

### IMPORTANT:

- To use the Badge Swiper feature, the Offering needs be available in MLearning three or more days prior to the event. Follow **Part I** and **Part II** to assure the Offering is available in MLearning.
- Enrollment end date for an offering may affect the ability to use the swiper for walk-in attendees or for those events where the attendees enroll and complete with one swipe. Contact MLearning just prior to your event to remove the enrollment end date requirement.

### IMPORTANT

**Timeline for using the Badge Swiper feature and where to find instructions in this job aid.**

| 3 days <u>or more</u> prior to the event                   | 3 days <u>or less</u> prior to the event   | Day and time of the event   |
|--|--|---|
| <b>Part I:</b> Create the offering.                        | <b>Part III:</b> Check offering availability via the Badge Swiper feature.           | <b>Part IV:</b> Activate the Swiper Feature   |
| <b>Part II:</b> Verify offering availability in MLearning. | <b>Part III:</b> Contact MLearning to remove the enrollment end date, if applicable. | <b>Part IV:</b> Learners use the feature to swipe their badges or enter their Uniqname or UMID. |

### Part I: Create a New Offering

- Access and complete the online forms at [mlearn.sites.uofmhosting.net/add-edit-ilt-forms/](http://mlearn.sites.uofmhosting.net/add-edit-ilt-forms/)

**Note:** When requesting the offering have an enrollment end date, contact MLearning just prior the event so the feature is disabled.

- Forward the forms to MLearning for course creation.

**Note:** MLearning provides the offering information to the requestor via email.

### Part II: Verify Offering Availability in MLearning.

- Prior to the 3 day window before the event – check to see if the class is scheduled: 3 ways.
  - Check your **Instructor Schedule** under the **Instructor** tab.
  - Check for the offering using the **All Offerings** (Catalog) link under the **Instructor** tab.
  - Search for the offering by clicking the **Learner** Icon, then use **Search** in the left hand navigation.

## Instructor: Using the Badge Swiper Feature

2. If the Offering is not found:

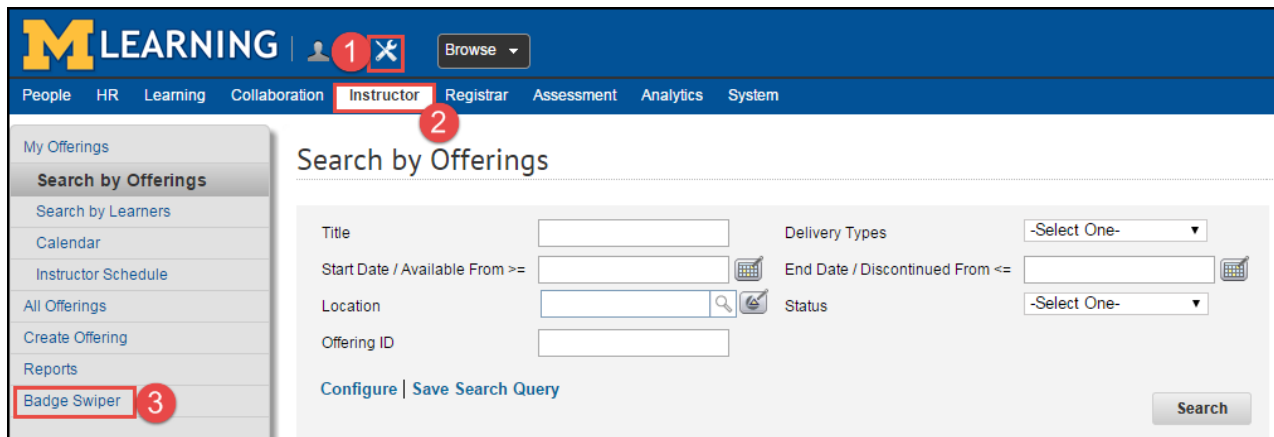
- Follow steps for **Create a New Offering** above OR
- Contact MLearning if those steps were followed and the offering should be available.

### Part III: Check the Offering Availability via the Badge Swiper feature.

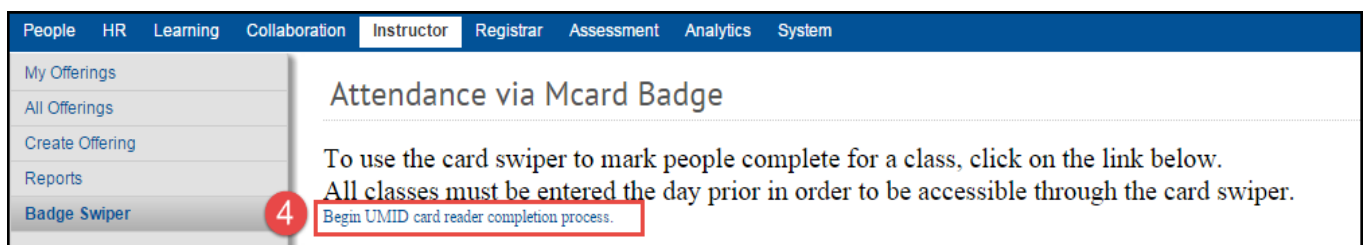
**Important:** This feature is only available within 3 days of the offering.

Follow Steps 1 – 5 below to search for the offering **within 3 days** of offering start date.

1. **Administrative Icon**
2. Click the **Instructor Tab** to open Instructor options in the left hand navigation
3. Click **Badge Swiper** in the left hand navigation.



4. Click **Begin UMID card reader completion process.**



- Search for the offering by entering the criteria in the **Offering Information** search field.

**IMPORTANT: Results bring back three days of data only.**

**ILT Offering Search**

Search by title, code, offering number, start time, or location. Select the offering and click "Okay".  
If you cannot find your offering, contact MLearning at 615-5146 or mlearninginfo@umich.edu

5 Offering information

| Code ↔          | Offering ↔ | Title ↔   | Date ↔                | Location and Room ↔                                      |
|-----------------|------------|---|-----------------------|--|
| ACES-10032-0232 | ACES-10032 | ACES-10032 Responding to Red Call Situations  | Mar 17, 2015 03:30 PM | North Campus Administrative Complex - Training Room 2301 |
| ACES-10065-0361 | ACES-10065 | ACES-10065 Ambulatory Care Orientation  | Mar 17, 2015 12:30 PM | North Campus Administrative Complex - Training Room 2301 |
| ACES-30028-0097 | ACES-30028 | ACES-30028 Ambulatory Care Allied Health Orientation (ACAHO) DO NOT ENROLL - (Equipment, & Patient Transportation) PE | Mar 18, 2015 10:00 AM | North Campus Administrative Complex - Training Room 2301 |
| 10004541        | MC-AC1002C | Ambulatory Nurse and Medical Assistant Course   | Mar 17, 2015 08:00 AM | Michigan House - Room: F1 1012                           |

- Verify the offering is available.

Note: Contact MLearning if Parts I and II were followed but your offering is not seen.

- Contact MLearning to disable the enrollment end date, if applicable.**

## Part IV: Activate the Swiper Feature.

**IMPORTANT: Remember to contact MLearning to disable the enrollment end date, if applicable.**

Follow **Steps I – 6 in Part III** to access the Offering.

- Click the **Offering**
- Click the **OK** button.

| Code ↔          | Offering ↔ | Title ↔   | Date ↔                | Location and Room ↔                                      |
|-----------------|------------|---|-----------------------|--|
| MLRN-10029-0043 | MLRN-10029 | MLRN-10029 UMHS Educator Learning Series Sessions         | Mar 17, 2015 08:30 AM | University Hospital - Room: 2C 228                       |
| MLRN-88888-0037 | MLRN-88888 | MLRN-88888 Facilitator Training in MLearning 2.0          | Mar 16, 2015 10:30 AM | University Hospital - Room: 2C 228                       |
| MLRN-99999-0018 | MLRN-99999 | MLRN-99999 Instructor Educator Training for MLearning 2.0 | Mar 17, 2015 01:00 PM | North Campus Research Complex - Building 100 - Room: 112 |

9 Okay

10. Learners are able to swipe their MCard OR enter their unickname or UMID

**MLRN-88888 Facilitator Training in MLearning 2.0 (MLRN-88888-0037)**

10 Swipe M-Card  
OR  
Enter your unickname or UMID

