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.

<table>
<thead>
<tr>
<th>3 days or more prior to the event</th>
<th>3 days or less prior to the event</th>
<th>Day and time of the event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part I:</strong> Create the offering.</td>
<td><strong>Part III:</strong> Check offering availability via the Badge Swiper feature.</td>
<td><strong>Part IV:</strong> Activate the Swiper Feature</td>
</tr>
<tr>
<td><strong>Part II:</strong> Verify offering availability in MLearning.</td>
<td><strong>Part III:</strong> Contact MLearning to remove the enrollment end date, if requested when the offering was created.**</td>
<td><strong>Part IV:</strong> Learners use the feature to swipe their badges or enter their Uniqname or UMID.</td>
</tr>
</tbody>
</table>

**Part I: Create a New Offering**

1. Access the online form at [https://michmed.service-now.com/sp](https://michmed.service-now.com/sp). Click the Education and Training link in the left side bar to complete the Request New Course/Offering form.

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

1. Prior to the 3-day window before the event – check to see if the class is scheduled. You can use one of the following 3 methods:
   - Check your **Instructor Schedule** under the **Instructor** tab.
   - Check for the offering using the **All Offerings** link under the **Instructor** tab.
   - Search for the offering by clicking the **Learner** Icon, then use **Search** in the left hand navigation.
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 is still not showing on the list.

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

1. Click the Admin Icon.
2. Click the Instructor Tab.
3. Click Badge Swiper in the left hand navigation.
4. Click Begin UMID card reader completion process.
5. 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.
6. Verify the offering is available.

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

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**Part IV: Activate the Swiper Feature the Day/Time of the event**

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

7. Click the **Offering**

8. Click the **Okay** button.

9. Learners are able to swipe their MCard OR enter their uniqname or UMID on the class day.
## Error Messages and What to Do About Them

<table>
<thead>
<tr>
<th>Error Message</th>
<th>What To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>The class is full.</td>
<td>If you have permissions, open the offering in Saba and increase the Max Count field under Registration Information.</td>
</tr>
<tr>
<td>Learner is registered for a different offering of this course and may not register in this one.</td>
<td>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.</td>
</tr>
<tr>
<td>Enrollment for this offering is closed</td>
<td>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.</td>
</tr>
<tr>
<td>There was an LMS error identifying the Person.</td>
<td>Contact HITS helpdesk</td>
</tr>
<tr>
<td>There is a scheduling conflict.</td>
<td>Look up Current Learning for the individual and DROP the conflicting enrollment.</td>
</tr>
</tbody>
</table>