

# Browse Enrolments

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## Transcript

[Title screen – ‘How to browse enrolments in MyPL’.]

**Narrator:** From the MyPL homepage, select the hamburger menu icon. Then select Manage Learning.

[Cursor navigates to the Manage Learning option from a drop-down list generated by selecting the hamburger menu icon on the upper-right side of the screen.]

**Narrator:** From the left hand menu, select Enrolments.

[Enrolments is selected from a list of options in the left-hand ‘Manage Learning’ pane. It is the second selectable option within the Manage Learning sub-menu.]

**Narrator:** Here you can see all course enrolments for your school, including those that have not been attempted, those that are incomplete or those that have been completed.

[A list of Enrolments is displayed in the main body of the page along with the status for each enrolment. ]

**Narrator:** You can refine this list by selecting the search box, then entering search criteria such as username, a keyword, course title, by date range or by course status.

[Various search filters appear in the main body of the page by selecting the Search box.]

**Narrator:** In this example, we would like to see the enrolments for Dominic Bova. Let’s scroll down to see the results. As Dominic has quite a long list of records, we’ll need to refine it further.

[A list of records for Dominic Bova is generated by typing in the name in the Search field and can be browsed through, using the right scroll bar.]

**Narrator:** We’ll scroll back up to the filters and add a date range. We’ll make the start date: 1 Jan, 2018 and make the end date: 14 May, 2018. We’d also only like to see the completed courses within these dates.

[The date range filter is added by entering the start and end dates and the Completed status filter is selected.]

**Narrator:** Select Search. We’ll need to scroll down to see the results. The refined results display.

[The filtered results are displayed when the Search button is selected.]

**Narrator:** Select the 3 dots to see more enrolment details. The details of the course enrolment now display.

[The details for the selected course appear on selecting the three dots icon to the right of the filtered result.]