

## Facilitator: Using the Badge Swiper Feature

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### 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.

### 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 requested when the offering was created.**	<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 activity to disable the feature.\*\*

- Submit the forms via the on-line forms to MLearning for course creation.

**Note:** MLearning emails course/session information when entered and available.

### 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.

2. If the Offering is not found:

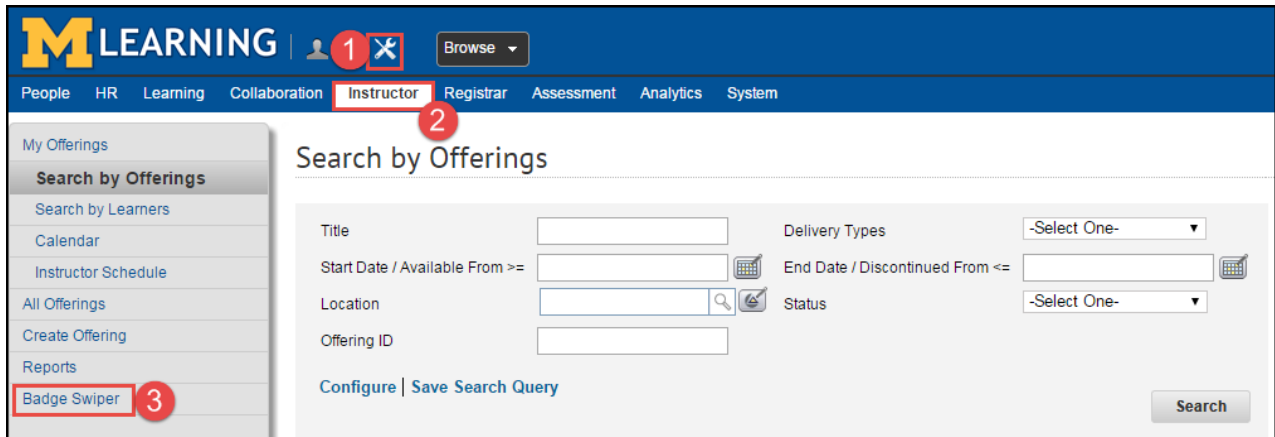
- Follow steps for **Create a New Offering** above OR
- Contact MLearning if those steps were followed and the offering is still not showing on the list.

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

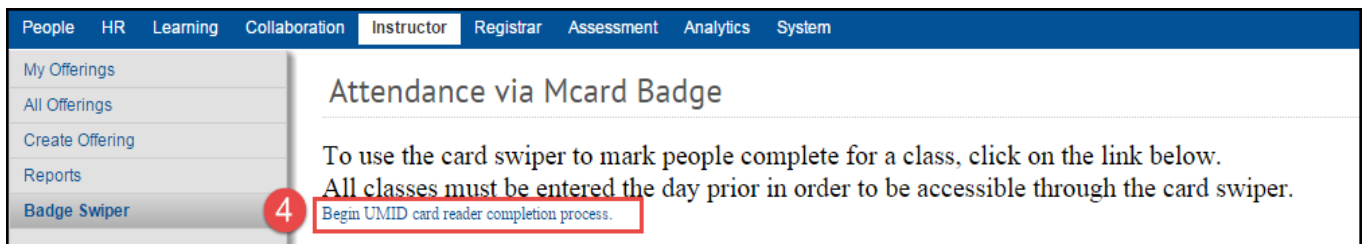
**Important:** This feature is only available within 3 days of the offering.

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.**



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- Search for the offering by reviewing the resulting list or enter search criteria (offering ID, course code, or course title,) 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

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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 17,2015 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.**

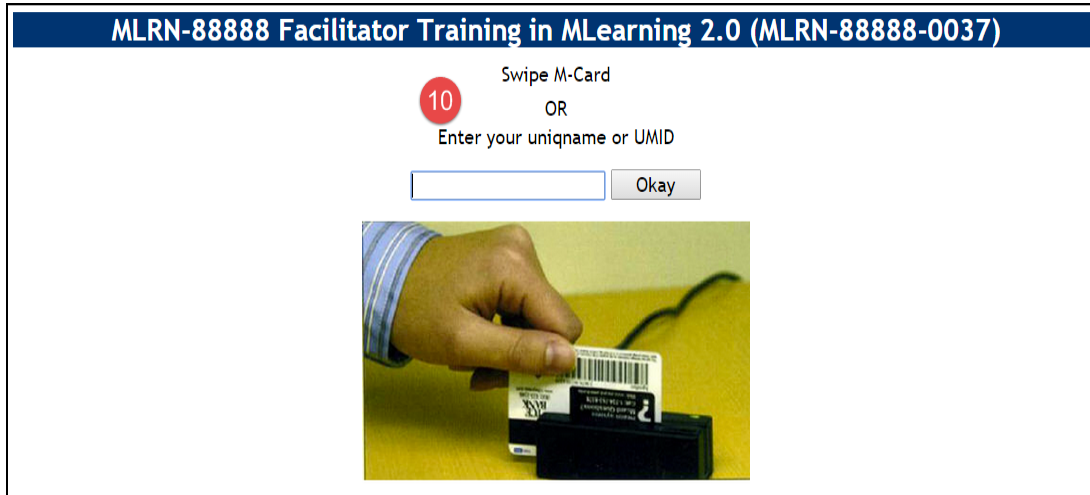
Follow **Steps I – 6 in Part III** to access the Offering.

- 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

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



## Error Messages and What to Do About Them

Error Message	What To Do
The class is full.	If you have permissions, open the offering in Saba and increase the Max Count field under Registration Information.
Learner is registered for a different offering of this course and may not register in this one.	Look up Current Learning for the individual and DROP the extra enrollment. Else call the HITS helpdesk and ask to have the number of seats increased immediately.
Enrollment for this offering is closed	If you have permissions, open the offering in Saba and change the Enrollment Closes Before Date (bottom of offering screen). Else call the HITS helpdesk and ask to have the Enrollment Closes date changed.
There was an LMS error identifying the Person.	Contact HITS helpdesk
There is a scheduling conflict.	Look up Current Learning for the individual and DROP the conflicting enrollment.