

Create an Open-Student Self-Registration Session

Complete the following steps to create a session open to learners to self-register.

IMPORTANT! Learners must be in a Learner Group. See **Settings > User Management > Learner Group**.

Add Session ✕

To create a new session, type the session name, select the session type and a preferred time. Sessions marked as **Training session only** can be deleted even after the training session has been scored. Select a **Room Group** to limit the type of rooms available for this session. Click **Create Recurring Session** to create a series of sessions. Click **Copy Session** to copy an existing session. Click **Create** to define the session.

Enter the amount of time needed in the **Duration** field to reserve the room on the Session Calendar. If there are multiple encounters, make this the sum of all encounters.

Session Name*



Is Training Session

Session Type*

Status*

Start Date*

Start Time*

Duration*

 Mins

Room Group

Create recurring session

Create

1. Create an **Open - Student Self Registration** session.

General Information | Case/Scenario Details | **Participant Details** | Video Access Permission | Recording/Paging Schedule | More ▾

Click the Show Participants button to display all participants assigned to the session. Click Add Learner Group to assign a learner group and add the number of participants that can be assigned to the session. Click the link in the Assigned Participant column to view all participants who have registered to the session.

Learner Group List

Learner Group	Max Participant	No.Assigned Participants	Delete
No record(s) found.			

Maximum Participants
Open Registration
Close Registration

1. On the **Participant Details** tab, click **Add Learner Group**.

Add Learner Group ✕

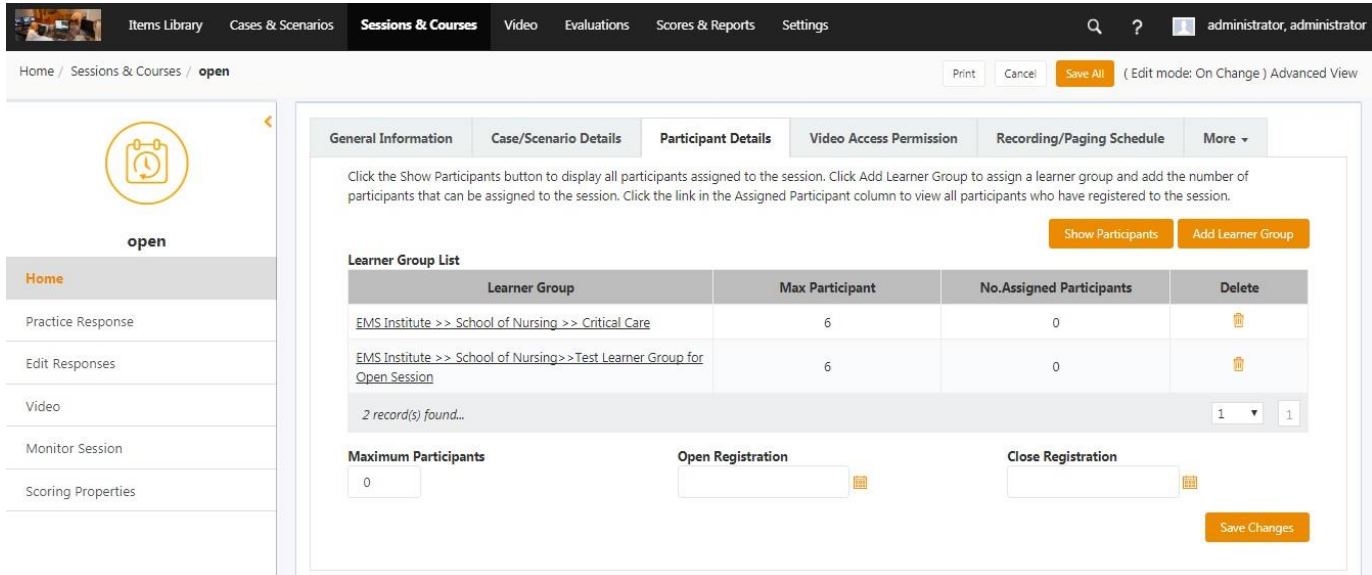
To assign learner groups to a session, search for the group(s), type the maximum number of participants from each learner group eligible to self-register for the session, and then click **Save Changes**.

Participants Requirement

Filter All ▾

Org Structure	Learner Group	Max Students
EMS Institute >> School of Nursing >> Critical Care	Critical Care	<input type="text"/>
EMS Institute >> School of Nursing>>Test Learner Group for Open Session	Test Learner Group for Open Session	<input type="text"/>
2 record(s) found...		<input type="text" value="1"/> ▾ <input type="text" value="1"/>

2. Enter the maximum number of learners per learner group and then click **Save Changes**.



Home / Sessions & Courses / open

Print Cancel Save All (Edit mode: On Change) Advanced View

General Information Case/Scenario Details **Participant Details** Video Access Permission Recording/Paging Schedule More ▾

Click the Show Participants button to display all participants assigned to the session. Click Add Learner Group to assign a learner group and add the number of participants that can be assigned to the session. Click the link in the Assigned Participant column to view all participants who have registered to the session.

Show Participants Add Learner Group

Learner Group List

Learner Group	Max Participant	No. Assigned Participants	Delete
EMS Institute >> School of Nursing >> Critical Care	6	0	
EMS Institute >> School of Nursing >> Test Learner Group for Open Session	6	0	

2 record(s) found... 1 1

Maximum Participants: 0

Open Registration:

Close Registration:

Save Changes

3. Enter the **total number of participants** and the **open and close registration dates**, or leave blank for an unrestricted timeframe.
4. Click **Save Changes**.

IMPORTANT! When the learners from the designated Learner Group log in, a **Register** link will appear on their Dashboard To Do List to register for the session.

Learner Registration from the Dashboard to Do List

From your **Dashboard To Do List**, click the **Other** tab and then click the **Register** link. **Note:** An Unregister link remains in the To Do List in case the learner needs to change the session he or she is registered for.

View Registered Participants

Option 1:

1. Click **Sessions & Courses**, select the Open session and then click the Participant Details tab.
2. Click **Show Participants**.

Option 2:

1. Click **Sessions & Courses**, select the Open session and then click the **Print** button at the top of the screen.
2. From the **Session Detail** screen, click **Learner Sign In Log**.
3. Click **Print**.

Option 3:

1. Click **Scores & Reports > Other Reports**.
2. Click **Other Reports > Session Summary**.
3. Select the **Session Name**.
4. Click the PDF or the Excel icon to view the report.