have Learners assigned to you, please contact the Learning Connection for assistance at 9-4260.*

1. Search for the class in which you want to enroll the Learner; either by a key word or by typing in the course code.

Nebraska Medicine

THE LEARNING CONNECTION

• CATALOGS

Course Catalog  
Program Catalog  
Documents

• INSTRUCTOR

• MY LEARNING

• REVIEW

BECERRA, LESLY Logout About

Course Catalog

Please enter the title or code you wish to search for in the course catalog.

Search

Title/Code:

Filter by Delivery:

OK

Name	Code	Length	Delivery Method
ONE CHART AMBULATORY SCHEGISTRAR SUPERVISOR 300	OC-CADENCE013		ILT
ONE CHART SCHEGISTRAR 100	OC-CADENCE022		ILT
ONE CHART SCHEGISTRAR 101	OC-CADENCE023		ILT
ONE CHART SCHEGISTRAR 102/FRONT DESK	OC-CADENCE024		ILT
ONE CHART SCHEGISTRAR FRONT DESK FOR LAB TECHNICIANS 200	OC-CADENCE011		ILT/CBT

2. View and select the class date/time, and **CLICK ON ENROLL MY LEARNERS**, next to the requested date/time.

ONE CHART SCHEGISTRAR 100

General | Objectives | Agenda | Skills | Prerequisites | Notes | **Schedule** | Forum

Course Description

Schedule an existing patient  
Schedule a new patient into a block  
Schedule a new dependent patient into a block  
Canceling and rescheduling appointments  
Schedule with patient preferences


Upcoming Schedule

List View | Calendar View





Dates	Times	Location	Seats		
<a href="#">7/28/2015-7/28/2015</a>	12:30 PM - 4:30 PM	LEARNING CENTER	16	<a href="#">Apply</a>	<a href="#">Enroll My Learners</a>
<a href="#">8/11/2015-8/11/2015</a>	12:30 PM - 4:30 PM	LEARNING CENTER	18	<a href="#">Apply</a>	<a href="#">Enroll My Learners</a>

3. All of your learners will appear. **SELECT THE LEARNERS** that you want enrolled in the specific class for the date and time you chose on the previous screen by **CLICKING IN THE BOX AND THEN CLICKING OK**

BECERRA, LESLY

 **Enroll My Learners**


ONE CHART SCHEGISTRAR 100 (7/28/2015)

Learner	Status
 test, Employee	<input checked="" type="checkbox"/> Enroll
 Test, Jane T	<input checked="" type="checkbox"/> Enroll
 Test, Physician T	<input checked="" type="checkbox"/> Enroll
 Test, Test T	<input checked="" type="checkbox"/> Enroll





**OK**

4. Your students' enrollment status will change to **CONFIRMED** when they have been successfully enrolled.

BECERRA, LESLY

 **Enroll My Learners**

ONE CHART SCHEGISTRAR 100 (7/28/2015)


Learner	Status
 test, Employee	Confirmed
 Test, Jane T	Confirmed
 Test, Physician T	Confirmed
 Test, Test T	Confirmed

**OK**

**NOTE:** If there are no seats left in the class, none of your learners will be enrolled. You will receive notification if this is the case.

If there are some seats left, but not enough to accommodate all of your Learner selections, the first learners on the list will be enrolled in the open seats. (see image below)

POST, LESLY

 Waitlist My Learners

Test Class (8/27/2013)

**Test, Physician T**






- There are no seats remaining in the class.

**Test, Test T**

- There are no seats remaining in the class.

**Test, Timmy**

- There are no seats remaining in the class.

Learner	Status
 test.Employee	Confirmed
 Test, Jane T	Confirmed
 Test, Physician T	<input type="checkbox"/> Waitlist
 Test, Test T	<input type="checkbox"/> Waitlist
 Test, Timmy	<input type="checkbox"/> Waitlist

OK