

Group Viewing

Group Viewing allows you to train large groups from your personal HTVN user profile and issue credit to all attendees.

Important Note:

- Group viewing is only available to subscribers
- Group viewing is only available for Non-CEU courses
- Only a Group Viewing Proctor can issue course credit
- Each attendee must have a personal HTVN user profile to be issued credit
- You must contact HTVN Support to activate Group Viewing for your organization

What You Will Need for Each Session:

1. Internet connection
2. Large monitor or projector
3. Adequate sound system
4. **Sign-in sheet** – see page 3
5. **Planner & Check List** (Optional) - see page 2



To Do A Session:

1. Log into YOUR personal HTVN user profile
2. Add the course to your personal training home page
3. Attach your computer to a large monitor/projector and adequate sound system
4. Play the entire course for attendees

To Issue Credit to Each Attendee:

1. **After all course parts are completed** - Select **Manage** from the gray menu bar then select **Training**
2. Under **Quick Links** select **Manage Enrollment for Online Courses**
3. Select the **Search for** field and enter then name of the course – Enter **Group Viewing** for a list of all eligible courses
4. Select the **Search** button
5. Locate the course viewed from the list and select its corresponding **Enroll Users** button
6. Select the **Search** field and enter an attendee name or leave blank to pull a list of all learners in your organization
7. Select the **Search** button (Magnifying Glass)
8. Select (Check) each of the users that attended the session
9. Scroll to the bottom of the screen and change **Mark Enrollees Complete** to **Yes**
10. Select the **Batch Enroll Users** button
11. In the **Reason for Action** pop-up window enter **Group View** and **date of the session** (ex: Group View – 1/1/2019)
- 12 Select the **Batch Enroll Users** button – All selected users have been issued credit for completing the course

Group Viewing

HTVN Group Viewing Planner & Check List

Course Title: _____

Planned Date: _____

Planned Location: _____

Planned Time: _____

Planning Check List – These tasks should be completed well in ADVANCE of your planned session

- Verify the course is available for group viewing
- Add the course to your personal training home page
- View entire course to become familiar with its content
- Print course handouts and other desired documentation
- Verify each employee in your organization has an active HTVN profile
- Identify and reserve the room/space you plan on using for your session
- Identify and reserve any needed projectors, monitors or sound equipment you may need for your session
- Log into HTVN and play a portion of the course in the room and on the computer you plan on using for your session to identify any technical issues
- Address all technical issues with your IT department and re-test well in advance of your session

Pre-Session Check List – These tasks should be completed before your session begins

- Place a copy of the Attendance Sign-In Sheet in a location that will prompt each attendee to sign in – see **page 3**
- Log into HTVN and open the first course part
- Plug speakers or sound system is into computer
- Play a portion of the first course part to verify visual and audio is working properly

Post Session Check List – These tasks should be completed after your session

- Verify all attendees have signed the attendance sheet
- After ALL course parts have been completed record attendance in HTVN
- File attendance sheet for future reference (Optional)



HTVN Group Viewing Sign-In Sheet

Course Title: _____ Date: _____

Count	Attendee Name (Please Print)	Recorded in HTVN
1		
2		
3		
4		
5		
6		
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8		
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