

# EDGE Learning Instructor Guide

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VIRTUAL INSTRUCTOR-LED TRAINING (VILT)

Updated 2/2/23



Employee Development,  
Growth & Engagement  
Learning

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## Overview of Virtual Instructor-Led Trainings

Virtual Instructor-Led Training (VILT) is a form of synchronous learning where content is delivered via Zoom and led by an instructor who facilitates the class. EDGE Learning has a Zoom integration that works for Zoom based classes with under 500 learners. For classes that will have over 500 learners in attendance, please contact your Learning Administrator.

### Key details to know about the Zoom Integration feature include:

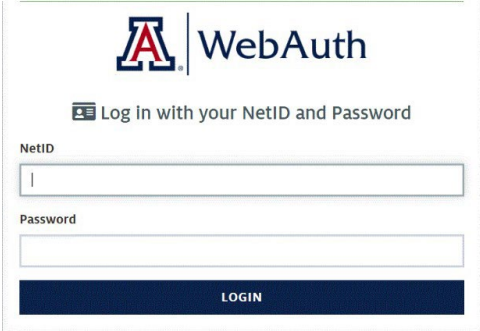
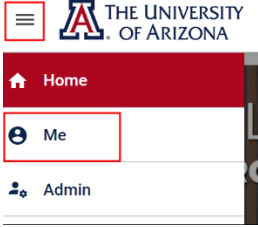
- Learners will launch the Zoom meeting through their EDGE Learning Account.
- Attendance is recorded and credit is granted automatically if the learner met the Minimum Attendance Time
  - The system default for Minimum Attendance Time is set so learners who attend at least 50% of the scheduled class run-time will receive credit for attending the class.
  - You can manually edit attendance after the session if it needs to be adjusted.

## Instructor Dashboard Functionality

This section covers how to access your Instructor dashboard, how to view your roster, and how to cancel a class.

### Navigating the Instructor Dashboard

The Instructor Dashboard is your central location for everything you will need to successfully manage and facilitate your class. Please follow the steps outlined below to access the Instructor Dashboard.

Steps to Follow	Screenshot for Reference
<p>Log into EDGE Learning by going to <a href="http://arizona.sabacloud.com">arizona.sabacloud.com</a> or by selecting EDGE Learning on the UAccess Dashboard</p> <p>Enter your NetID and password if prompted to do so</p>	
<p>Select <b>Admin</b></p> <p>Expand the <b>Navigation Button</b>, then select Admin</p>	

Select **Instructor** from the top toolbar

## Viewing your Roster

Your roster will show you the number of individuals enrolled in your session which you can use to plan your session.

1. Find the class you wish to view
2. Select the class name (blue link) to access the class roster

## Send an Email to the Class

Sending the class an email is an optional tool you can use for things such as:

- Room / venue instructions or changes
- Materials to bring to class
- Reminder to complete any prework or reflection questions

Steps to Follow	Screenshot for Reference
<p>In your roster, select the learners you wish to email using the checkboxes. You can check the box next to the ID Column to select all learners on the roster.</p> <p>* If you choose <b>Select All</b> and your roster spans multiple pages, you can select the blue link to select all the learners in the class</p>	

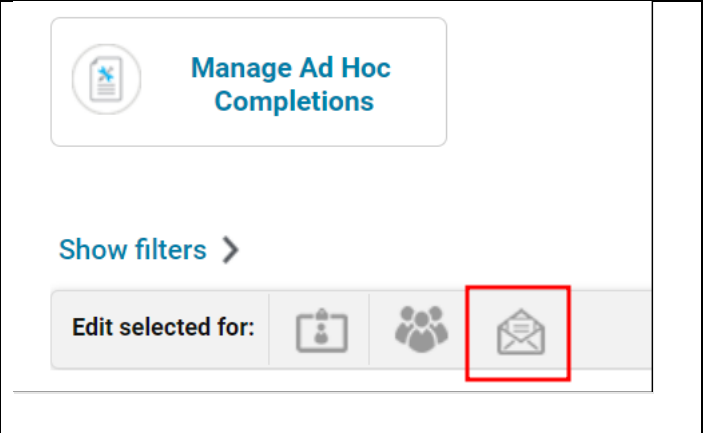
Select the **Send Notification** button

The system will auto-populate the emails for the learners you selected

Complete the following fields:

- Subject
- Message

Once you select **Send**, your learners will receive an email from EDGE Learning with your message



### Canceling a Class

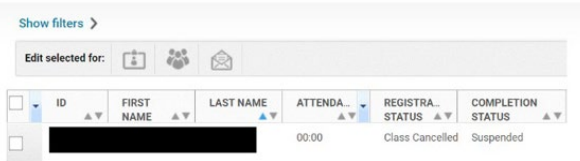
If you do not have enough participants or simply need to reschedule, you can cancel the class.

**Prior to cancelling the class in EDGE Learning, ensure you do the following:**

- Communicate with your learners, let them know the class will be cancelled and/or the class will be rescheduled.
- Move learners off the roster into a new session following the instructions for rescheduling to move them to the next session. OR follow the instructions for dropping learners and instruct the learners to re-enroll in a session that works with their schedule if you have multiple sessions to choose from.

Steps to Follow	Screenshot for Reference
<p>Next to Status, click the <b>Open-Normal</b> link</p>	<p>The screenshot shows class details: Class ID: 0000027729, Start date: 13-FEB-2023, Language: English, Status: Open - Normal. The 'Open - Normal' status is highlighted with a red box. Below the status is a link for 'Description and Activities'.</p>
<p>This view will default to show the current status as Delivered</p> <p>Change that status to <b>Cancelled</b></p>	<p>The screenshot shows the 'Change Status to' dropdown menu. The current status is 'Open - Normal'. The 'Delivered' status is selected. The 'Cancelled' status is selected and highlighted with a red box. There are also options for 'Create Learning Request for Waitlisted Learner' and 'Create Learning Request for Enrolled Learner'. 'SAVE' and 'CLOSE' buttons are at the bottom.</p>

Your roster will reflect the class cancellation. You will not be able to view your cancelled class in the list view



## Roster Management

You can make changes to your class roster by adding, dropping, and rescheduling learners.

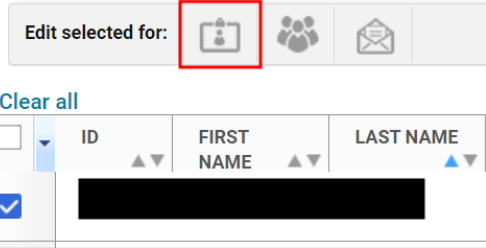
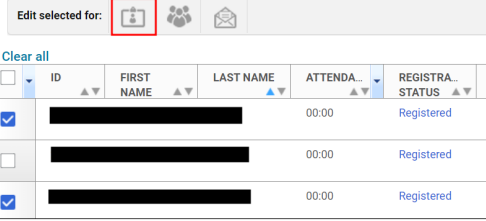
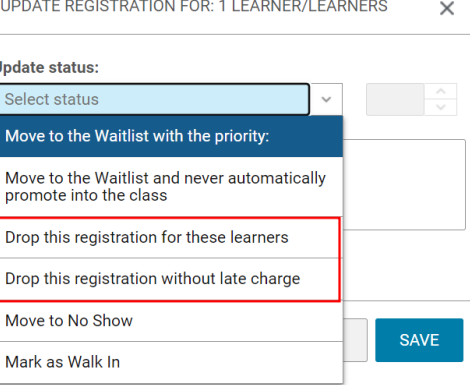
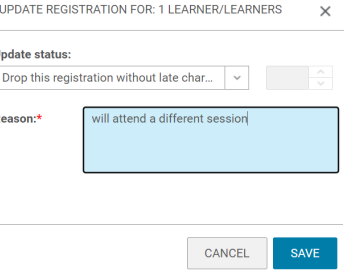
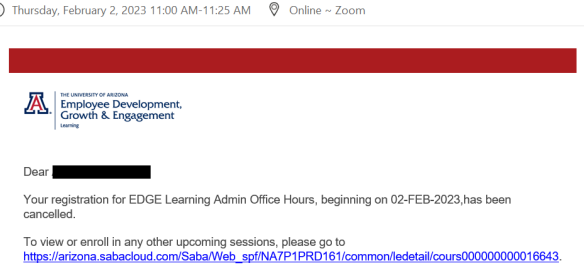
### Adding Learners to Roster

There are instances where you will need to add learners to your class roster. This is most commonly seen when an offering's settings prevent learners from self-enrolling in a class.

Steps to Follow	Screenshot for Reference
<p>From the roster page, select the <b>Add Learner</b> icon</p>	
<p>Type the NetID or first and last name of the learner you wish to add. You can use the filters dropdown to narrow your search</p>	
<p>Select the <b>Plus (+)</b> icon next to the learner you wish to add. Repeat this process as many times as necessary</p>	
<p>Once all learners have been added, select <b>Register</b></p> <p>You will see a detailed confirmation showing the learner(s) have been added to the class</p> <p>The learner will receive a system generated email with class details</p>	

## Dropping Learners

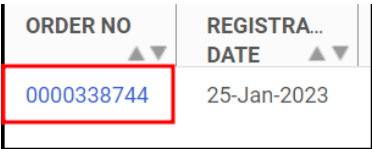
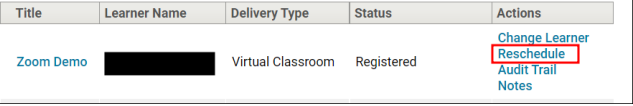
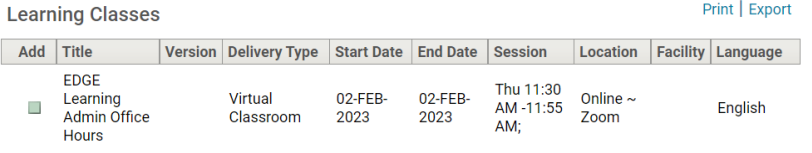
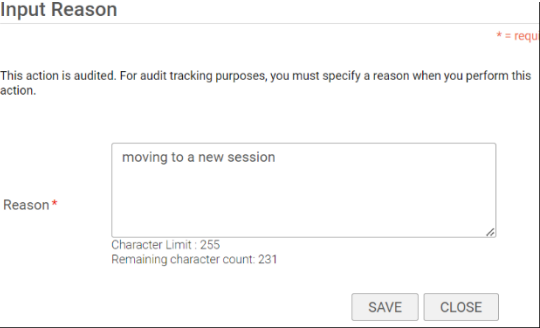
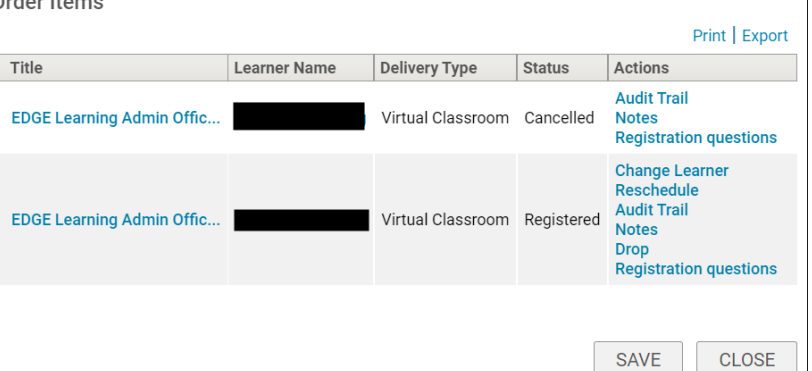
If you need to drop a learner from your roster, please follow these steps:

Steps to Follow	Screenshot for Reference
<p><b>To drop one learner:</b>            Select the checkbox next to the learner's name, then select the <b>Registration icon</b> OR select <b>Registered</b> under the Registration Status column next to the learner you wish to drop</p>	
<p><b>To drop multiple learners:</b>            Select the checkbox next to each learner's name, then select the <b>Registration icon</b></p>	
<p>Select the dropdown arrow under <b>Update Status</b></p> <p>Select one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Drop registration for these learners</b></li> <li>• <b>Drop this registration without a late charge</b></li> </ul> <p>* Offering in EDGE Learning do not have a cost associated with them. You can select either drop option</p>	
<p>Enter a reason for dropping the learner</p> <p>Select <b>Save</b></p>	
<p>The registration status for the dropped learner will change from Registered to <b>Cancelled</b> on your roster</p> <p>Your learner will receive a system generated email stating they have been dropped from the class and the class will be removed from their Learning Plan</p>	

## Rescheduling Learners

There are some instances where you will need to reschedule learners for a different class session. Possible reasons for this include:

- You need to cancel a class and move the participants to the next session
- A learner requests a different session due to a scheduling conflict

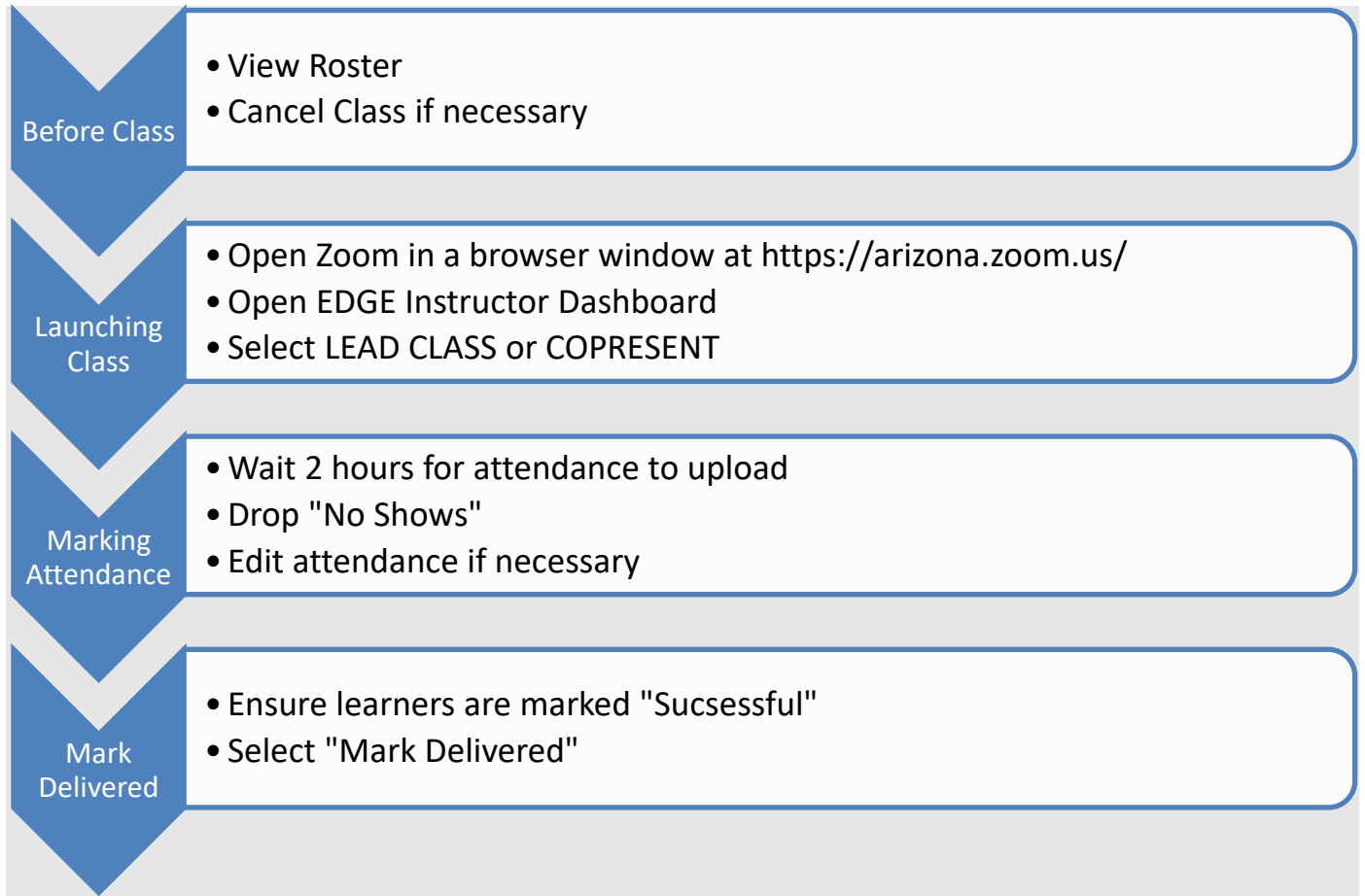
Steps to Follow	Screenshot for Reference
<p>Find the learner you wish to drop from the class. select <b>the blue link with the learner's order number</b> under the ORDER NO column</p>	
<p>A new window will open. Scroll down and select <b>Reschedule</b></p>	
<p>A list of the available classes will appear. Select the checkbox under the Add column next to the class you want to switch the learner to</p>	
<p>A new window will appear prompting you to submit a reason for making the change. Once you are done, select <b>Save</b></p>	
<p>You will see that the learner's original registration has been cancelled and they have been registered in the new class</p> <p>Select <b>Save</b></p>	

Your learner will receive an email stating they have been dropped from the initial session. They will then receive a calendar invite for the new session.



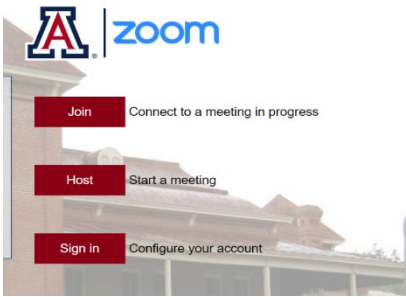
## Instructor Workflow

Below is a general workflow Instructors will follow. Please consult with your Learning Administrator to ensure this is the workflow you will be following for your sessions.



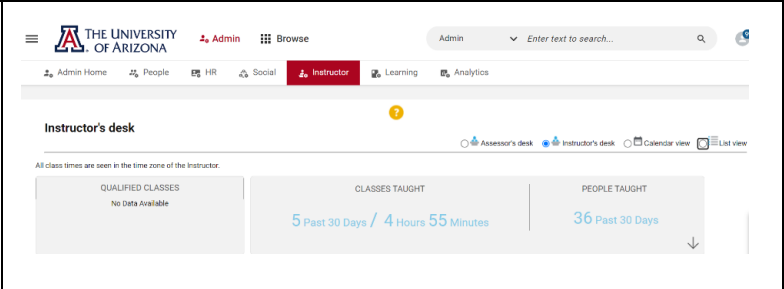
## Launching Your Class

Please follow the steps in the order that they are listed to ensure the class launches and records the way it should. If you attempt to launch the class in EDGE Learning before logging into Zoom, you will receive a notification asking you to register in the session.

Steps to Follow	Screenshots for Reference
<p>Log into the Zoom web-browser at <a href="https://arizona.zoom.us/">https://arizona.zoom.us/</a></p> <p>Select <b>Sign in</b></p> <p>Enter your NetID and password if prompted.</p>	

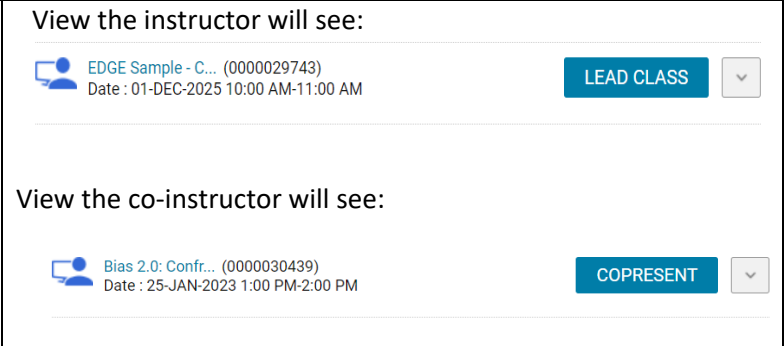
In a separate browser window, log into EDGE Learning and select the **Instructor** tab

**Pathway:** Navigation Menu > Admin >Instructor



Find your class and select **LEAD CLASS** to start the Zoom meeting.

If you are a co-instructor, you will select the **COPRESENT** button



## Reviewing Attendance

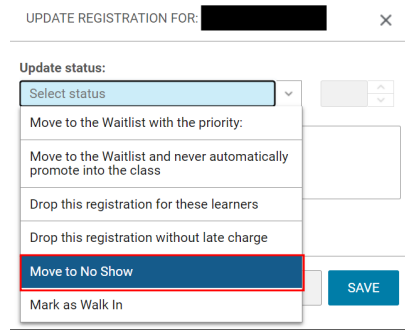
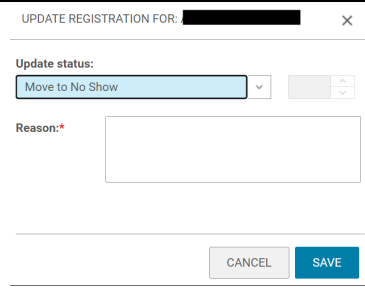
Zoom will automatically import the attendance data **two-hours** after the classes' scheduled end time. Under the attendance column, you should see the duration the learners were in the class, and they should be marked as **“Successful”** if they met the class minimum attendance time.

ID	FIRST NAME	LAST NAME	ATTENDAN...	REGISTRA... STATUS	COMPLETION STATUS
[REDACTED]	[REDACTED]	[REDACTED]	01:04	Registered	Successful
[REDACTED]	[REDACTED]	[REDACTED]	01:04	Registered	Successful

## Dropping No-Shows

Marking a learner as a No-Show automatically cancels the learner's registration. They can enroll in another session at a later date.

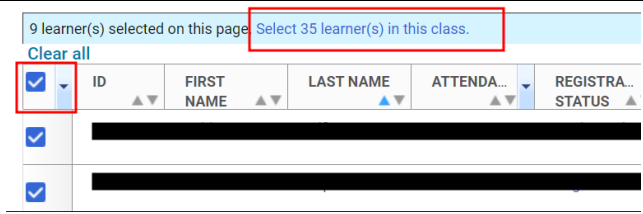
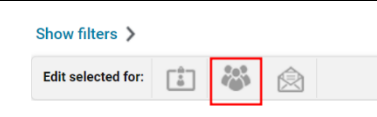
Steps to Follow	Screenshot for Reference
Select the <b>Registered</b> link under Registration Status column for the learner who did not attend the class	

<p>In the new pop-up window, select the dropdown arrow and choose <b>Move to No Show</b></p>	
<p>A new window will appear and prompt you to submit a reason for making the change. It can be along the lines of, "did not attend the class." then, select <b>Save</b></p>	

Repeat the above steps as many times as necessary for all the learners who did not attend the class.

### Manually Marking Attendance and Class Completions

If attendance does not automatically record due to the class ending significantly earlier than expected or a technology issue, you can manually mark learners as **“Successful”** and adjust the attendance time to reflect the class duration.

Steps to Follow	Screenshots for Reference
<p>In your roster, select the learners you wish to email using the checkboxes. You can check the box next to the ID Column to select all learners on the roster.</p> <p>* If you choose <b>Select All</b> and your roster spans multiple pages, you can select the blue link to select all the learners in the class</p>	
<p>Select the <b>Results/Attendance</b> icon</p>	

Click inside the Session 1 box and enter in the time the learners attended the session

Under the Results section, select the dropdown menu and select **Successful**

Then select **Save**

## Mark As Delivered

The last step is to mark the class as delivered. Only select this option after you have reviewed attendance.

Steps to Follow	Screenshot for Reference
<p>After attendance has been marked, you can go back to your instructor's desk and select <b>Mark Delivered</b> next to the class you want to close out</p>	
<p>A new window appears and defaults to <b>Delivered</b>. Select <b>Save</b> and the class will disappear from your Action Required list</p>	