

### What is a Group Session?

A group session is when a specific online course in the Shared Health Learning Management System (LMS) is shown to many people at the same time. A group session may be used for groups of staff who do not have work email.



**The LMS does not keep track of the number of participants and completion status of students in the group session.**

### Who May Benefit from a Group Session?

- Novice computer users
- External staff
- Contractors
- University students
- Programs in Hospitals, Community, and Personal Care Homes
- Volunteers

### What is Required to Host a Group Session?

- Board/Meeting/Training room
- Computer with internet access and a speaker system
- Projector
- LMS account for the presenter/instructor

### Using the LMS

Refer to the following documents for information on creating an account, logging in, registering for a course, etc.

- Quick Reference Guide - [https://sharedhealthmb.learnflex.net/Upload/Public/LMSProcess/LMS\\_QRG.pdf](https://sharedhealthmb.learnflex.net/Upload/Public/LMSProcess/LMS_QRG.pdf)
- Frequently Asked Questions - [https://sharedhealthmb.learnflex.net/Upload/Public/LMSProcess/LMS\\_FAQ.pdf](https://sharedhealthmb.learnflex.net/Upload/Public/LMSProcess/LMS_FAQ.pdf)

### Conducting the Group Session

1. Log into the LMS and launch the course.  
**Note:** If you have not yet completed the course, launch it from the Learning Plan tab. If you have previously completed the course, launch it from the Learning History tab.
2. Progress through the course at the group's pace. Some courses may take longer than the estimated time for the course due to questions from the group.