

Enrolling in ILT Class

Instructor Led Courses (ILT) consists of a **Course** (the topic of the training) and **Classes** (one day or multi-day sessions of the course).

If the course is assigned to you by someone else, most likely you will be **Registered** for the course, but then will need to **Enroll** in a class that fits with your schedule.

From your **Learning and Metrics Home** page, (1) click on the ILT course under My Required Learning. This will open the course Activities page. At the bottom of the page, (2) click on the box for you desired class and (3) click on **Enroll in the Class**.

My Home Administration

Organizer Review and manage your learning, events, and messages

Learning and Metrics Access your assigned courses, learning plans, and upcoming instructor-led training events

Resource Center View resources

Settings and View and manage your profile, shortcuts, preferences, & more

Learning and Metrics Home

My Required Learning

Connect Quick Test Due Date: 8/29/2014 In Progress

1 SMMC Diabetes Management: Insulin Administration Due Date: 8/29/2014 Not Attempted

LBM/CHLB Safety Fair RN/LVN 2014 Due Date: 7/29/2015 Not Attempted

OCM - Blood Administration Policy Review Due Date: 7/29/2015 In Progress

OCM - Pain Management Class Due Date: 7/29/2015 Not Attempted

PlumA+ with Hospira Mednet Software Due Date: 7/29/2015 Not Attempted

SMMC Stroke Management Not Attempted

My Elective Learning

SMMC High Risk M

SMMC Epidural An

SMMC Principles o

Approval Process i

Responsiveness of Series

SMMC Diabetes Management: Insulin Administration

Warning: Class Level Action Required
You must select a class in the Scheduled Classes section and click **Submit Request** or **Enroll in this Class** to continue and complete the enrollment process.

Warning: Class level action is required to request on behalf of others
You must select a class in the Scheduled Classes section and click **Submit Request** to begin the approval process.

Details Scheduled Classes

Details

Course Name: SMMC Diabetes Management: Insulin Administration

Status: Active

Description: This course provides the inpatient RN with information on managing the hospitalized diabetic patient using basal, bolus and correction doses of insulin

Delivery Type: Instructor Led

Course Code: SBM01

CEU: 2

Duration: 2 hours

Scheduled Classes

To view class details, select one or more classes below and click **View Details**. This view also allows you to see if a class contains multiple sessions. To see how a class fits into your schedule, select a class below and click **View My Class Schedule**. Other actions may be available depending on your current status with a class. Select a class and click the appropriate action button to proceed.

Displaying records 1-3 of a total of 3. Results per Page: 10 Show

Class Name	Class Schedule	Location(s)	Instructor(s)	Number of Open Seats	Request Required
<input type="checkbox"/> SMMC Diabetes Mgt July 8, 2015	7/8/2015 - 7/8/2015, 8:00 AM - 10:00 AM (America/Los_Angeles) (UTC -07:00)	Saddleback Memorial - Laguna Hills		30	No
<input checked="" type="checkbox"/> SMMC Diabetes Mgt July 13, 2015	7/13/2015 - 7/13/2015, 1:00 PM - 3:00 PM (America/Los_Angeles) (UTC -07:00)	Saddleback Memorial - Laguna Hills		30	No
<input type="checkbox"/> SMMC Diabetes Mgt July 15, 2015	7/15/2015 - 7/15/2015, 9:00 AM - 11:00 AM (America/Los_Angeles) (UTC -07:00)	Saddleback Memorial - Laguna Hills		30	No

Bucket View Details View My Class Schedule Submit Request Enroll in this Class

* Class has multiple sessions, please select class and click on **View Details** to see all session dates and times.

If you are enrolling yourself in the course using the Course Catalog, there is only one step to completing your course enrollment. Click on either the **Details** or the **Scheduled Classes** buttons to open the Activities page and enroll in your desired class.

The screenshot shows the 'Course Catalog: ILT With Open Seats' interface. A search bar contains the word 'diabetes'. Below the search bar are navigation tabs: 'Featured Courses', 'Bundles', 'By Category', 'Alphabetically', 'ILT With Open Seats', 'ILT Calendar', and 'Online Resources'. A message says 'Click Details or the name of the course to view its details.' Below this, it says 'Displaying records 1-1 of a total of 1.' and 'Results per Page: 10 Show'. The course title is 'SMMC Diabetes Management: Insulin Administration', with 'Instructor Led' and 'Duration: 2 hours'. A description follows: 'This course provides the inpatient RN with information on managing the hospitalized diabetic patient using basal, bolus and correction doses of insulin'. At the bottom, there are two buttons: 'Details' and 'Scheduled Classes', both of which are circled in red. The page number 'Pages: 1' is also visible.

Once you have enrolled in a class, reopening the course Activities page from your Learning and Metrics Home will show the class session you are enrolled in (1). There will also be a **Drop Button** (2) if you need to drop the course or reschedule yourself in a different class.

The screenshot shows the course details page for 'SMMC Diabetes Management: Insulin Administration'. At the top right, there is a 'Close Record' button. Below the course title, the progress is shown as 'Not Attempted', status as 'Enrolled', required as 'Yes', and duration as '2 hours'. There are two tabs: 'Activities' and 'Details', with 'Details' selected. To the right of the tabs are two buttons: 'Submit Waiver Request' and 'Drop Class'. The 'Drop Class' button is circled in red with the number '2'. Below the tabs is a section for 'Class Sessions' with a circled '1' next to it. A table lists the class sessions:

Class Name	Date	Location	Classroom	Instructor(s)
SMMC Diabetes Mgt July 13, 2015	Monday, July 13, 2015 1:00 PM to 3:00 PM (America/Los_Angeles) (UTC -07:00)	Saddleback Memorial - Laguna Hills	Conference Room 2/3	N/A

Below the table is a 'Details' section with the following information:

- Course Name: SMMC Diabetes Management: Insulin Administration
- Status: Active
- Description: This course provides the inpatient RN with information on managing the hospitalized diabetic patient using basal, bolus and correction doses of insulin
- Delivery Type: Instructor Led
- Course Code: SBM01
- CEU: 2
- Duration: 2 hours

At the bottom, there is a 'Scheduled Classes' section with a message: 'To view class details, select one or more classes below and click View Details. This view also allows you to see if a class contains multiple sessions. To see how a class fits into your schedule, select a class below and click View My Class Schedule. Other actions may be available depending on your current status.'